

Norwich Delegate R&R facility Refurbishment

Pre - Construction Information

College of Policing
Gleeds Cost Management Ltd
NTBS4386

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1

Introduction

1.0 Introduction

- 1.1 Under the Construction (Design and Management) Regulations 2015 ('CDM 2015'), it is a requirement that clients provide Pre-construction Information ('PCI') as soon as is practicable to every Designer or Contractor appointed, or being considered for appointment, to the project.
- 1.2 Where there is more than one contractor, the Principal Designer should provide advice and help compile this PCI and provide it to the designers and contractors.
- 1.3 The CDM 2015 define PCI as information in the client's possession or which is reasonably obtainable by or on behalf of the client, which is relevant to the construction work and is of an appropriate level of detail and proportionate to the risks involved, including information about:
- The project;
 - Planning and management of the project;
 - Health and safety hazards, including design and construction hazards and how they will be addressed; and
 - Information in any existing health and safety file.
- 1.4 This PCI has been developed from the pre-construction information provided by the Client, Designers and other parties involved with the project, and will be further developed throughout the pre-construction phase. All persons involved with the project will be made aware of the availability of this plan and its contents.

2

Duty Holders and Roles and Responsibilities

2.0 Duty Holders and Roles and Responsibilities

2.1 Duty Holders

2.1.1 The following are identified as duty holders under CDM 2015:

- Client;
- Principal Designers;
- Designers;
- Principal Contractors; and
- Contractors.

2.2 Client's Role and Responsibilities

2.2.1 The Client is required to:

- Ensure that suitable arrangements are made by them for managing a project, including the allocation of sufficient time and other resources.
- Confirm that people and organisations appointed by them have the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety.
- Ensure that the construction work can be carried out, so far as is reasonably practicable.
- Ensure that suitable welfare facilities are provided.
- Provide pre-construction information to every designer and contractor appointed or being considered for appointment.
- Ensure that the contractor or Principal Contractor prepares a Construction Phase Plan before construction begins.
- Where applicable, appoint in writing a Principal Designer and a Principal Contractor as soon as is practicable and before the construction phase begins. (Note that these roles default to the client if no appointments are made).
- Ensure that the Principal Designer prepares a Health and Safety File (for projects involving more than one contractor).

2.3 Principal Contractor's Role and Responsibilities

A Principal Contractor must be appointed where there is more than one contractor working on a project or where the project is notifiable. The Principal Contractor's duties are as follows:

- Plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.
- Organise cooperation and coordination between contractors.
- Ensure that site inductions are provided.
- Prepare the Construction Phase Plan.
- Ensure that necessary steps have been taken to prevent access by unauthorised persons to the construction site.
- Ensure that suitable welfare facilities are provided throughout the construction phase.
- Liaise with the Principal Designer for the duration of the Principal Designer's appointment and share with them relevant information.
- Where the Principal Designer's appointment does not extend to the end of the project, hand over the Health and Safety File to the client.

2.4 Contractor's Role and Responsibilities

Contractors are required to:

- Confirm that the client is aware of the client's duties under CDM 2015.
- Plan, manage and monitor their own work and that of their workers.
- Comply with directions given by the Principal Designer and the Principal Contractor (when such appointments apply).
- Prepare the Construction Phase Plan (where there is no Principal Contractor).
- Check that any appointee has, or is in the process of obtaining, the necessary skills, knowledge, training and experience.
- Provide each worker under their control with appropriate supervision, instructions and information.
- Not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- Ensure that suitable welfare facilities are provided.

2.5 All Parties

More generally, CDM 2015 imposes duties as follows on everyone involved in the project to:

- Be able to demonstrate they have the necessary health and safety skills, knowledge and experience to carry out the work.
- Co-operate with others involved with the project or any project on an adjoining site.
- Report instances where they or others are working in a way that puts them or anyone else in danger.

- Where they are required to provide health and safety information or instructions to anyone else, to ensure that this is easy to understand and is provided in a timely manner.

3

Project Description

3.0 Project Description

3.1 Location of the site(s) / Description of the Building(s)

3.1.1 The works are located at the following site:

The College of Policing
Leamington Road
Ryton-on-Dunsmore
CV8 3EN

3.1.2 The site comprises an estate containing numerous buildings of various uses as part of the College of Policing training facility. The works are as indicated within the specification and schedule of works and associated drawings within the tender documents.

3.2 Nature of construction work to be carried out

3.2.1 Refurbishment of the Norwich Delegate R&R Facility including the conservatory, side lounge and bar.

3.3 Timescale for completion of the construction work

3.3.1 We have set out below an approximate timescale for the completion of the construction work. It should be noted that the contractor has been requested to submit with their tender an outline programme, including their lead-in time from instruction / contract award:

- Contract Award: TBC - w/c 7th July 2025
- Lead-in Period: 3 weeks
- Contract Period: 6 weeks

3.4 Use of the Structure as a Workplace

3.4.1 The structure will be used as a workplace under the Workplace (Health, Safety and Welfare) Regulations 1992.

3.5 Project Directory

3.5.1 Employer (Client):

Name: The College of Policing Limited
Address: The College of Policing
Leamington Road
Ryton-on-Dunsmore
Coventry
CV8 3EN
Contact: Mark Derham
Tel: 07917 277438
Email: mark.derham@college.police.uk

3.5.2 Project Manager:

Name: Gleeds Cost Management Ltd
Address: 95 New Cavendish Street
London
W1W 6XF
Contact: Adam Nickerson
Tel: 0115 9778028
Mob: 07718 804323
Email: adam.nickerson@gleeds.com

3.5.6 Further information about the project team is contained in Section A10 – Project Particulars of the preliminaries within Section 1 of the specification 11.

4

Existing Drawings

4.0 Existing Record

- 4.1. Existing drawings are available with the buildings O&M folder located in the site FM offices in the Aston Building.

5

Client's Considerations and Management Arrangements

5.0 Client's Considerations and Management Arrangements

5.1 Arrangements for planning and managing construction work

- 5.1.1 The arrangements for planning and managing the various works, and the effort devoted to planning and managing health and safety should be in proportion to the risks and complexity associated with the project i.e. working in occupied premises and working in secure areas, working at night and any noisy demolition works.
- 5.1.2 The Clients health and safety goals for the project are:
- 1) No reportable accidents or incidents;
 - 2) Managing construction safely especially with regard to protecting the building users from exposure to dust / deleterious materials and any other hazards / dangers etc.
- 5.1.3 The Principal Contractor will be responsible for developing the Construction Phase Plan ('CPP'). The CPP will provide details of the arrangements for communication, coordination and the dissemination of health and safety information within the construction site. These arrangements will include appropriate site inductions for new personnel on site and visitors to the site.
- 5.1.4 Further information on the CPP is contained in Section 9 of this PCI.

5.2 Communication and liaison between client and others

- 5.2.1 Communications throughout the project team are to be direct. The Contract Administrator is to be kept advised of all communications exchanged and information needed by the Project Team and is to be copied in all correspondence. The Principal Contractor is to advise via the construction phase plan, on the following communications for the duration of the works:
- Consultation with the workforce
 - Liaison between parties on site
 - Exchange of design information between designers, client and contractors.

5.3 Security of the Site

- 5.3.1 The works are within an operational building and site. Overall building security is to be maintained, and liaison with Building Management to ascertain protocols for the contractor entry, deliveries and traffic management will be required.
- 5.3.2 The work areas will need to be secured to prevent unauthorised access. The Principal Contractor must put in place procedures for signing in all personnel on the site.

5.3.3 The Principal Contractor will be required to communicate robust procedures for the security of the site. The College staff, contractors and other personnel will be in close proximity to the working areas.

5.4 Welfare provisions

5.4.1 The Principal Contractor is responsible for ensuring that suitable welfare facilities are provided on the site in accordance with the 13(4)(c) of the Construction (Design & Management) Regulations 2015. The welfare facilities should be sufficient enough to comply with the requirements of Schedule 2 and are to be provided throughout the construction phase, and these include provisions for:

- Sanitary conveniences (male and female).
- Washing facilities (hot and cold running water, soap, towels).
- Drinking water (and cups).
- Changing rooms and lockers (where special clothing or changing facilities are needed).
- Facilities for rest (tables, seating, kettle, meal preparation and eating area).

5.4.2 The principal contractor's proposals for welfare facilities should be detailed in their CPP and locations set out on a site layout plan.

5.5 Monitoring and Review of Health and Safety Performance

5.5.1 There should be regular progress meetings throughout the duration of the project, which shall include evidence to demonstrate to the Client that suitable monitoring and reviewing of health and safety performance is being implemented, in accordance with the Principal Contractor's CPP.

6

**Health and Safety of Client End
Users and Employees**

6.0 Health and Safety of Client End Users and Employees

6.1 Site Hoarding Requirements

- 6.1.1 Some work areas may need to be segregated from operational areas to ensure the safety of the occupants. This includes hoarding off the materials storage/compound.
- 6.1.2 These arrangements are to be specified in the Construction Phase Plan.

6.2 Site Transport Arrangements of Vehicle Movement Restrictions

- 6.2.1 The Principal Contractor will put into place procedures for managing the delivery and removal of materials from the site. To be confirmed at the pre-start meeting if adequate space can be made available for a skip(s) to facilitate the strip out and enabling works.
- 6.2.2 Roads, car parks, footpaths to be kept clean at all times.
- 6.2.3 Banksman to be used for all reversing of vehicles.
- 6.2.4 The Principal Contractor must put systems in place to ensure the safety of all vehicles and pedestrians using the surrounding area.

6.3 Client's Permit-to-Work Systems

- 6.3.1 An agreement on issue of permit to work will be decided at site set up meeting.

6.4 Existing Fire Precautions and Emergency Procedures

- 6.4.1 The Principal Contractor will comply with the requirements of Regulation 32 (Fire detection and fire-fighting) of The Construction (Design and Management) Regulations 2015.
- 6.4.2 The Principal Contractor will comply with the requirements of Regulation 30 (Emergency Procedures) and Regulation 40 (Emergency routes and exits) of The Construction (Design and Management) Regulations 2015.
- 6.4.3 Existing fire and emergency precautions must be taken into account where the Contractor's working areas affects current egress routes. All undertaking on site should not affect current fire and emergency strategies.
- 6.4.4 The Principal Contractor is to plan and maintain access routes at all times for emergency vehicles.
- 6.4.5 The Principal Contractor must ensure that any necessary contacts with external services are arranged, particularly with regards to first aid, emergency medical care and rescue work.

6.4.6 The nearest accident and emergency hospital to the site is approximately 4.6 miles from the site located at:

University Hospital (Coventry)
Clifford Bridge Road
Coventry
Warwickshire
CV2 2DX

6.5 Existing Fire Precautions and Emergency Procedures

6.5.1 The Principal Contractor is to ensure that access to the site is only within the areas designated for the works. The Principal Contractor will be responsible for their personnel and the subsequent sub-contractors appointed.

6.6 Confined Spaces

6.6.1 None known.

6.7 Smoking Restrictions

6.7.1 Smoking is only permitted in the designated areas on the Ryton campus site.

6.8 Parking Restrictions

6.8.1 Parking will be available by utilising the existing vehicle parking spaces on site. A site compound area will be made available directly to the front of the building providing it does not interfere with vehicle access to the access roads.

6.8.2 Existing local parking restrictions apply if vehicles are parked off away from the site.

6.9 Client's rules for contractors

6.9.1 The following Client rules will apply:

1. Site works will not commence until the emergency; fire and first aid arrangements have been put in place.
2. Site works will not commence until the appropriate welfare arrangements have been put in place.
3. Construction activities will not be carried out without a documented safe system of working.
4. A documented lifting plan will be in place prior to any lifting activities; this will include arrangements for ensuring that lifting activities will not export any hazards to the areas adjacent to the site.

5. Flammable materials stored on site will be secured in appropriate containers at all times. Stored flammable materials will not be permitted to export any risks into the residential areas adjacent to the site.
6. A high standard of housekeeping will be maintained at all times. Waste will not be permitted to accumulate and will be removed from site at regular intervals. Waste will not be permitted to contaminate the public highway or the residential areas adjacent to the site. The burning of waste and rubbish on site is prohibited. If necessary housekeeping arrangements will include measures to discourage vermin on site.
7. The Principal Contractor will put in place suitable arrangements to brief site personnel and visitors to the site about the hazards, safety precautions to be taken and the emergency procedures.
8. A high standard of conduct is required at all times; specifically:
 - no horse-play
 - no cat-calling; and
 - no use of inappropriate or coarse language in presence of members of the public.
9. Construction personnel will be properly dressed at all times.
10. Illegal drugs and alcohol are not permitted on site, anyone caught bringing these to site will be banned from the site.

7

Environmental Restrictions and Existing On-Site Risks

7.0 Environmental Restrictions and Existing On-Site Risks

7.1 Boundaries and access including temporary access

7.1.1 Entrance to the site is via the entrance from Leamington Road.

7.2 Restrictions on Deliveries, Waste Collection or Storage

7.2.1 Deliveries and waste disposal must not impede the operations of staff or the College. Please liaise with the local authority. Please also note the location and busy main road to the entrance.

7.2.2 Principal contractor to refer to the Building Management regarding restrictions on deliveries, waste collection and storage. The gatehouse will need to be informed of any deliveries to site.

7.3 Current Use of the Site

7.3.1 Live operational College.

7.4 Previous Use of the Site

7.4.1 Live operational College.

7.5 Adjacent land uses

7.5.1 Various properties relating to the College including, offices, lecture and seminar buildings.

7.6 Existing storage of hazardous materials

7.6.1 To be confirmed at pre-start meeting.

7.7 Existing services

7.7.1 Contractors are to ensure that all relevant isolation points, fuse boards, and water stop cocks are located prior to commencement of works.

7.8 Ground Conditions and Contaminated Land

7.8.1 No contamination issues known.

7.9 Information about Existing Structures

7.9.1 No information has been provided to us in relation to the existing structure.

7.10 Previous Structural Modifications

7.10.1 No information has been provided to us in relation to previous structural modifications.

7.11 Fire Damage, Ground Shrinkage or Movement

7.11.1 Not applicable.

7.12 Difficulties Relating to Plant and Equipment

7.12.1 There is limited information relating to the as built Mechanical layout of the building.

7.13 Asbestos

7.13.1 There is no known asbestos within the Norwich Bar. A copy of the management plan for the Norwich Bar is available from the College of Policing. An R&D survey has been commissioned and will be available prior to commencement on site.

7.14 Health risks from client's activities

7.14.1 NO health risks from the Client's activities have been identified.

7.15 Manual handling

7.15.1 The Contractor should ensure that manual handling training has been undertaken by site operatives. Materials being moved along busy public areas, car parks etc, must be escorted by a trained banksman. Where possible materials and equipment must be wheeled to the rather than carried.

7.16 Working at Height

7.16.1 Working at height will be required during this project and should be managed in accordance with the Work at Height Regulations 2005.

7.16.2 All work at height to be risk assessed and control measures put in place to prevent falls from height.

7.16.3 All work at height to be done from safe working platforms with adequate edge protection and fall restrain harnesses as necessary.

8

Significant Design and Construction Hazards

8.0 Significant Design and Construction Hazards

8.1 Significant design assumptions

- 8.1.1 It has been assumed that the majority of the works will take place during the normal working day and that the College buildings on the estate will be fully operational for the whole period of the works. A suitable and sufficient phasing plan is to be developed and implemented, ensuring that fire escapes are not compromised and are signed accordingly.

8.2 Design co-ordination

- 8.2.1 Arrangements to facilitate on-going communication and liaison between all design parties will be established by the principal contractor. Progress meetings are to be held at regular intervals throughout the duration of the project. The meetings will cover developing issues and changes required during the construction phase.

8.3 Significant risks identified during design

- 8.3.1 The following significant risks have been identified for all sites:
- Restricted vehicular site access,
 - Carrying out works on an operational site,
 - Busy main road adjacent to entrance
 - Working at height
- 8.3.2 The following potentially dangerous work sequences have been identified:
- Unloading materials,
 - Lifting operations,
 - Dust control,
 - Working adjacent to public and private properties,
 - Traffic control both on and beyond the site,
 - Use of plant.
- 8.3.3 Commonplace site hazards not identified above are considered to be within the expertise of a competent contractor and must be controlled by normal good site management practice.

8.4 Materials / use of materials requiring particular precautions

- 8.4.1 The following list of materials has been identified as requiring particular attention or precautions:
- Storage of gas cylinders – fire and explosion,
 - Hot works – burns,

- Handling and cutting of all timber and board materials – splinters, dust, irritation,
- Handling and cutting of materials producing sharp edges – cuts,
- Use of paints – fumes,
- Use of solvents – fumes,
- Use of adhesives, grouts, expanded foam etc – fire, fumes, skin irritation,
- Use of lagging and mechanical tools – shocks, noise, dust, fumes,
- Use of pneumatic tools,
- Use of percussion tools,
- Use of mortar, concrete, cement, use of powdered materials, generally – dust and skin irritation.

9

Construction Phase Plan

9.0 Construction Phase Plan

9.1 The contractor or, where there is more than one contractor, the Principal Contractor, must draw up or make arrangements for a Construction Phase Plan to be drawn up during the pre-construction phase, and before setting up a construction site. The plan must address health and safety issues as work proceeds. The plan will take into account the pre-construction information provided by the client and should include:

- A description of the project such as key dates and details of key members of the project team.
 - The health and safety aims for the project.
 - The site rules.
 - Arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings.
 - Arrangements for involving workers.
 - Site induction.
 - Welfare facilities.
 - Fire and emergency procedures.
 - Site security.
 - The control of any specific high-risk site matters (including those listed in Schedule 3 to CDM 2015) where they are relevant to the work involved.
- 9.2 The HSE draft guidance states that the plan should not include documents that get in the way of a clear understanding of what is needed to manage the construction phase, such as generic risk assessments, records of how decisions were reached or detailed safety method statements.

A large yellow triangle pointing downwards, with its top vertex at the top right and its bottom vertex at the bottom left. The triangle is solid yellow and occupies the right half of the page.

10

The Health and Safety File

10.0 The Health and Safety File

- 10.1 Where a project involves more than one contractor, the Principal Designer must prepare a Health and Safety File and hand it over to the client at the end of the project, or to the Principal Contractor where the Principal Designer's appointment does not extend to the end of the project.
- 10.2 The Health and Safety File is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project.
- 10.3 The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:
- A brief description of the work carried out.
 - Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land).
 - Key structural principles (e.g. bracing, sources of substantial stored energy including pre or post-tensioned members) and safe working loads for floors and roofs.
 - Hazardous materials used (e.g. lead paints and special coatings).
 - Health and safety information about equipment provided for cleaning or maintaining the structure/ surfaces.
 - The nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services, etc.
 - Information and as-built drawings.
- 10.4 The HSE's CDM 2015 guidance says that, as the project progresses, the client must ensure that the Principal Designer regularly updates, reviews and revises the health and safety file to take account of the work and any changes that have occurred.
- 10.5 The client must then retain the file and ensure that it is available to anyone who may need it for as long as it is relevant to enable them to comply with health and safety requirements during any subsequent project. It can be kept electronically, on paper, on film, or in any other durable form.
- 10.6 If a client disposes of their interest in the sites, they must provide the file to the individual or organisation who takes on the client duties and ensure that the new client is aware of the nature and purpose of the file. If they sell part of a building, any relevant information in the file must be passed or copied to the new owner. If the client leases out all or part of a site, arrangements should be made for the file to be made available to leaseholders. If

the leaseholder acts as a client for a future construction project, the leaseholder and the original client must arrange for the file to be made available to the new Principal Designer.