

When to Notify a Project to the HSE (F10)

1. Notification

Except where the project is for a domestic client, the HSE must be notified of projects where construction work is expected to:

- (a) last more than 30 working days; or
- (b) involve more than 500 person days, for example 50 people working for over 10 days.

All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

Where a small project that is not notifiable requires a short extension, or short-term increase in the number of people, there is no need to notify HSE. However, if the work or the scope changes significantly so that it becomes notifiable, the HSE should be informed.

2. Who needs to notify?

Notification of project by the CDM Co-ordinator - Regulation 21

- (1) The CDM co-ordinator shall as soon as is practicable after his appointment ensure that notice is given to the Executive containing such of the particulars specified in Schedule 1 as are available.
- (2) Where any particulars specified in Schedule 1 have not been notified under paragraph (1) because a principal contractor has not yet been appointed, notice of such particulars shall be given to the Executive as soon as is practicable after the appointment of the principal contractor, and in any event before the start of the construction work.
- (3) Any notice under paragraph (1) or (2) shall be signed by or on behalf of the client or, if sent by electronic means, shall otherwise show that he has approved it.
- (4) Insofar as the project includes construction work of a description for which the Office of Rail Regulation is made the enforcing authority by regulation 3(1) of the Health and Safety (Enforcing Authority for Railways and Other Guided Transport Systems) Regulations 2006(a), paragraphs (1) and (2) shall have effect as if any reference to the Executive were a reference to the Office of Rail Regulation.

3. What information needs to be notified?

Details of what is required to be notified, is included in [Schedule 1](#) of Construction (Design and Management) Regulations 2007:

Schedule 1 Particulars to be notified to HSE (or Office of Rail Regulation) Regulation 21 (1), (2) and (4)

- 1. Date of forwarding.
- 2. Exact address of the construction site.

3. The name of the local authority where the site is located.
4. A brief description of the project and the construction work which it includes.
5. Contact details of the client (name, address, telephone number and e-mail address, if available).
6. Contact details of the CDM co-ordinator (name, address, telephone number and e-mail address, if available).
7. Contact details of the principal contractor (name, address, telephone number and e-mail address, if available).
8. Date planned for the start of the construction phase.
9. The time allowed by the client to the principal contractor referred to in regulation 15 (b) for planning and preparation for construction work.
10. Planned duration of the construction phase.
11. Estimated maximum number of people at work on the construction site.
12. Planned number of contractors on the construction site.
13. Name and address of any contractor already appointed.
14. Name and address of any designer already engaged.
15. A declaration signed by or on behalf of the client that he is aware of his duties under these Regulations.

The Form F10 can be used to make notification easier. From the 1st June 2008 an interactive F10 form (E-Form) was made available on the HSE website, for duty holders to complete and submit construction project notifications on line. [Form F10](#).

4. When and where should it be sent?

F10s completed using the online E-Form system will automatically be sent to HSE and you will be provided with an acknowledgement that it has been received.

Manual notification should be sent to:

F10 Scanning Centre,
Health and Safety Executive, c/o Central Despatch,
Redgrave Court, Merton Road,
Bootle, Merseyside L20 7HS.

5. Person Days – Notifiable Construction Projects

A person day is one individual, including supervisors and specialists, carrying out construction work for one normal working shift.

Please note that having two shifts on site (Days and Nights) does not constitute as two working days, but does count as two person days.

The HSE Info-line has stated that there is no set shift length; it is taken on a project by project basis. Therefore to calculate if your project is notifiable due to the amount of persons on site, use the following calculations:

Max No: of site operatives X project duration (in days)

6. Examples:

12 site operatives working for 15 days (12×15) = 180 person days – non notifiable project.

30 site operatives working for 20 days (30×20) = 600 person days – notifiable project

Should there be more than one shift a day on site:

Days – 15 site operatives working for 14 days (15×14) = 210 person days

Nights – 23 site operatives working for 14 days (23×14) = 322 person days

$210 + 322 = 522$ person days

Days + Nights = 522 person days – notifiable project