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|  | **Project Title**  **Project Location** | **ENVSSD Incident Room Project, Guildbourne House**  **Insert address** |
|  | Date prepared: | December 2021 |
|  | Version (see end for details): | 1 |
| **Contents**  **SECTION A: THE PROJECT** | |  |
| |  |  | | --- | --- | | 1 | Description of project | | 2 | Programme Details | | 3 | Project Governance | | 4 | Stakeholders | | 5 | External consents/consultations - | | 6 | Project health and safety goals | |  |  | | 7  8  8a8b9  10  11 | **SECTION B: PLANNING AND MANAGEMENT**  Client Requirements- A  Planning and management – Meetings  Checkpoints templates – activity dependent  Consultation on Native Species  Arrangements for communication and liaison  Design assumptions, suggested methods/sequences or other controls  Co-ordination of on-going design work and handling design changes | | 12 | Site security and hoarding arrangements | | 13 | Welfare Arrangements | | 14 | Fire and Site Emergency arrangements | | 15  16  17  18  19 | Traffic management arrangements  Permits  Environmental Management  Smoking/Vaping  Any restrictions on deliveries or waste collection;  **SECTION C: HEALTH AND SAFETY HAZARDS** | | 20  21  22  23  24  25  26  27  28  29  30  31 | Any ‘no-go’ or authorisation areas  Boundaries and access, including temp. access;  Adjacent land uses  Contaminated Land Surveys  Materials requiring particular precautions/COSHH   |  | | --- | | Location of existing services  Existing records, plans, drawings and reports - including Asbestos information | | Ground conditions | | Confined spaces |   Any structures containing hazardous materials  **SECTION D: EXISTING RELEVANT INFORMATION**  The health and safety file content and format  Other | |  |  | | | |

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| **SECTION A: THE PROJECT** | | | | | **ACTION/FINAL** |
| 1 | Description of project | | The works consist of:   * Alterations to the existing incident room on the 5th Floor of Guildbourne House | |  |
| 2 | Programme Details | | Programme to be confirmed | |  |
| 3 | Project Governance and CDM roles including email address and telephone number | | **Client:**  Victoria Evans  Guildbourne House  Chatsworth Road  Worthing  W.Sussex, BN11 1LD  07786821952  [vicky.evans@environment-agency.gov.uk](mailto:vicky.evans@environment-agency.gov.uk)  **Designer:**  Phillips Surveyors  Phillip Wiltshire  The Old Coach House  Lower Street  Pullborough  West Sussex  RH20 2AA  01798 873 222  07889 922 862  [philw@philips-surveyors.co.uk](mailto:philw@philips-surveyors.co.uk)  **Principal Designer:**  Capita Binnies  Michael Nimmo  60 High Street,  Redhill,  Surrey,  RH1 1SH  01737 856474  [nimmom@binnies.com](mailto:nimmom@binnies.com)  Principal Contractor:  TBC | |  |
| 4 | Stakeholders | | David Bonner  Environment Agency  Guildbourne House,  Chatsworth Road,  Worthing  BN11 1LD  07702 666765  [David.bonner@environment-agency.gov.uk](mailto:David.bonner@environment-agency.gov.uk) | |  |
| 5 | External consents/ consultations | |  | |  |
| 6 | Project health and safety goals and compliance with SHEW CoP | | The Principal Contractor or Contractor must plan, manage and co-ordinate work during the construction phase taking account of the information contained in the PCI provided by the Principal Designer or client CDM Advisor on behalf of the client, and any other information provided by contractors. The CPP must also comply with the specific requirements detailed in Constructing a Better Environment SHEW CoP.  The Health and Safety Timeline in Appendix F 1 Constructing a Better Environment SHEW CoP diagrammatically shows the CDM process to be followed and details who needs to be involved at what stage.  It is mandatory that the Principal Designer is informed of the following:  • Appointment of any designers by anyone (temporary works, specialists, etc.).  • Design changes where safety considerations are required for all permanent and temporary works.  • Proof that safety is considered for all design changes and variations  The Client has very specific competence and training requirements as detailed in section 4.2 Constructing a Better Environment SHEW CoP. The PC must ensure that these are adhered to. | |  |
| **SECTION B: PLANNING AND MANAGEMENT** | | | | |  |
| 7 | Client Requirements | | **Relevant to Designer and Principal Contractor:**  **Relevant to Principal Contractor:**  The Principal Contractor or Contractor shall prepare a suitable Construction Phase Plan (CPP) which is to be submitted to the Principal Designer or client CDM Advisor as early as practical but at least a minimum of 10 working days prior to the planned start of any construction phase (including advanced works, Site investigation or other construction activities).  The CPP will be reviewed according to the content identified in Appendix 3. However depending upon the scope of the project this may be amended to suit specifics of the works.  No works will be allowed to commence until the CPP is deemed suitable by the Principal Designer or client CDM Advisor on behalf of the client and an instruction is given by the client for commencement.  The Principal Contractor or Contractor must plan, manage and co-ordinate work during the construction phase taking account of the information contained in the PCI provided by the Principal Designer or client CDM Advisor on behalf of the client, and any other information provided by contractors. The CPP must also comply with the specific requirements detailed in Constructing a Better Environment SHEW CoP. | |  |
| 8 | Planning and management - Meetings | | Start-up meeting and attendees – (e.g. Project manager,  Client, Principal designer (PD), -Designer, Principal  contractor (PC) and Project Support Officer).   * Frequency of progress meetings to be agreed for duration of construction phase to include Health and Safety performance e.g. site security performance * Schedule of Risk Based site attendance plan for the Principal Contractor to monitor on site arrangements for safety critical work controls e.g. excavations/ground penetration, scaffold provision etc. | |  |
| 8a | Checkpoints required - dependent on activity | | Not applicable | |  |
| 8b | Native Species consultation | | Not applicable | |  |
| 9 | Arrangements for communication and liaison | | It is mandatory that the Principal Designer is informed of the following:  • Appointment of any designers by anyone (temporary works, specialists, etc.).  • Design changes where safety considerations are required for all permanent and temporary works.  • Proof that safety is considered for all design changes and variations | |  |
| 10 | Design assumptions, suggested methods/sequences or other controls | | Please refer to the design details and design risk assessment | |  |
| 11 | Co-ordination of on-going design work and handling design changes | | The client’s representative will be resident on site. A communication/liaison process will be agreed with the contractor to comply with the mutual QA procedures.  The Health and Safety Timeline in Appendix F 1 Constructing a Better Environment SHEW CoP diagrammatically shows the CDM process to be followed and details who needs to be involved at what stage. | |  |
| 12 | Site security and hoarding arrangements | | Restrictions on movement in and around the working area  The client’s representative will be resident on site and will be responsible, in conjunction with the designer for co-ordination. A communication/liaison process will be agreed with the contractor to comply with the mutual QA procedures. | |  |
| 13 | Welfare Arrangements | | • Toilets with hand basins, hot and cold running water, are available on-site  • Showers are available on-site  • Hot water and cold water and drinks making facilities can be found in the kitchenettes on all floors. This kitchenette also has a fridge and a microwave. | |  |
| 14 | Fire and Site Emergency arrangements | | As per the site regulations. Contractors will be briefed on these during site induction.  Please see the Emergency Procedures April 2018 for Guildbourne House  The Principal Contractor should ensure that the Accident / Incident reporting procedure detailed in Appendix A of Constructing a Better Environment SHEW CoP is followed. | |  |
| 15 | Traffic management arrangements/ Parking | |  | |  |
| 16 | Permits | | Not applicable? | |  |
| 17 | Environmental Management | | The Pollution Prevention Emergency Plan will be provided as as part of the contractor site induction. | |  |
| 18 | Smoking / Vaping | |  | |  |
| 19 | Any restrictions on deliveries or waste collection; | |  | |  |
| **SECTION C: HEALTH & SAFETY HAZARDS OF THE SITE AND EXISITING SITE INFORMATION** | | | | | **ACTION/FINAL** |
| 20 | Any ‘no-go’ or authorisation areas | | All contractors and visitors to site must sign in at reception  All contractors must receive site induction before entering work area and work commencing | |  |
| 21 | Boundaries and access, including temp. access; | |  | |  |
| 22 | Adjacent land uses | | Not applicable | |  |
| 23 | Contaminated Land Surveys | | Not applicable | |  |
| 24 | Materials requiring particular precautions / COSHH | | The Contractor is to comply with Control of Substances Hazardous to Health Regulations (COSHH) 2002. All relevant information relating to hazard assessment to be submitted on request | |  |
| 25 | Location of existing services | |  | |  |
| 26 | Existing records, plans, drawings and reports - including Asbestos information | | Provided information includes:   * Designers Risk Register * Feasibility – Conversion of Fifth Floor Drawing * Specification for 5th Floor Incident Room at Guildbourne House * Environment Agency Safety, Health, Environment and Wellbeing Code of Practice May 2018 | |  |
| 27 | Ground conditions | | Not applicable | |  |
| 28 | Confined Spaces | | Not applicable | |  |
| 29 | Any structures containing hazardous materials- e.g. Asbestos | | Not applicable | |  |
| **SECTION D: HEALTH AND SAFETY FILE** | | | | | **ACTION/FINAL** |
| 30 | The health and safety file content and format | | A Health and Safety File is to be prepared for the project and available for use by all those who will have a responsibility for the on-going maintenance of the structure or scheme.  The principal contractor, contractors, designers and client, shall, where applicable, provide the Principal Designer with all relevant information for inclusion in the Health and Safety File. The Health and Safety File format and content is to be issued under as a separate document.  The Health and Safety File shall be substantially complete and available at project handover and to facilitate this all parties shall cooperate fully with the Principal Designer in his duty to prepare this and meet agreed deadlines for preparing and submitting the requisite information requested by the Principal Designer. | |  |
| 31 | Other | |  | |  |
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| **Issue Control** | | |  | | |
| **Vers.1** | | **Date produced -** | **By Whom – plus notes as needed** | | |
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|  | | I  acting as Client for this project, Defra, hereby authorise and Issue this Pre-Construction Information. | | Signature: | |
|  | |  | | Name: | |
|  | |  | | Date: | |
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|  | | 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: | |
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| Note to Principal Contractor: PLEASE RETURN A SIGNED COPY OF THIS FORM TO THE CLIENT'S REPRESENTATIVE NAMED ABOVE | | | | | |