



Pre-Construction Information

Project Title	2021 Rivers House, Bridgwater Soffits, Fascia & Roof drainage
Project Location	Rivers House East Quay Bridgwater TA6 4YS
Date prepared:	10/11/2021
Version (see end for details):	1

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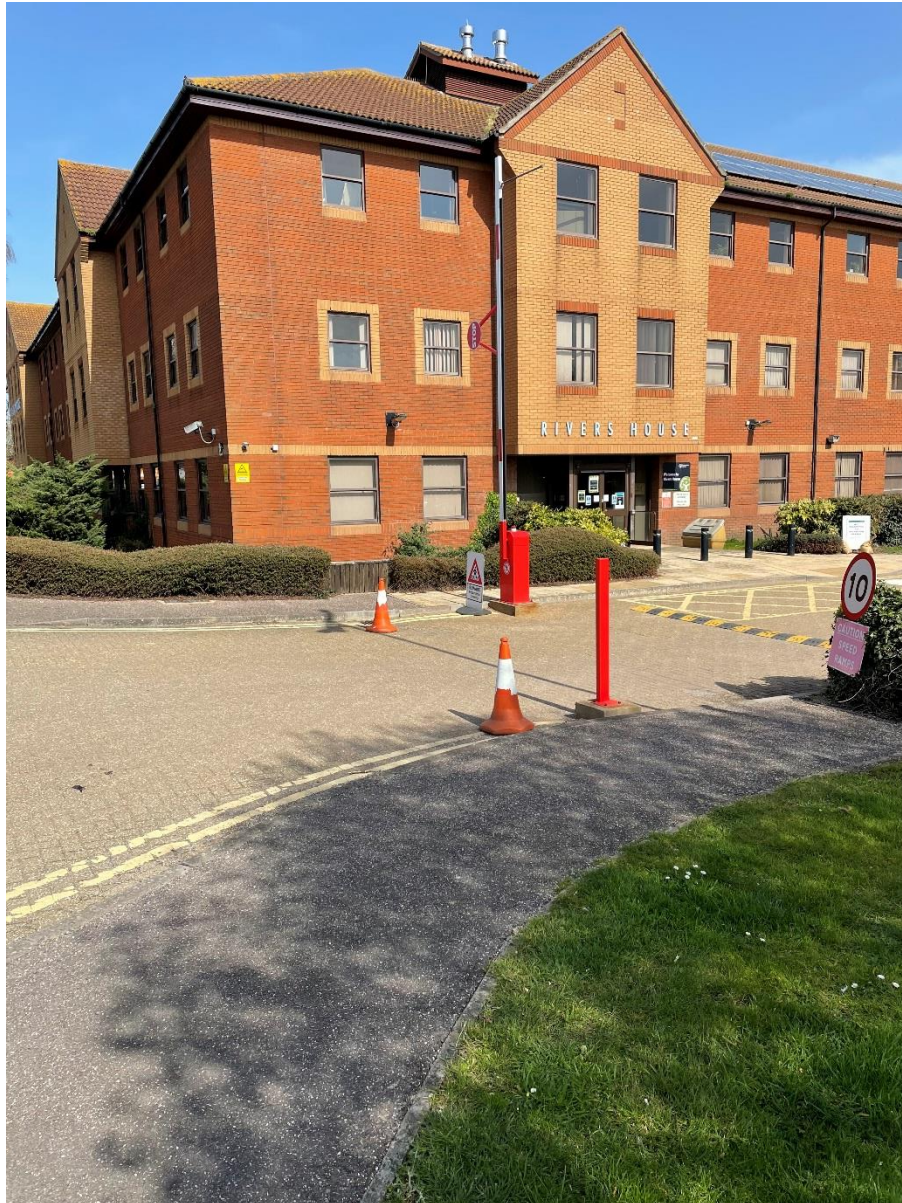
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SECTION A: THE PROJECT			ACTION/FINAL
1	Description of project	<ul style="list-style-type: none"> Decorate fascia, soffits on North side and Rear elevation of the building within the designated area on River House. Repair guttering/down pipes on North side and Rear elevation of the building where necessary within the designated area. Consideration must be given to use environmentally friendly products; products data sheet for any products to be used will need to be submitted prior to work commencing. <p>This is work will involve working at height the roofline is approximately 9.5 meters from the ground. The building is in open to the public 08:30-17:00 Monday to Friday.</p>	
2	Programme Details	Key Dates and Timelines: Work planned to start on date tbc for approx. TBC weeks.	
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>Site Responsible Officer – Anna Howe anna.howe@environment-agency.gov.uk – 07766 505358</p> <p>Client: DEFRA - Zara Evans Rivers House East Quay Bridgwater Somerset. TA6 4YS Mob: 078342 084587 e-mail: zara.evans@environment-agency.gov.uk</p> <p>Principal Designer: TBC</p> <p>Contractor: TBC</p> <p>Sub-Contractor – TBC if there will be sub-contractors.</p>	
4	Stakeholders	<p>Rivers House is a multi-occupant site – organisations include APHA, NE, RPA, EA and Defra. They will be notified of work. All affected parking bays will be taken out of action for duration of the work. (<i>Decision on how to managed affected building exists to be decided</i>)</p> <p>We will also send out an email to all users the week prior to work.</p>	



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5	External consents/ consultations	N/A	
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.</p> <p>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 SHEW CoP.</p> <div style="text-align: center;">  Defra SHEW 25 June 2020 version 2.pdf </div> <div style="text-align: center;">  Defra RAG List V1.pdf </div> <p>Contractors to confirm that they have read and understood both the SHEW CoP and RAG list</p>	
SECTION B: PLANNING AND MANAGEMENT			
7	Client Requirements	<p>Relevant to project:</p> <p>Risk Assessments and Method Statements 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, and contractors to be aware that there may not be a first aider on site due to reduced 	






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		occupancy within the building, however an appointed person will be onsite to deal with emergencies.	
8	Planning and management - Meetings	Pre Start meeting to include all attendees – Principal Contractor, Principal Designer, Client and Site Responsible Officer either onsite or via virtual meeting.	
8a	Checkpoints required - dependent on activity	Design changes to be flagged and client to be kept informed.	
8b	Native Species consultation	We often get seagulls & pigeons nesting on the roof.	
9	Arrangements for communication and liaison	TBC	
10	Design assumptions, suggested methods/sequences or other controls	Contractor to design and build.	
11	Co-ordination of on-going design work and handling design changes	Design changes to be flagged and client to be kept informed	
12	Site security and hoarding arrangements	<p>The Contractor must ensure reasonable steps are taken to prevent unauthorised access on 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 	







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		<p>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.</p> <ul style="list-style-type: none"> • 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. 	
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. • Local Minor injuries unit located: Bridgwater Hospital Bower Lane, Bridgwater.TA6 4GU. • Tel: 01278 436555 	
15	Traffic management arrangements/ Parking	<div style="text-align: center;">  Rivers House Traffic Management Plan Bridgwater Nov 2020 v2.pdf  Rivers House Site plan.pdf </div>	
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	<div style="text-align: center;">  Rivers House Bridgwater - Hazzard Map 2021 v2.pdf </div>	







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		 Pollution Prevention Emergency Plan 21 July 2021.pdf Spill Kits are also available all around the site	
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;	Any large goods deliveries must be assisted by a banksman where appropriate. Please liaise with client or SLO if any large deliveries Waste carriers license and transfer notes must be provided. A small waste management plan may be required to be produced by the contractor – just to identify what waste is expected, where it will be going and how it will get there.	
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 which authorisations must be sought to access in advance. This includes the Patch Panel room where it is also necessary to sign in and out of the room each day.	
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	
24	Materials requiring particular precautions / COSHH	TBC Any chemicals used will need COSHH information.	
25	Location of existing services	  Drainage plan Rivers House.pdf RIVERS HOUSE BRIDGWATER - SEC.1	
26	Existing records, plans, drawings and reports - including Asbestos information	 Bridgwater Non ACMs Record Table_Nov2021.pdf	



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27	Ground conditions	 L-03883 - Rivers House, Bridgwater - Survey Report.pdf  194726_957043 Rivers House Roof Full Report V1.PDF  Drainage plan Rivers House.pdf	
28	Confined Spaces	N/A	
29	Any structures containing hazardous materials- e.g. Asbestos	 Bridgwater ACMs Record Table_Mar2020.pdf Asbestos plan is located in Reception	
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	10/11/2021	Zara Evans
2		
3		
N		

<p>I Zara Evans</p> <hr/> <p>acting as Client for this project, Defra, hereby authorise and Issue this Pre-Construction Information.</p>	Signature:
	<i>ZEvens</i>
	Name: Zara Evans
	Date: 10/11/2021

<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