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| Project Title | Roof Repair Work, Rivers House Bridgwater. |
| Project Location | |
| Date prepared: | 22/09/2021 |
| Version (see end for details): | 1 |

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Pre-Construction Information

| SECTION A: THE PROJECT | | | ACTION/FINAL |
|------------------------|---|---|--------------|
| 1 | Description of project | <p>Remedial roof repairs for Rivers House, Bridgwater.</p> <ul style="list-style-type: none"> • A section of cracked mortar to the gable over the main entrance needs to be removed and repointed to prevent falling material. • Slipped roof tile to the front elevation need to be replaced to prevent slipping / falling. • Valley Gutters need debris clearing at high level due to bird infestation. • Lifting of roof tiles either side of valley gutters is required to check existing valley linings are correctly dressed and fixed. • Valley tiles need replacing in placed and repointed to the ridge to prevent water ingress. • Replacement of the roof edge drip detail between the two courses of roof tiles and lapping below the existing sarking felt to ensure any water discharges into the rainwater gutter. | |
| 2 | Programme Details | TBC | |
| 3 | Project Governance and CDM roles including email address and telephone number | <p>Project executive – Mark Williams – mark.williams01@environment-agency.gov.uk – 07833 295430</p> <p>Project Manager – Joanne Glenn joanne.glenn@environment-agency.gov.uk 07909 278934</p> <p>Client - joanne.glenn@environment-agency.gov.uk 07909 278934</p> <p>Principal Designer – TBC</p> <p>Designer – Avison Young</p> <p>Principal Contractor</p> <p>Sub-Contractor</p> | |
| 4 | Stakeholders | Multi occupant’s site – Senior site leadership forum reps from all other organisations (APHA, NE, RPA, EA and Defra) notified at last group meeting. | Final |
| 5 | External consents/ consultations | The works would be classed as repair no landlord approval is required. | Final |
| 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> | |



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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 for approval before commencement of work on site. RAMS are to cover all construction activities including evidence of contractor competencies as detailed in the SHEWCoP.</p> <ul style="list-style-type: none"> *All contractors and visitors to site must sign in at reception *All contractors must receive site induction before entering work area and work commencing *Hi-visibility vests/jackets must be worn at all times *If required, eye protection must be worn *Appropriate safety footwear must be worn at all times on site *Hard hats must be worn as appropriate to the work being carried out *Only 110 volt electrical/battery equipment may be used on-site unless authorized by the Facilities Team *No smoking or alcohol consumption on site at any time, this is to include in vehicles *Only approved contractors are allowed to enter the work area *All accidents or Incidents must be reported to the Facilities Team immediately | |
| 8 | Planning and management - Meetings | <p>Pre Start meeting to include all attendees – Principal Contractor, Contractor, Principal Designer and Client.</p> <p>Progress meetings to be arranged where felt necessary.</p> | Action – Progress meeting frequency to be decided at pre start meeting. |
| 8a | Checkpoints required - dependent on activity | TBC | |
| 8b | Native Species consultation | No Native species present on site. | |
| 9 | Arrangements for communication and liaison | TBC | |



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| 10 | Design assumptions, suggested methods/sequences or other controls | | |
| 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 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. 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"> • 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 and are one in one out currently with COVID restrictions. Some facilities have a retractable barrier which must be pulled across on entry and released on exit. • 2 unisex showers are available on-site • There are also a Kitchenette on each floor which have a hot water drinks boiler, kettle, fridge freezer and microwave – currently operating a one in one out system. • First aid kits available on-site, nominated qualified first aiders are currently not present on site due to COVID restrictions so a trained first aider must be in attendance. An AED machine is available on site. Any out of hours working will require a nominated first aider to be provided by the contractor conducting the works. | |



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| 14 | Fire and Site Emergency arrangements | <ul style="list-style-type: none"> As per the site induction. Fire alarm tests are carried out at 10.20am on Tuesday mornings. 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. An emergency plan is held in facilities and a copy will be provided to all contractors. This contains any numbers required in an emergency. | |
| 15 | Traffic management arrangements/ Parking |  Rivers House Traffic Management Plan B  Site Plan.docx | |
| 16 | Permits | <p>Contractor must have own permit system for confined space working and be available for inspection.</p> <p>Any hot work permits must be obtained from the Client – Anna Howe SRO for Rivers House, Bridgwater.</p> | |
| 17 | Environmental Management |  Rivers House Hazard Map 2017.dc  Drainage plan Rivers House.pdf  Bridgwater PPEP 21 July 2020_Draft.docx | |
| 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 good deliveries must be assisted by a banksman where appropriate. | |
| SECTION C: HEALTH & SAFETY HAZARDS OF THE SITE AND EXISITING SITE INFORMATION | | | ACTION/FINAL |
| 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 | |



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| 24 | Materials requiring particular precautions / COSHH | TBC | |
| 25 | Location of existing services |  Drainage plan Rivers House.pdf  RIVERS HOUSE BRIDGWATER - SEC.I | |
| 26 | Existing records, plans, drawings and reports - including Asbestos information |  Drainage plan Rivers House.pdf  151910_292308 Rivers House Bridgw  Bridgwater Non ACMs Record Table.  S-04940 - Auto Front Doors R&D_Ri  Bridgwater Survey.pdf | |
| 27 | Ground conditions | N/A | |
| 28 | Confined Spaces | TBC at pre start meeting | |
| 29 | Any structures containing hazardous materials- e.g. Asbestos |  Bridgwater ACMs Record Table.docx | |
| SECTION D: HEALTH AND SAFETY FILE | | | ACTION/FINAL |
| 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. Copies of Waste Transfer Notes O+M Manuals for all equipment</p> | |
| 31 | Other | | |



Pre-Construction Information

| Issue Control | | |
|---------------|-----------------|--------------------------------|
| Vers.1 | Date produced - | By Whom – plus notes as needed |
| 1 | 22/09/2021 | Joanne Glenn |
| 2 | | |
| 3 | | |
| N | | |

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| <p>I</p> <hr/> <p>acting as Client for this project, Defra, hereby authorise and Issue this Pre-Construction Information.</p> | Signature: |
| | Name: |
| | Date: |

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| <p>I,</p> <hr/> <p>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.</p> | Signature: |
| | Name: |
| | Date: |

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