

Pre-Construction Information

for

Electric Chargers

at

**The Museum of English Rural Life,
London Road (Acacia Car Park)**

for

University of Reading

October 2023

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Document Control

Issue	Purpose of Issue	Amendment	Prepared by	Reviewed by	Authorised by	Issue Date
01	Tender	Tender Issue	Catherine Whittingham	David Cant	Simon Gage	TBC

Issue Schedule

	Issue Date	Day	XX							
		Month	10							
		Year	2023							
Recipient	Role	Issue	01							
Robert Booth	Client Representative		✓							
David Cant	Designer/Contract Administrator		✓							
Catherine Whittingham	Project Manager		✓							
Simon Gage	Senior Surveyor		✓							
Main Contractor	TBC		✓							

Abbreviations

Abbreviation	Meaning
ACM	Asbestos Containing Material
ACoP	Approved Code of Practice
CAR 12	Control of Asbestos Regulations 2012
CDM	Construction (Design and Management) Regulations 2015
CPP	Construction Phase Plan
C&S	Civil and Structural
DRA	Design Risk Assessment
DRM	Design Risk Management
H&S	Health & Safety
HSE	Health & Safety Executive
HSF	Health & Safety File
M&E	Mechanical and Electrical
PC	Principal Contractor
PCI	Pre-Construction Information
RA	Risk Assessment
RAMS	Risk Assessment and Method Statement
UXO	Unexploded Ordnance

1. Introduction

This PCI has been prepared in accordance with the requirements of CDM and summarises the project-specific H&S information needed to understand restriction and identify hazards and risks associated with the project design and construction work.

The information provided concentrates on issues that designers and contractors could not reasonably be expected to anticipate or identify or that are likely to be difficult to manage effectively.

Where appropriate relevant information is included in this document, but it may also be contained in other documents, in which case, it is cross referenced and summarised, and the information provided separately. A list of cross-referenced documents is appended to this document.

Any changes to the information provided within this document or to referenced documents will be communicated to those who need to know. However, this document will not necessarily be revised as part of that process. If this document is revised, where practicable, the nature of any changes made will be indicated in the document, e.g. by a vertical line in the margin adjacent to revised sections.

2. Executive Summary

This section summarises (where applicable) key requirements, restrictions, and significant hazards. For full details refer to the relevant sections of this document.

Requirements and Restrictions

1. *No works to adversely affect the operation or access of the university, offices or existing teaching services. The work is to be undertaken as detailed in the tender documents and the contractor should not deviate from the programme.*
2. *Security of the building and safeguarding of students to be retained at all times Where any overlap into term time occurs, all operatives are to carry Enhanced DBS.*
3. *The contractor is to set-up and operate the site in strict accordance with Gov.uk Working Safely During Coronavirus Construction advice and the Construction Leadership Council Site Operating Procedures (current version).*

Significant Hazards

1. *Working within an occupied building, in proximity to staff and students.*
2. *Working with existing M&E plant and services.*
Working at Height – Work at Height Regulation 2005
Working in a cramped environment
Working in a building with known Asbestos Containing Materials (ACMs)
Electricity – All electricians on site are qualified, and workers do not try to attempt to short-cut repair jobs themselves.

Refer also to the body of this document for details of issues not included in the summary above.

3. Description of the Project

3.1. Site Location

The Museum of English Rural Life, London Road, Reading, RG1 5EX

Existing O&M files are available for inspection on site.

For site location plan see. Appendix A

3.2. General Description of the Works

A detailed description of the works is included in the tender documents along with proposed drawings and a full specification. The works consist of an installation of 3 new electric chargers and 1 no. electric charger for co-wheels (UOR). The building is Grade II listed and in a conservation area. The works have been laid out following extensive advice and conversions with the previous conservation officer, Bruce Edgar.

3.3. Programme Details

The programme for the proposed construction works is to be developed by the Principal Contractor during the detailed design process and submitted as part of the tender. This should be developed fully and agreed with the project team before construction begins. It is essential that works are delivered during the school holidays and the contractor should plan resource accordingly to meet this requirement.

It is a requirement of this Information Pack that the programme proposed for the construction works must demonstrate the adequate allocation of competent and adequate resources. Reference should be made to the Preliminaries and the Principal Contractors requirements.

The current planned key programmes dates are as follows:

Design Period:	October 2023
Start of Construction:	Monday 8 th January 2023
End of Construction:	Friday 12 th April 2023
Key Milestones:	Electrical works can be carried out in the Winter months. All groundworks must wait until frost has finished.

3.4. Key Project Participants

Client	Name:	University of Reading		
	Address:	Campus Development Estates Building 50, Shinfield Road, Reading RG6 6DQ		
	Contact:	Robert Booth	Email:	r.booth@reading.ac.uk
	Phone:	07966 188 096	Mob:	07843344512
Site Contact	Name:	As above		
	Address:	“		
	Contact:	Robert Booth	Email:	r.booth@reading.ac.uk
	Phone:		Mob:	07843344512
Contract Administrator	Name:	Mace Limited		
	Address:	27-29 Newminster House Baldwin Street Bristol BS1 1LT		
	Contact:	Catherine Whittingham	Email:	c.whittingham@macegroup.com
	Phone:	0117 954 9888	Mob:	07970179709
Project Manager/Client Liaison	Name:	Mace Limited		
	Address:	27-29 Newminster House Baldwin Street Bristol BS1 1LT		
	Contact:	Catherine Whittingham	Email:	David.cant@macegroup.com
	Phone:	0117 954 9888	Mob:	
Principal Contractor	Name:	TBC		
	Address:			
	Contact:		Email:	
	Phone:		Mob:	

Note – It is assumed that no Principal Designer is required on this scheme as only one contractor will be involved in the delivery of the works. The tendering contractors should confirm if this is not the case at their earliest convenience.

3.5. Existing Records and Plans

This section lists relevant available documents, drawings and other records that relate to the existing site and any existing structure(s) that are to be demolished or incorporated into the works. Drawings and documents that relate to the new works are not listed.

Reference	Title/Description	Originator	Location/Keeper
N/A	Existing O&M and Health and Safety files are available for inspection on site or provided via WeTransfer. No originals can be removed from site; however, copies can be taken if required. Please contact the Contract Administrator with a minimum of 24 hours' notice prior to inspection.	Various	Available for inspection on site
Various	Tender documents are available as follows: Schedule of works Project drawings & Photographs	Various	Issued as part of the tender documents

4. Client's Considerations and Management Arrangements

4.1.1. Client Safety Standards and Objectives

The predominant client requirement is the safety of the contractor; occupants and users of the building and those who are affected by their activities.

4.1.2. Site Safety Rules - Client Requirements

There is no specific document detailing the site safety rules. The contractor must comply with any health and safety requirements of the school. The contractor is responsible for site safety during the construction period.

Access to any occupied areas of the school will have to be authorised by the CA and client. The contractor should provide no less than 24 hours' notice before such works and should only proceed with written approval. If works are to take place out of hours the contractor must notify the CA and client with at least 24 hours' notice prior to the works proceeding.

Any 'hot works will require a permit to work.

The Principal Contractor shall develop proposals for site rules for inclusion in his site induction proposals and these rules shall be detailed in the Construction Phase plan for this project.

The following typical site rules will apply:

- a) The Principal Contractor is to provide a specific site induction to all contractors prior to work commencing.
- b) Compliance with latest CLC COVID-19 Site Operating Procedures
- c) Appropriate PPE must be worn at all times.
- d) No radios, cd players or personal stereos will be permitted on site.
- e) Smoking as defined in 4.2.7 of PCI.
- f) Any evidence of alcohol or non-prescription drug consumption will result in removal from the site.
- g) All plant and machinery must have suitable records to demonstrate current testing and maintenance.
- h) No explosive, flammable or dangerous materials will be permitted without prior agreement.
- i) No materials are to be discharged into the drainage systems.

4.1.3. Communication and Liaison between Client and Others

All formal communication should be through the Contract Administrator (CA) Catherine Whittingham. All access requirements should be requested with a minimum of 24 hours' notice from the CA.

4.1.4. Monitoring and Review

The CA will carry out regular inspections of the works.

4.1.5. Security of the Site

Security of the site will be the responsibility of the contractor from project commencement to completion. All security and operation of the building is to be retained throughout the works. The building has a manned reception which operates during the school opening hours. Access outside of this time will be via fob key access in liaison with the school site manager. The contractor will be required to register with the Museum Reception whenever undertaking any works, i.e., when access is required to any occupied areas.

4.1.6. Welfare Provision

Site welfare is available on site, but this can only be used when this is within unoccupied areas. The contractor is to review the current provision during the tender process to confirm it meets the requirements of the HSE publications INDG293 'Welfare at work alongside current.GOV UK Guidelines for Covid 19. Guidance for employers on welfare provisions' and CIS59 'Construction Information Sheet No 59. Provision of welfare facilities during construction work.'

All required protection should be provided to the onsite facilities, and these must be returned to their original standard prior to works concluding. The contractor will be solely responsible for making good any damage caused and for carrying out a full clean of any welfare facilities they have used.

4.1.7. Other Arrangements

- a) Temporary Site Accommodation requirements are to be confirmed by the contractor as part of the tender return.
- b) Unloading and Storage Areas are to be confirmed by the contractor during their site visit and details included in the tender return.
- c) Induction Training: The PC must ensure that every site operative and visitor has a suitable site-specific induction and is provided with information on the arrangements for the site. The induction must be carried out by a site manager or supervisor.
- d) The site manager should hold the following documents:
 - CSCS
 - SMSTS
 - Asbestos Awareness training
 - First Aid at Work training

4.2. Health & Safety Requirements

The section sets out requirements relating to the health & safety of the client's employees or customers or those involved in the project.

4.2.1. Site Fencing or Hoardings

As required for security, health and safety, noise, and dust control reasons. Careful consideration should be given to retaining existing fire escape routes and all required protection between the works area and any adjacent areas which will remain occupied during the works. Contractor to submit proposals.

4.2.2. Site Transport Arrangements or Vehicle Movement Restrictions

The contractor's traffic is able to use the car park but must be aware that this is used as parking for staff too and all site setup and contractors parking should not impact on this. All access to the site is via Bovington Lane and the contractor should heed the one-way system in place.

Site traffic is not to impact upon the operation of the building.

All plant and material deliveries to site be assisted with a banksman.

4.2.3. Client Permit-to-Work Systems and Other Access Restrictions

No access is available to areas other than where works are being carried out unless specifically required to complete the works.

Comply with the school sign in procedure.

A permit to work will be required for:

- a) Any hot works
- b) Permit to isolate (services or Alarm)

4.2.4. Fire Precautions

No burning is permitted on site.

The PC is to comply with HSE publication HSG168 'Fire safety in construction' and with the standards set out in Construction Confederation and Fire Protection Association publication 'Fire protection on construction sites. Joint code of practice'.

4.2.5. Emergency Procedures and Means of Escape

The Principal Contractor is to maintain emergency procedures to cover all likely emergencies including fire, accident, spillage, discovery of asbestos, hazardous materials or munitions. The PC is to ensure that means of escape are kept clear at all times with no access / egress routes blocked with debris or materials.

4.2.6. Incident incl. accident reporting

The Principal Contractor is to inform the Client and the CA of all accidents, whether or not these are notifiable under RIDDOR, of all near misses and other incidents and of all fires, in a timely manner following the immediate incident management on day of incident.

4.2.7. Other Requirements

There is no smoking permitted on site. PC must ensure operatives, sub-contractors and site personnel do not smoke within the school boundary or to the entrance of the school.

5. Environmental Restrictions and Existing On-Site Risks

This section sets out details of safety and health hazards and of restraints associated with existing conditions at the site and in surrounding areas.

5.1. Boundaries and Access including Temporary Access

Access to the site is to be assessed during the tender process. Section 4.2.2 above details the vehicular access to site.

5.2. Deliveries and Waste Collection or Storage

All deliveries and storage on site must be agreed with the Estates management team and no deliveries are to be scheduled during the start or end of the school day. The contractor's compound must be always kept fully secure throughout the works to prevent the students entering this area.

Any skips used on site must be enclosed lockable types.

5.3. Adjacent Land Uses

The Museum of English Rural Life is accessed from Redland Road across Acacia car park.

The contractor should be aware that the university is in constant use and therefore car parking is at a premium. There are pay as you go meters and parking on Redland Road adjacent to the Museum.

5.4. Hazardous Materials

The Museum is a Grade II listed building and asbestos could be present in the fabric of the building. There are no other known instances of hazardous materials.

5.5. Asbestos

An R&D survey must be carried out prior to the works being carried out and the report will be issued prior to the work being carried out. The contractor is to stop work immediately and notify the CA should any suspect material be uncovered during the works.

5.6. Existing Services

The contractor will be responsible for ascertaining any existing services in the building.

The contractor is responsible for carrying out suitable detection to confirm there are no services which will be impacted by the new routing of the cabling from the distribution board to the breakout.

The PC is to ascertain the exact location of and arrangements for isolation all services prior to commencing the works (if required).

Notwithstanding information provided regarding existing services, the PC is to take all necessary precautions to safeguard personnel, property and supplies and carry out service detection surveys, utilising the latest available technology, prior to carrying out the works to confirm the location and nature of marked services and to locate and identify unmarked services. Where particular hazards or essential services are suspected in the vicinity, the services should be carefully exposed by hand to confirm their position.

5.7. Ground Conditions or Contamination

Ground conditions are not relevant to the specified works.

5.8. Existing Structures

Details are contained within the existing O&M and Health and Safety Files. The contractor is responsible for reviewing the details of the existing structure, and most notably the construction types of the existing walls to ascertain the correct fixings for the ply lining.

5.9. Plant and Equipment

No expected health and safety issues with the existing plant or equipment. The contractor is responsible for ensuring the safe operation of all plant and this should form part of their construction phase health and safety plan.

6. Significant Design and Construction Hazards

The following are considered outstanding risks associated with the works which must be managed by the contractor.

- Dust
- Chemicals
- Potentially harmful mixtures (paint)
- Using electrical tools
- Risk of injury
- Risk of repetitive strain

6.1.1. Completion of Design

Any design work has been completed by the client's design team. Any changes requested by the Contractor must be in accordance with all relevant legislation other relevant guidance. Not applicable under this project.

6.1.2. Contractor's Design

The PC and other Contractors must inform the CA in advance of any design work that is to be carried under their control during the construction phase (excluding those which the PC is responsible for designing under the contract). Such work may include engineer-designed temporary works, e.g. falsework or scaffolds, design by specialist contractors and the design involved in changes or contract variations.

The PC/other Contractors are to ensure that:

- all such design is prepared in accordance with CDM Regulation 9 and, in particular, follows the general principles of prevention.
- the CA is given the opportunity to attend all design team/review meetings.
- design risk management output and other health and safety information resulting from the design is passed to the CA for review and comment, prior to any decision to proceed with the related construction work.
- the above information is provided in line with the headings of Section 6.1 to 6.3 of this document.

6.1.3. Design Changes

In respect of design carried out under their control during the construction phase, the PC and other Contractors are to inform the CA of:

- any unforeseen eventuality resulting in a substantial design change.
- any proposal to depart from the design or assumptions set out in the PCI.
- any change likely to affect information for inclusion in the Health and Safety File.

The PC/other Contractors will be required to agree with the CA proposals and changes, such as described above and to the extent that they affect design, prior to their implementation.

7. The Health and Safety File

This section sets out details of how the Health and Safety File is to be prepared and delivered

Health and Safety File Requirements:

	Requirement	Details
1.	Health and Safety File format:	Refer to the Preliminaries for details
2.	Health and Safety File 'Location':	On site
3.	File to be collated by:	The CA and passed to the PC
4.	Format of information for the File:	Refer to the Preliminaries for details
5.	Programme for delivery of the File to the Client	Refer to the Preliminaries for details
6.	Responsibilities for the provision of information for the File:	Refer to the Preliminaries for details

The PC is to provide the CA with details of the start and finish dates of relevant elements/sections of the works so that the CA can monitor the provision of information for the Health and Safety File.

The PC must arrange for all information necessary for the compilation of the Health and Safety File, available to him or held by other contractors under the PC's control, to be passed to the CA, collated and in the prescribed format, as soon as the information becomes available or at appropriate milestones during the construction period to enable the timely collation and delivery of the Health & Safety File.

Information provided for the File is to be:

- focused on health and safety data, information, and considerations.
- specifically prepared for the File and to record the as-built/as-installed situation.
- prepared in specific packages in accordance with the <<scope and headings>> identified above.

Other Contractors who hold information needed by the CA for the Health and Safety File are to similarly provide the relevant information.

Appendix A: Location of the Works

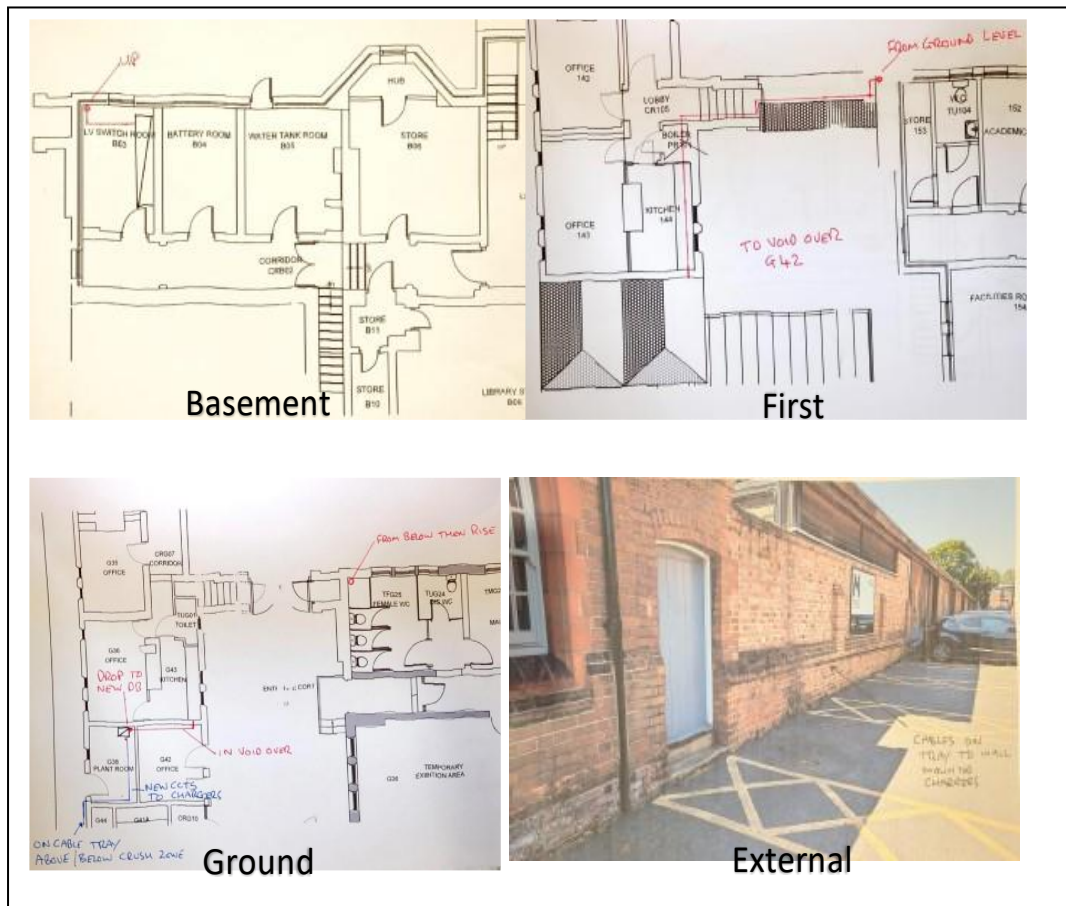


Classification - Public

The Layout of New Parking, The Museum of English Rural Life, London Road, Reading RG1



Appendix B: Electrical Layout





The end of the listed building is the brick pillar to the right of the door. The Museum of English Rural Life, London Road, Reading RG1. Photo illustrates wall to which the EV chargers will be mounted.