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|  | **Project Title**  **Project Location** | **Damp Wall**  **Kings Meadow House**  **Kings Meadow Road,**  **Reading Berks. RG18DQ** |
|  | Date prepared: | 16/09/23 |
|  | Version (see end for details): |  |
| **Contents**  **SECTION A: THE PROJECT** | |  |
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| **SECTION A: THE PROJECT** | | | | | **ACTION/FINAL** |
| 1 | Description of project | | Find source of damp. Survey and repair | |  |
| 2 | Programme Details | | Wall/damp  (extract from Avison Young report)  \*\*\*\*\*West Wing Stairwell Damp initial investigations that can be undertaken into the suspected downpipe leak before you commit to the expensive and disruptive removal of the radiators blocking the access hatches. We first recommend removing the section of inverted roofing around the rooftop drainage outlet to check the integrity of the waterproofing in this area and ensure that the outlet is still firmly fixed in position. A specialist drainage CCTV survey company may be able to check the integrity of the downpipe by using a push CCTV camera, sent down into the pipe from the rooftop outlet. If the defect is in a difficult to access location it may be possible to affect a repair using a downpipe relining system inserted from above. Rooftop Plantroom’s South Grille Leak The mastic seals to the cladding and grille should be renewed, and it may also be necessary to dismantle the cladding around the grille to confirm the issue and fully remedy it\*\*\*\*\*  We would like the North Wing stairwell area also need to be carried out at the same time. With a view to repairing if necessary.  Kings Meadow House is a six-story building.  There are some weight restrictions in and around the car park.  Generally, the office is only open Monday to Friday although with the agreement with the facilities department it can be opened at the weekends. | |  |
| 3 | Project Governance and CDM roles including email address and telephone number | | **Client:** Maria DaSilva  [maria.dasilva@defra.gov.uk](mailto:maria.dasilva@defra.gov.uk) Mobile 07795 391 197  **Principle Designer:** John Ellis  [John.ellis@callsafe-services.co.uk](mailto:John.ellis@callsafe-services.co.uk)  07388 994376  **Principle Contractor:** Not yet appointed – this work is to go onto Contract Finder – PCI required to make tender process easier  **Designer:**  **Project is expected to be design and build contract**  **Project Manager:** Anne Webb  [Annea.webb@defra.gov.uk](mailto:Annea.webb@defra.gov.uk) 07500992611 | |  |
| 4 | Stakeholders | | KMH Facilities -RO  KMH users  DGP project managers | |  |
| 5 | External consents/ consultations | | All works within land owned by EA/DEFRA | |  |
| 6 | Project health and safety goals and compliance with SHEW CoP | | 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. All projects must be in accordance with the SHEWCoP.  Structure will be treated as a workplace and thus workplace regs will apply. Existing site will be used including welfare facilities.    Proforma details both site manager must have SMSTS and Site supervisor must have SSSTS. This is a requirement for tendering. | |  |
| **SECTION B: PLANNING AND MANAGEMENT** | | | | |  |
| 7 | Client Requirements | | **Relevant to Designer and Principal Contractor:**  Assurance’s will need to be made where applicable that the Principal Designer (John Ellis) and the Client (Maria da Silva) agree together that the information provided in this PCI is all relevant to the actual project.  The PCI will then be issued to the relevant contractors  The Principal Designer (John Ellis) will also agree on what level of support the Client (Maria da Silva) requires.  **Relevant to Principal Contractor:**  The principal Contractor should produce an CPP (Construction phase plan) before work commences. Ideally with enough time before the works for other parties to review the CPP. The CPP will need to be approved by PD 10 days prior to works starting.  **Permissions/Permit to work:**  Client representative to issue permissions/permit to work at the start of each day's work. | |  |
| 8 | Planning and management - Meetings | | The Principal Contractor will be given a minimum of three weeks between appointment and works start date.  Start-up meeting To be arranged once Principal Contractor Appointed  Pre-start Meeting- TBC (agreement with all parties.)  Final Meeting- TBC  During project duration Daily contact with site supervisor.  Awaiting CPP to be approved at least 10 days prior to work start. | |  |
| 8a | Checkpoints required - dependent on activity | | Start of day have discussion with FM team member before start of works.  Notify when doing Hot Works on site. | |  |
| 8b | Native Species consultation | | None. | |  |
| 9 | Arrangements for communication and liaison | | **Client:** Maria Da Silva  [maria.dasilva@defra.gov.uk](mailto:maria.dasilva@defra.gov.uk) Mobile 07795 391 197  John Ellis - 07388 994376  [John.ellis@callsafe-services.co.uk](mailto:John.ellis@callsafe-services.co.uk)   Staff on site to be given advice as needed. | |  |
| 10 | Design assumptions, suggested methods/sequences or other controls | | Designer will provide Design Risk Assessments if 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. Designer must assess any design changes for possibility of increase of risk in construction, maintenance and use. Please refer to Section 2.11 of the SHEWCoP.  Possibly not applicable? | |  |
| 12 | Site security and hoarding arrangements | | Contractor must ensure reasonable steps are taken to prevent unauthorised access in construction area. (again within our building on the top floor so shouldn’t cause any problems  Out of hours arrangements should be discussed with client where necessary and reasonable notice given.  Security passes to be issued on start of project. Site times 9am until 5pm Monday to Friday.  Access to building for welfare needs to be available via reception.  Weekend work if required 8:30 – 17:00 (Saturday and Sunday). Advance noticed would be needed, at least 2 weeks’ notice, to allow FM to make arrangement to attend and open site.  Out of Hours access via into building via rear delivery door and not the main entrance.  Works only authorised within the boundaries of our land. (Including but not beyond the grass verge). | |  |
| 13 | Welfare Arrangements | | KMH welfare will be made available.  Toilet/shower can be allocated for the sole use of the contractor throughout the duration of the project.  An area will be allocated for rest/refreshments to be taken on the ground or 4th floor of KMH | |  |
| 14 | Fire and Site Emergency arrangements | | Site still under covid evacuation arrangements. | |  |
| 15 | Traffic management arrangements/ Parking | | The area of the car park to have barriers and signage erected.  Only Vehicles up to 7.5 tonne allowed in the car park.  18 tonne weight limits on culvert. Which is under the main driveway.  Larger vehicles will find it difficult to maneuverer in the car park.  Multiple vehicles can be accommodated with notice | |  |
| 16 | Permits | | SHEWCoP section 4.14 has further information. New instruction not SHEWCop as per recent training.  Permission/permit to work - daily | |  |
| 17 | Environmental Management | |  | |  |
| 18 | Smoking / Vaping | | No smoking allowed on site, area just outside of site is available. | |  |
| 19 | Any restrictions on deliveries or waste collection. | | Waste to be removed by contractor. Disposed of by recognised methods. Waste licence details to be provided by contractor/s.  Waste transfer notes provided for potential Asbestos containing material.  Contractor to control deliveries and to inform client is they will disrupt the normal traffic flow around the repair site.  Only Vehicles up to 7.5 tonne allowed in the car park. | |  |
| **SECTION C: HEALTH & SAFETY HAZARDS OF THE SITE AND EXISITING SITE INFORMATION** | | | | | **ACTION/FINAL** |
| 20 | Any ‘no-go’ or authorisation areas | | If access to the roof is needed authorisation should be asked for. The contractor will be asked to provide evidence of harness training and maintenance. | |  |
| 21 | Boundaries and access, including temp. access. | | Barriers to gain entry to car park project site controlled by reception.  Site opening times 08:00 until 17:00 on weekdays. However, work on day one not to commence until 09:00 and after site induction and permission to work complete.  Weekend work can happen between 08:30 until 17:00 on arrival of client representative.  No works to start until client representative has spoken to contractor. This applies to any day of the week. | |  |
| 22 | Adjacent land uses | | There are no adjacent land users that will have an impact on the project. | |  |
| 23 | Contaminated Land Surveys | | Copy of contaminated land already sent to Principal contractor. | |  |
| 24 | Materials requiring particular precautions / COSHH | | COSHH Sheets available in PPEP box at main gate.  no hazardous storage area to be available on site. E.g., hydrogen peroxide. To be removed from site each day. | |  |
| 25 | Location of existing services | |  | |  |
| 26 | Existing records, plans, drawings and reports - including Asbestos information | | Full version of Asbestos report available from FM.  We have hard copies of the original building plans to provide on site. Contractors had opportunity to view these as part of tender process.  Proforma details all operatives should have Asbestos awareness training. | |  |
| 27 | Ground conditions | | Please see drainage plan for the Culvert and remember weight restrictions as mentioned above (cannot exceed 18 tonnes). | |  |
| 28 | Confined Spaces | | No current confined spaces expected to be entered. Upper plant room area can be a confined space. The area should only be used for short duration work or access to other areas. There is a low ceiling to this area. | |  |
| 29 | Any structures containing hazardous materials- e.g., Asbestos | | Areas to be investigated are not easily accessed and never been investigated for asbestos. Contractor to confirm area to be tested under a refurbishment survey prior to the works. Client/PM will use DEFRA framework asbestos contractor. | |  |
| **SECTION D: HEALTH AND SAFETY FILE** | | | | | **ACTION/FINAL** |
| 30 | The health and safety file content and format | | 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 | |  |
| 31 | Other | |  | |  |
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| **Issue Control** | | |  | | |
| **Vers.1** | | **Date produced -** | **By Whom – plus notes as needed** | | |
| 1 | | 16/09/23 | Maria da Silva, Anne Webb | | |
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|  | | I  acting as Client for this project, Defra, hereby authorise and Issue this Pre-Construction Information. | | Signature: | |
|  | |  | | Name: Maria Da Silva | |
|  | |  | | Date: 29/09/2023 | |
|  | |  |  | | |
|  | | 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 | | | | | |