



# Pre-Construction Information

<b>Project Title</b>	Internal Lighting Upgrade Phase 1, Rivers House Bridgwater.
<b>Project Location</b>	Rivers House East Quay Bridgwater TA6 4YS
Date prepared:	02/10/2023
Version (see end for details):	1

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SECTION A: THE PROJECT			ACTION/FINAL
1	Description of project	Phase 1 installation of motion detection upgrades to reduce lighting at times when it is not required. Targeted areas as highlighted on lighting phase 1 specification.	
2	Programme Details	TBC	
3	Project Governance and CDM roles including email address and telephone number	<p><b>Project executive</b> – Mark Williams – <a href="mailto:mark.williams01@defra.gov.uk">mark.williams01@defra.gov.uk</a> – 07833 295430</p> <p><b>Site Responsible Officer</b> – Jo Glenn <a href="mailto:Joanne.glenn@defra.gov.uk">Joanne.glenn@defra.gov.uk</a> – 07909 278934</p> <p><b>Client</b> – Jo Glenn <a href="mailto:Rachael.Matthews@defra.gov.uk">Rachael Matthews</a> – 07393797463</p> <p><b>Principal Designer</b> – Jenni Bridgens <a href="mailto:Bridgensj@binnies.com">Bridgensj@binnies.com</a> 07778 749227</p> <p><b>Designer</b> –</p> <p><b>Principal Contractor- Name Openview Group</b></p> <p><b>Sub-Contractor</b> – TBC if there will be sub-contractors.</p>	
4	Stakeholders	Rivers House is a Multi occupancy site, organisations include APHA, NE, RPA, EA and Defra. They will be notified of works taking place in conjunction with the scheduled programme at various stages.	
5	External consents/ consultations	The works would be classed as repair therefore no landlord approval is required.	
6	Project health and safety goals and compliance with SHEW CoP	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">               Defra SHEW 25 June 2020 version 2.           </div> <div style="text-align: center;">               Defra RAG List V1.pdf           </div> </div> <p>Contractors to confirm that they have read and understood both the SHEW CoP and RAG list.</p>	
SECTION B: PLANNING AND MANAGEMENT			
7	Client Requirements	<p><b>Relevant to Designer / Principal Contractor:</b></p> <p>The principal contractor to produce a Construction Phase Plan and waste management plan for approval before commencement of work on site.</p> <p>RAMS are to cover all construction activities including evidence of contractor competencies as detailed in the SHEWCoP.</p> <p>*SMSTS or equivalent supervisor must be onsite throughout project</p>	



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		<p>*All contractors and visitors to site must sign in at reception</p> <p>*All contractors must receive site induction before entering work area and work commencing</p> <p>*Hi-visibility vests/jackets must be worn at all times</p> <p>*Eye protection must be worn</p> <p>*Appropriate safety footwear must be worn at all times on site</p> <p>*Hard hats must be worn as appropriate to the work being carried out</p> <p>*Only 110 volt electrical/battery equipment may be used on-site unless authorized by the Facilities Team</p> <p>*No smoking or alcohol consumption on site at any time, this is to include in vehicles</p> <p>*Only approved contractors are allowed to enter the work area.</p> <p>*All accidents or Incidents must be reported to the Facilities Team immediately, and contractors to be aware that there may not be a first aider on site due to reduced occupancy within the building, however an appointed person will be onsite to deal with emergencies.</p>	
8	Planning and management - Meetings	Pre-Start meeting to include all attendees – Principal Contractor, Principal Designer, Client and Site Responsible Officer either onsite or via virtual meeting.	Action – Progress meeting frequency to be decided at pre start meeting.
8a	Checkpoints required - dependent on activity	Design changes to be flagged and client to be kept informed.	
8b	Native Species consultation	No Native species present on site.	
9	Arrangements for communication and liaison	TBC	
10	Design assumptions, suggested methods/sequences or other controls	<p>Contractor to design and build.</p> <p>Previous Health and Safety file and project details available to view.</p>	
11	Co-ordination of on-going design work and handling design changes	Design changes to be flagged up through a formal design change process and PD to be kept informed.	
12	Site security and hoarding arrangements	<p>The principal contractor must ensure reasonable steps are taken to prevent unauthorised access onto the construction site.</p> <p>Rivers House, Bridgwater is controlled with a Proximity Access Control throughout the building meaning an access card will be required to move around the building. These must be returned at the end of each working day. Please do not allow any tailgaters to follow you in from any external doors. Please</p>	










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		<p>do not share any access cards due to COVID restrictions. The building is currently open from 0830 until 1700.</p> <p>The neighbouring properties are a dental and medical centre, mayflower gas site and Monmouth scientific.</p> <p>The site has been subject to previous security issues/break ins within the external areas only. Any compound set up outside must be locked and secure at the end of the working day.</p> <p>The Defra SHEWCoP provides further detail and sources of Guidance.</p>	
13	Welfare Arrangements	<ul style="list-style-type: none"> <li>• Toilets with hand basins, hot and cold running water, are available on-site. We request that these facilities are kept clean and tidy at all times. The facilities are on all 3 floors within the building.</li> <li>• 2 unisex showers are available on-site</li> <li>• There is also a Kitchenette on each floor which have a hot water drinks boiler, kettle, fridge freezer and microwave.</li> <li>• First aid kits available and AED machine is available on site, nominated qualified first aiders may not currently be present on site due to Hybrid working, but an appointed person will be onsite to deal with emergencies.</li> <li>• Any out of hours working will require a nominated first aider to be provided by the contractor conducting the works and on arrangement with the facilities team.</li> </ul>	
14	Fire and Site Emergency arrangements	<ul style="list-style-type: none"> <li>• As per the site induction. Fire alarm tests are carried out at 10.20am on Tuesday mornings.</li> <li>• Contractors will be briefed on Fire Evacuation / Incident response. Contractors to report to Fire Assembly Point A at the front of the site opposite the main entrance, in the event of alarm activation.</li> <li>• An emergency plan is held in facilities and a copy will be provided to all contractors. This contains any numbers required in an emergency.</li> <li>• Location of local Minor injuries Unit: Bridgwater Community Hospital Bower Lane Bridgwater Somerset TA6 4GU Contact: 01278 436 555 open 08.00 – 21.00 daily.</li> <li>• Location of Accident and Emergency facility Musgrove Park Hospital Parkfield Drive Taunton TA1 5DA Contact: 01823 333444 open 24 hours a day 7 days a week.</li> <li>• To check for awareness / toolbox talks</li> </ul>	




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15	Traffic management arrangements/ Parking	 Rivers House - Site Plan.docx  Rivers House Traffic Map Bridgwater Nov	
16	Permits	Contractor must have own permit system for confined space working and be available for inspection.  Any hot work permits must be obtained from the Client – Jo Glenn SRO for Rivers House, Bridgwater.	
17	Environmental Management	 Drainage plan Rivers House.pdf  Rivers House Bridgwater - Hazzar  Pollution Prevention Emergen	
18	Smoking / Vaping	No Smoking or vaping on site internally or externally. Contractors must go off site in order to smoke or vape.	
19	Any restrictions on deliveries or waste collection;	Any large, goods deliveries must be assisted by a banksman where appropriate. Waste carriers license and transfer notes must be provided. Forming part of a waste plan.	
<b>SECTION C: HEALTH &amp; SAFETY HAZARDS OF THE SITE AND EXISTING SITE INFORMATION</b>			<b>ACTION/FINAL</b>
20	Any 'no-go' or authorisation areas	There are numerous keypad locked rooms which authorisations must be sought to access in advance.	
21	Boundaries and access, including temp. access;	The site is secured with a barrier at the front of the entrance and is automatically raised throughout the day. The barrier closes at 7pm but is sensor triggered on exit.	
22	Adjacent land uses	All adjacent buildings are industrial and commercial properties.	
23	Contaminated Land Surveys	N/A	
24	Materials requiring particular precautions / COSHH	<b>TBC</b> Any chemicals used will need COSHH information	
25	Location of existing services	 Drainage plan Rivers House.pdf  RIVERS HOUSE BRIDGWATER - SEC.	



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26	Existing records, plans, drawings and reports - including Asbestos information	 Drainage plan Rivers House.pdf	
27	Ground conditions		
28	Confined Spaces		
29	Any structures containing hazardous materials- e.g. Asbestos	Asbestos file onsite.	
<b>SECTION D: HEALTH AND SAFETY FILE</b>			<b>ACTION/FINAL</b>
30	The health and safety file content and format	<p>An outline of the expected contents of the health and safety file:</p> <p>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. Waste Management Plan and Copies of Waste Transfer Notes O+M Manuals for all equipment</p> <p>Please consider collating the information for the health and safety file as the project progresses. PD will require this soon after the project is completed.</p>	
31	Other		

Issue Control		
Vers.1	Date produced -	By Whom – plus notes as needed
1	--/--/--	-----
2		
3		
N		



## Pre-Construction Information

I ----- acting as Client for this project, Defra, hereby authorise and Issue this Pre-Construction Information.	Signature:
	Name: -----
	Date: -----

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