



Pre-Construction Information

Project Title: Phase II – Void Works – Refurbishment

Project Location: Penton Hook Lock House
147 Thames Side
Staines-upon-Thames
TW18 2JA

Date prepared: 29/01/2025

Version:

Version:

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SECTION A: THE PROJECT			ACTION/FINAL
1	Description of project	Penton Hook Lock House 147 Thames Side Staines-upon-Thames TW18 2JA	
2	Programme Details	May 2025 (following on from Phase I Works)	
3	Project Governance and CDM roles including email address and telephone number	<p>CDM Client Environment Agency Kathryn Forster, Kathryn.forster@environment-agency.gov.uk 07795 883547</p> <p>Principal Designer Jacobs UK Ltd, 1180 Eskdale Road, Winnersh, Wokingham, Berkshire, Reading, RG41 5TU John Ellis john.ellis@callsafe-services.co.uk 07388 994376</p> <p>Principal Contractor To be confirmed following tender</p> <p>Designer Harry Wichall – Building Surveyor Ridge and Partners LLP 07920 063750 0118932 3088 0118 932 3088 harrywichall@ridge.co.uk</p>	
4	Stakeholders	Void Property. Lock Keeper working on site in office adjacent	
5	External consents/ consultations	<p>The property is a listed building and listed building consent has been obtained for these upgrades.</p> <p>Building Regulations Certification will also be required and must be obtained and inspected during the works – A Building Control Inspector has been appointed Assent Building Control</p> <p>NH Property will need to also take on the role of Principal Contractor under Building Control and Ridge Property Services have been appointed as Principal Designer under Building Regulations. Certain stages of the work will require inspection and this will need to be planned in and signed off and will be discussed at the pre-start meeting.</p>	
6	Project health and safety goals and compliance with SHEW CoP	<p>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 occurrences, zero dangerous occurrences</p> <p>The Clients site specific health & safety goals for this project are for there to be no injuries arising from working at height, working with electricity, manual handling and to ensure</p>	



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		<p>equipment and materials are safely transported to the island site.</p> <p>All duty holders must comply with current DEFRA SHEW CoP (Version 2) with is attached in section 7</p>	
SECTION B: PLANNING AND MANAGEMENT			
7	Client Requirements	<p>Relevant to Principal Contractor:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Specific and relevant qualifications must be held by those erecting scaffolding (CISRS), scaffolding towers (PASMA) or operating MEWP.</p> <p>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.</p> <p>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)</p> <p></p> <p>Defra SHEW 25 June 2020 version 2.docx</p> <p>Relevant to Designer:</p> <p>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</p>	






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8	Planning and management - Meetings	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Visitor/Contractor information Evacuation Procedures Accident and incident reporting Pollution Prevention information Waste disposal Asbestos Transfer of information 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, manual handling and dust inhalation	
8b	Native Species consultation	N/A	
9	Arrangements for communication and liaison	<p>Principal Contractor to be on site contractor/supervisor and communicate with regard to access and safe methods of working.</p> <p>Communication via telephone and email addresses supplied in section 3 prior to works starting on site.</p>	
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	N/A	
12	Site security and hoarding arrangements	All contractors must suitably segregate their work area with barriers and signage to prevent unauthorised access – the lock is a public right of passage to river users and boaters will be walking on the lock side as will members of EA staff	
13	Welfare Arrangements	<p>The lock house is currently empty. There is a small welfare office adjacent to the house with mess facilities available for washing, sanitary conveniences, drinking water, changing and drying rooms as per Schedule 2 of CDM2015. Contractor operatives must treat these facilities with respect and leave in a clean & tidy condition after use.</p> <p>The water supply will be reinstated during this phase of the works to ensure bathrooms and kitchens are serviced with hot and cold water and the heating system is re-filled</p>	



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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 is Wexham Park Hospital Wexham Slough Berkshire SL2 4HL Tel: 01753 633000	
15	Traffic management arrangements/ Parking	Vehicle access to house is possible via Beech Tree Lane and the towpath. Once on site parking is ample	
16	Permits	No hot works is anticipated	
17	Environmental Management	N/A	
18	Smoking / Vaping	Smoking is <u>NOT</u> 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.	There is gated access along the path to the lock house and this is locked out of hours – a key will be supplied once the contractor has been appointed	
SECTION C: HEALTH & SAFETY HAZARDS OF THE SITE AND EXISTING SITE INFORMATION			ACTION/FINAL
20	Any 'no-go' or authorisation areas		
21	Boundaries and access, including temp. access.	The property has a large garden to the side and rear with a low level fence at the front separating it from the public towpath	
22	Adjacent land uses	Not applicable	
23	Contaminated Land Surveys	Not applicable	
24	Materials requiring particular precautions / COSHH	None	
25	Location of existing services	 Services_1.pdf  Services_2.pdf	
26	Existing records, plans, drawings and reports - including Asbestos information	 Asb_2018.pdf Basement insulating ceiling boards have been removed in 2022	
27	Ground conditions	Good.	



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28	Confined Spaces	No identified confined spaces	
29	Any structures containing hazardous materials- e.g., Asbestos	Operatives should have suitable asbestos awareness training (UKATA approved) which has been refreshed within the previous 12 months. The Principal Contractor must set out in the CPP procedures to be followed if suspected ACMs uncovered	
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		

Issue Control		
Vers.1		
Vers.2		
Vers.3		

<p>I Patricia Salbany</p> <hr/> <p>acting as Client for this project, Defra, hereby authorise and Issue this Pre-Construction Information.</p>	Signature:
	<i>PJ Salbany</i>
	Name: P J Salbany
	Date: 29/01/2025



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<p>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.</p>	Signature:
	Name:
	Date:

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