

**Job Ref: 6712**

## **PRELIMINARIES & PRE-CONSTRUCTION INFORMATION PACK**

### **Refurbishment Project**

at

80 High Street  
Newport Pagnell  
Bucks  
MK16 8AQ

For

Newport Pagnell Town Council

Ref: 6712-04-170510-MC-MC

Date: May 2017

**REFURBISHMENT PROJECT  
AT 80 HIGH STREET, NEWPORT PAGNELL, BUCKS  
FOR NEWPORT PAGNELL TOWN COUNCIL**

**INDEX**

SECTION	1	Preliminaries
SECTION	2	Pre-Construction Information Pack
SECTION	3	General Summary and Form of Tender
SECTION	4	Appendix A

## **SECTION 1**

Preliminaries

**A10 PROJECT PARTICULARS**

## 110 THE PROJECT

- Name: Refurbishment Project
- Location: 80 High Street, Newport Pagnell, Bucks, MK16 8AQ
- Length of contract: To be confirmed by Contractor.

## 120 EMPLOYER (CLIENT)

- Name: **Newport Pagnell Parish Council**
- Address: 80 High Street, Newport Pagnell, Bucks, MK16 8AQ
- Telephone: (01908) 618756

## 140 PERSON EMPOWERED BY THE CONTRACT TO ACT ON BEHALF OF THE EMPLOYER

- Name: **Sursham Tompkins & Partners**
- Address: Cottage Farm, Sywell, Northampton NN6 0BJ
- Telephone : (01604) 646566
- Email : [mark@surshamtompkins.co.uk](mailto:mark@surshamtompkins.co.uk)
- Project Contact : Mark Croxen

## 150 PRINCIPAL DESIGNER

- Name: **Sursham Tompkins & Partners**
- Address: Cottage Farm, Sywell, Northampton NN6 0BJ
- Telephone : (01604) 646566
- Project Contact : Mark Croxen
- Email : [mark@surshamtompkins.co.uk](mailto:mark@surshamtompkins.co.uk)

## 190 CLERK OF WORKS

- Sursham Tompkins & Partners will visit site periodically and at the request of the Principal Contractor.
- Name: **Sursham Tompkins & Partners**
- Address: Cottage Farm, Sywell, Northampton NN6 0BJ
- Telephone : (01604) 646566
- Project Contact : Mark Croxen
- Email : [mark@surshamtompkins.co.uk](mailto:mark@surshamtompkins.co.uk)

## 210 STRUCTURAL ENGINEER

- Name: **Beresford Associates**
- Address: Walnut Court, Little Lane, Wollaston, Northants NN29 7SQ
- Telephone : (01933) 927788
- Project Contact : John Beresford
- Email : [john@baconsultants.biz](mailto:john@baconsultants.biz)

## 220 M+E CONSULTANT

- Name: **Parsons Associates Consulting Engineers**
- Address: River View, Great Addington Road, Great Addington, Kettering NN14 4BA
- Telephone : 07788 546550
- Project Contact : Mark Parsons
- Email : [mark@parsons-consulting.co.uk](mailto:mark@parsons-consulting.co.uk)

**A11 TENDER AND CONTRACT DOCUMENTS****110 TENDER DRAWINGS**

- The tender drawings / documentation are:
  - 6712/10A - Survey as Existing - Plans
  - 6712/11A - Survey as Existing – Elevations
  - 6712/12A - Scheme as Proposed – Plans
  - 6712/13A - Scheme as Proposed – Elevations
  
- Preliminaries & Pre-Construction Information Pack reference: 6712-04-170510-MC-MC
  
- ME001 T1 - Mechanical Stripout and Enabling Works
- ME002 T1 - Electrical Stripout and Enabling Works
- E001 T1 - Lighting Layout
- E002 T1 - Small Power and Fire Alarm Layout
- M001 T1 - Mechanical Works
- M+E - BWIC

**120 CONTRACT DRAWINGS**

- The Contract Drawings: The same as the tender drawings.

**160 PRECONSTRUCTION INFORMATION**

- Format: The Pre-construction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

**A12 THE SITE/ EXISTING BUILDINGS**

## 110 THE SITE

- Description: Refurbishment project.
- 80 High Street, Newport Pagnell, Bucks, MK16 8AQ
- 

## 140 EXISTING MAINS AND SERVICES

- The existing premises are served by gas, electricity, water and telephone together with storm and foul drainage. Locations of existing underground services and drains are unknown.

## 160 SOILS AND GROUND WATER

- Information: N/A

## 170 SITE INVESTIGATION

- Report: Not applicable.

## 180 HEALTH AND SAFETY FILE

- Not applicable.

## 200 ACCESS TO THE SITE

- Description: to be as indicated on Location Plan within the PCIP.

## 210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles:
- See Pre-Construction Information Pack

## 220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.

## 230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
- The site is within a residential area.

## 240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
  - Working within occupied premises.
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the CA. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

## 250 SITE VISIT

- By appoint only:
- Contact: Mr. Patrick Donovan
- Telephone: 01908 618756
- Email: [deputyclerk@newport-pagnell.org.uk](mailto:deputyclerk@newport-pagnell.org.uk)

**A13 DESCRIPTION OF THE WORKS**

110 PREPARATORY WORK BY OTHERS

- Works: Carried out under a separate contract and completed before the start of work on site for this contract.
- Description: None.

120 THE WORKS

- Description: Refurbishment Project.

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: None.

## **A20 JCT MINOR WORKS BUILDING CONTRACT (MW)**

### **370 JCT MINOR WORKS BUILDING CONTRACT**

- The Contract: JCT Minor Works Building Contract 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

## **THE RECITALS**

First

### **THE WORKS AND THE CONTRACT ADMINISTRATOR**

- The work comprises: Refurbishment Project.
- Architect/ Contract Administrator: See clause A10/140.

Second

### **CONTRACT DOCUMENTS**

- Contract drawings: As listed in clause A11/120.

Third

### **PRICED DOCUMENTS**

- Documents to be priced or provided by the Contractor: Schedule of Works.

## **THE ARTICLES**

3

### **ARCHITECT/ CONTRACT ADMINISTRATOR**

- Architect/ Contract Administrator: See clause A10/140.

4 and 5

### **PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR**

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

## **CONTRACT PARTICULARS**

Fourth Recital and Schedule 2

### **BASE DATE**

- Base date: 1 May 2017

Fourth Recital and clause 4.2

### **CONSTRUCTION INDUSTRY SCHEME (CIS)**

- Employer at the Base Date is a 'contractor' for the purposes of the CIS.

Fifth Recital

### **CDM REGULATIONS**

- The project is notifiable.

Sixth Recital

### **FRAMEWORK AGREEMENT**

- Framework agreement: Does not apply.

Seventh Recital and Schedule 3  
SUPPLEMENTAL PROVISIONS

- Collaborative working: Paragraph 1 Does not apply.
  - Health and safety: Paragraph 2 Does not apply.
  - Cost savings and value improvements: Paragraph 3 Does not apply.
  - Sustainable development and environmental considerations: Paragraph 4 Does not apply.
  - Performance indicators and monitoring: Paragraph 5 Does not apply.
  - Notification and negotiation of disputes: Paragraph 6 Does not apply.
- Where paragraph 6 applies, the respective nominees of the parties are:
- Employer's nominee: Does not apply.
  - Contractor's nominee: Does not apply.
  - Or such replacement as each party may notify to the other from time to time.

Article 7  
ARBITRATION

- Article 7 and Schedule 1 apply.

Clause 2.2  
COMMENCEMENT AND COMPLETION

- Date for Commencement of the Works: TBC
- Date for Completion: Contractor to confirm TBC
- Programme Restrictions:  
Monday 31 July – single floor only – say 2<sup>nd</sup> Floor  
Monday 7 August to Friday 25 August – say Ground Floor only  
Monday 28 August to Friday 1 September – say First Floor only  
External works can be carried out before the above / during the above / or after the above. Or anytime between.

Clause 2.8  
LIQUIDATED DAMAGES

- At the rate of £500.00 per week.

Clause 2.10  
RECTIFICATION PERIOD

- Period: 6 months from the date of practical completion.

Clause 4.3  
PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC.

- Percentage: 95 per cent.

Clause 4.4  
PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR

- Percentage: 97½ per cent.

Clause 4.8.1  
SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: 14 days from the date of practical completion.

Clause 4.11 and Schedule 2  
CONTRIBUTION, LEVY AND TAX CHANGES  
- Clause 4.11 and Schedule 2 will be deleted.

Clause 5.3.2  
CONTRACTOR'S INSURANCE – INJURY TO PERSONS OR PROPERTY  
- Insurance cover (for any one occurrence or series of occurrences arising out of one event): £5,000,000.

Clauses 5.4A, 5.4B and 5.4C  
INSURANCE OF THE WORKS ETC – ALTERNATIVE PROVISIONS  
- Clause 5C applies.

Clauses 5.4A.1 and 5.4B.1.2  
PERCENTAGE TO COVER PROFESSIONAL FEES  
- Addition: 15 per cent.

Clause 7.2  
ADJUDICATION  
- The Adjudicator is: President or a Vice President of the RICS.  
- Nominating body: The Royal Institution of Chartered Surveyors.

Schedule 1 paragraph 2.1  
ARBITRATION  
- Appointor of Arbitrator (and of any replacement): President or a Vice president of the RICS.

## **THE CONDITIONS**

### SECTION 1: DEFINITIONS AND INTERPRETATION

#### 1.4 RECKONING PERIODS OF DAYS

#### 1.7 APPLICABLE LAW

### SECTION 2: CARRYING OUT THE WORKS

### SECTION 3: CONTROL OF THE WORKS

### SECTION 4: PAYMENT

### SECTION 5: INJURY, DAMAGE AND INSURANCE

### SECTION 6: TERMINATION

### SECTION 7: SETTLEMENT OF DISPUTES

### EXECUTION

- The Contract: Will be executed as a deed.

### CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: Not required.

**A30 TENDERING/ SUBLETTING/ SUPPLY****MAIN CONTRACT TENDERING**

## 110 SCOPE

- General: These conditions are supplementary to those stated in the invitation to tender and on the form of tender.

## 145 TENDERING PROCEDURE

- General: In accordance with the principles of JCT Practice Note 6 (Series 2) 'Main Contract Tendering'.

## 160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

## 170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

## 180 CDM PLANNING PERIOD

- Minimum: 3 weeks

## 195 CONTRACTOR'S DESIGN

- Scope: Undertake and take full responsibility for the design of the following parts of the Works:
  - None.

## 210 PRELIMINARIES IN THE SPECIFICATION

- Measurement rules: Preliminaries/ General Conditions have been prepared in accordance with SMM7.

## 220 PRICING OF PRELIMINARIES

- Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries those charges must be clearly shown against the items.

## 250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: Electronic break down in excel format upon request.

## 310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

## 500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out:
  - None.

## 520 DESIGN DOCUMENTS

- Scope: Include the following in the Contractor's Proposals:
  - None

## 530 SUBSTITUTE PRODUCTS

- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

## 550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.
- Include:
  - A copy of the contractor's health and safety policy document, including risk assessment procedures.
  - Accident and sickness records for the past five years.
  - Records of previous Health and Safety Executive enforcement action.
  - Records of training and training policy.
  - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

## 570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Content: Submit the following information within one week of request:
  - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
  - Details of the management structure and responsibilities.
  - Arrangements for issuing health and safety directions.
  - Procedures for informing other contractors and employees of health and safety hazards.
  - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
  - Procedures for communications between the project team, other contractors and site operatives.
  - Arrangements for cooperation and coordination between contractors.
  - Procedures for carrying out risk assessment and for managing and controlling the risk.
  - Emergency procedures including those for fire prevention and escape.
  - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
  - Arrangements for welfare facilities.

- Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- Arrangements for consulting with and taking the views of people on site.
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

## 590 SITE WASTE MANAGEMENT PLAN

- Person responsible for developing the Plan: The Contractor.
- Content: Include details of:
  - Principal Contractor for the purposes of the regulations.
  - Location of the site.
  - Description of the project.
  - Estimated project cost.
  - Types and quantities of waste that will be generated.
  - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
  - The use of appropriate and licensed waste management contractors.
  - Record keeping procedures.
  - Waste auditing protocols.
- Submit upon request.

## 595 ENVIRONMENTAL POLICY

- Employer's Environmental Policy:
  - Evidence of compliance: Submit: Copies within Construction Phase Health and Safety Plan.
- Project Environmental Management System: Develop a system compatible with the Employer's policy.

## 645 'LISTED' DOMESTIC SUBCONTRACTORS

- General: Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein.
- The selected person: Will become a subcontractor as provided for in the Contract Condition for Subletting.
- Additions to lists:
  - The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding subcontract agreement.
  - The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.
- Shortage of names: If at any time prior to execution of a binding subcontract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant

work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may subcontract in accordance with the Contract, must carry out the work.

- Agreement: Before the start of work to which the list relates enter into a binding subcontract agreement and confirm that this has been done, giving the name of the selected subcontractor.

The following works are to be carried out by:

None.

## **A31 PROVISION, CONTENT AND USE OF DOCUMENTS**

### **DEFINITIONS AND INTERPRETATIONS**

#### **110 DEFINITIONS**

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

#### **120 COMMUNICATION**

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.
- Response: Do not proceed until response has been received.

#### **130 PRODUCTS**

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

#### **135 SITE EQUIPMENT**

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

#### **140 DRAWINGS**

- Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.
- CAD data: In accordance with BS 1192.

#### **160 TERMS USED IN SPECIFICATION**

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment.
- Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.

- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

#### 170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
- Manufacturer: The firm under whose name the particular product is marketed.
- Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

#### 200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
  - manufacturer and product reference;
  - cost;
  - availability;
  - relevant standards;
  - performance;
  - function;
  - compatibility of accessories;
  - proposed revisions to drawings and specification;
  - compatibility with adjacent work;
  - appearance;
  - copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.
- **Note: Any proposed alteration to any specified item must be confirmed in writing and submitted with the tender submission. All products specified will have deemed included as specified otherwise.**

#### 210 CROSS REFERENCES

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

## 220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

## 230 EQUIVALENT PRODUCTS

- Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is not deemed included.

## 250 CURRENCY OF DOCUMENTS

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

## 260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
  - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
  - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

**DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER**

## 410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Copies: Two of each contract drawing and contract document will be issued free of charge (not counting any certified copies).
- Additional copies: Issued on request and charged to the Contractor.

## 440 DIMENSIONS

- Scaled dimensions: Do not rely on.

## 460 THE SPECIFICATION

- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

## 470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS

- Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.
- Action: Inform immediately.

**DOCUMENTS PROVIDED BY CONTRACTOR/  
SUBCONTRACTORS/ SUPPLIERS**

## 600 CONTRACTOR'S DESIGN INFORMATION

- Contractor's designed work: Confirmation of flat roof joist sizes.

## 620 AS BUILT DRAWINGS AND INFORMATION

- Contractor designed work: Provide drawings/ information:
- Submit: At least two weeks before date for completion as part of the Building Manuals.

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
  - Manufacturers' current literature relating to all products to be used in the Works.
  - Relevant British, EN or ISO Standards.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Information location: Within Building Manuals.
- Emergency call out services: Provide telephone numbers for use after completion.

## **A32 MANAGEMENT OF THE WORKS**

### **GENERALLY**

#### **118 FREIGHT VEHICLE SAFETY REQUIREMENTS**

- Vehicle equipment: Ensure that all freight vehicles have the following:
  - Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.
  - Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
  - Properly adjusted class VI mirror/s or Fresnel lens to eliminate the nearside blind spot.
  - Side under run guards.
- Driver training:
  - Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.
  - Drivers must have a valid driving licence and be legally able to drive the vehicle.
- Registration Scheme membership: Submit evidence of registration with and accreditation to the Freight Operator Registration Scheme (FORS).

#### **120 INSURANCE**

- Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required by the Conditions of Contract.

#### **130 INSURANCE CLAIMS**

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

#### **140 CLIMATIC CONDITIONS**

- Information: Record accurately and retain:
  - Daily maximum and minimum air temperatures (including overnight).
  - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

#### **150 OWNERSHIP**

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

### **PROGRAMME/ PROGRESS**

#### **210 PROGRAMME**

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
  - Planning and mobilisation by the Contractor.
  - Subcontractor's work.

- Running in, adjustment, commissioning and testing of all engineering services and installations.
- Work resulting from instructions issued in regard to the expenditure of provisional sums.
- Work by others concurrent with the Contract.
- Submit 2 copies at Pre-Contract Meeting.

**250 MONITORING**

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

**255 NOTIFICATION OF COMPENSATION EVENT**

- Content: Notwithstanding the Contractor's obligations under the Contract written notice must also be given of all other causes which apply concurrently.

**260 SITE MEETINGS**

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: 4 weeks.
- Location: On site.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): CA.

**290 NOTICE OF COMPLETION**

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): One week.

**310 EXTENSIONS OF TIME**

- Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
  - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
  - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
  - All other relevant information required.

**CONTROL OF COST**

## 420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

## 430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

## 440 MEASUREMENT

- Covered work: Give notice before covering work required to be measured.

## 450 DAYWORK VOUCHERS

- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
- Content: Before delivery, each voucher must be:
  - Referenced to the instruction under which the work is authorized.
  - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.

## 460 INTERIM VALUATIONS

- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
- Submission: At least seven days before established dates.

## 470 PRODUCTS NOT INCORPORATED INTO THE WORKS

- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works, which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
- Evidence: When requested, provide evidence of freedom of reservation of title.

## 475 PRODUCTS STORED OFF SITE

- Will not be considered within a valuation.

**A33 QUALITY STANDARDS/ CONTROL****STANDARDS OF PRODUCTS AND EXECUTIONS****110 INCOMPLETE DOCUMENTATION**

- General: Where and to the extent that products or work are not fully documented, they are to be:
  - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
  - Suitable for the purposes stated or reasonably to be inferred from the project documents.
  - Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

**120 WORKMANSHIP SKILLS**

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

**130 QUALITY OF PRODUCTS**

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent in kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

**135 QUALITY OF EXECUTION**

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

**140 COMPLIANCE**

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
  - Properties tested.
  - Pass/ fail criteria.
  - Test methods and procedures.
  - Test results.
  - Identity of testing agency.
  - Test dates and times.

- Identities of witnesses.
- Analysis of results.

**150 INSPECTIONS**

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
  - Date of inspection.
  - Part of the work inspected.
  - Respects or characteristics which are approved.
  - Extent and purpose of the approval.
  - Any associated conditions.

**160 RELATED WORK**

- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
  - Appropriately complete.
  - In accordance with the project documents.
  - To a suitable standard.
  - In a suitable condition to receive the new work.
- Preparatory work: Ensure all necessary preparatory work has been carried out.

**170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS**

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

**180 WATER FOR THE WORKS**

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
  - Evidence of suitability is provided.
  - Tested to BS EN 1008 if instructed.

**SAMPLES/ APPROVALS****210 SAMPLES**

- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
  - To an express approval.
  - To match a sample expressly approved as a standard for the purpose.

**220 APPROVAL OF PRODUCTS**

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

**230 APPROVAL OF EXECUTION**

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

**ACCURACY/ SETTING OUT GENERALLY****320 SETTING OUT**

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

**330 APPEARANCE AND FIT**

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
  - Submit proposals; or
  - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

**340 CRITICAL DIMENSIONS**

- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.

**350 LEVELS OF STRUCTURAL FLOORS**

- Maximum tolerances for designed levels to be:
  - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
  - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
  - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
  - Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.
  - Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
  - Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

**360 RECORD DRAWINGS**

- Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.

**SERVICES GENERALLY**

## 410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

## 420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

## 430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
  - The address of the premises.
  - A brief description of the new installation and/ or work carried out to an existing installation.
  - The Contractor's name and address.
  - A statement that the installation complies with the relevant Water Regulations or Byelaws.
  - The name and signature of the individual responsible for checking compliance.
  - The date on which the installation was checked.

## 435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in Building Manuals / copies issued to CA and Building Inspector.

## 440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE

- Before the completion date stated in the contract: Submit a certificate stating:
  - The address of the premises.
  - A brief description of the new installation and/ or work carried out to an existing installation.
  - Any special recommendations or instructions for the safe use and operation of appliances and flues.
  - The Contractor's name and address.
  - A statement that the installation complies with the appropriate safety, installation and use regulations.
  - The name, qualification and signature of the competent person responsible for checking compliance.
  - The date on which the installation was checked.
- Certificate location: within Building Manuals.

## 445 SERVICE RUNS

- General: Provide adequate space and support for services, including unobstructed routes and fixings.
- Ducts, chases and holes: Form during construction rather than cut.
- Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

## 450 MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in Building Manual.

**SUPERVISION/ INSPECTION/ DEFECTIVE WORK**

## 525 ACCESS

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.

## 530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
  - Minimum period of notice: One week.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

## 540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
  - Hinder access to defective products or work; or
  - Be rendered abortive by remedial work.

## 560 TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
- Records: Submit a copy of test certificates and retain copies on site.

## 570 AIR PERMEABILITY

- Not required.

## 580 CONTINUITY OF THERMAL INSULATION

- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:
  - The address of the premises.
  - The Contractor's name and address.
  - The name, qualification and signature of the competent person responsible for checking compliance.
  - The date on which the installation was checked.
- Submit: Before completion of the Works.
- Copy: To be lodged in Building Manuals.

## 595 ENERGY PERFORMANCE CERTIFICATE

- Not required.

**610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS**

- Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

**WORK AT OR AFTER COMPLETION****710 WORK BEFORE COMPLETION**

- General: Make good all damage consequent upon the Works.
  - Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

**720 SECURITY AT COMPLETION**

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.

**730 MAKING GOOD DEFECTS**

- Remedial work: Arrange access with CA.
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

**A34 SECURITY/ SAFETY/ PROTECTION****SECURITY, HEALTH AND SAFETY**

- 110 PRECONSTRUCTION INFORMATION
- Location: Separate document.
- 140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
- Submission: Present to the Employer Client no later than one week prior to commencement on site.
  - Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by CDM Regulations.
  - Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-Tender Health and Safety Plan/ Pre-construction information.
- 150 SECURITY
- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
  - Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- 160 STABILITY
- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
  - Design loads: Obtain details, support as necessary and prevent overloading.
- 170 OCCUPIED PREMISES
- Extent: Existing buildings will be occupied and/ or used during the Contract as follows: See the Pre-Construction Information Pack.
  - Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
  - Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.
- 190 OCCUPIER'S RULES AND REGULATIONS
- Compliance: See Pre-Construction Information Pack.
- 200 MOBILE TELEPHONES
- No restrictions.
- 210 EMPLOYER'S REPRESENTATIVES SITE VISITS
- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
  - Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

## 220 WORKING PRECAUTIONS/ RESTRICTIONS

- See Pre-Construction Information Pack.

**PROTECT AGAINST THE FOLLOWING**

## 330 NOISE CONTROL

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Restrictions: Do not use:
  - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

## 340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

## 350 PESTICIDES

- Use: Not permitted.

## 360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

## 370 ASBESTOS CONTAINING MATERIALS

- Duty: Report immediately any suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or encapsulation.

## 371 DANGEROUS OR HAZARDOUS SUBSTANCES

- Duty: Report immediately suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or remediation.

## 375 ANTIQUITIES

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.
- Preservation: Keep objects in the exact position and condition in which they were found.

## 380 FIRE PREVENTION

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

## 390 SMOKING ON SITE

- Smoking on site: Not permitted.

## 400 BURNING ON SITE

- Burning on site: Not permitted.

## 410 MOISTURE

- Wetness or dampness: Prevent, where this may cause damage to the Works.
- Drying out: Control humidity and the application of heat to prevent:
  - Blistering and failure of adhesion.
  - Damage due to trapped moisture.
  - Excessive movement.

## 420 INFECTED TIMBER/ CONTAMINATED MATERIALS

- Removal: Where instructed to remove materials affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
- Testing: Carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particulate, toxins and other micro organisms are within appropriate levels.

## 430 WASTE

- Includes: Rubbish, debris, spoil, containers and surplus material.
- Minimize: Keep the site and Works clean and tidy.
- Remove: Frequently and dispose off site in a safe and competent manner:
  - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

## 440 ELECTROMAGNETIC INTERFERENCE

- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

**PROTECT THE FOLLOWING**

## 510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.

- Identification: Before starting work, check and mark positions of mains/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
  - Comply with service authority's/ statutory undertaker's recommendations.
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
  - Below ground: Use signboards, giving type and depth;
  - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
  - Immediately give notice and notify appropriate service authority/ statutory undertaker.
  - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
  - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations to service authority's/ statutory undertakers recommendations.

#### 520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

#### 530 EXISTING TOPSOIL/ SUBSOIL

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
- Protection: Before starting work submit proposals for protective measures.

#### 540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

#### 560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.

#### 570 EXISTING WORK

- Protection: Prevent damage to existing work, structure or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

## 580 BUILDING INTERIORS

- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

## 600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

- Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstate in original positions.

## 620 ADJOINING PROPERTY

- Permission: Obtain as necessary from other owners if requiring to erect scaffolding on or otherwise use adjoining property.

## 625 ADJOINING PROPERTY RESTRICTIONS

- Precautions:
  - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
  - Pay all charges.
  - Remove and make good on completion or when directed.
- Damage: Bear cost of repairing damage arising from execution of the Works.

## 630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
  - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
  - Do not remove until new work is strong enough to support existing structure.
  - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

## 640 MATERIALS FOR RECYCLING/ REUSE

- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
- Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

**A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING**

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: See Pre-Construction Information Pack.

160 USE OR DISPOSAL OF MATERIALS

- Specific limitations: See Pre-Construction Information Pack.

170 WORKING HOURS

- Specific limitations: See Pre-Construction Information Pack.

**A36 FACILITIES/ TEMPORARY WORKS/ SERVICES****GENERALLY****110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES**

- Location: Not permitted on site. Remove immediately.
- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

**ACCOMMODATION****230 TEMPORARY ACCOMMODATION**

- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.
- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

**280 EXISTING ACCOMMODATION**

- Restrictions on use: Temporary accommodation is prohibited in the existing buildings.

**SERVICES AND FACILITIES****410 LIGHTING**

- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

**420 LIGHTING AND POWER**

- Supply: Electricity from the Employer's mains may be used for the Works.

**430 WATER**

- Supply: The Employer's mains may be used for the Works.

**440 TELEPHONES**

- Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

**520 USE OF PERMANENT HEATING SYSTEM**

- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
- Installation: If used:
  - Take responsibility for operation, maintenance and remedial work.
  - Arrange supervision by and indemnification of the appropriate Subcontractors.
  - Pay costs arising.

## 550 THERMOMETERS

- General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

## 570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
  - Safety helmets to BS EN 397, neither damaged nor time expired.  
Number required: 2 no.
  - High visibility waistcoats to BS EN 471 Class 2.  
Number required: 2 no.
  - Safety boots with steel insole and toecap to BS EN ISO 20345.  
Pairs required: 4no. sizes 6 / 8 / 10 /12.
  - Disposable respirators to BS EN 149.FFP1S.
  - Eye protection to BS EN 166.
  - Ear protection - muffs to BS EN 352 - 1, plugs to BS EN 352 – 2.
  - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

**A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS****GENERALLY****110 THE BUILDING MANUAL**

- Responsibility: The Contractor.
- Content: Obtain and Provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.
- Format: Contained within hard backed folders.
- Number of copies: 1 hard backed folders / 1 CD ROM.
- Delivery to: CA – 1 week prior to Practical Completion.

**155 CONTENT OF THE BUILDING MANUAL**

- General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
- Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.
- Building services: Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.
- Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

**160 PRESENTATION OF BUILDING MANUAL**

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
- As-built drawings: The main sets may form annexes to the Manual.
- Plus 1 CD ROM.

**A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF**

- 110 MANAGEMENT AND STAFF  
- Cost significant items:

**A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION**

- 110 SITE ACCOMMODATION  
- Details: Site accommodation required or made/ not made available by the Employer: See section A36.  
- Cost significant items:

**A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES**

- 110 SERVICES AND FACILITIES  
- Details: Services or facilities required or made/ not made available by the Employer: See section A36.  
- Cost significant items:

**A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT**

- 110 MECHANICAL PLANT  
- Cost significant items:

**A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS**

- 110 TEMPORARY WORKS  
- Details: Temporary works required or made/ not made available by the Employer: See section A36.  
- Cost significant items:

**A54 PROVISIONAL WORK / ITEMS**

CONTINGENCIES

- Include: £4,000 for general contingencies.

## **SECTION 2**

Pre-Construction Information Pack

**REFURBISHMENT PROJECT  
AT 80 HIGH STREET, NEWPORT PAGNELL  
FOR NEW PORT PAGNELL TOWN COUNCIL**

**CONTENTS**

- 1.0 Introduction
- 2.0 NBS Specification
- 3.0 Health and Safety on Construction Sites / Welfare Facilities
- 4.0 Nature of Project
- 5.0 The Existing Environment
- 6.0 Existing Drawings
- 7.0 Design
- 8.0 Construction Materials
- 9.0 Site Wide Elements
- 10.0 Fire Prevention on Construction Sites
- 11.0 Overlap with Client's Activities
- 12.0 Site Rules
- 13.0 Continuing Liaison
- 14.0 The Building Manual

APPENDIX 1 Location Plan drawing No. 6712/HSP100  
Site Plan 6712/HSP101  
Rules for Undertaking 'Hot Works'

APPENDIX 2 Sursham Tompkins & Partners, Architectural Services and Project Management:  
Designer's Hazard Identification reference: 6712-04-170510 dated May 2017.  
Designer's Residual Risk Register reference: 6712-04-170510 dated May 2017.

Parsons Associates Consulting Engineers  
Hazard Identification & Risk Register dated May 2017

Beresford Associates Designers Risk Assessment BA3726 dated 10 May 2017

APPENDIX 3 Asbestos Report

APPENDIX 4 Construction Phase Plan: Guidance Information

## 1.0 INTRODUCTION

### Objectives

The Construction (Design and Management) Regulations 2015 apply to the project. The CDM Regulations re-emphasise the legal duties set out in the Health and Safety Act 1974 and Management of Health and Safety at Work Regulations 1999 and focus these duties into a construction context introducing responsibilities for the supervision of both the design and contract execution phases of a project.

The following legislation and standards will apply to the project. The list is by no means exhaustive, but is a guideline to relevant legislation:

Health and Safety at Work Act 1974.

Management of Health and Safety at Work Regulations 1999.

Provision and Use of Work Equipment Regulations 1998.

Personal Protective Equipment Regulations 1992.

Manual Handling Regulations 1992.

Noise at Works Regulations 1989.

Lifting Operations and Lifting Equipment Regulations 1998.

Electricity at Work Regulations 1989.

COSHH Regulations 2002.

Health and Safety First Aid Regulations 1981.

Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

Workplace (Health, Safety and Welfare) Regulations 1992.

Construction Design and Management Regulations 1994.

Construction (Health, Safety and Welfare) Regulations 1996.

Collection and Disposal of Waste Regulations 1988.

Local Authority waste disposal legislation.

Control of Asbestos at Work Regulations 2002.

Health & Safety (Safety Signs and Signals) Regulations 1997.

The Pre-Construction Information Pack provides the health and safety focus for the construction phase of a project. It sets out to ensure that the design and construction of the building is effected in a safe way which complies with current health and safety legislation, in particular the requirements of the Construction (Design and Management) Regulations 2015 and associated Approved Code of Practice.

This plan is included as part of the documentation issued to tenderers as part of the invitation to tender and is to be developed by the successfully appointed Principal Contractor prior to work commencing. No work is to commence until the Principal Contractor's Construction Phase Plan has been assessed for its adequacy and subsequently approved by the Principle Designer.

## **1.0 INTRODUCTION / Continued**

### **Pre-Construction Information Pack**

At the Pre-Construction phase of a project the Principle Designer will collate all information focusing on Design Risks and Hazards. They will obtain Consultants Risk / Hazard assessment reports for inclusion within the Information Pack.

The Principal Contractor's Construction Phase Plan will draw on his Health and Safety policy and assessments, the Pre-Construction Information Pack prepared by the Principle Designer and details on the management and prevention of health and safety risks created by contractors and sub-contractors. The Principal Contractor's Construction Phase Plan will continue to provide a co-ordinating mechanism as construction progresses.

Guidance information is included within Appendix 3 in respect of minimum information to be included within the Construction Phase Plan for submission to the Principle Designer, by the Principal Contractor, for acceptance before commencement of work on site.

### **Hazard Identification**

The hazards identified in this Pre-Construction Information Pack are those identified by the Designers during the design stage of the project.

The Principal Contractor is required to take appropriate measure to control the risks created by these hazards and to prepare detailed Method Statements for inclusion within the Construction Health and Safety Plan.

The Principal Contractor is to identify the need to produce specific Method Statements in the plan submitted to the Principle Designer for review to ensure that adequate provision has been included within the tender.

The Contract Administrator/Design Team may wish to review Method Statements during the contract period for specific situations, such as:

- Where the hazard situation and likely precautions/procedures are unusual.
- Where it is considered necessary to ensure that the method of carrying out the work will not adversely affect the building or affect facilities in occupied areas of the building.

The Principal Contractor shall provide copies of such Method Statements on request.

## 1.0 INTRODUCTION / Continued

### HSE Approved Codes of Practice, Guidance Notes Etc. :

HSG 150	Health and Safety in Construction.
HSG 33	Health and Safety in Roofwork.
BS 5395	Ladders Codes of Practice.
PM 28	Working Platforms on Fork Lift Trucks 1981.
PM 32	Safe Use of Portable Electrical Equipment 1994.
HSG 6	Safety in Working with Lift Trucks 1993.
GS 31	Safe Use of Ladders, Steps and Trestles 1994.
HSG 48	Human Factors in Industrial Safety.
HSG 60	Work Related Upper Limb Disorders.
HSG 65	Successful Health and Safety Management 1991.
HSG 85	Electricity at Work – Safe Working Practices 1992.
HSG	Manual Handling – Solutions You Can Handle 1994.
HSG 121	A Pain in the Workplace – Ergonomic Problems and Solutions.
HSG 116	Taking Action on Stress at Work. 1995.
GS 28	Safe Erection of Structures.
C 56	LPG on Construction Sites.
GS 24	Electricity on Construction Sites.
HSG 32	Safety in Falsework for In Situ Beams.
ACOP L54	Managing Construction for Health and Safety.
HSC	A Guide to Managing Health and Safety in Construction.

### Relevant EC and British Standards:

PD 5304 2000	Machinery Guarding.
BS 5725	Emergency Exits.
BS 5266	Emergency Lighting.
BS EN 166-168	Eye Protectors.
BS 5306	Fire Extinguishers.
BS 597374	Scaffolds Code of Practice.
BS EN 397	Safety Helmets.
BS 2754	Electrical Shock Protection, Construction of Electrical Equipment.
BS 5845	Anchorage for Fall Arrest Equipment.
BS EN 341	Fall Arrest Equipment.

## **2.0 HEALTH AND SAFETY ON CONSTRUCTION SITES/WELFARE FACILITIES**

Specific requirements and duties relating to the management of health and safety on construction sites are included in Regulations 26 – 44 of CDM 2015. The requirements of these regulations are covered in detail below.

### **Safe Places of Work (Regulation 26)**

It is a requirement that:

- (a) there should be enough suitable access to, and egress from, any place of work and any places provided for use, such as canteens and toilets.
- (b) places of work should be safe and free from health risks.
- (c) there should be no access to places which do not comply with (a) and / or (b).
- (d) places of work should have sufficient working space and be suitably arranged for anybody who is or is likely to work there.

There is an exemption from the requirements of (a) and (c) where people have to gain access to make an area safe but this is “provided all practicable steps are taken to ensure the safety of that person whilst engaged in that work”.

### **Good Order and Site Security (Regulation 27)**

All areas of sites must, so far as is reasonably practicable, be kept in good order, and all workplaces must be kept reasonably clean. So far as is reasonably practicable, site perimeters must be identified by suitable signs and the extent of the site must be easily identified or fenced off. Timber or other materials with projecting nails must not be used for any work where they could cause danger or be stored in any place where they could cause danger.

### **Stability of Structures (Regulation 28)**

Steps should be taken to ensure that any structure or part of a structure, which may become weak or unstable due to construction work does not collapse accidentally. There must be no overloading of part of a structure when this could cause risk to persons. Any buttress, temporary support or structure must be designed, installed and maintained to withstand any foreseeable loads, and only be used for the purposes for which it was so designed, installed and maintained.

### **Demolition or Dismantling (Regulation 29)**

Where there may be a danger to persons, demolition or dismantling must be planned and executed in a manner to prevent danger or, where it is not practical to prevent it, minimise the risk. The arrangements for demolition or dismantling work must be recorded in a written method of work prior to the commencement of the work. When carrying out demolition work, reference should be made to BS6187: 2000 The Code of Practice for Demolition.

### **Excavations (Regulation 31)**

Steps should be taken to prevent danger to any person, using supports or battening if required, from the collapse of an excavation, from falling or dislodged materials, from being trapped or buried by falling materials. Steps should be taken to prevent the fall of persons or materials into an excavation and the overloading of an excavation or adjacent ground by work equipment or material.

Where it is necessary to support an excavation to prevent the risk of falling material into it and endangering people, the support should be put in place at the start of the shift. Following any incident that may have affected the stability of the excavation and following a fall of material, it should be inspected and approved by a competent person. If, following an inspection, the person carrying out the inspection informs the duty holder of a concern, work should not continue until this matter is resolved.

## **2.0 HEALTH AND SAFETY ON CONSTRUCTION SITES/WELFARE FACILITIES**

### **Reports of Inspections (Regulation 33)**

Regulation 33 refers to inspections carried out under Regulation 31. The person responsible for the inspections should, prior to the end of the shift, inform the duty holder of any concerns regarding safety and prepare a report of inspection (see Schedule 3 of the Regulations) and present this (or a copy of the) report to the duty holder.

The report should be kept at the site at which the inspection was carried out until the completion of the work and after that for three months.

For the purposes of inspections carried out under Regulation 31, no more than one report will be required within seven days.

The particulars to be included in a report of inspection are:

- (a) the name and address of the person who requested the inspection
- (b) the location of the inspection
- (c) a description of the place of work (including any relevant work equipment and materials)
- (d) the date and time
- (e) a description of defects which could affect health and safety
- (f) details of remedial action
- (g) details of further action considered necessary
- (h) the name and position of the person completing the report

### **Energy Distribution Installation (Regulation 34)**

Energy distribution installations should be suitably located, checked and clearly indicated to prevent danger.

Where there is a risk from electric power cables, these should be directed away from the area or isolated and, where necessary, earthed. If this is not reasonably practicable, a suitable level of safety should be provided using warning notices and barriers or suspended protections if vehicles need to pass beneath.

If there is a risk from underground services or from damage or disturbance to it, work should only be carried out if suitable and sufficient measures have been taken to prevent the risk.

### **Prevention of Drowning (Regulation 35)**

Where people could fall into water or other liquid with a subsequent risk of drowning, measures must be taken to prevent such a fall and to minimise the risk of drowning and to ensure the provision, maintenance and, where necessary, use of suitable rescue equipment.

### **Traffic Routes (Regulation 36)**

Construction sites should be organised so that pedestrians and vehicles can move safely and without risk to health. Traffic routes should be suitable for the intended use of people and vehicles, sufficient in size and number and suitably placed.

Pedestrians or vehicles should be able to use traffic routes without causing danger to persons near it. Any door or gate leading onto traffic routes should be far enough from the traffic routes to allow any pedestrians to safely observe approaching traffic. Pedestrians should be adequately separated from vehicles to ensure safety, or where this is not possible pedestrians should have alternative protection and receive effective warning to prevent them being crushed or trapped by any vehicle. Alternative doors, which are marked and kept free from obstruction, should be provided for pedestrians

Loading bays should have at least one pedestrian only exit point.

## **2.0 HEALTH AND SAFETY ON CONSTRUCTION SITES/WELFARE FACILITIES**

The requirement for segregating vehicles from pedestrians also forms part of the requirements of the **Workplace (Health, Safety and Welfare) Regulations 1992** (SI 1992 No. 3004) which are not applicable to construction sites. The policy of segregation is generally regarded as good practice on large, civil engineering type projects such as road building.

Vehicular traffic routes should be free from obstruction, indicated by suitable signs, regularly checked and properly maintained.

### **Vehicles (Regulation 37)**

There should be steps put into place to prevent the unintended movement of vehicles and to ensure that people who have effective control of vehicles give warning to people who may be at risk from the movement of their vehicles. Vehicles used for construction work must be driven, operated or towed in a safe manner and loaded so that they can be driven safely. Passengers must only be allowed on vehicles where there is a safe place specifically provided. Nobody must remain on a vehicle during loading or unloading of loose material “unless a safe place of work is provided and maintained”. Measures should be taken to prevent any vehicle from falling into any excavation, pit or water or overrunning the edge of any embankment or earthwork.

### **Prevention of Risk from Fire (Regulation 38)**

Steps should be taken to prevent risks to people from fire, explosion, flooding or any substance liable to cause asphyxiation.

### **Emergency Procedures (Regulation 39)**

“Suitable and sufficient arrangements must be prepared and when necessary, implemented” for tackling foreseeable emergencies and carrying out evacuation of the whole or part of the site in the event of risk to health and safety. All people who are affected by any arrangements should be made aware of their existence. The arrangements should be tested by being put into effect at suitable intervals. Where there is an evacuation procedure a trial evacuation must be carried out periodically.

The considerations outlined in Regulation 39 (2) must be taken into account when preparing these arrangements:

- (a) the nature of work activities
- (b) the characteristics, size and geography of the site
- (c) plant and equipment
- (d) numbers of people likely to be on site
- (e) physical and chemical properties of substances and materials likely to be on site.

### **Emergency Routes and Exits (Regulation 40)**

A satisfactory number of emergency routes and exits should be provided to allow any person to reach a safe place as quickly as possible. In preparing such arrangements, the considerations listed above under regulation 39 (2) should be taken into account.

The emergency routes and exits must “lead as directly as possible to an identified safe area”. Emergency routes, exits and traffic routes must be kept “clear and free from obstruction, and, where necessary, provided with emergency lighting” to ensure use at any time.

Signs should indicate the presence of emergency routes or exits.

### **Fire Detection and Fire Fighting (regulation 41)**

“Suitable and sufficient fire fighting equipment, fire detectors and alarm systems” should be provided and “suitably located”. In preparing such arrangements, the considerations listed above under Regulation 39 (2) should be taken into account. Any fire-fighting equipment, fire detectors and alarm systems should be properly maintained, examined and tested at intervals which ensure their effectiveness. Fire-fighting equipment which is not automatic must be easily accessible.

## **2.0 HEALTH AND SAFETY ON CONSTRUCTION SITES/WELFARE FACILITIES**

Employees must be “instructed in the correct use of any fire-fighting equipment” they may be required to use. People carrying out work which may cause a risk of fire must be “suitably instructed to prevent, so far as is reasonably practicable, that risk”. Fire-fighting equipment must be suitably signed.

### **Fresh Air (Regulation 42)**

Every workplace or approach must have “sufficient fresh or purified air”. Ventilation or other equipment used to ensure compliance must have a visible or audible alarm, which activates in event of failure.

### **Temperature and Weather Protection (Regulation 43)**

The temperature of indoor workplaces must be “reasonable having regard to the purpose for which that place is used” during work hours. It is possible that the temperature may be too low or too high for work to be conducted in comfort. The employer will therefore need to examine the work activity to decide if any measures are necessary for either raising or lowering the temperature.

Outdoor workplaces must, so far as is reasonably, practicable, be arranged so that the personnel are protected from adverse weather. The measures taken should be dependent on the nature of the work and the protective equipment and clothing provided.

### **Lighting (Regulation 44)**

Suitable lighting should be provided at any workplaces, the approach to workplaces and traffic routes. Lighting should be natural where possible. The colour of artificial light must not affect the ability to recognise any safety sign or signals. Where there could be a risk to health and safety of persons in the event of artificial lighting, secondary lighting must be provided.

## **2.2 WELFARE FACILITIES**

### **Sanitary Conveniences**

1. Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.
2. So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.
3. Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

### **Washing Facilities**

4. Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall so far as is reasonably practicable be provided or made available at readily accessible place.
5. Washing facilities shall be provided:
  - (a) in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and
  - (b) in the vicinity of any changing rooms required by paragraph 14 whether or not provided elsewhere.
6. Washing facilities shall include:
  - (a) a supply of clean hot or cold, or warm, water (which shall be running water so far as is reasonably practicable);
  - (b) soap or other suitable means of cleaning; and
  - (c) towels and other suitable means of drying.

## **2.0 HEALTH AND SAFETY ON CONSTRUCTION SITES/WELFARE FACILITIES**

7. Rooms containing washing facilities shall be sufficiently ventilated and lit.
8. Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.
9. Subject to paragraph 10 below, separate washing facilities shall be provided for men and women, except where and so far as they are provided in a room the door of which is capable of being secured from inside and the facilities in each room are intended to be used by only one person at a time.
10. Paragraph 9 above shall not apply to facilities which are provided for washing hands, forearms and face only.

### **Drinking Water**

11. An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places.
12. Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.
13. Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet form which persons can drink easily.

### **Changing Rooms and Lockers**

14. (1) Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if:
  - (a) a worker has to wear special clothing for the purposes of his work: and
  - (b) he cannot, for reasons of health and propriety, be expected to change elsewhere, being separate rooms for, or separate use of rooms by, men and women where necessary for reasons of propriety.
- (2) Changing rooms shall:
  - (a) be provided with seating; and
  - (b) include, where necessary, facilities to enable a person to dry any special clothing and his own clothing and personal effects.
- (3) Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away:
  - (a) any special clothing which is not to be taken home
  - (b) their own clothing which is not worn during work hours; and
  - (c) their personal effects.

### **Facilities for rest**

15. (1) Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places.
- (2) Rest rooms and rest areas shall:
  - (a) include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke;
  - (b) be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time;
  - (c) where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest lying down;
  - (d) include suitable arrangements to ensure that meals can be prepared and eaten;
  - (e) include the means for boiling water and
  - (f) for it to be maintained at an appropriate temperature.

### 3.0 NATURE OF THE PROJECT

- 3.1 Name of Client: **Newport Pagnell Town Council**  
80 High Street  
Newport Pagnell  
Bucks MK16 8AQ
- 3.2 Contract Administrator: **Sursham Tompkins & Partners**  
**Architectural Services & Project Management**  
Cottage Farm  
Sywell, Northamptonshire NN6 0BJ
- Telephone : 01604 646566  
Email : [mark@surhamtompkins.co.uk](mailto:mark@surhamtompkins.co.uk)  
Project Contact : Mark Croxen
- 3.3 Principle Designer: **Sursham Tompkins & Partners**  
**Architectural Services & Project Management**  
Cottage Farm  
Sywell, Northamptonshire NN6 0BJ
- Telephone : 01604 646566  
Email : [mark@surhamtompkins.co.uk](mailto:mark@surhamtompkins.co.uk)  
Project Contact : Mark Croxen
- 3.4 Mechanical and Electrical Structural Engineer: **Parsons Associates Consulting Engineers**  
River View, Great, Addington Road,  
Great Addington, Kettering,  
Northamptonshire NN14 4BA
- Telephone : 07788 546550  
Email : [mark@parsons-consulting.co.uk](mailto:mark@parsons-consulting.co.uk)  
Project Contact : Mark Parsons
- 3.5 Structural Engineer: **Beresford Associates**  
Walnut Court, 2 Little Lane,  
Wollaston, Northants NN29 7SQ
- Telephone : 01933 666422  
Email : [john@baconsultants.biz](mailto:john@baconsultants.biz)  
Project Contact : John Beresford
- 3.6 Site Location: Newport Pagnell Town Council  
80 High Street  
Newport Pagnell  
Bucks MK16 8AQ
- 3.7 Project Details: Refurbishment Project
- 3.8 Programme: Start date: Monday 31 July 2017  
Completion Date: Contractor to confirm, see Preliminaries A20 for confirmation.

## 4.0 THE EXISTING ENVIRONMENT

### 4.1 Site Area

The site is situated off High Street, Newport Pagnell and the works are located along the town's main High Street. Refer to Location Plan drawing No. 6712/HSP100 contained within Appendix 1.

### 4.2 Planning Approval

Confirmation Listed Building Approval has been granted with no conditions.

### 4.3 Building Regulations Approval

Confirmation that a Building Regulation Application will be made with Approved Inspectors jhai.

### 4.4 Surrounding Land Use

The Site is located within a mainly commercial town centre area.

See Item 4.1 and Location Plan drawing No. 6712/HSP100 contained within Appendix 1.

### 4.5 Existing Services

The site is currently served by water, electricity and telephone services, together with foul and surface water drainage.

Known services relative to the proposals are shown on Tender drawings. Principal Contractor to be aware that other existing services run within the vicinity of the proposed works.

In conjunction with the above, the Principal Contractor will be required to trace, locate and mark all existing below and above ground services within the vicinity of the works prior to commencement of any works to avoid damage to the Services and to guard against potential hazards during the Construction process. The Principal Contractor will be required to liaise with the Statutory Authorities to ensure that any live services are disconnected in the appropriate manner if found necessary to construction works.

Those known existing foul and storm drainage systems are shown on Tender drawings but the Principal Contractor will be required to trace, locate and mark all existing drainage.

### 4.6 The site is located in a developed area and the effect of the following items needs to be specifically considered during construction:

- Traffic routes
- Access to adjacent buildings (pedestrian and vehicular)
- Vibration
- Noise
- Dust and dirt
- Pedestrian movement

## 4.0 THE EXISTING ENVIRONMENT / Continued

- 4.7 The existing site will be occupied during the Contract period (see 10.0 Overlap with Clients Activities) and there are restrictions on site access.
- All traffic regulations to be observed.
  - Access routes for Building Occupants own purposes to be maintained at all times.
  - Principal Contractor's car parking is to be off site.
  - Loading Bays along the main High street can be used, but there is a time restriction on these bays. Any extended period of parking etc to be agreed direct with Highways.

### 4.8 Asbestos Based Materials

There is no asbestos identified within the building.

If any asbestos based products are found, these should be removed to the latest Control of Asbestos Regulations 2012.

The Asbestos Report within Appendix 3 indicates any known asbestos based products.

Should any materials be found/uncovered that is suspected of being asbestos or asbestos based, works should stop immediately and reported to the Contract Administrator/Principle Designer. No further work in such areas to be carried out until authorised by Principle Designer.

All methods of safe removal / encapsulation to be agreed.

### 4.9 Ground Conditions

N/A

- 4.10 All scaffolding to comply with the following:  
Scaffolding European Standard BS EN 12811-1.  
All T&F Scaffolds need to be designed to TG20:13.  
SG4:10 (Preventing Falls in Scaffolding)  
Any one erecting scaffolding must hold valid CISRS cards  
(Construction Industry Scaffolders Record Scheme).

## **5.0 EXISTING DOCUMENTATION**

- 5.1 The existing Survey of the area is shown on STP Drawings 6712-01A, which, although not contained within this Pre-Construction Information Pack, forms part of the tender documentation.
- 5.2 The Location Plan drawing No. 6712/HSP100 is contained within Appendix 1.
- 5.3 The Site Plan drawing No. 6712/HSP101 is contained within Appendix 1.

## 6.0 THE DESIGN

Briefly the proposed works comprise of:  
Refurbishment works internally and externally.

The Principal Contractor's Site Compound / Site Works Area as denoted on the Site Plan drawing 6712/HSP101 contained within Appendix 1. All site storage will be contained within the denoted area. Access / egress to the site will be under the supervision of the Contractor and his appointed banksman. Contractor's car parking will be off site.

Under no circumstances is the Contractor to drive any machinery / plant etc on the adjoining owners land.

Refer to Appendix 2 for:

- Sursham Tompkins & Partners, Architectural Services and Project Management:  
Designer's Hazard Identification reference 6712-04-170510 dated May 2017.  
Designer's Residual Risk Register reference 6712-04-170510 dated May 2017.
- Parsons Associates Consulting Engineers  
Hazard Identification & Risk Register dated May 2017

The following additional hazards will require attention by Principal Contractor with preparation of Method Statements as appropriate under the heading of 1.0 INTRODUCTION – Hazard Identification:

- Site access and egress points.
- Location of welfare facilities during construction.
- Unloading and storage areas.
- Transportation of materials from compound area to works location.
- Location of fuel and combustibles.
- Confined site area - transporting materials / manoeuvrability

## 7.0 CONSTRUCTION MATERIALS

Contractor to ensure safe working procedures for working with hazardous materials such as:

- Materials containing epoxy resins.
- Adhesives.
- Cement.
- Glass products.
- Paints / preservatives containing solvents.
- Timber treatment.
- Wood preservatives.
- Floor adhesives.
- Water treatment chemicals.
- Galvanised steel.
- The need to use bottled gas during construction for cutting, welding, brazing and other operations.

The Principal Contractor is required to take appropriate measure to control the risks created by these hazards and to prepare Method Statements as appropriate under the heading of 1.0 INTRODUCTION – Hazard Identification.

## 8.0 SITE WIDE ELEMENTS

### 8.1 Site access and egress.

All access and egress to Site Works / Compound Area will be as per Location Plan drawing No. 6712/HSP100 contained within Appendix 1.

Principal Contractor to provide adequate lighting, fencing, warning signs to the access routes.

Principal Contractor to ensure 'banksman' on hand at all times to supervise all traffic movement of deliveries assuming the loading bays on High Street are used.

Please note there is no existing car parking on site, therefore the Contractor needs to park elsewhere within the town centre.

Access to the rear of the site is via a walkway either from the High Street or from the rear public car park.

### 8.2 Principal Contractor will be allowed, if required, to erect temporary buildings or other structures within the Site Works / Compound Area including bulk storage, skips etc. Area to be fully enclosed with fencing conforming to HSG 151 – PROTECTING THE PUBLIC (2 metre high, solid panels, panels to extend to ground). Secured gates to form access to Site Works / Compound Area. Refer to Site Plan drawing 6712/HSP101 contained within Appendix 1.

### 8.3 Traffic / pedestrian routes

To be retained as safe thoroughfares at all times. Lighting to be maintained at all times.

### 8.4 Due to the nature of the site and its surrounding area there will be NO Contractor's deliveries or removal of materials or plant between: No restriction.

### 8.5 All loading / unloading of delivery vehicles restricted to adjacent designated Site Works / Compound Area.

### 8.6 On possession of the site the Principal Contractor is required to maintain a secure site throughout the duration of the construction work.

### 8.7 The Principal Contractor is to ensure that only authorised persons are permitted within boundaries of the Works and will be required to implement a proper authorisation procedure and controls.

### 8.8 Refer to Site Plan drawing 6712/HSP101 contained within Appendix 1 for definition of the Site Works / Compound Area and associated fencing.

### 8.9 All persons operating on the site are to undergo a site safety induction course before commencing work on site.

### 8.10 The Principal Contractor shall comply with all Police and Local Authority regulations relative to movement of vehicles, standing vehicles, parking, delivery and unloading.

## 8.0 SITE WIDE ELEMENTS / Continued

- 8.11 The following hazards have been identified, which can not be avoided and which will be a risk to the safety of construction workers and adjoining public and pedestrians as follows:
- Site access and egress points.
  - Unloading and storage areas.
  - Location of fuel and combustibles.
  - Transporting materials / manoeuvrability.
- 8.12 The provision of all services must be maintained and operational to cover the complete premises at all times whilst occupied. Occupants to be informed of any interruptions. This includes fire and security alarms.
- 8.13 Work of an excessive noise level is restricted to the following times:  
Between 8.30am and 4.30pm with prior agreement with the client and CA.
- 8.14 The Principal Contractor is to be aware that access is to be maintained at all times for Building Occupants.
- 8.15 Skips to be located within the Compound Area or as agreed with occupants / Client / Principle Designer prior to site commencement. All existing hard pavings to be protected as necessary from damage caused by skip / delivery vehicles. Any damage to roadway / kerbing / footpath / landscaping etc. to be made good at Principal Contractor's expense.
- 8.16 Principal Contractor to ensure regular site meetings and site safety inspections as necessary to ensure communications between the project team, other Contractors and site operatives.
- 8.17 Principal Contractor to ensure that any works that deviate from submitted Method Statements to be re-submitted as an amended Method Statement to the Principle Designer.
- 8.18 Principal Contractor to ensure site rules are displayed at the site and used at the site safety induction course.
- 8.19 Principal Contractor to ensure that notification details (F10) are displayed and visible.
- 8.20 Principal Contractor is to ensure that no dangerous equipment or materials are left at the site unless locked in a secure store.
- 8.21 Principal Contractor to ensure that hazard report forms are available on site. Principal Contractor is to be informed of any additional hazards found and work is to stop immediately if injury is a likely outcome of the hazard.
- 8.22 Principal Contractor to ensure that a first aid box is available on site and appoint an operative who is to be notified in the event of an injury or casualty evacuation. The nearest emergency unit is to be prominently displayed.

## **8.0 SITE WIDE ELEMENTS / Continued**

- 8.23 Principal Contractor to ensure that only personnel wearing safety helmets, safety footwear and high visibility vests will be allowed onto the site.
- 8.24 Principal Contractor to ensure 'Visitor's Log' in place and restrict site access to Contractor's and authorised visitors only.
- 8.25 Re-organisation of the Building's escape procedures will need to be in place for the duration of the Works and this to be established and finalised between the Client, Principal Contractor and CA during pre-contract preparation for inclusion within the Principal Contractor's Construction Phase Plan.

## 9.0 FIRE PREVENTION ON CONSTRUCTION SITES

A Site Fire Safety Co-ordinator is to be appointed by the Principal Contractor and will be responsible for assessing the degree of fire risk and for creating and regularly updating the site Fire Safety Plan as construction proceeds, all in compliance with the document 'FIRE PREVENTION ON CONSTRUCTION SITES' Ninth Edition.

THE SITE FIRE SAFETY PLAN will form part of the Construction Phase Plan and is to detail, as a minimum, those items contained within the above document and as listed below:

- 1) The organisation of and responsibilities for Fire Safety.
- 2) General site precautions, fire detection and warning alarms.
- 3) The requirements for a Hot Work permit regime.
- 4) Site accommodation - location, construction and maintenance.
- 5) Fire escape and communications (including an effective evacuation plan and procedures for calling the fire brigade).
- 6) Fire brigade access, facilities and co-ordination.
- 7) Instructions given to those on site of the required actions in case of fire.
- 8) Effective security measures to minimise the risk of arson.
- 9) A materials storage and waste control regime.

The Principal Contractor / Site Fire Safety Co-ordinator must:

- a) Ensure that all procedures, precautionary measures and safety standards as laid down in the Site Fire Safety Plan are clearly understood and complied with by all those on the project site.
- b) Where required by the Site Fire Safety Plan, ensure that a system using Hot Work permits is established and monitor compliance.
- c) Carry out weekly checks of fire fighting equipment and test all alarm and detection devices installed on site.
- d) Conduct weekly inspections of escape routes, fire brigade access, fire fighting facilities and work areas and monitor the requirements laid down in the Site Fire Safety Plan.
- e) Liase with local fire brigade and if requested by the fire brigade, arrange site inspections and familiarisation tours.
- f) Liase with security personnel where they are employed.
- g) Ensure that a proper maintenance regime for fire protection equipment is instituted, including the keeping of a written record of all checks, inspections and tests.
- h) Maintain a written record of all fire patrols and fire drill procedures.
- i) Regularly monitor and check the detailed arrangements and actual procedures for calling the fire brigade.
- j) During an alarm, execute those duties required for the safe evacuation of the site, and ensure that all staff and visitors report to the assembly points.
- k) Promote 'a fire safe working environment' at all times.

## **9.0 FIRE PREVENTION ON CONSTRUCTION SITES / Continued**

Principal Contractor to ensure compliance of the document 'FIRE PREVENTION ON CONSTRUCTION SITES' Fourth Edition: June 1997 under the following headings as itemised within this document:

- Emergency Procedures
- Fire Protection
- Temporary Covering Materials
- Portable Fire Extinguishers
- Site Security against Arson
- Temporary Accommodation
- Site Storage of Flammable Liquid and LPG
- Electricity and Gas Supplies
- Hot Work
- Waste Materials
- Plant
- Material Storage
- Smoking.

## **10.0 OVERLAP WITH CLIENT'S ACTIVITIES**

Work in occupied Buildings:-

The client will occupy the building during the project, moving from floor to floor as required. The Contractor is to take all necessary precautions to protect Building Occupants from the dangers of the construction site/operations/materials, by implementing the following:-

- Controlled procedures for deliveries, unloading, storing and distribution of building materials.
- Provision of secure protection/barriers to areas of the works, compound, stored materials, plant and building debris/rubbish.
- Adequate precautions to prevent nuisance and health hazards from dust and noise.
- Building is occupied 8am to 5pm Monday to Friday.

The Contractor will be required to liaise and co-operate with staff in order to carry out the above. The Contractor will be responsible for moving all furniture from each area to carry out the said works.

The Principal Contractor to establish and be aware of Emergency Assembly Points for all Building Occupants.

## 11.0 SITE RULES

A designated Site Safety Officer is to be appointed by the Principal Contractor.

All persons working on or visiting the site are required to wear safety helmets and other protective equipment as appropriate to task or other activities in progress.

All persons working on or visiting site are required to be wearing at least a T-shirt on upper torso. Under no circumstances will any person be allowed to be bare chested.

The Principal Contractor and all Contractors are to comply with the COSHH (Control of Substances Hazardous to Health) Regulations 1994.

Access roads to be kept clear of spoil and debris at all times and all deposits of mud and debris must be kept clear from public highways.

Principal Contractor to ensure that 110V supply only used for electrical equipment.

Avoid noise, dust and disturbance.

There is a NO SMOKING policy throughout the site.

No burning on site.

Only normal working hours to be worked unless prior arrangement and approval of the Contract Administrator.

## 12.0 CONTINUING LIAISON

### Generally

The procedures for the consideration and acceptability of the Health and Safety implications of any contractor prepared designs shall follow the Principles of prevention and protection and take into account those issues highlighted in the Health and Safety Plan.

Details of Health and Safety issues, risk assessments and hazards which cannot be designed out are to be included within the Construction Phase Plan, and with the proposals for mitigation or control required during construction, maintenance, repair, replacement, dismantling and disposal.

Procedures for dealing with unforeseen events during the project which result in substantial design changes and which might affect resources are as follows:

- In the event of any unforeseen circumstances occurring, the Contract Administrator and Principle Designer is to be informed immediately by the Principal Contractor.
- The Health and Safety issues arising from any unforeseen occurrence are to be included within the Construction Phase Plan together with issue to the Design Team and Principle Designer before implementation
- In the event that any re-design is required, for whatever reason, the Health and Safety implications are to be included within the Construction Phase Plan together with issue to the Design Team and Principle Designer before implementation.

The Principal Contractor is to confirm the arrangements for monitoring and reviewing the compliance with Health and Safety issues.

Following appointment of Principal Contractor, the Construction Phase Plan to be submitted to the Principle Designer in accordance with CDM Regulation 10. The construction phase will not commence until the Health and Safety Plan complying with Regulation 15(4) has been fulfilled.

An up to date copy of the Construction Phase Plan to be kept on site and made available as required.

## 13.0 THE BUILDING MANUAL

The Building Manual/Health & Safety file requirements are to be as set out within A37 (110 to 160) of the Specification. A summary of those requirements are laid out below:

1. **Incorporating the Health and Safety File (and sub-titled accordingly)**

To be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely. The Contractor is required to obtain or prepare all the information to be included in the Manual, produce the required number of copies of the Manual and submit them to the Architect / Contract Administrator for delivery to the Employer. The Manual is to consist of the following three parts:

**Part 1: General**

- 1.1 Project description
- 1.2 Consultants
- 1.3 Principal Contractor(s)
- 1.4 Contractors (sub-contractors)
- 1.5 Statutory authorities / undertakers
- 1.6 General design / constructional standards
- 1.7 Consents / approvals
- 1.8 General operational requirements / constraints
- 1.9 Asbestos
- 1.10 Prohibited materials
- 1.11 Emergency Procedures / Provisions

**Part 2: Main Project Works**

- 2.1 General
- 2.2 Building elements, materials and components
- 2.3 Manufacturers literature
- 2.4 Certificates / guarantees
- 2.5 As built drawings

**Part 3: Mechanical / Electrical Services Installations and Adaptions**

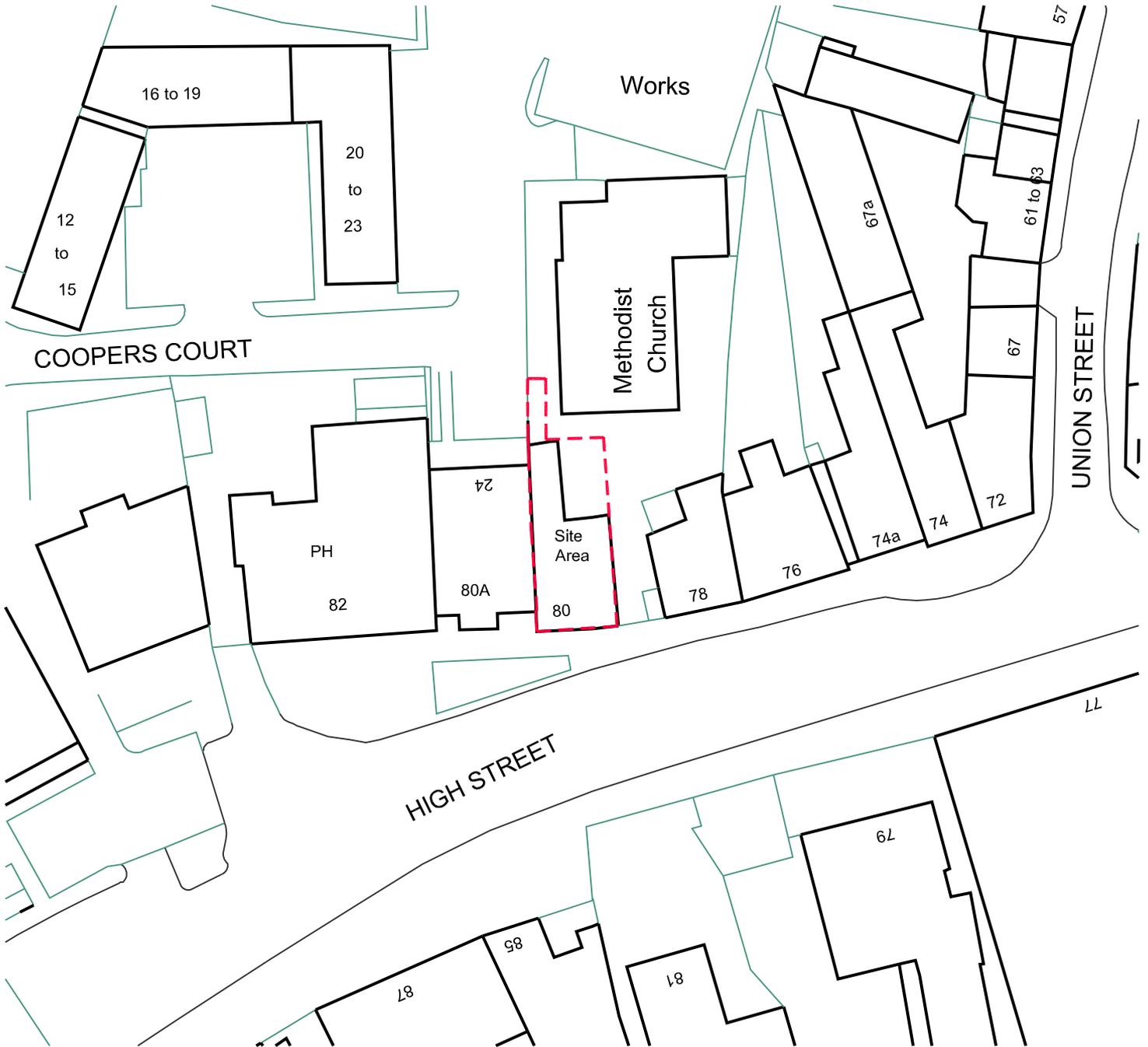
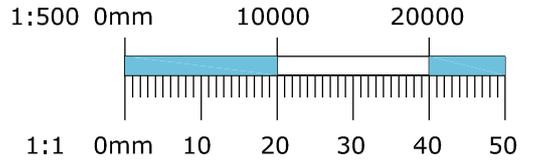
- 3.1 General
- 3.2 Services installation and adaptions including description, operations, testing/inspection requirements, maintenance.
- 3.3 Mechanical and electrical services equipment schedules
- 3.4 Mechanical and electrical services manufacturers literature
- 3.5 Mechanical and electrical services commissioning / testing certificates
- 3.6 Guarantees
- 3.7 Electrical services as installed drawings including and adaptions of installations.
- 3.8 Testing records.

## **Appendix 1**

Location Plan drawing No. 6712/HSP100

Site Plan drawing No. 6712/HSP101

Rules for Undertaking 'Hot Works'



issued for:

Tender

project:  
Refurbishment Project  
Newport Pagnell Town Council  
drawing:  
Location Plan

project number:  
6712  
drawing number:  
HSP100



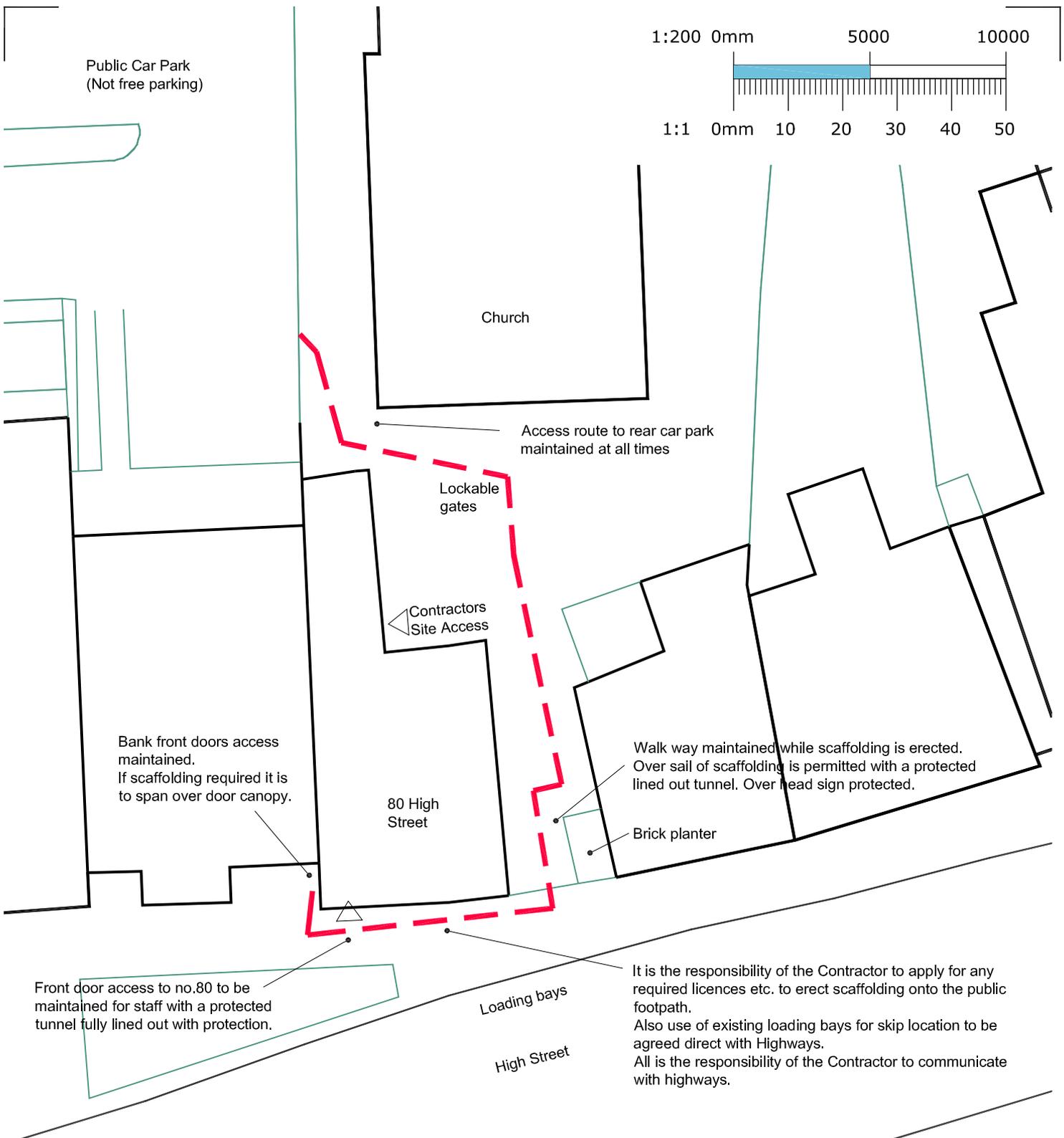
revision:

sursham tompkins <sup>est 1961</sup>  
architectural services & project management



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scale: 1:500  
paper size: A4  
drawn by: MC  
date: May 17  
checked:  
date:



Denotes extent of Principal Contractors Site Compound Area. Area to house all scaffolding / storage and facilities required. Note: There is no existing site car parking.  
 Area to be enclosed with 2.0m high, 30mm mesh, base of fence at ground level. Fence enclosure to conform to HSG-151 "Protecting the Public,". Area accessible by lockable gate.

issued for: **Tender**

**sursham tompkins** est 1961  
 architectural services & project management



project:  
**Refurbishment Project**  
**Newport Pagnell Town Council**  
 drawing:  
**Site Plan**

project number:  
**6712**  
 drawing number:  
**HSP101**



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 scale: 1:200    paper size: A4    drawn by: MC    date: May 17    checked:    date:

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 Contractors must work to figured dimensions only. All building and site dimensions, levels and sewer invert levels at connection points are to be checked on site before work starts. This drawing must be read in conjunction with, and checked against, any structural or other specialist drawings provided. Any discrepancy between Issued drawings are to be reported to this practice and verified before works starts. This drawing and the building works depicted are the copyright of this practice and may not be reproduced except by written permission.

FILE LOCATION - s:\projects\6712 newport pagnell town council offices\02 drawings\03 building regulations & tender\nptc hsp.dwg

# RULES FOR UNDERTAKING 'HOT WORKS'

## **Introduction :**

Many fires occur while repairs and maintenance are being carried out to plant and buildings. The most dangerous operations are those using heat, such as:

- Cutting and welding.
- Blowlamps
- Bitumen boilers
- Brazing and soldering equipment
- Other equipment producing heat or having naked flames.

## **Before works start :**

The Contractor's operatives must ensure that they are familiar with the premises emergency evacuation procedures. Any automatic fire or smoke detectors within the work area shall be isolated.

The work area shall be made as safe as possible and all combustible material cleared from an area within 5m of the process. Combustible materials within this area that can not be moved must be protected by non-combustible blankets or screens.

Before any hot work processes are carried out on tanks or other plant which have contained \ flammable or other dangerous materials, all practicable steps must be taken to ensure that any residual contents are harmless.

The other side of any wall or partition on which work is to be carried out 'must be inspected to ensure that materials there are not in danger of being ignited by direct or conducted heat.

## **Whilst work is in progress :**

Suitable precautions to reduce the risk of fire must at all times be taken.

Unless there is a good reason why this is not possible, at least two persons ~hall be present during the work.

Suitable fire fighting equipment shall be provided by the contractor and made available at the work area. Those undertaking the work must be familiar with its use.

No hot material or heat source such as a hot bitumen boiler shall be left unattended at any time.

## **After the work :**

At the end of each work period and on completion of the task, the work area shall be checked to ensure there is no danger of fires starting after the operatives leave the site.

Hot steel ends of welding rods and other waste material shall be disposed of in a safe manner. All hot work shall be ceased at least 30 minutes before leaving the site.

The premises buildings manager must be informed that the operative has completed the work and will be leaving the site, to enable the site to be checked approximately one hour later to ensure it is still fire safe.

## **Contractor's Declaration:**

I have read and agree to abide by the above 'hot work' rules and confirm that all operatives and sub-contractors due to undertake work will be made aware of them and will have a copy of the rules handed to them.

.....  
Signature

for.....  
Contractor

.....  
Date.

## **Appendix 2**

Sursham Tompkins & Partners, Architectural Services and Project Management:  
Designer's Hazard Identification reference: 6712-04-170510 dated May 2017.  
Designer's Residual Risk Register reference: 6712-04-170510 dated May 2017.

Parsons Associates Consulting Engineers  
Hazard Identification & Risk Register dated May 2017

Beresford Associates Designers Risk Assessment BA3726 dated 10 May 2017

# Pre-Construction Health & Safety Information

## Hazard Identification



**SITE: Newport Pagnell Town Council**

**ACTIVITY: Refurbishment Project**

<b>(C)</b>	<b>Health and Safety Consequence</b>	<b>(F)</b>	<b>Frequency</b>	<b>(RR)</b>	<b>Risk Rating (Consequence x Frequency)</b>
S1	Negligible/No Effect	1	Negligible	1-4	Trivial
S2	Minor Injuries	2	Unlikely	5-8	Acceptable
S3	Major Injuries	3	Likely	9-12	Substantial
S4	Fatalities	4	Probable	13-16	Intolerable

**Prepared by Sursham Tompkins & Partners – Principle Designer**

HAZARD	CAUSE/RISK	EFFECT	BEFORE CONTROL			CONTROL	AFTER CONTROL		
			(C)	(F)	(RR)		(C)	(F)	(RR)
Scaffolding	Erection on public and private footpaths. Falling / falling objects. Protecting the public.	Long term illness, possible fatal.	4	4	16	Ensure that all Contractors (including any of their sub-contractors) erecting scaffolding must hold valid CISRS cards (Construction Industry Scaffolders Record Scheme). Erection properly sequenced. Approval and licences in place.	2	2	4
Plant / Skips	Delivery and skip vehicles parking and loading.	Fatality, and or, major injury	4	4	16	Traffic plan required with CPHSP to confirm.	4	2	8
Working at height	Falling, falling object	Fatality, and or, major injury	4	4	16	Install collective fall prevention systems, install personal prevention system. Implement specific fall prevention plans.	4	2	8
Manual handling	Lifting and moving of materials and small plant and tools	Major injury	3	3	9	Use mechanical means, doesn't lift or manual handle objects unless you feel comfortable to do so. Comply with specific manual handling assessments	1	1	2
Noise and Vibration	Exposure to noise and vibration from tools and plant	Major injury	3	2	6	Erecting warning signs, site fencing to prevent third parties accessing work areas, PPE for operatives. Comply with specific noise and vibration assessments	3	1	3
Hazardous substances	Contact with hazardous materials concrete, contaminated ground, diesel/spirits/oils	Major injury	3	3	9	Review of client supplied information, site inspection within building prior to work commencing and use of suitable PPE COSHH data sheets/COSHH assessments	2	2	4
Third parties	Unauthorised persons entering the work area	Fatality, and or, major injury	4	2	8	Erecting warning signs, site fencing to prevent third parties accessing work areas. Experienced operatives used, site induction	4	2	8
Waste management	Inappropriate storage and disposal of waste	Minor injury	2	4	8	Waste to be segregated where possible prior to disposal, disposal through registered waste carriers and appropriate transfer/consignment notes with relevant waste classification codes.	2	2	4
General works	Inappropriate work methods	Minor injury	2	4	8	Specific access equipment will be needed for ceiling access; dilapidation survey will mitigate any losses due to damage as result of the works (i.e. contractors standing on tables to gain access to height)	2	2	4
Site Staff	Overlapping with existing site personnel.	Fatality, and or, major injury	4	4	16	Co-ordination plan required to enable safe separation between existing site staff and building operatives.	4	2	8

# DESIGNERS RESIDUAL RISK REGISTER

## PERSONS AT RISK

CON = Construction Workers / Contractors  
 OPS = Operators  
 MAN = Maintainers (including window cleaners, decorators etc)  
 PUB = General Public  
 VIS = Visitors

## SEV = Severity

5 = Fatality  
 4 = Major injury and / or permanent disability  
 3 = Minor injury  
 2 = No injury

## PROB = Probability

5 = Likely/Frequent  
 4 = Probable  
 3 = Possible  
 2 = Remote  
 1 = Improbable



Project:		Refurbishment Project - Newport Pagnell Town Council					Ref. No. 6712-04-170510-MC-MC					
WORK ELEMENT OR ACTIVITY	CONSTRUCTION	MAINTENANCE	HAZARDS IDENTIFIED	RISK SCORE			CONTROL MEASURES	RESIDUAL RISK				
				SEV x PROB = TOTAL			For guidance only:	SEV x PROB = TOTAL				
							Risk score total => 10 action is required					
				SEV	PROB	TOTAL	Risk score total < 10 no action required			SEV	PROB	TOTAL
<b>DEMOLITIONS:</b> Removal works	✓	N/A	Existing services. Falls from height. Uncontrolled collapse. Working at height. Falling objects. Services.	4	3	12	Prepare and follow Method Statement. Temporary supports for structural stability. Keep work areas clear / avoid working below. Safe access equipment. Guarding to be erected. Warning notices. Use of PPE.	3	1	3		
<b>ASBESTOS REMOVAL / ASBESTOS BASED MATERIALS</b> (If found - none identified on survey).	✓	N/A	Inhalation, ingestion, absorption of substance (general personal health risk)	5	3	15	Prepare and follow Method Statement. Removal and disposal by licensed Contractor Use of PPE.	2	1	2		
<b>ROOFING:</b> (Replacement tiles / guttering etc)	✓	N/A	Falls from height. Manual handling. Falling objects. Working at height.	5	2	10	Prepare and follow Method Statement including working at high level. Use safe working platform (scaffold) with perimeter protection Safe access. Safe lifting equipment using mechanical lift/crane etc. Pre-erection check to be carried out. Keep work areas clear/avoid working below. Erection properly sequenced. Temporary and permanent supports to be provided for the structure until all designed components in place. Install fall protection prior to erection. Use of PPE. Warning notices.	3	1	3		
<b>EXTERNAL WALLS:</b> (Replacement bricks / render repairs / wall repairs)	✓	N/A	Falls from height. Manual handling. Falling objects. Working at height.	3	2	6	Prepare and follow Method Statement including working at high level. Use safe working platforms (adapt scaffold for installation and associated mastic work etc.)	2	1	2		

Project:		Refurbishment Project - Newport Pagnell Town Council					Ref. No. 6712-04-170510-MC-MC					
WORK ELEMENT OR ACTIVITY	CONSTRUCTION	MAINTENANCE	HAZARDS IDENTIFIED	RISK SCORE			CONTROL MEASURES	RESIDUAL RISK				
				SEV x PROB = TOTAL			For guidance only:			SEV x PROB = TOTAL		
				Risk score total => 10 action is required			Risk score total < 10 no action required			SEV	PROB	TOTAL
				SEV	PROB	TOTAL	SEV	PROB	TOTAL			
<b>SCAFFOLDING</b>	✓	N/A	Falls from height. Manual handling. Falling objects. Uncontrolled collapse. Working at height.	5	2	10	Ensure that all Contractors (including any of their sub-contractors) erecting scaffolding must hold valid CISRS cards (Construction Industry Scaffolders Record Scheme) and this qualification must be produced to the Principle Designer to verify their qualifications and / or competency. Erection properly sequenced.	3	1	3		
<b>DRY LINING AND PLASTERING:</b>	✓	N/A	Falls from and working at height Handling Microbiological contamination.	3	2	6	Use safe working platform and access. Use of PPE.	2	1	2		
<b>DECORATIONS:</b>	✓	N/A	Falls from height Working at height	2	2	4	Use safe working platform and access. Use 'easy reach' extendable painting rollers.	2	1	2		
<b>MATERIALS AND SUBSTANCES:</b> Decorative substances - paints/stains, sealants, leads etc.	✓	N/A	Inhalation/ingestion/adsorption of substances	2	2	4	Use of PPE. Substitute hazardous materials for less hazardous materials. Work in accordance with COSHH assessments.	2	1	2		
<b>MECHANICAL AND ELECTRICAL INSTALLATIONS/SERVICES:</b>	✓	N/A	Risk of shock/personal injury Falls from and working at height	5	2	10	Prepare and follow Method Statement. Identification/isolation. Use of PPE.	3	2	6		
<b>SITE ACCESS / EGRESS:</b>	✓	N/A	Vehicles / plant etc	2	2	4	Prepare and follow Method Statement. Traffic Management to be put in place. Use of banksman.	2	1	2		

The employment of competent employees/contractors supported with risk assessments and method statements is pre-requisite of work on site.

The risk covers the common risk and control measures associated with most commercial projects to reduce the risk of injury during construction and maintenance.

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# M&E Services Hazard Identification & Risk Register

## Proposed Refurbishment at Newport Pagnell Town Hall

This Risk Register is referenced to **Mechanical, Electrical and Public Health** Building Services only and will be updated and issued accordingly. This Register should be read in conjunction with all other Design Team Members own Risk Assessments.

Core Element (Do Not Alter List)	DRA Ref No	Date Entered	Risk Identified	Assessment of Risk			Minimum Guidance provided to Contractor for controlling Risks
				L	S	R	
<b>(1) General Site Services Distribution</b>	DRA(1)01	08-May-17	Interaction with existing electrical supplies and systems – risk of Electrocutation	3	8	24	Contractor to carry out survey of existing electrical services in area and adjacent to construction works. Contractor to issue method statements before commencement of 'strip out' works. Contractor to liaise with project manager before de-energising of electrical circuits that may affect rooms around the construction area
<b>(2) Electrical Lighting &amp; Power Installations</b>	DRA(2)01	08-May-17	Luminaires shall have well designed maintenance features to enable simple single person access. Luminaires shall be selected that have LED lamps to reduce the frequency for lamp changing.	2	6	12	Normal installation practices for working at height using appropriate access equipment.
<b>(3) Primary Heating Systems</b>	DRA(3)01	08-May-17	Radiator heating is the most appropriate technical solution for the heating in the Building. Slight alterations required to existing heating system. All isolation valves are to be located in an easily identified and accessible location for future maintenance. Follow Manufacturers guidelines when moving existing boiler and ensure all safety valves are installed.	2	4	8	Ensure full PPE is worn when removing redundant pipework including goggles, gloves and face mask. Fire extinguishers and a full method statement must be provided prior to cutting and removing any pipework. Isolate and drain off full heating system.
<b>(4) Domestic Water Services</b>	DRA(4)01	08-May-17	Slight alterations required to existing domestic water services that will result in loss of water to Building. Isolate Hot water system before commencing work and drain all domestic water outlets. All isolation valves are to be located in an easily identified and accessible location for future maintenance.	2	4	8	Contractor to familiarise himself with the location of the site stop cock. Fire extinguishers and a full method statement must be provided prior to cutting and removing any pipework. Ensure full PPE is worn when removing redundant pipework including goggles, gloves and face mask. Isolate and drain off full domestic water services system.
<b>(5) Supply &amp; Extract Ventilation Systems</b>	DRA(5)01	08-May-17	Wall mounted extract fans are the most appropriate technical solution to ventilate the central areas. This does however present a residual risk for maintenance access in the future on the upper floor and this will need to be managed and controlled by building user.	2	5	10	Contractor shall wear full PPE when cutting openings to house the extract fans.
<b>(6) Cooling Systems</b>	DRA(6)01	08-May-17	N/A	1	1	1	N/A
<b>(7) Public Health Services</b>	DRA(7)01	08-May-17	Existing drainage runs have been identified and will require sealing and capping off. Possible contaminates from previous use.	2	2	4	Contractor is to wear full PPE including safety glasses and gloves when working on the existing drainage.
<b>(8) Gas</b>	DRA(10)01	08-May-17	Isolation of gas services to the boiler required whilst relocating existing boiler. Gas pipework is to be modified to suit new position of boiler.	4	6	24	Contractor shall provide a full method statement of the isolation of the gas supply and run the gas pipework on the roof. Fire extinguishers and a full method statement must be provided prior to cutting and removing any pipework. Isolate and full Gas system and lock off incoming valves.

### Risk Category Matrix (Red/Amber/Green)

		Likelihood/Probability (P)									
		Very Unlikely (within Lifetime)	Unlikely (within Decades)	May Happen (within Year)			Likely (within Months)		Very Likely (within Project Timescale)	Certain or Imminent	
<b>Severity/Consequence</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Death Significant Pollution	10	10	20	30	40	50	60	70	80	90	100
Injury/Illness (Permanent Disablement) Pollution	9	9	18	27	36	45	54	63	72	81	90
	8	8	16	24	32	40	48	56	64	72	80
	7	7	14	21	28	35	42	49	56	63	70
Significant Injury/Illness (Temporary Disablement), Damage Pollution	6	6	12	18	24	30	36	42	48	54	60
	5	5	10	15	20	25	30	35	40	45	50
	4	4	8	12	16	20	24	28	32	36	40
	3	3	6	9	12	15	18	21	24	27	30
Minor Injury/Damage/Illness (Not Lost Time)	2	2	4	6	8	10	12	14	16	18	20
Delay Only	1	1	2	3	4	5	6	7	8	9	10

## Designer's Risk Assessment – BA3726

Designer: John Beresford				Project: NPTC – 80, High Street, Newport Pagnell						
Job No. BA3726				Date: 10.05.17					Page 1 of 2	
Ref No.	Activity/Element	Potential Hazards	Population at Risk	Risk Rating			Action at Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
1	Working at height	Falling	Workforce	M	L	L	Advise Control Measures including access equipment and safety equipment	JB	04.16	Use suitable Hop ups or step ladders.
2	Temporary Propping	Floor Collapse	Workforce	L	H	L	Advise the use of temporary support systems.	JB	04.16	Use suitable temporary supports and props with spreader boards
3	Demolition of internal walls	Airborne materials and Dust	All	H	S	M	Advise Control Methods	JB	04.16	Wear protective clothing, face masks and control methods including damping down and shielding the work areas from the public
4	Demolition of brickwork	Sudden collapse of masonry	Workforce	M	M	M	Advise Control Methods	JB	04.16	Wear protective clothing, face masks and control methods including damping down
5	General	Noise and Vibration	Workforce	H	L	M	Advise control methods	JB	04.16	Wear Protective Clothing. Use equipment designed to minimise the production of noise and vibration.
6	Erection of Steelwork	Injury/Death	Workforce	M	H	H	Advise Control Measures	JB	04.16	Use suitable mechanical handling and support. Ensure all workforce wear protective gear
7	Installation of new beams etc under existing structure	Injury / Death	Workforce	M	H	H	Advise control measures	JB	04.16	Ensure the use of suitable lifting equipment to support the steel beams. Ensure that the steel beams are fully supported and connected before removing temporary supports.
8	Welding	Injury	All	L	H	M	Advise Control Methods	JB	04.16	Use appropriate equipment including face masks and the use of a trained workforce. Wear Protective Clothing
9	Welding	Fire	All	L	H	M	Advise Control Methods	JB	04.16	Provide appropriate fire extinguishers and protect adjacent flammable material.

**Key:** L= Likelihood (Low, Medium, High) S = Severity (Low, Medium, High) R = Risk (Likelihood x Severity)

Designer: John Beresford				Project: NPTC – 80, High Street, Newport Pagnell						
Job No. BA3726				Date: 10.05.17					Page 2 of 2	
Ref No.	Activity/Element	Potential Hazards	Population at Risk	Risk Rating			Action at Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
10	General	Falling tools and materials.	Workforce	M	H	H	Advise control measures	JB	04.16	Ensure all workforce wear protective gear including hard hats and safety boots.
11	General	Fire	All	M	M	M	Advise control measures	JB	04.16	Ensure fire safety equipment maintained on site. Keep records of all personnel currently on site including visitors
12	General	Personal injuries	Public	M	M	M	Advise Control Methods	JB	04.16	Provide security fencing between the working area and the public
13	General	Personal injuries	Workforce	M	M	M	Advise Control Methods	JB	04.16	Ensure all workforce wear protective gear including hard hats, high visibility clothing and safety boots.

**Key:** L= Likelihood (Low, Medium, High) S = Severity (Low, Medium, High) R = Risk (Likelihood x Severity)

## **Appendix 3**

Asbestos Report

**Issue 1**  
**7<sup>th</sup> March 2011**

# **ASBESTOS REGISTER AUDIT**



**Newport Pagnell Town Council**  
**80 High Street**  
**Newport Pagnell**  
**Buckinghamshire**  
**MK16 8AQ**

**for**

**Lesley Welch**  
**Town Clerk**

**Review conducted by**  
**Michael Gray MRSC. LFOH. ROH.**  
**MWG Associates Ltd**

## **SECTION**

### **1.0 Introduction**

#### 1.1 Management Summary

### **2.0 Asbestos Register Audit**

#### 2.1 Town Council Offices, 80 High St, Newport Pagnell

### **3.0 General Recommendations**

#### **Appendix I Notes and Restrictions**

#### **Appendix II Legal Requirements**

## **1 Introduction**

Instructions were received from Lesley Welch, Town Clerk, Newport Pagnell Town Council, to carry out an asbestos register audit of the Town Council Offices at 80 High St, Newport Pagnell to review the findings from the asbestos survey carried out on 20<sup>th</sup> March 2001 by Bruce Birtwistle, Willis UK Ltd.

The objective of the audit was to re-assess and re-inspect asbestos containing material within the buildings in accordance with the Control of Asbestos Regulations 2006, and in line with the current requirements in the HSG 264 Asbestos: The survey guide.

The audit was carried out on the 7<sup>th</sup> March 2011 by Michael Gray of MWG Associates Ltd.

### **1.1 Management Summary**

The latest audit has shown that no asbestos containing materials were detected.

#### **80 High St, Town Council Office**

##### **G/F Front Office**

Fire Place Cover Removed. No asbestos detected.

##### **G/F Back Office**

Fire Place Cover Removed. No asbestos detected.

##### **1<sup>st</sup> Floor Back Area Committee Room**

Fire Place Cover Removed. No asbestos detected.

##### **2nd Floor Back Room**

Fire Place Cover Removed. No asbestos detected.

## 2.0 Asbestos Register Audit

### 2.1 80 High St, Town Council Offices, Newport Pagnell

Location	Form	Asbestos Survey Report Findings, 20 <sup>th</sup> March 2001			Asbestos Register Audit, 7 <sup>th</sup> March 2011		
		Analysis Results	Category Rating	Recommendations	Comments	Revised Category Rating	Recommendations
Ground Floor Front Office 02	AIB Fire Place Cover	Chrysotile (White)	C	Label and ultimately Remove.	Fireplace Cover Removed and replaced with wood panel.	Z	None
Ground Floor Back Office 03	AIB Fire Place Cover	Chrysotile (White)	C	Label and ultimately Remove.	Fireplace Cover Removed and replaced with wood panel.	Z	None
1 <sup>st</sup> Floor Back Area Committee Room	AIB Fire Place Cover	Chrysotile (White)	C	Label and ultimately Remove.	Fireplace Cover Removed and replaced with wood panel.	Z	None
2 <sup>nd</sup> Floor Back Room	AIB Fire Place Cover	Chrysotile (White)	C	Label and ultimately Remove.	Fireplace Cover Removed and replaced with wood panel.	Z	None
Ground Office Front Door 01	No asbestos detected						
Ground Floor Stairs 04	No asbestos detected						
Ground Floor Corridor 05	No asbestos detected						

2.1 80 High St, Town Council Offices, Newport Pagnell

Location	Form	Asbestos Survey Report Findings, 20 <sup>th</sup> March 2001			Asbestos Register Audit, 7 <sup>th</sup> March 2011		
		Analysis Results	Category Rating	Recommendations	Comments	Revised Category Rating	Recommendations
Ground Floor Under Stairs Cupboard 06	No asbestos detected						
Ground Floor Area 07	No asbestos detected						
Ground Floor Room 08	No asbestos detected						
Ground Floor Room 09	No asbestos detected						
Ground Floor Room 10	No asbestos detected						
First Floor Council Chamber 11	No asbestos detected						

**2.1 80 High St, Town Council Offices, Newport Pagnell**

Location	Form	Asbestos Survey Report Findings, 20 <sup>th</sup> March 2001			Asbestos Register Audit, 7 <sup>th</sup> March 2011		
		Analysis Results	Category Rating	Recommendations	Comments	Revised Category Rating	Recommendations
First Floor Corridor 12		No asbestos detected.					
First Floor Stairs 13		No asbestos detected					
2 <sup>nd</sup> Floor Corridor 14		No asbestos detected					
2 <sup>nd</sup> Floor Front Office 15		No asbestos detected					
2 <sup>nd</sup> Floor Stairs 16		No asbestos detected					
2 <sup>nd</sup> Floor Back Office 17		No asbestos detected					
Loft		No asbestos detected					

### **3.0 General Recommendations**

As no asbestos containing materials were detected within the building there are no recommendations.

This facility will not require any further audits in the future.

---

**APPENDIX I**  
**NOTES AND RESTRICTIONS**

### **Woven Asbestos Products**

Woven material products found commonly in workshop areas such as fire blankets and gloves/gauntlets, generally score a high priority category. They are however, not generally considered to be a health hazard when *in situ*.

### **Fan Heater Units**

Fan Heater units (e.g. “Weatherfoils” ) can be lined with asbestos panels which are often unsealed. Unless there is a lift off cover or front panel, these heaters would not usually be inspected unless a certified electrician is on hand to safely isolate the unit.

### **Fire Doors**

Some fire doors may contain an inner “sandwich” layer of asbestos, which is not visible without partially dismantling the door. This should be borne in mind during the replacement of such doors and further investigation carried out as necessary.

### **Electrical Switch Gear**

It was common for fuse boxes and electrical units of a certain type and age to contain a woven asbestos flashguard or spark arrester on the back of the fuse. These boxes would not usually be sampled unless certified as being isolated.

### **Compressed Fibre Gaskets**

Compressed asbestos fibre gaskets (e.g. “Klinger”) are still available for engineering use. *In situ* they have a low risk unless they become extremely degraded.

### **Soil Pipes**

In the past, asbestos has been used as packing/jointing material to pipe collars. These would not normally be examined unless systematically and destructively inspected.

### **Bituminous Roofing felt**

Roof felts are not examined as any asbestos which may be present is in low concentrations and there is a low risk of fibre release.

### **Re – insulated Pipework and Other Services**

Residual asbestos material may be present beneath re-lagged services, which underwent asbestos removal in the past when the accepted standard was not as high as it is now. Man – made mineral fibre insulation will not be inspected beneath unless specifically requested.

### **Toilet Cisterns**

Certain makes of toilet cisterns have various types of asbestos fibre within the matrix. These are difficult to sample without causing damage, in particular the “Shires Lynx” type require further investigation.

### **Acoustic Sink Pads**

Some sinks have been fitted with a black acoustic mat on the underside of the basin. The pad is of a low risk nature and does not present a hazard in its undisturbed state. It is not usual to take samples.

### **“Artex”**

In order to conduct a satisfactory analytical procedure, the size of sample required to be taken may have affected the finish of the surface. In these circumstances the material will be noted as being “suspect”.

### **Paint**

Certain paint finishes can contain small amounts of Chrysotile asbestos. Paints would not usually be sampled unless specifically requested.

**APPENDIX II**  
**LEGAL REQUIREMENTS**

## Overview

In addition to those regulations which are specific to asbestos, the Health and Safety at Work Act (1974) places general duties on employers and self-employed persons to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees and persons other than their employees, who may be affected by any of their undertakings. They must also ensure that the premises and any plant or installation therein are safe and present no risks to health from substances such as asbestos. The following is an outline of the most relevant Acts and Regulations, which apply to the management of asbestos materials in buildings.

The Control of Asbestos Regulations 2006 came into force on 13 November 2006 (Asbestos Regulations - SI 2006/2739)

These Regulations bring together the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing.

The Regulations prohibit the importation, supply and use of all forms of asbestos. They continue the ban introduced for blue and brown asbestos 1985 and for white asbestos in 1999. They also continue the ban the second-hand use of asbestos products such as asbestos cement sheets and asbestos boards and tiles; including panels which have been covered with paint or textured plaster containing asbestos.

**REMEMBER: The ban applies to new use of asbestos. If existing asbestos containing materials are in good condition, they may be left in place, their condition monitored and managed to ensure they are not disturbed.**

The Asbestos Regulations also include the 'duty to manage asbestos' in non-domestic premises. Guidance on the duty to manage asbestos can be found in the 'Approved Code of Practice The Management of Asbestos in Non-Domestic Premises', L127, ISBN 0 7176 6209 8 and on the duty to manage area of this website.

The Regulations require mandatory training for anyone liable to be exposed to asbestos fibres at work (see regulation 10). This includes maintenance workers and others who may come into contact with or who may disturb asbestos (eg cable installers) as well as those involved in asbestos removal work.

When work with asbestos or which may disturb asbestos is being carried out, the Asbestos Regulations require employers and the self-employed to prevent exposure to asbestos fibres. Where this is not reasonably practicable, they must make sure that exposure is kept as low as reasonably practicable by measures other than the use of respiratory protective equipment. The spread of asbestos must be prevented. The Regulations specify the work methods and controls that should be used to prevent exposure and spread.

Worker exposure must be below the airborne exposure limit (Control Limit). The Asbestos Regulations have a single Control Limit for all types of asbestos of 0.1 fibres per cm<sup>3</sup>. A Control Limit is a maximum concentration of asbestos fibres in the air (averaged over any continuous 4 hour period) that must not be exceeded.

In addition, short term exposures must be strictly controlled and worker exposure should not exceed 0.6 fibres per cm<sup>3</sup> of air averaged over any continuous 10 minute period using

respiratory protective equipment if exposure cannot be reduced sufficiently using other means.

Respiratory protective equipment is an important part of the control regime but it must not be the sole measure used to reduce exposure and should only be used to supplement other measures. Work methods that control the release of fibres such as those detailed in the [Asbestos Essentials task sheets](#) for non-licensed work should be used. Respiratory protective equipment must be suitable, must fit properly and must ensure that worker exposure is reduced as low as is reasonably practicable.

Most asbestos removal work must be undertaken by a licensed contractor but any decision on whether particular work is licensable is based on the risk. Work is only exempt from licensing if:

- the exposure of employees to asbestos fibres is sporadic and of low intensity (but exposure cannot be considered to be sporadic and of low intensity if the concentration of asbestos in the air is liable to exceed 0.6 fibres per cm<sup>3</sup> measured over 10 minutes); and
- it is clear from the risk assessment that the exposure of any employee to asbestos will not exceed the control limit; and
- the work involves:
  1. short, non-continuous maintenance activities. Work can only be considered as short, non-continuous maintenance activities if any one person carries out work with these materials for less than one hour in a seven-day period. The total time spent by all workers on the work should not exceed a total of two hours. [i]
  2. removal of materials in which the asbestos fibres are firmly linked in a matrix, Such materials include: asbestos cement; textured decorative coatings and paints which contain asbestos; articles of bitumen, plastic, resin or rubber which contain asbestos where their thermal or acoustic properties are incidental to their main purpose (eg vinyl floor tiles, electric cables, roofing felt) and other insulation products which may be used at high temperatures but have no insulation purposes, for example gaskets, washers, ropes and seals.
  3. encapsulation or sealing of asbestos-containing materials which are in good condition, or
  4. air monitoring and control, and the collection and analysis of samples to find out if a specific material contains asbestos.

Under the Asbestos Regulations, anyone carrying out work on asbestos insulation, asbestos coating or asbestos insulating board (AIB) needs a licence issued by HSE unless they meet one of the exemptions above.

**REMEMBER: Although you may not need a licence to carry out a particular job, you still need to comply with the rest of the requirements of the Asbestos Regulations.**

If the work is licensable you have a number of additional duties. You need to:

- Notify the enforcing authority responsible for the site where you are working (for example HSE or the local authority)
- Designate the work area (see regulation 18 for details)
- Prepare specific asbestos emergency procedures; and

- Pay for your employees to undergo medical surveillance

The Asbestos Regulations require any analysis of the concentration of asbestos in the air to be measured in accordance with the 1997 WHO recommended method.

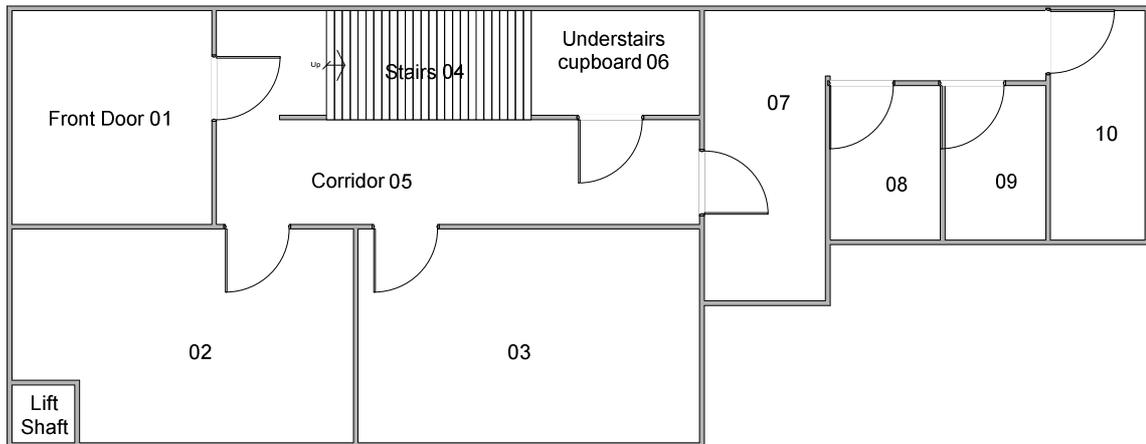
From 6 April 2007, a clearance certificate for re-occupation may only be issued by a body accredited to do so. At the moment, such accreditation can only be provided by the United Kingdom Accreditation Service (UKAS).

You can find more details of how to undertake work with asbestos containing materials, the type of controls necessary, what training is required and analytical methods in the following HSE publications

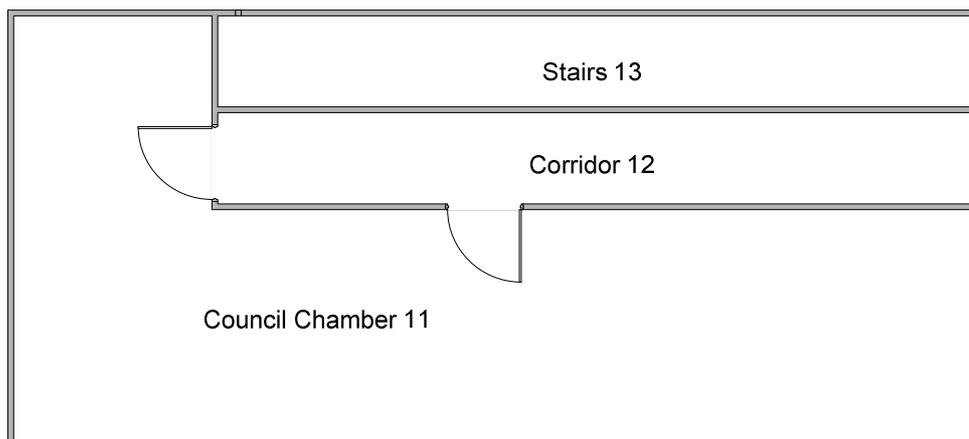
- Approved Code of Practice Work with Materials containing Asbestos, L143, ISBN 0 7176 6206 3
- Asbestos: the Licensed Contractors Guide, HSG 247, ISBN 0 7176 2874 4
- Asbestos: The analysts' guide for sampling, analysis and clearance procedures, HSG 248, ISBN 0 7176 2875 2
- Asbestos Essentials, HSG 210, ISBN 0 71761887 0 (Asbestos Essentials task sheets are available on the Asbestos Essentials area of this website).
- HSG 264 Asbestos: The survey guide.

## Site Plans

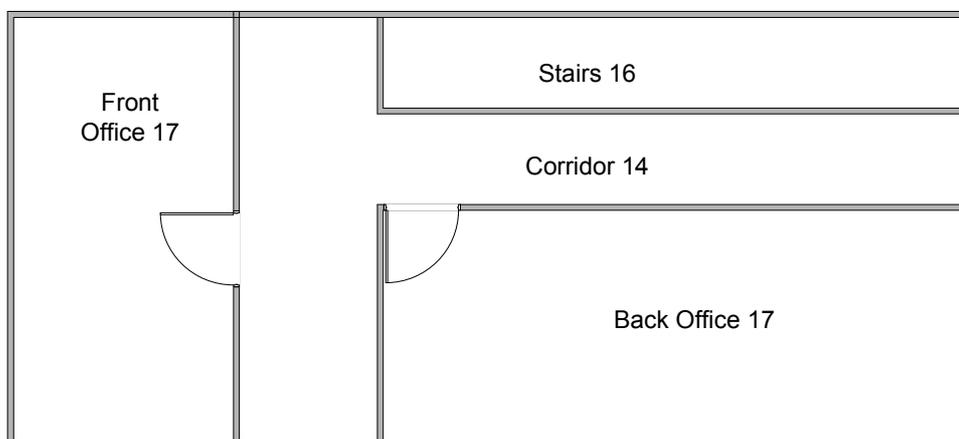
### Ground Floor



### 1<sup>st</sup> Floor



### 2<sup>nd</sup> Floor



## **Appendix 4**

Construction Phase Plan: Guidance Information

## **CONSTRUCTION PHASE PLAN: GUIDANCE INFORMATION**

It is a requirement of the Construction (Design and Management) Regulations 2015 that the Client (Employer) shall ensure that the construction phase of the project shall not commence unless a Health and Safety Plan complying with the Regulations has been prepared for the project.

The Construction Phase Plan is to be produced by the Principal Contractor and submitted to the Principle Designer. Work is not to commence on site until the Principle Designer has notified the Principal Contractor, in writing, that the plan is satisfactory to allow site commencement.

Once the Contractor has been appointed delay in producing an acceptable Health and Safety Plan may delay commencement on site and completion of the project. It should be noted that such delays will not be considered as grounds for an extension of time and may therefore result in the deduction of liquidated and ascertained damages. This document has been produced to assist the Contractor in avoiding delays.

The Construction Phase Plan does not have to be complete prior to commencement of work on site. It should be a live document that is developed as necessary throughout the construction phase. There is, however, a minimum amount of information that should be included in the plan before work starts.

As a guide for Contractors the following checklist is provided to indicate the minimum information to be included in the plan if acceptance by the Principle Designer is to be given. The checklist is not intended to be comprehensive and other items of information may need to be included in the plan to suit the specific project, conversely not all the items on the checklist may be relevant to the project being considered.

The information below is structured as Appendix 3 of "Managing Construction for Health and Safety" (HSE). The Construction Phase Plan does not have to be structured in this way to be acceptable as long as each issue identified is covered by the Plan. The source of some of the information to be included in the Plan will be the Pre-Construction Information Pack provided to the Contractor at tender stage.

It should be noted that once the Plan is accepted its future development is the responsibility of the Principal Contractor.

A copy of the accepted Plan should be available for reference on site and a copy should also be provided for the Contract Administrator, Clerk of Works and in the case of occupied premises on or adjacent to the site, the head of establishment. There is a contractual obligation for the Principal Contractor to notify the Employer of any subsequent amendment to the Plan.

# CHECKLIST OF CONSTRUCTION PHASE PLAN CONTENT

## 1 INTRODUCTION

### 1.01 DESCRIPTION OF PROJECT

- Project location.
- General description of the Works.
- Programme identifying each significant work element.
- Name of Client (Employer).
- Name of Principal Contractor.
- Name of Architect/Contract Administrator.
- Name(s) of Consultants.
- Name of Principle Designer.
- Names of sub-contractors or, where not appointed, identification of work to be carried out by sub-contractors.
- Name of establishment contact (existing premises).

### 1.02 HEALTH AND SAFETY STATEMENT

- A general statement of health and safety principles and objectives for the project.
- Where the Works take place in an existing occupied building or are on the same site as occupied buildings a statement of the objective of ensuring the health and safety of occupants and visitors as well as the workforce.

### 1.03 RESTRICTIONS AFFECTING THE WORK

- A clear statement identifying all the project specific issues which need to be taken into account in managing health and safety for the project. Many of these will have been identified in the pre-construction information pack, but should be restated giving details, where appropriate, of control measures.  
Typically this will include the following:
  - Contractors work area, extent and type of security fencing.
  - Site access, location and any restriction on use (e.g. time restrictions).
  - Arrangements for vehicular and pedestrian access to occupied buildings and external areas on site or adjacent and any segregation for site traffic.
  - Description and pattern of use by occupants/visitors of any existing buildings on or adjacent to site and consequential restrictions.
  - Description of any features in area surrounding site e.g. shops, main roads, children's play areas, housing etc, which may have health and safety implications.
  - Location of existing underground or overhead services and method of identifying their accurate location prior to commencement of work.

A drawing will be the best means of providing information for some of the above and should be included in the health and safety plan.

## CHECKLIST OF CONSTRUCTION PHASE PLAN CONTENT / Continued

### 2 ARRANGEMENTS FOR MANAGING AND ORGANISING THE PROJECT

#### 2.01 MANAGEMENT

- Details of the Principal Contractor's management structure applicable to the project, stating names, work location and telephone numbers of personnel identified. Generally it is anticipated that a representative of the Principal Contractor will be permanently on site during working hours and this should be confirmed in the plan.
- Details of the Principal Contractor's arrangements for giving directions to and co-ordinating contractors, e.g. verbal and written communications, site meetings etc.

#### 2.02 SETTING STANDARDS

- Identification of statutory requirements specific to project.
- Identification of any other standards applicable, e.g. client requirements, occupied building establishment's health and safety policy, contractor's own health and safety policy etc.

#### 2.03 INFORMATION FOR CONTRACTORS

- Means by which the Principal Contractor will inform contractors of health and safety risk arising from the project environment and the construction work, i.e. communication of health and safety plan information as related to particular contractors.

#### 2.04 SELECTION PROCEDURES

- Details of the Principal Contractors arrangements for ensuring that all:-
  - Contractors, the self employed and designers to the appointed by the Principal Contractor are competent and will make adequate provision for health and safety.
  - Suppliers of materials to the Principal Contractor will provide adequate health and safety information to support their products.
  - Machinery and other plant supplied for common use will be properly selected, used and maintained; and that operator training has been provided.

#### 2.05 COMMUNICATION AND CO-OPERATION

- Details of means of communicating and passing information to all members of the project team, including the client and any client's representatives, designers, the Principle Designer, the Principal Contractor, other contractors, site workers and other whose health and safety may be affected.

It should be noted that if the Employer's Contract Administrator considers that work is being carried out in breach of health and safety legal requirements he will issue a Health and Safety Notification identifying the relevant items to the Contractor on site. A copy will be issued to the Contractors office and the Employers Health and Safety Officer. This process and the Principal Contractors procedure for response should be included in the health and safety plan.
- Details of arrangements for securing co-operation between contractors for health and safety purposes.
- Details of arrangements for management meetings and initiatives by which the health and safety objectives of the project are to be achieved.
- Details of arrangements for dealing with design work carried out during the construction phase, ensuring it complies with CDM regulation 13 and resultant information is passed to the appropriate persons.

## CHECKLIST OF CONSTRUCTION PHASE PLAN CONTENT / Continued

### 2.06 ACTIVITIES WITH RISK TO HEALTH AND SAFETY

- Arrangements for identification and effective management of activities with risks to health and safety. Activities should be identified in the Health and Safety Plan, which will require risk assessment and method statements by the Principal Contractor and other contractors.
- Full risk assessments and method statements identified as above for those elements of work, which will be carried out at any early stage on site.

### 2.07 EMERGENCY PROCEDURES

- Details of emergency procedures for dealing with injuries, fire and other dangerous occurrences. This should include details of the following:-
  - Provision of first aid equipment.
  - First aid personnel with details of training (Health and Safety (First Aid) Regulations 1981).
  - Notices giving details of first aid arrangements.
  - Fire fighting equipment, alarms, means of escape, Fire and Rescue Service notification.
  - Notices giving details of fire precautions arrangements.
  - Emergency procedures co-ordination with staff of occupied premises.

### 2.08 REPORTING OF RIDDOR INFORMATION

- Arrangements for informing the Principal Contractor about accidents, ill health and dangerous occurrences which need to be notified to HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### 2.09 WELFARE

- Specific details of arrangements for welfare facilities, i.e. sanitary arrangements, washing facilities, mess-rooms, provision of drinking water (Construction (Health Safety and Welfare) Regulations 1996).

### 2.10 INFORMATION AND TRAINING FOR PEOPLE ON SITE

- Details of arrangements by which the Principal Contractor will check that people on site have been provided with:
  - Health and safety information.
  - Health and safety training.
  - Information about the project (the names of the Principle Designer and Principal Contractor and relevant parts of the health and safety plan) by their employer.
  - Details of arrangements for the display of statutory notices.
- Details of arrangements for project specific awareness training.
- Details of arrangements for toolbox or task health and safety talks.

### 2.11 CONSULTATION WITH PEOPLE ON SITE

- Details of arrangements that have been made for consulting and co-ordinating the views of people on site or their representatives.
- Details of arrangements for consultation with head of establishment for occupied buildings on or adjacent to site.

## CHECKLIST OF CONSTRUCTION PHASE PLAN CONTENT / Continued

### 2.12 SITE RULES

- Listing of all site rules applicable at commencement of work on site. General site rules should include statements dealing with the following:
  - Personal Protective Equipment e.g. safety helmets, footwear, hearing protection etc.
  - Smoking restrictions.
  - Use of 110v electrical equipment.
  - Visitors to site.
  - RIDDOR.
  - Site transport.
  - Any restriction on delivery times etc.
  - Emergency procedures for fire/first aid etc.
- Details of means of updating/developing site rules as project proceeds.

### 2.13 HEALTH AND SAFETY FILE

- Details of arrangements for passing on information for the preparation of the health and safety file.

### 2.14 ARRANGEMENTS FOR MONITORING

- Details of arrangements for active and reactive monitoring to achieve compliance with the following:
  - Legal requirements.
  - The health and safety rules developed by the Principal Contractor through regular planned checks, and by carrying out investigations of incidents (whether causing injury, loss, or “near miss”) and complaints. This may involve co-operation and regular meetings between senior management and those who provide health and safety advice to them.
- Details for monitoring of:
  - Procedures, e.g. contractor selection and the management of certain trades.
  - On-site standards actually achieved compared with those set for the project.

### 2.15 PROJECT REVIEW

- Reviews throughout the project, as different trades complete their work and at its conclusion. This means that the lessons learnt in terms of the standards set and those actually achieved can be taken forward.

## **SECTION 3**

Form of Tender

**REFURBISHMENT PROJECT  
AT 80 HIGH STREET, NEWPORT PAGNELL, BUCKS  
FOR NEWPORT PAGNELL TOWN COUNCIL**

**Form of Tender: Minor Works Building Contract 2016**

---

Contract Works: Refurbishment Project

Location: 80 High Street, Newport Pagnell

To: Newport Pagnell Town Council

I / We .....

Of .....

offer to carry out and complete the Contract Works referred to above in accordance with :

1. The Specification and drawings supplied to me / us with the invitation to tender
2. The Standard Form of Building Contract referred to in the Specification

for the sum of £ .....

(£s in words) .....

with a commencement date of ..... and completion within .....weeks.

I / We declare that in preparing this tender for submission I / we have not in any respect followed either of the following practices condemned by the Monopolies and Restrictive Practices Commission namely:

- a. Communicating to any person other than the person calling for the tenders the amount of any proposed tender for such work in accordance with any agreement so to communicate.
- b. Adjusting the amount of any proposed tender for the work in accordance with any agreement or arrangement between the proposed tenderer and any person other than the person calling for the tender for such work.

I / We acknowledge that conditions other than those stated in the letter of invitation to tender and this form of tender will not apply.

Signed .....

Date .....

No alteration to the Form of Tender shall be made by the tenderer either by the deletion or addition of any words except where blank spaces are left for this purpose.

Newport Pagnell Town Council do not bind themselves to accept the lowest or any tender.

## **SECTION 4**

Appendix A

## Appendix A

### NEWPORT PAGNELL TOWN COUNCIL

80 High Street, Newport Pagnell – Alterations and Refurbishment

#### SECTION 1: ORGANISATIONAL INFORMATION

Name of the organisation in whose name the tender would be submitted:	
Contact name for enquiries about the bid:	
Contact Position (Job Title):	
Address:	
Post Code:	
Telephone Number:	
Fax Number:	
Email Address:	
Website Address (if any):	
Company Registration number (if this applies):	
Charity or Housing Association or other Registration number (if this applies). Please specify registration body:	
Date of Registration:	
Registration Address if different from above:	
Post Code:	
VAT Registration number (if applicable)	

**NEWPORT PAGNELL TOWN COUNCIL**

80 High Street, Newport Pagnell – Alterations and Refurbishment

Is your organisation:

(please tick **one**)

i) a public limited company?	
ii) a limited company	
iii) a partnership	
iv) a sole trader	
v) other (please specify)	
Name of (ultimate) parent company (if this applies):	
Companies House Registration Number of parent company (if this applies):	

## NEWPORT PAGNELL TOWN COUNCIL

80 High Street, Newport Pagnell – Alterations and Refurbishment

### SECTION 2: EVALUATION OF TECHNICAL (60 points)

Please note that failure to provide a satisfactory response to any of the questions may result in Newport Pagnell Council not proceeding further with this application.

The information supplied by the bidder will be checked initially for completeness and compliance before responses are evaluated.

#### Evaluation methodology

Section 2 is in rounds. You need to qualify at each round before you can go to the next. This is because we want you to demonstrate that you are an appropriate choice of contractor to successfully deliver the Contract Works.

Round 1 - Mandatory headline, or 'show-stopper', questions (minimum requirements for this contract)	These require a tick of either 'yes' or a 'no'. This will be marked on a pass or fail basis	10
Round 2 - Contract-specific questions (marked according to 0-5 scoring scale below)	You need to demonstrate to the council's evaluation panel that you have: <ul style="list-style-type: none"><li>• technical expertise and experience and professional ability for the opportunity you are pursuing by giving examples;</li><li>• sufficient administrative and staff resources within your organisation for this opportunity;</li><li>• appropriate internal employment procedures, including ethical practices within your organisation;</li><li>• relevant professional training in place for staff, and/or accreditations as required;</li><li>• appropriate insurance, policies, procedures and systems in place and are legally compliant.</li><li>• Provided a suitable method statement;</li><li>• Produced a schedule of works that will allow for Town Council employees to retain one floor of work stations at all times.</li></ul>	40
Round 3 - Financial		10

Most questions require a tick in the 'yes' or 'no' box. If you tick 'no' to any of the answers, you may be asked to give a brief explanation or be required to provide certain information within an agreed timescale.

**NEWPORT PAGNELL TOWN COUNCIL**

80 High Street, Newport Pagnell – Alterations and Refurbishment

**Round 1: HEADLINE ('SHOW-STOPPER') QUESTIONS (10 points)**

Please answer 'Yes' or 'No' to the questions below. **If you answer 'no' to any question then this means that your organisation is not ready to bid for the contract, and you cannot go any further.**

2.1.1 Do you have experience of delivering similar types of works relating to listed buildings (6 points)

Yes  No

2.1.2 Are you able to confirm that your organisation has not been subject to any formal Prohibition or Improvement Notices from the Health and Safety Executive in the last 3 years? (3 points)

Yes  No

2.1.3 Are you able to send and receive communications in an electronic format and be able to access information data, from a remote internet portal or the like? (1 point)

Yes  No

**NEWPORT PAGNELL TOWN COUNCIL**

80 High Street, Newport Pagnell – Alterations and Refurbishment

**Round 2: CONTRACT SPECIFIC QUESTIONS (40 points)**

Your answers will be marked on the following 0-5 scale and with the total for this round being pro rata against the 40 points available:

- 0) There is no response to the question
- 1) An attempt has been made to respond, but has not met minimum requirements / experience (has not covered any essential points)
- 2) The response / experience has partially met minimum requirements (has covered some essential points)
- 3) The response / experience has met minimum requirements (has covered all essential points, may have included clear examples)
- 4) The response / experience has exceeded minimum requirements (covered more than the essential points, gave clear examples)
- 5) The response / experience has added significant value. Examples are given which clearly illustrate this (covered more than the essential points, gave clear thorough examples that evidence where value has been added)

**QUESTIONS (2.2.1 – 2.2.6)**

2.2.1 Please provide examples of similar works carried out in the locality of Newport Pagnell, Milton Keynes or surrounding areas. Location/size/value/duration/date.

2.2.2 Please provide contact details for references above.

2.2.3 Please provide examples, if difference from the above, where you have worked for a local authority?

2.2.4 Please provide suitable method statements for carrying out the works to completion.

**NEWPORT PAGNELL TOWN COUNCIL**

80 High Street, Newport Pagnell – Alterations and Refurbishment

2.2.5 Please provide a statement to convey your ability to deliver the required works against your programme.

2.2.6 Provide a programme showing your time requirement to complete the works. Duration of programme will be a key item for the Council. Liquidated & Ascertained Damages will be £250 per day.

**Round 3: FINANCIAL (10 points)**

Please provide the previous three years’ financial details in the form of audited financial statements including but not limited to copies of balance sheets, profit and loss accounts, notes to the accounts, auditor’s comments and or claims/litigation.

<b>2.3</b>	<b>Financial information</b>			
2.3.1	What was your turnover in the last three years?	£        for the year ended /    /	£        for the year ended /    /	£        for the year ended /    /
2.3.2	What was your gross profit in the last three years?	£        for the year ended /    /	£        for the year ended /    /	£        for the year ended /    /

Newport Pagnell Town Council requires your organisation to be financially stable before awarding any contract. Any bidder can be disqualified on this basis at any point until the contract is fully signed.

Should the anticipated works package value exceed 50% of your Companies annual turnover your company will not be invited to tender for this works package.

## NEWPORT PAGNELL TOWN COUNCIL

80 High Street, Newport Pagnell – Alterations and Refurbishment

### SECTION 3: PRICING (40 points)

The price element of 40 points will be based on the pricing document.

The Tenderer with the most competitive price will receive the maximum points available. Each remaining tenderers' price will be awarded a score based on the percentage increase from that of the most competitive price.

Tenderers shall note that if a tenderers submission is considered to be priced abnormally low, Newport Pagnell Town Council shall scrutinise that submission to ensure that this is not as a result of a failure to understand the requirements of the contract. If Newport Pagnell Town Council considers that the prices in the tender submission are abnormally low, it may disqualify that tenderer.

Newport Pagnell Town Council reserves the right to ask tenderers to clarify elements of their pricing as necessary to ensure that it is able to evaluate pricing submissions on a like for like basis.

It is important to note that tenderers are deemed to have visited site and to have fully satisfied themselves with the requirements of this tender, the contract works and the site in submitting prices for this tender.

### SECTION 4: BUSINESS

Do any of the following statements apply to your organisation, or to any of the directors, partners or owners?		
4.1	In a state of bankruptcy, insolvency, compulsory winding up or receivership, or has arrangements with creditors	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Been convicted of a criminal offence related to business or professional conduct	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.3	Committed an act of serious misconduct in the course of business	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.4	Not met responsibilities related to paying social security contributions	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.5	Not met responsibilities related to paying taxes	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.6	Guilty of serious misrepresentation in supplying information	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.7	Had any fines or charges levied by the Health and Safety Executive	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If the answer to any of these is <b>'Yes'</b> , please give brief details below, including what has been done to put things right:	

**NEWPORT PAGNELL TOWN COUNCIL**

80 High Street, Newport Pagnell – Alterations and Refurbishment

4.8	<p>Does any person connected with your organisation (or any of the organisations who you will be working with) have an associated person who is employed by us or has been employed within the last three years?</p> <p>For the purposes of this question, an ‘associated person’ is any person who is employed by, works for, or otherwise provides services on a full-time or part-time basis to or on behalf of the council (or associated body) whether:</p> <ul style="list-style-type: none"> <li>• under a permanent or fixed contract of employment with the council;</li> <li>• through an agency contract with an employment agency; or</li> <li>• as a consultant or contractor through a contract for services with the council.</li> </ul> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give details</p>
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**SECTION 5: REFERENCES**

5	Please provide details of three recent contracts that are relevant to our requirement. If you cannot provide these, please explain why. Please note that it is your responsibility to contact referees to make sure that their contact details are correct and that they are available and willing to provide a reference. <b>We may take up references at any stage.</b>			
		Reference 1	Reference 2	Reference 3
5.1	Name of Organisation			
5.2	Contact name and phone number			
5.3	Email address			
5.4	Contract description			
5.5	Date the contract was awarded and the contract period			
5.6	Value			

**NEWPORT PAGNELL TOWN COUNCIL**

80 High Street, Newport Pagnell – Alterations and Refurbishment

5.7	Have you had any contracts ended for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.8	If 'Yes', please give details:	

**SECTION 6: POLICIES**

	<b>Insurance</b>	
	Please provide details of your current insurance cover. Minimum levels required:  <b>Employers Liability</b> insurance of <b>£5million</b>  <b>Public Liability</b> insurance of <b>£5million</b>	Value
6.1	Employer's Liability - Confirm amount in place	£
6.2	Public Liability - Confirm amount in place	£
6.3	Professional Indemnity	£ N/A
6.4	Other (please give details)	£
6.5	In the case of inadequate cover, would you be willing to increase your insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>

**NEWPORT PAGNELL TOWN COUNCIL**

80 High Street, Newport Pagnell – Alterations and Refurbishment

<b>Health and Safety</b>		
You should be in a position to confirm that your Company fulfils one (or more) of the statements from 5.6 (a) to 5.6 (d) (Tick which applies):		
6.6 (a)	Your Company has less than five employees (you will be required to provide information listed under paragraph 5.6 (b) below to demonstrate your competency, depending on the level of risk within the service to be provided); or	<input type="checkbox"/>
6.6 (b)	Your Company has a <b>Health and Safety Policy</b> as required by Section 2(3) of the Health and Safety at Work etc. Act 1974. The policy will withstand evaluation against the following criteria: Organisational Responsibilities and Arrangements for Safety for the type of work intended, including but not limited to: a. risk assessment procedures; b. safe working systems / methods; c. procedure for monitoring the implementation and effectiveness of your health and safety policy; d. provision of relevant, competent health and safety advice; e. procedure for dealing with emergencies; f. procedure for reporting and investigating accidents and dangerous occurrences; g. provision of information, instruction, supervision and training.  A copy of the policy statement of intent alone will not be sufficient. You will be asked to provide sample risk assessments / method statements / safe systems of work / training records relevant to the type of work to be carried out in this specific contract.	<input type="checkbox"/>
Have you had any of the following in the last three years?		
6.7 (a)	Enforcement action by HSE / local and other enforcing authorities (i.e. prosecution or issue of Improvement or Prohibition Notices) taken against your company. If yes, you will need to provide this at a later stage.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.7 (b)	Reportable accidents, dangerous occurrences and notifiable diseases record. If yes, you will need to provide this at a later stage.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**NEWPORT PAGNELL TOWN COUNCIL**

80 High Street, Newport Pagnell – Alterations and Refurbishment

<b>Environmental Management</b>	
6.8	<p>Does your organisation or a part of it operate under an environmental management system (including those not currently verified/certified)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>'Yes'</b>, please provide details:</p>
6.9	<p>Is your organisation or any part of it certified to ISO 14001 (or please advise if you have an equivalent standard for environmental management) by a UKAS-accredited certification body?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>'Yes'</b>, please provide details (or the equivalent standard):</p>
6.10	<p>Does your organisation carry out any forms of environmental monitoring, auditing or control?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
6.11	<p>Does your organisation have an environmental policy?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
6.12	<p>Has your organisation been prosecuted under any environmental legislation in the past 3 years?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>'Yes'</b>, please provide details:</p>

**NEWPORT PAGNELL TOWN COUNCIL**

80 High Street, Newport Pagnell – Alterations and Refurbishment

**SECTION 7:**

**DECLARATION - to be signed by someone authorised to act for your organisation**

I confirm that, as far as I know, the answers given in Appendix A (and any supporting modules) are correct. I understand that you will use the information to assess my organisation’s suitability to be invited to bid for the contract.

As far as I know, the information in this application is accurate. I understand that giving false information could result in my organisation not being asked to bid for this contract.

I accept that it would be wrong to try to influence staff or councillors when they are awarding contracts.

Name	
Job title	
Date	
Email Address	
Phone number	
Signature	

Please note that if you fill in the application electronically and submit it by e-mail, we will consider that it has been signed electronically within the meaning of the Electronic Communications Act 2000.

By signing by hand or sending us this application electronically, you agree that you fully understand what this means. If we find out that you (or someone acting for you, with or without your knowledge) have made any type of gift or promise (financial or otherwise) to get a contract or other agreement, or to prevent other people from getting a contract, we may cancel the contract and recover any costs from your company.