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|  | **Project Title:**  **Project Location:** | | | **Full Investigation & Rectification of Damp including replacement floors and improvement in insulation and heating system**  **Grafton Lock House**  **Grafton**  **Nr Lechlade**  **OX18 2RY** | | |
|  | Date prepared: | | | **06.08.2024** | | |
|  | Version: | | |  | | |
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| **SECTION A: THE PROJECT** | | | | | | **ACTION/FINAL** | |
| 1 | Description of project | | **Grafton Lock House**  **Grafton**  **Nr Lechlade**  **OX18 2RY** | | |  | |
| 2 | Programme Details | | **Contract Period – Provisionally 14th October – 13th December 2024** | | |  | |
| 3 | Project Governance and CDM roles including email address and telephone number | | **CDM Client**  Environment Agency – Kathryn Forster  Kings Meadow House  Kings Meadow Road  Reading  RG1 8DQ  [kathryn.forster@environment-agency.gov.uk](mailto:kathryn.forster@environment-agency.gov.uk)  02084747644 or 07795883547  **Principal Designer – John Ellis**  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) john.ellis@callsafe-services.co.uk  07388 994376  **Principal Contractor - TBC**  **Contractors - TBC**  **Designer – TBC**  **Designer**  Environment Agency – Patricia Salbany  Kings Meadow House  Kings Meadow Road  Reading  RG1 8DQ  [patricia.salbany@environment-agency.gov.uk](mailto:patricia.salbany@environment-agency.gov.uk)  07425620502 | | |  | |
| 4 | Stakeholders | | Lee Grice – Lock keeper (on site) - Tel: 07385 938991 | | |  | |
| 5 | External consents/ consultations | | Building Regulations Approval Required for the project  To be obtained by the Principal Contractor as part of the works and to include all works covered by Building Regulations and provided with Certification at completion | | |  | |
| 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, working with electricity, manual handling and to ensure equipment and materials are safely transported to the island site.  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.  Works must not start on site until the Principal Designer has issued the Stop-Go form following confirmation that CPP and RAMS are acceptable  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:  Opening up and excavation of floor internally, electrical works associated with installation of heat pump, Manual Handling and dust | | |  | |
| 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.  There are portions of the works that the contractor is expected to provide design solutions | | |  | |
| 11 | Co-ordination of on-going design work and handling design changes | | Investigation of damp and design and installation of damp proofing solution, Heat Pump Design and installation | | |  | |
| 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 and members of the public using the Thames Path | | |  | |
| 13 | Welfare Arrangements | | The lock house will be void at the time of the works. 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. | | |  | |
| 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  Great Western Hospital  Marlborough Road  Swindon  Wiltshire  SN3 6BB  Tel: 01793 604020 | | |  | |
| 15 | Traffic management arrangements/ Parking | | The contractor is to implement a traffic management plan as part of the CPP. The site is in a rural area and public highways to the site are narrow with limited passing places. The access track to the property is long and narrow and there is limited parking and turning space at the bottom of the track – access for large vehicles will need to be managed by the contractor and it is advisable that vehicles used for access and deliveries are kept to a minimum size | | |  | |
| 16 | Permits | | No hot works are permitted – if any hot works are required a HOT WORKS PERMIT will be required and this must be requested a minimum of 2 weeks prior to works taking place | | |  | |
| 17 | Environmental Management | | N/A | | |  | |
| 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. | | A maximum of 2 contractor vans will be permitted to park on the site at any one time. All delivery vehicles are to be small trucks and vans – HGVs will not be able to access the site. Any skips will need to be positioned on site to allow access and turning of other vehicles and space must be retained for the lock keeper and other EA vehicles. | | |  | |
| **SECTION C: HEALTH & SAFETY HAZARDS OF THE SITE AND EXISITING SITE INFORMATION** | | | | | | **ACTION/FINAL** | |
| 20 | Any ‘no-go’ or authorisation areas | | N/A | | |  | |
| 21 | Boundaries and access, including temp. access. | | All existing boundaries are to be retained | | |  | |
| 22 | Adjacent land uses | | Not applicable | | |  | |
| 23 | Contaminated Land Surveys | | Not applicable | | |  | |
| 24 | Materials requiring particular precautions / COSHH | | TBC – Contract and any damp proofing chemicals | | |  | |
| 25 | Location of existing services | |  | | |  | |
| 26 | Existing records, plans, drawings and reports - including Asbestos information | |  | | |  | |
| 27 | Ground conditions | | Good. | | |  | |
| 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.  There is no asbestos identified in the Asbestos Survey – the floor tiles in the kitchen and utility area were removed in the recent void works.  **Any material uncovered during the work that are suspected to contain asbestos must be reported to the EA and PD and all works in that area must STOP immediately until inspection and testing has been carried out by an asbestos specialist.** | | |  | |
| **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  **Building Regulations Sign off – via local authority Building Control Officer, Approved Inspector or by means of a Competent Persons Scheme Certification**  Photographs of the completed works **and if any insulation upgrades have been undertaken detailed photographs of the process of installation prior to covering up.  Photographs must show the depths of insulation (with tape measures in the photographs) and annotation describing what has been done and the location of each photograph (relative to the Floor Plans)**  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 | |  | | |  | |
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| **Issue Control** | | |  | | | | |
| Vers.1 | |  |  | | | | |
| Vers.2 | |  |  | | | | |
| Vers.3 | |  |  | | | | |
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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: 06.08.24 | | |
|  | |  |  | | | | |
|  | | 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 | | | | | | | |