|  |
| --- |
| **PART A** |
| **Property/ School:** | **Address:** |
| **Brief description of work:** | **LBHF School Contact:** |
|  | **Start date:** | **Finish date:** |
| **Principle contractor:****Address:** | **Contractor’s Contract Manager:** |
| **Tel no:** |  |
| **PART B** |  |
| **PROJECT TYPE** | A: Small works -Office redecoration, paint, carpet, lights | B: Minor works -Partition walls, lab benching, mechanical vent, paint, flooring, lights | C: Minor works- Partial refurbishment and change of use of a floor including partitioning, new toilets | D: Major capital Full refurbishment |
| (Select one) |  |  |  |  |
| **LOCATION OF WORKS** |  |
| **WORKS BEING SCHEDULED** |  |
| **CONSTRUCTION PHASE HEALTH & SAFETY PLAN / RISK ASSESSMENT / METHIOD** STATEMENT are inplace prior to works approval (please attach) |  |
| **Other requirements**(Such as planning permission from Building Control) |  |
| **Confirmation of****Information supplied to contractor** | Asbestos Survey First Aid Arrangements Emergency Evacuation Procedures  | Accident Reporting Procedures Security Information/ DBS Permit Information  |
|  |
| Authorisation Signature of school representative: | Date: |
| Signature of Contractor’s representative: | Date: |



This form must be completed and submitted **(4 weeks in advance of start date**) to LBHF Children’s Services Properties & Corporate H&S at CorporateHealthandSafety@lbhf.gov.uk prior to works commencing.