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|  | **Project Title:**  **Project Location:** | | | **Penton Hook Lock House**  **147 Thames Side**  **Staines-upon-Thames**  **TW18 2JA** | | |
|  | Date prepared: | | |  | | |
|  | Version:  Version: | | |  | | |
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| **SECTION A: THE PROJECT** | | | | | | **ACTION/FINAL** | |
| 1 | Description of project | | **Thermal Improvement works to Penton Hook Lock House including the internal wall insulation, insulation of loft, pitched ceilings and suspended timber floor between the habitable house and basement storage areas. This includes the removal of the existing fixtures and fittings including the bathroom, kitchen and floor coverings and the adaptation of plumbing fittings and radiators and their reinstatement following completion of the works** | | |  | |
| 2 | Programme Details | | **Works are to commence during January 2024 and the contract period is expected to be 6 – 8 weeks** | | |  | |
| 3 | Project Governance and CDM roles including email address and telephone number | | **CDM Client**  Environment Agency  **Principal Designer**  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)  07388 994376  **Contractors**  TBC  **Designer**  Ridge and Partners  David Parsons – Team Manager, Building Surveyor  [Dparsons@ridge.co.uk](mailto:Dparsons@ridge.co.uk)  01189 297215 | | |  | |
| 4 | Stakeholders | | Void Property, Conservation Officer | | |  | |
| 5 | External consents/ consultations | | Listed Building Consent and Building Regulations Approval | | |  | |
| 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.  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   + 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:  Lime based products used in the plaster  Dust  Manual Handling  Taking down lean-to shed structure in garden | | |  | |
| 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. | | |  | |
| 11 | Co-ordination of on-going design work and handling design changes | | N/A | | |  | |
| 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 | | |  | |
| 13 | Welfare Arrangements | | The lock house is currently vacant and the heating and water system has been drained down internally so fixtures and fittings do not currently function. 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  Wexham Park Hospital  Wexham  Slough  Berkshire  SL2 4HL  Tel: 01753 633000 | | |  | |
| 15 | Traffic management arrangements/ Parking | | Access is via a narrow access track that runs alongside the river Thames without edge protection – there is a parking area to the side of the house for contractors vehicles and skips if required | | |  | |
| 16 | Permits | | N/A | | |  | |
| 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. | | The track is narrow and used by other residents a traffic management plan will be required for deliveries and removal of waste materials | | |  | |
| **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. | | The house/site will become the contractors responsibility for the duration of the contract | | |  | |
| 22 | Adjacent land uses | | Not applicable | | |  | |
| 23 | Contaminated Land Surveys | | Not applicable | | |  | |
| 24 | Materials requiring particular precautions / COSHH | | None | | |  | |
| 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 | | |  | |
| **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  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 | |  | | |  | |
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| **Issue Control** | | |  | | | | |
| Vers.1 | |  |  | | | | |
| Vers.2 | |  |  | | | | |
| Vers.3 | |  |  | | | | |
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|  | | I  acting as Client for this project, Defra, hereby authorise and Issue this Pre-Construction Information. | | | Signature:  P J Salbany | | |
|  | |  | | | Name: Patricia Salbany | | |
|  | |  | | | Date: 16/11/2023 | | |
|  | |  |  | | | | |
|  | | 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 | | | | | | | |