



Pre-Construction Information

Project Title: **Shiplake Lock House –Water Source Heat Pump Installation**

Project Location: **Shiplake Lock House**
Mill Lane
Shiplake
Henley-on-Thames
RG9 3NA

Date prepared: **20 July 2022**

Version: **1 – PJS – 20/07/23**

Version:

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SECTION A: THE PROJECT			ACTION/FINAL
1	Description of project	The installation of Water Source Heat Pump System at Shiplake Lock House to provide a green energy central heating solution to the house to replace the dependence on LPG	
2	Programme Details	Proposed start on site - TBC – Sept/Oct 2023	
3	Project Governance and CDM roles including email address and telephone number	<p>CDM Client Environment Agency Patricia Salbany - EA Representative patricia.salbany@environment-agency.gov.uk 07425 620502</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 TBC</p> <p>Contractors TBC</p> <p>Designer TBC – same as principal contractor as Design and Build Contract</p>	
4	Stakeholders	Tenant Lock Keeper	
5	External consents/ consultations	Possible Planning Consent for bank engineering works Building Regulations Approval for heating systems MCS Certifications	
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 incidents, 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 close to and around water, working with electricity, manual handling and to ensure 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			



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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> 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>	
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 	



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		<ul style="list-style-type: none"> 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 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	<p>The main risks associated with this project are: working at close to and in river banks and water, working with electricity, manual handling, crossing lock gates and to ensure equipment and materials are safely transported to the island site.</p> <p>The Client has identified the following as requiring a checkpoint:</p> <ul style="list-style-type: none"> Any breaking ground works for the connection of the external Heat Pump and trenching any water source heat pump Any works adjacent in the river or within 2m of river bank associated with installation of heat exchange unit 	
8b	Native Species consultation	Will form part of the FRAP – Flood Risk Activity Permit	
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	<p>The design and layout of heat exchange units in the river and any associated trenching and works to the bank or alterations to the existing pontoon/landing stage must be carried out in accordance with safe methods for installation.</p> <p>Any alteration from this will be notified to the Principal Designer for review/comment/approval (or otherwise)</p>	
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	





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13	Welfare Arrangements	The lock house is the main residence for the lock keeper. 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: Royal Berkshire Hospital London Road Craven Road Reading Berkshire RG1 5AN Tel: 0118 322 5111 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.	
15	Traffic management arrangements/ Parking	Access via narrow lane with limited parking on lane (serving other residents and river access) Footpath down to river, wooden bridge over river then across lock gates to site (there may be a weight limit on this bridge)	
16	Permits	Flood Risk Activity Permit -FRAP (prior to any works being undertaken to the river bank or within 2m thereof)	
17	Environmental Management	Waste transfer notes must be provided for any waste removed from site for inclusion in the Health & Safety File. The Principal Contractor must hold a current waste carriers license.	
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.	Narrow lane for parking, along footpath to wooden bridge over river then across lock gates	
SECTION C: HEALTH & SAFETY HAZARDS OF THE SITE AND EXISTING SITE INFORMATION			ACTION/FINAL
20	Any 'no-go' or authorisation areas	None	
21	Boundaries and access, including temp. access.	Boundary of lock keepers cottage	
22	Adjacent land uses	Camp site – where campers make use of the same access route to the island site	
23	Contaminated Land Surveys	Not applicable	



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24	Materials requiring particular precautions / COSHH	None	
25	Location of existing services	Overhead electric cables to house	
26	Existing records, plans, drawings and reports - including Asbestos information	<p>An asbestos refurbishment & demolition survey was undertaken for the property on July 2019 and a report issued</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Asbestos_2019.pdf </div> <div style="text-align: center;">  Service_2.pdf </div> </div> <p>No Asbestos detected on site</p>	
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	
SECTION D: HEALTH AND SAFETY FILE			ACTION/FINAL
30	The health and safety file content and format	<p>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:</p> <ul style="list-style-type: none"> 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 Commissioning Report 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	20/07/23	PJS – updated
Vers.2		
Vers.3		



Pre-Construction Information

I <u>Pat Salbany</u> acting as Client for this project, Defra, hereby authorise and Issue this Pre-Construction Information.	Signature: <i>PJ Salbany</i>
	Name: Pat Salbany
	Date: 20 July 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:

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