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|  | **Project Title**  **Project Location** | **KMH BMS upgrade 23/24**  **Kings Meadow House**  **Kings Meadow Road,**  **Reading Berks. RG18DQ** |
|  | Date prepared: | 2nd Oct 2023 |
|  | Version (see end for details): | 1 |
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| **SECTION A: THE PROJECT** | | | | | **ACTION/FINAL** |
| 1 | Description of project | | Upgrades to the Building Management system (BMS) this involves a replacement/upgrade to the PC that controls the BMS system. Will also include replacement of several Fan coil units (FCU’S) around the building. | |  |
| 2 | Programme Details | | Provision and set up of head end supervisor module and PC in first floor Facilities Management office.  Several FCU’S to be replaced following report.  Site inductions shall be carried out for each individual attending site, and daily record keeping of  personnel on and off site.  Contractor shall issue full set of RAMS for approval prior to commencement of works.  All waste materials from the work to be removed within waste management regulations.  Time scale TBC  Anticipated start TBC | |  |
| 3 | Project Governance and CDM roles including email address and telephone number | | **Client:** Shane Lake  [shane.lake@defra.gov.uk](mailto:shane.lake@defra.gov.uk)  07788648745  **Principle Designer:** TBC  **Principle Contractor:** TBC  **Designer:**  **Project Support:** Michele Wood  [michele.wood@defra.gov.uk](mailto:michele.wood@defra.gov.uk)  07500608121 | |  |
| 4 | Stakeholders | | KMH Facilities -RO  KMH Building users | |  |
| 5 | External consents/ consultations | | All works within land owned by EA/DEFRA | |  |
| 6 | Project health and safety goals and compliance with SHEW CoP | | The SHEW CoP has been developed in consultation with our supply chain partners to set out expected standards for Safety, Health, Environment and Wellbeing, (SHEW) that will be applied to all design and construction work we procure and deliver. Please familiarise yourself with the SHEW CoP and ensure that the document is available on site and will be provided for your site the contractors site file. All projects must be in accordance with the SHEWCoP.  Structure will be treated as a workplace and thus workplace regs will apply. Existing site will be used including welfare facilities.  We have hard copies of the original plant room plans to provide on site. Contractors had opportunity to view these as part of tender process.    Contractor to provide SMSTS for site manager and SSSTS for site supervisors. | |  |
| **SECTION B: PLANNING AND MANAGEMENT** | | | | |  |
| 7 | Client Requirements | | **Relevant to Designer and Principal Contractor:**  Assurance’s will need to be made where applicable that the Principal Designer and the Client (Shane Lake) agree together that the information provided in this PCI is all relevant to the actual project.  The PCI will then be issued to the relevant contractors.  The Principal Designer will also agree on what level of support the Client (Shane Lake) requires.  **Relevant to Principal Contractor:**  The principal Contractor should produce an CPP (Construction phase plan) before work commences. Ideally with enough time before the works for other parties to review the CPP. The CPP will need to be approved by PD 10 days prior to works starting.  **Permissions/Permit to work:**  Client representative to issue permissions/permit to work at the start of each day's work. | |  |
| 8 | Planning and management - Meetings | | Start-up meeting – TBC, (currently on contract finder).  Pre-start Meeting- TBC (agreement with all parties.)  Final Meeting- TBC  During project duration Daily contact with site supervisor.  Awaiting CPP to be approved at least 10 days prior to work start. | |  |
| 8a | Checkpoints required - dependent on activity | | Start of day have discussion with FM team member before start of works.  Notify when doing Hot Works on site. | |  |
| 8b | Native Species consultation | | None. | |  |
| 9 | Arrangements for communication and liaison | | Client: Shane Lake  [shane.lake@defra.gov.uk](mailto:shane.lake@defra.gov.uk)  07788648745   Staff on site to be given advice as needed. | |  |
| 10 | Design assumptions, suggested methods/sequences or other controls | | Designer will provide Design Risk Assessments if applicable. | |  |
| 11 | Co-ordination of on-going design work and handling design changes | | Design changes will be flagged up through a formal design change process and PD to be kept informed. Designer must assess any design changes for possibility of increase of risk in construction, maintenance and use. Please refer to Section 2.11 of the SHEWCoP.  Possibly not applicable? | |  |
| 12 | Site security and hoarding arrangements | | Contractor must ensure reasonable steps are taken to prevent unauthorised access in construction area.  Out of hours arrangements should be discussed with client where necessary and reasonable notice given.  Security passes to be issued on start of project. Site times 9am until 5pm Monday to Friday.  Access to building for welfare needs to be available via reception.  Weekend work if required 8:30 – 17:00 (Saturday and Sunday). Advance noticed would be needed, at least 2 weeks’ notice, to allow FM to make arrangement to attend and open site.  Out of Hours access via into building via rear delivery door and not the main entrance.  Works only authorised within the boundaries of our land. (Including but not beyond the grass verge). | |  |
| 13 | Welfare Arrangements | | KMH welfare facilities will be made available.  Toilet/shower will be allocated on the ground floor of KMH for the sole use of the contractor throughout the duration of the project.  An area will be allocated for rest/refreshments to be taken on the ground floor of KMH | |  |
| 14 | Fire and Site Emergency arrangements | | Site still under covid evacuation arrangements. | |  |
| 15 | Traffic management arrangements/ Parking | | The area of the car park to have barriers and signage erected.  Only Vehicles up to 7.5 tonne allowed in the car park.  18 tonne weight limits on culvert. Which is under the main driveway.  Larger vehicles will find it difficult to maneuverer in the car park.  Understand only require parking of 2 vans which we can easily accommodate. | |  |
| 16 | Permits | | SHEWCoP section 4.14 has further information. New instruction not SHEWCop as per recent training.  Permission/permit to work - daily | |  |
| 17 | Environmental Management | |  | |  |
| 18 | Smoking / Vaping | | No smoking allowed on site, area just outside of site is available. | |  |
| 19 | Any restrictions on deliveries or waste collection. | | Waste to be removed by contractor. Disposed of by recognised methods. Waste licence details to be provided by contractor/s.  Waste transfer notes provided for potential Asbestos containing material.  Contractor to control deliveries and to inform client is they will disrupt the normal traffic flow around the repair site.  Only Vehicles up to 7.5 tonne allowed in the car park. | |  |
| **SECTION C: HEALTH & SAFETY HAZARDS OF THE SITE AND EXISITING SITE INFORMATION** | | | | | **ACTION/FINAL** |
| 20 | Any ‘no-go’ or authorisation areas | | N/A | |  |
| 21 | Boundaries and access, including temp. access. | | Barriers to gain entry to car park project site controlled by reception.  Site opening times 08:00 until 17:00 on weekdays. However, work on day one not to commence until 09:00 and after site induction and permission to work complete.  Weekend work can happen between 08:30 until 17:00 on arrival of client representative.  No works to start until client representative has spoken to contractor. This applies to any day of the week. | |  |
| 22 | Adjacent land uses | | There are no adjacent land users that will have an impact on the project. | |  |
| 23 | Contaminated Land Surveys | |  | |  |
| 24 | Materials requiring particular precautions / COSHH | | COSHH Sheets available in PPEP box at main gate.  no hazardous storage area to be available on site. E.g., hydrogen peroxide. To be removed from site each day. | |  |
| 25 | Location of existing services | |  | |  |
| 26 | Existing records, plans, drawings and reports - including Asbestos information | | Original type 2 survey dated 2007 suspected asbestos in the seals/gaskets of the pumps and associated pipe work. Cannot confirm until pipe work is taken apart. Works tendered in expectation of this being asbestos containing material.  Full version of Asbestos report available from FM on the day.  We have hard copies of the original plant room plans to provide on site. Contractors had opportunity to view these as part of tender process. | |  |
| 27 | Ground conditions | | Please see drainage plan for the Culvert and remember weight restrictions as mentioned above (cannot exceed 18 tonnes). | |  |
| 28 | Confined Spaces | | No current confined spaces expected to be entered. | |  |
| 29 | Any structures containing hazardous materials- e.g., Asbestos | |  | |  |
| **SECTION D: HEALTH AND SAFETY FILE** | | | | | **ACTION/FINAL** |
| 30 | The health and safety file content and format | | Description of Works carried out Parties involved Specification for materials and suppliers' details As Constructed drawings from Designer and Principal contractor to show accurate details of the construction work, including any information relevant to the ongoing health and safety management of the building. Copies of Waste Transfer Notes O+M Manuals for all equipment. | |  |
| 31 | Other | |  | |  |
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| **Issue Control** | | |  | | |
| **Vers.1** | | **Date produced -** | **By Whom – plus notes as needed** | | |
| 1 | | 02/10/2023 | Shane Lake | | |
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|  | | I  Shane Lake  acting as Client for this project, Defra, hereby authorise and Issue this Pre-Construction Information. | | Signature: | |
|  | |  | | Name: Shane Lake | |
|  | |  | | Date: 2nd October 2023 | |
|  | |  |  | | |
|  | | 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 | | | | | |