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|  | **Project Title:**  **Project Location:** | | | **Old Windsor Lock House – Void Refurbishment**  **Lock House**  **Old Windsor Lock**  **Old Windsor**  **Windsor**  **SL4 2JZ** | | |
|  | Date prepared | | | **10 August 2022** | | |
|  | Version: | | | **V1 PJS Initial** | | |
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| **SECTION A: THE PROJECT** | | | | | | **ACTION/FINAL** | |
| 1 | Description of project | | The refurbishment of Old Windsor Lock House to include making an additional doorway from the kitchen to the dining room, replacement of bathroom, adding insulation to the underside of the pitched ceilings to the first floor (using wood fibre board and lime plasters), full decoration including some plaster repair (walls and joinery so possibility of prep where lead-based paints may have been used in the past)  Additional works to add insulation between the joists of the suspended floors at ground floor level | | |  | |
| 2 | Programme Details | | Proposed start on site - TBC – Early October | | |  | |
| 3 | Project Governance and CDM roles including email address and telephone number | | **CDM Client**  Environment Agency  Kathryn Forster EA Representative  [Kathryn.forster@environment-agency.gov.uk](mailto:Kathryn.forster@environment-agency.gov.uk)  07795 883547  **Principal Designer**  Jacobs UK Ltd, 1180 Eskdale Road, Winnersh,Wokingham, Berkshire,Reading,RG41 5TU  John Ellis  [john.ellis@callsafe-services.co.uk](mailto:john.ellis@callsafe-services.co.uk)  07388 994376  Designer (probationary)  Environment Agency  Pat Salbany EA Representative  [Patricia.salbany@environment-agency.gov.uk](mailto:Patricia.salbany@environment-agency.gov.uk)  07425 620502  **Principal Contractor**  **TBC**  **Contractors**  TBC  Need to confirm contact details and addresses for these contractors | | |  | |
| 4 | Stakeholders | | None for this project | | |  | |
| 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 | | 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  The Clients site specific health & safety goals for this project are for there to be no injuries arising from working at height, using lime plasters or opening up the doorway between the kitchen and dining area and that all tools, equipment and materials are safely transported across the lock gates.  All duty holders must comply with current DEFRA SHEW CoP (Version 2) with is attached in section 7 | | |  | |
| **SECTION B: PLANNING AND MANAGEMENT** | | | | | |  | |
| 7 | Client Requirements | | **Relevant to Principal Contractor:**  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.  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.  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.  Specific and relevant qualifications must be held by those erecting scaffolding (CISRS), scaffolding towers (PASMA) or operating MEWP.  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.  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)    **Relevant to Designer:**  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 with the Principal Designer to discuss and agree appropriate design risk management | | |  | |
| 8 | Planning and management - Meetings | | * 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:   + 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 | | The main risks associated with this project are: working at height to decorate and insulate the ceilings and above the stairwell, the use of lime plasters, inhalation of dust and mould spores during preparation works,  The Principal Designer has identified the following as requiring a checkpoint: | | |  | |
| 8b | Native Species consultation | | N/A | | |  | |
| 9 | Arrangements for communication and liaison | | Principal Contractor to be on site contractor/supervisor and communicate with regard to access and safe methods of working.  Communication via telephone and email addresses supplied in section 3 prior to works starting on site. | | |  | |
| 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. | | |  | |
| 11 | Co-ordination of on-going design work and handling design changes | | There is limited initial design in setting out the scope of works associated with this project as it is a repair and maintenance project.  Any alteration from this will be notified to the Principal Designer for review/comment/approval (or otherwise) | | |  | |
| 12 | Site security and hoarding arrangements | | None | | |  | |
| 13 | Welfare Arrangements | | Currently the lock house is vacant and the bathroom and kitchen facilities are available for washing, sanitary conveniences, drinking water, changing and drying rooms as per Schedule 2 of CDM2015 | | |  | |
| 14 | Fire and Site Emergency arrangements | | This is a residential property so no marked exit routes or formal arrangements. Please note exit routes on site.  Nearest hospital = Approximately 7 miles   * Tel: 01753 633000   Wexham Park Hospital  Wexham Slough Berkshire SL2 4HL  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 and include an epi pen for allergic reactions to bee stings | | |  | |
| 15 | Traffic management arrangements/ Parking | | Narrow access road with locked gate used as footpath along river by members of the public | | |  | |
| 16 | Permits | | None required for this project | | |  | |
| 17 | Environmental Management | | None required for this project. | | |  | |
| 18 | Smoking / Vaping | | Smoking is NOT permitted anywhere on site, this includes vaping. Operatives who wish to smoke or vape must do so off site | | |  | |
| 19 | Any restrictions on deliveries or waste collection. | | Access drive has locked gate and reduced turning space and parking limited to 1 van only and is open to pedestrians at all times | | |  | |
| **SECTION C: HEALTH & SAFETY HAZARDS OF THE SITE AND EXISITING SITE INFORMATION** | | | | | | **ACTION/FINAL** | |
| 20 | Any ‘no-go’ or authorisation areas | | None. | | |  | |
| 21 | Boundaries and access, including temp. access. | | Access to site is across lock gates for personnel and equipment | | |  | |
| 22 | Adjacent land uses | | Not applicable | | |  | |
| 23 | Contaminated Land Surveys | | Not applicable | | |  | |
| 24 | Materials requiring particular precautions / COSHH | | The use of lime plasters possible use of lead based paints in existing joinery to be aware when sanding | | |  | |
| 25 | Location of existing services | | Over-head electric cables to front and rear of property on access from lock to working area | | |  | |
| 26 | Existing records, plans, drawings and reports - including Asbestos information | | An asbestos refurbishment & demolition survey was undertaken for the property on July 2019 and a report issued.  The survey has identified asbestos to back wall of the kitchen but this was removed in the previous refurbishment project in May 2019 – documentation to show this can be provided if required. | | |  | |
| 27 | Ground conditions | |  | | |  | |
| 28 | Confined Spaces | | No identified confined spaces | | |  | |
| 29 | Any structures containing hazardous materials- e.g., Asbestos | | Asbestos is no longer present in the building – however, should the contractor uncover any materials that they consider may contain asbestos works must stop immediately and the client must be informed. | | |  | |
| **SECTION D: HEALTH AND SAFETY FILE** | | | | | | **ACTION/FINAL** | |
| 30 | The health and safety file content and format | | 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:  Brief description of the project  Contact details for all contractors & suppliers  Description of the works  Operation & maintenance manuals  Safety Data Sheets (SDS) for any potentially harmful substances used  Warranties and guarantees  Photographs of the completed works  Duty of care information regarding waste (Waste transfer notes, WEE Regulation certs etc.)  Waste consignment notes (for any ACMS if identified and removed from site) | | |  | |
| 31 | Other | | **Covid19 Restrictions:**   * 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. | | |  | |
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| **Issue Control** | | |  | | | | |
| Vers.1 | | **Issued for Tender** |  | | | | |
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|  | | I  Kathryn Forster  acting as Client for this project, Defra, hereby authorise and Issue this Pre-Construction Information. | | | Signature: | | |
|  | |  | | | Name: Kathryn Forster | | |
|  | |  | | | Date: 10 August 2022 | | |
|  | |  |  | | | | |
|  | | 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: | | |
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| Note to Principal Contractor: PLEASE RETURN A SIGNED COPY OF THIS FORM TO THE CLIENT'S REPRESENTATIVE NAMED ABOVE | | | | | | | |