

INVITATION TO QUOTE FOR
DESIGN & BUILD – VIEWING PLATFORM
RIVERSIDE COUNTRY PARK
RAINHAM, KENT



Construction (Design and Management) Regulations 2015.
Pre – Construction Information

Reference Number: [REDACTED]

Not Notifiable

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Approved for issue	Fiona Leadley		4 February 2026

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1.0 Description of the Project

1.1 Project Overview

The project is located in the Riverside Country Park, off B2004 Lower Rainham Road. Lower Rainham Road connects onto the Council's major roads, A289 Gads Hill/Yokosuka Way at the Grange Roundabout. Access into the site is by turning off Lower Rainham Road into Sharps Green or the access into the Country Park to the Visitors' Centre.

The Sharps Green junction is approximately 1.1km east of the Grange Roundabout and the access into the Country Park is approximately 1.3km east of the Grange Roundabout. Both Sharps Green and the Country Park Access end at parking areas in the Country Park. The parking areas are connected by an internal path that passes past the southern end of the viewing platform to be constructed under this contract.

Further site and environmental details are provided in Document 2 – Specification of Requirement and not repeated here as Document 2 is one of the Contract Documents. The Viewing Platform is at the Sharps Green pond as described in Document 2.

There is already a boardwalk at the Sharps Green pond that has been closed after it fell into disrepair and became unsafe. A section of this boardwalk will be removed and the viewing platform will be constructed on the same location and follow the existing alignment, with modification by the Contractor to suit their design.

The Tender Drawings provide the layout and dimensions of the existing boardwalk. These are to be taken over by the contractor to develop their Design and Build viewing platform.

The work is for the Design and Build of the new viewing platform. This will include:

1. Carrying out own site inspection(s) to establish the site constraints and requirements.
2. Design and detailing of the new viewing platform for submission to the Employer for assessment and acceptance of the proposed viewing platform and materials.
3. Removal of the affected section of the existing boardwalk to tip off site.
4. Construction of the new viewing platform, as accepted by the Employer.
5. Further amendments the design as accepted by the Employer.

This contract is not notifiable to the Health and Safety Executive under the regulations.

The Employer will do the vegetation clearance at the entrance into Sharps Green ahead of construction and a minimum one week notice period must be provided, worked back from the proposed start of construction excluding the Contractor's own site establishment requirements.

In preparing the detailed programme, the Principal Contractor shall allow for the co-ordination of all contractors and trade activities to avoid the creation of uncontrolled hazards due to clashes of activities.

Adequate provisions must be made in the Principal Contractor's programme to allow for setting up his storage area, welfare and other site units that they need, for setting up safe systems of work prior to the commencement of construction and for the preparation of safe working practices and procedure during the Construction Phase. An area will be provided for the Contractor's site establishment.

2.0 Key Dates and Personnel

2.1 Key dates

The Key Dates shall be those stated in the Quotation Documents – Document 1 (ITQ.1).

2.2 Contact Details

Post/Duty Holder	Name	Address	Contact Details	e-mail
Client Officer (Greenspace Development Officer)	Fiona Leadley	Medway Council Gun Wharf Chatham Kent ME4 4TR	(01634) 332499	fiona.leadley@medway.gov.uk
Assistant to Client Officer	Darren Toms	Medway Council Gun Wharf Chatham Kent ME4 4TR	01634) 332409/ 07740590656	darren.toms@medway.gov.uk
Client Principal Designer	TBA			Ephraim Mpofo will take the role for the Tender Process
Client Designer and Project Manager	Ephraim M Mpofo	Medway Council Gun Wharf Chatham Kent ME4 4TR	(01634) 331757/ 07538626934	ephraim.mpofo@medway.gov.uk
Client Supervisor	Peter Howard	Medway Council Gun Wharf Chatham Kent ME4 4TR	07502 424942	phcontracts@hotmail.co.uk
Principal Contractor	TBA	TBA	TBA	TBA
Contractor	TBA	TBA	TBA	TBA

3.0 Extent and Location of Existing Records

3.1 Statutory Undertakers Plant (STATS) details

Plans are provided by Statutory Undertaker companies for:

- Electricity
- Gas
- Telephone
- Cable TV
- Clean and Foul Water

There may be multiple Operators for each Utility.

The current plans are provided electronically as Appendix A of this document. These show no Utilities in the construction site. Any time barred records that need to be updated will be provided to the Contractor before the start of construction. All tenders shall be prepared based on the information in Appendix A.

3.2 List of Drawings and Documents

The following are the Tender Drawings.

4L310_36043-110 Rev- Sharps Green Viewing Platform Overall Proposals.

4L310_36043-111 Rev- Sharps Green Viewing Platform. Detailed Layout and Installation Guidelines.

3.3 New or Additional Records

New or additional records that occur or are found after the issuing of this document during the tender period will be shared through the Kent Business Portal.

4.0 Client Considerations and Management Requirements

4.1 Planning and Management

Both Sharps Green and the access into the Country Park, will remain open during construction. The Principal Contractor is expected to work closely with the Client, the Country Park Manager, their teams and other duty holders to ensure that the Works are carried out in the most safe and efficient manner with the least disruption to the network (for deliveries), nearby houses, both parking areas and visitors to the Country Park.

The layout of the existing boardwalk is that on the OS Plans and is not from a topographical Survey.

The general principles of prevention are detailed in Appendix 1 of the CDM Regulations 2015. The key requirements are summarised below:

- a) avoid risks where possible;
- b) evaluate those risks that cannot be avoided; and
- c) put in place proportionate measures that control them at source.

CDM 2015 requires designers, Principal Designers, Principal Contractors and contractors to take account of the principles in carrying out their duties

These shall be the minimum requirements for the safe delivery of the Contract.

4.2 Communication

The Principal Contractor, the Client team and duty holders shall meet at the start of the Contract to agree the combined Health and Safety arrangements for the Contract. Other relevant stakeholders might attend at the invitation of the Client.

A pre-start meeting will be held. The need for progress meetings and any other meetings will be discussed at the pre-start meeting.

Further meetings to monitor Health and Safety arrangements during the Contract Period may be required.

A specific meeting will be required when:

- A near miss has occurred that involves a member of the public or other non-workforce personnel. (All other near misses shall be reported at the other meetings stated above);
- An accident has occurred (post investigation);
- When activities identified in section 5.14 are required.

5.0 Liaison With Those Affected by The Works

5.1 Liaison

The environment sensitivity of the site is detailed in Document 2. Liaison will be an important aspect of the Contract given its location and the impact on the visitors, dog walkers and others. The Principal Contractor will be expected to speak with and keep updated any party affected by the works irrespective of duration and to post notices and erect signs, to inform the public and others of the Works and their various phases.

All sub-contractors will be the responsibility of the Principal Contractor.

5.2 Security of the Site

The Principal Contractor shall erect such fencing, guardrail and traffic management that they sees fit to ensure that the Works are not accessible to those who are unauthorised. Special attention shall be given to deliveries to the site, muck away and plant movements such that there is no conflict between the workforce and others, vehicles and plant.

Unauthorised entry into the works area shall be monitored and recorded and such steps taken to prevent this from re-occurring.

5.3 Welfare Provisions

The Principal Contractor shall supply all site welfare facilities required to comply with the current and future provisions of the law.

5.4 Site Hoarding Requirements

Generally, this will not be required by the Client.

Should the Principal Contractor wish to provide a hoarding they shall seek such approval from the Country Park Manager and others that may be affected or required to be consulted, or approvals sought as required by statute or local by-law.

5.5 Site Deliveries and Muck Away

The contract is based on working weekdays, Monday to Friday during the Country Park's working hours as detailed in Document 2, Section A, Clause 6.2. Deliveries and muck away shall be restricted to the working hours in force at the time of construction. The route will be to the *Contractor's* choice.

Any changes to the working hours that occur after this document has been issued will be communicated to and agreed with the *Contractor* by separate instructions or communication.

5.6 Client Permit to Work Systems and Booking of Road Space

The award of the Contract shall be taken as the Permit to work. There are no specific Client Permits to work.

This site is off the public Highways and the booking of the Road Space is deemed as not required. The Designer will investigate and if this is required, the booking will be arranged by the Employer and the Permit Numbers will be provided to the Contractor.

5.7 Fire Precautions

Normal precautions associated with the work activities of this nature shall be taken. Adequate means of firefighting shall be available based on the risk assessment made. The Principal Contractor shall appoint a suitably trained, competent and experienced person in each gang to ensure that their Fire Safety Policy is adhered to.

5.8 Emergency Procedures and Escape Routes

The Principal Contractor shall consider and assess the risks associated with the site and shall determine such procedures as are reasonably required.

The Principal Contractor shall include in their method of working procedures to guide Blue Light vehicles past the Works, should there be any emergencies during construction.

All standing plant shall be positioned to avoid any unsafe situations with the local traffic and visitors to the Country Park.

The Principal Contractor shall detail their proposals in their RAMS.

5.9 Local Hospital

The local hospital is;

Medway Hospital
Windmill Road
Gillingham
Kent
ME7 5 NY

Telephone No. 01634 830000

5.10 No Go Areas

There are no parts of the designed *Works* which are classified as No Go Areas. It is taken as understood there shall be no unauthorised entry to private properties.

The environmental sensitivity of the site is detailed in Document 2 and contractor shall not enter restricted areas.

5.11 Confined Spaces

The project does not involve any Works classified as Confined Spaces.

5.12 Smoking and Parking restrictions

The Contractor will operate their company policy in determining the smoking points.

The site is off the Public Highways and all parking restrictions shall be those agreed with the Country Park Manager at the pre-start meeting.

See also Item 5.8.

Private cars and those vehicles not essential for the Works shall not be parked within the site and shall not cause undue obstruction or inconvenience on the nearby roads.

5.13 Overlap with Clients Undertaking

The known activities by the Client are vegetation clearing and ecological investigation for nesting birds in the working area. These will be programmed to avoid delays or interference with the progress of work on site.

The Country Park Rangers might want to enter the ponds as and when required. Such activities cannot be scheduled or planned. Clause 5.1 shall apply in such cases.

Other activities are to be determined during the course of the Contract.

5.14 Interfaces with the Public

There will be visitors and dog-walkers using both car parks (Item 1.1). An existing footpath connecting the two carparks passes past the working area.

The Principal Contractor shall take all measures necessary to protect the public from any of their undertakings.

The Principal Contractor shall programme the works in such a way to allow the complete segregation of all work activities from the general public and others that may come into contact with the works. If at any time the Principal Contractor cannot comply with this requirement they shall convene a meeting with the Principal Designer, the Client and all those with an interest in the works to determine a way of completing them safely.

5.15 Interfaces of High Risk Activities

The most significant high risk occurrence is working near the water ponds, Item 1.1

The Principal Contractor shall identify any other such activities and carry out specific risk assessments and reduce the risk of such activities. Where this is not possible the Principal Contractor shall convene a meeting with the Principal Designer, the Client and all those with an interest in the works to determine a way of completing them safely.

6.0 Environmental Restrictions and Existing On-site Risks

6.1 Boundaries, Access etc.

All parts of the *Works* are in Riverside Country Park as described in Document 2. There are height barrier gates on both Sharps Green and the access into the Visitor's Centre. There are no access restrictions elsewhere within the site, but there may be access constraints requiring the use of appropriately and/or suitably sized construction plant, both in terms of gross weight, width and height. Clause 5.1 will apply for liaising with the Country Park for opening of any height barriers.

All other access related issues and precautions remain as detailed in Items 5.8 and 7.2

6.2 Delivery Restrictions

Refer to Item 5.5.

6.3 Adjacent Land Uses

Refer to Item 6.1.

The site and surround land uses are as described in Document 2.

In general, there are likely to be large movement of pedestrians and vehicles visiting the Country Park and Sharps Green.

The Principal Contractor shall make adequate and safe provision for these movements whilst carrying out these works. Any restriction to these movements in providing the works shall be agreed with the Project Manager and adequately risk assessed. Detailed traffic management plans, fencing and routing plans should be provided in advance of any restriction being implemented.

6.4 Hazardous Materials

The Contract is a Design and Build and the materials will be part of the Contractor's submission.

It is expected that details of specialist materials will be submitted as part of the quotation under the appropriate ITQ Document.

There are no non-standard or unusual materials specified and standard procedures are well established for the use of the materials to be used, which the Principal Contractor should adopt.

Adequate training should be given to the workforce and specifically the young and inexperienced in the safe use, required precautions and first aid provisions.

6.5 Existing Services

Existing services are detailed in Section 3.0. Current plans for the known services are attached to this document as Appendix A. These show no services in the working area.

6.6 Underground Structures

There are no known underground structures to report.

6.7 Existing Structures

The existing structure relevant to the contract is the old boardwalk, part of which is to be removed and replaced under this contract.

6.8 Plant

Refer to Section 6.1

Plant size shall not materially affect the existing stability of the surrounding areas.

Careful planning of the plant required to carry out the works is required due to the likely restricted access and available working room. In the selection of plant, the Principal Contractor shall be mindful of the impact that it will have on those affected by the works and shall as far as is reasonably practicable take this into consideration. If issues with the plant suitability becomes apparent, this shall be discussed with the Project Manager.

6.9 As Built Drawings

The layout drawings are based OS Plans. There is no Topographical Survey layout. There are no "As Build Drawings" for the existing boardwalk.

Refer also to 3.0 above.

6.10 Asbestos

Asbestos is not expected to be uncovered during the Works. If the Principal Contractor finds or suspects that they have found asbestos the area shall be made safe immediately, access restricted, appropriate immediate measures shall be taken to prevent it becoming airborne and the Project Manager informed. A plan will then be formulated for its safe removal and disposal.

6.11 Contaminated Land

For clarification "Land" shall mean the existing ground on which these Works are to be constructed or built. This shall not mean construction materials that were brought to site and incorporated in the Works during the lifecycle of the site to the present.

The classification of earthworks materials shall be that in Clause 601 of the Specification for Highway Works.

The definition of Contaminated Land shall be that stated in <https://www.gov.uk/contaminated-land>

There are no available details for Contaminated Land.

7.0 Design and Construction Hazards

7.1 Design Assumptions and Control Measures

The Tender Drawings show the layout of the existing boardwalk and the section that is to be removed. The widths, heights and gap above ground for the walking platform were physically measured on site.

The construction dimensions will be those submitted by the Contractor using the Tender Drawings as the design framework.

Traditional design methods were used on all other components of the Works shown on the Tender Drawings.

At any time if non-standard design methods are used the Principal Contractor will be included in the process and will be expected to engage and share his expertise and experience in order to achieve a safe buildable design.

No other design assumptions have been made. The Contractor shall take other control measures as required by their methods of working.

7.2 Ongoing Events, Work and Design Elements

With respect to Document 2, Section C, Clause 2.3, for the avoidance of the school holidays, the generic dates are as follows but may vary.

3 April to 17 April

25 May to 29 May

20 July – Start or summer holidays

There were no nearby works by others that might affect this Contract, showing on www.one.network on the date of searching, 3 February 2026. There were works further away from the site at the Grange Roundabout and the Pump Lane junction with Lower Rainham at some time in April. These are not detailed here due to their distance from the site.

The Project Manager will check www.one.network for any updates when a construction timetable is known.

Bidders are encouraged to also check the website for their planning as the far away works might affect access to the site, say due diversion routes.

The contract is a Design and Build contract by the Contractor. The Contractor design elements, taken together with other standard Contractor's own temporary works include the following.

- Temporary Traffic Management and diversion of pedestrians.
- Structural design of the viewing platform including the choice of materials
- Any other design requested as part of the Contract.

Should it become apparent to either the Principal Contractor or Designer that significant design changes with health and safety implications have arisen during the Works then either or both parties shall notify the Principal Designer who will co-ordinate and bring all parties affected together to identify a safe solution to be implemented in completing the Works.

7.3 Significant Risks Identified During Design

Refer to the schedule at 7.4.

Where appropriate suggested methods of avoidance of risks and hazards have been offered.

It is assumed that the prevailing legislation will be complied with, however, particular attention is drawn to the following :

Health and Safety at Work Act 1974
The Construction (Health and Welfare) Regulations 1996
Lifting Equipment and Lifting Operations Regulations 1998
Management of Health and Safety at Work Regulations 1999
The Work at Height Regulations 2009
The Confined Spaces Regulations 2001
The Personal Protective Equipment Regulations 1992

7.4 Schedule of Hazards

Hazard	Details	Suggested Precautionary Measures
Materials Handling	<p>Handling of materials in Excess of safe lifting limits</p> <p>Asbestos Material Removal</p> <p>Other Hazardous Materials</p>	<p>Risk assess as required. Limit size and weight. Use appropriate lifting equipment.</p> <p>Only by suitably qualified personnel. See 'Risk Assessments Required', 7.5.</p> <p>Materials are to the Contractor's design.</p> <p>Risk Assessments must be provided.</p>
Contamination	<p>Discharge of contaminated water into the pond.</p> <p>Fuel Storage and refuelling points</p>	<p>The Principal Contractor shall take adequate measures to prevent.</p> <p>Use of Spill kits, temporary bunds.</p> <p>Bunded tanks with appropriate spill clean up facilities should be used.</p> <p>Comply with HSE guidance on the 'Storage of Flammable Liquids in Tanks'.</p>
Fire	<p>Flammable materials have not been specified in this contract.</p> <p>Saw-cutting, grinding where required</p> <p>All other.</p>	<p>Use Contractor's safe methods of working</p> <p>Use wet cutting. Employ suitable 'fire watching' provision.</p> <p>Cease hot works a minimum of 1 hr prior to leaving site.</p> <p>Comply with HSE Guidance on the 'Maintaining and Portable and Transportable Electrical Equipment.</p> <p>Comply with WL - COSHH essentials for welding, hot work and allied processes.</p>

<p>Mobile Plant</p>	<p>Operation</p> <p>Overturning on any down gradients and into the pond.</p> <p>Crushing of Operatives</p> <p>Reversing</p> <p>Accidental impact to height barriers, parked cars, Country Park furniture and pedestrians.</p>	<p>All plant to be operated by suitably licensed and competent Operators.</p> <p>Ensure ground is stable and suitable for chosen plant.</p> <p>Ensure adequate measures are in place for communication between drivers and other personnel.</p> <p>Ensure adequate banksman in place and reverse activated warning systems are in place.</p> <p>Ensure that plant is of the correct size for the job.</p> <p>Segregate plant and pedestrian routes</p> <p>Ensure that operatives are aware of plant limits and where necessary restrict boom movements.</p> <p>Use banksman.</p>
<p>Excavation</p>	<p>There are no excavations specified on the tender documents. However, some pre-tender investigations imply the possibility of construction using driven posts, as piles into the ground. There may be underlying services or other features.</p>	<p>Carry out CAT scans, review Stats drawings and do trial pits to look for services</p> <p>Provide safe temporary working areas.</p> <p>Comply with HSG 47.</p> <p>Monitor presence of plant in relation to proximity to trenches, pits, the pond and the like.</p> <p>Use plant stops as required to prevent equipment sliding into the pond during piling.</p> <p>Use banksman.</p> <p>Restrict access, sign and</p>

<p>Traffic Flows</p>	<p>Traffic flows on the public Highways and into the nearby parking areas.</p> <p>Installation/maintenance/removal of TM and pedestrian diversion routes</p> <p>Struck by traffic</p>	<p>Install in accordance with Chapter 8. To take adequate precautions and Traffic Management</p> <p>Appropriate traffic management.</p> <p>Carry out RAMs by trained, experienced and competent personnel</p>
<p>High Winds and adverse weather</p>	<p>Generally working in open area with possibility of high winds and exposure to workmen</p>	<p>Work should not be carried out in high winds or extremely poor weather.</p> <p>Ensure adequate props and safeguards are in place during foreseeable conditions.</p> <p>Ensure all temp structures, TM etc are inspected following bad weather and high winds prior to recommencing work.</p> <p>Adequately weight down items of TM, temporary structures.</p> <p>Remove surplus TM materials and fencing to stores.</p>
<p>Slips / Trips and Falls</p>	<p>Trips and falls of personnel and members of the public across the whole of the Works</p>	<p>Prevent access into the working areas.</p> <p>Provide safe working and walking zones.</p> <p>Provide adequate signage and lighting.</p> <p>Ensure pedestrian routes are clean and regularly maintained</p>
<p>Electricity</p>	<p>Electric Shock</p>	<p>Use 110v Tools.</p> <p>Follow HSE Guidance on: Electricity on Construction Sites, Protection against Electric shock, safe use of electrical equipment, PAT Testing.</p>

Services	Gas, Electricity, Communications etc	<p>Carry out CAT and Genny scans.</p> <p>Contact STATS Undertakers to ID their plant where required.</p> <p>Excavate trial holes as required by hand to determine service positions.</p> <p>Treat all services as live until proven otherwise.</p> <p>Use STATS and other drawings as guidelines only.</p>
Dangers to the Public and Client Personnel	<p>Sites to be secured and enclosed.</p> <p>Surrounding Areas</p>	<p>Use secure temporary fencing. Demobilise plant at the end of each shift and non-working periods.</p> <p>Display adequate signage warning of dangers.</p> <p>Employ suitably qualified banksman and Traffic Safety Officer.</p> <p>Risk Assess and provide protection and warning notices.</p> <p>Provide suitable segregated signed pedestrian routes.</p>
Welfare	Hygiene	<p>Suitable toilets and washing facilities.</p> <p>Suitable eating areas.</p> <p>Suitable drying facilities.</p> <p>Suitable medical facilities.</p> <p>Signage as required.</p> <p>Regular removal of waste.</p>

Environmental	Noise and Vibration	<p>Monitor noise and deal with excessive levels. Carry out risk assessment.</p> <p>Monitor vibrations and deal with excessive levels. Carry out risk assessment.</p> <p>Provide adequate PPE where required.</p> <p>Post notices to others who are not part of the workforce.</p> <p>Use suitable face fitted respiratory equipment.</p> <p>Damp down.</p> <p>Use forced extraction.</p> <p>Protect the public and others.</p>
Ecological and wildlife	<p>Refer to Document 2 regarding the environment status of the site. There may be a possibility of wildlife near or in the pond.</p> <p>Bird nesting. Amphibians</p>	Await ecology survey prior to start of work.

7.5 Risk Assessment and Method Statements Required

The following hazards have been identified and the Principal Contractor shall create such specific Method Statements and Risk Assessments in addition to their generic RAMS, which shall be included within the Construction Phase Plan and carried to the Health and Safety File.

The Principal Contractor shall add any further RAMS as he sees fit to complement the list below:

- Setting up and securing the site;
- Welfare Provisions;
- Traffic and Pedestrian Management Plans within the Country Park;
- Ecological matters in general, see Document 2;
- Maintaining routes for Blue light vehicles, for any emergencies in the Country Park;
- Lower Rainham is a busy road and possibility of accidents with Construction Equipment;
- Deliveries and removal of materials to the site;
- Working near a water pond;
- Clearing the Site.

8.0 Health and Safety File

8.1 Format and Content

The Health and Safety File shall incorporate, as a minimum, the following:

- Details of the contract;
- Information on the removal of any hazardous materials (refer also to 6.11);
- Known presence of any hazardous material left on site (location, material type, special precautions required in future etc);
- Details of any issues during the Works that affected the Country Park, the Highways or private properties in the vicinity of the Works and the resolution of these issues;
- Details and dimensional changes from the Contract Drawings in sufficient detail to enable production of as built drawings and information;
- The location of services known still to be on site and details of all new services, ducts pipes and the like installed as part of the works;
- Details of any specific hazards that remain post works;
- Special maintenance requirements;
- Details of Proprietary materials and systems used in the works;
- Special measures required for the deconstruction of the works;
- As Built details;
- Contractor's final design, calculations, material data sheets, etc.

8.2 Timescale for the Provision of the Health and Safety File

Within four weeks of clearance of the site.

Appendix A – Statutory Undertakers’ Plant (STATS) Plans

These are for the following Operators.

BT,
UKPN
SGN
Southern Water
Virgin.

No Utilities found at the construction site.