



Health & Safety Executive Commerce & Employment Department

Notification of Project

Note

1. This form can be used to notify any project covered by the approved Code of Practice entitled:- The Organisation and Management of Health and Safety in Construction, which will last longer than 30 days or 500 person days. It can also be used to provide additional details that were not available at the time of initial notification of such projects. (Any day on which construction work is carried out (including holidays and weekends) should be counted, even if the work on that day is of short duration. A person day is one individual, including supervisors and specialists, carrying out construction work for one normal working shift.)
2. The form should be completed and sent to the HSE office covering the site where construction work is to take place. You should send it as soon as possible after the safety co-ordinator is appointed to the project.
3. The form can be used by contractors working for domestic clients. In this case only parts 4-8 and 10 need to be filled in.

HSE – For official use only

Client	V	PV	NV	Safety Co-ordinator	V	PV	NV
Focus serial number				Principal contractor	V	PV	NV

1. Is this the initial notification of this project or are you providing additional information that was not previously available.

Initial notification

Additional information

2. **Client:** name, full address, postcode and telephone number (*If more than one client, please attach details on separate sheet*).

Name:	Telephone number:
Address:	
Postcode:	

3. **Safety Co-ordinator:** name, full address, postcode and telephone number

Name:	Telephone number:
Address:	
Postcode:	

4. **Principal Contractor** (or contractor when project for a domestic client): name, full address, postcode and telephone number

Name:	Telephone number:
Address:	
Postcode:	

5. **Address of site:** where construction work is to be carried out

Address:
Postcode:

6. **Please give your estimates on the following:** Please indicate if these estimates are original revised (tick relevant box)

a. The planned date for the commencement of the construction work

b. How long the construction work is expected to take (*in weeks*)

c. The maximum number of people carrying out construction work on site at any one time

d. The number of contractors expected to work on site

7. **Construction work:** give brief details of the type of construction work that will be carried out

8. **Contractors:** name, full address and postcode of those who have been chosen to work on the project (*if required continue on a separate sheet*). (*Note this information is only required when it is known at the time notification is first made to HSE. An update is not required*)

Declaration of safety co-ordinator

9. I hereby declare that (name of organisation) has been appointed as safety co-ordinator for the project

Signed by or on behalf of the organisation (print name)

Date

Declaration of principal contractor

10. I hereby declare that (name of principal contractor) has been appointed as principal contractor for the project, (or contractor undertaking project for domestic client)

Signed by or on behalf of the organisation (print name)

Date