



Pre-Construction Information

Project Title:	Shiplake Lock House – Void Refurbishment Upgrades
Project Location:	Shiplake Lock House Mill Lane Shiplake Henley-on-Thames RG9 3NA
Date prepared:	05 Jan 2023
Version:	Tender Issue PJS
Version:	

Contents

SECTION A: THE PROJECT

- 1 Description of project
- 2 Programme Details
- 3 Project Governance
- 4 Stakeholders
- 5 External consents/consultations –
- 6 Project health and safety goals

SECTION B: PLANNING AND MANAGEMENT

- 7 Client Requirements- A
- 8 Planning and management – Meetings
- 8a Checkpoints templates – activity dependent
- 8b Consultation on Native Species
- 9 Arrangements for communication and liaison
- 10 Design assumptions, suggested methods/sequences or other controls
- 11 Co-ordination of on-going design work and handling design changes
- 12 Site security and hoarding arrangements
- 13 Welfare Arrangements
- 14 Fire and Site Emergency arrangements
- 15 Traffic management arrangements
- 16 Permits
- 17 Environmental Management
- 18 Smoking/Vaping
- 19 Any restrictions on deliveries or waste collection;

SECTION C: HEALTH AND SAFETY HAZARDS

- 20 Any 'no-go' or authorisation areas
- 21 Boundaries and access, including temp. access;
- 22 Adjacent land uses
- 23 Contaminated Land Surveys
- 24 Materials requiring particular precautions/COSHH
- 25 Location of existing services
- 26 Existing records, plans, drawings and reports - including Asbestos information
- 27 Ground conditions
- 28 Confined spaces
- 29 Any structures containing hazardous materials

SECTION D: EXISTING RELEVANT INFORMATION

- 30 The health and safety file content and format
- 31 Other




Pre-Construction Information

SECTION A: THE PROJECT			ACTION/FINAL
1	Description of project	The refurbishment of Shiplake Lock House to include the replacement of the kitchen including insulating the internal walls using wood fibre board and lime plaster and floor voids in the kitchen, adding an additional radiator to the kitchen, full decoration to all walls and joinery (possibly where lead based paints have been used in the past), external repointing using lime mortar and cutting back vegetation.	
2	Programme Details	Proposed start on site - TBC – Mid February 2023	
3	Project Governance and CDM roles including email address and telephone number	<p>CDM Client Environment Agency – Kathryn Forster Kings Meadow House Kings Meadow Road Reading RG1 8DQ kathryn.forster@environment-agency.gov.uk 07795 883547</p> <p>Principal Designer or CDM Adviser (dependent on sub-contracting arrangement of appointed contractor TBC) Jacobs UK Ltd, 1180 Eskdale Road, Winnersh, Wokingham, Berkshire, Reading, RG41 5TU John Ellis john.ellis@callsafe-services.co.uk 07388 994376</p> <p>Principal Contractor TBC – following Tendering</p> <p>Contractors TBC</p> <p>Designer Environment Agency – Patricia Salbany Kings Meadow House Kings Meadow Road Reading RG1 8DQ Tel 07425 620502 Patricia.salbany@environment-agency.gov.uk</p>	
4	Stakeholders	Proposed Tenant Lock Keeper	
5	External consents/consultations	No external consents or consultations are required for the works	
6	Project health and safety goals and compliance with SHEW CoP	<p>The Client's health & safety goals are for the construction phase of the project to be completed with zero harm or ill-health, zero incidents or incidents, zero dangerous occurrences</p> <p>The Clients site specific health & safety goals for this project are for there to be no injuries arising from working at height, working with electricity, manual handling and to ensure</p>	



Pre-Construction Information

		<p>equipment and materials are safely transported to the island site.</p> <p>All duty holders must comply with current DEFRA SHEW CoP (Version 2) with is attached in section 7</p>	
SECTION B: PLANNING AND MANAGEMENT			
7	Client Requirements	<p>Relevant to Principal Contractor:</p> <p>Prior to any works commencing the Principal Contractor will provide a Construction Phase Plan (CPP) in writing, to be checked and approved by the Principal Designer at least 10 days prior to proposed construction works starting (approval of the CPP must be in place before any work on site can be authorized). The CPP must contain explicit acknowledgement of receipt of the PCI.</p> <p>Site specific Risk Assessments and Method Statements (RAMS), which take into account task risks and site related risks, including those identified within this PCI must be provided to the EA Client and the Principal Designer as part of the CPP.</p> <p>Ideally, all operatives should hold a current and relevant CSCS card. If not then alternate qualifications to demonstrate they have the necessary knowledge to safely undertake their work should be submitted for review.</p> <p>Specific and relevant qualifications must be held by those erecting scaffolding (CISRS), scaffolding towers (PASMA) or operating MEWP.</p> <p>All site managers on site will hold a valid SMSTS certificate or equivalent. Site supervisors must hold a SSSTS certificate or equivalent. Proof to be provided to the Principal Designer before work commences.</p> <p>All work carried out by the contractor should comply with the Defra approved code of practice with regards to health, safety and wellbeing. (SHEWCOP version 2)</p> <p></p> <p>Defra SHEW 25 June 2020 version 2.docx</p> <p>Relevant to Designer:</p> <p>The Designer must comply with the requirements placed on Designers under the CDM 2015 regulations. Design must be carried out with the health and safety of constructors, maintainers, users and others in mind. Designers must produce evidence of contemporaneous design risk analysis along with their outline and final designs. These must be provided to the Principal Designer, and designers must liaise</p>	



Pre-Construction Information

		with the Principal Designer to discuss and agree appropriate design risk management	
8	Planning and management - Meetings	<ul style="list-style-type: none"> Start-up meeting and attendees – Client Representative, Principal Contractor & designer and Contractor. Start-up meeting and completion meeting sufficient for this project including Health and Safety Performance Review There will be a site induction carried out by the Principal Contractor on the first day of works, which will cover: <ul style="list-style-type: none"> Visitor/Contractor information Evacuation Procedures Accident and incident reporting Pollution Prevention information Waste disposal Asbestos Transfer of information COVID-19 Induction Familiarisation with welfare facilities Any new contractors starting on site or visitors to site must be inducted to the site by the Site Foreman before commencing work 	
8a	Checkpoints required - dependent on activity	<p>The main risks associated with this project are: working at height, manual handling, crossing lock gates, working with lime plasters and mortars, preparation work regarding decoration and dust potentially containing historic lead based paint and to ensure equipment and materials are safely transported to the island site.</p> <p>The Client has identified the following as requiring a checkpoint:</p> <ul style="list-style-type: none"> Tower Scaffolding erected safely and workers using to have necessary PASMA certification Any works adjacent in the river or within 2m of river bank associated with installation of heat exchange unit 	
8b	Native Species consultation	Not required for this project	
9	Arrangements for communication and liaison	<p>Principal Contractor to be on site contractor/supervisor and communicate with regard to access and safe methods of working.</p> <p>Communication via telephone and email addresses supplied in section 3 prior to works starting on site.</p>	
10	Design assumptions, suggested methods/sequences or other controls	There are no design assumptions but work sequences should be carried out in accordance with agreed risk assessments and method statements.	




Pre-Construction Information

11	Co-ordination of on-going design work and handling design changes	Design undertaken pre-tender stage by EA Designer with the preparation of Schedule of Work and the design of the kitchen layout by Benchmarx. Any changes to the design and liaison will be by email and/or telephone to the PD	
12	Site security and hoarding arrangements	All contractors must suitably segregate their work area with barriers and signage to prevent unauthorised access – the lock is a public right of passage but the site is separated by good existing fencing and secure gates and the house can be closed off using the doors to the property to prevent unauthorised access. The river users and boaters will be walking on the lock side as will members of EA staff	
13	Welfare Arrangements	The property will be empty for the duration of the contract period and the existing bathroom and WC can be used by the contractors to provide the necessary washing and WC facilities. The Lock Keepers mess room can also be used by contractors as a warm and dry place to rest away from the working environment and to prepare meals and hot drinks while the kitchen in the house is out of action. This provides the necessary washing, sanitary, rest and drying rooms necessary as per schedule 2 of CDM2015. Contractor operatives must treat these facilities with respect and leave in a clean & tidy condition after use.	
14	Fire and Site Emergency arrangements	<p>This is a residential property so no marked exit routes or formal arrangements. Please note exit routes on site. Nearest hospital is:</p> <p>Royal Berkshire Hospital London Road Craven Road Reading Berkshire RG1 5AN Tel: 0118 322 5111</p> <p>First aid : Contractors must provide a nominated first aider to either EFA or FAW level. Fully stocked first aid kits and eyewash stations must also be provided and made readily available on site.</p>	
15	Traffic management arrangements/ Parking	Access via narrow lane with limited parking on lane (serving other residents and river access) Footpath down to river, wooden bridge over river then across lock gates to site	
16	Permits	None required for this project	
17	Environmental Management	Waste transfer notes must be provided for any waste removed from site for inclusion in the Health & Safety File. The Principal Contractor must hold a current waste carriers license.	
18	Smoking / Vaping	Smoking is <u>NOT</u> permitted anywhere on site, this includes vaping. Operatives who wish to smoke or vape must do so off site	



Pre-Construction Information

19	Any restrictions on deliveries or waste collection.	Narrow lane for parking, along footpath to wooden bridge over river then across lock gates	
SECTION C: HEALTH & SAFETY HAZARDS OF THE SITE AND EXISTING SITE INFORMATION			ACTION/FINAL
20	Any 'no-go' or authorisation areas	None	
21	Boundaries and access, including temp. access.	Boundary of lock keepers cottage – contained by fencing and gates	
22	Adjacent land uses	Not applicable	
23	Contaminated Land Surveys	Not applicable	
24	Materials requiring particular precautions / COSHH	None	
25	Location of existing services	Overhead electric cables to house – ensure that this is recognised and the relevant care taken when erecting tower scaffolding – EA will ensure cables are shrouded prior to any works going ahead.	
26	Existing records, plans, drawings and reports - including Asbestos information	<p>An asbestos refurbishment & demolition survey was undertaken for the property on July 2019 and a report issued</p>  <p>Asbestos_2019.pdf</p> <p>No Asbestos detected on site</p>	
27	Ground conditions	Good.	
28	Confined Spaces	The loft space is considered a confined space and insulation will be installed in this area – crawl boards are to be provided during this work and 2 people must be on site when anyone enters the roof space	
29	Any structures containing hazardous materials- e.g., Asbestos	Operatives must have suitable asbestos awareness training (UKATA approved) which has been refreshed within the previous 12 months. The Principal Contractor must set out in the CPP procedures to be followed if suspected ACMs uncovered	
SECTION D: HEALTH AND SAFETY FILE			ACTION/FINAL
30	The health and safety file content and format	<p>The Principal Contractor will be responsible for gathering all relevant information from the Contractor & Designer and passing over to the PD for inclusion in the HSF. Such information should contain the following:</p> <p>Brief description of the project</p> <p>Contact details for all contractors & suppliers</p> <p>Description of the works</p> <p>Safety Data Sheets (SDS) for any potentially harmful substances used – lime mortars</p> <p>Warranties and guarantees – for the kitchen fittings</p>	



Pre-Construction Information

		<p>Photographs of the completed works – with locations of where they are taken</p> <p>Duty of care information regarding waste (Waste transfer notes, WEE Regulation certs etc.)</p> <p>Waste consignment notes (for any ACMS if identified and removed from site)</p>	
31	Other	<p>Covid19 Restrictions:</p> <ul style="list-style-type: none"> Operatives and visitors must not enter the site if they have any symptoms of COVID-19 or anyone in their household has symptoms. Where possible, 2 metre social distancing should be maintained at all times Where not possible to maintain 2 metres, operatives should wear suitable face coverings and avoid working face to face Regular handwashing or sanitization of hands is recommended throughout the day Contractors must provide a Covid-19 risk assessment for their workforce that gives due regard to CLC guidance (Version 7) and HSE guidance "Working Safely on Construction sites and other outdoor activities" published November 2021 The HSE Covid-19 poster must be completed and displayed on site prior to work commencing. 	

Issue Control		
Vers.1	Issued for Tender	
Vers.2		
Vers.3		

<p>I Pat Salbany</p> <hr/> <p>acting as Client for this project, Defra, hereby authorise and Issue this Pre-Construction Information.</p>	Signature:
	<i>PJ Salbany</i>
	Name: Pat Salbany
	Date: 05 January 2023



Pre-Construction Information

I, _____ on behalf of the Principal Contractor, hereby acknowledge receipt of the Pre-Construction Information and confirm I have shared the relevant parts of this information with other contractors and/or designers who may need this information in order to comply with their statutory duties.	Signature:
	Name:
	Date:

Note to Principal Contractor: PLEASE RETURN A SIGNED COPY OF THIS FORM TO THE CLIENT'S REPRESENTATIVE NAMED ABOVE