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| **Pre-Construction Information** |
| **Client: Pellows WDS** |
| **Project Title: New office building** |
| Date: May 2024 |
| **Issue 1** |
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**Introduction/Instruction**

Pellows WDS Health and Safety procedures demonstrate their strong commitment to ensure the Health, Safety and Welfare of all members of staff, visitors and contractors.

The aim is to ensure that this commitment is fulfilled by ensuring that all activities are suitably assessed and all risks reduced to a tolerable level. All members of the business including contractors employed to undertake works on their behalf, have a duty to share in this commitment and make sure that they carry out their works in as safe a manner as possible.

This Pre Construction Information (PCI) document should be used in conjunction with all other documentation issued for this project.

This PCI has been prepared in accordance with the Construction (Design and Management) Regulations 2015.

This PCI has been prepared to enable contractors to submit a Construction Phase Plan, along with any other tender documents required, indicating the general principles to be employed and the resources required. The successful contractor will be required to augment this document with a detailed Construction Phase Plan, which must be submitted to the Principal Designer and accepted by the Client before any work (including preparatory work) commences on site.

The Principal Contractor shall submit a Construction Phase Plan, which complies, as far as reasonably practicable, with the Construction (Design & Management) Regulations 2015. The Principal Contractor shall take account of all items outlined within this PCI and must provide sufficient information on how he intends to make provision for same during construction and, in particular, the methods of dealing with hazards identified.

The Client and Design team members reserve the right to request further clarification and information from the Principal Contractor, on the management of Health and Safety issues during the construction phase of the project. This could, for example include the provision of additional Method Statements.

At the conclusion of the project, the Principal Designer is to ensure that a Health and Safety File is prepared and submitted to the Client. The Principal Contractor, and his contractors and suppliers, are required under Regulation 22(j) pursuant to Regulation 20(1) (c) and 2(e), to provide the Principal Designer with such information as may be necessary to enable the Health and Safety File to be produced. The Principal Contractor shall forward this information to the Principal Designer, prior to the issue of the Certificate of Practical Completion.

Definitions

The following words in this PCI document shall have the meanings given below unless the context otherwise requires:

1. “Contractor” means “Principal Contractor”;
2. “PD” Means “Principal Designer”
3. “PC” means “Principal Contractor”
4. “Employer” means “Client”;
5. “Sub-contractor” means “Contractor”.
6. **Description of the Project**
   1. **Project description**
      1. New office building
      2. Description of works:

* As per schedule of works.
  + 1. Key dates (including planned start and finish of the construction phase)

Mobilisation Period: 8th July 2024 to 19th July 2024

Provisional start of works on site: Monday 22nd July 2024

Provisional completion date: 20th December 2024

* 1. **Directory of Duty Holders:**
     1. Client Pellows WDS

Address Carnon Valley Works, Carnon Valley, Carnon Downs, Truro, TR3 6LG.

1.2.2 Contract Administrator

Contact Pellows WDS

1.2.3 Principal Designer

NHB Architects

Address – St Marys House, Point Mills Bissoe, Truro, TR4 8QZ

1.2.4 Principal Contractor

Not yet appointed.

1.2.5 Local Authority: Cornwall County Council

1.2.6 HSE –Wales and West

Telephone 0300 003 1747 or via the website

1.2.7 The F10 requirement to be confirmed: N/A

* 1. **Structure used as a workplace**

NA

* 1. **Existing environment**
     1. Adjacent land uses
* Road to front and commercial uses on adjacent land.
  + 1. Existing services

The following services are understood to serve the premises:

* Electrical Services
* Water - mains supply services
* Water - drainage services
* Telecommunication - telecommunication / technology equipment & lines (BT)

Before starting work check positions of existing mains/services.

Services information is available for inspection from the site team on 01872 863927.

If any damage to services results from the execution of the Works, notify the Contract Administrator without delay. Make arrangements for making good without delay to the satisfaction of the employer.

The Principal Contractor must establish formal procedures to ensure that any unrecorded services located during the works are carefully checked to determine nature and status and to provide this to the relevant Designers and Principal Designer prior to agreeing a course of action.

**All such services should be accurately recorded for inclusion in the Health & Safety File.**

* + 1. Existing traffic systems and restrictions, e.g. access for fire appliances, times of delivery, ease of delivery and parking.

Vehicular primary access / egress route for vehicles delivering materials will be via the adjoining roads, deliveries will need to be carefully planned to ensure the highways remain clear. There must be no conflict with emergency vehicles.

It should be noted that there are overhead cables throughout the work site which may limit cranage in certain areas.

The area for storage of materials is to be contained within the contractor compound (or within the site area as agreed with the Contract Administrator) and the contractor must arrange for the larger installations to be delivered on a needs basis.

The method statement should reflect the proposals to deal with the hazards arising from vehicles delivering and removing goods from the Works and the prevention of road obstructions to emergency vehicles, local traffic and pedestrians.

* + 1. Existing structures

Existing structures, e.g. special health problems from materials in existing structures which are being demolished or refurbished, any fragile materials which require special safety precautions or instability problems.

In relation to the project scope the Client to provide information about the existing structure and any known health problems associated with the materials used to construct the building.

1. **Client’s Considerations and Management Requirements**
   1. **Arrangements for the following:**
      1. Planning for and managing the work, including any health and safety goals for the project:
      2. Communication and liaison between client and others

The Principal Contractor shall agree arrangements with the on site team to ensure separation between the works site and the day-to-day operation of the site. Liaison will be required with the site team to ensure a coordinated approach with regards to means of escape in case of fire.

* + 1. Security of the Works

Security is of primary importance and any agreed compound areas must be kept secure.

Prior to the commencement of Works, all access/egress arrangements must be agreed with the Contract Administrator protected and clearly signed, and to be maintained for the full duration of the works.

* + 1. Welfare provision

The site set-up position to be agreed before commencement of the works and be Heras/or equivalent fenced. The contractor to include an annotated site layout and circulation plan within their CPHSP.

Welfare provision must comply with the Workplace (Health, Safety & Welfare) Regulations.

The Principal Contractor is to provide a provisional plan indicating access routes and set down locations.

Note. The Works areas must not be used for messing purposes.

* 1. **Arrangements for the requirements relating to the health and safety of the client's employees or visitors or those involved in the project**
     1. Hoarding / barriers requirements:

The areas in which the Principal Contractor will be working are to be appropriately segregated from staff and the public.

The Client will ensure that any staff and/or operatives who will require access to the work area report and carry out their works under the control of the principal contractor.

* + 1. Site transport arrangements or vehicle movement restrictions

The Principal Contractor shall manage the delivery / transport of materials and the removal of works waste.

Delivery / waste transport vehicles must be under the control of an experienced banksman. Please note overhead cables on the site.

* + 1. Fire precautions

The Principal Contractor shall take all necessary precautions in respect of fire. This shall include the following:

* Good practice in respect of hot works and any activity that is capable of causing fire.
* Adherence to appropriate good practice, including permit-to-work systems and the implementation of fire watches.
* Provision of appropriate training for operatives on site.
* Provision of all necessary fire extinguishers & training for those who may have to use them and co-ordination with existing fire precautions arrangements (client’s existing arrangements and systems already in place).
* The banning of smoking on site. Smoking is prohibited in all enclosed spaces and enclosed work places.
* All escape routes are to be kept clear of any obstruction that would impede escape from the building.
  + 1. Emergency procedures and means of escape

The Principal Contractor shall put in place all necessary procedures in respect of fire and other emergencies.

This shall include agreeing;

* Fire action plan in conjunction with the existing emergency procedures
* Arrangements for means of escape in case of fire or another emergency
* Means by which the fire alarm shall be raised, including compatibility with any existing arrangements & systems already in place
* Rescue / recovery of non-ambulatory personnel.
* Fire Assembly Point
* Regular site meetings with the project Contract Administrator and Site and Facilities Manager to review arrangements and suitability as works progress.
  + 1. 'No-go' areas or other authorisation requirements for those involved in the project
* All areas not forming part of the Works
* The Principal Contractor shall ensure that its operatives are made aware of all permitted work areas.

(For security aspects see 2.1.3 above.)

* + 1. Areas designated as confined spaces
* NA
  + 1. Smoking restrictions

Only where designated

* 1. **Site Rules**

Failure to follow these rules may result in the perpetrator to be summarily dismissed from the Clients site.

Legal / criminal actions against the perpetrator may follow.

The following contractors’ site rules will be employed throughout the Works duration:

* Contractors will be compliant with the CDM 2015 Regulations noting the duties of contractors.
* Operatives will ensure that all site-related personnel will be made aware they must demonstrate due courtesy and respect at all times when in contact with the users of the adjoin premises.
* Hot works will only be carried out on a permit to work system
* Offensive language/swearing, singing or shouting racist comments is prohibited within any part of the works.
* A suitable and appropriate dress code applies throughout the works.
* Contractors’ will make all reasonable efforts to ensure other persons not associated with the works, including children and animals are excluded from the works areas.
* At no time are tools, equipment, materials or debris to obstruct common areas or shared access routes

Wherever possible operatives will avoid shared access areas, however where this is not possible, operatives will be instructed to give ‘Right of Way’

* Deliveries will be will be banked. In addition, deliveries will be timed to avoid the busy hours of each working day.
* Dust reduction and control measures will be employed prevent dust escaping from the works area.
* Any disconnections of existing M&E services will be carried out by qualified, competent operatives
* Works at height will be undertaken by competent and experienced operatives.
* Fragile surfaces are to be identified, clearly marked and covered or barriers erected to prevent accidental falls. Operatives will not be permitted to undertake works at height without appropriate fall-restraint equipment or edge protection equipment.
  1. **Permit to Work System & Isolation Permits**
* The site does not operate a permit to works system
  1. **Information for contractors**

It is the policy of contractors to inform contractors and operatives about risks to their health and safety arising from the environment in which the Project is to be carried out and the Works using the following methods:

* All operatives to be given site safety and emergency procedure training.
* Compulsory, formal inductions for all contractors and operatives
* Compulsory, formal weekly toolbox talks
* Informal toolbox talks as required
* Formal and Informal site inspections and discussions with contractors and operatives
* A dedicated Health and Safety notice board
* Works specific Risk & Hazard awareness training
  1. **Information and training for people on site**

The Contractors site supervisor will check that contractors and operatives on site have been provided with:

* Appropriate, work specific information
* Health and safety training as appropriate to the Works
* Site induction
* Information about the Project (e.g. relevant parts of the Health and Safety Plan)
  1. **Consultation with Operatives**

As appropriate, contractors Site supervisor will ensure that arrangements are made for consulting and co-ordinating the views of workers or their representatives.

* 1. **Selection procedures and competency**

It is a requirement that all contractors to comply the requirements of Regulation 4 to make arrangements for ensuring that:

* All sub-contractors are competent and will make adequate provision for health and safety.

Suppliers of materials to contractors will provide adequate health and safety information to support their products

* Tools, machinery and other plant supplied for common use will be properly selected, correctly used and maintained, and that operator training will be provided.
  1. **Communications and liaison procedures**

Regular site meetings will be convened with the Client, Designers and Principal Contractor during the works period. These meetings will include an agenda item to deal with health and safety and design change issues in compliance with PCI requirements

* 1. **Works Supervision**

The Principal Contractor must provide a full-time Supervisor who must be competent and hold an appropriate evidence, Trade card e.g. CSCS Site Supervisor etc.

1. **Environmental Restrictions and Existing On-Site Risks**
   1. **Safety hazards**
      1. Access

The Principal Contractor shall take account of the prevailing road conditions & signage

* + 1. Restrictions on deliveries or waste collection or storage
* Skips left overnight or longer on-site must be enclosed and locked.
* No skips may obstruct access ways or be located on pavements
  + 1. Existing storage of hazardous materials

Location of existing services, particularly those that are concealed - water, electricity, gas, etc.,

The Principal Contractor shall take care with regard to existing services and assume all services are live.

* + 1. Ground conditions

Not applicable

* + 1. Information about existing structures

Principal Contractor to confirm if sufficient information has been provided to allow any structural interventions to proceed safely.

* + 1. Previous structural modifications, including weakening or strengthening of the structure

None Known.

* + 1. Fire damage, ground shrinkage, movement or poor maintenance, which may have adversely affected the structures

None advised

* + 1. Difficulties relating to plant and equipment in the premises

None advised

* + 1. Health and safety information to be provided by the Client.
  1. **Health hazards**
     1. Asbestos

No asbestos records exist for the site. The contractor is to adopt normal working practices, should any suspected ACM be uncovered during the works, all works are to stop and testing of the suspect material should be undertaken.

* + 1. Existing storage of hazardous materials

At time of compiling this PCI the designers have not been advised of stored hazardous materials that could affect the contractors’ operatives while undertaking the Construction works.

If there is a change to this status, all information provided to the Principal Designer will be compiled into future revisions of this PCI document.

* + 1. Contaminated land, including results of surveys

Not applicable

* + 1. Existing structures

None advised

If there is a change to this status, all information provided to the Principal Designer will be compiled into future revisions of this PCI document.

* + 1. Previous structural modifications

The design team has been made aware of all previous modifications and the design has been developed accordingly.

* + 1. Fire damage, etc.

None advised or noted

* + 1. Difficulties in relation to existing plant and equipment

None advised or noted.

* + 1. Health and safety information contained in earlier design, construction or as-built drawings

The Contract Administrator is to make available all Health and Safety information, construction or as-built drawings.

* + 1. Structures containing hazardous materials

At time of compiling this PCI, the designers have not advised of any hazardous materials on site other than as noted above

If there is a change to this status, all information provided to the Principal Designer will be compiled into future revisions of this PCI document.

* + 1. Health risks arising from client's activities

N/A

* + 1. Restrictions on noise, vibration and other environmental nuisances

Construction methods are to be selected that do not create significant risk or nuisance to any non-construction personnel. Likewise, measures to control dust must be included in the Principal Contractor’s Construction Phase Plan.

There are to be regular liaison meetings with the Principal Contractor and Contract Administrator to understand how limitations on noise, dust and other environmental nuisances may be achieved and maintained.

* + 1. Development of Risk Register:

The Principal Contractor is required to include with the Construction Phase Plan - a works specific register of significant workplace and operational Risks (the Risk Register) identified as having the potential to effect operatives and the occupants and visitors to the adjoining premises.

Whilst the Risk register is understood to be a live document and it is not possible to identify all risks at the outset of the Works, significant risks must be identified and addressed prior to the commencement of the Works.

**Failure to provide a draft project specific Risk Register may result in the rejection of the Construction Phase and its return to the Contractor for completion.**

**The Principal Contractor is advised to allow sufficient time to provide the Principal Designer with an adequately developed CPP as rejection of an unsatisfactory CPP may delay the start of Works.**

**Any such rejection is the liability of the Principal Contractor**

1. **Significant Design and Construction Hazards**

Significant design assumptions and suggested work methods, sequences or other control measures

The designers have not advised of any such assumptions or suggested work methods, sequences or other control measures.

Principal Contractor to refer to the Designer’s Risk Assessment at Appendix A.

Arrangements for co-ordination of ongoing design work and handling design changes

It is not believed that there will be any major design work other than changes to accommodate situations that are revealed to be other than as assumed when the design was first created. Any such amendments will be assessed by the designers and notified to the Principal Designer.

The Principal Contractor will be advised of any significant matters pertaining to health & safety.

Information on significant risks identified during design

Significant design risks associated with the various works phases should be indicated on the Designers drawings.

The Designer’s Risk Assessments are as included at Appendix A

The Principal Contractor must refer to all the identified risks and formulate appropriate working methods and written Method Statements.

Materials requiring particular precautions

Hazardous materials associated with the Construction works should be indicated in the Works specification.

The Principal Contractor must refer to all identified hazardous materials and either suggest alternatives of same or better performance or take appropriate measures to ensure safe usage

If there is a change to this status, all information provided to the Principal Designer will be compiled into future revisions of this PCI document.

* 1. **Arrangements for co-ordination of ongoing design work and handling design changes:**
     1. As per Regulation 20 of the CDM Regulations the Principal Designer must be notified of any design changes and associated significant risks that may occur during the construction phase of the works. Liaison between the Client, Principal Contractor and Principal Designer is essential to ensure that such changes do not increase risks during the works.

Design changes must be recorded as an amendment to the Construction Phase Health and Safety Plan

* + 1. Major changes to construction methods / processes and/or changes to working practices that may increase risk during the renovation works must also be referred to the Client and Principal Designer.
  1. **Contractor designed items:**
     1. Elements that are to be designed by the Principal Contractor or specialist sub-contractors who shall for the purposes of CDM Regulations will be deemed Designers. The Principal Contractor must allow for all necessary liaison with the Principal Designer as to any health and safety implications to the inclusion of such items to the construction phase plan
  2. **Development of Method Statements:**

The following items require Principal Contractor Method Statements to be developed and be recorded in the Construction Phase Plan

* Separation of the works from the adjoining areas in the building its users and visitors
* Works security
* Management of Waste and debris
* Management of emergency escape routes and fire safety
* Traffic management of deliveries / waste removals
* Lone working
* Transport and access for items of equipment and plant and equipment.
* Asbestos removal, if required
* Control of noise, dust & vibration
* Working at height
  1. **Significant design assumptions and suggested work methods, sequences or other control measures**

None

* + 1. Arrangements for co-ordination of on-going design work and handling design changes

All Instructions/Variation Orders having a design implication must be forwarded to the Principal Designer to assess the impact on the development of the construction phase plan (regulation 20(1)(c)(ii) requires the Principal Designer to liaise with the principal contractor regarding ‘any design development which may affect planning and management of construction work)

Co-operation/co-ordination must be established between permanent and temporary design processes.

* + 1. Significant risks identified during the design phase

High – H Medium to High – M to H Medium – M Low to Medium – L to M Low - L

* Access equipment – L
* Access to & from the Works – M
* Asbestos – H
* Confined Space - L
* Building works – M
* Construction elements – L
* Cutting / drilling operations – L
* Dust – L to M
* Forming of openings / holes – L
* Hot Works – L to M
* Manual handling – L to M
* Mechanical handling - L
* Movement of vehicles & equipment, particularly as this affects pedestrian safety – M
* Noise – M
* Personal Protective Equipment – L
* Protection from falling materials – L
* Provision and use of temporary services – L
* Storage and distribution of materials – L
* Temporary utility services – M
* Working at height and Roof Work – M
* Others – to be determined by the contractor, on-site
  + 1. Materials requiring particular precautions

None advised

* 1. **Construction Materials:**
     1. Health hazards arising from construction materials where particular precautions are required either because of their nature or their intended use should be identified.
     2. The Control of Substances Hazardous to Health Regulations (COSHH), apply to all substances that are capable of causing adverse health effects, including chemicals, biological agents, carcinogens, dusts, allergens, etc. These may be substances used directly in work activities, e.g. cement, cleaning agents, etc. or substances generated during work activities, e.g. fumes or naturally occurring dusts.

The Regulations require employers to make a suitable and sufficient risk assessment of any work involving a substance hazardous to health. The ACOP states that "suitable and sufficient" depends on considerations such as:

* the degree and nature of the risk
* previous experience of the type of risk
* existing records of substances involved
* the number of employees exposed.
  + 1. Where the substance is identified as a carcinogen, or listed in schedule 8 of the Regulations then the requirements are more stringent and include health monitoring. Records of health surveillance/LEV testing, etc. need to be kept for 40 years.

COSHH requires employers to:

* assess the risks posed by exposure to hazardous substances in the workplace
* prevent, or at least adequately control, those risks
* provide, maintain, test and examine suitable control measures and ensure they are used
* monitor workplace exposure against the prescribed exposure limits, where appropriate
* provide health surveillance, where appropriate
* provide relevant information, instruction and training to employees.

1. **The Health and Safety File (To be completed taking into account the Clients requirements)**

The Health & Safety File prepared in accordance with the Construction (Design & Management) Regulations 2015.

It is a requirement of the regulations that the Principal Contractor, in discussion with the Principal Designer, identifies the input required of contractors for inclusion in the Health and Safety File, and implements an effective management system by which such information is promptly provided to the Principal Designer.

The client requires copies of the Health and Safety file in hard copy format together with a CD Rom back-up with drawings in .pdf format.

* 1. The Health & Safety File is compiled by the Principal Designer.
  2. The Health & Safety File - As appropriate to the Works.

The following required information is to be identified relevant to the health and safety of any future construction, maintenance, and repair work or cleaning.

* + 1. A brief description of the project.
    2. Any residual hazards which remain and how they have dealt with.

(All relevant information or surveys or relating to asbestos, contaminated land, water bearing strata, underground services, drainage and obstructions)

* + 1. Key structural principles.

(Bracing, safe working loads for floors and roofs noting potential requirements for scaffolding and heavy machinery)

* + 1. Hazardous materials.

(Lead paint, pesticides and special coatings which should not be burnt off)

* + 1. Information on the removal or dismantling of installed plant and/or equipment.

(Including special arrangements for access and lifting plus special instructions / procedures for dismantling)

* + 1. Health and Safety information regarding equipment provided or required for maintenance, and cleaning of the building/s.
    2. The nature, location and markings of all major services including underground cables, gas supply equipment and fire-fighting services.
    3. Information and As Built drawings of the Structure, its plant and equipment

(For example, the means of safe access to and from service voids, fire doors and compartmentalization etc.

**The above Health & Safety contribution information must be available and delivered to the Principal Designer a minimum of two weeks prior to the award of Practical Completion.**

* 1. Compilation and presentation of the documentation for and final arrangement & presentation of the health & safety file

The Principal Contractor shall be responsible for ensuring, where relevant, that the following is made available in a timely manner to the Principal Designer for inclusion in / amendment to the health & safety file:

* the obtaining of relevant health and safety information and documentation from all designers;
* the obtaining of relevant health and safety information and documentation from all contractors;
* the updating of any existing health & safety files for the building;
* the incorporation of the relevant health and safety information and documentation for the project into the health & safety file;
* the provision of 1 fully-indexed and editable digital copy of the health & safety file, and O&M Manuals on CD-ROM, in (“.pdf”) format.
* in addition, the provision of all drawings in indexed AutoCAD (“.dwg”) and indexed PDF format (unless otherwise agreed).

The ‘Acrobat’ format documents shall not be password or encryption protected and produced such that the client can disassemble and extract separate ‘.pdf’ documents from it.

* 1. Contents

The Principal Contractor shall issue this information and documentation to the Principal Designer **not less than ten working days prior to Practical Completion**. Receipt of all required information and documentation for the health and safety file is a condition precedent to practical completion being certified.

In order to be useful, the Health and Safety File should be as succinct as possible. The provision of huge volumes of information is not recommended, because it will not be read. However, there are core pieces of information, which should be supplied. This section provides guidance on what constitutes this core information.

The file should contain enough information to allow future hazards to be identified and the risks from these hazards managed. Typically, the file should contain at least the following:

1. **The Mechanical & Electrical Operating Maintenance Manuals**

The Principal Contractor shall test and commission fully all new installations, systems and equipment on completion and shall produce record drawings along with the operations and maintenance (O&M) manuals.

**All M&E Operating & Maintenance Manuals must be complete and signed-off by the relevant M&E design consultant prior to submission to the Principal Designer for review and issue to the Client.**

The Principal Contractor is directed to ensure the Mechanical and Electrical O & M Manuals are available at Practical Completion.