[Web address: nature.scot/peatlandaction](http://www.nature.scot/PeatlandACTION)

Pre Construction Information (PCI) for Peatland ACTION Restoration Projects

Single contractor projects

Use the accompanying PCI ‘What to Consider’ checklist to help you include appropriate information in this form.

*Note: Text in grey italics is for guidance only. These tips are designed to help you complete this template as fully as possible. Please delete before submitting or filing your document*.

# Project details

|  |  |
| --- | --- |
| Project title |  |
| Project location |  |
| Project Scope:  *brief description of project aims, constituent parts and scope* |  |
| Construction start date |  |
| Anticipated duration on site |  |
| Document preparation date |  |

# Project team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client A |  |  | Client B |  |
| Contact Name |  |  | Contact Name |  |
| Organisation |  |  | Organisation |  |
| Address |  |  | Address |  |
| Phone |  |  | Phone |  |
| Email |  |  | Email |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Designer |  |  | Contractor (if known) | |
| Contact Name |  |  | Contact Name |  |
| Organisation |  |  | Organisation |  |
| Address |  |  | Address |  |
| Phone |  |  | Phone |  |
| Email |  |  | Email |  |

# Client brief

*Include a summary of the client’s brief for the project. Include the overall aims of the project, some detail on the constituent parts*.

*For example: “The Client wishes to restore ~100 hectares of degraded peat wetland on Alt na Soil estate near Scour, Sutherland. The project will involve earthworks to block ~25km of existing drainage ditches, and transplant turves over ~20ha. All works are to be carried out using existing access and not inhibit the day to day operational requirements of the estate.”*

## 3.1 The extent and location of existing information

*What sort of information is available and who is holding it? The legal requirement here is to include information that the client already has or could reasonably obtain, and will aid safety. The Contactor will want to see this to help make the health and safety plan for the construction phase*.

*For example, “The estate holds mapping of the area, including all estate roads and public rights of way, these are available from the Factor on request. The calendar for the sporting use of the estate is held by the Head Gamekeeper and will be supplied to the Contractor prior to the start of construction*.

*Overhead service drawings have been obtained by the client and are included with the tender documents. The Principal Designer has commissioned a hydrological survey, which can be obtained on request. Peat probe depths for the project area are included in appendix 1 to this document”*.

# 4. Project arrangements

*Use the sections below as appropriate to the scope and nature of the project. Information should be concise and relevant. There is no benefit in creating a lengthy PCI if it contains no additional useful information. The headings have been included to help you consider what might be useful to include. Remove or write n/a on any sections that are not applicable*.

## 4.1 Planning and managing the construction work

*Detail arrangements of managing the project both pre- and during construction. Consider regular meetings with the Contractor, Designer and Client*.

## 4.2 Communication and liaison

*If there is nothing further to add from the section above, this section could be removed however consider whether there are any other parties who may need to be contacted, such as estate factors, gamekeepers, tenant farmers, others with access, etc. Use this section to record who must be contacted and under what circumstances*.

## 4.3 Security

*Due to the rural nature of these projects, security may not be a huge consideration. Consider a statement to the effect that the contractor is responsible for ensuring site security for the duration of the project*.

*While fencing the whole site is unlikely to be practical, you should consider whether a fenced compound to restrict third parties and the general public from accessing plant equipment, is likely to be necessary. Alternatively, if in remote locations, simply ensure that machines, fuel stores and any welfare facilities are left safely and locked*.

## 4.4 Site transport

*Note whether the site access is such that particular vehicles might be required to access it, or prohibited to prevent damage, then record these requirements here. e.g. if a gateway needs removed to allow excavator access, a temporary fencing inserted during works, and the gateway replaced at the end of works*.

## 4.5 Emergency procedures

*Record procedures and contact details for this purpose. In the event of an emergency, the contractor is expected to take such action as is required to deal with the immediate situation appropriately. The Client should be notified of the situation as soon as is practical, but not such that it delays the arrangement of such help as is required. All attendances by emergency services, accidents where there is an injury or potential for one and spills of oils or chemicals should be reported to the client. Some accidents must be reported to HSE through*[*RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)*](https://www.hse.gov.uk/riddor/index.htm).

## 4.6 Welfare and parking restrictions

*It is a legal requirement that the Client ensures there are appropriate welfare facilities in place for the project. In practice, most clients discharge this responsibility by delegating it to the Principal Contractor. This can be challenging on a remote site, as access may not permit the delivery of a welfare unit. It is acceptable to use existing facilities on the estate, provided that it meets the* [*minimum standards which are stated in the CDM regulations*](http://www.legislation.gov.uk/uksi/2015/51/schedule/2)*. Record who is providing the welfare, where it is to be sited and who is responsible for its cleaning and upkeep. Note any restrictions on access or parking here*.

## 4.7 Safety hazards

*State the hazards you know of which arise from the location, services on site, livestock, watercourse, public rights of way or other land uses. Lots of these may be obvious, but it is important to record them here as a demonstration that the Contractor was asked to consider them. Do not focus on hazards that the Contractor’s work may bring – that is largely their responsibility*.

## 4.8 Boundaries and access

*Use this section to note the site boundaries, (by reference to an attached map or contract documents if you wish) and to define the access route(s) that you wish the contractor to use. Note any weight or suitability restrictions on any of the routes*.

## 4.9 Restrictions on deliveries, waste collection or storage

*Note any considerations here – could be due to estate traffic wishing priority on access route at certain times of day (school hours perhaps) and define any areas set aside for material storage, refuelling and any waste.*

## 4.10 Adjacent land uses

*Note adjacent land use here and any relevant impacts*.

## 4.11 Existing services

*Note the presence of any existing services here. Include a statement to note that where excavating works are required, the Contractor must carry out surveys to satisfy themselves that the ground is free of buried services. While the Client has made reasonable effort to provide information on the presence of services to the Contractor, no liability is accepted for any error or omission in this regard. Cable avoidance tool or similar technology is suggested prior to excavation works*.

## 4.12 Ground conditions

*Include whatever information is in your possession regarding ground conditions. Consider general observations and peat probe results as well as any formal site investigation works that were carried out*.

## 4.13 Existing structures

*This may not be relevant; however, the definition of structure includes things like dams, draining and watercourses, which have been created because of previous works. Include details of any that are relevant to the project here*.

## 4.14 Issues relating to plant and equipment

*Consider further recording any project specific restrictions here, such as hours of operation, location of site compounds or roads and access that are prohibited or specified. Consider refuelling restrictions to minimise environmental risks. State for the record the Client’s expectation that all plant and equipment provided or used by the contractor is fit for purpose, serviced and maintained in line with the manufacturer’s recommendations and operated by competent persons*.

## 4.15 Health and safety information in earlier design, construction or ‘as-built’ drawings

*List in specific safety considerations of the design here*.

# 5. Site hazards

## 5.1 Contaminated land

*Note the location, nature and extent of any known or suspected contaminated land. Remove if not applicable*.

## 5.2 Client’s activities

*Note the nature, frequency and extent of any Client’s activities that could affect the project. Consider any restrictions on the Contractors operations or vice versa*.

## 5.3 Storage of hazardous materials

*Where the Contractor requires to store hazardous materials, they must do so in a way which ensures there is no risk to 3rd parties of the general public. All stores of such material must be left secured at all times. Note any site specific considerations here*.

# 6. Significant design & construction hazards

## 6.1 Assumptions and working methods

*Note any assumptions for how the job will be carried out here. This provides a basis for the Contractor to come back to you if they are intending to do something radically different, which may have implications for the design, or the management of the project*.

## 6.2 Significant risks identified during design (see also Design Risk Register)

*This section will be project specific, but consider:*

* Deep or bare peat
* Heavily hagged areas
* Areas of standing water / pools
* Public access / rights of way
* Remote site access/water crossings
* Weather
* Estate/client activities
* Power lines/pipelines
* Indicators of peat instability (cracking, extensive piping, and evidence of previous mass movements on same hillside, areas of quaking bog).
* Peat slide risk assessment result
* Steep slope angles
* Weak roads/bridges
* Biohazards e.g. Lyme’s disease.

## 6.3 Arrangements for co-ordination of ongoing design work

*If the design changes for any reason, the Contractor shall be notified in writing as soon as is possible by the Designer. Should the Contractor wish to ask for a design change, they must do so in writing to the Principal Designer and must not commence work on the changed design until they have had written instruction to do so*.