



6 The Health and Safety File

6.1 Format and Content

The information for the health and safety file is to be compiled and presented by the Principal Contractor in accordance with the details laid out in Appendix D:



Department
for Education

APPENDICES

APPENDIX A

6.2 Principal Contractors Site Rules

Site Rules

All personnel involved with the project must be in possession of a CSCS card.

All personnel will be required to undertake a site induction and method statement briefing programme prior to being granted permission to start works.

All operatives will be required to have an enhanced DBS check. Failure to do so may result in access not being granted.

Where work falls under a permit to work system you must ensure that you do carry out that work with a permit and that you observe the requirements of the permit and associated safe systems of work.

It is your duty to take care of your own health and safety and the health and safety of all other persons on site who may be affected by your actions or omissions.

You must not carry out any work or operate any equipment for which you are not authorised / trained. All works are covered by safe systems of work and as such, you must be aware of and work to the requirements of method statements, risk assessments, permits to work etc.

If you have any concerns over health and safety, including for the safety of others, you are duty bound to report the issue to your Site Manager. Urgent issues should be reported and addressed immediately.

You must wear high-visibility clothing, safety footwear, safety helmets, safety goggles, ear protectors and other personal protective equipment where it is appropriate to do so (refer to site specific method statement and PPE Matrix). PPE is to be looked after by the wearer and is to be used in the proper manner.

Good housekeeping is essential on site. Keep the site tidy at all times. Remove all rubbish as soon as possible. Stack materials for use in a safe and orderly manner out of reach of unauthorised persons.

All operatives who are involved with machinery and equipment are to be aware of the actions they must take in the event of a spill or rupture occurring.

No minors or pets allowed on site.

You must not take part or encourage "horse-play" of any kind.

The Principal Contractor reserves the right to implement random drugs or alcohol testing for their workers or appointed sub-contractors. There will be no consumption of alcohol or taking of drugs and medicines that could impair your ability to operate safely within the bounds of the site. You may be permanently excluded from site if unfit due to the influence of drink or drugs.

Individuals who are taking prescribed medication that may impede their actions while on site must inform the site manager or his deputy before commencing work on the site

You will only be allowed to use the tools and equipment for which you have received appropriate training.

Any defective tools, plant or equipment is to be taken out of service and your Supervisor notified as soon as possible.



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Work that may generate excessive levels of noise must not be undertaken without clearance from the Site Manager/ Client.

Any vehicles manoeuvring within the premises must be attended by a banksman who will stand away from the vehicle but able to see the blind side and be within clear sight of the driver.

You are to use the toilets and welfare facilities provided for you. You should ensure that these facilities are not abused.

All reasonable steps will be taken to prevent access to the workplace by unauthorised persons including any open excavations or pits.

You are to maintain a clean and tidy appearance whilst working on this project and the removal of shirts and vests will not be permitted. The wearing of shorts is not acceptable.

Do not leave materials or tools unattended at any time where they could cause harm to others.

Bad behaviour or foul language will not be tolerated.

This is a school and the Principal Contractor expects the highest standards from its operatives and sub-contractors. Any contravention of site rules may result in the offender being permanently excluded from site and/or disciplinary action being taken.





APPENDIX B

6.3 Risk Register

For the contractor to input required details.

Project: Department for Education Older Buildings Research

Notes: A programme of design risk review will be carried out during design meetings to ensure co-ordinating of design risk management work. The aim is to record an audit trail of decision making throughout the project.

Work item/ hazards		Period C - Construction O - Occupancy M - Maintenance D - Demolition	Potential hazards and challenges The ongoing hazard issues and considerations to establish the design solution with demonstrable design safety benefits. Avoid – Combat - Control	Essential controls Measures to be conveyed to relevant parties (contractors/ designers), to enable adequate controls and mitigation of the residual risks. Essential controls information	Actioned by	Health and Safety File Y/N
01	Site Set-up Contractors Facilities	C	Danger to site operatives due to poor planning of site facilities.	Contractor to ensure all site facilities are erected in agreed locations as far away from major construction works taking into account the proximity of the main vehicular access route. Proper signage is to be provided around the site directing site personnel vehicles and visitors to the site facilities.	CONTRACTOR	N



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02 Access and Egress Points	C	Danger to site operatives, visitors & members of the public.	Properly supervise all entrance/exit points. Consideration to be given to the timing of deliveries Provide signage on and within the site warning site staff vehicle drivers and members of the public of the danger. Separate vehicle/ pedestrian routes and delivery/ loading areas.	CONTRACTOR	N
03 Materials Storage	C	Risk to site operatives from poorly positioned and badly organised stockpiles. Risk to school visitors (church on Sunday) when looking to access and use the school facilities.	Ensure materials are stored in suitable locations on site. Where possible material to be stored close to point of use. Ensure storage of materials is well managed at all times. When positioning stockpiles around the site give consideration to adjacent works. Location of materials given careful consideration to ensure minimum risk to site operatives during transported into position. Note: Secure external storage must be provided by Principal Contractor and the school (including classrooms and hall) must not be used for any storage.	CONTRACTOR	N



Work item/ hazards	Period C - Construction O - Occupancy M - Maintenance D - Demolition	Potential hazards and challenges The ongoing hazard issues and considerations to establish the design solution with demonstrable design safety benefits. Avoid – Combat - Control	Essential controls Measures to be conveyed to relevant parties (contractors/ designers), to enable adequate controls and mitigation of the residual risks. Essential controls information	Actioned by	Health and Safety File Y/N
04 Welfare	C	Biological hazard, general hygiene hazard due to lack of appropriate facilities.	Mess, sanitary and general welfare facilities provided by school within Site Manager area.	CONTRACTOR	N
05 General	D/C	Slips, trips and falls due to dusty, wet surfaces and trips over materials, cables, plant and equipment.	General good house-keeping on site, avoid use of trailing cables, use of warning signs, remove trip hazards, clean spilled liquids and warn of slippery surfaces. Principal Contractor must put in safe measures to safely work around electrical cabling at fascia detail.	CONTRACTOR	N
	C	Site behaviour of operatives – horse play, supervision of trainees/inexperienced operations.	Ensure appropriate supervision of inexperienced operatives, enforce site rules, ensure site induction and toolbox talks regarding behaviour and hazards.	CONTRACTOR	N
06 Loading/Delivery	C	Injury to people/damage to buildings, etc. due to being struck by a vehicle.	Agree specified delivery/loading times out side of school break time and start and end of school day. Make use of designated delivery/loading areas, make use of warning signs and competent banks men.	CONTRACTOR	N
07 Manual Handling.	D/C	Moving materials – particularly bricks, blocks, scaffolding, redundant materials such as concrete and masonry, - Muscular/Skeletal injuries, cuts and abrasions.	Use recommend lifting techniques, reduce distances from loading/delivery areas to working area, make use of mechanical lifting aids, split loads, etc. Use of PPE such as safety foot ware, gloves and other protective clothing.	CONTRACTOR	N
08 Noise	D/C	Mechanical cutting/breaking of concrete, bricks, blocks, masonry - Hearing damage due to excessive exposure to high noise levels.	Make use of ear defenders, restrict access to areas of high noise levels, provide warning signs, provide acoustic baffles.	CONTRACTOR	N



Work item/ hazards	Period C - Construction O - Occupancy M - Maintenance D - Demolition	Potential hazards and challenges The ongoing hazard issues and considerations to establish the design solution with demonstrable design safety benefits. Avoid – Combat - Control	Essential controls Measures to be conveyed to relevant parties (contractors/ designers), to enable adequate controls and mitigation of the residual risks. Essential controls information	Actioned by	Health and Safety File Y/N
09 Dust	D/C	General builders work, mechanical cutting/breaking of concrete, bricks, blocks, masonry – inhalation, eye injury, dermatitis	Separate working areas (dust screening), ventilate working areas, damp down after cutting and wet items prior to cutting, provide dust masks, protective eye-ware and other protective clothing, inform operatives of hazards.	CONTRACTOR	N
	C	Cutting of wood and wood products – particularly MDF – inhalation, cancer, dermatitis.	Separate working areas (dust screening), ventilate working areas, damp down after cutting and wet items prior to cutting, provide dust masks, protective eye ware and other protective clothing, inform operatives of hazards.	CONTRACTOR	N
10 Vibration	D/C	WRULDS, HAVS, WBV, etc.	Use mechanical breakers isolated from hands/bodies, make use of anti-vibration gloves, boots, etc., use damped plant and equipment, restrict operative exposure.	CONTRACTOR	N
11 Cutting/breaking - Ejected Materials.	D/C	Flying concrete, brick, block, masonry, metal – cuts, abrasions, injury to operatives,	Restrict access, make use of PPE – gloves, eye-protection, face masks, protective clothing, head and foot ware, isolate working area with hoardings/nets, restrict access, provide guards to machines/plant/equipment, ensure use of operatives trained in the use of machines/plant/equipment.	CONTRACTOR	N



Work item/ hazards	Period C - Construction O - Occupancy M - Maintenance D - Demolition	Potential hazards and challenges The ongoing hazard issues and considerations to establish the design solution with demonstrable design safety benefits. Avoid – Combat - Control	Essential controls Measures to be conveyed to relevant parties (contractors/ designers), to enable adequate controls and mitigation of the residual risks. Essential controls information	Actioned by	Health and Safety File Y/N
12 Electrical	C	Electric shock.	Carry out survey of working area to identify electrical installation prior to commencing works, refer to health and safety file to identify locations of power/lighting cable routes, Isolate power supply prior to commencing works, use competent person to undertake electrical works. Principal Contractor must put in safe measures to safely work around electrical cabling at fascia detail.	CONTRACTOR	N
	M	Electric shock – cutting/drilling/severing concealed cables.	Update as built service location drawings where services are altered as a result of the works. Carry out survey of working area to identify electrical installation prior to commencing works, refer to health and safety file to identify locations of power/lighting cable routes, Isolate power supply prior to commencing works, use competent person to undertake electrical works.	CONTRACTOR	N
13 Fire	C	Fire risk where flammable products and hot work are proposed – design out and use alternatives. Operatives smoking.	No smoking site, avoid use of flammable products/materials, avoid hot work, provide fire-fighting equipment, advise operatives and occupants of emergency procedures, permit to work.	CONTRACTOR	N
14 Plaster Products	C	Cement burns/ dermatitis – include dry verge and ridge systems to avoid the need for pointing and bedding with mortar.	Make use of PPE such as gloves, overalls, inform operatives of hazard, inform operatives of the hazard.	CONTRACTOR	N



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15 Asbestos	D/C	Inhalation of fibres – asbestosis, lung cancer, mesothelioma.	Inform operatives of hazard, isolate area/restrict access, test materials, engage licensed removal contractors, monitor/sample air.	CONTRACTOR	N
16 Paints/Adhesives	C	Vapour inhalation and fire risk from oil- based paints and adhesives containing volatile organic compounds – make use of water-based paints and adhesives where possible.	Ensure adequate ventilation and restrict access/exposure, make consider COSHH data sheets.	CONTRACTOR	N
17 Lead	D/C	Lead poisoning – inhalation, skin contact, ingestion.	Test existing painted surfaces before removal, ventilate working areas, inform operatives of hazard, provide appropriate PPE – face masks, gloves, eye-wear, protective clothing, etc., ensure operatives adhere to personal hygiene rules, restrict eating, drinking, smoking.	CONTRACTOR	N
18 Unauthorised Access	C	Slips, trips, falls, falling objects, cuts, abrasions, etc.	Isolate the works, make use of fences, hoardings,	CONTRACTOR	N



Work item/ hazards	Period C - Construction O - Occupancy M - Maintenance D - Demolition	Potential hazards and challenges The ongoing hazard issues and considerations to establish the design solution with demonstrable design safety benefits. Avoid – Combat - Control	Essential controls Measures to be conveyed to relevant parties (contractors/ designers), to enable adequate controls and mitigation of the residual risks. Essential controls information	Actioned by	Health and Safety File Y/N
19 Collapse	D/C	Falling objects; structural collapse. Major injury or illness causing long term disability	Vacation of areas below re-decking / replacement of roof lights, etc. works whilst being undertaken with appropriate 'banks man' below the work area preventing unauthorised access to these areas whilst being worked on. Detailed Method Statement and Risk Assessments to be submitted to the Contract Administrator by the Principal Contractor prior to commencement of any demolition work. Method Statement to be submitted regarding erection and dismantling of access scaffolding, etc.	CONTRACTOR	N
20 Drainage Works	D/C	Biological hazard - Weil's disease, Tetanus, AIDS, HIV, HEP A, etc.	Inform operatives of hazard, provide inoculation, use appropriate PPE – face masks, gloves, protective eyewear, protective footwear, protective clothing, etc. and ensure operatives adhere to personal hygiene rules, restrict eating, drinking, smoking to mess facility..	CONTRACTOR	N



Work item/ hazards	Period C - Construction O - Occupancy M - Maintenance D - Demolition	Potential hazards and challenges The ongoing hazard issues and considerations to establish the design solution with demonstrable design safety benefits. Avoid – Combat - Control	Essential controls Measures to be conveyed to relevant parties (contractors/ designers), to enable adequate controls and mitigation of the residual risks. Essential controls information	Actioned by	Health and Safety File Y/N
21 Work at Height	D/C	Falls: injuries from falling objects.	Restricted use, protective cordon, training in and use of appropriate PPE – boots, hard hat, harness – assessment of suitable access – MEWP, mobile tower, etc. – correct licences & certificates, regular inspection of equipment.	CONTRACTOR	N

Notes:

1. The aim is to review and add design consideration as the project progresses.
2. The issues identified must be project specific
3. Any residual risks must be highlighted in the relevant section of the health and safety file

Prepared By: [REDACTED]

Reviewed By: [REDACTED]

Date: March 2025



APPENDIX C

6.4 Construction Phase Plan

The Construction Phase Plan should be laid out in the following format and include or address all of the following topics, which are relevant to the proposed work. The level of detail should be proportionate to the risks involved in the project.

1. Description of Project

- Project description and programme details inc. key dates
- Details of Client, Client, designers, Principal Contractor and other consultants
- Extent and location of existing records and plans

2. Management of the Work

- Management structure and responsibilities
- Health and safety goals for the project and arrangements for monitoring and review of health and safety performance
- Arrangements for:
 - Procedural aspects appertaining to the implementation of temporary works (as defined under the Temporary Works Directive BS 5975: 2008)
 - Regular liaison between parties on site
 - Consultation with the workforce
 - The exchange of design information between designers, Client and contractors on site
 - Handling design changes during the project
 - The selection of control of contractors
 - The exchange of health and safety information between contractors
 - Site Security
 - Site induction
 - On-site training
 - Welfare facilities and first aid
 - The reporting and investigation of accidents including near misses
 - The production and approval of risk assessments and method statements

The Principal Contractor is to advise the Project Management Team on the arrangements put in place regarding the designated Temporary Works Co-ordinator (TWC) for these works. This will include evidence of their competency in carrying out these duties.

3. Site rules

Arrangements for Controlling Significant Site Risks, including:

- delivery and removal of materials (Inc. waste) and work equipment taking account of any risks to the operatives and public e.g. during access to or egress from the site
- dealing with services (water, electricity and gas, Inc. temporary electrical installations)
- accommodating adjacent land use stability of structures whilst carrying out construction work (inc. temporary structures and existing unstable structures)
- preventing falls
- control of lifting operations
- the maintenance of plant and equipment
- traffic routes and segregation of vehicles and pedestrians
- storage of hazardous materials and work equipment



- other significant safety risks

4. Health Risks including:

- removal of hazardous materials
- manual handling
- use of hazardous substances
- reducing noise and vibration
- other significant health risks

5. The Health and Safety File



APPENDIX D

6.5 Health and Safety File

The Principal Contractor/ Principal Designer is required to obtain and forward all the information to be included in the health and safety file, submit the completed hard/electronic copies for audit by the Client in the format described at the end of this section. Once the format and contents have been agreed the Principal Contractor is to provide the Client with the required number of copies for issue to the Client.

You should include information about each of the following where they are relevant to the health and safety of any future construction work. The level of detail should allow the likely risks to be identified and addressed by those carrying out the work:

Example of Information required:

1. Contents

Information that will be included in the health and safety files includes: -

- Introduction
- Purpose of the file
- Advice to Client
- Register of CDM Work

Sub Sections containing the following information

- a) Project Directory (principal parties only)
- b) A brief description of the work carried out;
- c) Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc);
- d) Key structural principles (for example, bracing, sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- e) Hazardous materials used (for example paint; pesticides; special coatings which should not be burnt off etc.);
- f) Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc.);
- g) Health and safety information about equipment provided for cleaning or maintaining the structure;
- h) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
- i) information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc.).
- j) information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc.).

2. Maintenance Section



Manufacturer's literature on Principal materials, fixtures and fittings used.

3. Operation and Maintenance Manuals M&E Services

This section should include the Operation and Maintenance Manuals for mechanical and electrical services or a cross reference to the Manuals in separate folders.

It must include a statement on the systems installed, how each links to the other systems within the building where appropriate and emergency stop and start-up procedures, a full breakdown of requirements is included in the services consultant's information.

4. Health and Safety File Presentation: -

Electronic Copy: Electronic media copies of all documents are required on CD-ROM with the following characteristics:

- Complete Health and Safety file and drawings in Bookmarked PDF format.
- Separate disc of drawings only, in .pdf and .DWG or similar CAD format.
- Hard Copy: Bound paper manuals are required with the following characteristics:
- Covers: EMGEE (or similar) A4 PVC 4 D White ring binders with clear pocket on full face and spine sizes: 25, 38, 50, 65mm
- Part Tab Dividers: White stepped 1 to 5 Concord Ref. 06201
- Section Tab Dividers: White stepped 1 to 31 Concord Ref. 06701
- Paper Print of Drawings: Plain paper prints of record drawings are required, folded to A4, for all contractor and manufacturer's drawings, and placed with the title outermost in clear plastic pockets.

SCHEDULE 3: SCHEDULE OF RATES

SCHEDULE 4: FORMS OF COLLATERAL WARRANTY AND LETTER OF RELIANCE

PART 1

FORM OF COLLATERAL WARRANTY

DATED _____ 20[]]

[CONTRACTOR]

and

[]]

DUTY OF CARE DEED

relating to []]

		hazards. Point up on completion with sand: cement mortar.
	2.9.10.1.4	Soft landscaping Using excavated material previously set aside, backfill excavation in layers of 150mm before compacting. Clean off adjacent area of any remaining material.
	2.9.10.1.5	Grass Provide thin layer of sand to base excavation, reinstate turf previously set aside, fill edges with sand/topsoil and pat down to ensure turf fully in contact with surface below. Water in before leaving site.
	2.9	Total from this section to be carried forward to Collection Page

20[]

- (1) [CONTRACTOR] (Company Number [] whose registered office is at [] (the “**Contractor**”); and
- (2) [] of [] (the “**Beneficiary**”, which expression includes its successors in title and permitted assigns).

(A) By a building contract dated [] (the “**Building Contract**”) the Employer has appointed the Contractor to carry out and complete the Works in relation to the Sites.

(B) The Contractor is obliged under the Building Contract to enter into this Deed in favour of the Beneficiary.

(C) The Contractor has agreed to duly execute and deliver this Deed in favour of the Beneficiary.

In this Deed unless the context otherwise requires, any defined term in this Deed shall have the same meaning given to such term in the Building Contract.

This Deed is made in consideration of the payment of one pound (£1.00) by the Beneficiary to the Contractor, receipt of which the Contractor acknowledges.

3.1 The Contractor warrants to the Beneficiary that:

- 3.1.1 it has carried out and completed and will continue to carry out and complete the Works and its duties and obligations under the Building Contract in accordance with the Building Contract;
- 3.1.2 in addition to and without derogation to clause 3.1.1 and to the extent the Contractor is required to carry out any design in respect of the Works, it has exercised and will continue to exercise in the design of the Works the professional skill, care and diligence reasonably to be expected of a properly qualified and competent designer of the appropriate discipline(s) acting independently under a separate contract with the Employer and experienced in carrying out design such as that required under the Building Contract in relation to works of a similar size, scope, nature, complexity, location, timescale and value to the Works in relation to:
- (a) any design of the Works;

- (b) the selection and standards of all goods, materials, equipment or plant for the Works;
- 3.1.3 it has not and shall not use, and subject to the standard of skill, care and diligence set out in clause 3.1.2, nor permit, specify or approve for use in connection with the Works any materials which at the time of use:
 - (a) are known to be deleterious (either to health and safety or to the durability of the Works); or
 - (b) contravene the Statutory Requirements, any relevant standard or code of practice issued from time to time by the BSI Group relating to standards or Good Industry Practice; or
 - (c) do not accord with the guidelines contained in the edition of the publication Good Practice in Selection of Construction Materials (British Council for Offices (BCO)), current at the date of use.
- 3.2 The Contractor shall have no liability under this clause 3 that is greater or of longer duration than it would have had and shall be entitled in any action or proceedings by the Beneficiary to raise equivalent rights in defence of liability (except for set-off or counterclaim) if in lieu of this Deed the Beneficiary had been a party to the Building Contract as joint employer.
- 3.3 For the avoidance of doubt the Contractor warrants to the Beneficiary that the Contractor shall not raise any defence to a claim by the Beneficiary under this Deed on the grounds that the losses in respect of which the Beneficiary seeks damages, compensation or other relief are not losses suffered or to be suffered by the Employer or that the Employer has suffered no loss. The Contractor shall not be entitled to rely upon set off, counterclaim or defence arising from non-payment by the Employer of any monies due under the Contract.
- 4. **COPYRIGHT**
 - 4.1 The Contractor as beneficial owner hereby grants to the Beneficiary without further charge and notwithstanding the completion or abandonment of an Order or termination or alleged termination of the Contractor's employment under this Contract an irrevocable, non-exclusive, royalty-free licence to use and reproduce any of the drawings, details, plans, specifications, CAD materials, calculations, correspondence, meeting minutes and other information which have been or are prepared by or on behalf of the Contractor relating to an Order (excluding any design in the pre-manufactured primary structural systems) and (if relevant) the designs contained in them (**Documents**) for any purpose connected with the works and the advertisement, sale, letting, maintenance, repair, reinstatement, reconstruction and extension of it, and to grant sub-licences in the terms of this licence but copyright in the Documents shall remain vested in the Contractor. The Contractor will not be liable for any use of the Documents by the Beneficiary or its nominees for any purposes other than those for which the same are or were prepared. The Beneficiary shall on written request and upon paying a reasonable copying charge, be entitled to be supplied by the Contractor with copies of the Documents.
 - 4.2 If the use of the Documents as specified in clause 4.1 is found to infringe the rights

OBR – Schedule of Rates – Etec

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OBR - 2.2 Description of Work

No.	Item	Sub No	Sub Element	Sub-Sub no	Description
2.2.1	The schedule of rates should be read in conjunction with the following: -	2.2.1.1	The schedule of rates should be read in conjunction with the following: -	2.2.1.1.1	Attachment 3 – Preliminaries

2.2.2	Brief Description of the Works and programme	2.2.2.1	Brief Description of the Works and programme	2.2.2.1.1.2	Attachment 2 – Schedule of Rates
				2.2.2.1.1.3	Attachment 6 – Tender Certificate
				2.2.2.1.1.4	Attachment 5 – Pre-Construction Information
				2.2.2.1.1.1	Site visits to up to an estimated 100 schools and colleges across England (anticipated 40-60 per regional split between North and South)
				2.2.2.1.2	Review of existing asbestos registers; undertaking asbestos refurbishment and demolition (R&D) surveys to identify asbestos containing materials (ACMs) in localised areas in preparation for the opening up works to expose the structure for investigation/testing.
				2.2.2.1.3	Opening up works in settings to include: the careful removal of finishes to expose structure; removal of paint, plaster and other coatings; removal of samples for laboratory testing; trial pitting for foundations. Where possible, opening up works will be located in areas that do not include ACMs.
				2.2.2.1.4	Where opening up does require removal of finishes which include ACMs, localised opening up works for removal/remediation of asbestos and licensed disposal of asbestos.
				2.2.2.1.5	Engineering inspections including: a. ☐ Measurements on site at appropriate levels of precision (production of figures, illustrations and photographs; and recording and reporting of findings).
				2.2.2.1.6	Testing to include: a. ☐ Non-material specific testing (e.g. measurement of moisture content of various materials). b. ☐ Material specific testing (concrete; metal (in particular steel); timber; masonry; and geotechnical). c. In-situ non-destructive testing; in-situ destructive testing and laboratory-based testing.
				2.2.2.1.7	Making good following works.
				2.2.2.1.8	Re-occupancy certification and asbestos remediation/removal tests following asbestos removal using suitably qualified subcontractors.
				2.2.2.1.9	Programme: May 2025 to December 2025

2.9.8.5	Internal - Woodwork & pipes		Painted woodwork and pipes Where investigative works have been undertaken to external joinery, clean down affected timbers, fill any open joints with suitable filler, smooth down and apply one coat primer (if new timber) 2 undercoats and one coat gloss of colour to match existing.
		2.9.8.5.1	Painted Where previous paint removed to structural steelwork, touch up with new corrosive protection paint.
	2.9.8.6	Internal - Steelwork	
2.9.9	Fixed Furniture and Fittings	2.9.9.1	Fixed Furniture & Fittings
		2.9.9.1.1	Worktop. Allow for refixing previously set aside worktop and associated supporting rails and legs. Provide matching silicone seal to upstand perimeter. Clean down worktop upon completion.
2.9.10	Site External Areas	2.9.10.1	External Areas - Ground Surface
		2.9.10.1.1	Tarmac Back fill opening with new, compacted MOT type 1 hardcore to a level to match existing removed, provide new base course and wearing course. Compact down upon completion to finish flush with existing and with no trip hazards.
		2.9.10.1.2	Concrete Back fill previously formed hole with new 1:2:4 mix concrete, leave smooth and flush with existing adjacent.
		2.9.10.1.3	Paving Slabs / Blocks Using previously set aside sand blinding, relay sand, compacting flus and level before rebedding paving slabs finishing flush with existing adjacent with no trip

2.9.8	Redecorations				Emergency Lighting Re-fix and connect existing emergency light fittings, including testing and commissioning. NOTE: CA to be informed where fittings may need replacement.
		2.9.8.1	External - Walls	2.9.8.1.1	Painted Where investigative works have been undertaken to painted external walls, prepare surface and patch decorate to nearest suitable break line existing masonry. Provide 2 coats exterior masonry paint of colour to match (or nearest) existing.
		2.9.8.2	External - External joinery.	2.9.8.2.1	Painted Where investigative works have been undertaken to external joinery, clean down affected timbers, fill any open joints with suitable filler, smooth down and apply one coat primer (if new timber) 2 undercoats and one coat gloss of colour to match existing.
		2.9.8.3	Internal - Walls	2.9.8.3.1	Painted Provide suitable floor protection. Clean down plaster surface, apply mist coat (new plaster only) followed by 2 coats emulsion of colour to match existing.
		2.9.8.4	Internal - Ceilings	2.9.8.4.1	Painted Provide suitable floor protection. Clean down plaster surface, apply mist coat (new plaster only) followed by 2 coats emulsion of colour to match existing.



2.9.7			2.9.6.2	Domestic Hot & Cold Water Distribution & Outlets	2.9.6.1.3	Pipework Reinstate pipe section within previously prepared isolation joints, including flushing balancing and commissioning.
			2.9.6.2.1		2.9.6.2.1	Hot Water Distribution System (inc outlets) Reinstate pipe section within previously prepared isolation joints, including flushing balancing and commissioning.
			2.9.6.2.2		2.9.6.2.2	Cold Water Distribution System (inc tanks & outlets) Reinstate pipe section within previously prepared isolation joints, including flushing balancing and commissioning.
			2.9.6.3	Ductwork	2.9.6.3.1	Ductwork Reinstate duct within previously prepared joint connections including clips and mountings as necessary. Test and commission upon completion.
	Electrical Services		2.9.6.4	Above Ground Drainage	2.9.6.3.2	Drainage Pipework System Reinstate pipe section within previously prepared joint connections, including fixing any necessary clips. Ensure drainage is running smoothly upon completion.
		2.9.7.1	Small Power		2.9.7.1.1	Outlets Reconnect and fix power outlets to existing wiring, including testing and commissioning.
		2.9.7.2	Lighting		2.9.7.2.1	Luminaires Re-fix and connect existing light fittings, including testing and commissioning. NOTE: CA to be informed where fittings may need replacement.

2.9.6	M&E	2.9.6.1	Heat Emitters and Pipework	2.9.5.2	Walls and Partitions	2.9.5.2.1	existing board to support frame and leave ready for decoration.
							Timber / metal partition Using existing, retained timber / metal stud, construct new stud wall to infill aperture. Mechanically fix head and sole plates, and studs at max 600mm centres, including new work to support cladding edges. Allow for limited new materials to complete the installation.
							Internal skin of masonry Lay new mortar bed within newly formed opening and lay / insert new bricks/blocks. Point up perp ends and top to fully bed new brickwork/blockwork in place. Leave mortar joints smooth and, if face brick, joints to be to match existing adjacent. Clean down and leave site neat and tidy.
							Radiators Mechanically refix existing brackets to appropriate position and re-hang radiator. Make connections to existing system, including flushing, balancing and commissioning.
						2.9.6.1.2	Convector heaters Mechanically refix unit to appropriate position and make connections to existing system, including flushing, balancing and commissioning. Reconnect electrical supply where previously disconnected.

2.9.5	Internal walls	2.9.5.1	Walls and Partitions, Construction Finishes and Applied Finishes	Plasterboard. Insert new min 75x50mm new treated support timbers to full perimeter of the aperture. Support timbers to be mechanically fixed to existing spars and securely fix existing plasterboard using plasterboard screws. Insert new plasterboard of same thickness as size as section removed into opening previously created. (Ensure all edges to both new existing board are unbonded) Apply skim finish over new plasterboard finishing flush with existing retained.
		2.9.5.1.1		
		2.9.5.1.2		Wall Plaster Prepare surface, polybond and apply new wall plaster comprising 11mm thick Gyproc Hardwall (depth to match existing adjacent work) and 2mm thick Gyproc Thistle Multi Finish.
		2.9.5.1.3		Applied laminate sheet finish Supply and fit new laminate sheet to match existing using proprietary adhesive. Include for all new corners and edging strips as required. Allow for cutting sheet to size where full sheets are not suitable.
		2.9.5.1.4		Applied acoustic lining Re-fix retained acoustic panel using retained fixings and fittings. Ensure positioning and alignment to match similar work.
		2.9.5.1.5		Remove cladding to column (b material) Clean down edges of existing retained board. Screw fix / nail

2.9.4.1.5	Fibre cement Carefully refix full length sections of fibre cement cladding and nail boards to existing retained timber studwork behind. Include for carefully reinstating breathable membrane behind.
2.9.4.1.6	UPVC cladding Carefully refix full length sections of UPVC cladding and nail boards to existing retained timber studwork behind. Include for carefully reinstating breathable membrane behind.
2.9.4.1.7	Composite panels / Construction. Carefully refix full length sections of composite cladding and nail boards to existing retained studwork behind. Include for carefully reinstating and sealing of breathable membrane behind.
2.9.4.1.8	Metal sheet cladding If required, apply sealant to edges before reinstating panel. Secure cladding in position and fix using retain/new fixing bolts.
2.9.4.1.9	Slate/Tile Hanging Install new section of roofing felt, oversized to cover and lap aperture. Provide and fix new treated SW battens of size to match existing. Carefully refix number of slates identified with copper nails. Bottom edges of slates to line through with existing retained.
2.9.4.1.10	Render - Sand:Cement. Patch fill previously formed hole with new sand:cement render. Finish with finish same as existing retained.