



Pre-Construction Information

Project Title	Storm damage to Outbuilding Roof
Project Location	Bradney Depot Bradney Lane Bawdrip Bridgwater TA7 8PZ
Date prepared:	26/05/22
Version (see end for details):	1

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SECTION A: THE PROJECT			ACTION/FINAL
1	Description of project	Storm damage to Outbuilding Roof	
2	Programme Details	Key Dates and Timelines TBC	
3	Project Governance and CDM roles including email address and telephone number	<p>Project Executive: Mark Williams – e-mail: mark.williams01@environment-agency.gov.uk mob: 07833 295430</p> <p>CDM Client: DEFRA- Joanne Glenn Bradney Depot Bradney Lane Bawdrip Bridgwater TA7 8PZ Mob: 07909 278934</p> <p>e-mail: Joanne.glenn@environment-agency.gov.uk</p> <p>Principal Designer – TBC</p> <p>Designer –</p> <p>Principal Contractor-</p> <p>Sub-Contractor – TBC if there will be sub-contractors.</p>	
4	Stakeholders	<p>Bradney Depot is an EA site</p> <p>Site Responsible Officer: Anna Howe Mob: 07766 5053 e-mail: anna.howe@environment-agency.gov.uk</p>	
5	External consents/ consultations	Freehold.	
6	Project health and safety goals and compliance with SHEW CoP	<p>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.</p> <p>All projects must be in accordance with the SHEW CoP.</p> <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>	



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SECTION B: PLANNING AND MANAGEMENT			
7	Client Requirements	<p>Relevant to Principal Contractor:</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>*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; the induction will include Covid site specific arrangements.</p> <p>*Hi-visibility vests/jackets must be worn at all times</p> <p>*Eye protection must be worn as appropriate to the work being carried out</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>*Harnesses must be worn at all times.</p> <p>*All contractors must hold a CSCS card, and site supervisor must have SMSTS qualification or equivalent.</p> <p>*If a Mobile elevated working platform will be used, then contractors will require IPAF certification, insurance and inspection documentation.</p> <p>*If Scaffold is used it must be erected and altered by person's competence and appointed to do this work.</p> <p>*Scaffolds must be kept clear of excessive amounts and weights of material and tools. A clear path to the scaffold must be maintained at all times.</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 and Client.	
8a	Checkpoints required - dependent on activity	<p>Checkpoints to be Confirmed –</p> <p>The PCI will highlight the tasks envisaged to require checkpoints. For example: for Working at Height, checkpoint dates confirmed for Scaffolding checks or use of MEWP checks.</p>	
8b	Native Species consultation	No Native species present on site.	



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9	Arrangements for communication and liaison	TBC	
10	Design assumptions, suggested methods/sequences, or other controls	Designer or Principal contractor to design and build complete as 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.	
12	Site security and hoarding arrangements	<p>The Principal Contractor must ensure reasonable steps are taken to prevent unauthorised access on the construction site. Bradney Depot is controlled by Proximity Access Control, requiring an access card to the building. These must be returned by the end of the day. Please do not allow any tailgaters to follow you in from any external doors. Please do not share access cards. The building is currently open from 08.30 – 16.00 Monday – Friday.</p> <p>Any compound set up outside must be locked and secured at the end of the working day. The Defra SHEWCoP provides further detail and sources of guidance.</p>	
13	Welfare Arrangements	<p>Toilets and hand basins, hot and cold running water, are available on site. We request that these facilities are kept clean and tidy at all times. Due to COVID 19 restrictions, the toilets are currently in a one in and one out system with a retractable barrier which must be pulled across on entry and released on exit.</p> <p>Showers are also available on site.</p> <p>There is a mess room on the Ground floor which has hot water drinks boiler, fridge, and microwave – currently also operating in a one in and one out system.</p> <p>First Aid kits are available on site, although nominated First aiders MAY NOT always be present on site due to COVID restrictions. A First Aider must be on site for this work to commence. An AED machine is located in the downstairs lobby and available within normal office hours.</p>	
14	Fire and Site Emergency arrangements	<p>As per site induction. Fire Alarm tests are carried out every week on Tuesday mornings.</p> <p>Contractors will be briefed on Fire Evacuation/Incident Response. Contractors must report at the Fire Assembly Point – in the overflow car park across the road in the event of an evacuation.</p> <ul style="list-style-type: none"> Location of local Minor injuries Unit: Bridgwater Community Hospital Bower Lane Bridgwater 	

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		<p>Somerset TA6 4GU Contact: 01278 436 555 open 08.00 – 21.00 daily.</p> <ul style="list-style-type: none"> 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. 	
15	Traffic management arrangements/ Parking	<p>As this is a live depot the field services team will be onsite</p>  <p>Bradney Traffic management Plan Pdf</p>	
16	Permits	Any Permits such as hot works must be obtained from the client.	
17	Environmental Management	<p>Pollution Prevention Emergency Plan, Drainage Plans, including the Hazard maps etc. are all available on site in Reception.</p> <p>Spill Kits are also available all around the site</p>	
18	Smoking / Vaping	No smoking or vaping on site inside or out. Contractors must go off site in order to smoke or vape.	
19	Any restrictions on deliveries or waste collection.	<p>Any large goods deliveries must be assisted by a banksman where appropriate. Please liaise with client or SLO if any large deliveries</p> <p>Waste carriers license and transfer notes must be provided. A waste management plan to be produced by the contractor – identifying what waste is expected, where it will be going and how it will get there.</p>	
SECTION C: HEALTH & SAFETY HAZARDS OF THE SITE AND EXISTING SITE INFORMATION			ACTION/FINAL
20	Any 'no-go' or authorisation areas	There are numerous keypad locked rooms / areas which authorisations must be sought to access in advance.	
21	Boundaries and access, including temp. access.	<p>Site is open Monday to Friday between 8.30am and 4pm.</p> <p>Entry via front gate, which is locked when the depot is closed.</p>	
22	Adjacent land uses	There is a farm next door and Kings Sedgemoor Drain runs alongside the Depot with a public footpath between.	
23	Contaminated Land Surveys	N/A	



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24	Materials requiring particular precautions / COSHH	TBC – Any Chemicals used will require COSHH information.	
25	Location of existing services	 Bradney-Underground Services & Drainage plans.zip	
26	Existing records, plans, drawings, and reports - including Asbestos information	The Asbestos management plan is located in a file at Reception. A Transfer of Information Form will need to be signed by Contractor before starting work.	
27	Ground conditions	N/A	
28	Confined Spaces	N/A	
29	Any structures containing hazardous materials- e.g., Asbestos	 Bradney Depot Hazard Map Aug 20 Hazard Map attached. Hydrogen Peroxide is stored near the outbuilding, so will need to be moved or considered in the planning process.	
SECTION D: HEALTH AND SAFETY FILE			ACTION/FINAL
30	The health and safety file content and format	An outline of the expected contents of the health and safety file: 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 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.	
31	Other		



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

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