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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** |  |
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| 788a8b91011 |  **SECTION B: PLANNING AND MANAGEMENT**Client Requirements- A Planning and management – MeetingsCheckpoints templates – activity dependent Consultation on Native SpeciesArrangements for communication and liaisonDesign assumptions, suggested methods/sequences or other controlsCo-ordination of on-going design work and handling design changes |
| 12 | Site security and hoarding arrangements |
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| 1516171819 | Traffic management arrangementsPermitsEnvironmental ManagementSmoking/VapingAny restrictions on deliveries or waste collection; **SECTION C: HEALTH AND SAFETY HAZARDS** |
| 202122232425262728293031 | Any ‘no-go’ or authorisation areasBoundaries and access, including temp. access;Adjacent land usesContaminated Land SurveysMaterials requiring particular precautions/COSHH

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| Location of existing servicesExisting 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 formatOther |
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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
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| 2 | Programme Details | Programme to be confirmed |  |
| 3 | Project Governance and CDM roles including email address and telephone number | **Client:**Victoria Evans Guildbourne HouseChatsworth RoadWorthingW.Sussex, BN11 1LD07786821952vicky.evans@environment-agency.gov.uk **Designer:**Phillips SurveyorsPhillip WiltshireThe Old Coach HouseLower StreetPullboroughWest SussexRH20 2AA01798 873 22207889 922 862philw@philips-surveyors.co.uk **Principal Designer:**Capita BinniesMichael Nimmo60 High Street, Redhill, Surrey, RH1 1SH01737 856474nimmom@binnies.com Principal Contractor:TBC  |  |
| 4 | Stakeholders | David BonnerEnvironment AgencyGuildbourne House, Chatsworth Road, Worthing BN11 1LD07702 666765David.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 variationsThe 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, Principalcontractor (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.
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| 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 areaThe 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 HouseThe 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 receptionAll 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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|  | Iacting as Client for this project, Defra, hereby authorise and Issue this Pre-Construction Information. | Signature: |
|  |  | Name: |
|  |  | Date: |
|  |  |  |
|  | 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 |