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PRE-CONSTRUCTION INFORMATION

As required by Regulation 4

(CDM) Regulations 2015

For

Proposed Changing Room Extension and Refurbishment of Lemsford Village Hall

Brocket Road, Lemsford, Welwyn Garden City

Principal Designer:
Saunders
2nd Floor,1 Falcon Gate
Shire Park
Welwyn Garden City
Hertfordshire
AL7 1TW

Tel: 01707 385300

On behalf of:
Hatfield Town Council
Longmead
Hatfield
Hertfordshire
AL10 0AN

The scheme is assumed to be notifiable under the CDM Regulations 2015

Current Revision: 01 **Issue Date: 21st June 2019**

CHAS Accredited Contractor www.chas.co.uk

safecontractor APPROVED

RIBA

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Contents

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1. Nature of the Project

1.1 Project Description

Project Title	Extension and Refurbishment of Lemsford Village Hall	**Job No**	8067
Scope of Works	The extension is to consist of new separate changing facilities for home/away teams and officials to meet the current FA County League requirements and guidance for Step 7 facilities, replacing the existing. A new bar, kitchenette and toilets will also be provided within a fully inclusive design utilising traditional forms of construction and materials. In order to facilitate the extension there is also a requirement to adapt and open up the existing wall areas at the extension interface and also within the main hall with all affected areas 'made good' upon completion.		
Site Address	Lemsford Village Hall, Brocket Road, Lemsford, Welwyn Garden City, Hertfordshire, AL8 7TT.		

Site Location Plan

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1.2 Programming of Project (in liaison with the Client)

Period Allowed for Design (Weeks)	13 weeks	**Total Works Duration (weeks)**	15 weeks (TBA with Principal Contractor)
Proposed Start Date	29/07/2019 (start on site date TBA)		
Building Regulations status	BCB not yet appointed.		

1.3 Contacts

Client	Hatfield Town Council	Contact	Lenny Brandon
		Position	Town Council Leader
		Tel	07956 275405
		Fax	n/a
		Email	lenny.brandon@hatfield-herts.gov.uk

Client	Hatfield Town Council	Contact	Carrie Lloyd
		Position	Town Clerk
		Tel	01707 262023
		Fax	n/a
		Email	carrie.lloyd@hatfield-herts.gov.uk

Principal Designer	Saunders	Contact	Andrew Gibbins
		Position	Associate Director
		Tel	01707 385300
		Fax	n/a
		Email	pdmail@saundersarchitects.com

Architect	Saunders	Contact	Richard Grenfell/Andrew Gibbins
		Position	Director/Associate Director
		Tel	01707 385300
		Fax	n/a
		Email	richard.grenfell@saundersarchitects.com andrew.gibbins@saundersarchitects.com

Structural Engineer	RCA Structures	Contact	Carina Silva
		Position	Engineer
		Tel	01279 506721
		Fax	n/a
		Email	Carina.Silva@rcastructures.co.uk

M&E / Sustainability Engineer	TBA	Contact	
		Position	
		Tel	
		Fax	
		Email	

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Principal Contractor	TBA	Contact	
		Position	
		Tel	
		Fax	
		Email	

Approved Inspector	TBA	Contact	
		Position	
		Tel	
		Fax	
		Email	

		Contact	
		Position	
		Tel	
		Fax	
		Email	

		Contact	
		Position	
		Tel	
		Fax	
		Email	

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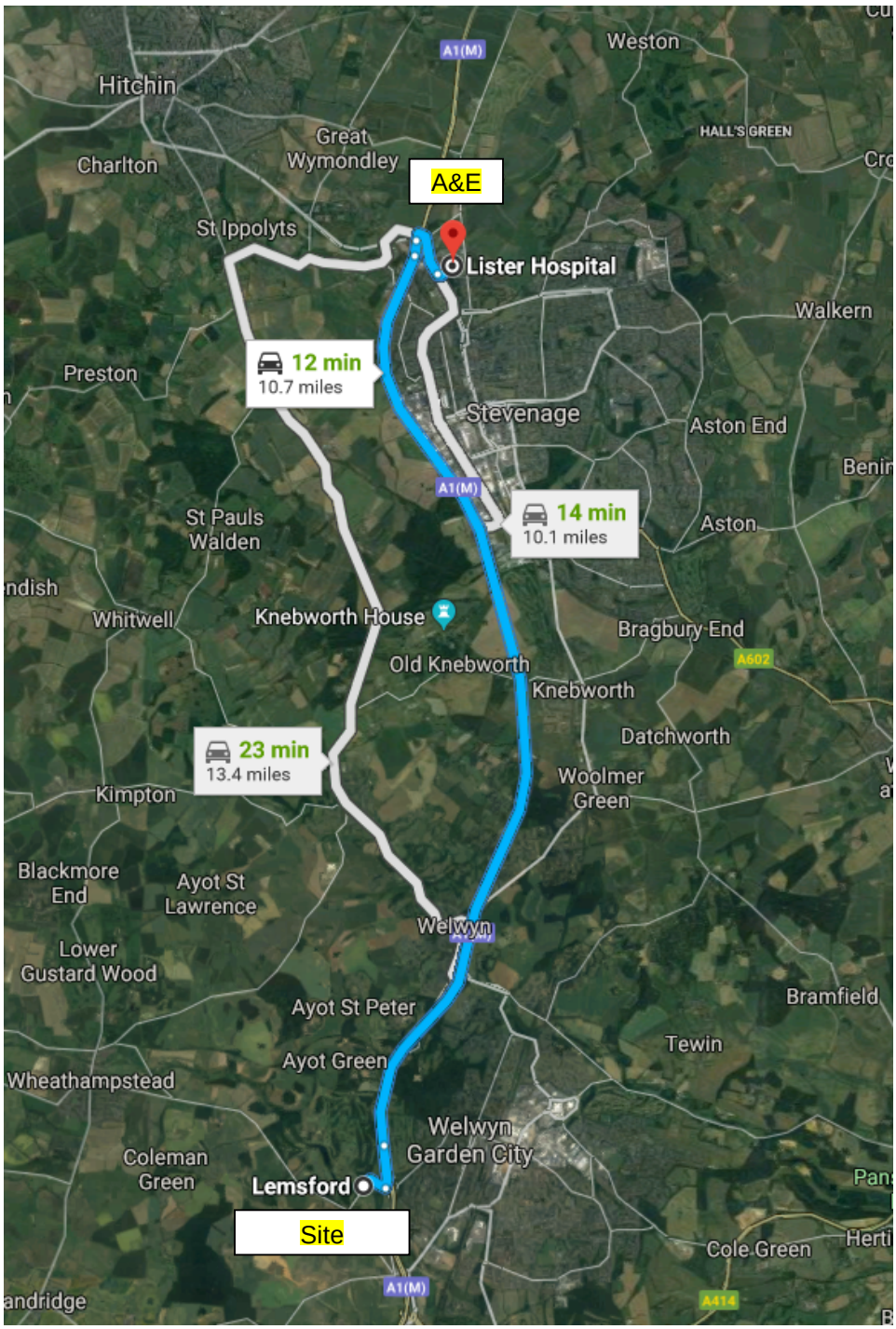
Nearest A&E Hospital	Lister Hospital, Coreys Mill Lane, Stevenage, SG1 4AB.	Contact	A&E Dept. [open 24 hours]
		Position	n/a
		Tel	01438 314333
		Fax	n/a
		Email	n/a



1.4 Extent and Location of Existing Plans (relating to existing buildings and layout)

Records or Plans Relating to Existing Site Layout			
	Yes	**No**	**Comments**
Buildings/Structures	✓		Refer to 8067_002 Existing GA Ground Floor and Roof Plan
Surrounding Roads	✓		Refer to 8067_001 Existing Site Plan
Vehicular Routes	✓		Refer to 8067_001 Existing Site Plan
Pedestrian Routes	✓		Refer to 8067_001 Existing Site Plan
Underground Services/Utilities		✓	
Records or Plans Relating to Buildings / Structures to be Refurbished, Altered or Demolished			
	Yes	**No**	**Comments**
Architectural Plans	✓		Refer to: 8067_101_A Proposed GA Ground Floor and Roof Plan 8067_110_A Proposed GA Detailed Ground Floor Plan 8067_201_A Proposed GA Sections 8067_301_A Proposed GA Elevations
Structural Plans	✓		Refer to Structural Engineers information in Appendix D
Mechanical and/or electrical plans		✓	
Public Health records		✓	
Health & Safety Records		✓	

1.5 Site and Building Description

The Site

Lemsford Village Hall is located on Brocket Road in Lemsford, Welwyn Garden City. The hall is located in the western corner of the recreational grounds and is accessed via the car park. The hall was originally built in the 1970's and is a well-used community asset.

The site is bounded by Brocket Road to the west, Lemsford Springs and the River Lea to the east and St John the Evangelist Church to the north. There is limited pedestrian access to the site from Lemsford Village, which can be used by cyclists. The hall is surrounded by recreational grounds to the east, south and west and the car park is to the north-west. The site is used by the public, but there are no rights of way through the construction site.

There is a recycling facility on the grounds, in the south west corner of the car park and a children's play area in the north east corner of the site, some distance from the hall.

Hatfield Town Council is proposing to extend and refurbish Lemsford Village Hall to provide new separate changing facilities for home/away teams and officials to meet the current FA County League requirements and Step 7 facilities, replacing the existing. In addition to new changing facilities the works will include a new bar, kitchenette and toilets within a fully inclusive design. Where the new extension adjoins the existing building, these areas will be 'made good' and lightly refurbished.

Falls across the site are minor, as the surrounding recreational grounds have been levelled to accommodate the football pitch. The alterations to landscape will be minor and a light landscaping strategy will be developed in place of the current patio area on the eastern elevation.

Building Envelope and Structure

The existing building is to be retained. A full measured survey of the building has been undertaken but no form of condition or intrusive Building Survey has been undertaken. However, it would appear that the building has been extended on a number of occasions. The function room hall has a wall thickness of 300mm with a pitched roof. The adjoining rooms, have a wall thickness of 280mm and a flat room. All external walls have a red brick external leaf. The roof appears to be cement tiles on a timber truss roof with plasterboard ceilings in all rooms. The floor finishes throughout vary, but are typically vinyl, carpet tiles and wooden floors. All windows and doors have white UPVC frames. There is no detail over the windows and a lintel is not visible externally or internally.

Drainage

Refer to 8067_002 Existing GA Plans for the location of the existing drainage manholes and runs. This information was provided by CSL Surveys.

No signs of flooding are apparent on site. The site is located in Flood Zone 1, an area with low probability of flooding, as defined by the Environment Agency Flood Map.

1.6 List of Existing Drawings (Refer to Appendix B)

Architects Drawings (* indicates drawings attached in appendix):

8067_001 Existing Site Plan inc. Location Plan*
8067_002 Existing Plans (Ground and Roof)*
8067_003 Existing Elevations*

Information provided by Client:

Asbestos MS – Lemsford Village Hall*
Asbestos R&D Survey – Lemsford Village Hall*
DB1 – Electrical Room – Main Hall – IPN404758052*
DB2 – Electrical Room – Heating – IPN404757909*
DB3 – Electrical Room – Changing Rooms – IPN404758052*
Lemsford Red Line*
SHATLH120301 Lemsford Hall Schematic*
Site Plan*

1.7 List of Proposed Drawings (Refer to Appendix D)

Architects Drawings (* indicates drawings attached in appendix):

8067_010_A Proposed Phasing Plan*

8067_100_A Proposed Site Plan*
8067_101_A Proposed GA Plans (Ground and Roof)*
8067_110_A Proposed GA Detailed Ground Floor Plan*
8067_115_A Proposed Fire & MOE Strategy*
8067_116_A Proposed Electrical Layout*
8067_117_A Proposed Floor Finishes
8067_118_A Proposed Reflected Ceiling Plan
8067_120_A Proposed Enlarged Section Details

8067_201_A Proposed GA Sections*

8067_301_A Proposed Elevations*
8067_305 Proposed Elevations – Typical Team Changing Rooms
8067_306 Proposed Elevations – Typical Team Showers
8067_307 Proposed Elevations – Officials Changing Room (Accessible)
8067_308 Proposed Elevations – Officials Changing Room
8067_309 Proposed Elevations – Typical Team WC

8067_401_A Proposed Door, Window and Roof Light Schedule

8067_2000_A Room Data Sheets
8067_2001_A Outline Specification

Structural Engineers Drawings (* indicates drawings attached in appendix):

20655-01_A*
20655-02_A*
20655-03_A*

Other Consultants:

Information not yet available.

2. Clients Considerations and Management Requirements

2.1 Health and Safety Goals for the Project

To complete works safely and efficiently without injury to persons working on or in the vicinity of the site. To put suitable procedures in place to mitigate against near miss incidents occurring both before and during the works. *Client to confirm additional Health and Safety goals.*

2.2 Communication and Liaison

The Principal Designer is expected during the Construction Phase to monitor the continued cooperation between all Designers and the Principal Contractor, to ensure co-ordination of Health and Safety matters continues. Periodic meetings may be held by the design team as the project develops and the Principal Designer should be copied in on the minutes prepared and any revised drawings or specifications issued by the Designers.

If the Principal Contractor or any Designer is concerned that persons are not adhering to the requirements of the Construction (Design and Management) Regulations 2015 then the Principal Designer should be informed.

The Principal Designer should be included on the circulation list for Health and Safety site audits carried out by the Principal Contractor.

2.3 Site Specific Arrangements

The Principal Contractor will be required to take necessary reasonable action to minimise the impact of the construction works (including vehicular movements within and around the site) on the occupants (including staff, and visitors) using Lemsford Village Hall and members of the general public who may be within the demise during the Construction period. Throughout the Construction period, the playground, sports field and recycling facilities will remain in use. The temporary relocation of the recycling centre would need to be discussed with the Client.

The car park is the only area of hardstanding in the site. There is a knee rail fence to the north east corner of the building that could be temporarily removed (and made good on completion) to provide access to the extension area on the south elevation. Access would be via a grassed area running parallel to the sports pitch. Please refer to images in section 6.1.

All site visitors, whether directly employed or otherwise, will be required to pass through a secure and managed outer demise line prior to entering the construction site to ensure only those that are authorised are present on a live construction site.

2.4 Welfare Provision

The Principal Contractor is obliged to provide welfare facilities in accordance with the CDM Regulations 2015. *Welfare facilities to be priced as an extra, Client to confirm whether Lemsford Village Hall welfare provision can be utilised by the Principal Contractor during the construction period.* The Principal Contractor should include to provide adequate temporary facilities within the site where phasing requires. Details of all welfare facilities and their location should be provided in the Construction Phase Plan.

On completion of the Construction Phase, any services so used shall be returned to the condition in which they were found and a photographic record shall be provided by the Principal Contractor to evidence such pre-existing condition. This also includes any underground drains used by the proposed welfare facilities.

2.5 Site Requirements			
	Yes	**No**	**Comments**
Is the site to be fenced off?	✓		The site is bounded with hedgerows and trees along the majority of the boundary. The Principal Contractor will need to submit details of how the site is to be secured, whilst retaining access to the car park, recycling facilities and any rooms within the building that will remain in use throughout the construction period. The secure fencing / hoarding, should be of an appropriate rigidity to deny access to unauthorised site users including children and the general public. Warning signs should also be incorporated in accordance with any relevant legislation.
Are there any restrictions on vehicle movements?	✓		There is a single point of access to the site, via a lay-by adjacent to Brocket Road. This will need to be kept clear at all times. Lemsford Village Hall is accessed from the car park to the North of the site, there is no direct vehicular access to the eastern and southern elevation and limited access to the western elevation.
Are there any restrictions on deliveries, waste collection, or storage?	✓		The Principal Contractor should include a statement in respect of handling deliveries and waste transfer / disposal in the Construction Phase Plan.
Are there any parking restrictions?			There is no information available on parking restrictions at this stage. Cars must be parked within the confines of the marked out bays at all times.
Are there any other works scheduled during the construction period?			The Client has advised that they are exploring bringing mains gas to the site.
Will fire precautions be required?	✓		The Principal Contractor shall, as part of his Construction Phase Plan, compile and implement a site fire safety plan. This plan should include measures to control fire risk. Fire appliance access should always be available to the site.
Are emergency procedures and means of escape required?	✓		Procedures and arrangements are to be put in place to deal with any foreseeable emergency. These should be specific to the working area and the type of work for which it is being used. Emergencies could be unintended or unplanned disruption to live services, fires, personal accidents, spillages of product or any other safety incident. The Principal Contractor should include emergency procedures and also ensure that all persons working on the site know and understand the emergency procedures and plans in place. Details of the above are to be provided within the Construction Phase Plan. In the event of an emergency, the Client will require immediate notification. The Client contact is; Carrie Lloyd or Sam Frake Tel: 01707 262 023

Site Security	✓		Site personnel and plant are to stay within the confines of the construction site and agreed access routes.
Will the Client require access?	✓		The Client and/or their representatives will require regular access to Lemsford Village Hall during the construction period. Control of the construction site will remain with the Principal Contractor and the Client, and/or his representatives should be subject to the same induction and safety precautions as other visitors.

Site Specific Working Restrictions

Assume at this stage steps should be taken to avoid the risks of noise, smoke and dust arising from construction activities to surrounding residential areas. The Principal Contractor should seek further advice from the Local Authority.

No smoking is allowed on site at any time unless in specially designated areas which have been agreed with the Client.

The consumption of alcohol / drugs on site shall not be permitted. A copy of the Principal Contractor's policy regarding disciplinary procedures in this respect will be required.

2.6 Permits and Authorisation Requirements

No information at this time.

3. Environmental Restrictions and Existing On Site Risks

3.1 Safety Hazards

Careful planning and effective liaison will be needed with the Client to mitigate any potential adverse effect that the construction activities may have on the continued operation of the surrounding buildings.

There is no information pertaining to existing site conditions at this stage.

3.2 Boundary and Access

Access to the site is via the main entrance off Brocket Road. Access to the site should not interfere with daily access to the site by members of the public or those employed to maintain Lemsford Village Hall and its grounds.

3.3 Surrounding Land Issues

No information at this time.

3.4 Existing Services

Existing building drainage is shown on existing GA plans. There is no information on other services and utilities available at this time. An existing electrical installation survey provided by the client finds that the existing electrical installation is rated 'unsatisfactory' in parts. Please refer to Electrical Installation Condition Report in Appendix B.

3.5 Ground Conditions

	Yes	No	Unknown	Information Source/Comments
Contaminated Land			✓	
Instability			✓	
Subsidence			✓	
Old Mine Workings			✓	
Underground Tanks			✓	
Underground Obstructions			✓	
Other			✓	

3.6 Existing Structures				
	Yes	**No**	**Unknown**	**Comments**
General Conditions			✓	
Materials and Substances with Health Hazards	✓			Asbestos is present in the existing roof tiles. Contractors to price asbestos removal as an extra at this stage.
Materials with Safety Hazards			✓	
Potential Instability			✓	
Other				

3.7 Asbestos and Hazardous Materials

A management survey, undertaken in 2016, shows the presence of asbestos containing materials (ACM's). 3 samples were taken for testing and asbestos was present in the existing roof tiles. An Asbestos Renovation and Demolition (R&D) Survey has been undertaken and the findings are available in Appendix B. Please refer to the recommendations of this report prior to commencing works on site.

Before works commence on site, the Principal Contractor should provide a methodology for safely working in accordance with the recommendations of the R&D Survey.

Contractors to price asbestos removal as an extra at this stage.

4. Significant Design and Construction Hazards

4.1 Significant Design Assumptions and Control Measures

Where provided, Designer Risk Assessments (DRA's) are either attached at the rear of this document or included on the drawings prepared by Designers. These should be carefully considered by the Principal Contractor and responded to (where necessary) in the Construction Phase Plan.

4.2 Arrangements for Co-ordination of on-going Design Work and Handling Design Changes

Coordination of the ongoing design work will be reviewed by the Principal Designer.

4.3 Information on Significant Risks Identified During the Design (Health and Safety Risks Only)

Should any significant risks become evident during the design or construction of the works, the person(s) recognizing this risk should:

- Stop work if there is any immediate danger and vacate the area if considered necessary.
- Notify the Client and the Principal Designer.

The Principal Designer will then distribute this information to all parties and will be available to advise the Principal Contractor if so requested.

4.4 Materials Requiring Particular Precautions

Manufacturer's data sheets and instructions for use should be obtained for all supplied and materials remaining on site and the recommendations followed. Any substances (e.g. paints etc.) being used by the Contractors should be disclosed to the Principal Contractor and the COSHH Regulations followed.

4.5 Competence

The Principal Contractor may need to prove his competence and the competence of all Contractors prior to commencement of the works. The Principal Contractor should include in the Construction Phase Plan the procedure followed before allowing Contractors onto site.

5. Health and Safety File

5.1 Format and Number

The Health and Safety File will be required both in an electronic format and paper copy with full details to be agreed with the Clients representative. However, it is expected that 2 hardcopies and 2 electronic copies will be required. Electronic copies of documents should be in a format that are easily accessible with readily available and recognized software i.e. PDF format.

5.2 Contents

The following is the minimum information to be compiled within the Health and Safety File.

Specifically, the Principal Contractor / Designers will be asked to provide:

- As built* drawings of the structures, plant and equipment
- Information on key structural principles
- Plans showing the nature and location of significant services (gas supply, underground cables, firefighting equipment, etc.)
- Information on any hazardous materials used (if any)
- Information regarding Health and Safety implications of cleaning / maintaining the structures and installations
- Information on any residual hazards or risks that remain
- Note: O&M manuals are separate to the Health and Safety File

*As built meaning drawings that reflect the built structure, etc. as accurately as possible to the best of the Designers knowledge or, alternatively, a Final Construction Issue of the drawings.

5.3 Issue

It is the Principal Designers responsibility working in conjunction with the Principal Contractor to collate and assemble the Health and Safety File and for the Principal Designer to check its contents prior to issue to the Client agent at Practical Completion.
If, for whatever reason, the Principal Designers appointment concludes before the end of the project then the Health and Safety File must be passed onto the Principal Contractor for completion.

5.4 Timing

The Health and Safety File should be ready for handover at or just before Practical Completion. In order to achieve this handover, it will be necessary for all of the information to have been received by the Principal Designer in good time to allow the document to be assembled. All Contractors and Designers must advise the Principal Designer immediately it is known that information may not be available until after this date in order to agree and record this appropriately with the Client.

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6. Key Photos

6.1 Photos

All Photos taken between January – April 2019.

Site Access (From Brocket Road)

Lay-by running parallel to Brocket Road

Existing Emergency access to pitch

Existing Emergency access to pitch side

Knee rail fence on north east corner

Recycling facilities on west elevation

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6.1 Photos (Cont.)	
View of south elevation (area of proposed extension) 	View of south west corner (area of proposed extension) 

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Appendix A

Designers Risk Assessments & Combined H&S Risk Register

Role	Company Name	Included
Architect	Saunders	Refer to drawings and DRA
Structural Engineer	RCA Structures	n/a

Designers Risk Assessments

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Project Name:	8067 Lemsford Village Hall, Brocket Road, Welwyn Garden City, AL8 7TT
Project Type:	**Extension**
Period allowed for Design (weeks):	**13 Weeks (Design Review of Planning Approved Scheme)**
Period allowed for Construction (weeks):	**15 weeks on-site**
VERSION:	**V00 (May 2019)**

	Significant Hazard or Unusual Operation	Population at Risk C=Contractors V=Visitors P=Public M=Maintainer				Stage at which hazard or unusual operation will occur	Design Stage Action Taken to Control Level of Risk	Post Design Risk Level	Risk Control Measures required to be adopted by Contractor during Construction	Residual Risk Level Post Construction	Risk Control Measures required to be adopted by Occupier / Maintainer
	Details	**C**	**V**	**P**	**M**	Select from drop down list		**HIGH** / **LOW**		**HIGH** / **LOW**	
Architect	Car park is publicly accessible and to remain open throughout the Construction period.	✔	✔	✔		General	Construction vehicles can utilise adjacent lay-by during peak hours to ease potential congestion. Contractor to liase with building operator to mitigate traffic disruption during peak usage.	HIGH	Contractor is to liase with the building operator and maintenance team prior to scheduling deliveries. Construction Phase Plan to detail traffic management proposals. All site operatives are to wear PPE at all times and deliveries must be receieved and stored within secure fencing/hoarding areas.	N/A	N/A
Architect	Site constraints - parking and deliveries	✔	✔	✔		General	The site has a single point of access and only the north elevation is directly accessible to vehicles. Emergency access to pitches available and to be utilised through Construction period, see site plan for location.	HIGH	Contractor to arrange access for deliveries via grassed emergency route with building operatives prior to usage. Construction Phase Plan to detail traffic management proposals. Any areas affected by Contractors vehicular movements will need to be levelled and made good on completion.	N/A	N/A
Architect	Underground services	✔	✔	✔		Groundworks	Existing manhole drainage locations conflict with sub-structure works. Location of existing drainage shown on Proposed GA Detailed Plan.	HIGH	Investigate and seek specialist advice regarding the extent of underground services. Excavation works in close proximity to known service locations to be undertaken by hand. Use correct and appropriate lifting equipment / plant and ensure design criteria is followed to avoid damage to services and utilities.	N/A	N/A
Architect	Breaking through existing walls/partitions	✔	✔	✔		Refurbishment / Repair / Alteration	A Structural Engineer has been consulted structural alterations and proposed structural works. This information has been incorporated into the Tender information and distributed to the Design Team and Contractor.	HIGH	Area to be cordoned off. Contractor to ensure phasing and activities minimise risk of injury to operatives. PPE equipment is to be worn at all times and Contractor is to refer to specialist information for location and specification of structural works.	N/A	N/A
Architect	Lifting heavy or bulky goods	✔	✔	✔		General	Required as part of construction works. Design has been developed to reduce size and weight of steel beams. Please refer to Structural Engineers information.	HIGH	Area to be cordoned off prior to tasks being commenced. Works to be carried out by competent individuals/specialists using suitable lifting equipment. Site Operatives to wear PPE at all times.	N/A	N/A
Architect	Manual handling of building components / materials	✔	✔	✔		Refurbishment / Repair / Alteration	Working with glass, steel beams, sheet materials, etc.; is unavoidable	HIGH	Area to be cordoned off prior to tasks being commenced. Works to be carried out in a protected area with restricted access. Use appropriate lifting aides/equipment where necessary for heavy objects.	N/A	N/A
Architect	Working at height - Roofing, Gutters, etc.	✔	✔	✔		Refurbishment / Repair / Alteration	Required as part of construction works.	HIGH	Areas to be cordoned off during lift operation. Works to be carried out by competent specialist using appropriate MEWP or temp scaffolding designed by specialist.	N/A	N/A
Architect	Cleaning & maintenance - Gutters & Skylights				✔	Cleaning	Access via MEWP from solid ground level. Refer to Saunders drawings for access strategy.	N/A	N/A	LOW	To be carried out by competent persons using appropriate MEWP designed by specialist.
Architect	Cleaning and Maintenance - Glazing				✔	Cleaning	Cleaning of windows to be cleaned by hand or pole from ground floor.	N/A	N/A	LOW	Ensure glazing is cleaned from ground level by hand or with waterfed pole system.
Architect	Working at height - high level maintenance (internal)				✔	Maintenance	Maintenance and cleaning of high level roof lights, sun tunnels and services placement is unavoidable.	N/A	Ladder access in accordance with HSE Guide. Tasks should be simple and short in duration. Consult HSE Guide for other tasks.	LOW	To be carried out by competent persons using an appropriate ladder within cordoned off and managed areas.
Architect	Fire				✔	Occupation of Building	Fire strategy plan developed using guidance of Approved Document B. Refer to Saunders drawings 8067_115_A Proposed Fire Strategy Plans. Details to be provided to building owner/occupier and to be included in H&S file.	LOW	N/A	N/A	Building owner/occupier is to produce fire risk assessment and comply with the requirements of the RRO. This should include details on how all users are made aware of the fire plan with relevant course of actions being displayed around the building.
Architect	Fire					Occupation of Building	Loft hatch has been located in externally accessible store, away from main circulation and escape routes.	LOW	Roof hatch to be accessed via retractable ladder and crawl boards in roof void.	N/A	Ensure area around ladder is free from obstruction or persons prior to access, users should not ascend to the loft space unaccompanied. Any damage to crawl board should be reported to building operator.

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Appendix B

Existing Drawings

NOTES

This drawing to be read in accordance with the specification/Bills of Quantities and related drawings.

No Dimensions to be scaled from this drawing. All stated dimensions to be verified on site and the Architect notified of any discrepancies.

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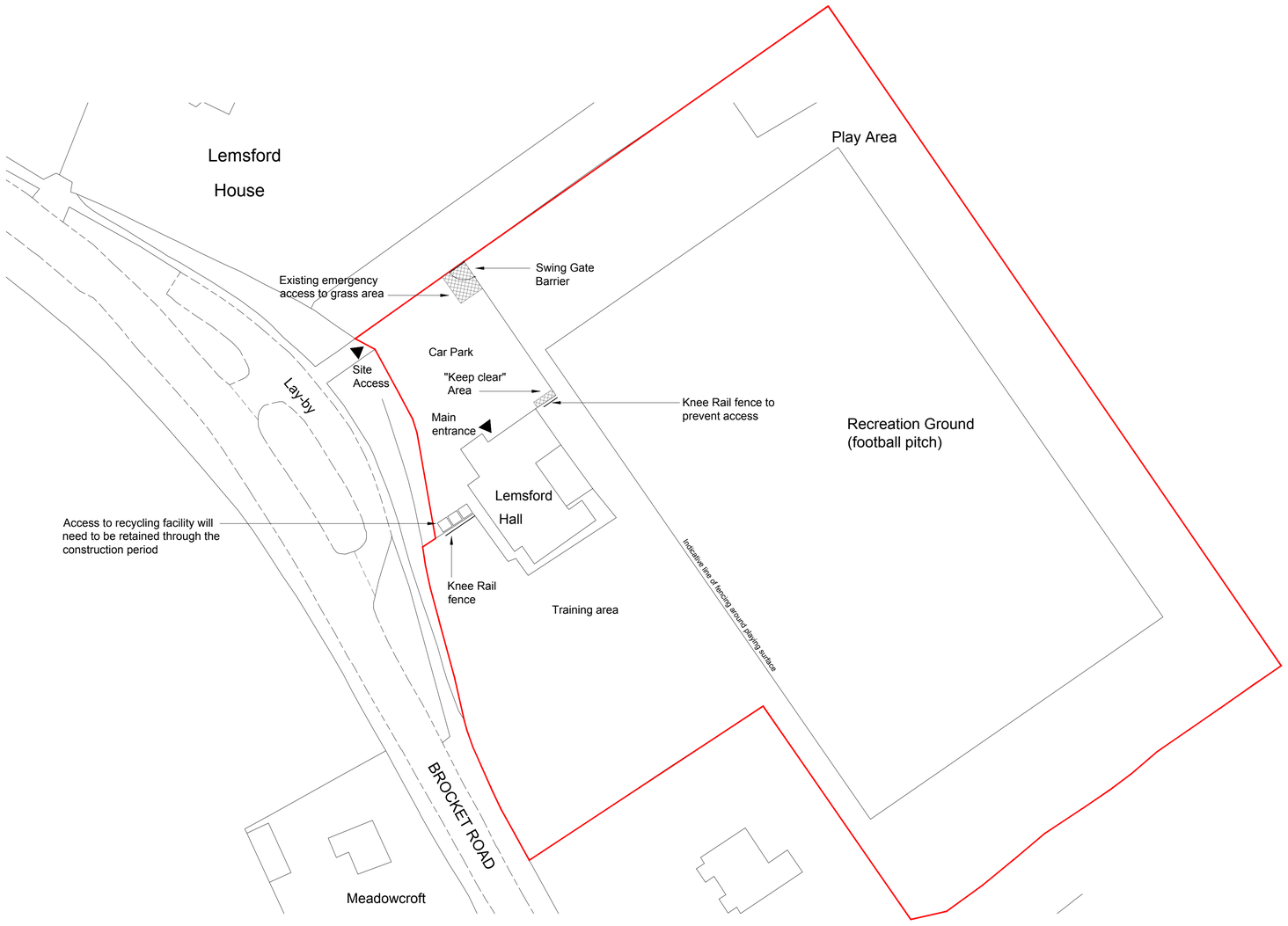
Scale bar 100mm at 1:1

NORTH



SITE PLAN

FOR INFORMATION

REV	DATE	NOTE	BY

Project

LEMSFORD VILLAGE HALL
BROCKET ROAD
WELWYN GARDEN CITY
HERTFORDSHIRE

Title

PROPOSED EXTENSION
& ALTERATION WORKS
EXISTING SITE PLAN

Scale
1:500 @A1

Date
MAY 2019

Drawn
RG

Checked
AG

Drawing Number
8067_001

Revision

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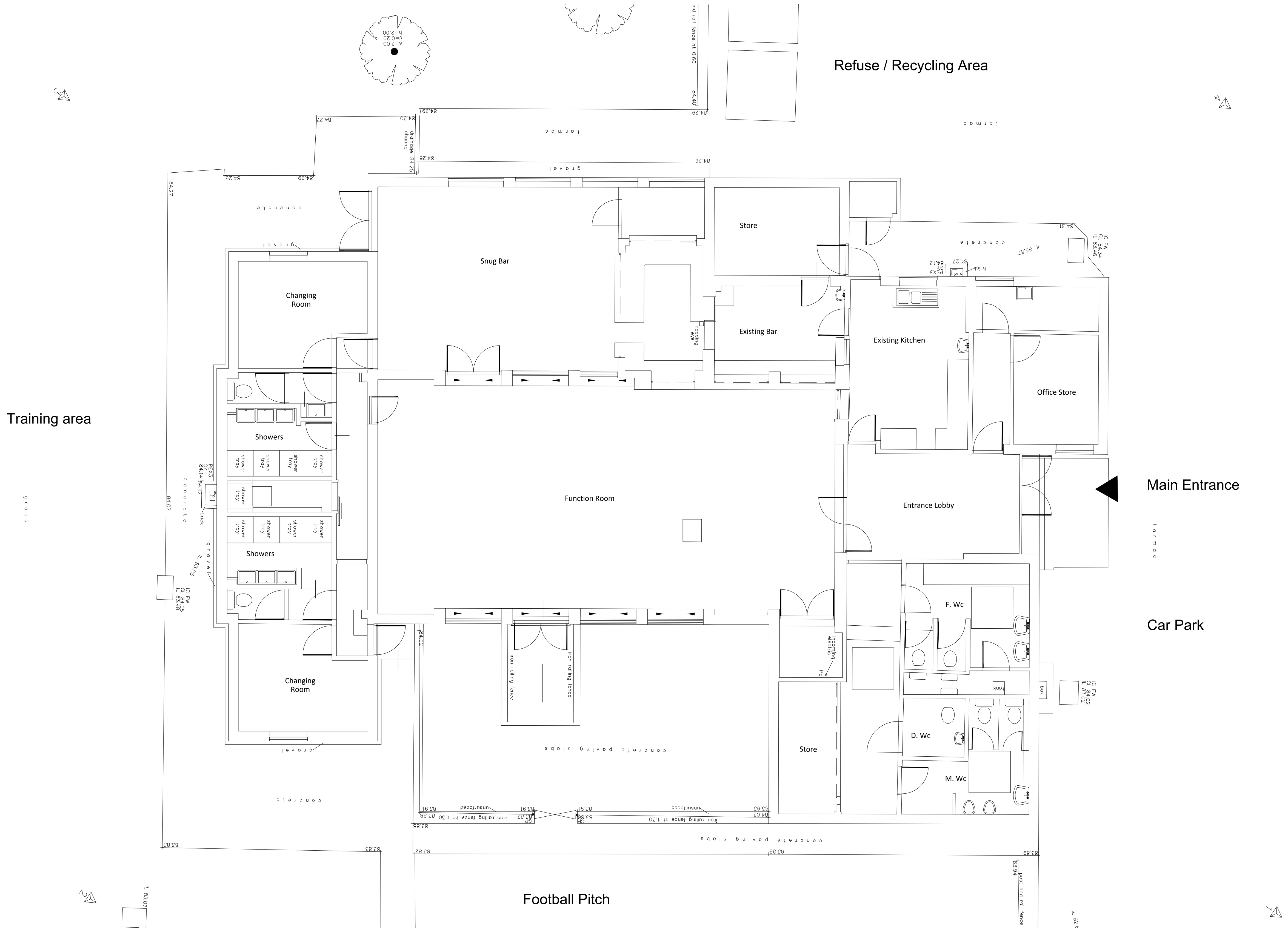
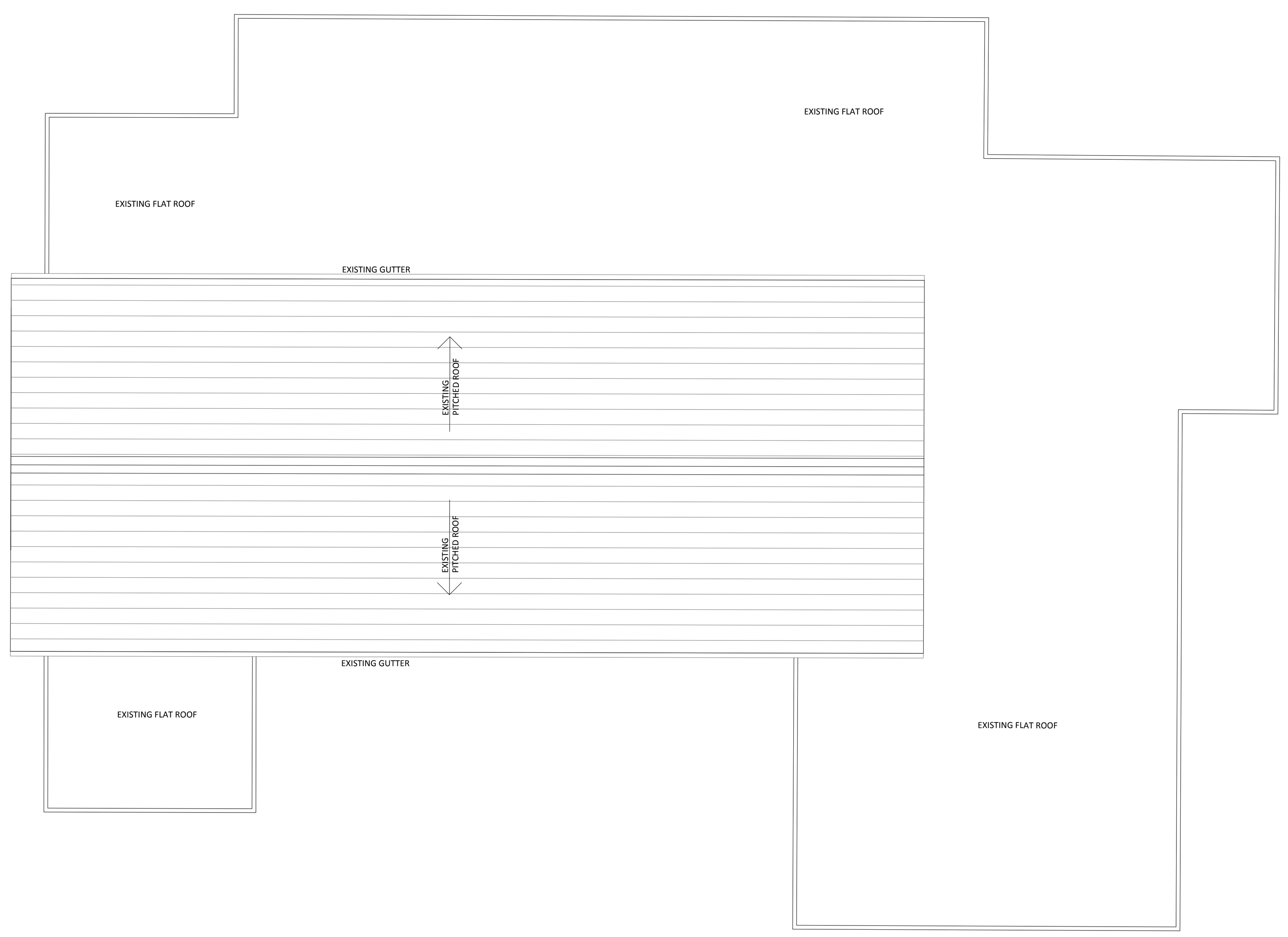


GA GROUND FLOOR PLAN



GA ROOF PLAN

NORTH

NOTES

This drawing to be read in accordance with the specification/Bills of Quantities and related drawings.

No Dimensions to be scaled from this drawing. All stated dimensions to be verified on site and the Architect notified of any discrepancies.

0 100

Scale bar 100mm at 1:1

NOTE:

LOCATION OF EXISTING FLAT ROOF INTERNAL DOWNPIPE OUTLETS ARE UNKNOWN AND TO BE ESTABLISHED THROUGH SITE INVESTIGATION.

FOR INFORMATION

REV	DATE	NOTE	BY

Project

LEMSFORD VILLAGE HALL
BROCKET ROAD
WELWYN GARDEN CITY
HERTFORDSHIRE

Title

PROPOSED EXTENSION
& ALTERATION WORKS
EXISTING GA GROUND FLOOR
& ROOF PLAN

Scale 1:100 @A1	Date MAY 19
Drawn RG	Checked AG
Drawing Number 8067_002	Revision

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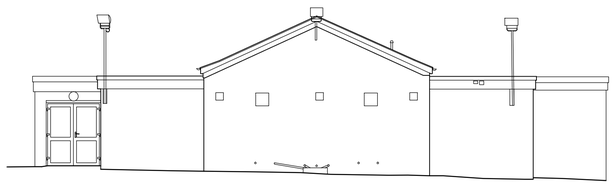

ELEVATION A - SOUTH-EAST - REAR

ELEVATION B - NORTH-EAST - PITCH SIDE

ELEVATION C - NORTH-WEST - FRONT

ELEVATION D - SOUTH-WEST - ROAD SIDE

NOTES ©

This drawing to be read in accordance with the specification/Bills of Quantities and related drawings.

No Dimensions to be scaled from this drawing. All stated dimensions to be verified on site and the Architect notified of any discrepancies.

0 100

Scale bar 100mm at 1:1

NOTE:

TO BE READ IN CONJUNCTION WITH THE FOLLOWING DRAWINGS:

7965_001 - EXISTING SITE AND LOCATION PLAN
7965_002 - EXISTING GA PLANS

ELEVATIONS ARE BASED UPON BUILDING SURVEY INFORMATION PROVIDED BY CSL SURVEYS.

FLOODLIGHTS TO BE RETAINED.

MATERIALS:

THE EXISTING FACILITY PRESENTS THE FOLLOWING MATERIALS:

- FACING BRICKWORK
- UPVC WINDOWS AND DOORS, COLOUR WHITE
- UPVC ROOF FASCIA, COLOUR WHITE
- TILED ROOF

FOR INFORMATION

REV	DATE	NOTE	BY

Project

LEMSFORD VILLAGE HALL
BROCKET ROAD
WELWYN GARDEN CITY
HERTFORDSHIRE

Title

PROPOSED EXTENSION
& ALTERATION WORKS
EXISTING ELEVATIONS

Scale
1:100 @A1

Date
MAY 2019

Drawn
RG

Checked
AG

Drawing Number
8067_003

Revision

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PI House, 23 Clifton Road, Shefford, SG17 5AE

Management Survey

Client & Address	**Hatfield Town Council**
Site Ref	**SR1736**
Report Date	**4th October 2016**
Survey Type	**Management**
Surveyor	**Steve Rowland**
Address of property surveyed	**Lemsford Village Hall, Brocket Road, Lemsford, AL8 7TT**

Absolute Asbestos Surveys

Quality Assurance Statement

Reference no: 1736

This specific sampling report has been compiled by:

Name: S Rowland **Signed:** S A Rowland

Date: 4.10.16 **Position: Surveyor**

The results are accurate and any conclusions or recommendations made are suitable, and in line with the current company policy. The contents of this report has been checked by:

Name: K Chambers **Signed:** K Chambers

Date: 4.10.2016 **Position: Senior Administrator**

Absolute Asbestos Surveys Ltd
PI House, 23 Clifton Road, Shefford, Beds SG17 5AE
Company Reg no 08198001
Tel no: 0800 121 4655 Email: info@aasltd.org.uk Website: www.absoluteasbestossurveys.co.uk

TABLE OF CONTENTS

Executive Summary

Introduction

Absolute Asbestos Surveys Limited was instructed by Hatfield Town Council to carry out an HSG264 Asbestos Management Survey on the aforementioned property.
The purpose of the survey is to comply with the 'The Control of Asbestos Regulations 2012' and to identify any asbestos containing materials that are present so that they can be safely managed or removed prior to scheduled refurbishment/demolition works.

Site Description

A single storey village hall with sport changing facilities.The roof is hipped with cement tiles and modern flat felt to the extensions with UPVC soffits. The walls are brick.block,stud and plasterboard.The ceilings are plasterboard throughout.The floors are concrete with overlays of carpet,quarry tiles and modern vinyl.

Area Included

Roof Void
Entrance Hall,Stores 1,2 & 3,Hall,Meeting Room,Bar,Cellar,Kitchen,Ladies WC,Disabled Wc,Mens WC,Changing Rooms,Referees Room
External

Area Excluded

None

Survey Finding

During an Asbestos Management Survey,3 samples were taken for further analysis. These were suspected to be asbestos containing materials (ACMs).
Following further analysis,1 of these samples was found to contain asbestos.
Any items containing asbestos should be managed, labelled or encapsulated as advised (see Recommendations). A competent asbestos removal contractor with the appropriate licence and insurances, prior to any scheduled refurbishment/demolition works should be sought for items recommended for removal.

Appendix A

Register of Asbestos Containing Materials

SUMMARY TABLE

Location	Product Type	Extent	Accessibility	Condition	Asbestos Type	Sample No	Material Assessment and Score
Roof	Roof Tile	400M2	Low	0	Chrysotile	01	VERY LOW

Item	Level	Location / Room Number	Survey Type	Sample Reference	Qty
01	Roof	Roof	Management	01A	400M2

Material Description	Material Risk			
Roof Tile	Product Type	Extent of Damage	Surface Treatment	Asbestos Type
Accessibility				
Low	1	0	1	1

Asbestos Name	Score - Material Risk	
Chrysotile	3	VERY LOW

Ceiling	Ceiling Soffit	Wall

Flooring	Contains ACM	Review Date
	YES	October 2017

Additional Information

Recommendations

Manage and Periodically Review

Other Information

Roof

Appendix B

Non Asbestos Register

Item	Level	Location / Room Number	Survey Type	Sample Reference	Qty	Photo	
02	Ground Floor	Entrance Hall Textured Coating to Ceiling	Management	02A	40M2		This sample does not contain asbestos
03	Ground Floor	Meeting Room Textured Coating to Ceiling	Management	02M01	60M2		This sample does not contain asbestos
04	Ground Floor	Kitchen Textured Coating to Ceiling	Management	03A	40M2		This sample does not contain asbestos

Appendix C

Site Floor Plans

Absolute Asbestos Surveys

PI House

23 Clifton Road

Shefford

Beds

SG17 5AE

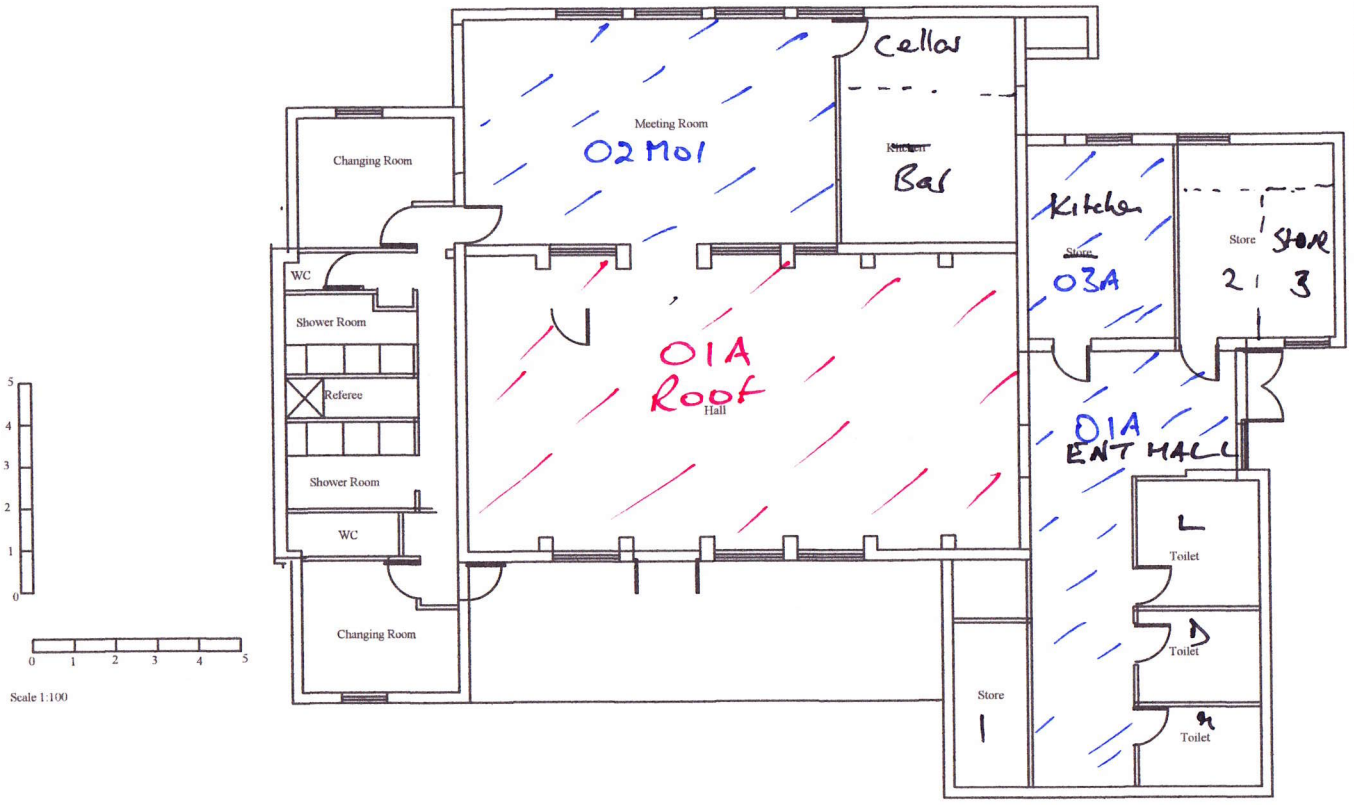
Site Plan

This plan should be read in conjunction with the full asbestos report

Key: RED = Positive
GREEN = Presumed
BLUE = Negative

Limitations of reported information

The information contained within this report of the locations of asbestos containing materials (ACMs) should not be treated as either exhaustive or definitive. It should always be assumed that there may be other ACMs present, hidden or undetected within the fabric of the building. Further investigations may be necessary when carrying out works likely to disturb the fabric of the building.



Scale 1:100

Ground Floor Plan

REVISIONS		
NO.	DETAILS	DATE

CONTRACT:
Changing Rooms
Lemsford
Herts

CLIENT

DETAIL:
Elevations as Existing

DRAWN:
DATE: October 2014
REVISION:
SCALE: 1:100
STATUS: STAT

DRAWING NO.
MP1005

Appendix D

Laboratory Sample Reports

UKAS TESTING
2343

ASBESTOS BULK ANALYSIS TEST REPORT

ams management (GB) LLP
Unit 1, 9 Cannon Lane
Tonbridge, Kent TN9 1PP
Tel: 01732 368359
Fax: 01732 368361
Web: www.ams-management.co.uk

Registered in England and Wales OC311295

TEST REPORT NUMBER: J028826	Issue No: 01

Report Date: 04.10.16

Client:	Absolute Asbestos Surveys Ltd Pi House, 23 Clifton Road, Shefford, Bedfordshire,, SG17 5AE
Samples collected by:-	Client
Date samples received by Lab:-	03.10.16
Laboratory Samples Analysed at:-	Tonbridge
Total Number of Samples:-	3

Site/Location:-	Lemsford Village Hall, Brocket Road, Lemsford, AL8 7TT
Your Order:-	1736
Date Sampled:-	N/A
Analysed By:-	Anthony Cornthwaite
Date Analysed:-	04.10.16

TEST RESULTS

AMS Ref No.	Client Sample ID	Sample Location/Details	Sample/Material Type	Analysis Result	Content
BS086017	01A	Roof level - roof tile	Cement Products	Chrysotile	Positive
BS086018	02A	Ground floor - textured coating	Textured Coating	Asbestos Not Detected	Negative
BS086019	03A	Ground floor - textured coating	Textured Coating	Asbestos Not Detected	Negative

.....END.....

Key to fibre content: Trace = Trace asbestos identified (1 to 2 fibres present); **Positive =** Asbestos identified (more than 2 fibres present).

Method: The analysis has been performed using the AMS 'In House' method of transmitted/polarised light microscopy and centre stop dispersion staining(Ref Appendix 2-Technical Procedure of Quality Manual), based on HSG248 and is covered by our UKAS Accreditation.

The following are outside the scope of our UKAS Accreditation:
1. Quantitative fibre content (Guidance on the percentages of asbestos used in various products is available in HSG264)
2. Sample Locations/Details supplied by the client. (AMS do not accept any responsibility for any discrepancy or inaccuracy arising from samples labelled or collected by clients or third parties)
3. Material Type/Description.
4. Any Interpretations or Opinions expressed in this Test Report

Samples are retained for not less than 6 months from date of analysis unless specifically requested otherwise.
This report relates only to the samples tested. This report may not be reproduced except in full, without prior approval of the laboratory

For and on behalf of AMS Management (GB) LLP

Anthony Cornthwaite

Duty Holders Information

Types of survey

There are two different types of survey: management surveys and refurbishment and demolition surveys.

The type of survey will vary during the lifespan of the premises and several may be needed over the time. A management survey will be required during the normal occupation and use of the building to ensure continued management of the ACMs in stupa refurbishment or demolition survey will be necessary when the building (or part of it) is to be upgraded, refurbished or demolished. It is probable that at larger premises a mixture of survey types will be appropriate, e.g. a boiler house due for demolition will require a refurbishment/demolition survey, while offices at the same site would have a management survey. In later years refurbishment surveys may be required in rooms or floors which are being upgraded. In sectors where there are large number of properties (e.g. domestic houses) or internal units (e.g. hotels) only particular rooms may be specified for upgrading, e.g. kitchens, bathrooms and bedrooms. Refurbishment surveys would only be necessary in these locations.

It is important that the client and the surveyor know exactly what type of survey is to be carried out and where, and what the specification will be. So there should be clear statement on record of the type of survey is to be carried out, including the reasons for selecting that type of survey. And where it is to be carried out.

Management survey

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and assess their condition.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonable practicable for the individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility etc. management survey should include an assessment of the condition of various ACMs and their ability to release fibres into the air if they are disturbed in some way. The “material assessment” will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed.

The survey usually involves sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e. a material assessment).

Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present.

Refurbishment and demolition surveys

AA refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. The type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

There is specific requirement in CAR 2012 for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units, etc.).Under CDM, the survey information should be used to help in the tendering process for removal of ACMs from the building before work starts. The survey report should be supplied by the client to designers and contractors who may bid for the work, so that the asbestos risks can be addresses. In this type of survey, where the asbestos is identified so that it can be removed (rather than to “manage it”), the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present. However, where the asbestos removal mat not take place for some time, the ACMs condition will need to be assessed and the materials managed.

Refurbishment and demolition surveys area intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. It is a disruptive and fully intrusive survey which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos. Refurbishment and demolition surveys should only be conducted to unoccupied areas to minimise risks to the public or employees on the premises. Ideally, the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should be effective isolation of the survey area (e.g. full floor to ceiling partition), and furnishings should be removed as far as possible or protected using sheeting. The “surveyed” area must be shown to be fit for reoccupation before people move back in. This will require a thorough visual inspection and, if appropriate (e.g. where there has been significant destruction), reassurance air sampling with disturbance. Under no circumstances should staff remain in rooms or areas of buildings when intrusive sampling is performed.

Duty holder's use of survey information

The survey reports need to meet the requirements of the client and comply with the tender/contractual obligations. The report should be fit for purpose and the client should check that this is the case. Therefore the client should examine the report and carry out a number of checks to make sure the survey has been adequate and that the report is suitable and accurate. These checks are set out in

The client/duty holder should do a check the accuracy of the survey report

- Check the report against the original tender
- Check for un agreed caveats or disclaimers
- Check that the survey is as requested : Management or refurbishment/demolition (or a combination)
- Check diagrams and plans are clear and accurate
- Check all rooms and areas have been assessed
- Check sufficient samples have been taken (1-2 area/room) and that sample numbers are not disproportionate (e.g. dominated by one ACM type)
- Check sample numbers reflect variations in the same ACMs, e.g. different ceiling tiles in the same room
- Check for any obvious discrepancies and inconsistencies

1. General Information

1.1 The report has been produced on the findings of a Management survey carried out by Absolute Asbestos surveys Limited.

1.2 The scope of the survey was to consider and report on:

- The type, condition and extent of asbestos containing materials (ACMs) in the building in all reasonably accessible areas.
- Provide recommendations to ensure that areas of concern are made safe and all ACMs in the building are managed safely.
- To assess the risk from the ACMs and to derive risk ratings

1.3 Areas included and excluded within the survey

- Information on included and excluded areas within the specific survey report can be found under headings ”Included Areas” and “Excluded Areas” in the executive summary.
- Further excluded areas may be highlighted within the site floor plans.

1.4 **Specific exclusions relating to surveying:**

1.4.1 No inspection was carried out of flues, chutes, ducts, voids and similar enclosed areas, the access to which would necessitate the use of specialist equipment or tools, or which would have caused damage to decoration, fixtures, fittings or the structure of the building. We are therefore unable to report on the presence of asbestos in these areas, and for accept no responsibility for the presence of asbestos in these areas.

1.4.2 No inspection of live electrical or mechanical plant or similar requiring the attendance of a specialist engineer was carried out.

1.4.3 No inspection of any area requiring specialist access equipment other than stepladders was carried out.

1.4.4 No report has been on any concealed spaces which may exist within the fabric of the building where the extent and presence of these is not evident due to inaccessibility or insufficient knowledge of the structure of the building at the time of the survey.

1.5 **Specific exclusions relating to sampling:**

1.5.1 Samples have not been taken where the act of sampling would endanger the surveyor or effect the functional integrity of the item concerned e.g. fuses within electrical boxes, ire doors, gaskets, glazing and power plant.

1.5.2 Samples have not been taken where prohibited by the client.

1.5.3 Samples have been taken from all materials which, upon initial visual inspection, appeared to contain asbestos with the exception of some items of mastic, resin or rubber, which contain asbestos where the quantity contain asbestos where the quantity of those materials and the content of asbestos within the material is significant in terms of risk to health and safety.

1.5.4 Materials have been referred to as Asbestos Insulation Board or Asbestos Cement bases on their asbestos content and visual appearance alone. Density checks have not been carried out unless otherwise stated.

1.6 **Caveat**

The report is based on a non – destructive survey of an unfamiliar site. Every effort was made to locate the presence of all ACMs within the areas included in the survey. It is recognised that construction techniques often create inaccessible void spaces, which without destructive sampling techniques being employed, would not be accessed during this survey. It must therefore be presumed that ACMs other than those located within the survey may exist within the building.

It was not possible both in terms of time and cost to sample each and every panel, tile or material of similar type. Where these exist, only a percentage of similar type materials were sampled, on the assumption that other like materials were of an identical composition. It is therefore possible that some other materials of apparently identical composition may wary and such could contain asbestos not detected in the samples taken.

For the reasons set out above, we cannot give assurances that all asbestos containing materials have been located and as such we recommend that further sampling be undertaken should these areas become accessible during the course of any future refurbishment or demolition works.

An HSG264 Refurbishment and Demolition survey will be necessary prior to any major refurbishment or demolition work.

2. Recommendations

2.1 The recommendations detailed in the register in Appendix are based on each items potential for releasing fibres as described in the Health and Safety Executive guideline HSG 264.

2.2 A quantifiable assessment of the risk of fibres release has been made using an algorithm which takes into account all factors relevant to the item and the normal activities of the building occupants. Recommendations will then normally involve removal, encapsulation or management as described below:

- Removal of items vulnerable to damage or in such poor condition that removal is the only practical option, or where refurbishment or demolition work is planned whereby the work will affect the asbestos materials present and render removal necessary.
- Enclosure or encapsulation where the material is in poor condition or it's vulnerable to damage.
- Management of the asbestos material present by labelling and periodic inspection as necessary.

2.2.1 Definition of terms:

- Enclosure Provision of a physical barrier mechanical protection of the material to prevent it being disturbed or damaged.
- Encapsulation Provision of paint type coating to create continuous seal to the surface of the material and thereby prevent fibre release.

- Labelling Fixing of labels to the surface of the material to warn of the hazard.
- Registering Entering the details, including type, location and extent in a register which is brought to the attention of all persons who might plan or undertake works in the building.
- Periodic inspection of the material at defined intervals to check that its condition hasn't deteriorated to require enclosure, encapsulation or removal.
- Repair addition of a seal to the material to prevent the further deterioration of the material. Carried out in conjunction with labelling.
- Removal Complete removal of a material in compliance with CAWR 1998.
- Manage in place a policy of regular inspections to ensure that the ACM is maintained in good condition.

3. Material Assessment Algorithm

In the material assessment process, the main factors influencing fibre release are given a score which can then be added together to obtain a material assessment rating. The four main parameters which determine the amount of the fibre released from an ACM when subject to disturbance are:

- Product type
- Extent of damage or deterioration
- Surface treatment and
- Asbestos type

Each parameter is scored between 1 and 3. A score of 1 is equivalent to a low potential for fibre release, 2 = medium and 3 = high. Two parameters can also be given a nil score (equivalent to a very low potential for fibre release). The value assigned to each of the four parameters is added together to give a score of between 2 and 12. Presumed or strongly presumed ACMs area scored as crocidolite (i.e. score = 3) unless there is strong evidence to show otherwise. Examples of scoring for each parameter are given below.

Materials with assessment scores of 10 or more area rated as having high potential to release fibres, if disturbed. Scores of between 7 and 9 are regarded as having a medium potential, and between 5 and 6 a low potential. Scores of 4 or less have a very low potential to release fibres, Non – asbestos materials are not scored.

Material Assessment Algorithm

Sample Variable	Score	Examples of scores (see notes for more details)
Product type (or debris from product)	1	Asbestos-reinforced composites (plastics, resins, mastics, roofing felt, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.
	2	**AIB.millboards,other low density insulation boards, asbestos textiles, gaskets, ropes, and woven textiles, asbestos paper and felts**
	3	**Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing**
Extent of damage/deterioration	0	**Good condition: no visible damage**
	1	**Low damage : a few scratches or surface marks, broken edges on boards, tiles etc.**
	2	**Medium damage : significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres**
	3	**High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris**
Surface treatment	0	**Complete materials containing asbestos : reinforced plastics, resins, vinyl tiles**
	1	**Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.**
	2	**Unsealed AIB, or encapsulated lagging and sprays**
	3	**Unsealed lagging and sprays**
Asbestos type	1	**Chrysotile**
	2	**Amphibole asbestos excluding crocidolite**
	3	**Crocidolite**

4. References

- Work with materials containing asbestos. Control of Asbestos Regulations 2012. Approved Code of Practice and guidance L143 HSE Books (second edition) Published 2013
- Managing Health and Safety in construction. Construction (Design and Management) Regulations 2007. Approved Code of Practice L144 HSE Books
- A comprehensive guide to managing asbestos in premises HSG227 Books ISBN 978 0 7176 2381 5
- A short guide to managing asbestos in premises Leaflet INDG(rev4) HSE Books 2009 (single copy free or priced packs of 10 ISBN 978 0 7176 6375 0)
- Asbestos : The licensed contractors guide HSG247 HSE Books 2006ISBN 978 0 7176 2874 2
- The management of asbestos in non – domestic premises. Regulation 4 of the Control of Asbestos Regulations 2012. Approved Code of Practice and guidance L143 (second edition) HSE Books 2013 ISBN 978 0 7176 6618 8
- Health and Safety at Work etc. Act 1974 (c.37) The Stationery Office ISBN 978 0 10 543774 1
- Management of Health and Safety at work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and guidance L121 (Second edition) HSE Books 2000 ISBN 978 0 7176 2488 1
- BS EN ISO/IEC 17020:2004 General criteria for the operation of various types of bodies performing inspection British Standards Institution
- BS EN ISO/IEC 17024:2003 Conformity Assessment. General requirements for bodies operating certification of persons British Standards Institution
- BS En ISO 9001:2008 Quality management systems. Requirements British Standards Institution
- BS 6002-4:2006 ISO 3951-5:2006 Sampling procedures for inspection by variables. Sequential sampling plans indexed by acceptance quality limit (AQL) for inspection by variables(known standard deviation) British Standards Institution
- BS EN ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories British Standard Institution
- Asbestos in system buildings: Control of Asbestos Regulations 2006. Guidance for duty holders HSE 2008 www.hse.gov.uk/services/education/claspguidance.pdf
- Asbestos : The analysts guide for sampling, analysis and clearance procedures HSG248 HSE Books 2005 ISBN 978 0 7176 2875 9
- BS EN 60335 Specification for safety of household and similar electrical appliances British Standards Institution
- Asbestos essentials: A task manual for building, maintenance and allied trades on non-licensed asbestos work HSG210 (Second edition) HSE Books 2008 ISBN 978 0 7176 6263 0
- Accreditation of bodies surveying for asbestos in premises Edition 2 RG8/8 UKAS 2008 (for application of ISO/IEC 17020)

48 College Road, Sandy, Beds, SG19 1RH

Refurbishment Demolition Survey

Client & Address	**Hatfield Town Council**
Site Ref	**2417**
Report Date	**14th June 2019**
Survey Type	**Refurbishment Demolition**
Surveyor	**Steve Rowland**
Address of property surveyed	**Lemsford Village Hall, Brocket Road, Lemsford, AL8 7TT**

Absolute Asbestos Surveys

Quality Assurance Statement

Reference no: 2417

This specific sampling report has been compiled by:

Name: S Rowland **Signed:** S Rowland

Date: 14.6.19 **Position: MD/Surveyor**

The results are accurate and any conclusions or recommendations made are suitable, and in line with the current company policy.

The contents of this report has been checked by:

Name: K Chambers **Signed:** C Chambers.

Date: 14.6.19 **Position: Company Secretary**

Absolute Asbestos Surveys Limited

48 College Road Sandy Beds SG19 1RH

Company Reg No: 08198001

Tel no: 01767 683654 Email: info@aasltd.org.uk Website:www.absoluteasbestossurveys.co.uk

TABLE OF CONTENTS

Executive Summary

Introduction

Absolute Asbestos Surveys Limited was instructed by Hatfield Town Council to carry out an HSG264 Asbestos Refurbishment Demolition Survey on the aforementioned property.
The purpose of the survey is to comply with the 'The Control of Asbestos Regulations 2012' and to identify any asbestos containing materials that are present so that they can be safely managed or removed prior to scheduled refurbishment/demolition works.

Site Description

A single storey village hall with sport changing facilities.The roof is hipped with cement tiles and modern flat felt to the extensions with UPVC soffits. The walls are brick, block, stud and plasterboard.The ceilings are plasterboard throughout.The floors are concrete with overlays of carpet, quarry tiles, ceramic tiles and modern vinyl.

Area Included

Roof Void
Entrance Hall,Ladies WC,Disabled WC,Mens WC,Kitchen,Stores 1,2 & 3,Hall,Bar Area,Bar,Cellar,Changing Rooms,Referees Room
Externals
External

Area Excluded

None

Survey Finding

During an Asbestos Refurbishment Survey,3 samples were taken for further analysis. These were suspected to be asbestos containing materials (ACMs).
Following further analysis,1 of these samples was found to contain asbestos.
Any items containing asbestos should be managed, labelled or encapsulated as advised (see Recommendations). A competent asbestos removal contractor with the appropriate licence and insurances, prior to any scheduled refurbishment/demolition works should be sought for items recommended for removal.

Appendix A

Register of Asbestos Containing Materials

SUMMARY TABLE

Location	Product Type	Extent	Accessibility	Condition	Asbestos Type	Sample No	Material Assessment and Score
Roof	Roof Tile	400M2	Low	1	Chrysotile	01	VERY LOW

Item	Level	Location / Room Number	Survey Type	Sample Reference	Qty
01	Roof	Roof	Refurbishment Demoliion	01A	400M2

Material Description	Material Risk			
Roof Tile	Product Type	Extent of Damage	Surface Treatment	Asbestos Type
Accessibility				
Low	1	1	1	1

Asbestos Name	Score - Material Risk	
Chrysotile	4	VERY LOW

Ceiling	Ceiling Soffit	Wall

Flooring	Contains ACM	Review Date
	YES	

Additional Information

The tiles are in very good condition therefore could be left in situ and incorporated into there roof extension providing due diligence is carried out.

Recommendations

Manage or Remove

Other Information

Roof

Appendix B

Non Asbestos Register

Item	Level	Location / Room Number	Survey Type	Sample Reference	Qty	Photo	
02	Ground Floor	Entrance Hall Textured Coating to Ceiling	Management	02A	40M2		This sample does not contain asbestos
03	Ground Floor	Bar Area Textured Coating to Ceiling	Management	02M01	60M2		This sample does not contain asbestos
04	Ground Floor	Kitchen Textured Coating to Ceiling	Management	03A	40M2		This sample does not contain asbestos

Appendix C

Site Floor Plans

Absolute Asbestos Surveys

48 College Road

Sandy

Beds

SG19 1RH

Site Plan

This plan should be read in conjunction with the full asbestos report

Key:

RED = Positive

GREEN = Presumed

BLUE = Negative

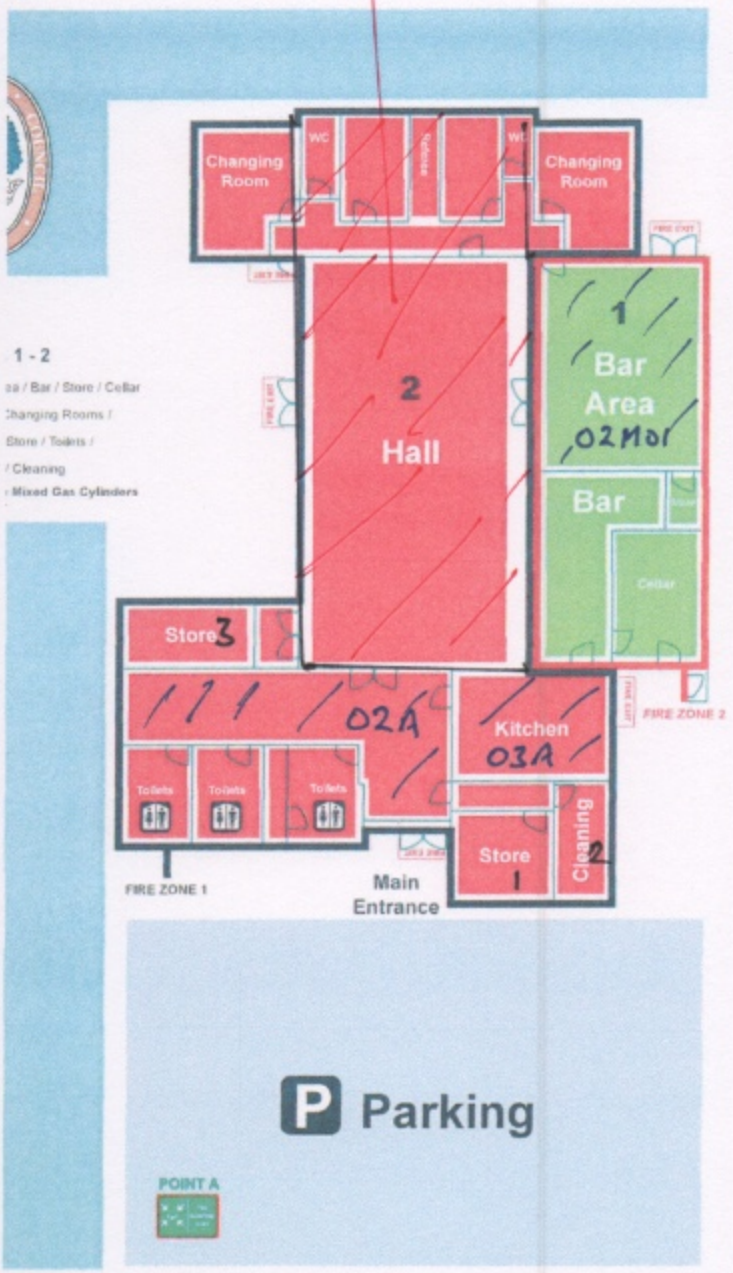
Limitations of reported information

The information contained within this report of the locations of asbestos containing materials (ACMs) should not be treated as either exhaustive or definitive.

It should always be assumed that there may be other ACMs present, hidden or undetected within the fabric of the building.

Further investigations may be necessary when carrying out works likely to disturb the fabric of the building.

01A (HIPPED ROOF)



Designer

CCM

Customer

HAT TOWN COUNCIL

Reference

1553AMP

Date

23.10.18

Notes

Lemsford Hall
Fire Zone map

Changes made to map

amsigns
amprint services.com
01438 487330
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ALL SPELLINGS AND DETAILS ARE CORRECT, ONCE CONFIRMED, WE WILL GO AHEAD WITH THE MANUFACTURE OF YOUR ORDER.
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Appendix D

Laboratory Sample Reports

CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

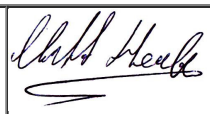
Analysis Report No: 012528BC | **Client Reference: 2242** | **No of Samples: 3**
Report Date: 13/06/2019 | **Sampled By: Customer** | **Analyst Name: CH**
Date Samples Taken: 11/06/2019 | **Date Samples Received: 12/06/2019** | **Date of Analysis: 12/06/2019**

Client:	Absolute Asbestos Surveys
Address:	48 College Road Sandy Beds SG19 1RH
Site Address:	Lemsford Villiage Hall, Brocket Road, Lemsford AL8 7TT

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using HFS Environmental Ltd 'in house' method of transmitted / polarised lightmicroscopy and centre stop dispersion staining, based on HSE's HSG248.
The following are outside the scope of our UKAS Accreditation:
Quantitative fibre content (Guidance on the percentages of asbestos used in various products is available in HSG264)
Sample Locations/Details supplied by the client. (HFS do not accept any responsibility for any discrepancy or inaccuracy arising from samples labelled or collected by clients or third parties) Material Type/Description.
Any Interpretations or Opinions expressed in this Test Report
Samples are retained for not less than 6months from date of analysis unless specifically requested otherwise.
This report relates only to the samples tested. This report may not be reproduced without prior approval of the laboratory.

Sample No	Laboratory reference No	Sample Location and Description	Sample Type	Asbestos Fibre Types
S-01A	SA042717	Roof, Roof Tile	Cement	Chrysotile
S-02A	SA042718	Ground Floor, Textured Coating to Ceiling, Entrance Hall	Textured Coating	NADIS
S-03A	SA042719	Ground Floor, Textured Coating to Ceiling, Kitchen	Textured Coating	NADIS
End of report				

NADIS = No Asbestos Detected In Sample
Three Common Asbestos Fibre Types: Crocidolite = Blue Asbestos; Amosite = Brown Asbestos; Chrysotile = White Asbestos
Three Uncommon Asbestos Fibre Types: Actinolite; Tremolite and Anthophylite

Authorised Signatory:	
Position:	**Technical Manager**
Print Name:	**C Healey**

Duty Holders Information

Types of survey

There are two different types of survey: management surveys and refurbishment and demolition surveys.

The type of survey will vary during the lifespan of the premises and several may be needed over the time. A management survey will be required during the normal occupation and use of the building to ensure continued management of the ACMs in stupa refurbishment or demolition survey will be necessary when the building (or part of it) is to be upgraded, refurbished or demolished. It is probable that at larger premises a mixture of survey types will be appropriate, e.g. a boiler house due for demolition will require a refurbishment/demolition survey, while offices at the same site would have a management survey. In later years refurbishment surveys may be required in rooms or floors which are being upgraded. In sectors where there are large number of properties (e.g. domestic houses) or internal units (e.g. hotels) only particular rooms may be specified for upgrading, e.g. kitchens, bathrooms and bedrooms. Refurbishment surveys would only be necessary in these locations.

It is important that the client and the surveyor know exactly what type of survey is to be carried out and where, and what the specification will be. So there should be clear statement on record of the type of survey is to be carried out, including the reasons for selecting that type of survey. And where it is to be carried out.

Management survey

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and assess their condition.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonable practicable for the individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility etc. management survey should include an assessment of the condition of various ACMs and their ability to release fibres into the air if they are disturbed in some way. The “material assessment” will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed.

The survey usually involves sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e. a material assessment).

Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present.

Refurbishment and demolition surveys

AA refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. The type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

There is specific requirement in CAR 2012 for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units, etc.).Under CDM, the survey information should be used to help in the tendering process for removal of ACMs from the building before work starts. The survey report should be supplied by the client to designers and contractors who may bid for the work, so that the asbestos risks can be addresses. In this type of survey, where the asbestos is identified so that it can be removed (rather than to “manage it”), the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present. However, where the asbestos removal mat not take place for some time, the ACMs condition will need to be assessed and the materials managed.

Refurbishment and demolition surveys area intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. It is a disruptive and fully intrusive survey which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos. Refurbishment and demolition surveys should only be conducted to unoccupied areas to minimise risks to the public or employees on the premises. Ideally, the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should be effective isolation of the survey area (e.g. full floor to ceiling partition), and furnishings should be removed as far as possible or protected using sheeting. The “surveyed” area must be shown to be fit for reoccupation before people move back in. This will require a thorough visual inspection and, if appropriate (e.g. where there has been significant destruction), reassurance air sampling with disturbance. Under no circumstances should staff remain in rooms or areas of buildings when intrusive sampling is performed.

Duty holder's use of survey information

The survey reports need to meet the requirements of the client and comply with the tender/contractual obligations. The report should be fit for purpose and the client should check that this is the case. Therefore the client should examine the report and carry out a number of checks to make sure the survey has been adequate and that the report is suitable and accurate. These checks are set out in

The client/duty holder should do a check the accuracy of the survey report

- Check the report against the original tender
- Check for un agreed caveats or disclaimers
- Check that the survey is as requested : Management or refurbishment/demolition (or a combination)
- Check diagrams and plans are clear and accurate
- Check all rooms and areas have been assessed
- Check sufficient samples have been taken (1-2 area/room) and that sample numbers are not disproportionate (e.g. dominated by one ACM type)
- Check sample numbers reflect variations in the same ACMs, e.g. different ceiling tiles in the same room
- Check for any obvious discrepancies and inconsistencies

1. General Information

1.1 The report has been produced on the findings of a Management survey carried out by Absolute Asbestos surveys Limited.

1.2 The scope of the survey was to consider and report on:

- The type, condition and extent of asbestos containing materials (ACMs) in the building in all reasonably accessible areas.
- Provide recommendations to ensure that areas of concern are made safe and all ACMs in the building are managed safely.
- To assess the risk from the ACMs and to derive risk ratings

1.3 Areas included and excluded within the survey

- Information on included and excluded areas within the specific survey report can be found under headings ”Included Areas” and “Excluded Areas” in the executive summary.
- Further excluded areas may be highlighted within the site floor plans.

1.4 **Specific exclusions relating to surveying:**

1.4.1 No inspection was carried out of flues, chutes, ducts, voids and similar enclosed areas, the access to which would necessitate the use of specialist equipment or tools, or which would have caused damage to decoration, fixtures, fittings or the structure of the building. We are therefore unable to report on the presence of asbestos in these areas, and for accept no responsibility for the presence of asbestos in these areas.

1.4.2 No inspection of live electrical or mechanical plant or similar requiring the attendance of a specialist engineer was carried out.

1.4.3 No inspection of any area requiring specialist access equipment other than stepladders was carried out.

1.4.4 No report has been on any concealed spaces which may exist within the fabric of the building where the extent and presence of these is not evident due to inaccessibility or insufficient knowledge of the structure of the building at the time of the survey.

1.5 **Specific exclusions relating to sampling:**

1.5.1 Samples have not been taken where the act of sampling would endanger the surveyor or effect the functional integrity of the item concerned e.g. fuses within electrical boxes, ire doors, gaskets, glazing and power plant.

1.5.2 Samples have not been taken where prohibited by the client.

1.5.3 Samples have been taken from all materials which, upon initial visual inspection, appeared to contain asbestos with the exception of some items of mastic, resin or rubber, which contain asbestos where the quantity contain asbestos where the quantity of those materials and the content of asbestos within the material is significant in terms of risk to health and safety.

1.5.4 Materials have been referred to as Asbestos Insulation Board or Asbestos Cement bases on their asbestos content and visual appearance alone. Density checks have not been carried out unless otherwise stated.

1.6 **Caveat**

The report is based on a non – destructive survey of an unfamiliar site. Every effort was made to locate the presence of all ACMs within the areas included in the survey. It is recognised that construction techniques often create inaccessible void spaces, which without destructive sampling techniques being employed, would not be accessed during this survey. It must therefore be presumed that ACMs other than those located within the survey may exist within the building.

It was not possible both in terms of time and cost to sample each and every panel, tile or material of similar type. Where these exist, only a percentage of similar type materials were sampled, on the assumption that other like materials were of an identical composition. It is therefore possible that some other materials of apparently identical composition may wary and such could contain asbestos not detected in the samples taken.

For the reasons set out above, we cannot give assurances that all asbestos containing materials have been located and as such we recommend that further sampling be undertaken should these areas become accessible during the course of any future refurbishment or demolition works.

An HSG264 Refurbishment and Demolition survey will be necessary prior to any major refurbishment or demolition work.

2. Recommendations

2.1 The recommendations detailed in the register in Appendix are based on each items potential for releasing fibres as described in the Health and Safety Executive guideline HSG 264.

2.2 A quantifiable assessment of the risk of fibres release has been made using an algorithm which takes into account all factors relevant to the item and the normal activities of the building occupants. Recommendations will then normally involve removal, encapsulation or management as described below:

- Removal of items vulnerable to damage or in such poor condition that removal is the only practical option, or where refurbishment or demolition work is planned whereby the work will affect the asbestos materials present and render removal necessary.
- Enclosure or encapsulation where the material is in poor condition or it's vulnerable to damage.
- Management of the asbestos material present by labelling and periodic inspection as necessary.

2.2.1 Definition of terms:

- Enclosure Provision of a physical barrier mechanical protection of the material to prevent it being disturbed or damaged.
- Encapsulation Provision of paint type coating to create continuous seal to the surface of the material and thereby prevent fibre release.

- Labelling Fixing of labels to the surface of the material to warn of the hazard.
- Registering Entering the details, including type, location and extent in a register which is brought to the attention of all persons who might plan or undertake works in the building.
- Periodic inspection of the material at defined intervals to check that its condition hasn't deteriorated to require enclosure, encapsulation or removal.
- Repair addition of a seal to the material to prevent the further deterioration of the material. Carried out in conjunction with labelling.
- Removal Complete removal of a material in compliance with CAWR 1998.
- Manage in place a policy of regular inspections to ensure that the ACM is maintained in good condition.

3. Material Assessment Algorithm

In the material assessment process, the main factors influencing fibre release are given a score which can then be added together to obtain a material assessment rating. The four main parameters which determine the amount of the fibre released from an ACM when subject to disturbance are:

- Product type
- Extent of damage or deterioration
- Surface treatment and
- Asbestos type

Each parameter is scored between 1 and 3. A score of 1 is equivalent to a low potential for fibre release, 2 = medium and 3 = high. Two parameters can also be given a nil score (equivalent to a very low potential for fibre release). The value assigned to each of the four parameters is added together to give a score of between 2 and 12. Presumed or strongly presumed ACMs area scored as crocidolite (i.e. score = 3) unless there is strong evidence to show otherwise. Examples of scoring for each parameter are given below.

Materials with assessment scores of 10 or more area rated as having high potential to release fibres, if disturbed. Scores of between 7 and 9 are regarded as having a medium potential, and between 5 and 6 a low potential. Scores of 4 or less have a very low potential to release fibres, Non – asbestos materials are not scored.

Material Assessment Algorithm

Sample Variable	Score	Examples of scores (see notes for more details)
Product type (or debris from product)	1	Asbestos-reinforced composites (plastics, resins, mastics, roofing felt, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.
	2	**AIB.millboards,other low density insulation boards, asbestos textiles, gaskets, ropes, and woven textiles, asbestos paper and felts**
	3	**Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing**
Extent of damage/deterioration	0	**Good condition: no visible damage**
	1	**Low damage : a few scratches or surface marks, broken edges on boards, tiles etc.**
	2	**Medium damage : significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres**
	3	**High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris**
Surface treatment	0	**Complete materials containing asbestos : reinforced plastics, resins, vinyl tiles**
	1	**Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.**
	2	**Unsealed AIB, or encapsulated lagging and sprays**
	3	**Unsealed lagging and sprays**
Asbestos type	1	**Chrysotile**
	2	**Amphibole asbestos excluding crocidolite**
	3	**Crocidolite**

4. References

- Work with materials containing asbestos. Control of Asbestos Regulations 2012. Approved Code of Practice and guidance L143 HSE Books (second edition) Published 2013
- Managing Health and Safety in construction. Construction (Design and Management) Regulations 2007. Approved Code of Practice L144 HSE Books
- A comprehensive guide to managing asbestos in premises HSG227 Books ISBN 978 0 7176 2381 5
- A short guide to managing asbestos in premises Leaflet INDG(rev4) HSE Books 2009 (single copy free or priced packs of 10 ISBN 978 0 7176 6375 0)
- Asbestos : The licensed contractors guide HSG247 HSE Books 2006ISBN 978 0 7176 2874 2
- The management of asbestos in non – domestic premises. Regulation 4 of the Control of Asbestos Regulations 2012. Approved Code of Practice and guidance L143 (second edition) HSE Books 2013 ISBN 978 0 7176 6618 8
- Health and Safety at Work etc. Act 1974 (c.37) The Stationery Office ISBN 978 0 10 543774 1
- Management of Health and Safety at work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and guidance L121 (Second edition) HSE Books 2000 ISBN 978 0 7176 2488 1
- BS EN ISO/IEC 17020:2004 General criteria for the operation of various types of bodies performing inspection British Standards Institution
- BS EN ISO/IEC 17024:2003 Conformity Assessment. General requirements for bodies operating certification of persons British Standards Institution
- BS En ISO 9001:2008 Quality management systems. Requirements British Standards Institution
- BS 6002-4:2006 ISO 3951-5:2006 Sampling procedures for inspection by variables. Sequential sampling plans indexed by acceptance quality limit (AQL) for inspection by variables(known standard deviation) British Standards Institution
- BS EN ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories British Standard Institution
- Asbestos in system buildings: Control of Asbestos Regulations 2006. Guidance for duty holders HSE 2008 www.hse.gov.uk/services/education/claspguidance.pdf
- Asbestos : The analysts guide for sampling, analysis and clearance procedures HSG248 HSE Books 2005 ISBN 978 0 7176 2875 9
- BS EN 60335 Specification for safety of household and similar electrical appliances British Standards Institution
- Asbestos essentials: A task manual for building, maintenance and allied trades on non-licensed asbestos work HSG210 (Second edition) HSE Books 2008 ISBN 978 0 7176 6263 0
- Accreditation of bodies surveying for asbestos in premises Edition 2 RG8/8 UKAS 2008 (for application of ISO/IEC 17020)

NICEIC APPROVED CONTRACTOR

Collings Electrical Ltd

This report is not valid if the serial number has been defaced or altered

IPN4C/ 04757872

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *British Standard 7671 – Requirements for Electrical Installations* by an Approved Contractor or Conforming Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable LU5 5ZX

Original (To the person ordering the work)

Contractor's Reference Number

CRN/ HTC-LVH-DB1

A. DETAILS OF THE CLIENT

Client: Hatfield Town Council

Address: Lemsford Village Hall, Brocket Road, Lemsford, Welwyn Garden City, Hertfordshire

Postcode: AL8 7TT

B. PURPOSE OF THE REPORT

This report must be used only for reporting on the condition of an existing installation.

Purpose for which this report is required: Scheduled Report

Date(s) on which inspection and testing were carried out: 04/10/2018 -- 08/10/2018

C. DETAILS OF THE INSTALLATION

Occupier: Hatfield Town Council

Address: Lemsford Village Hall, Brocket Road, Lemsford, Welwyn Garden City, Hertfordshire

Postcode: AL8 7TT

Estimated age of the electrical installation: 30 years

Description of premises: domestic, commercial, industrial, other (Please state): Commercial

Evidence of alterations or additions: yes

If yes, estimated age: Continual years

Date of previous inspection: Unknown

Electrical Installation Certificate No or previous Periodic Inspection or Condition Report No: No records available

Records of installation available: no

Records held by: Unknown

D. EXTENT OF THE INSTALLATION AND LIMITATIONS ON THE INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

All final circuits out from DB/1 (Electrical Room). Fixed wiring only, not including: panel wiring, wiring to metering systems, control circuits for contactors, plug in flexible cables, boiler/heating control circuits.

Agreed limitations including the reasons, if any, on the inspection and testing:

No allowance to lift floorboards or enter loft spaces to observe cabling routes. Allowance for removal of 25% of electrical items (sockets, FCUs, isolators, light switches etc) per circuit for visual inspection.

Agreed with: Estates Manager

Operational limitations including the reasons (see page No. 11)

Origin of supply not opened or inspected as the incoming DNO supply could not be isolated.

Insulation resistance of connected loads not carried out between line and neutral. Recommend where possible they are carried out at

The inspection and testing have been carried out in accordance with BS 7671, as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the client and inspector prior to the inspection.

E. SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

The condition of the installation is generally ok regarding the original install. Apart from the lack of a main protective bond to the incoming water main - Any C2 codes arising are mostly due to changes in the wiring regulations over the years or additions/alterations. The areas where most problems were found are within altered and additional circuits which have been added on over a number of years, with sub-standard design and workmanship being the root cause of the Unsatisfactory verdict.

Summary of the condition of the installation continued on additional pages? No ✔ Yes Specify page No(s):

Overall assessment of the installation: [redacted] / UNSATISFACTORY*

(Delete as appropriate)

* **An 'Unsatisfactory' assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified, or that Further investigation without delay (FI) is required**

This report should have been reviewed and confirmed by the registered Qualified Supervisor of the Approved Contractor responsible for issuing it. (See declaration on page 2)

Please see the 'Notes for Recipients' on the reverse of this page.

Check your certificate is genuine, go to www.checkmyniceiccert.com and put in the certificate number <http://www.checkmyniceiccert.com>

NOTES FOR RECIPIENTS

THIS ELECTRICAL INSTALLATION CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE REFERENCE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service (see Section E and G). This report provides an assessment of the condition of the electrical installation identified overleaf at the time it was inspected and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

The report identifies any damage, deterioration, defects and/or conditions found by the inspector which may give rise to danger (see Section F), together with any items for which improvement is recommended.

If you were the person ordering this report, but not the user of the installation, you should pass this report, or a full copy of it including these notes, the schedules and additional pages (if any), immediately to the user.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

Where the installation incorporates residual current devices (RCDs), there should be a notice at or near the distribution board stating that they should be tested quarterly. FOR SAFETY REASONS, IT IS IMPORTANT THAT YOU CARRY OUT THE TEST REGULARLY.

For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. The recommended date by which the next inspection should be carried out is stated in Section I of this report. There should also be a notice at or near the main switchboard or consumer unit indicating when the next inspection of the installation is due. NICEIC* recommends that you engage the services of an Approved Contractor for the inspection.

This report has been issued in accordance with the national standard for the safety of electrical installations, British Standard 7671 (as amended) – *Requirements for Electrical Installations*.

Only an NICEIC Approved Contractor or Conforming Body is authorised to issue this NICEIC Electrical Installation Condition Report form.

You should have received the report marked 'Original' and the Approved Contractor should have retained the report marked 'Duplicate'.

The report consists of at least eight numbered pages. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. For installations having more than one distribution board or more circuits than can be recorded on Pages 7 and 8, one or more additional *Schedules of Circuit Details and Schedules of Test Results* should form part of the report. The report is invalid if any of the pages identified in Section H are missing. The report has a printed seven-digit serial number, which is traceable to the Approved Contractor to which it was supplied by NICEIC.

This report form is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation. The report should identify, so far as is reasonably practicable and having regard to the extent and limitations recorded in Section D, any damage, deterioration, defects, dangerous conditions and any non-compliances with the requirements of the national standard for the safety of electrical installations which may give rise to danger, together with any items for which improvement is recommended.

The report should not have been issued to certify that new electrical installation work complies with the requirements of the national safety standard. An 'Electrical Installation Certificate', a 'Domestic Electrical Installation Certificate' or a 'Minor Electrical Installation Works Certificate' (as appropriate) should be issued for the certification of new installation work.

This report should not have been issued for an electrical installation in a potentially explosive atmosphere (hazardous area) unless the Approved Contractor holds an appropriate extension to NICEIC enrolment for such work.

* *NICEIC is operated by Certsure LLP, a partnership between the Electrical Contractors' Association and the charity, Electrical Safety First. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).*

For further information about electrical safety and how NICEIC can help you, visit **www.niceic.com**

continued on the reverse of page 3

GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

Only one Classification code should have been given for each recorded observation.

Classification code C1 ***(Danger present)***

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 ***(Potentially dangerous)***

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, **urgent remedial action is required to remove potential danger**. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

Classification code C3 ***(Improvement recommended)***

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given at Section I of this report (Next Inspection) for the maximum interval until the next inspection is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively.

It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

Code FI (*Further investigation required without delay*)

It should usually be possible for the inspector to attribute a Classification code to each observation without indicating a need for further investigation.

However, where '**FI**' has been entered against an observation the inspector considers that further investigation of that observation is likely to reveal danger or potential danger that, due to the agreed extent or limitations of the inspection and/or testing, could not be fully identified at the time.

It would not be appropriate for the inspector to indicate that the installation is in a satisfactory condition if there is reasonable doubt as to whether danger or potential danger exists. Consequently, where the inspector has indicated 'Further investigation required without delay' (FI) the overall assessment of the installation (Section E) should be marked as 'Unsatisfactory'.

If the inspector has indicated that an observation requires further investigation without delay, the person ordering this report is advised to arrange for the NICEIC Approved Contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation as a matter of urgency, to determine whether or not danger or potential danger exists.

Further information

Further information on the application of Classification codes, primarily aimed at inspectors but of possible interest to persons ordering condition reports, can be found in Electrical Safety First's Best Practice Guide entitled *Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations*. The guide can be viewed or downloaded free of charge from **www.electricalsafetyfirst.org.uk**

NOTES FOR RECIPIENTS
(continued from the reverse of page 1)

Section D (*Extent and limitations*) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out. Some operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in Section D. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration of the overall condition of the installation should have been given by the inspector in Section G of the report. The declaration must reflect the statement given in Section E, which summarises the observations and recommendations made in Section F. Where one or more observations have been made in Section F, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (*danger present*) the safety of those using the installation is at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the neccessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (*potentially dangerous*) the safety of those using the installation may be at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the neccessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, the number of sources should have been recorded in Section K *Supply Characteristics and Earthing Arrangements* on page 3 of the report, and the *Schedule of Test Results* compiled accordingly.
Where inadequacies in the electricity distributor's or supplier's equipment have been observed (Section 1 of the inspection schedule), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in the first instance raise the specific concerns in writing with the Approved Contractor. If the concerns remain unresolved, the person ordering this report may make a formal complaint to NICEIC, for which purpose a complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

ELECTRICAL INSTALLATION CONDITION REPORT

F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

Referring to the attached schedules of inspection and test results, and subject to the limitations at D:

There are **no** items adversely affecting electrical safety ☐ **or** The following observations and recommendations for action are made ✔

Item No		Observations	Code†
1	1.3	MET feed is undersized (6mm)	C2
2	1.4	25mm tails to DB1 backed up by 200a fuse?	F/I
3	1.6	200a spreader box - live parts very exposed inside	C3
4	3.1.1	Feed to MET is undersized - 6mm	C2
5	3.1.3	Feed to MET is undersized - 6mm	C2
6	3.1.7	No earth to incoming water	C2
7	3.1.10		LIM
8	5.5	Henley blocks (unused) have holes in top	C2
9	5.13	Lack of RCD protection	C3
10	5.15	RCD does not trip at all. Test button does not work	C2
11	5.24	No female bushes	C3
12	6.1	No brown sleeving on line conductors at switches/fittings	C3
13	6.6	Pyro to fire alarm FCU - N&E reversed	C2
14	6.8	Recommend all connections are checked throughout DB's	C3
15	6.10	Tails from spreader box to 63a switch fuse for Heating DB/2 are undersized. 10mm on 100/200a fuse	C2
16	6.12	No electrical earth to trunking	C3
17	6.13	N&E terminals	C3
18	6.16.1		LIM
19	6.17.3	No RCD protection for cables in walls (except socket circuits)	C3

Additional pages? No ☐ Yes ✔ Specify page No(s): 12

† *One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:*

Code C1 ***'Danger present'.*** *Risk of injury. Immediate remedial action required.*
Code C2 ***'Potentially dangerous'.*** *Urgent remedial action required.*
Code C3 ***'Improvement recommended'.***
Code FI ***'Further investigation required without delay'.***

Please see the reverse of this page for guidance regarding the Classification codes.

Immediate remedial action required for items:	
Urgent remedial action required for items:	1, 4-6, 8, 10, 13, 15
Further investigation required without delay for items:	2
Improvement recommended for items:	3, 9, 11-12, 14, 16-17, 19

G. DECLARATION

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described on page 1 (see C), having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (see F) and the attached schedules (see H), provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations of the inspection and testing (see D).

I/We further declare that in my/our judgement, the overall assessment of the installation in terms of its suitability for continued use is

[redacted] / UNSATISFACTORY* **(see F) at the time the inspection was carried out, and that it should be further inspected as recommended (see I).**

Delete as appropriate

* **An 'Unsatisfactory' assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified, or that Further investigation without delay (FI) is required.**

INSPECTION, TESTING AND ASSESSMENT BY:

Signature: [signature]
Name: (CAPITALS) JAMES COLLINGS
Position: MD
Date: 08/10/2018

REPORT REVIEWED AND CONFIRMED BY:

Signature: [signature]
Name: (CAPITALS) JAMES COLLINGS
(Registered Qualified Supervisor for the Approved Contractor at J)
Date: 06/01/2019

Please see the 'Guidance for Recipients on the Classification codes' on the reverse of this page.

NICEIC APPROVED CONTRACTOR

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ELECTRICAL INSTALLATION CONDITION REPORT

Original (To the person ordering the work)

H. SCHEDULES AND ADDITIONAL PAGES

Inspection Schedule: Page(s) No 4, 5, 6

Additional pages, including additional source(s) data sheets: Page No(s)

Schedule of Circuit Details for the Installation: Page No(s) 7,9,11

Schedule of Test Results for the Installation: Page No(s) 8,10,12

The pages identified are an essential part of this report. The report is valid only if accompanied by all the schedules and additional pages identified above.

I. NEXT INSPECTION

I/We recommend that this installation is further inspected and tested after an interval of not more than 3 years *(Enter interval in terms of years, months or weeks, as appropriate)*

provided that any items at F which have been attributed a Classification code C1 (danger present) are remedied immediately and that any items which have been attributed a code C2 (potentially dangerous) or FI (further investigation required without delay) are remedied or investigated respectively as a matter of urgency. Items which have been attributed a Classification code C3 should be improved as soon as practicable (see F).

J. DETAILS OF NICEIC APPROVED CONTRACTOR

Trading title: Collings Electrical Ltd

Address: 21 Dixies Close
Ashwell
Hertfordshire
Postcode: SG7 5QN

Telephone number: 0800 180 4042

Email address: james@collingselectrical.com

NICEIC APPROVED CONTRACTOR Enrolment number: (Essential information) 6 1 0 0 5 0

Branch number: (if applicable) 0 0 0

K. SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type(s)

TN-S	✔
TN-C-S	N/A
TN-C	N/A
TT	N/A
IT	N/A

Number and type of live conductors

		a.c.	✔	d.c.	
1-phase (2-wire)	N/A	1-phase (3-wire)	N/A	2-pole	N/A
2-phase (3-wire)	N/A			3-pole	N/A
3-phase (3-wire)	N/A	3-phase (4-wire)	✔	other	4-pole
Other	Please state				

Nature of supply parameters

Nominal voltage(s): U (1)	400 V	U_o (1)	230 V
Nominal frequency, f (1)	50 Hz		
Prospective fault current, I_{pf} (2)(3)	16 kA		
External earth fault loop impedance, Z_e (3)(4)	0.8 Ω		
Number of sources	1		

Notes:
(1) by enquiry
(2) by enquiry or by measurement
(3) where more than one supply, record the higher or highest values
(4) by measurement

Characteristics of primary supply overcurrent protective device(s)

BS(EN)	Operational Limitation		
Type	LIM		
Rated current	LIM	A	
Short-circuit capacity	LIM	kA	
Confirmation of supply polarity	✔	(✓)	

L. PARTICULARS OF INSTALLATION AT THE ORIGIN

Means of earthing

Distributor's facility: ✔

Installation earth electrode: N/A

Details of installation earth electrode (where applicable)

Type: (eg rod(s), tape(s) etc) N/A

Location: N/A

Electrode resistance, R_A: N/A (Ω)

Method of measurement: N/A

Main Switch/Switch-Fuse/Circuit-Breaker/ RCD

Type: BS(EN)	BS EN 60947-3 Isolator	Voltage rating	400	V
No of poles	4	Rated current, I_n	100	A
Primary supply conductors: material	copper	RCD operating current, $I_{\Delta n}$*	N/A	mA
Primary supply conductors: csa	25 mm²	Rated time delay*	N/A	ms
		RCD operating time (at $I_{\Delta n}$) *	N/A	ms

** (applicable only where an RCD is suitable and is used as a main circuit-breaker)*

Earthing and protective bonding conductors

Earthing conductor

Conductor material: copper

Conductor csa: 16 mm²

Connection/ continuity verified: ✔ (✓)

Main protective bonding conductors

Conductor material:

Conductor csa: mm²

Connection/ continuity verified: ✘ (✓)

Bonding of extraneous-conductive-parts (✓)

Water installation pipes	✘	Lightning protection	N/A
Oil installation pipes	N/A	Structural steel	N/A
Gas installation pipes	N/A		

Other:

Please see the 'Notes for Recipients' on the reverse of this page.

APPROVED CONTRACTOR

ELECTRICAL INSTALLATION CONDITION REPORT

Original (To the person ordering the work)

INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS

Item	Description	Outcome*	Location reference
1.0	**Condition/adequacy of distributor's/supply intake equipment†**		
1.1	Service cable	✔	
1.2	Service head	✔	
1.3	Distributor's earthing arrangement(s)	C2	MET - Electrical room
1.4	Meter tails – Distributor/ Consumer	F/I	Incoming supply - plant room
1.5	Metering equipment	✔	
1.6	Means of main isolation *(where present)*	C3	Incoming supply - plant room
2.0	**Presence of adequate arrangements for parallel or switched alternative sources**		
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply	N/A	
2.2	Adequate arrangements where a generating set operates in parallel with the public supply	N/A	
3.0	**Automatic disconnection of supply**		
3.1	Main earthing and bonding arrangements		
	• Presence and condition of distributor's earthing arrangement	C2	MET - plant room
	• Presence and condition of earth electrode arrangement	N/A	
	• Adequacy of earthing conductor size	C2	MET - plant room
	• Adequacy of earthing conductor connections	✔	
	• Accessibility of earthing conductor connections	✔	
	• Adequacy of main protective bonding conductor size(s)	✔	
	• Adequacy of main protective bonding conductor connections	C2	Incoming water main
	• Accessibility of main protective bonding connections	N/A	
	• Accessibility and condition of other protective bonding connections	N/A	
	• Provision of earthing/bonding labels at all appropriate locations	LIM	
3.2	FELV		
	• Source providing at least simple separation	N/A	
	• Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises	N/A	
3.3	Reduced low voltage		
	• Adequacy of source	N/A	
	• Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises	N/A	
4.0	**Other methods of protection** (*where the methods of protection listed below are employed, details should be provided on separate sheets*)		
4.1	Double insulation	✔	
4.2	Reinforced insulation	N/A	
4.3	Use of obstacles	N/A	
4.4	Placing out of reach	N/A	
4.5	Non-conducting location	N/A	
4.6	Earth-free local equipotential bonding	N/A	
4.7	Electrical separation for more than one item of equipment	N/A	
5.0	**Distribution equipment**		
5.1	Adequacy of working space/accessibility of equipment	✔	
5.2	Security of fixing	✔	
5.3	Condition of insulation of live parts	✔	
5.4	Adequacy/security of barriers	✔	
5.5	Condition of enclosure(s) in terms of IP rating	C2	Electrical room
5.6	Condition of enclosure(s) in terms of fire rating	✔	
5.7	Enclosure not damaged/deteriorated so as to impair safety	✔	
5.8	Presence of main switch(es), linked where required	✔	
5.9	Operation of main switch(es) (*functional check*)	✔	
5.10	Correct identification of circuit protective devices	✔	
5.11	Adequacy of protective devices for prospective fault current	✔	
5.12	RCD(s) provided for fault protection – includes RCBOs	✔	
5.13	RCD(s) provided for additional protection – includes RCBOs	C3	DB1

* ***All Outcome boxes must be completed.***
'✔' indicates **Acceptable condition**
'LIM' indicates a **Limitation**
'N/A' indicates **Not applicable**

Unacceptable condition state **C1** or **C2**
Improvement recommended state **C3**
Further investigation required without delay state **FI**
(to determine whether danger or potential danger exists)

Outcome
Provide additional comment where appropriate on attached numbered sheets. C1, C2, C3 and FI coded items to be recorded in Section F of the report.

† Where inadequacies in distributor's equipment are encountered, it is recommended that the person ordering the report informs the appropriate authority.

ELECTRICAL INSTALLATION CONDITION REPORT

INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS

Item	Description	Outcome*	Location reference
5.14	RCD(s) provided for protection against fire – includes RCBOs	N/A	
5.15	Manual operation of circuit-breakers and RCDs to prove disconnection	C2	DB/1/16 L1
5.16	Presence of RCD retest notice at or near equipment where required	✔	
5.17	Presence of diagrams, charts or schedules at or near equipment, where required	✔	
5.18	Presence of non-standard (mixed) cable colour warning notice at or near equipment where required	✔	
5.19	Presence of alternative/additional supply arrangement warning notice(s) at or near equipment where required	N/A	
5.20	Presence of replacement next inspection recommendation label	✔	
5.21	Presence of other required labelling (*specify*)	✔	
5.22	Examination of protective device(s) and base(s); correct type and rating (*no signs of unacceptable thermal damage, arcing or overheating*)	✔	
5.23	Single-pole switching or protective devices in line conductors only	✔	
5.24	Protection against mechanical damage where cables enter equipment	C3	DB/1
5.25	Protection against electromagnetic effects where cables enter metallic enclosures	✔	
6.0	**Distribution/final circuits**		
6.1	Identification of conductors	C3	DB1/4 L1 & various loacations
6.2	Cables correctly supported throughout their length	✔	
6.3	Condition of insulation of live parts	✔	
6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking	✔	
6.5	Suitability of containment systems for continued use (*including flexible conduit*)	✔	
6.6	Cables correctly terminated in enclosures (*indicate extent of sampling in Section D of report*)	C2	DB/1/8 L3
6.7	Confirmation of indication that SPD(s) are functional	N/A	
6.8	Confirmation that ALL conductor connections, including connections to busbars are correctly located in terminals and are tight and secure	C3	Whole site
6.9	Examination of cables for signs of unacceptable thermal and mechanical damage/deterioration	✔	
6.10	Adequacy of cables for current-carrying capacity with regard to the type and nature of installation	C2	Electrical room
6.11	Adequacy of protective devices; type and rated current for fault protection	✔	
6.12	Presence and adequacy of circuit protective conductors	C3	Electrical room
6.13	Co-ordination between conductors and overload protective devices	C3	DB/1
6.14	Cable installation methods/practices appropriate to the type and nature of installation and external influences	✔	
6.15	Cables where exposed to direct sunlight, of a suitable type	✔	
6.16	Cables installed under floors, above ceilings, in walls / partitions, adequately protected against damage		
	• installed in prescribed zones (see Section D. Extent and limitations)	LIM	
	• incorporating earthed armour or sheath, or installed within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D. Extent and limitations)	N/A	
6.17	Provision of additional protection by 30 mA RCD		
	• †for mobile equipment not exceeding a rating of 32 A for use outdoors	✔	
	• †for all socket-outlets of rating 20 A or less, unless exempt	✔	
	• †for cables installed in walls / partitions at a depth of less than 50 mm	C3	DB/1
	• †for cables installed in walls / partitions containing metal parts regardless of depth	N/A	
6.18	Provision of fire barriers, sealing arrangements and protection against thermal effects	LIM	
6.19	Band II cables segregated/separated from Band I cables	LIM	
6.20	Cables segregated/separated from non-electrical services	LIM	
6.21	Termination of cables at enclosures (*identify numbers and locations of items inspected in Section D*)		
	• Connections under no undue strain	✔	
	• No basic insulation of a conductor visible outside an enclosure	✔	
	• Connections of live conductors adequately enclosed	✔	
	• Adequacy of connection at point of entry to enclosure (*gland, bush or similar*)	C3	DB/1/14 L1, DB/1/14 L3
6.22	General condition of wiring systems	C3	Whole Site
6.23	Temperature rating of cable insulation	✔	
6.24	Condition of accessories including socket-outlets, switches and joint boxes	C3	Electrical room
6.25	Suitability of accessories for external influences	✔	
6.26	Single-pole switching or protective devices in line conductors only	✔	
6.27	Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment – identify /record numbers and locations of items inspected	✔	

† *Note: Older installations designed prior to BS 7671:2008 may not have been provided with RCDs for additional protection*

* ***All Outcome boxes must be completed.***
'✔' indicates **Acceptable condition**
'LIM' indicates a **Limitation**
'N/A' indicates **Not applicable**

Unacceptable condition state **C1** or **C2**
Improvement recommended state **C3**
Further investigation required without delay state **FI**
(to determine whether danger or potential danger exists)

Outcome
Provide additional comment where appropriate on attached numbered sheets. C1, C2, C3 and FI coded items to be recorded in Section F of the report.

ELECTRICAL INSTALLATION CONDITION REPORT

INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS

Item	Description	Outcome*	Location reference
7.0	**Isolation and switching**		
7.1	Isolators		
	• presence and condition of appropriate devices	✔	
	• acceptable location (state if local or remote)	✔	
	• capable of being secured in the OFF position	✔	
	• correct operation verified	✔	
	• clearly identified by position and/or durable marking(s)	✔	
	• Warning label posted in situations where live parts cannot be isolated by the operation of a single device	N/A	
7.2	Switching off for mechanical maintenance		
	• presence and condition of appropriate devices	✔	
	• acceptable location	✔	
	• capable of being secured in the OFF position	✔	
	• correct operation verified	✔	
	• clearly identified by position and/or durable marking(s)	✔	
7.3	Emergency switching/stopping		
	• presence and condition of appropriate devices	N/A	
	• readily accessible for operation where danger might occur	N/A	
	• correct operation verified	N/A	
	• clearly identified by position and/or durable marking(s)	N/A	
7.4	Functional switching		
	• presence and condition of appropriate devices	✔	
	• correct operation verified	✔	
8.0	**Current-using equipment (*permanently connected*)**		
8.1	Condition of equipment in terms of IP rating	✔	
8.2	Equipment does not constitute a fire hazard	✔	
8.3	Enclosure not damaged/deteriorated so as to impair safety	✔	
8.4	Suitability for the environment and external influences	✔	
8.5	Security of fixing	✔	
8.6	Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire (*indicate extent of sampling in Section D of report*)	✔	
8.7	Recessed luminaires (e.g. downlighters)		
	• correct type of lamps fitted	✔	
	• installed to minimise build-up of heat by use of "fire rated" fittings, insulation displacement box or similar	C3	DB/1/13 L2 - Bar lights
	• no signs of overheating to surrounding building fabric	✔	
	• no signs of overheating to conductors/terminations	✔	
9.0	**Location(s) containing a bath or shower**		
9.1	Additional protection by RCD not exceeding 30 mA		
	• for low voltage circuits serving the location	N/A	
	• for low voltage circuits passing through Zone 1 and Zone 2 not serving the location	N/A	
9.2	Where used as a protective measure, requirements for SELV or PELV are met	N/A	
9.3	Shaver sockets comply with BS EN 61558-2-5 or BS 3535	N/A	
9.4	Presence of supplementary bonding conductors unless not required by BS 7671: 2008	LIM	
9.5	Low voltage (e.g. 230 volts) socket-outlets sited at least 3 m from zone 1	N/A	
9.6	Suitability of equipment for external influences for installed location in terms of IP rating	N/A	
9.7	Suitability of equipment for installation in a particular zone	N/A	
9.8	Suitability of current-using equipment for a particular position within the location	N/A	
10.0	**Other special installations or locations**		
	List special locations present, if any. List the results of particular inspections applied (a separate page is required for each location).	N/A	

* ***All Outcome boxes must be completed.***
'✔' indicates **Acceptable condition**
'***LIM***' indicates a **Limitation**
'***N/A***' indicates **Not applicable**

Unacceptable condition state **C1** or **C2**
Improvement recommended state **C3**
Further investigation required without delay state **FI**
(to determine whether danger or potential danger exists)

Outcome
Provide additional comment where appropriate on attached numbered sheets. C1, C2, C3 and FI coded items to be recorded in Section F of the report.

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Original (To the person ordering the work)

SCHEDULE OF CIRCUIT DETAILS FOR THE PRIMARY DISTRIBUTION BOARD

TO BE COMPLETED IN EVERY CASE		TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION*							
Location of distribution board:	Electrical room	Supply to distribution board is from:	Origin of Supply	No of phases:	3	Nominal voltage:	400	V	
Distribution board designation:	DB/1	Overcurrent protective device for the distribution circuit: Type: BS (EN)	OP LIM	Rating:	LIM	A	Associated RCD (if any) : BS (EN)	N/A	
				RCD No of poles:	N/A	$I_{\Delta n}$	N/A	mA	

CIRCUIT DETAILS

Circuit number and line	Circuit designation	Type of wiring (see code below)	Reference method ↟	Number of points served	Circuit conductors: csa Live (mm²)	Circuit conductors: csa cpc (mm²)	Max. disconnection time permitted by BS 7671 (s)	Overcurrent protective devices BS (EN)	Overcurrent protective devices Type	Overcurrent protective devices Rating (A)	Overcurrent protective devices Short-circuit capacity (kA)	RCD Operating current, $I_{\Delta n}$ (mA)	Maximum Z_s permitted by BS 7671 (Ω)
1TP	SPARE	--	--	--	--	--	--	--	--	--	--	--	--
2TP	SPARE	--	--	--	--	--	--	--	--	--	--	--	--
3L1	SPARE	--	--	--	--	--	--	--	--	--	--	--	--
3L2	FCU for Dishwasher & Socket	O	B	3	4	4	0.4	60898	C	32	10	N/A	0.68
3L3	Lights - RHS Hall & Attic	D	B	11	1.5	1	0.4	61009	C	10	10	30	2.18
4L1	Lights - Lobby, Stores, Kitchen, Bar, Cellar	D	B	20	1.5	1	0.4	60898	B	6	10	--	7.28
4L2	Circuit Unknown - Lights?	D	B	LIM	1.5	1	0.4	60898	C	10	10	--	2.18
4L3	Lights - LHS & Middle Hall	D	B	19	1.5	1	0.4	61009	C	10	10	30	2.18
5L1	Circuit Unknown	D	B	LIM	1.5	1	0.4	60898	B	6	10	N/A	7.28
5L2	SPARE	--	--	--	--	--	--	--	--	--	--	--	--
5L3	Light - Electrical Room	D	B	1	1.5	1	0.4	60898	B	6	10	--	7.28
6L1	Changing Rm Heater (Home)	D	B	1	4	2.5	0.4	60898	B	20	10	--	2.18
6L2	Changing Rm Heater (Visitor)	D	B	1	4	2.5	0.4	60898	B	20	10	--	2.18
6L3	Emergency Light - Hall	D	B	1	1.5	1	0.4	60898	B	6	10	N/A	7.28
7L1	Lights - Corridor & WCs	D	B	16	1.5	1	0.4	60898	B	6	10	--	7.28
7L2	Sockets - Kitchen, Lobby, FCU O/S Light	D	B	4	2.5	1.5	0.4	61009	B	32	10	30	1.36
7L3	Hand Dryers, Heaters, Water Heater - WCs	D	B	8	2.5	1.5	0.4	61009	B	32	10	30	1.36
8L1	Roller Shutter - Corridor Store	D	B	1	2.5	1.5	0.4	60898	B	20	10	--	2.18
8L2	Sound Limited Sockets - Hall	D	B	4	2.5	1.5	0.4	61009	B	32	10	30	1.36
8L3	Fire Alarm FCU	H	C	1	1.5	1.5	0.4	60898	B	6	10	--	7.28
9TP	SPARE	--	--	--	--	--	--	--	--	--	--	--	--
10TP	SPARE	--	--	--	--	--	--	--	--	--	--	--	--
11L1	SPARE	--	--	--	--	--	--	--	--	--	--	--	--
11L2	SPARE	--	--	--	--	--	--	--	--	--	--	--	--

* *In such cases, details of the distribution (sub-main) circuit(s), together with the test results for the circuit(s), must also be provided on continuation schedules.*

↟ *See Table 4A2 of Appendix 4 of BS 7671*

CODES FOR TYPE OF WIRING							
A	B	C	D	E	F	G	H	O (Other - please state)
Thermoplastic insulated/ sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in non-metallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in non-metallic trunking	Thermoplastic /SWA cables	Thermosetting/ SWA cables	Mineral-insulated cables	~~FP/Equivalent~~

See next page for Schedule of Test Results

NICEIC APPROVED CONTRACTOR

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Original (To the person ordering the work)

SCHEDULE OF TEST RESULTS FOR THE PRIMARY DISTRIBUTION BOARD

TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Characteristics at this distribution board

	✔	Confirmation of supply polarity			
☆ See note below					
Z_s ☆	0.52 Ω	Operating times of associated RCD (if any)	At $I_{\Delta n}$	N/A ms	
I_{pf} ☆	0.92 kA		At $5I_{\Delta n}$ (if applicable)	N/A ms	
Phase sequence confirmed (where appropriate)	✔ (✓)				

Test instruments (serial numbers) used:

Earth fault loop impedance		RCD	
Insulation resistance		Multi function	2779029
Continuity		Other	

TEST RESULTS

Circuit number and line	Circuit impedances (Ω)					Insulation resistance *Record lower or lowest value*				Polarity	Maximum measured earth fault loop impedance, Z_s☆	RCD		
	Ring final circuits only (measured end to end)			All circuits (At least one column to be completed)		Line/Line	Line/Neutral	Line/Earth	Neutral/Earth			Operating times at $I_{\Delta n}$	Operating times at $5I_{\Delta n}$ (if applicable)	Test button operation (✓)
	r_1 (Line)	r_n (Neutral)	r_2 (cpc)	$(R_1 + R_2)$	R_2	(MΩ)	(MΩ)	(MΩ)	(MΩ)	(✓)	(Ω)	(ms)	(ms)	
1TP	--	--	--	--	--	--	--	--	--	--	--	--	--	--
2TP	--	--	--	--	--	--	--	--	--	--	--	--	--	--
3L1	--	--	--	--	--	--	--	--	--	--	--	--	--	--
3L2	--	--	--	0.20	--	--	>200	>200	>200	✔	0.71	--	--	--
3L3	--	--	--	1.93	--	--	>200	>200	>200	✔	2.24	30.1	18.9	--
4L1	--	--	--	1.18	--	--	LIM	>57	>57	✔	1.52	--	--	--
4L2	--	--	--	LIM	--	--	LIM	LIM	LIM	LIM	LIM	--	--	--
4L3	--	--	--	1.98	--	--	LIM	>200	>200	✔	2.45	29.4	18.6	✔
5L1	--	--	--	LIM	--	--	LIM	LIM	LIM	LIM	LIM	--	--	--
5L2	--	--	--	--	--	--	--	--	--	--	--	--	--	--
5L3	--	--	--	0.12	--	--	>200	>200	>200	✔	0.62	--	--	--
6L1	--	--	--	0.57	--	--	>200	>200	>200	✔	0.91	--	--	--
6L2	--	--	--	0.52	--	--	>200	>200	>200	✔	0.89	--	--	--
6L3	--	--	--	0.33	--	--	LIM	>70	>110	✔	0.86	--	--	--
7L1	--	--	--	1.09	--	--	LIM	>70	>70	✔	1.58	--	--	--
7L2	0.58	0.59	0.76	0.38	--	--	LIM	>100	>100	✔	0.83	120.3	31.4	✔
7L3	0.39	0.38	0.74	0.49	--	--	LIM	>200	>200	✔	1.05	59.3	29.4	✔
8L1	--	--	--	0.09	--	--	>200	>200	>200	✔	0.58	--	--	--
8L2	0.52	0.70	0.93	0.46	--	--	LIM	LIM	LIM	✔	0.73	60.0	37.7	✔
8L3	--	--	--	0.31	--	--	>200	>200	>200	✘	0.76	--	--	--
9TP	--	--	--	--	--	--	--	--	--	--	--	--	--	--
10TP	--	--	--	--	--	--	--	--	--	--	--	--	--	--
11L1	--	--	--	--	--	--	--	--	--	--	--	--	--	--
11L2	--	--	--	--	--	--	--	--	--	--	--	--	--	--

☆ *Note: Where the installation can be supplied by more than one source, such as a primary source (e.g. public supply) and a secondary source (e.g. standby generator), the higher or highest values must be recorded.*

TESTED BY

Signature:		Position:	MD
Name: (CAPITALS)	JAMES COLLINGS	Date of testing:	08/10/2018

See previous page for Schedule of Circuit Details

NICEIC APPROVED CONTRACTOR

This continuation sheet is not valid if the serial number is not the same as the corresponding certificate or report

ICNC/IPNC Delete as appropriate **04757872**

Original (To the person ordering the work)

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION - CONTINUATION

Contractor's Reference Number

CRN/ HTC-LVH-DB1

TO BE COMPLETED IN EVERY CASE		TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION*							
Location of distribution board:	Electrical room	Supply to distribution board is from:	Origin of Supply	No of phases:	3	Nominal voltage:	400	V	
Distribution board designation:	DB/1	Overcurrent protective device for the distribution circuit: Type: BS(EN)	OP LIM	Rating:	LIM	A	Associated RCD (if any): BS(EN)	N/A	RCD No of poles: N/A	$I_{\Delta n}$ N/A mA

CIRCUIT DETAILS

Circuit number and line	Circuit designation	Type of wiring (see code below)	Reference method ↟	Number of points served	Circuit conductors: csa Live (mm²)	Circuit conductors: csa cpc (mm²)	Max. disconnection time permitted by BS 7671 (s)	Overcurrent protective devices: BS (EN)	Overcurrent protective devices: Type	Overcurrent protective devices: Rating (A)	Overcurrent protective devices: Short-circuit capacity (kA)	RCD: Operating current $I_{\Delta n}$ (mA)	Maximum Z_s permitted by BS 7671 (Ω)
11L3	Mens WC Heater & Outside Lamp Post	D	B	4	2.5	1.5	0.4	60898	B	20	10	N/A	2.18
12L1	Emergency Lights - Lounge & Hall	D	B	2	1.5	1	0.4	60898	B	10	10	--	4.37
12L2	SPARE	--	--	--	--	--	--	--	--	--	--	--	--
12L3	Lights - Lounge	D	B	14	1.5	1	0.4	60898	B	6	10	--	7.28
13L1	SPARE	--	--	--	--	--	--	--	--	--	--	--	--
13L2	Lights - Behind Bar	D	B	10	1.5	1	0.4	60898	C	10	10	--	2.18
13L3	Circuit Unknown	D	B	LIM	1.5	1	0.4	60898	B	10	10	--	4.37
14L1	Floodlights - Training Area	O	C	3	2.5	1.5	0.4	60898	C	10	10	--	2.18
14L2	Sockets - Kitchen	D	B	3	2.5	1.5	0.4	61009	B	20	10	30	2.18
14L3	Security Alarm FCU	D	B	1	2.5	1.5	0.4	60898	B	20	10	--	2.18
15L1	Sockets - Lounge, Heater, 2 x Bar, Comms Cab	D	B	6	4	2.5	0.4	61009	B	20	10	30	2.18
15L2	Sockets - End Wall	D	B	2	4	2.5	0.4	61009	B	20	10	30	2.18
15L3	Sockets - Bar	D	B	2	4	2.5	0.4	61009	B	32	10	30	1.36
16L1	Sockets & Heater - End of Bar Area	D	B	5	4	2.5	0.4	61009	B	32	10	30	1.36
16L2	Kitchen Cooker	D	B	1	6	2.5	0.4	60898	B	32	10	--	1.36
16L3	Outside Lights - Perimeter	D	B	17	1.5	1	0.4	60898	B	6	10	--	7.28

↟ *See Table 4A2 of Appendix 4 of BS 7671*

CODES FOR TYPE OF WIRING								
A	B	C	D	E	F	G	H	O (Other - please state)
Thermoplastic insulated/ sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in non-metallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in non-metallic trunking	Thermoplastic /SWA cables	Thermosetting/ SWA cables	Mineral-insulated cables	FP/Equivalent

* *In such cases, details of the distribution (sub-main) circuit(s), together with the test results for the circuit(s), must also be provided on continuation schedules.*

See next page for Schedule of Test Results

NICEIC APPROVED CONTRACTOR

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ICNC/IPNC Delete as appropriate **04757872**

Original (To the person ordering the work)

SCHEDULE OF TEST RESULTS FOR THE INSTALLATION - CONTINUATION

Contractor's Reference Number

CRN/ HTC-LVH-DB1

TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Characteristics at this distribution board

Confirmation of supply polarity: ✔

☆ *See note below*

Z_s ☆ 0.52 Ω

I_{pf} ☆ 0.92 kA

Operating times of associated RCD (if any): At $I_{\Delta n}$ N/A ms; At $5I_{\Delta n}$ (if applicable) N/A ms

Phase sequence confirmed (where appropriate) ✔ (✓)

Test instruments (serial numbers) used:

Earth fault loop impedance		RCD	
Insulation resistance		Multi-function	2779029
Continuity		Other	

TEST RESULTS

Circuit number and line	Circuit impedances (Ω)					Insulation resistance † *Record lower or lowest value*				Polarity	Maximum measured earth fault loop impedance, Z_s☆	RCD		
	Ring final circuits only (measured end to end)			All circuits (At least one column to be completed)		Line/Line †	Line/Neutral †	Line/Earth †	Neutral/Earth			operating times		Test button operation
	r_1 (Line)	r_n (Neutral)	r_2 (cpc)	$(R_1 + R_2)$	R_2	(MΩ)	(MΩ)	(MΩ)	(MΩ)	(✓)	(Ω)	at $I_{\Delta n}$ (ms)	at $5I_{\Delta n}$ (if applicable) (ms)	(✓)
11L3	0.44	0.41	0.74	0.34	--	--	>200	>200	>200	✔	0.74	--	--	--
12L1	--	--	--	1.03	--	--	LIM	>200	>200	✔	1.61	--	--	--
12L2	--	--	--	--	--	--	--	--	--	--	--	--	--	--
12L3	--	--	--	1.38	--	--	LIM	>200	>200	✔	1.91	--	--	--
13L1	--	--	--	--	--	--	--	--	--	--	--	--	--	--
13L2	--	--	--	0.98	--	--	LIM	>200	>200	✔	--	--	--	--
13L3	--	--	--	LIM	--	--	LIM	LIM	LIM	LIM	LIM	--	--	--
14L1	--	--	--	0.83	--	--	LIM	>170	>170	✔	1.35	--	--	--
14L2	FI	FI	FI	LIM	--	--	LIM	>25	>50	✔	0.99	144.1	50.0	✔
14L3	--	--	--	0.31	--	--	>200	>200	>200	✔	0.83	--	--	--
15L1	--	--	--	0.92	--	--	LIM	>200	>200	✔	1.44	80.7	33.5	✔
15L2	--	--	--	0.32	--	--	>200	>200	>200	✔	0.84	59.1	37.3	✔
15L3	--	--	--	0.41	--	--	>200	>200	>200	✔	0.93	58.3	41.3	✔
16L1	--	--	--	0.59	--	--	LIM	>200	>200	✔	1.11	X	X	✘
16L2	--	--	--	0.13	--	--	>200	>200	>200	✔	0.65	--	--	--
16L3	--	--	--	1.79	--	--	LIM	>200	>200	✔	2.31	--	--	--

☆ *Note: Where the installation can be supplied by more than one source, such as a primary source (e.g. public supply) and a secondary source (e.g. standby generator), the higher or highest values must be recorded.*

TESTED BY

Signature: | Position: MD

Name: (CAPITALS) JAMES COLLINGS | Date of testing: 08/10/2018

See previous page for Circuit Details

GENERAL CONTINUATION SHEET

Operational limitations including the reasons (continued from page 1)

next inspection date.

DB/1/14 L1 - Tested to Wiska box near flood lights only. Could not reach lights

DB/1/7 L3 - FI needed to determine extent of circuit

APPROVED CONTRACTOR

ELECTRICAL INSTALLATION CONDITION REPORT - SECTION F CONTINUATION SHEET

Issued in accordance with *British Standard 7671 – Requirements for Electrical Installations* by an Approved Contractor or Conforming Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable LU5 5ZX

Contractor's Reference Number

CRN/ HTC-LVH-DB1

Original (To the person ordering the work)

F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN (Continuation sheet)

Continued from Section F of page 2 of the Report

Item No		Observations	Code†
20	6.18		LIM
21	6.19		LIM
22	6.20		LIM
23	6.21.4	Flex drilled into metal pole, no protection for cable. No grommet for cable at security panel	C3
24	6.22	Numerous additions poorly installed over the years	C3
25	6.24	Ceiling rose broken	C3
26	8.7.2	Light fittings cut out in wood, not fire rated	C3
27	9.4		LIM
28		DB/1/3 L2 - Single socket bove FCU in bar is a spur from below	C2
29		DB/1/6 L3 - Emergency light should be on same circuit as hall lights	C3
30		DB/1/7 L2 - FCU in kitchen fed in 1.5mm T&E from socket	C2
31		DB/1/7 L3 - Multiple FCUs supplying hand dryers, cupboard water heater & heaters. Needs FI	F/I
32		DB/1/7 L3 - No earth sleeving at JB	C3
33		DB/1/11 L3 - W/C & Heater ring circuit is with outside lampost supply, needs segregation	C2
34		DB/1/12 L1 - Emergency lights should be on the same circuit	C3
35		DB/1/14 L2 - Open ring circuit, needs FI. RCD trip at 5x does not comply	C2
36		DB/1/15 L2 & L3 - 4mm radials on 32a rcbo. 14 L3 - RCD trip at 5x does not comply	C2
37		DB/1/16 L2 - No RCD protection for cooker used in public space	C2

† *One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:*

Code C1 ***'Danger present'.*** *Risk of injury. Immediate remedial action required.*

Code C2 ***'Potentially dangerous'.*** *Urgent remedial action required.*

Code C3 ***'Improvement recommended'.***

Code FI ***'Further investigation required without delay'.***

Immediate remedial action required for items:	
Urgent remedial action required for items:	28, 30, 33, 35-37
Further investigation required without delay for items:	31
Improvement recommended for items:	23-26, 29, 32, 34

Please see the reverse of page 2 of the report for guidance regarding the Classification codes.

NOTE: Continuation sheet(s) must be identified by the Electrical Installation Condition Report Serial Number and Page Number(s).

Check your certificate is genuine, go to www.checkmyniceiccert.com **<http://www.checkmyniceiccert.com>** and put in the certificate number

NICEIC APPROVED CONTRACTOR

Collings Electrical Ltd

This report is not valid if the serial number has been defaced or altered

IPN4C/ 04757909

ELECTRICAL INSTALLATION CONDITION REPORT

Original (To the person ordering the work)

Contractor's Reference Number

CRN/ HTC-LVH-DB2

Issued in accordance with *British Standard 7671 – Requirements for Electrical Installations* by an Approved Contractor or Conforming Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable LU5 5ZX

A. DETAILS OF THE CLIENT

Client: Hatfield Town Council

Address: Lemsford Village Hall, Brocket Road, Lemsford, Welwyn Garden City, Hertfordshire

Postcode: AL8 7TT

B. PURPOSE OF THE REPORT

This report must be used only for reporting on the condition of an existing installation.

Purpose for which this report is required: Scheduled Report

Date(s) on which inspection and testing were carried out: 04/10/2018 -- 08/10/2018

C. DETAILS OF THE INSTALLATION

Occupier: Hatfield Town Council

Address: Lemsford Village Hall, Brocket Road, Lemsford, Welwyn Garden City, Hertfordshire

Postcode: AL8 7TT

Estimated age of the electrical installation: 30 years

Description of premises: domestic, commercial, industrial, other (Please state): Commercial

Evidence of alterations or additions: yes

If yes, estimated age: Continual years

Date of previous inspection: Unknown

Electrical Installation Certificate No or previous Periodic Inspection or Condition Report No: No records available

Records of installation available: no

Records held by: Unknown

D. EXTENT OF THE INSTALLATION AND LIMITATIONS ON THE INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

All final circuits out from DB/2 (Electrical Room). Fixed wiring only, not including: panel wiring, wiring to metering systems, control circuits for contactors, plug in flexible cables, boiler/heating control circuits. See previous EICRs: IPN4C/04757872

Agreed limitations including the reasons, if any, on the inspection and testing:

No allowance to lift floorboards or enter loft spaces to observe cabling routes. Allowance for removal of 25% of electrical items (sockets, FCUs, isolators, light switches etc) per circuit for visual inspection.

Agreed with: Estates Manager

Operational limitations including the reasons (see page No. 9)

Origin of supply not opened or inspected as the incoming DNO supply could not be isolated.

Insulation resistance of connected loads not carried out between line and neutral. Recommend where possible they are carried out at

The inspection and testing have been carried out in accordance with BS 7671, as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the client and inspector prior to the inspection.

E. SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

The condition of the installation is generally ok regarding the original install. Apart from the lack of a main protective bond to the incoming water main - Any C2 codes arising are mostly due to changes in the wiring regulations over the years or additions/alterations. The areas where most problems were found are within altered and additional circuits which have been added on over a number of years, with sub-standard design and workmanship being the root cause of the Unsatisfactory verdict.

Summary of the condition of the installation continued on additional pages? No ✔ Yes Specify page No(s):

Overall assessment of the installation: [redacted] / UNSATISFACTORY*

(Delete as appropriate)

* **An 'Unsatisfactory' assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified, or that Further investigation without delay (FI) is required**

This report should have been reviewed and confirmed by the registered Qualified Supervisor of the Approved Contractor responsible for issuing it. (See declaration on page 2)

Please see the 'Notes for Recipients' on the reverse of this page.

Check your certificate is genuine, go to www.checkmyniceiccert.com and put in the certificate number <http://www.checkmyniceiccert.com>

NOTES FOR RECIPIENTS

THIS ELECTRICAL INSTALLATION CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE REFERENCE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service (see Section E and G). This report provides an assessment of the condition of the electrical installation identified overleaf at the time it was inspected and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

The report identifies any damage, deterioration, defects and/or conditions found by the inspector which may give rise to danger (see Section F), together with any items for which improvement is recommended.

If you were the person ordering this report, but not the user of the installation, you should pass this report, or a full copy of it including these notes, the schedules and additional pages (if any), immediately to the user.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

Where the installation incorporates residual current devices (RCDs), there should be a notice at or near the distribution board stating that they should be tested quarterly. FOR SAFETY REASONS, IT IS IMPORTANT THAT YOU CARRY OUT THE TEST REGULARLY.

For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. The recommended date by which the next inspection should be carried out is stated in Section I of this report. There should also be a notice at or near the main switchboard or consumer unit indicating when the next inspection of the installation is due. NICEIC* recommends that you engage the services of an Approved Contractor for the inspection.

This report has been issued in accordance with the national standard for the safety of electrical installations, British Standard 7671 (as amended) – *Requirements for Electrical Installations*.

Only an NICEIC Approved Contractor or Conforming Body is authorised to issue this NICEIC Electrical Installation Condition Report form.

You should have received the report marked 'Original' and the Approved Contractor should have retained the report marked 'Duplicate'.

The report consists of at least eight numbered pages. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. For installations having more than one distribution board or more circuits than can be recorded on Pages 7 and 8, one or more additional *Schedules of Circuit Details and Schedules of Test Results* should form part of the report. The report is invalid if any of the pages identified in Section H are missing. The report has a printed seven-digit serial number, which is traceable to the Approved Contractor to which it was supplied by NICEIC.

This report form is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation. The report should identify, so far as is reasonably practicable and having regard to the extent and limitations recorded in Section D, any damage, deterioration, defects, dangerous conditions and any non-compliances with the requirements of the national standard for the safety of electrical installations which may give rise to danger, together with any items for which improvement is recommended.

The report should not have been issued to certify that new electrical installation work complies with the requirements of the national safety standard. An 'Electrical Installation Certificate', a 'Domestic Electrical Installation Certificate' or a 'Minor Electrical Installation Works Certificate' (as appropriate) should be issued for the certification of new installation work.

This report should not have been issued for an electrical installation in a potentially explosive atmosphere (hazardous area) unless the Approved Contractor holds an appropriate extension to NICEIC enrolment for such work.

* *NICEIC is operated by Certsure LLP, a partnership between the Electrical Contractors' Association and the charity, Electrical Safety First. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).*

For further information about electrical safety and how NICEIC can help you, visit **www.niceic.com**

continued on the reverse of page 3

GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

Only one Classification code should have been given for each recorded observation.

Classification code C1 ***(Danger present)***

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 ***(Potentially dangerous)***

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, **urgent remedial action is required to remove potential danger**. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

Classification code C3 ***(Improvement recommended)***

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given at Section I of this report (Next Inspection) for the maximum interval until the next inspection is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively.

It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

Code FI (*Further investigation required without delay*)

It should usually be possible for the inspector to attribute a Classification code to each observation without indicating a need for further investigation.

However, where '**FI**' has been entered against an observation the inspector considers that further investigation of that observation is likely to reveal danger or potential danger that, due to the agreed extent or limitations of the inspection and/or testing, could not be fully identified at the time.

It would not be appropriate for the inspector to indicate that the installation is in a satisfactory condition if there is reasonable doubt as to whether danger or potential danger exists. Consequently, where the inspector has indicated 'Further investigation required without delay' (FI) the overall assessment of the installation (Section E) should be marked as 'Unsatisfactory'.

If the inspector has indicated that an observation requires further investigation without delay, the person ordering this report is advised to arrange for the NICEIC Approved Contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation as a matter of urgency, to determine whether or not danger or potential danger exists.

Further information

Further information on the application of Classification codes, primarily aimed at inspectors but of possible interest to persons ordering condition reports, can be found in Electrical Safety First's Best Practice Guide entitled *Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations*. The guide can be viewed or downloaded free of charge from **www.electricalsafetyfirst.org.uk**

NOTES FOR RECIPIENTS
(continued from the reverse of page 1)

Section D (*Extent and limitations*) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out. Some operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in Section D. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration of the overall condition of the installation should have been given by the inspector in Section G of the report. The declaration must reflect the statement given in Section E, which summarises the observations and recommendations made in Section F. Where one or more observations have been made in Section F, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (*danger present*) the safety of those using the installation is at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the neccessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (*potentially dangerous*) the safety of those using the installation may be at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the neccessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, the number of sources should have been recorded in Section K *Supply Characteristics and Earthing Arrangements* on page 3 of the report, and the *Schedule of Test Results* compiled accordingly.
Where inadequacies in the electricity distributor's or supplier's equipment have been observed (Section 1 of the inspection schedule), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in the first instance raise the specific concerns in writing with the Approved Contractor. If the concerns remain unresolved, the person ordering this report may make a formal complaint to NICEIC, for which purpose a complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

NICEIC APPROVED CONTRACTOR

This report is not valid if the serial number has been defaced or altered **IPN4C/ 04757909**

ELECTRICAL INSTALLATION CONDITION REPORT

Original (To the person ordering the work)

F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

Referring to the attached schedules of inspection and test results, and subject to the limitations at D:

There are **no** items adversely affecting electrical safety ☐ **or** The following observations and recommendations for action are made ✔

Item No		Observations	Code†
1	1.3	MET feed is undersized (6mm)	C2
2	1.4	25mm tails to DB1 backed up by 200a fuse?	F/I
3	1.6	200a spreader box - live parts very exposed inside	C3
4	3.1.1	Feed to MET is undersized - 6mm	C2
5	3.1.3	Feed to MET is undersized - 6mm	C2
6	3.1.7	No earth to incoming water	C2
7	3.1.10		LIM
8	5.5	Henley blocks (unused) have holes in top	C2
9	5.12	Circuit needs rcbo for fault protection (Zs value too high)	C2
10	5.13	Lack of RCD protection for cables in walls	C3
11	5.24	No female bush for incoming tails	C3
12	6.2		LIM
13	6.5		LIM
14	6.6	FCU poorly connected. No earth to back box	C3
15	6.8	Recommend all connections are checked throughout DB's	C3
16	6.10	Tails from spreader box to contactor for Heating DB/2 are undersized. 10mm on 100/200a fuse. Supply to time clock is 1.5mm on 40a contactor	C2
17	6.12	Only one earth on ring circuit, only one point found to test at	F/I
18	6.13	N&E terminals	C3
19	6.16.1		LIM

Additional pages? No ☐ Yes ✔ Specify page No(s): 10

† *One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:*

Code C1 ***'Danger present'.*** *Risk of injury. Immediate remedial action required.*
Code C2 ***'Potentially dangerous'.*** *Urgent remedial action required.*
Code C3 ***'Improvement recommended'.***
Code FI ***'Further investigation required without delay'.***

Please see the reverse of this page for guidance regarding the Classification codes.

Immediate remedial action required for items:	
Urgent remedial action required for items:	1, 4-6, 8-9, 16
Further investigation required without delay for items:	2, 17
Improvement recommended for items:	3, 10-11, 14-15, 18

G. DECLARATION

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described on page 1 (see C), having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (see F) and the attached schedules (see H), provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations of the inspection and testing (see D).

I/We further declare that in my/our judgement, the overall assessment of the installation in terms of its suitability for continued use is

[redacted] / UNSATISFACTORY* **(see F) at the time the inspection was carried out, and that it should be further inspected as recommended (see I).**

Delete as appropriate

* **An 'Unsatisfactory' assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified, or that Further investigation without delay (FI) is required.**

INSPECTION, TESTING AND ASSESSMENT BY:

Signature: [signature]
Name: (CAPITALS) JAMES COLLINGS
Position: MD
Date: 08/10/2018

REPORT REVIEWED AND CONFIRMED BY:

Signature: [signature]
Name: (CAPITALS) JAMES COLLINGS
(Registered Qualified Supervisor for the Approved Contractor at J)
Date: 06/01/2019

IPN4C/3

Please see the 'Guidance for Recipients on the Classification codes' on the reverse of this page.

NICEIC APPROVED CONTRACTOR

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ELECTRICAL INSTALLATION CONDITION REPORT

Original (To the person ordering the work)

H. SCHEDULES AND ADDITIONAL PAGES

Inspection Schedule: Page(s) No 4, 5, 6

Additional pages, including additional source(s) data sheets: Page No(s)

Schedule of Circuit Details for the Installation: Page No(s) 7,9

Schedule of Test Results for the Installation: Page No(s) 8,10

The pages identified are an essential part of this report. The report is valid only if accompanied by all the schedules and additional pages identified above.

I. NEXT INSPECTION

I/We recommend that this installation is further inspected and tested after an interval of not more than 3 years *(Enter interval in terms of years, months or weeks, as appropriate)*

provided that any items at F which have been attributed a Classification code C1 (danger present) are remedied immediately and that any items which have been attributed a code C2 (potentially dangerous) or FI (further investigation required without delay) are remedied or investigated respectively as a matter of urgency. Items which have been attributed a Classification code C3 should be improved as soon as practicable (see F).

J. DETAILS OF NICEIC APPROVED CONTRACTOR

Trading title: Collings Electrical Ltd

Address: 21 Dixies Close
Ashwell
Hertfordshire
Postcode: SG7 5QN

Telephone number: 0800 180 4042

Email address: james@collingselectrical.com

NICEIC APPROVED CONTRACTOR Enrolment number: (Essential information) 6 1 0 0 5 0

Branch number: (if applicable) 0 0 0

K. SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type(s)

TN-S	✔
TN-C-S	N/A
TN-C	N/A
TT	N/A
IT	N/A

Number and type of live conductors

		a.c.	✔	d.c.	
1-phase (2-wire)	N/A	1-phase (3-wire)	N/A	2-pole	N/A
2-phase (3-wire)	N/A			3-pole	N/A
3-phase (3-wire)	N/A	3-phase (4-wire)	✔	other	4-pole
Other	Please state				

Nature of supply parameters

Nominal voltage(s): U (1)	400 V	U_o (1)	230 V
Nominal frequency, f (1)	50 Hz		
Prospective fault current, I_{pf} (2)(3)	16 kA		
External earth fault loop impedance, Z_e (3)(4)	0.8 Ω		
Number of sources	1		

Notes:
(1) by enquiry
(2) by enquiry or by measurement
(3) where more than one supply, record the higher or highest values
(4) by measurement

Characteristics of primary supply overcurrent protective device(s)

BS(EN)	Operational Limitation		
Type	LIM		
Rated current	LIM	A	
Short-circuit capacity	LIM	kA	
Confirmation of supply polarity	✔	(✓)	

L. PARTICULARS OF INSTALLATION AT THE ORIGIN

Means of earthing

Distributor's facility:	✔
Installation earth electrode:	N/A

Details of installation earth electrode (where applicable)

Type: (eg rod(s), tape(s) etc)	N/A	Location:	N/A
Electrode resistance, R_A:	N/A (Ω)	Method of measurement:	N/A

Main Switch/Switch-Fuse/Circuit-Breaker/ RCD

Type: BS(EN)	BS 775	Voltage rating	400	V
No of poles	4	Rated current, I_n	40	A
Primary supply conductors: material	copper	RCD operating current, $I_{\Delta n}$*	N/A	mA
Primary supply conductors: csa	10 mm²	Rated time delay*	N/A	ms
		RCD operating time (at $I_{\Delta n}$) *	N/A	ms

** (applicable only where an RCD is suitable and is used as a main circuit-breaker)*

Earthing and protective bonding conductors

Earthing conductor

Conductor material	copper	
Conductor csa	6	mm²
Connection/ continuity verified	✔	(✓)

Main protective bonding conductors

Conductor material		
Conductor csa		mm²
Connection/ continuity verified	✘	(✓)

Bonding of extraneous-conductive-parts (✓)

Water installation pipes	✘	Lightning protection	N/A
Oil installation pipes	N/A	Structural steel	N/A
Gas installation pipes	N/A		
Other			

Please see the 'Notes for Recipients' on the reverse of this page.

ELECTRICAL INSTALLATION CONDITION REPORT

Original (To the person ordering the work)

INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS

Item	Description	Outcome*	Location reference
1.0	**Condition/adequacy of distributor's/supply intake equipment†**		
1.1	Service cable	✔	
1.2	Service head	✔	
1.3	Distributor's earthing arrangement(s)	C2	MET - Electrical room
1.4	Meter tails – Distributor/ Consumer	F/I	Incoming supply - plant room
1.5	Metering equipment	✔	
1.6	Means of main isolation *(where present)*	C3	Incoming supply - plant room
2.0	**Presence of adequate arrangements for parallel or switched alternative sources**		
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply	N/A	
2.2	Adequate arrangements where a generating set operates in parallel with the public supply	N/A	
3.0	**Automatic disconnection of supply**		
3.1	Main earthing and bonding arrangements		
	• Presence and condition of distributor's earthing arrangement	C2	MET - plant room
	• Presence and condition of earth electrode arrangement	N/A	
	• Adequacy of earthing conductor size	C2	MET - plant room
	• Adequacy of earthing conductor connections	✔	
	• Accessibility of earthing conductor connections	✔	
	• Adequacy of main protective bonding conductor size(s)	✔	
	• Adequacy of main protective bonding conductor connections	C2	Incoming water main
	• Accessibility of main protective bonding connections	N/A	
	• Accessibility and condition of other protective bonding connections	N/A	
	• Provision of earthing/bonding labels at all appropriate locations	LIM	
3.2	FELV		
	• Source providing at least simple separation	N/A	
	• Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises	N/A	
3.3	Reduced low voltage		
	• Adequacy of source	N/A	
	• Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises	N/A	
4.0	**Other methods of protection** (*where the methods of protection listed below are employed, details should be provided on separate sheets*)		
4.1	Double insulation	✔	
4.2	Reinforced insulation	N/A	
4.3	Use of obstacles	N/A	
4.4	Placing out of reach	N/A	
4.5	Non-conducting location	N/A	
4.6	Earth-free local equipotential bonding	N/A	
4.7	Electrical separation for more than one item of equipment	N/A	
5.0	**Distribution equipment**		
5.1	Adequacy of working space/accessibility of equipment	✔	
5.2	Security of fixing	✔	
5.3	Condition of insulation of live parts	✔	
5.4	Adequacy/security of barriers	✔	
5.5	Condition of enclosure(s) in terms of IP rating	C2	Electrical room
5.6	Condition of enclosure(s) in terms of fire rating	✔	
5.7	Enclosure not damaged/deteriorated so as to impair safety	✔	
5.8	Presence of main switch(es), linked where required	✔	
5.9	Operation of main switch(es) (*functional check*)	✔	
5.10	Correct identification of circuit protective devices	✔	
5.11	Adequacy of protective devices for prospective fault current	✔	
5.12	RCD(s) provided for fault protection – includes RCBOs	C2	DB/2/2 L3
5.13	RCD(s) provided for additional protection – includes RCBOs	C3	DB/2

* ***All Outcome boxes must be completed.***
- ✔ indicates **Acceptable condition**
- ***'LIM'*** indicates a **Limitation**
- ***'N/A'*** indicates **Not applicable**

Unacceptable condition state **C1** or **C2**
Improvement recommended state **C3**
Further investigation required without delay state **FI**
(to determine whether danger or potential danger exists)

Outcome
Provide additional comment where appropriate on attached numbered sheets. C1, C2, C3 and FI coded items to be recorded in Section F of the report.

† Where inadequacies in distributor's equipment are encountered, it is recommended that the person ordering the report informs the appropriate authority.

ELECTRICAL INSTALLATION CONDITION REPORT

INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS

Item	Description	Outcome*	Location reference
5.14	RCD(s) provided for protection against fire – includes RCBOs	N/A	
5.15	Manual operation of circuit-breakers and RCDs to prove disconnection	✔	
5.16	Presence of RCD retest notice at or near equipment where required	N/A	
5.17	Presence of diagrams, charts or schedules at or near equipment, where required	✔	
5.18	Presence of non-standard (mixed) cable colour warning notice at or near equipment where required	✔	
5.19	Presence of alternative/additional supply arrangement warning notice(s) at or near equipment where required	N/A	
5.20	Presence of replacement next inspection recommendation label	✔	
5.21	Presence of other required labelling (*specify*)	✔	
5.22	Examination of protective device(s) and base(s); correct type and rating (*no signs of unacceptable thermal damage, arcing or overheating*)	✔	
5.23	Single-pole switching or protective devices in line conductors only	✔	
5.24	Protection against mechanical damage where cables enter equipment	C3	DB/2
5.25	Protection against electromagnetic effects where cables enter metallic enclosures	✔	
6.0	**Distribution/final circuits**		
6.1	Identification of conductors	✔	
6.2	Cables correctly supported throughout their length	LIM	
6.3	Condition of insulation of live parts	✔	
6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking	✔	
6.5	Suitability of containment systems for continued use (*including flexible conduit*)	LIM	
6.6	Cables correctly terminated in enclosures (*indicate extent of sampling in Section D of report*)	C3	DB/2/3 L3
6.7	Confirmation of indication that SPD(s) are functional	N/A	
6.8	Confirmation that ALL conductor connections, including connections to busbars are correctly located in terminals and are tight and secure	C3	Whole site
6.9	Examination of cables for signs of unacceptable thermal and mechanical damage/deterioration	✔	
6.10	Adequacy of cables for current-carrying capacity with regard to the type and nature of installation	C2	Electrical room
6.11	Adequacy of protective devices; type and rated current for fault protection	✔	
6.12	Presence and adequacy of circuit protective conductors	FI	DB/2/2 L2
6.13	Co-ordination between conductors and overload protective devices	C3	DB/2
6.14	Cable installation methods/practices appropriate to the type and nature of installation and external influences	✔	
6.15	Cables where exposed to direct sunlight, of a suitable type	✔	
6.16	Cables installed under floors, above ceilings, in walls / partitions, adequately protected against damage		
	• installed in prescribed zones (see Section D. Extent and limitations)	LIM	
	• incorporating earthed armour or sheath, or installed within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D. Extent and limitations)	N/A	
6.17	Provision of additional protection by 30 mA RCD		
	• †for mobile equipment not exceeding a rating of 32 A for use outdoors	N/A	
	• †for all socket-outlets of rating 20 A or less, unless exempt	N/A	
	• †for cables installed in walls / partitions at a depth of less than 50 mm	C3	DB/2
	• †for cables installed in walls / partitions containing metal parts regardless of depth	N/A	
6.18	Provision of fire barriers, sealing arrangements and protection against thermal effects	LIM	
6.19	Band II cables segregated/separated from Band I cables	LIM	
6.20	Cables segregated/separated from non-electrical services	LIM	
6.21	Termination of cables at enclosures (*identify numbers and locations of items inspected in Section D*)		
	• Connections under no undue strain	✔	
	• No basic insulation of a conductor visible outside an enclosure	✔	
	• Connections of live conductors adequately enclosed	✔	
	• Adequacy of connection at point of entry to enclosure (*gland, bush or similar*)	✔	
6.22	General condition of wiring systems	C3	Whole Site
6.23	Temperature rating of cable insulation	✔	
6.24	Condition of accessories including socket-outlets, switches and joint boxes	C3	DB/2/1 L3, 2 L3, 3 L3
6.25	Suitability of accessories for external influences	✔	
6.26	Single-pole switching or protective devices in line conductors only	✔	
6.27	Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment – identify /record numbers and locations of items inspected	✔	

† *Note: Older installations designed prior to BS 7671:2008 may not have been provided with RCDs for additional protection*

* ***All Outcome boxes must be completed.***
'✔' indicates **Acceptable condition**
'LIM' indicates a **Limitation**
'N/A' indicates **Not applicable**

Unacceptable condition state **C1** or **C2**
Improvement recommended state **C3**
Further investigation required without delay state **FI**
(to determine whether danger or potential danger exists)

Outcome
Provide additional comment where appropriate on attached numbered sheets. C1, C2, C3 and FI coded items to be recorded in Section F of the report.

ELECTRICAL INSTALLATION CONDITION REPORT

INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS

Item	Description	Outcome*	Location reference
7.0	**Isolation and switching**		
7.1	Isolators		
	• presence and condition of appropriate devices	✔	
	• acceptable location (state if local or remote)	✔	
	• capable of being secured in the OFF position	N/A	
	• correct operation verified	✔	
	• clearly identified by position and/or durable marking(s)	✔	
	• Warning label posted in situations where live parts cannot be isolated by the operation of a single device	N/A	
7.2	Switching off for mechanical maintenance		
	• presence and condition of appropriate devices	✔	
	• acceptable location	✔	
	• capable of being secured in the OFF position	N/A	
	• correct operation verified	✔	
	• clearly identified by position and/or durable marking(s)	✔	
7.3	Emergency switching/stopping		
	• presence and condition of appropriate devices	N/A	
	• readily accessible for operation where danger might occur	N/A	
	• correct operation verified	N/A	
	• clearly identified by position and/or durable marking(s)	N/A	
7.4	Functional switching		
	• presence and condition of appropriate devices	✔	
	• correct operation verified	✔	
8.0	**Current-using equipment (*permanently connected*)**		
8.1	Condition of equipment in terms of IP rating	C2	DB/2/4 L1
8.2	Equipment does not constitute a fire hazard	✔	
8.3	Enclosure not damaged/deteriorated so as to impair safety	✔	
8.4	Suitability for the environment and external influences	✔	
8.5	Security of fixing	✔	
8.6	Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire (*indicate extent of sampling in Section D of report*)	N/A	
8.7	Recessed luminaires (e.g. downlighters)		
	• correct type of lamps fitted	N/A	
	• installed to minimise build-up of heat by use of "fire rated" fittings, insulation displacement box or similar	N/A	
	• no signs of overheating to surrounding building fabric	N/A	
	• no signs of overheating to conductors/terminations	N/A	
9.0	**Location(s) containing a bath or shower**		
9.1	Additional protection by RCD not exceeding 30 mA		
	• for low voltage circuits serving the location	N/A	
	• for low voltage circuits passing through Zone 1 and Zone 2 not serving the location	N/A	
9.2	Where used as a protective measure, requirements for SELV or PELV are met	N/A	
9.3	Shaver sockets comply with BS EN 61558-2-5 or BS 3535	N/A	
9.4	Presence of supplementary bonding conductors unless not required by BS 7671: 2008	LIM	
9.5	Low voltage (e.g. 230 volts) socket-outlets sited at least 3 m from zone 1	N/A	
9.6	Suitability of equipment for external influences for installed location in terms of IP rating	N/A	
9.7	Suitability of equipment for installation in a particular zone	N/A	
9.8	Suitability of current-using equipment for a particular position within the location	N/A	
10.0	**Other special installations or locations**		
	List special locations present, if any. List the results of particular inspections applied (a separate page is required for each location).	N/A	

* ***All Outcome boxes must be completed.***
'✔' indicates **Acceptable condition**
'***LIM***' indicates a **Limitation**
'***N/A***' indicates **Not applicable**

Unacceptable condition state **C1** or **C2**
Improvement recommended state **C3**
Further investigation required without delay state **FI**
(to determine whether danger or potential danger exists)

Outcome
Provide additional comment where appropriate on attached numbered sheets. C1, C2, C3 and FI coded items to be recorded in Section F of the report.

NICEIC APPROVED CONTRACTOR

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Original (To the person ordering the work)

SCHEDULE OF CIRCUIT DETAILS FOR THE PRIMARY DISTRIBUTION BOARD

TO BE COMPLETED IN EVERY CASE		TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION*							
Location of distribution board:	Electrical room	Supply to distribution board is from:	63a Switch Fuse	No of phases:	3	Nominal voltage:	400	V	
		Overcurrent protective device for the distribution circuit:		Associated RCD (if any) : BS (EN)	N/A				
Distribution board designation:	DB/2	Type: BS (EN)	88	Rating:	63	A	RCD No of poles:	N/A	$I_{\Delta n}$ N/A mA

CIRCUIT DETAILS

Circuit number and line	Circuit designation	Type of wiring (see code below)	Reference method ↟	Number of points served	Circuit conductors: csa Live (mm²)	Circuit conductors: csa cpc (mm²)	Max. disconnection time permitted by BS 7671 (s)	Overcurrent protective devices BS (EN)	Overcurrent protective devices Type	Overcurrent protective devices Rating (A)	Overcurrent protective devices Short-circuit capacity (kA)	RCD Operating current, $I_{\Delta n}$ (mA)	Maximum Z_s permitted by BS 7671 (Ω)
1L1	SPARE	--	--	--	--	--	--	--	--	--	--	--	--
1L2	SPARE	--	--	--	--	--	--	--	--	--	--	--	--
1L3	Heater - Hall Near Entrance	H	C	1	4	Sheath	0.4	3871	2	20	9	N/A	1.56
2L1	Spare Equipped	--	--	--	--	--	--	3871	2	32	6	--	--
2L2	Heater - Hall LH Side	D	B	2	2.5	1.5	0.4	3871	1	32	6	N/A	1.70
2L3	Heater - Entrance & Kitchen	D	B	2	2.5	1.5	0.4	3871	3	32	9	N/A	0.68
3L1	SPARE	--	--	--	--	--	--	--	--	--	--	--	--
3L2	Heater - Hall Far End	D	B	1	4	2.5	0.4	3871	2	20	9	N/A	1.56
3L3	Heater - Hall Near Entrance Doors	D	B	1	4	2.5	0.4	3871	2	20	9	N/A	1.56
4L1	Heater & FCU - Hall LH Side	D	B	2	2.5	1.5	0.4	3871	2	10	9	N/A	3.12
4L2	Heater - On Bar Wall	D	B	1	2.5	1.5	0.4	3871	2	16	9	N/A	1.95
4L3	SPARE	--	--	--	--	--	--	--	--	--	--	--	--

* *In such cases, details of the distribution (sub-main) circuit(s), together with the test results for the circuit(s), must also be provided on continuation schedules.*

↟ *See Table 4A2 of Appendix 4 of BS 7671*

CODES FOR TYPE OF WIRING							
A	B	C	D	E	F	G	H	O (Other - please state)
Thermoplastic insulated/ sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in non-metallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in non-metallic trunking	Thermoplastic /SWA cables	Thermosetting/ SWA cables	Mineral-insulated cables	~~FP/Equivalent~~

See next page for Schedule of Test Results

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Original (To the person ordering the work)

SCHEDULE OF TEST RESULTS FOR THE PRIMARY DISTRIBUTION BOARD

TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Characteristics at this distribution board

	✔	Confirmation of supply polarity			
☆ See note below					
Z_s ☆	0.53 Ω	Operating times of associated RCD (if any)	At $I_{\Delta n}$	N/A ms	
I_{pf} ☆	1.48 kA		At $5I_{\Delta n}$ (if applicable)	N/A ms	
Phase sequence confirmed (where appropriate)	✔ (✓)				

Test instruments (serial numbers) used:

Earth fault loop impedance		RCD	
Insulation resistance		Multi function	2779029
Continuity		Other	

TEST RESULTS

Circuit number and line	Circuit impedances (Ω)					Insulation resistance *Record lower or lowest value*				Polarity	Maximum measured earth fault loop impedance, Z_s☆	RCD		
	Ring final circuits only (measured end to end)			All circuits (At least one column to be completed)		Line/Line	Line/Neutral	Line/Earth	Neutral/Earth			Operating times		Test button operation (✓)
	r_1 (Line)	r_n (Neutral)	r_2 (cpc)	$(R_1 + R_2)$	R_2	(MΩ)	(MΩ)	(MΩ)	(MΩ)	(✓)	(Ω)	at $I_{\Delta n}$ (ms)	at $5I_{\Delta n}$ (if applicable) (ms)	
1L1	--	--	--	--	--	--	--	--	--	--	--	--	--	--
1L2	--	--	--	--	--	--	--	--	--	--	--	--	--	--
1L3	--	--	--	0.12	--	--	LIM	>200	>200	✔	0.65	--	--	--
2L1	--	--	--	--	--	--	--	--	--	--	--	--	--	--
2L2	--	--	--	LIM	--	--	LIM	>200	>200	✔	0.74	--	--	--
2L3	0.27	0.27	0.65	0.19	--	--	LIM	>200	>200	✔	0.73	--	--	--
3L1	--	--	--	--	--	--	--	--	--	--	--	--	--	--
3L2	--	--	--	0.41	--	--	LIM	>200	>200	✔	0.94	--	--	--
3L3	--	--	--	0.08	--	--	LIM	>200	>200	✔	0.61	--	--	--
4L1	--	--	--	0.17	--	--	LIM	>200	>200	✔	0.70	--	--	--
4L2	--	--	--	0.22	--	--	LIM	>200	>200	✔	0.75	--	--	--
4L3	--	--	--	--	--	--	--	--	--	--	--	--	--	--

☆ *Note: Where the installation can be supplied by more than one source, such as a primary source (e.g. public supply) and a secondary source (e.g. standby generator), the higher or highest values must be recorded.*

TESTED BY

Signature:		Position:	MD
Name: (CAPITALS)	JAMES COLLINGS	Date of testing:	08/10/2018

See previous page for Schedule of Circuit Details

GENERAL CONTINUATION SHEET

Operational limitations including the reasons (continued from page 1)

next inspection date.

NICEIC APPROVED CONTRACTOR

This continuation sheet is not valid if the serial number is not the same as the corresponding report **IFN5C/ 04757909**

ELECTRICAL INSTALLATION CONDITION REPORT - SECTION F CONTINUATION SHEET

Issued in accordance with *British Standard 7671 – Requirements for Electrical Installations* by an Approved Contractor or Conforming Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable LU5 5ZX

Contractor's Reference Number

CRN/ HTC-LVH-DB2

Original (To the person ordering the work)

F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN (Continuation sheet)

Continued from Section F of page 2 of the Report

Item No		Observations	Code†
20	6.17.3	No RCD protection for cables in walls	C3
21	6.18		LIM
22	6.19		LIM
23	6.20		LIM
24	6.22	Numerous additions poorly installed over the years	C3
25	6.24	Security of fixing - boxes loose on circuits 1L3, 3L3. 2L3 - FCU box needs re-threading	C3
26	8.1	Hole in top of FCU - not IP rated	C2
27	9.4		LIM
28		DB/2/4 L1 - MCB underrated - could cause nuisance tripping	C3

† *One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:*

Code C1 ***'Danger present'.*** *Risk of injury. Immediate remedial action required.*

Code C2 ***'Potentially dangerous'.*** *Urgent remedial action required.*

Code C3 ***'Improvement recommended'.***

Code FI ***'Further investigation required without delay'.***

Immediate remedial action required for items:	
Urgent remedial action required for items:	26
Further investigation required without delay for items:	
Improvement recommended for items:	20, 24-25, 28

Please see the reverse of page 2 of the report for guidance regarding the Classification codes.

NOTE: Continuation sheet(s) must be identified by the Electrical Installation Condition Report Serial Number and Page Number(s).

APPROVED CONTRACTOR

Collings Electrical Ltd

This report is not valid if the serial number has been defaced or altered

IPN4C/ 04758052

ELECTRICAL INSTALLATION CONDITION REPORT

Original (To the person ordering the work)

Contractor's Reference Number

CRN/ HTC-LVH-DB3

Issued in accordance with *British Standard 7671 – Requirements for Electrical Installations* by an Approved Contractor or Conforming Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable LU5 5ZX

A. DETAILS OF THE CLIENT

Client: Hatfield Town Council

Address: Lemsford Village Hall, Brocket Road, Lemsford, Welwyn Garden City, Hertfordshire

Postcode: AL8 7TT

B. PURPOSE OF THE REPORT

This report must be used only for reporting on the condition of an existing installation.

Purpose for which this report is required: Scheduled Report

Date(s) on which inspection and testing were carried out: 04/10/2018 -- 08/10/2018

C. DETAILS OF THE INSTALLATION

Occupier: Hatfield Town Council

Address: Lemsford Village Hall, Brocket Road, Lemsford, Welwyn Garden City, Hertfordshire

Postcode: AL8 7TT

Estimated age of the electrical installation: 30 years

Description of premises: domestic, commercial, industrial, other (Please state): Commercial

Evidence of alterations or additions: yes

If yes, estimated age: Continual years

Date of previous inspection: Unknown

Electrical Installation Certificate No or previous Periodic Inspection or Condition Report No: No records available

Records of installation available: no

Records held by: Unknown

D. EXTENT OF THE INSTALLATION AND LIMITATIONS ON THE INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

All final circuits out from DB/3 (Changing Rooms). Fixed wiring only, not including: panel wiring, wiring to metering systems, control circuits for contactors, plug in flexible cables, boiler/heating control circuits. See previous EICRs: IPN4C/04757872, IPN4C/04757909

Agreed limitations including the reasons, if any, on the inspection and testing:

No allowance to lift floorboards or enter loft spaces to observe cabling routes. Allowance for removal of 25% of electrical items (sockets, FCUs, isolators, light switches etc) per circuit for visual inspection.

Agreed with: Estates Manager

Operational limitations including the reasons (see page No. 9)

Origin of supply not opened or inspected as the incoming DNO supply could not be isolated.

Insulation resistance of connected loads not carried out between line and neutral. Recommend where possible they are carried out at

The inspection and testing have been carried out in accordance with BS 7671, as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the client and inspector prior to the inspection.

E. SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

The condition of the installation is generally ok regarding the original install. Apart from the lack of a main protective bond to the incoming water main - Any C2 codes arising are mostly due to changes in the wiring regulations over the years or additions/alterations. The areas where most problems were found are within altered and additional circuits which have been added on over a number of years, with sub-standard design and workmanship being the root cause of the Unsatisfactory verdict.

Summary of the condition of the installation continued on additional pages? No ✔ Yes Specify page No(s):

Overall assessment of the installation: [redacted] / UNSATISFACTORY*

(Delete as appropriate)

* **An 'Unsatisfactory' assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified, or that Further investigation without delay (FI) is required**

This report should have been reviewed and confirmed by the registered Qualified Supervisor of the Approved Contractor responsible for issuing it. (See declaration on page 2)

Please see the 'Notes for Recipients' on the reverse of this page.

Check your certificate is genuine, go to www.checkmyniceiccert.com and put in the certificate number <http://www.checkmyniceiccert.com>

NOTES FOR RECIPIENTS

THIS ELECTRICAL INSTALLATION CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE REFERENCE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service (see Section E and G). This report provides an assessment of the condition of the electrical installation identified overleaf at the time it was inspected and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

The report identifies any damage, deterioration, defects and/or conditions found by the inspector which may give rise to danger (see Section F), together with any items for which improvement is recommended.

If you were the person ordering this report, but not the user of the installation, you should pass this report, or a full copy of it including these notes, the schedules and additional pages (if any), immediately to the user.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

Where the installation incorporates residual current devices (RCDs), there should be a notice at or near the distribution board stating that they should be tested quarterly. FOR SAFETY REASONS, IT IS IMPORTANT THAT YOU CARRY OUT THE TEST REGULARLY.

For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. The recommended date by which the next inspection should be carried out is stated in Section I of this report. There should also be a notice at or near the main switchboard or consumer unit indicating when the next inspection of the installation is due. NICEIC* recommends that you engage the services of an Approved Contractor for the inspection.

This report has been issued in accordance with the national standard for the safety of electrical installations, British Standard 7671 (as amended) – *Requirements for Electrical Installations*.

Only an NICEIC Approved Contractor or Conforming Body is authorised to issue this NICEIC Electrical Installation Condition Report form.

You should have received the report marked 'Original' and the Approved Contractor should have retained the report marked 'Duplicate'.

The report consists of at least eight numbered pages. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. For installations having more than one distribution board or more circuits than can be recorded on Pages 7 and 8, one or more additional *Schedules of Circuit Details and Schedules of Test Results* should form part of the report. The report is invalid if any of the pages identified in Section H are missing. The report has a printed seven-digit serial number, which is traceable to the Approved Contractor to which it was supplied by NICEIC.

This report form is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation. The report should identify, so far as is reasonably practicable and having regard to the extent and limitations recorded in Section D, any damage, deterioration, defects, dangerous conditions and any non-compliances with the requirements of the national standard for the safety of electrical installations which may give rise to danger, together with any items for which improvement is recommended.

The report should not have been issued to certify that new electrical installation work complies with the requirements of the national safety standard. An 'Electrical Installation Certificate', a 'Domestic Electrical Installation Certificate' or a 'Minor Electrical Installation Works Certificate' (as appropriate) should be issued for the certification of new installation work.

This report should not have been issued for an electrical installation in a potentially explosive atmosphere (hazardous area) unless the Approved Contractor holds an appropriate extension to NICEIC enrolment for such work.

* *NICEIC is operated by Certsure LLP, a partnership between the Electrical Contractors' Association and the charity, Electrical Safety First. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).*

For further information about electrical safety and how NICEIC can help you, visit **www.niceic.com**

continued on the reverse of page 3

GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

Only one Classification code should have been given for each recorded observation.

Classification code C1 ***(Danger present)***

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 ***(Potentially dangerous)***

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, **urgent remedial action is required to remove potential danger**. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

Classification code C3 ***(Improvement recommended)***

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given at Section I of this report (Next Inspection) for the maximum interval until the next inspection is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively.

It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

Code FI (*Further investigation required without delay*)

It should usually be possible for the inspector to attribute a Classification code to each observation without indicating a need for further investigation.

However, where '**FI**' has been entered against an observation the inspector considers that further investigation of that observation is likely to reveal danger or potential danger that, due to the agreed extent or limitations of the inspection and/or testing, could not be fully identified at the time.

It would not be appropriate for the inspector to indicate that the installation is in a satisfactory condition if there is reasonable doubt as to whether danger or potential danger exists. Consequently, where the inspector has indicated 'Further investigation required without delay' (FI) the overall assessment of the installation (Section E) should be marked as 'Unsatisfactory'.

If the inspector has indicated that an observation requires further investigation without delay, the person ordering this report is advised to arrange for the NICEIC Approved Contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation as a matter of urgency, to determine whether or not danger or potential danger exists.

Further information

Further information on the application of Classification codes, primarily aimed at inspectors but of possible interest to persons ordering condition reports, can be found in Electrical Safety First's Best Practice Guide entitled *Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations*. The guide can be viewed or downloaded free of charge from **www.electricalsafetyfirst.org.uk**

NOTES FOR RECIPIENTS
(continued from the reverse of page 1)

Section D (*Extent and limitations*) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out. Some operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in Section D. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration of the overall condition of the installation should have been given by the inspector in Section G of the report. The declaration must reflect the statement given in Section E, which summarises the observations and recommendations made in Section F. Where one or more observations have been made in Section F, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (*danger present*) the safety of those using the installation is at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the neccessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (*potentially dangerous*) the safety of those using the installation may be at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the neccessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, the number of sources should have been recorded in Section K *Supply Characteristics and Earthing Arrangements* on page 3 of the report, and the *Schedule of Test Results* compiled accordingly.
Where inadequacies in the electricity distributor's or supplier's equipment have been observed (Section 1 of the inspection schedule), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in the first instance raise the specific concerns in writing with the Approved Contractor. If the concerns remain unresolved, the person ordering this report may make a formal complaint to NICEIC, for which purpose a complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

ELECTRICAL INSTALLATION CONDITION REPORT

F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

Referring to the attached schedules of inspection and test results, and subject to the limitations at D:

There are **no** items adversely affecting electrical safety [ ] **or** The following observations and recommendations for action are made [✔]

Item No		Observations	Code†
1	1.3	MET feed is undersized (6mm)	C2
2	1.4	25mm tails to DB1 backed up by 200a fuse?	F/I
3	1.6	200a spreader box - live parts very exposed inside	C3
4	3.1.1	Feed to MET is undersized - 6mm	C2
5	3.1.3	Feed to MET is undersized - 6mm	C2
6	3.1.7	No earth to incoming water	C2
7	3.1.10		LIM
8	5.5	Henley blocks (unused) have holes in top. 38mm hole in bottom of sw fuse for DB/3	C2
9	6.1	Neutral conductor feeding DB/3 is red - not identified	C3
10	6.2		LIM
11	6.6	Too much copper showing at terminations in DB/3	C3
12	6.8	Recommend all connections are checked throughout DB's	C3
13	6.10	Tails from spreader box to contactor for Heating DB/2 are undersized. 10mm on 100/200a fuse. Supply to time clock is 1.5mm on 40a contactor	C2
14	6.16.1		LIM
15	6.18		LIM
16	6.19		LIM
17	6.20		LIM
18	6.21.2	Basic insulation visible outside fan timer	C3
19	6.21.4	No grommets at some switches	C3

Additional pages? No [ ] Yes [✔] Specify page No(s): 10

† *One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:*

Code C1 ***'Danger present'.*** *Risk of injury. Immediate remedial action required.*
Code C2 ***'Potentially dangerous'.*** *Urgent remedial action required.*
Code C3 ***'Improvement recommended'.***
Code FI ***'Further investigation required without delay'.***

Please see the reverse of this page for guidance regarding the Classification codes.

Immediate remedial action required for items:

Urgent remedial action required for items: 1, 4-6, 8, 13

Further investigation required without delay for items: 2

Improvement recommended for items: 3, 9, 11-12, 18-19

G. DECLARATION

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described on page 1 (see C), having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (see F) and the attached schedules (see H), provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations of the inspection and testing (see D).

I/We further declare that in my/our judgement, the overall assessment of the installation in terms of its suitability for continued use is

[redacted] / UNSATISFACTORY* **(see F) at the time the inspection was carried out, and that it should be further inspected as recommended (see I).**

Delete as appropriate

* **An 'Unsatisfactory' assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified, or that Further investigation without delay (FI) is required.**

INSPECTION, TESTING AND ASSESSMENT BY:

Signature: [signature]
Name: (CAPITALS) JAMES COLLINGS
Position: MD
Date: 08/10/2018

REPORT REVIEWED AND CONFIRMED BY:

Signature: [signature]
Name: (CAPITALS) JAMES COLLINGS
(Registered Qualified Supervisor for the Approved Contractor at J)
Date: 06/01/2019

Please see the 'Guidance for Recipients on the Classification codes' on the reverse of this page.

NICEIC APPROVED CONTRACTOR

This report is not valid if the serial number has been defaced or altered **IPN4C/ 04758052**

ELECTRICAL INSTALLATION CONDITION REPORT

Original (To the person ordering the work)

H. SCHEDULES AND ADDITIONAL PAGES

Inspection Schedule: Page(s) No 4, 5, 6

Additional pages, including additional source(s) data sheets: Page No(s)

Schedule of Circuit Details for the Installation: Page No(s) 7,9

Schedule of Test Results for the Installation: Page No(s) 8,10

The pages identified are an essential part of this report. The report is valid only if accompanied by all the schedules and additional pages identified above.

I. NEXT INSPECTION

I/We recommend that this installation is further inspected and tested after an interval of not more than 3 years *(Enter interval in terms of years, months or weeks, as appropriate)*

provided that any items at F which have been attributed a Classification code C1 (danger present) are remedied immediately and that any items which have been attributed a code C2 (potentially dangerous) or FI (further investigation required without delay) are remedied or investigated respectively as a matter of urgency. Items which have been attributed a Classification code C3 should be improved as soon as practicable (see F).

J. DETAILS OF NICEIC APPROVED CONTRACTOR

Trading title: Collings Electrical Ltd

Address: 21 Dixies Close
Ashwell
Hertfordshire

Postcode: SG7 5QN

Telephone number: 0800 180 4042

Email address: james@collingselectrical.com

NICEIC APPROVED CONTRACTOR Enrolment number: (Essential information) 6 1 0 0 5 0

Branch number: (if applicable) 0 0 0

K. SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type(s)

TN-S	✔
TN-C-S	N/A
TN-C	N/A
TT	N/A
IT	N/A

Number and type of live conductors

		a.c.	✔	d.c.	
1-phase (2-wire)	N/A	1-phase (3-wire)	N/A	2-pole	N/A
2-phase (3-wire)	N/A			3-pole	N/A
3-phase (3-wire)	N/A	3-phase (4-wire)	✔	other	4-pole
Other	Please state				

Nature of supply parameters

Nominal voltage(s): U (1)	400 V	U_o (1)	230 V
Nominal frequency, f (1)	50 Hz		
Prospective fault current, I_{pf} (2)(3)	16 kA		
External earth fault loop impedance, Z_e (3)(4)	0.8 Ω		
Number of sources	1		

Notes:
(1) by enquiry
(2) by enquiry or by measurement
(3) where more than one supply, record the higher or highest values
(4) by measurement

Characteristics of primary supply overcurrent protective device(s)

BS(EN)	Operational Limitation		
Type	LIM		
Rated current	LIM	A	
Short-circuit capacity	LIM	kA	
Confirmation of supply polarity	✔	(✓)	

L. PARTICULARS OF INSTALLATION AT THE ORIGIN

Means of earthing

Distributor's facility: ✔

Installation earth electrode: N/A

Details of installation earth electrode (where applicable)

Type: (eg rod(s), tape(s) etc) N/A

Location: N/A

Electrode resistance, R_A: N/A (Ω)

Method of measurement: N/A

Main Switch/Switch-Fuse/Circuit-Breaker/ RCD

Type: BS(EN)	4293	Voltage rating	415	V
No of poles	4	Rated current, I_n	100	A
Primary supply conductors: material	copper	RCD operating current, $I_{\Delta n}$*	30	mA
Primary supply conductors: csa	25 mm²	Rated time delay*	N/A	ms
		RCD operating time (at $I_{\Delta n}$) *	29.0	ms

** (applicable only where an RCD is suitable and is used as a main circuit-breaker)*

Earthing and protective bonding conductors

Earthing conductor

Conductor material: copper

Conductor csa: 25 mm²

Connection/ continuity verified: ✔ (✓)

Main protective bonding conductors

Conductor material:

Conductor csa: mm²

Connection/ continuity verified: ✘ (✓)

Bonding of extraneous-conductive-parts (✓)

Water installation pipes	✘	Lightning protection	N/A
Oil installation pipes	N/A	Structural steel	N/A
Gas installation pipes	N/A		

Other:

Please see the 'Notes for Recipients' on the reverse of this page.

ELECTRICAL INSTALLATION CONDITION REPORT

Original (To the person ordering the work)

INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS

Item	Description	Outcome*	Location reference
1.0	**Condition/adequacy of distributor's/supply intake equipment†**		
1.1	Service cable	✔	
1.2	Service head	✔	
1.3	Distributor's earthing arrangement(s)	C2	MET - Electrical room
1.4	Meter tails – Distributor/ Consumer	F/I	Incoming supply - plant room
1.5	Metering equipment	✔	
1.6	Means of main isolation *(where present)*	C3	Incoming supply - plant room
2.0	**Presence of adequate arrangements for parallel or switched alternative sources**		
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply	N/A	
2.2	Adequate arrangements where a generating set operates in parallel with the public supply	N/A	
3.0	**Automatic disconnection of supply**		
3.1	Main earthing and bonding arrangements		
	• Presence and condition of distributor's earthing arrangement	C2	MET - plant room
	• Presence and condition of earth electrode arrangement	N/A	
	• Adequacy of earthing conductor size	C2	MET - plant room
	• Adequacy of earthing conductor connections	✔	
	• Accessibility of earthing conductor connections	✔	
	• Adequacy of main protective bonding conductor size(s)	N/A	
	• Adequacy of main protective bonding conductor connections	C2	Incoming water main
	• Accessibility of main protective bonding connections	N/A	
	• Accessibility and condition of other protective bonding connections	N/A	
	• Provision of earthing/bonding labels at all appropriate locations	LIM	
3.2	FELV		
	• Source providing at least simple separation	N/A	
	• Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises	N/A	
3.3	Reduced low voltage		
	• Adequacy of source	N/A	
	• Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises	N/A	
4.0	**Other methods of protection** (*where the methods of protection listed below are employed, details should be provided on separate sheets*)		
4.1	Double insulation	✔	
4.2	Reinforced insulation	N/A	
4.3	Use of obstacles	N/A	
4.4	Placing out of reach	N/A	
4.5	Non-conducting location	N/A	
4.6	Earth-free local equipotential bonding	N/A	
4.7	Electrical separation for more than one item of equipment	N/A	
5.0	**Distribution equipment**		
5.1	Adequacy of working space/accessibility of equipment	✔	
5.2	Security of fixing	✔	
5.3	Condition of insulation of live parts	✔	
5.4	Adequacy/security of barriers	✔	
5.5	Condition of enclosure(s) in terms of IP rating	C2	Electrical room
5.6	Condition of enclosure(s) in terms of fire rating	✔	
5.7	Enclosure not damaged/deteriorated so as to impair safety	✔	
5.8	Presence of main switch(es), linked where required	✔	
5.9	Operation of main switch(es) (*functional check*)	✔	
5.10	Correct identification of circuit protective devices	✔	
5.11	Adequacy of protective devices for prospective fault current	✔	
5.12	RCD(s) provided for fault protection – includes RCBOs	✔	
5.13	RCD(s) provided for additional protection – includes RCBOs	✔	

* ***All Outcome boxes must be completed.***
'✔' indicates **Acceptable condition**
'LIM' indicates a **Limitation**
'N/A' indicates **Not applicable**

Unacceptable condition state **C1** or **C2**
Improvement recommended state **C3**
Further investigation required without delay state **FI**
(to determine whether danger or potential danger exists)

Outcome
Provide additional comment where appropriate on attached numbered sheets. C1, C2, C3 and FI coded items to be recorded in Section F of the report.

† Where inadequacies in distributor's equipment are encountered, it is recommended that the person ordering the report informs the appropriate authority.

ELECTRICAL INSTALLATION CONDITION REPORT

INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS

Item	Description	Outcome*	Location reference
5.14	RCD(s) provided for protection against fire – includes RCBOs	N/A	
5.15	Manual operation of circuit-breakers and RCDs to prove disconnection	✔	
5.16	Presence of RCD retest notice at or near equipment where required	✔	
5.17	Presence of diagrams, charts or schedules at or near equipment, where required	✔	
5.18	Presence of non-standard (mixed) cable colour warning notice at or near equipment where required	✔	
5.19	Presence of alternative/additional supply arrangement warning notice(s) at or near equipment where required	N/A	
5.20	Presence of replacement next inspection recommendation label	✔	
5.21	Presence of other required labelling (*specify*)	✔	
5.22	Examination of protective device(s) and base(s); correct type and rating (*no signs of unacceptable thermal damage, arcing or overheating*)	✔	
5.23	Single-pole switching or protective devices in line conductors only	✔	
5.24	Protection against mechanical damage where cables enter equipment	✔	
5.25	Protection against electromagnetic effects where cables enter metallic enclosures	✔	
6.0	**Distribution/final circuits**		
6.1	Identification of conductors	C3	Switch Fuse & DB/3
6.2	Cables correctly supported throughout their length	LIM	
6.3	Condition of insulation of live parts	✔	
6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking	✔	
6.5	Suitability of containment systems for continued use (*including flexible conduit*)	✔	
6.6	Cables correctly terminated in enclosures (*indicate extent of sampling in Section D of report*)	C3	DB/3
6.7	Confirmation of indication that SPD(s) are functional	N/A	
6.8	Confirmation that ALL conductor connections, including connections to busbars are correctly located in terminals and are tight and secure	C3	Whole site
6.9	Examination of cables for signs of unacceptable thermal and mechanical damage/deterioration	✔	
6.10	Adequacy of cables for current-carrying capacity with regard to the type and nature of installation	C2	Electrical room
6.11	Adequacy of protective devices; type and rated current for fault protection	✔	
6.12	Presence and adequacy of circuit protective conductors	✔	
6.13	Co-ordination between conductors and overload protective devices	✔	
6.14	Cable installation methods/practices appropriate to the type and nature of installation and external influences	✔	
6.15	Cables where exposed to direct sunlight, of a suitable type	✔	
6.16	Cables installed under floors, above ceilings, in walls / partitions, adequately protected against damage		
	• installed in prescribed zones (see Section D. Extent and limitations)	LIM	
	• incorporating earthed armour or sheath, or installed within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D. Extent and limitations)	N/A	
6.17	Provision of additional protection by 30 mA RCD		
	• †for mobile equipment not exceeding a rating of 32 A for use outdoors	✔	
	• †for all socket-outlets of rating 20 A or less, unless exempt	✔	
	• †for cables installed in walls / partitions at a depth of less than 50 mm	✔	
	• †for cables installed in walls / partitions containing metal parts regardless of depth	N/A	
6.18	Provision of fire barriers, sealing arrangements and protection against thermal effects	LIM	
6.19	Band II cables segregated/separated from Band I cables	LIM	
6.20	Cables segregated/separated from non-electrical services	LIM	
6.21	Termination of cables at enclosures (*identify numbers and locations of items inspected in Section D*)		
	• Connections under no undue strain	✔	
	• No basic insulation of a conductor visible outside an enclosure	C3	Mens Showers
	• Connections of live conductors adequately enclosed	✔	
	• Adequacy of connection at point of entry to enclosure (*gland, bush or similar*)	C3	Shower DP Pull Cords
6.22	General condition of wiring systems	C3	Whole Site
6.23	Temperature rating of cable insulation	✔	
6.24	Condition of accessories including socket-outlets, switches and joint boxes	✔	
6.25	Suitability of accessories for external influences	C3	All low level sockets in changing rooms
6.26	Single-pole switching or protective devices in line conductors only	✔	
6.27	Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment – identify /record numbers and locations of items inspected	F/I	DB/3/2 L2

† *Note: Older installations designed prior to BS 7671:2008 may not have been provided with RCDs for additional protection*

* ***All Outcome boxes must be completed.***
'✔' indicates **Acceptable condition**
'LIM' indicates a **Limitation**
'N/A' indicates **Not applicable**

Unacceptable condition state **C1** or **C2**
Improvement recommended state **C3**
Further investigation required without delay state **FI**
(to determine whether danger or potential danger exists)

Outcome
Provide additional comment where appropriate on attached numbered sheets. C1, C2, C3 and FI coded items to be recorded in Section F of the report.

ELECTRICAL INSTALLATION CONDITION REPORT

INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS

Item	Description	Outcome*	Location reference
7.0	**Isolation and switching**		
7.1	Isolators		
	• presence and condition of appropriate devices	✔	
	• acceptable location (state if local or remote)	✔	
	• capable of being secured in the OFF position	N/A	
	• correct operation verified	✔	
	• clearly identified by position and/or durable marking(s)	✔	
	• Warning label posted in situations where live parts cannot be isolated by the operation of a single device	N/A	
7.2	Switching off for mechanical maintenance		
	• presence and condition of appropriate devices	✔	
	• acceptable location	✔	
	• capable of being secured in the OFF position	N/A	
	• correct operation verified	✔	
	• clearly identified by position and/or durable marking(s)	✔	
7.3	Emergency switching/stopping		
	• presence and condition of appropriate devices	N/A	
	• readily accessible for operation where danger might occur	N/A	
	• correct operation verified	N/A	
	• clearly identified by position and/or durable marking(s)	N/A	
7.4	Functional switching		
	• presence and condition of appropriate devices	✔	
	• correct operation verified	✔	
8.0	**Current-using equipment (*permanently connected*)**		
8.1	Condition of equipment in terms of IP rating	C2	DB/3/2 L3
8.2	Equipment does not constitute a fire hazard	C2	DB/3/ 2 L3
8.3	Enclosure not damaged/deteriorated so as to impair safety	C3	Mens Showers
8.4	Suitability for the environment and external influences	✔	
8.5	Security of fixing	C3	Corridor
8.6	Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire (*indicate extent of sampling in Section D of report*)	✔	
8.7	Recessed luminaires (e.g. downlighters)		
	• correct type of lamps fitted	N/A	
	• installed to minimise build-up of heat by use of "fire rated" fittings, insulation displacement box or similar	N/A	
	• no signs of overheating to surrounding building fabric	N/A	
	• no signs of overheating to conductors/terminations	N/A	
9.0	**Location(s) containing a bath or shower**		
9.1	Additional protection by RCD not exceeding 30 mA		
	• for low voltage circuits serving the location	✔	
	• for low voltage circuits passing through Zone 1 and Zone 2 not serving the location	✔	
9.2	Where used as a protective measure, requirements for SELV or PELV are met	N/A	
9.3	Shaver sockets comply with BS EN 61558-2-5 or BS 3535	N/A	
9.4	Presence of supplementary bonding conductors unless not required by BS 7671: 2008	LIM	
9.5	Low voltage (e.g. 230 volts) socket-outlets sited at least 3 m from zone 1	✔	
9.6	Suitability of equipment for external influences for installed location in terms of IP rating	✔	
9.7	Suitability of equipment for installation in a particular zone	C3	'Home Team' Ch Rm
9.8	Suitability of current-using equipment for a particular position within the location	C3	'Officials Room'
10.0	**Other special installations or locations**		
	List special locations present, if any. List the results of particular inspections applied (a separate page is required for each location).	✔	

* ***All Outcome boxes must be completed.***
'✔' indicates **Acceptable condition**
'***LIM***' indicates a **Limitation**
'***N/A***' indicates **Not applicable**

Unacceptable condition state **C1** or **C2**
Improvement recommended state **C3**
Further investigation required without delay state **FI**
(to determine whether danger or potential danger exists)

Outcome
Provide additional comment where appropriate on attached numbered sheets. C1, C2, C3 and FI coded items to be recorded in Section F of the report.

NICEIC APPROVED CONTRACTOR

This report is not valid if the serial number has been defaced or altered **IPN4C/ 04758052**

Original (To the person ordering the work)

SCHEDULE OF CIRCUIT DETAILS FOR THE PRIMARY DISTRIBUTION BOARD

TO BE COMPLETED IN EVERY CASE		TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION*							
Location of distribution board:	Changing Rooms	Supply to distribution board is from:	100a Switch Fuse - Electrical Room	No of phases:	3	Nominal voltage:	400	V	
		Overcurrent protective device for the distribution circuit:		Associated RCD (if any) : BS (EN)	4293				
Distribution board designation:	DB/3	Type: BS (EN)	88	Rating:	100	A	RCD No of poles:	N/A	$I_{\Delta n}$ N/A mA

CIRCUIT DETAILS

Circuit number and line	Circuit designation	Type of wiring (see code below)	Reference method ↟	Number of points served	Circuit conductors: csa Live (mm²)	Circuit conductors: csa cpc (mm²)	Max. disconnection time permitted by BS 7671 (s)	Overcurrent protective devices BS (EN)	Overcurrent protective devices Type	Overcurrent protective devices Rating (A)	Overcurrent protective devices Short-circuit capacity (kA)	RCD Operating current, $I_{\Delta n}$ (mA)	Maximum Z_s permitted by BS 7671 (Ω)
1L1	Shower 4 - 'Home Team'	A	100	1	4	2.5	0.4	60898	B	32	10	N/A	1.36
1L2	Shower 2 - 'Home Team'	A	100	1	4	2.5	0.4	60898	B	32	10	N/A	1.36
1L3	Shower 1 - 'Home Team'	A	100	1	4	2.5	0.4	60898	B	32	10	N/A	1.36
2L1	Shower 3 - 'Home Team'	A	100	1	4	2.5	0.4	60898	B	32	10	N/A	1.36
2L2	Shower 3 - 'Visitors'	A	100	1	4	2.5	0.4	60898	B	32	10	N/A	1.36
2L3	Shower 4 - 'Visitors'	A	100	1	4	2.5	0.4	60898	B	32	10	N/A	1.36
3L1	Shower 2 - 'Visitors'	A	100	1	4	2.5	0.4	60898	B	32	10	N/A	1.36
3L2	Shower 1 - 'Visitors'	A	100	1	4	2.5	0.4	60898	B	32	10	N/A	1.36
3L3	Sockets - Changing Rooms	A	100	10	2.5	1.5	0.4	60898	B	32	10	N/A	1.36
4L1	Circuit Unknown - Trips RCD	A	100	LIM	4	2.5	0.4	60898	B	32	10	N/A	1.36
4L2	Shower - 'Officials Room'	A	100	1	4	2.5	0.4	60898	B	32	10	N/A	1.36
4L3	Lights - Changing Rooms	A	100		1.5	1	0.4	60898	B	6	10	N/A	7.28

* *In such cases, details of the distribution (sub-main) circuit(s), together with the test results for the circuit(s), must also be provided on continuation schedules.*

↟ *See Table 4A2 of Appendix 4 of BS 7671*

CODES FOR TYPE OF WIRING							
A	B	C	D	E	F	G	H	O (Other - please state)
Thermoplastic insulated/ sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in non-metallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in non-metallic trunking	Thermoplastic /SWA cables	Thermosetting/ SWA cables	Mineral-insulated cables	~~FP/Equivalent~~

See next page for Schedule of Test Results

NICEIC APPROVED CONTRACTOR

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Original (To the person ordering the work)

SCHEDULE OF TEST RESULTS FOR THE PRIMARY DISTRIBUTION BOARD

TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Characteristics at this distribution board

	✔	Confirmation of supply polarity			
☆ See note below					
Z_s ☆	0.52 Ω	Operating times of associated RCD (if any)	At $I_{\Delta n}$	29.0 ms	
I_{pf} ☆	0.97 kA		At $5I_{\Delta n}$ (if applicable)	11.7 ms	
Phase sequence confirmed (where appropriate)	✔ (✓)				

Test instruments (serial numbers) used:

Earth fault loop impedance		RCD	
Insulation resistance		Multi function	2779029
Continuity		Other	

TEST RESULTS

Circuit number and line	Circuit impedances (Ω)					Insulation resistance *Record lower or lowest value*				Polarity	Maximum measured earth fault loop impedance, Z_s☆	RCD		
	Ring final circuits only (measured end to end)			All circuits (At least one column to be completed)		Line/Line	Line/Neutral	Line/Earth	Neutral/Earth			Operating times		Test button operation (✓)
	r_1 (Line)	r_n (Neutral)	r_2 (cpc)	$(R_1 + R_2)$	R_2	(MΩ)	(MΩ)	(MΩ)	(MΩ)	(✓)	(Ω)	at $I_{\Delta n}$ (ms)	at $5I_{\Delta n}$ (if applicable) (ms)	
1L1	--	--	--	0.32	--	--	>200	>200	>200	✔	0.84	--	--	--
1L2	--	--	--	LIM	--	--	0.28	>200	0.28	LIM	LIM	--	--	--
1L3	--	--	--	0.43	--	--	>200	>200	>200	✔	0.95	--	--	--
2L1	--	--	--	0.28	--	--	>200	>200	>200	✔	0.81	--	--	--
2L2	--	--	--	3.66	--	--	>200	>200	>200	✔	4.19	--	--	--
2L3	--	--	--	0.22	--	--	>200	>200	>200	✔	0.75	--	--	--
3L1	--	--	--	0.21	--	--	>200	>200	>200	✔	0.74	--	--	--
3L2	--	--	--	0.23	--	--	>200	>200	>200	✔	0.76	--	--	--
3L3	0.42	0.43	0.68	0.45	--	--	>200	>200	>200	✔	0.99	--	--	--
4L1	--	--	--	LIM	--	--	LIM	LIM	LIM	LIM	LIM	--	--	--
4L2	--	--	--	0.99	--	--	>200	>200	>200	✔	1.52	--	--	--
4L3	--	--	--	0.57	--	--	LIM	>200	>200	✔	1.10	--	--	--

☆ *Note: Where the installation can be supplied by more than one source, such as a primary source (e.g. public supply) and a secondary source (e.g. standby generator), the higher or highest values must be recorded.*

TESTED BY

Signature:		Position:	MD
Name: (CAPITALS)	JAMES COLLINGS	Date of testing:	08/10/2018

See previous page for Schedule of Circuit Details

GENERAL CONTINUATION SHEET

Operational limitations including the reasons (continued from page 1)

next inspection date. IR tests carried out with L&N together to E on lighting circuits. Shower circuits IR tested to pull cords only.

NICEIC APPROVED CONTRACTOR

This continuation sheet is not valid if the serial number is not the same as the corresponding report **IFN5C/ 04758052**

ELECTRICAL INSTALLATION CONDITION REPORT - SECTION F CONTINUATION SHEET

Issued in accordance with *British Standard 7671 – Requirements for Electrical Installations* by an Approved Contractor or Conforming Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable LU5 5ZX

Contractor's Reference Number

CRN/ HTC-LVH-DB3

Original (To the person ordering the work)

F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN (Continuation sheet)

Continued from Section F of page 2 of the Report

Item No		Observations	Code†
20	6.22	Numerous additions poorly installed over the years	C3
21	6.25	Should be metal clad	C3
22	6.27	Very high Zs result - loose connection, maybe at joint in DB?	F/I
23	8.1	Shower unit not IP rated (left switched off)	C2
24	8.2	Neutral terminal melted in shower (left switched off)	C2
25	8.3	Diffuser not fully secured for IP rating.	C3
26	8.5	Diffuser loose	C3
27	9.4		LIM
28	9.7	Light switch pull cord within shower tray (at a height of 2.4m)	C3
29	9.8	240v fan timer within shower tray zone (2.37m to bottom). Technically out of zones but close. Could be improved by being low voltage	C3
30		No spare ways within DB/3	C3
31		Socket in Mens Ch Rm - One side not working	C3
32		'Home Team' Ch Rm - fan not working	C3
33		Ladies WC - Flex to fan is a poor install, no protection at exit from light fitting, too long	C3
34		Ladies 'Home Team' Ch Rm - Light diffuser broken, lights not fixed correctly	C3
35		Ladies 'Home Team' Ch Rm - Cannot use one side of socket, earth pin broken off in socket, live pins are not shuttered	C2
36		DB/3/1 L2 - IR is 0.28 between L&N, cannot gain Zs reading, 100v between N&E. Cable from DP pull cord to shower needs replacing	C2
37		DB/3/4 L1 - Circuit not found, trips RCD when switched on	F/I
38		DB/3/3 L3 - Inconsistent R1+R2 readings, could be loose connections	F/I
39		All shower circuits supplied in 4mm T&E protected by a 32 amp MCB - cable should be 6mm	C2

† *One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:*

Code C1 ***'Danger present'.*** *Risk of injury. Immediate remedial action required.*

Code C2 ***'Potentially dangerous'.*** *Urgent remedial action required.*

Code C3 ***'Improvement recommended'.***

Code FI ***'Further investigation required without delay'.***

Immediate remedial action required for items:	
Urgent remedial action required for items:	23-24, 35-36, 39
Further investigation required without delay for items:	22, 37-38
Improvement recommended for items:	20-21, 25-26, 28-34

Please see the reverse of page 2 of the report for guidance regarding the Classification codes.

NOTE: Continuation sheet(s) must be identified by the Electrical Installation Condition Report Serial Number and Page Number(s).

Check your certificate is genuine, go to www.checkmyniceiccert.com **<http://www.checkmyniceiccert.com>** and put in the certificate number

Flood map for planning

Your reference	Location (easting/northing)	Created
8067_LVH	**521888/211904**	**23 Apr 2019 11:41**

Your selected location is in flood zone 1, an area with a low probability of flooding.

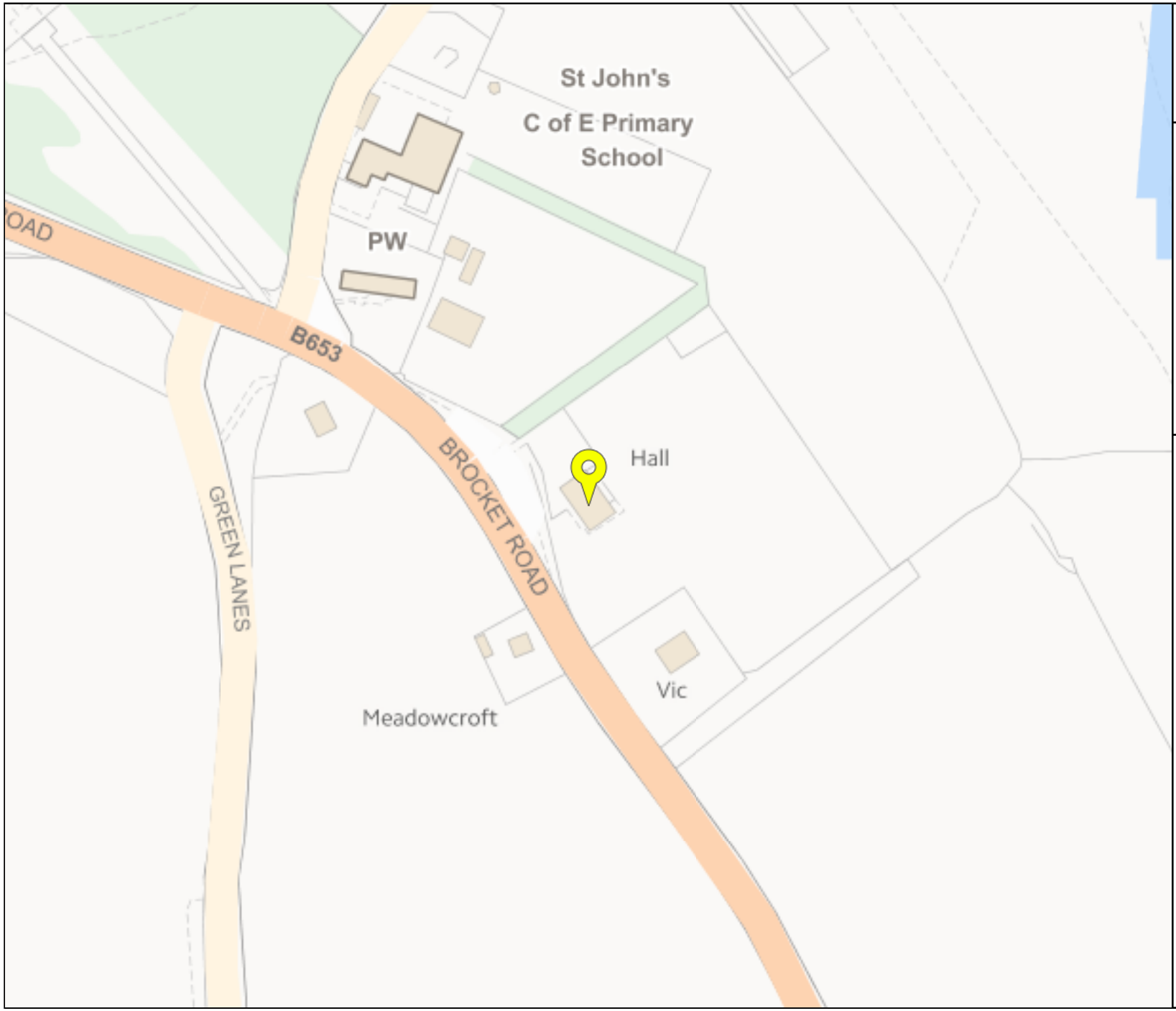
This means:

- you don't need to do a flood risk assessment if your development is smaller than 1 hectare and not affected by other sources of flooding
- you may need to do a flood risk assessment if your development is larger than 1 hectare or affected by other sources of flooding or in an area with critical drainage problems

Notes

The flood map for planning shows river and sea flooding data only. It doesn't include other sources of flooding. It is for use in development planning and flood risk assessments.

This information relates to the selected location and is not specific to any property within it. The map is updated regularly and is correct at the time of printing.



Environment Agency

Flood map for planning

Your reference
8067_LVH

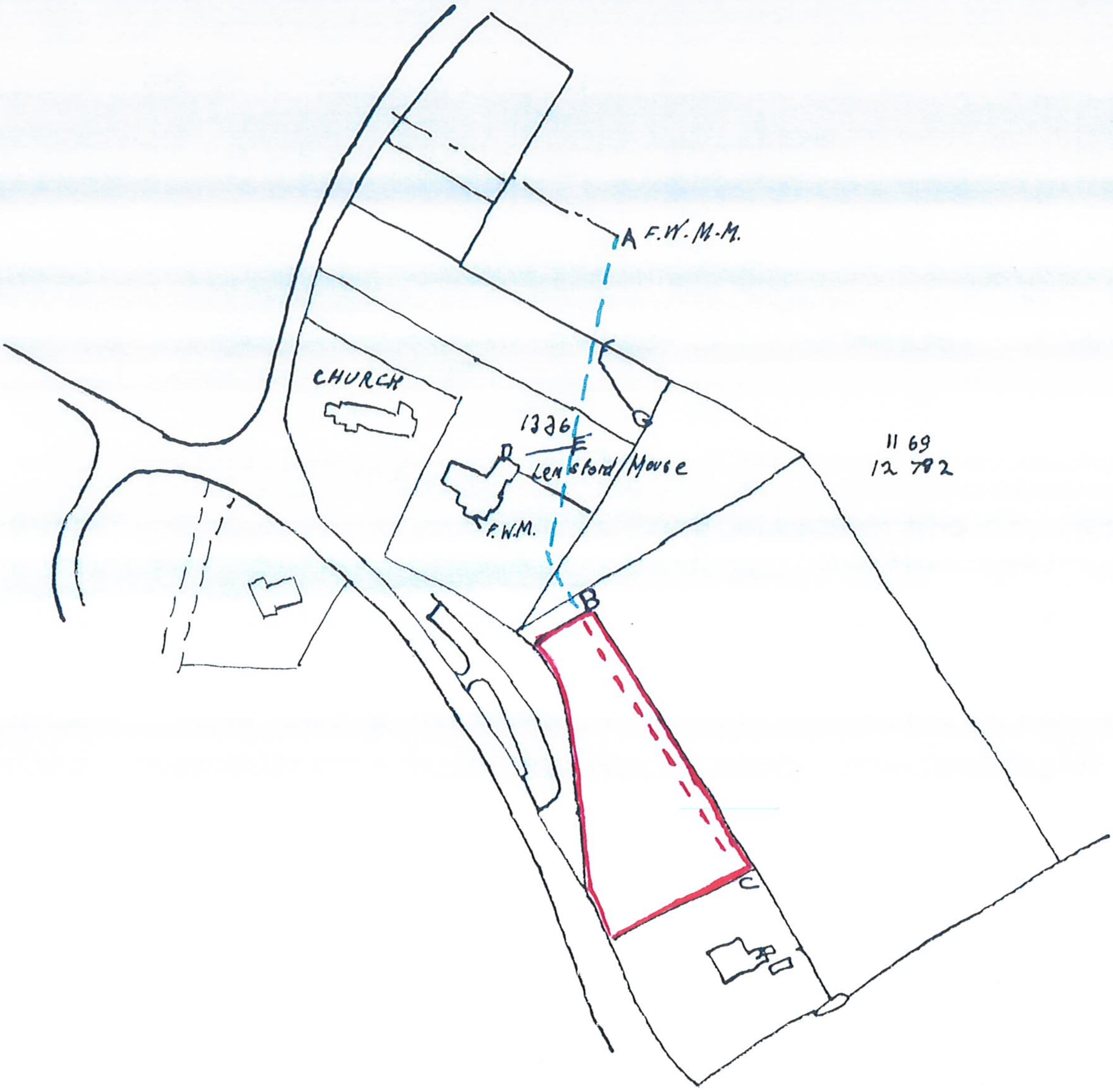
Location (easting/northing)
521888/211904

Scale
1:2500

Created
23 Apr 2019 11:41

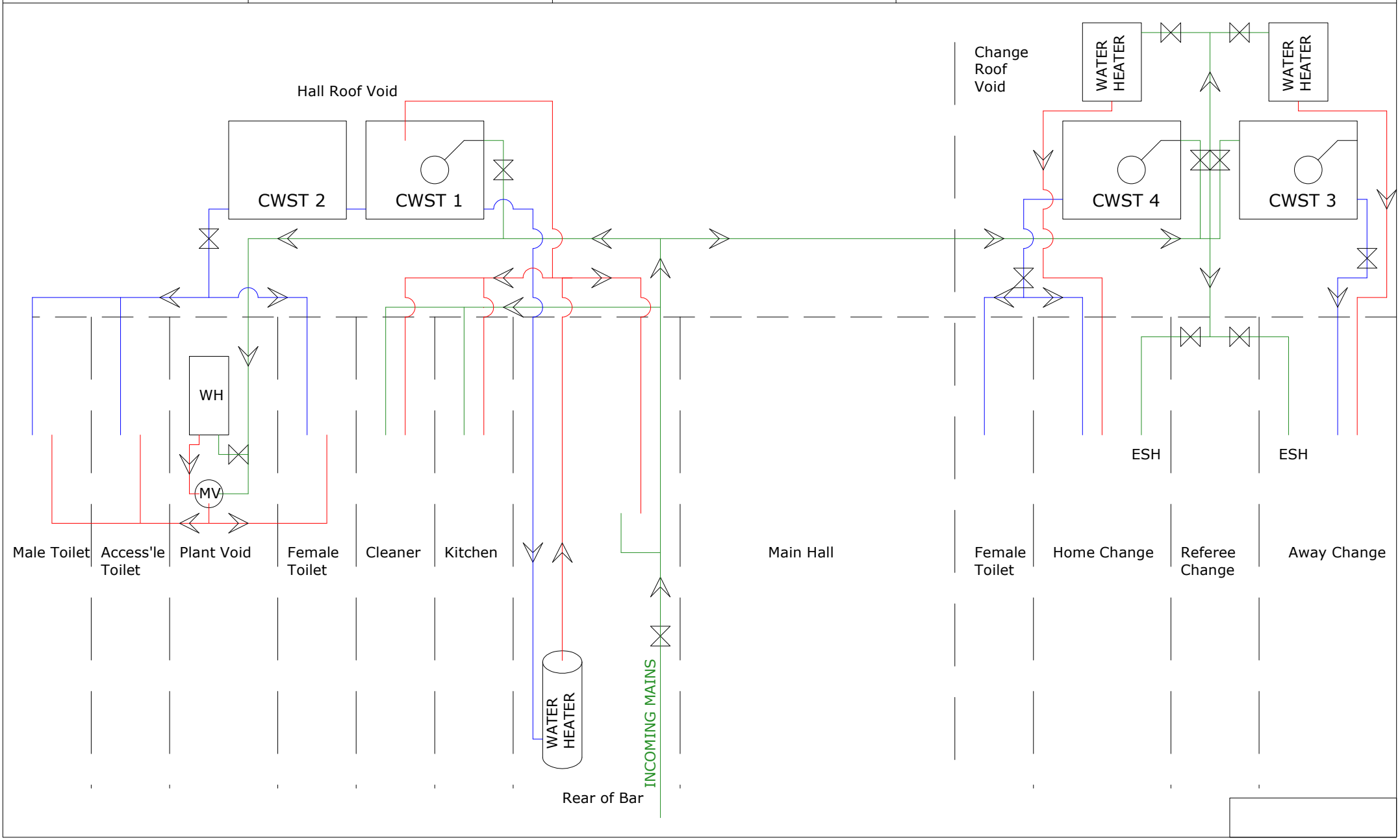
- Selected point
- Flood zone 3
- Flood zone 3: areas benefitting from flood defences
- Flood zone 2
- Flood zone 1
- Flood defence
- Main river
- Flood storage area

0 20 40 60m



A F.W.M.M.
CHURCH
1336
Lenstord House
F.W.M.
11 69
12 782
B
C

Site: **Lemsford Village Hall** Brocket Road Lemsford Hertfordshire AL8 7XE **RP:** Ms Carrie Lloyd	**Drawn By:** Mr Chris Box Hydrocert Limited 102 The Devonshire Business Centre Works Road, Letchworth SG6 1GJ	**Drawing Ref:** SHATLH120301 Lemsford Village Hall **Date:** 9th March 2012 **System:** Domestic Water System	Key: Mains Water Pipe, Tank Fed Cold Pipe, Hot Water Pipe, Area Divide, Isolation Valve, Flow Direction



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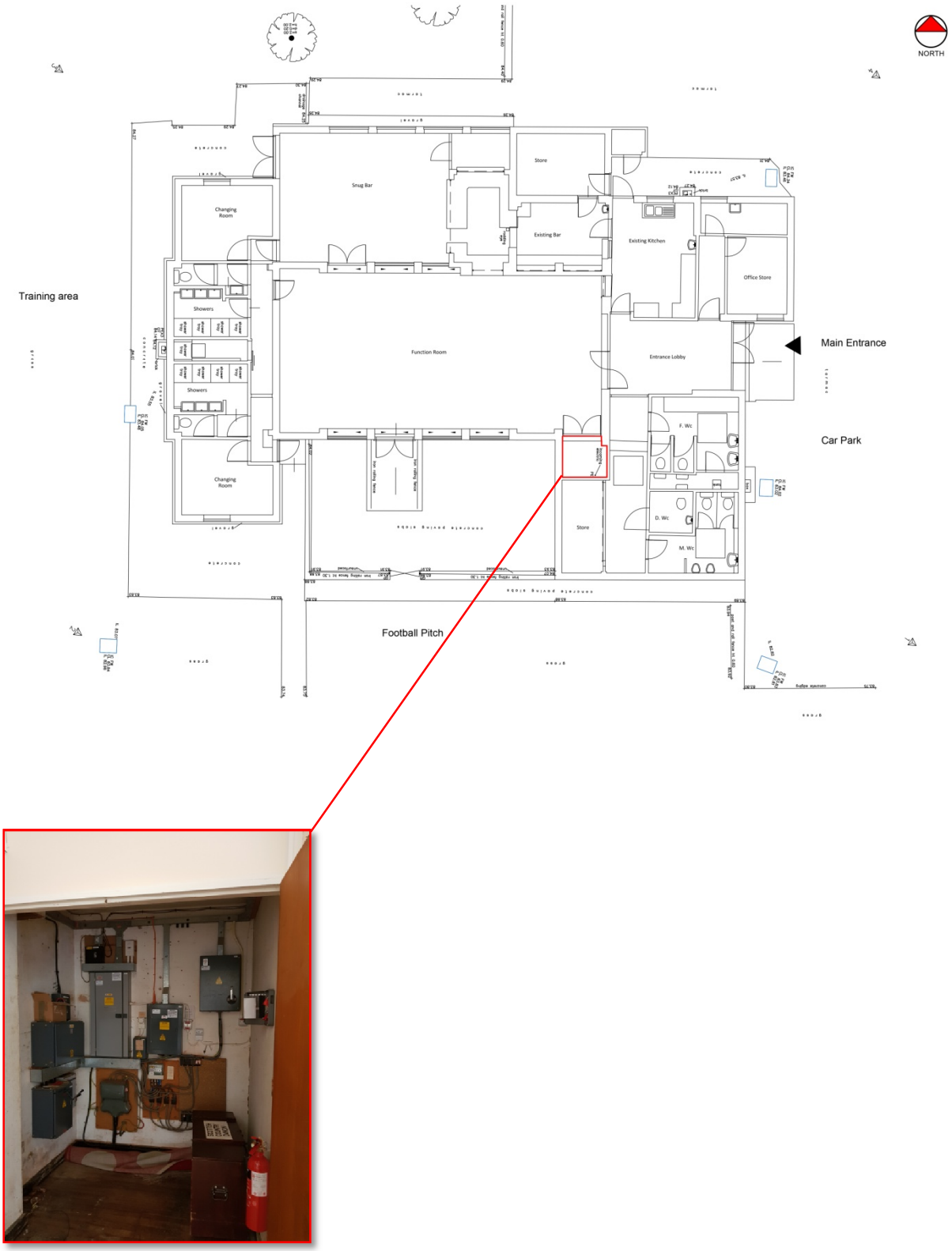
Appendix C

Service/Utility Plans



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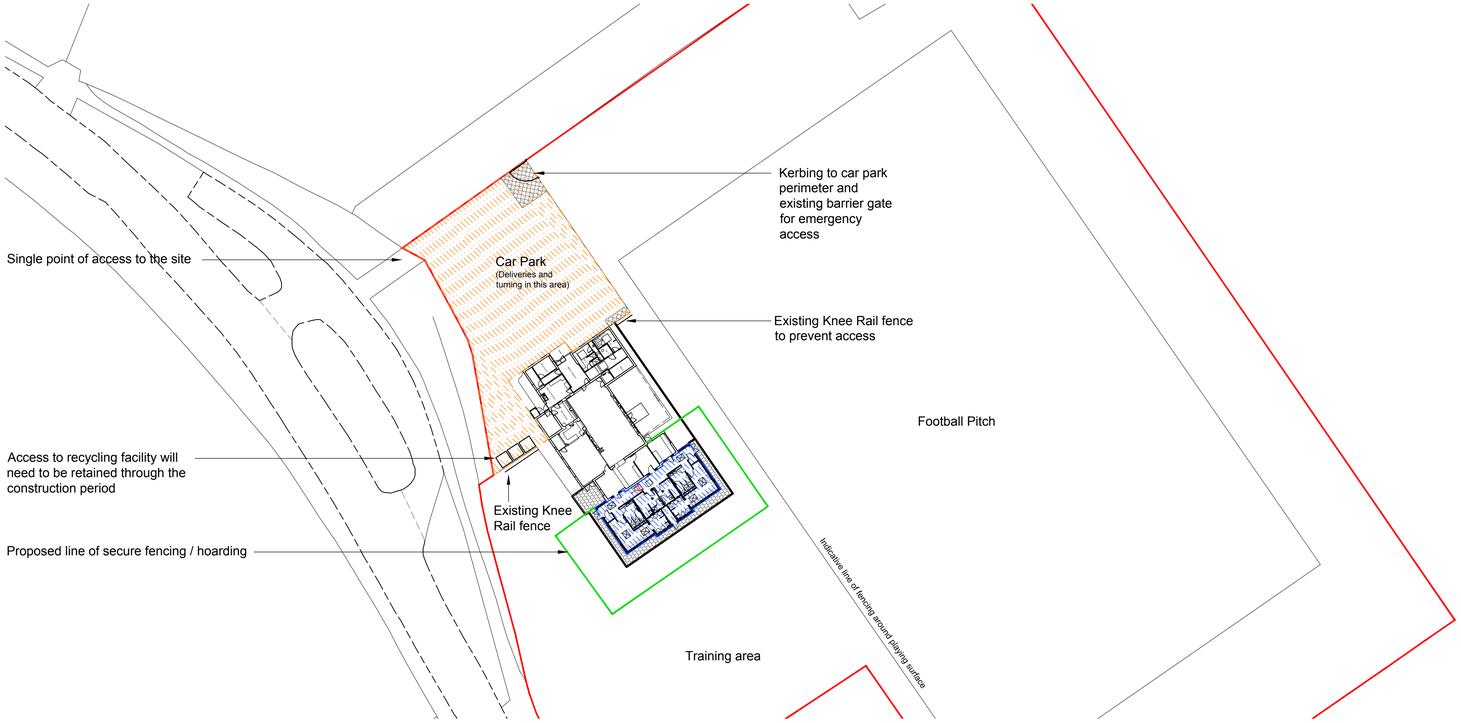
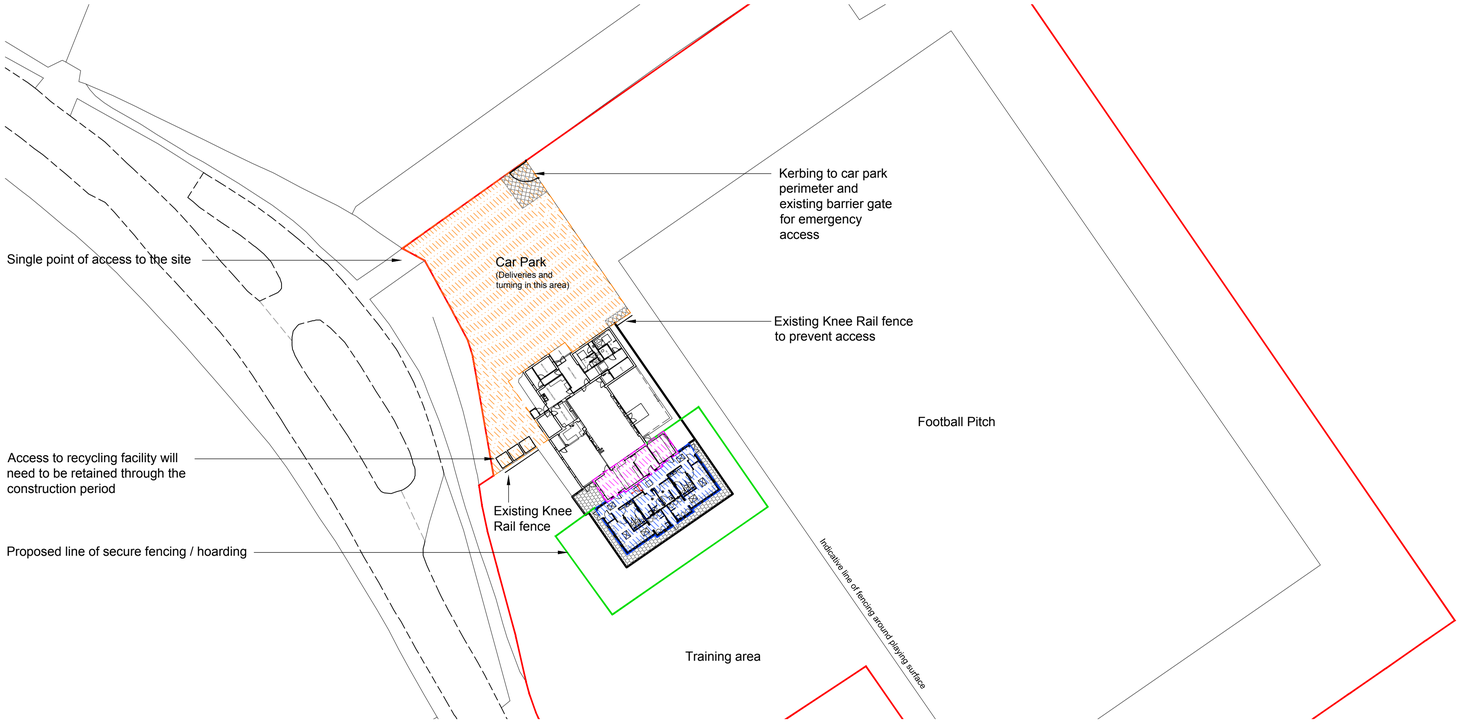
Appendix D

Proposed Drawings



PHASE 1: EXTENSION CONSTRUCTION



PHASE 2: ALTERATIONS TO EXISTING BUILDING (ADAPTATION / CONVERSION OF EXISTING CHANGING ROOMS)

NORTH

NOTES ©

This drawing to be read in accordance with the specification/Bills of Quantities and related drawings.

No Dimensions to be scaled from this drawing. All stated dimensions to be verified on site and the Architect notified of any discrepancies.

0 100

Scale bar 100mm at 1:1

NOTE:

ALL DETAILS AND ELEMENTS TO BE CONSTRUCTED SHOULD COMPLY WITH THE OUTLINE TENDER SPECIFICATION. WHERE THERE APPEARS TO BE A DISCREPANCY BETWEEN THESE DETAILS AND THE OUTLINE SPECIFICATION OR ANY STATUTORY REQUIREMENT THEN THE CONTRACTOR HAS A DUTY TO REPORT THESE DIFFERENCES BACK TO THE ARCHITECTS FOR A RESOLUTION PRIOR TO THEIR IMPLEMENTATION.

TO BE READ IN CONJUNCTION WITH THE FOLLOWING DRAWINGS:

8067_001 EXISTING SITE PLAN
8067_100 PROPOSED SITE PLAN

PROPOSED PHASE 1

PROPOSED PHASE 2

EXTENT OF VEHICLE ACCESSIBLE HARDSTANDING

PHASE 1 - EXISTING FUNCTION & CHANGING AREAS TO REMAIN USABLE.
PHASE 2 - EXISTING FUNCTION AREA TO REMAIN IN USE. EXISTING CHANGING ROOMS CLOSED.

REV	DATE	NOTE	BY
A	17.05.19	HATCHING ADDED TO INDICATE PHASE 1 AND PHASE 2 WORKS	RG

FOR TENDER

Project

LEMSFORD VILLAGE HALL
BROCKET ROAD
WELWYN GARDEN CITY
HERTFORDSHIRE

Title

PROPOSED EXTENSION
& ALTERATION WORKS
PROPOSED
PHASING PLAN

Scale	NTS @A1	Date	APRIL 19
Drawn	RG	Checked	AG
Drawing Number	8067_010	Revision	A

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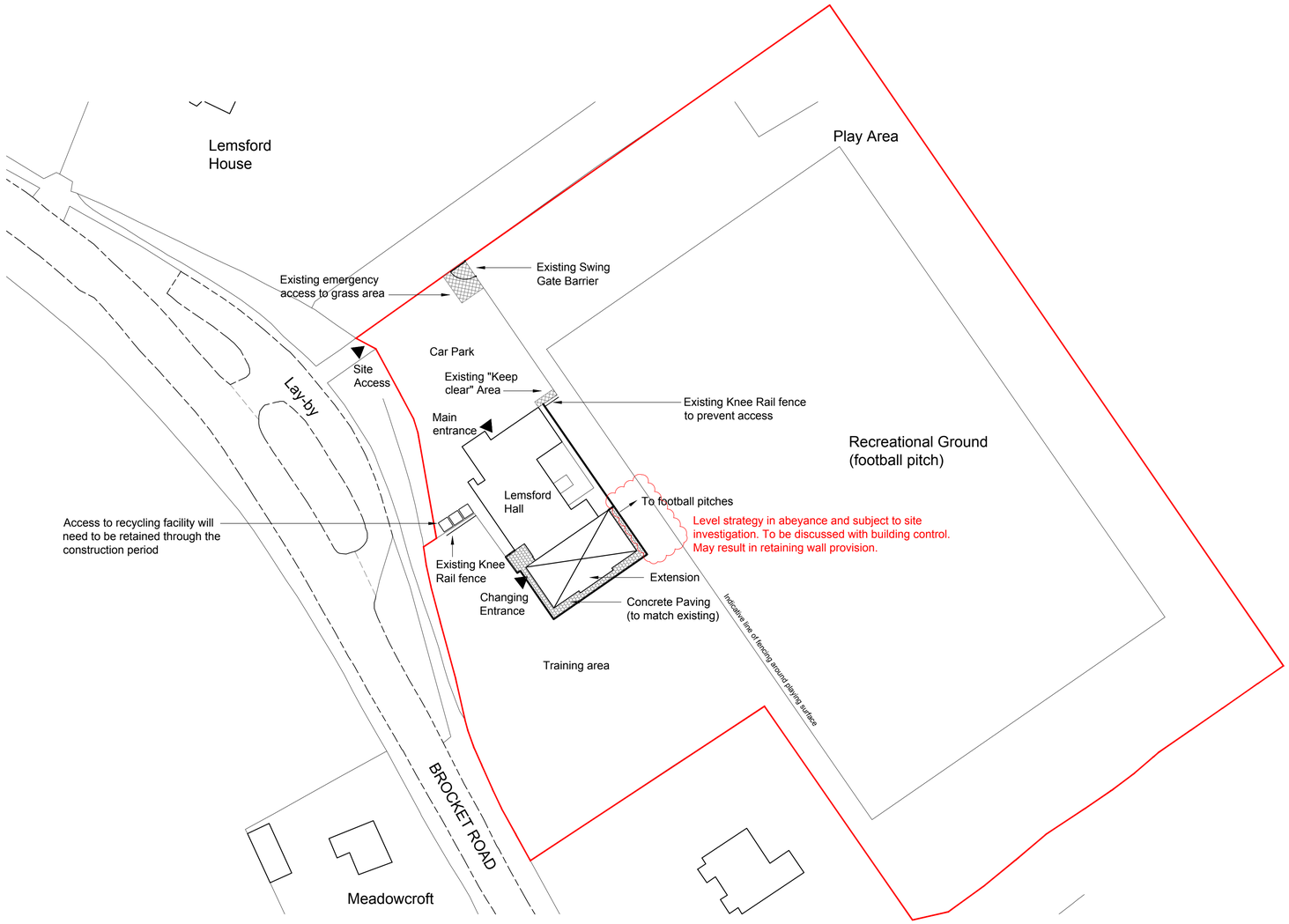

SITE PLAN

NOTES

This drawing to be read in accordance with the specification/Bills of Quantities and related drawings.

No Dimensions to be scaled from this drawing. All stated dimensions to be verified on site and the Architect notified of any discrepancies.

0 100

Scale bar 100mm at 1:1

NORTH

NOTE:

TO BE READ IN CONJUNCTION WITH DRAWING 8067_001 EXISTING SITE PLAN

REV	DATE	NOTE	BY
A	17.05.19	ADDITION OF ANNOTATION REGARDING LEVEL STRATEGY BEING IN ABEYANCE	JDP

FOR TENDER

Project

LEMSFORD VILLAGE HALL
BROCKET ROAD
WELWYN GARDEN CITY
HERTFORDSHIRE

Title

PROPOSED EXTENSION
& ALTERATION WORKS
PROPOSED SITE PLAN

Scale 1:500 @A1

Date MAY 2019

Drawn RG

Checked AG

Drawing Number 8067_100

Revision A

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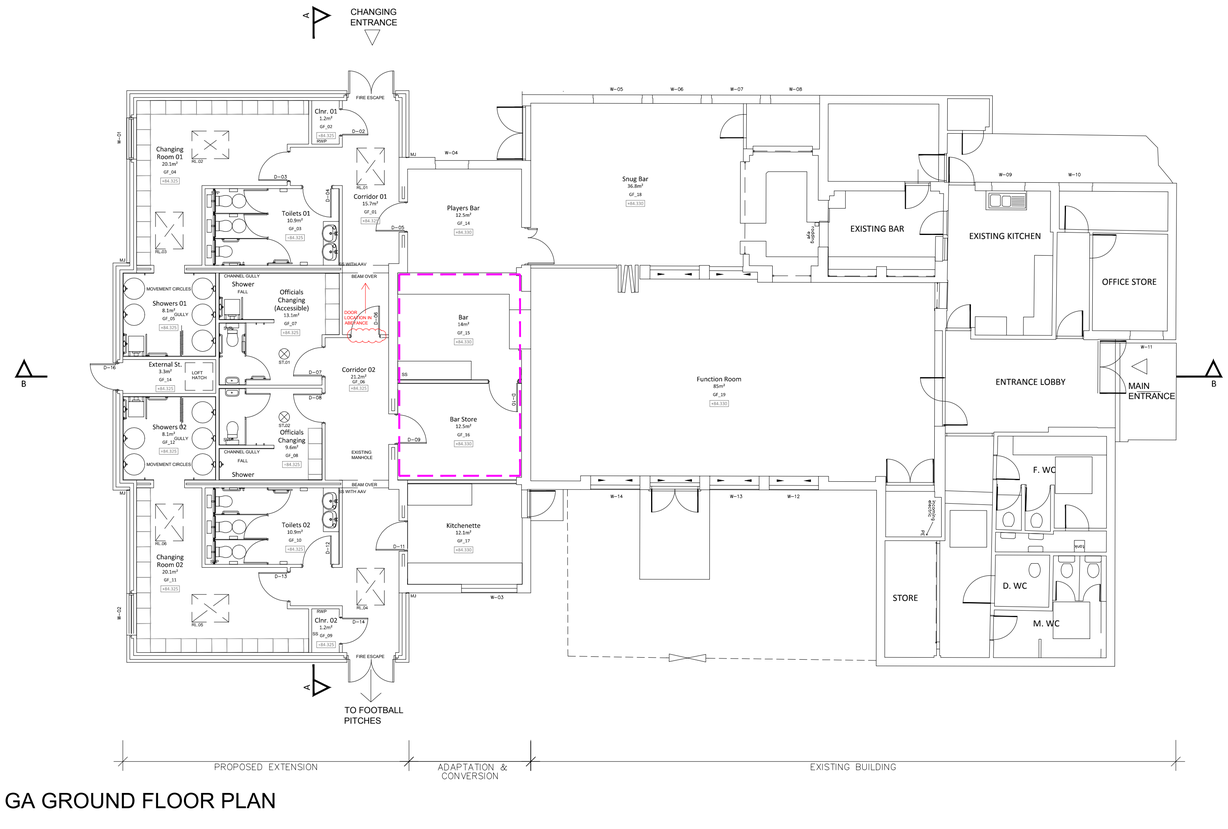
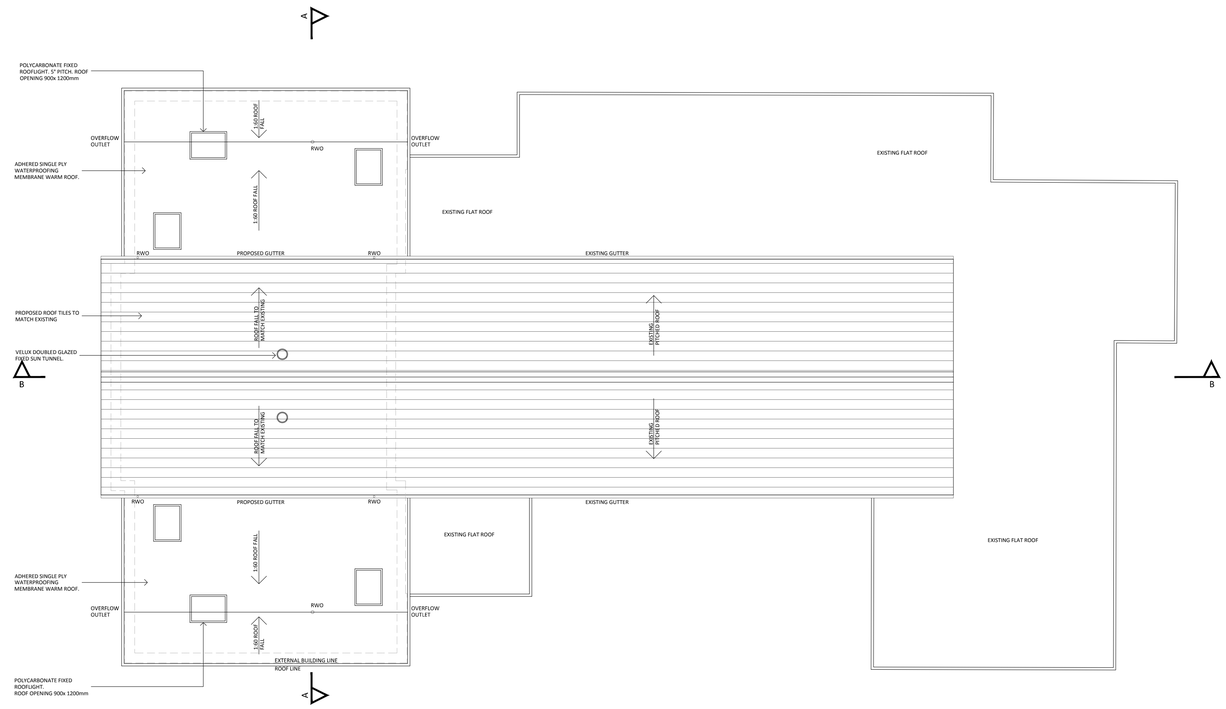


GA GROUND FLOOR PLAN



GA ROOF PLAN

NORTH

NOTES

This drawing to be read in accordance with the specification/Bills of Quantities and related drawings.

No Dimensions to be scaled from this drawing. All stated dimensions to be verified on site and the Architect notified of any discrepancies.

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Scale bar 100mm at 1:1

NOTE:

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TO BE READ IN CONJUNCTION WITH THE FOLLOWING DRAWINGS:

8067_201 - PROPOSED GA SECTIONS
8067_301 - PROPOSED GA ELEVATIONS

THE EXISTING FLAT ROOF INTERNAL DRAINAGE OUTLETS ARE TO BE RETAINED. LOCATION OF OUTLET POINTS TO BE CONFIRMED BY SITE INVESTIGATION.

PLEASE NOTE THE EXISTING FFL IN THIS AREA IS CURRENTLY RAISED AND WILL NEED TO BE AMENDED TO THE LEVEL SHOWN IN THE PROPOSED SCHEME

REV	DATE	NOTE	BY
A	17.05.19	ADDITION OF SECTION LINE ANNOTATION & KITCHENETTE FURNITURE, AMENDMENT MADE TO OFFICIALS CHANGING AREA & LOFT HATCH MOVED TO EXTERNAL STORE	JDP

FOR TENDER

Project

LEMSFORD VILLAGE HALL
BROCKET ROAD
WELWYN GARDEN CITY
HERTFORDSHIRE

Title

PROPOSED EXTENSION
& ALTERATION WORKS
PROPOSED GA
GROUND FLOOR & ROOF PLAN

Scale 1:100 @A1	Date MAY 19
Drawn RG	Checked AG
Drawing Number 8067_101	Revision A

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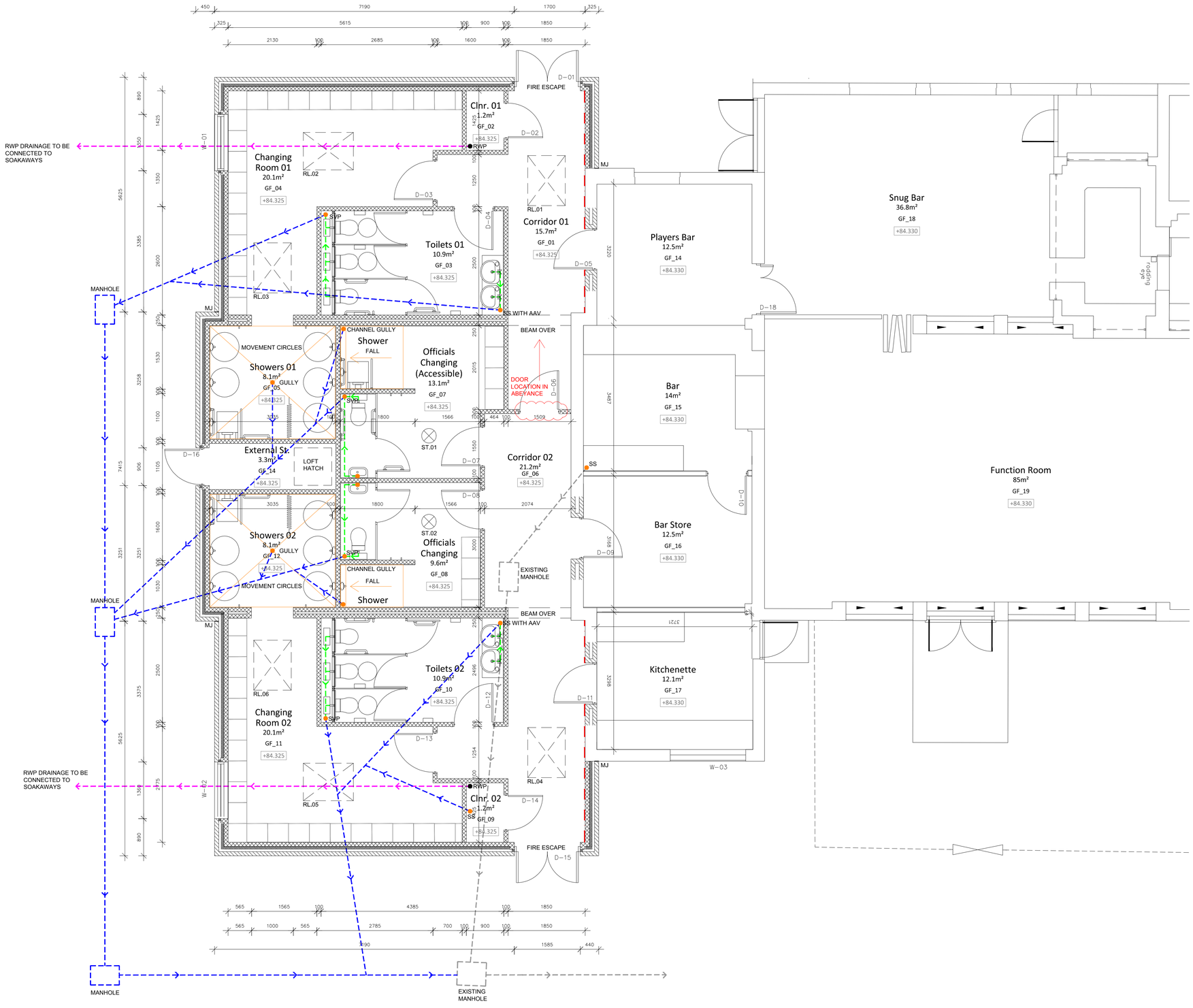

NOTES

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TO BE READ IN CONJUNCTION WITH THE FOLLOWING DRAWINGS:

8067_201 - GA SECTIONS
ROOM DATA SHEETS AND OUTLINE SPECIFICATIONS

REFER TO STRUCTURAL ENGINEERS SPECIFICATION AND DRAWINGS.

KEY:

- EXISTING DRAINAGE BELOW GROUND
- PROPOSED DRAINAGE BELOW GROUND
- PROPOSED DRAINAGE ABOVE SLAB
- PROPOSED RWP DRAINAGE (TO CONNECT TO SOAKAWAYS)

DRAINAGE RUNS SHOWN INDICATIVELY. SPECIALIST TO CONFIRM

- PLASTERBOARD LINING (DOOR LINTELS TO BE CONCEALED OR PAINTED WHITE)

REV	DATE	NOTE	BY
A	17.05.19	CHANGES MADE TO KEY COLOURS & OFFICIALS CHANGING LAYOUT, ADDITION OF KITCHENETTE FURNITURE, SHOWER GULLY LOCATIONS & PLASTERBOARD LINING & LOFT HATCH MOVED	JDP

FOR TENDER

Project

LEMSFORD VILLAGE HALL
BROCKET ROAD
WELWYN GARDEN CITY
HERTFORDSHIRE

Title

PROPOSED EXTENSION
& ALTERATION WORKS
PROPOSED GA
DETAILED GROUND FLOOR PLAN

Scale 1:50 @A1	Date MAY 19
Drawn RG	Checked AG
Drawing Number 8067_110	Revision A

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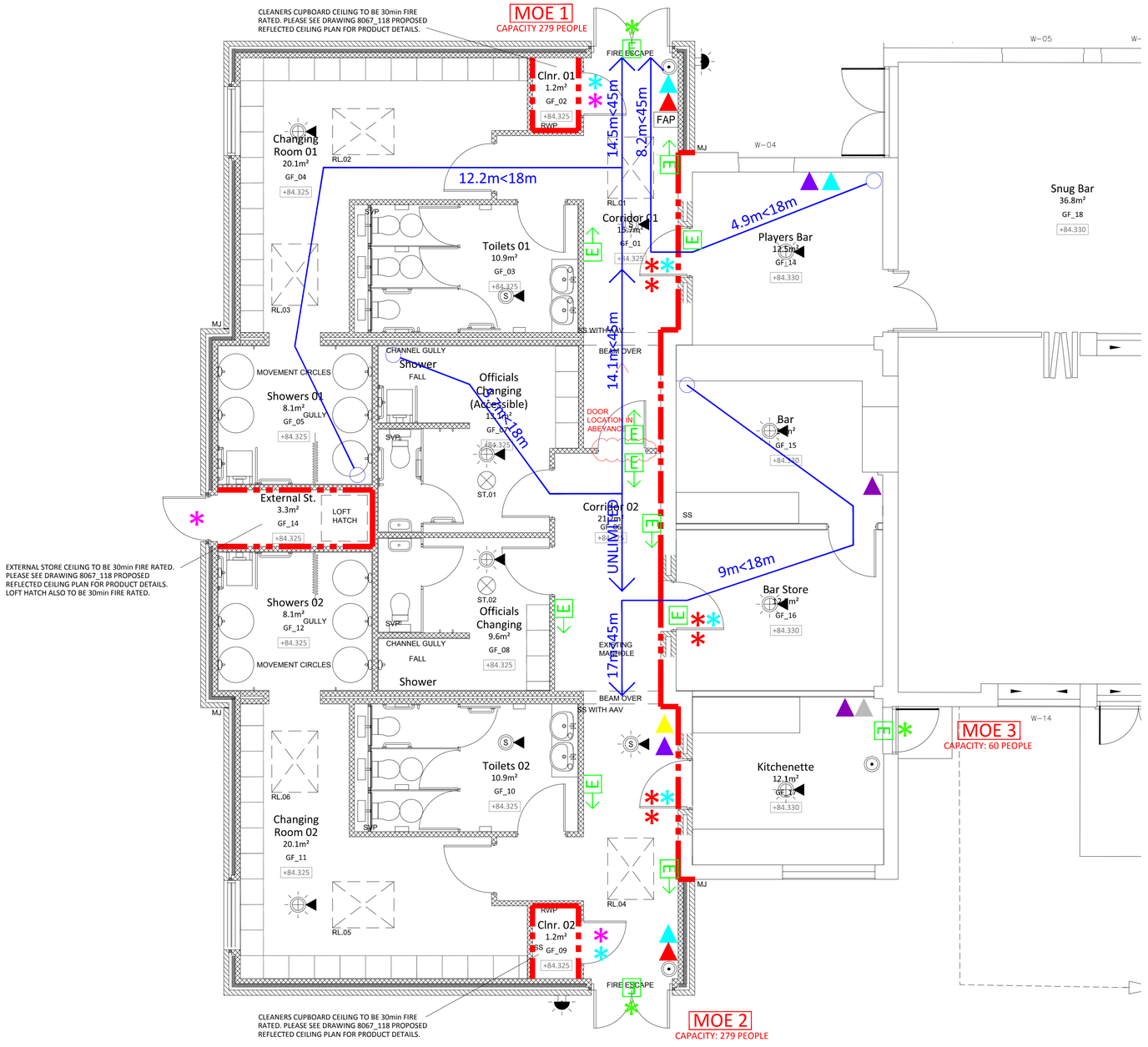


LEGEND

- ESCAPE DISTANCES
- FIRE RATED 30mins
- FIRE RATED 60mins
- FD30S DOOR
- FD30 DOOR
- FIRE DOOR SIGNAGE: "FIRE DOOR KEEP SHUT"
- FIRE DOOR SIGNAGE: "FIRE DOOR KEEP LOCKED"
- FIRE DOOR SIGNAGE: "FIRE EXIT KEEP CLEAR"
- ESCAPE SIGNAGE: WALL MOUNTED DIRECTIONAL FIRE SIGNAGE (NOTED DOUBLE SIDED - D.S. - WHERE REQUIRED) TO COMPLY WITH LATEST LEGISLATION INCLUDING BS 5499, HEALTH & SAFETY SIGNS AND SIGNALS REGS 1996
- CO2 TYPE EXTINGUISHER
- POWDER TYPE EXTINGUISHER
- F CLASS TYPE EXTINGUISHER
- WATER TYPE EXTINGUISHER
- FIRE BLANKET
- FIRE ALARM BREAK GLASS UNIT
- SMOKE DETECTOR
- SMOKE DETECTOR SOUNDER BEACON
- HEAT DETECTOR SOUNDER BEACON
- FIRE ALARM BEACON
- FIRE ALARM EXTERNAL SOUNDER BEACON
- FAP — FIRE ALARM PANEL
- I/F — FIRE ALARM INTERFACE
- DRI — DISABLED REFUGE INTERCOM

NOTES:

CLIENT TO APPOINT AN APPROPRIATE QUALIFIED PROFESSIONAL TO CARRY OUT FIRE RISK ASSESSMENT AND TO IDENTIFY FIRE EXTINGUISHER LOCATIONS.

FIRE AND SMOKE ALARM LOCATIONS AND FIRE SIGNAGE LAYOUT TO BE CONFIRMED BY M&E SPECIALIST.

FIRE EXTINGUISHER LOCATIONS FOLLOWING GUIDANCE OF BS 5306 PART 8 AND BASED UPON RECOMMENDATIONS PROVIDED BY FIRE ENGINEER.

MAIN BUILDING FIRE AND MOE STRATEGY TO REMAIN UNALTERED.

FIRE RESISTANCE:

PIPES OR DUCTWORK PASSING THROUGH FIRE RATED WALLING TO BE FITTED WITH FIRE DAMPERS AS REQUIRED.

FIRE SIGNAGE:

CONTRACTOR TO ENSURE THAT ALL ESCAPE ROUTES, CALL POINTS AND FIRE FIGHTING POINTS ARE IDENTIFIED ON A PLAN PRIOR TO FIXING ALL SIGNAGE FOR AGREEMENT WITH BUILDING CONTROL.

DOORWAYS AND CORRIDORS:

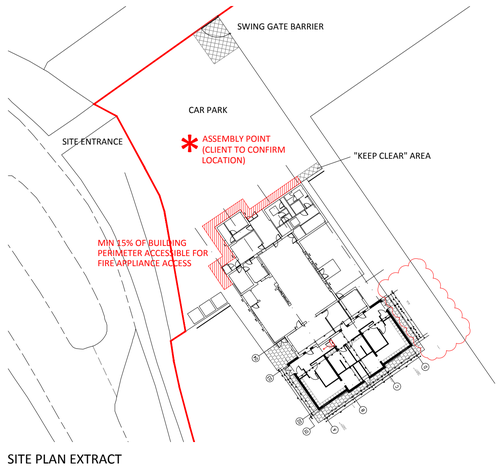
FD30(S) DOORS TO BE COMPLETE WITH SMOKE SEALS, INTUMESCENT STRIPS AND SELF-CLOSING DEVICES.
ANY GLAZED PANELS IN FIRE DOORS TO BE CERTIFIED AS PART OF THE DOOR SET.

FIRE ALARM SYSTEM:

ALL SYSTEMS THAT REQUIRE POWER SHOULD HAVE A STANDBY POWER SUPPLY SUCH AS A BATTERY (EITHER RECHARGEABLE OR NON-RECHARGEABLE) OR CAPACITOR.
SMOKE ALARMS FIXED TO CEILINGS SHOULD BE LOCATED MINIMUM 300mm FROM ANY WALL OR ELECTRICAL FITTING.
INCLUDE EMERGENCY LIGHTING IN ALL CIRCULATION AREAS.
FIRE ALARM SUB-CONTRACTOR TO PROVIDE DRAWINGS FOR BUILDING CONTROL APPROVAL.

OTHER NOTES:

PURPOSE GROUP OF BUILDING IS ASSEMBLY & RECREATION (APPENDIX, TABLE D1 OF APPROVED DOCUMENT B).
THE FIRE ESCAPE STRATEGY HAS BEEN DESIGNED IN ACCORDANCE WITH PART B NON-DWELLING BUILDING REGULATIONS.



SITE PLAN EXTRACT

NOTES

This drawing to be read in accordance with the specification/Bills of Quantities and related drawings.

No Dimensions to be scaled from this drawing. All stated dimensions to be verified on site and the Architect notified of any discrepancies.

0 — 100

Scale bar 100mm at 1:1

MOE STRATEGY IS BASED UPON REQUIREMENTS OF APPROVED DOCUMENT B - FIRE SAFETY - THE BUILDING REGULATIONS 2010

OCCUPANT CAPACITY FOR FOOTBALL CHANGING ROOM EXTENSION
PURPOSE GROUP: ASSEMBLY & RECREATION - APPENDIX D, TABLE D1
SPACE FACTORS BASED ON APPENDIX C: TABLE C1

TYPE OF ACCOMODATION (GROUND FLOOR)	AREA m²	FLOOR SPACE FACTOR m²/PERSON	OCCUPANCY
TEAM CHANGING ROOM 01	20.1 m²	*	20
ACCCESSIBLE CHANGING ROOM	13.1 m²	**	1
OFFICIALS CHANGING ROOM	10.7 m²	**	3
TEAM CHANGING ROOM 02	20.1 m²	*	20
PLAYERS BAR	12.5 m²	***	15
BAR	14 m²	****	3
KITCHENETTE	12.1 m²	****	3
BUILDING TOTAL OCCUPANCY			**65**

* TEAM CHANGING ROOM OCCUPANCY TO BE UP TO 20 PERSONS FOLLOWING EMPLOYER'S REQUIREMENTS TO ALIGN THE SCHEME WITH STEP 7 OF THE NATIONAL GROUND GRADING (ACCESSED APRIL 2019).

** OFFICIALS CHANGING ROOM OCCUPANCY TO ACCOMMODATE UP TO 4 OFFICIALS. THIS NUMBER IS AN EMPLOYER'S REQUIREMENT BASED ON THE CURRENT LEVEL OF COMPETITION NATIONAL LEAGUE STEP 7.

*** LIKELY FIGURE TO FACILITATE SUPPORTING STAFF & SPECTATORS.

**** BAR AND KITCHENETTE TO BE OPERATED BY MEMBERS OF STAFF. OCCUPANCY FOLLOWING EMPLOYER'S REQUIREMENTS.

TRAVEL DISTANCES - TABLE 2, PURPOSE GROUP 5C (RELATES TO EXTENSION)		
MAX SINGLE DIRECTION		18m
MAX IN MORE THAN ONE DIRECTION		45m
MOE FIRE EXIT CLEAR WIDTHS - TABLE 4		
FIRE EXIT	EFFECTIVE CLEAR OPENING	EXIT CAPACITY
MOE 1	1397mm	279 PEOPLE
MOE 2	1397mm	279 PEOPLE
TOTAL EXIT CAPACITY MINUS LARGEST EXIT (SHOWN IN RED)		279 PEOPLE
ACTUAL BUILDING OCCUPANCY		65

NOTE: EXISTING EXTERNAL DOOR OFF KITCHENETTE TO BECOME MOE 3 WITH EFFECTIVE CLEAR OPENING OF 840mm TO ALLOW FOR 60 PEOPLE

ROOFLIGHTS - TABLE 11 DIAGRAM 27		
ROOFLIGHT MAXIMUM AREA PER 5m x 5m GROUP		5m²
LOCATION	ROOM AREA	ROOFLIGHT AREA
TEAM CHANGING ROOM	20.1m²	2.16m²
CORRIDOR 01	15.7m²	1.08m²
CORRIDOR 02	21.2m²	1.08m²

FIRE APPLIANCE STRATEGY - TABLE 19	
TOTAL BUILDING GIA	480m²
BUILDING AREA CATEGORY	Up to 2000m²
BUILDING HEIGHT CATEGORY	Up to 11m
PERIMETER MINIMUM ACCESS REQUIREMENTS	15%
BUILDING PERIMETER	125.47m
PERIMETER ACCESSIBLE BY FIRE TENDER	35.23m (28%)

REV	DATE	NOTE	BY
A	17.05.19	MINOR AMENDMENT TO LAYOUT (OFFICIALS CHANGING WALL LINED THROUGH) & ANNOTATION & LOFT HATCH MOVED TO EXTERNAL STORE	JDP

FOR TENDER

Project

LEMSFORD VILLAGE HALL
BROCKET ROAD
WELWYN GARDEN CITY
HERTFORDSHIRE

Title

PROPOSED EXTENSION
& ALTERATION WORKS
PROPOSED FIRE AND
MOE STRATEGY

Scale 1:50 @A1
Date MAY 19
Drawn RG
Checked AG
Drawing Number 8067_115
Revision A

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NOTES

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0 100

Scale bar 100mm at 1:1

NOTE:

TO BE READ IN CONJUNCTION WITH ROOM DATA SCHEETS FOR PRODUCT INFORMATION.

EXISTING EXTERNAL FLOODLIGHTS TO BE RETAINED.

EMERGENCY LIGHT FITTINGS REQUIRED. LCOATIONS TO BE CONFIRMED BY SPECIALIST.

ALARM SYSTEM REQUIREMENT TO BE CONFIRMED WITH CLIENT IN ACCORDANCE WITH SPECIALIST DETAILS.

SERVICES LEGEND

Electrical:

- One gang, one way switch.
- One gang, two way switch.
- One gang, three way switch.
- Low energy bulb only pendant light fitting assembly.
- Low energy Batten light fitting assembly.
- Low energy downlighter
- Low energy external light fitting.
- Low energy bulkhead external light fitting
- Low energy surface mounted light fitting
- Flourescent with diffuser
- Wall Unit Lighting
- Blanking plate - for light fittings.
- Single unswitched socket outlet.
- Single switch socket outlet.
- Double switch socket outlet.
- Double switch socket outlet with double USB points.
- Double external switch socket outlet.
- Shaver socket.
- Low/high level isolating switch fused spur.
- Low level socket with fused spur above worktop.
- Immersion heater switch.

Switches and sockets in habitable rooms be between 450mm & 1200mm from FFL as set out in approved document Part M1.

Space Heating:

- Towel rail.
- Radiator.

Plumbing:

- External tap.
- Gas point.

Fire Detection:

- Carbon Monoxide Detector
- Heat Detector
- Thermostat

Communication:

- TV/FM point.
- Master Telephone point (BT point)
- Media Plate(Refer to Telecoms Legend)
- Sky Plus

Ventilation:

- Extract fan - ceiling mounted
- Extract fan - wall mounted

Water & Heating:

- Boiler Unit
- Hot water Cylinder

Services:

- Internal electricity meter.
- Gas meter (GAS)
- Fibre optic distribution box (D)

Kitchen:

- 13amp Switched Socket Outlet Above Worktop (Double)
- 13amp Switched Socket Outlet Above Worktop (Single)
- Low level 13amp Unswitched Socket Outlet connected to high level grid switch
- Single switch socket outlet
- Double switch socket outlet
- Low level socket with fused spur above worktop
- Grid switch above worktop for Hob, Hood, Fridge/Freezer, Washing machine and Dishwasher
- 45amp DP Cooker Switch with neon indicator and separate 45amp Cooker Cable Outlets for Oven and electric Hob connections. Above Worktop, see note for Gas Hob.
- Ceiling Speaker
- DMEV Extract Fan - Ceiling Mounted

Electric cables must not be covered by the floor insulation unless cable rated accordingly.

REV	DATE	NOTE	BY
A	17.05.19	MINOR CHANGES MADE TO OFFICIALS CHANGING LIGHTING TO SUIT AMENDED LAYOUT & SHOWER LIGHTING, LOFT HATCH MOVED TO EXTERNAL STORE & ADDITION OF LIGHT IN EXTERNAL STORE	JDP

FOR TENDER

Project

LEMSFORD VILLAGE HALL
BROCKET ROAD
WELWYN GARDEN CITY
HERTFORDSHIRE

Title

PROPOSED EXTENSION
& ALTERATION WORKS
PROPOSED ELECTRICAL
LAYOUT PLAN

Scale 1:50 @A1	Date MAY 19
Drawn RG	Checked AG
Drawing Number 8067_116	Revision A

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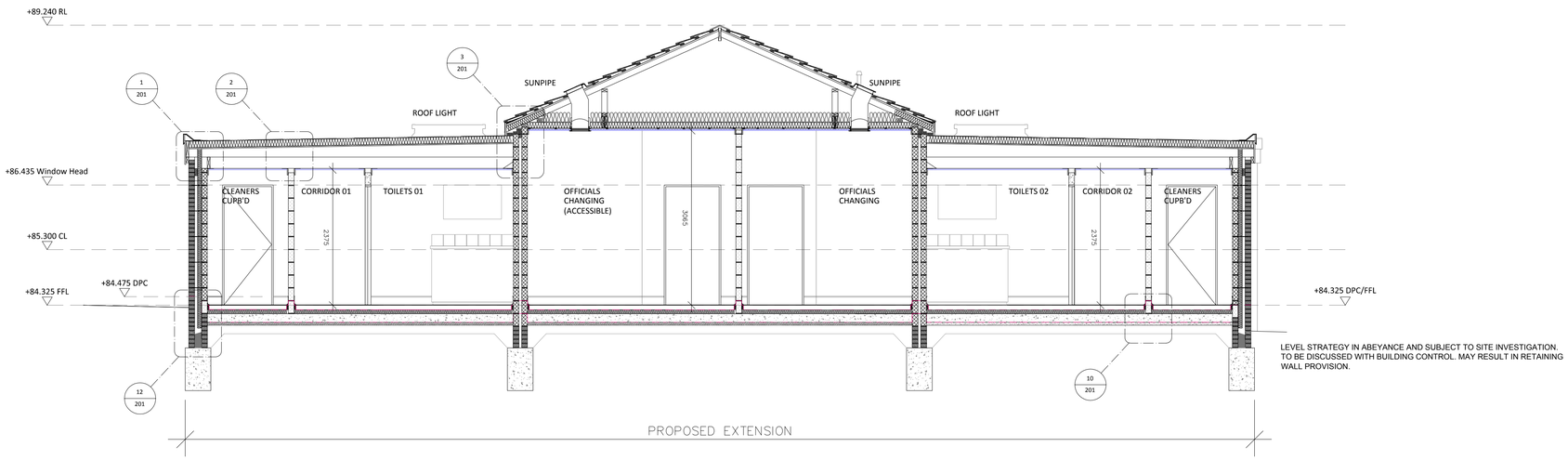
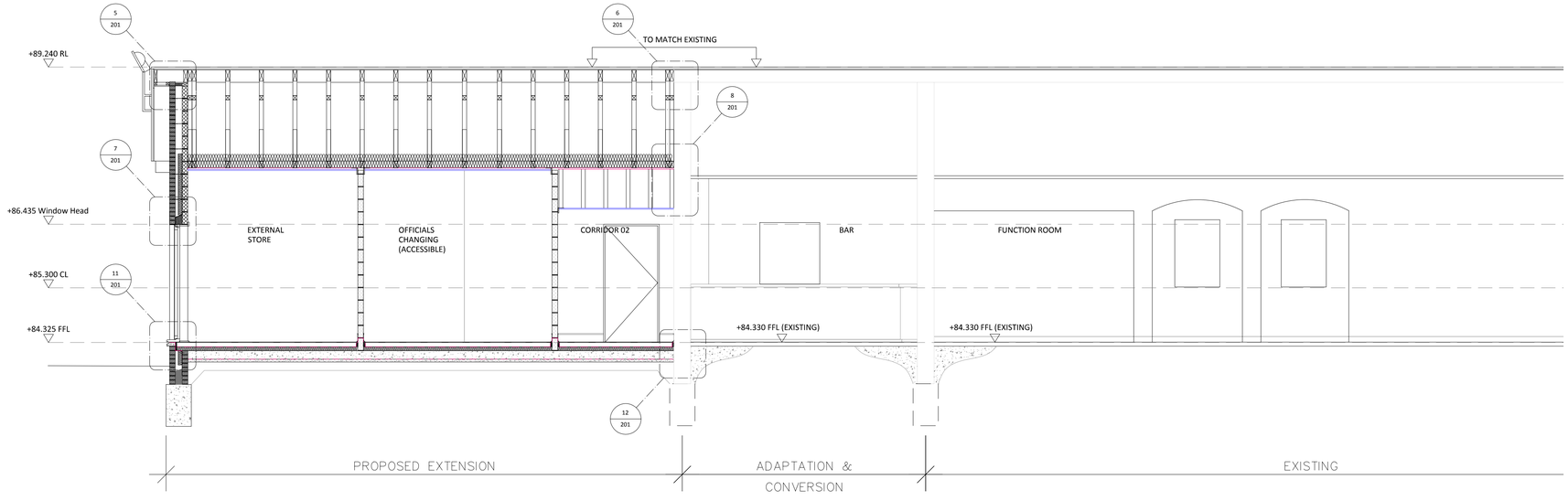


SECTION A-A



SECTION B-B

NOTES

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TO BE READ IN CONJUNCTION WITH THE FOLLOWING DRAWINGS:

8067_101 - GA GROUND FLOOR PLAN
8067_120 - PROPOSED ENLARGED SECTION DETAILS

REFER TO STRUCTURAL ENGINEERS SPECIFICATION AND DRAWINGS.

REV	DATE	NOTE	BY
A	17.05.19	ADDITION OF SECTION DETAILS REFERENCES, MINOR AMENDMENT TO ANNOTATION & CORRIDOR 2 CEILING HEIGHT, ADDITION OF NOTE RELATED TO LEVEL STRATEGY BEING IN ABEYANCE	JDP

FOR TENDER

Project

LEMSFORD VILLAGE HALL
BROCKET ROAD
WELWYN GARDEN CITY
HERTFORDSHIRE

Title

PROPOSED EXTENSION
& ALTERATION WORKS
PROPOSED GA SECTIONS

Scale 1:50 @A1
Date MAY 19
Drawn RG
Checked AG
Drawing Number 8067_201
Revision A

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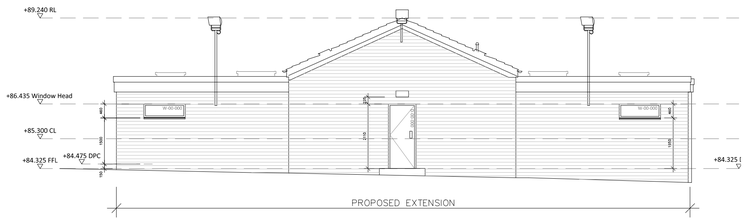
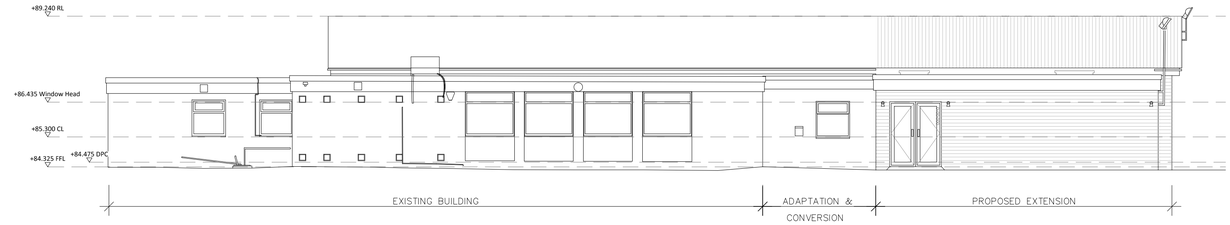


ELEVATION A - SOUTH-EAST - REAR

ELEVATION B - NORTH-EAST - PITCH SIDE

ELEVATION C - NORTH-WEST - FRONT



ELEVATION D - SOUTH-WEST - ROAD SIDE

NOTES

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TO BE READ IN CONJUNCTION WITH THE FOLLOWING DRAWINGS:

8067_101 - PROPOSED GA GROUND FLOOR PLAN
8067_201 - PROPOSED GA SECTIONS
8067_401 - WINDOW AND DOOR SCHEDULE

DRAINAGE IS BASED UPON PREVIOUS M&E INFORMATION. DRAINAGE TO BE REVIEWED WHEN UPDATED INFORMATION IS ISSUED.

FLOODLIGHTS TO BE RETAINED.

MATERIALS:

THE PROPOSED EXTENSION WILL HAVE THE FOLLOWING MATERIALS (TO MATCH EXISTING):

- FACING BRICKWORK
- UPVC WINDOWS AND DOORS, COLOUR WHITE
- UPVC ROOF FASCIA, COLOUR WHITE
- TILED ROOF

ACCESS & MAINTENANCE STRATEGY

ALL WINDOW/GLAZING TO BE CLEANED BY HAND OR POLE FROM GROUND FLOOR

MAINTENANCE OF GUTTERS TO BE MADE VIA TEMPORARY SCAFFOLDING.

ACCESS TO FLAT ROOF FOR MAINTENANCE OF ROOF LIGHTS AND LIGHT TUBES TO BE VIA TEMPORARY SCAFFOLDING.

REV	DATE	NOTE	BY
A	17.05.19	MINOR AMENDMENTS TO ANNOTATION	JDP

FOR TENDER

Project

LEMSFORD VILLAGE HALL
BROCKET ROAD
WELWYN GARDEN CITY
HERTFORDSHIRE

Title

PROPOSED EXTENSION
& ALTERATION WORKS
PROPOSED ELEVATIONS

Scale 1:100 @A1
Date MAY 2019
Drawn RG
Checked AG
Drawing Number 8067_301
Revision A

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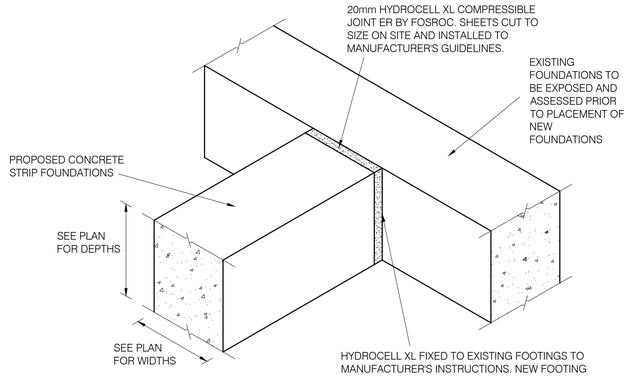
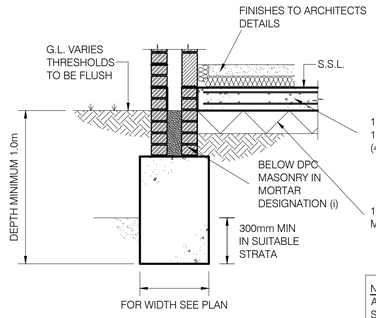


FOUNDATION JUNCTION DETAIL

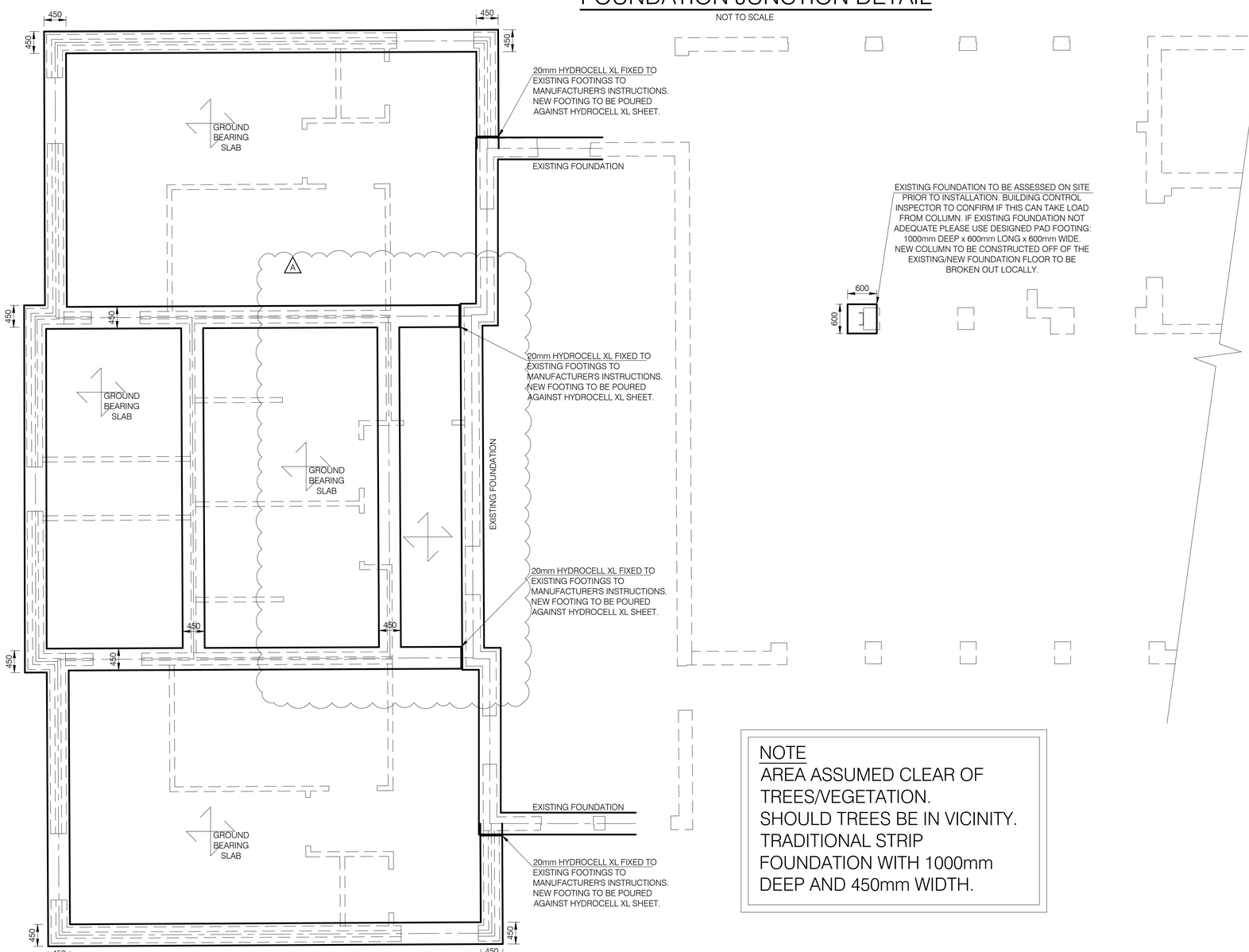
NOT TO SCALE



TYPICAL SECTION

(GROUND BEARING SLAB UP TO 1.5m DP FOOTING)
SCALE 1:20

NOTE
AREA ASSUMED CLEAR OF TREES/VEGETATION.
SHOULD TREES BE IN VICINITY,HEAVE PRECAUTION AND DEPTHS MAY NEED TO BE CLARIFIED BY R.C.A. SHOULD FOUNDATIONS DEEPER THAN 1.5m BE REQUIRED, A SUSPENDED FLOOR MUST BE USED. SHOULD MORE THAN 0.6m FILL MATERIAL BE FOUND ON SITE, A SUSPENDED FLOOR MUST BE USED.



FOUNDATION PLAN

SCALE 1:50

NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DRAWINGS, DETAILS, SCHEDULES AND SPECIFICATIONS. DO NOT SCALE FROM THIS DRAWING. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO STARTING OF WORKS. ALL TEMPORARY WORKS TO CONTRACTORS DETAILS AND DESIGN.

2. UNLESS NOTED OTHERWISE, ALL FOUNDATIONS TO BE MINIMUM 1.0m DEEP BY WIDTH NOTED. TRENCHES TO BE INSPECTED PRIOR TO PLACEMENT. WIDTHS BASED ON 100kN/m² GROUND BEARING PRESSURE.

3. ALL CONCRETE TO BE INSTALLED IN ACCORDANCE WITH BS8110.

4. CONCRETE TO FOUNDATIONS TO BE MINIMUM GRADE C20/25 TO BS8500, WITH MAX AGGREGATE SIZE 20mm, MINIMUM CEMENT CONTENT 240Kg/m³, MAXIMUM FREE WATER:CEMENT RATIO 0.70.

5. ALL CONCRETE TO BE FULLY VIBRATED BY MEANS OF A MECHANICAL VIBRATOR.

6. R.C.A. TO BE NOTIFIED IF ANYTHING ON SITE IF DIFFERENT TO THIS DRAWING.

7. CARE TO BE TAKEN WHEN DIGGING NEAR EXISTING FOOTINGS. EXISTING FOOTINGS NOT TO BE UNDERMINED. IF IN ANY DOUBT, CONTACT R.C.A.

8. JUNCTION AT EXISTING FOUNDATIONS TO HAVE 20mm HYDROCELL XL BOARD BY FOSROC OR SIMILAR APPROVED PLACE BETWEEN OLD AND NEW FOUNDATION.

CDM REGULATIONS 2017.
MEMBER SIZES AND DIMENSIONS HAVE BEEN DESIGNED IN ORDER TO SATISFY THE DESIGN REQUIREMENTS OF THE PROJECT. CONTRACTOR SHOULD BE AWARE OF RISKS ASSOCIATED WITH HANDLING AND INSTALLATION OF STRUCTURE WHICH CANNOT BE REMOVED AT THE DESIGN STAGE. CONTRACTOR MUST BE SUITABLY EXPERIENCED IN ALL ASPECTS OF HANDLING AND LIFTING. ALL TEMPORARY WORKS MUST COMPLY WITH CURRENT LEGISLATION. REFERENCE MUST ALWAYS BE MADE TO THE SEPARATE RCA RISK ASSESSMENT DOCUMENT.

A CLOUDED ITEMS WITH TAG INDICATES LATEST REVISIONS TO DRAWING. PLEASE NOTE THAT ADDITIONAL CHANGES MAY BE NOTED IN THE REVISION BOX BELOW.

Rev.	Date	By	Description	App.
A	01/05/19	C.Silva	Strip Foundation layout revised, to accommodate new laod bearing wall.	

Project
Lemsford Village Hall,
Lemsford,
Welwyn Garden City,
Herts

Title
Foundation Plan
&
Structural Details

Scale	1:50 & 1:20 @ A1	Drawn By	C. Silva
Date	Apr - 2019	Approved	I.D.

RCA STRUCTURES
2nd Flr, Unit 1, Birchanger Industrial Estate,
Stansted Road, Bishops Stortford, CM23 2TH.
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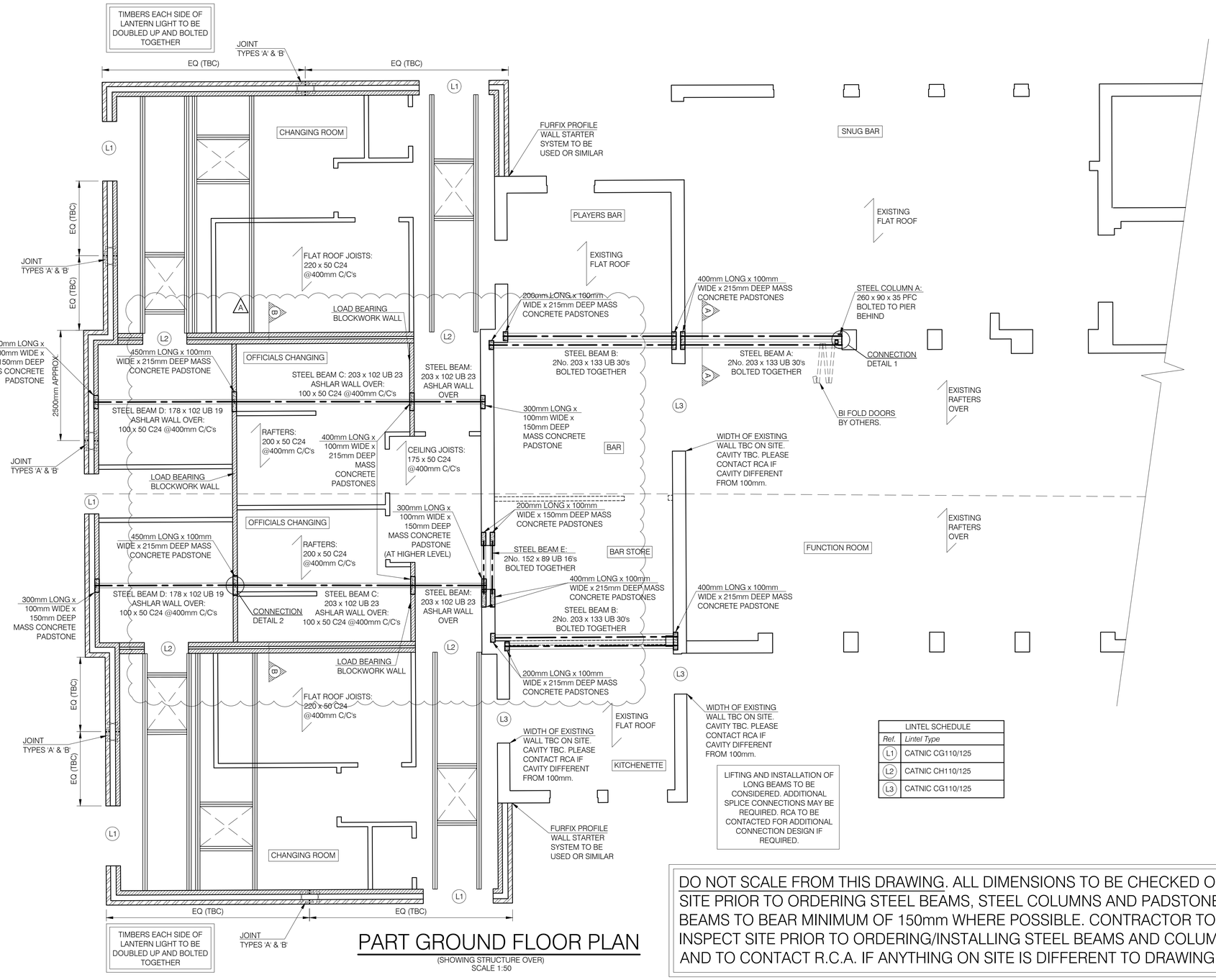
ISO 9001 REGISTERED FIRM
The Institution of Structural Engineers

DRG No. 20655/01 Rev. "A"



LINTEL SCHEDULE	
Ref.	*Lintel Type*
L1	CATNIC CG110/125
L2	CATNIC CH110/125
L3	CATNIC CG110/125

PART GROUND FLOOR PLAN

(SHOWING STRUCTURE OVER)
SCALE 1:50

DO NOT SCALE FROM THIS DRAWING. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ORDERING STEEL BEAMS, STEEL COLUMNS AND PADSTONES. BEAMS TO BEAR MINIMUM OF 150mm WHERE POSSIBLE. CONTRACTOR TO INSPECT SITE PRIOR TO ORDERING/INSTALLING STEEL BEAMS AND COLUMNS AND TO CONTACT R.C.A. IF ANYTHING ON SITE IS DIFFERENT TO DRAWING.

NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DRAWINGS, DETAILS, SCHEDULES AND SPECIFICATIONS. R.C.A. TO BE NOTIFIED IF ANYTHING ON SITE IS DIFFERENT TO THIS DRAWING. DO NOT SCALE FROM THIS DRAWING. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORKS. ALL TEMPORARY WORKS TO CONTRACTORS DETAILS AND DESIGN.

2. MASONRY

BLOCKWORK DETAILS (UNLESS NOTED OTHERWISE) :-
a) BELOW DPC BLOCKWORK TO BE IN MORTAR DESIGNATION (i) IN ACCORDANCE WITH BS EN 1996, CEMENT : SAND 3:1.
b) ABOVE DPC BLOCKWORK TO BE IN MORTAR DESIGNATION (iii) IN ACCORDANCE WITH BS EN 1996, CEMENT : SAND WITH PLASTICIZER 1 : 5 to 6. ALL MASONRY TO BE INSTALLED IN ACCORDANCE WITH BS EN 1996.
c) BLOCKWORK HAS BEEN DESIGNED TO HAVE A MAXIMUM DENSITY OF 1400Kg/M^3. RCA TO ADVISE IF DENSE BLOCKS ARE REQUIRED.
d) INNER SKIN TO EXTERNAL WALLS TO BE 100mm UNLESS NOTED OTHERWISE.
e) MOVEMENT JOINTS IN MASONRY REQUIRED ABOVE D.P.C. LEVEL TO BS EN 1995. ANY JOINTS SHOWN ON PLAN ARE INDICATIVE ONLY, LOCATIONS TO BE AGREED - USE MINIMUM 12m c/c IN BRICKWORK (6m FROM CORNERS) AND 6m c/c IN BLOCKWORK (3m FROM CORNERS).
f) WALL TIES TO BE INSTALLED AND SPECIFIED TO DD140 AND NHBC STANDARDS. WHERE TIES REQUIRED FOR 125mm CAVITY. USE ANCON ST1 TIES OR SIMILAR APPROVED.
g) NO INDIVIDUAL BLOCK TO WEIGH MORE THAN 20Kg FOR HEALTH & SAFETY PURPOSES. RCA TO BE CONSULTED SHOULD HEAVIER BLOCKS BE REQUIRED

3. LINTELS

LINTELS INSTALLED IN ACCORDANCE WITH BS5977. ALL LINTELS TO BEAR 150mm WHERE POSSIBLE. "CG70/100" REFERS TO CATNIC LINTEL REFERENCE. LINTELS SHOWN ARE A GUIDE ONLY AND SHOULD BE CONFIRMED BY LINTEL MANUFACTURER PRIOR TO INSTALLATION. SPECIFIED LINTELS TO BE CHECKED FOR CAVITY SIZE BY CONTRACTOR OR CLIENT PRIOR TO ORDERING.

4. STEELWORK

ALL STEELWORK TO BE GRADE S 355 JR (WHERE INTERNAL) AND S 355 J0 (WHERE EXTERNAL) IN ACCORDANCE WITH BS EN 10025. ALL HOLLOW SECTIONS TO BE HOT ROLLED GRADE S355 "CELSIUS" UNLESS NOTED OTHERWISE. ALL STEELWORK TO BE INSTALLED IN ACCORDANCE WITH BS EN 1993. ECCENTRICALLY LOADED BEAMS TO HAVE ENDS FULLY BUILT IN PRIOR TO FLOOR/WALL LOADING FROM ABOVE. TEMPORARY PROPPING MAY BE REQUIRED WHERE ECCENTRIC LOADS OCCUR. IF IN ANY DOUBT PLEASE CONTACT RCA. STEELWORK ABOVE GROUND TO BE FINISHED TO GIVE CORRECT FIRE RATING TO CURRENT BUILDING REGULATIONS. ALL EXTERNAL/EXPOSED STEELWORK TO BE GALVANISED. GENERALLY STEELWORK TO BE FINISHED WITH ZINC PHOSPHATE PRIMER. ALL BOLTS TO BE GRADE 8.8 UNLESS STATED OTHERWISE. ALL CONNECTIONS TO BE INSTALLED IN ACCORDANCE WITH BS EN 1993. ALL STEEL BEAMS TO SIT ON 450 x WALL THICKNESS x 215 DEEP CONCRETE PADSTONES UNLESS NOTED OTHERWISE. PADSTONES TO BE MINIMUM 21.0N/mm2 CONCRETE. BEAMS TO BEAR 150mm WHERE POSSIBLE. WHERE HOLDING DOWN BOLTS MAY BE REQUIRED, RCA TO ADVISE. LONGER BEAMS MAY REQUIRE SPLICING TO ENABLE SAFE HANDLING - RCA TO BE CONTACTED SHOULD SPLICE CONNECTION BE REQUIRED. SITE MEASUREMENTS TO BE TAKEN BY CONTRACTOR PRIOR TO ORDERING OF STEEL.

5. TIMBER

ALL TIMBER TO BE INSTALLED IN ACCORDANCE WITH BS EN 1995 AND NHBC STANDARDS. LATERAL RESTRAINT STRAPS REQUIRED TO WALLS PARALLEL TO JOISTS AND TIMBER ROOF SPANS. STRAPS TO BE AT MAXIMUM 1.2m C/C APART AND FIXED TO MINIMUM OF 3 No. JOISTS. ALL STRAPS INSTALLED TO BS EN 1995. SOLID BLOCKING TO BE USED WHERE JOISTS ARE NOTCHED INTO STEEL BEAMS. ALL JOISTS TO BE DOUBLED UNDER PARTITIONS U.N.O. HERRINGBONE STRUTTING/SOLID BLOCKING REQUIRED PERPENDICULAR TO JOIST SPANS AS FOLLOWS:-

Up to 2.5m Span	None Required
2.5m - 4.5m Span	1 row required mid span
Over 4.5m Span	2 rows required equally spaced

6. PRECAST CONCRETE

PRECAST FLOOR UNIT DESIGN TO BE UNDERTAKEN BY MANUFACTURER. PLEASE REFER TO ARCHITECTS/BUILDING SERVICES DRAWINGS FOR LOCATIONS OF SERVICE HOLES THROUGH PRECAST FLOOR. STAIR LOADS TO BE SUPPORTED ON P.C.C. UNITS. "BAT" RESTRAINT STRAPS OR SIMILAR APPROVED AT MAXIMUM 1.2m CENTRES SHALL BE SECURELY FIXED TO PRECAST UNITS AT EACH FLOOR LEVEL PRIOR TO CONSTRUCTION OF THE NEXT STOREY OF MASONRY WALLS.

CDM REGULATIONS 2017.
MEMBER SIZES AND DIMENSIONS HAVE BEEN DESIGNED IN ORDER TO SATISFY THE DESIGN REQUIREMENTS OF THE PROJECT. CONTRACTOR SHOULD BE AWARE OF RISKS ASSOCIATED WITH HANDLING AND INSTALLATION OF STRUCTURE WHICH CANNOT BE REMOVED AT THE DESIGN STAGE. CONTRACTOR MUST BE SUITABLY EXPERIENCED IN ALL ASPECTS OF HANDLING AND LIFTING. ALL TEMPORARY WORKS MUST COMPLY WITH CURRENT LEGISLATION. REFERENCE MUST ALWAYS BE MADE TO THE SEPARATE RCA RISK ASSESSMENT DOCUMENT.

A CLOUDED ITEMS WITH TAG INDICATES LATEST REVISIONS TO DRAWING. PLEASE NOTE THAT ADDITIONAL CHANGES MAY BE NOTED IN THE REVISION BOX BELOW.

Rev.	Date	By	Description	App.
B	11/06/19	C.Silva	Lintels size revised.	
A	01/05/19	C.Silva	Steel Beams C revised. Load Bearing Wall added.	

Project

Lemsford Village Hall,
Lemsford,
Welwyn Garden City,
Herts

Title

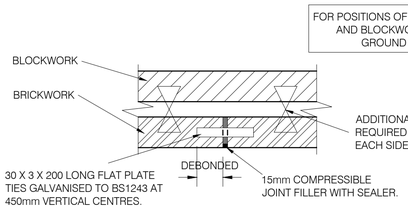
Ground Floor Plan

Scale	1:50 @ A1	Drawn By	C. Silva
Date	Apr - 2019	Approved	I.D.

RCA STRUCTURES
2nd Flr, Unit 1, Birchanger Industrial Estate,
Stansted Road, Bishops Stortford, CM23 2TH.
Tel. 01279 506721
Fax. 01279 506724
E-mail: mail@rcastructures.co.uk
Internet: www.rcastructures.co.uk

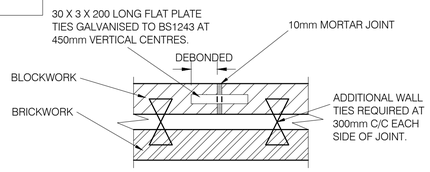
ISO 9001 REGISTERED FIRM
The Institution of Structural Engineers

DRG No. 20655/02 Rev. "B"



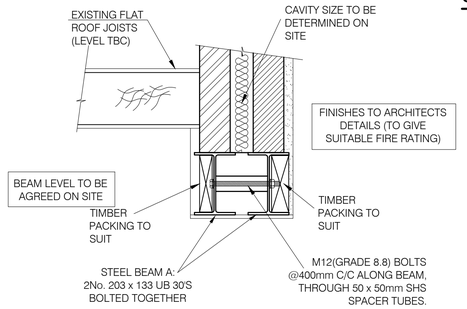
JOINT TYPE 'A' DETAIL

SCALE 1:10



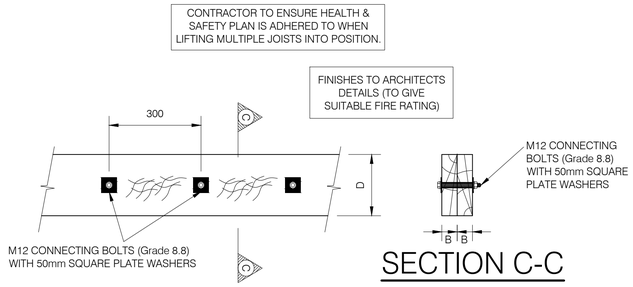
JOINT TYPE 'B' DETAIL

SCALE 1:10



SECTION A-A

SCALE 1:10

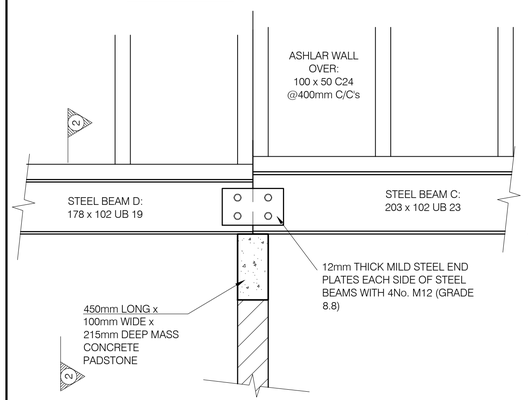


TYPICAL SECTION OF MULTIPLE JOISTS

SCALE 1:10

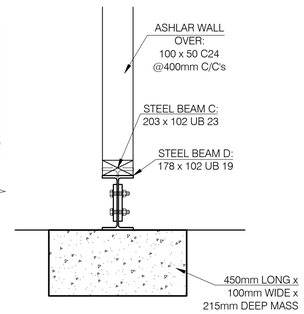
SECTION C-C

SCALE 1:10



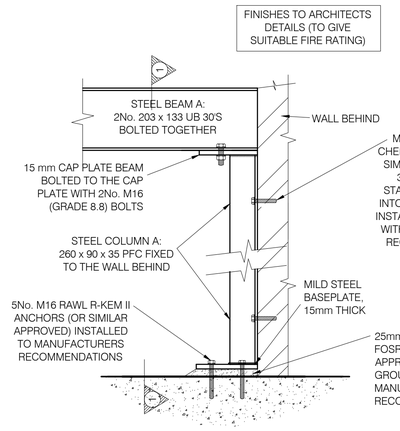
CONNECTION DETAIL 2

SCALE 1:10



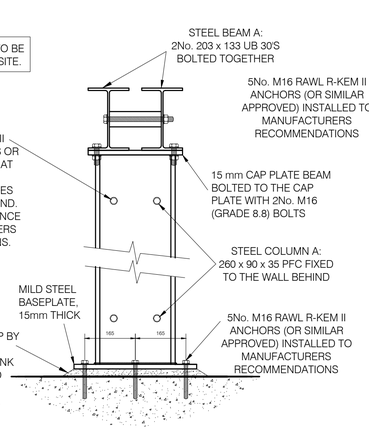
SECTION 2-2

SCALE 1:10



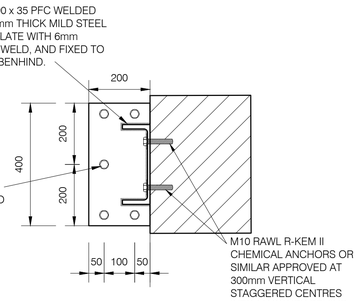
CONNECTION DETAIL 1

SCALE 1:10



SECTION 1-1

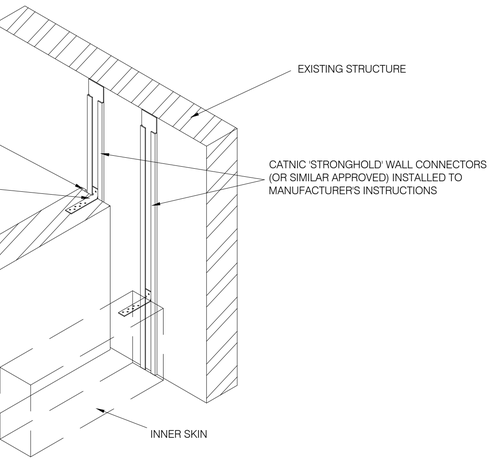
SCALE 1:10



BASEPLATE DETAIL 1

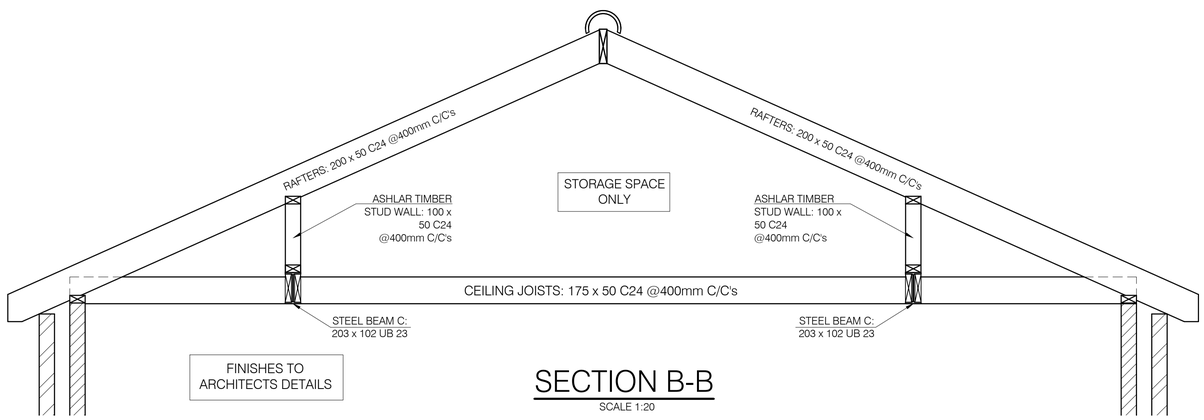
SCALE 1:10

EXISTING FOUNDATION TO BE ASSESSED ON SITE PRIOR TO INSTALLATION. BUILDING CONTROL INSPECTOR TO CONFIRM IF THIS CAN TAKE LOAD FROM COLUMN. IF EXISTING FOUNDATION NOT ADEQUATE PLEASE USE DESIGNED PAD FOOTING: 1000mm DEEP x 600mm LONG x 600mm WIDE. NEW COLUMN TO BE CONSTRUCTED OFF OF THE EXISTING/NEW FOUNDATION FLOOR TO BE BROKEN OUT LOCALLY.



WALL STARTER DETAIL

SCALE 1:10



SECTION B-B

SCALE 1:20

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6. PRECAST CONCRETE

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Rev.	Date	By	Description	App.
A	01/05/19	C.Silva	Strucutral Details revised to suit Steel Beam C revision.	

Project

Lemsford Village Hall,
Lemsford,
Welwyn Garden City,
Herts

Title

Structural Details

Scale	1:20 & 1:10 @ A1	Drawn By	C. Silva
Date	Apr - 2019	Approved	I.D.

RCA STRUCTURES
2nd Flr, Unit 1, Birchanger Industrial Estate,
Stansted Road, Bishops Stortford, CM23 2TH.
Tel. 01279 506721
Fax. 01279 506724
E-mail: mail@rcastructures.co.uk
Internet: www.rcastructures.co.uk
ISO 9001 REGISTERED FIRM
The Institution of Structural Engineers

DRG No. 20655/03 Rev. "A"

Saunders
Architecture + Urban Design

Appendix E

Site Hazards Aide Memoire

Saunders
2nd Floor, 1 Falcon Gate | Shire Park
Welwyn Garden City | Herts | AL7 1TW
T 01707 385300 | F 0870 622 2135

SITE HEALTH & SAFETY HAZARDS AIDE MEMOIRE

Saunders
Architecture + Urban Design

The Aide Memoire must be completed by the Principal Designer during or after a visit to the site where the construction work will take place.
The purpose of the Aide Memoire is to identify site specific health and safety hazards that must be taken into consideration by the Principal Designer / Designers in order to develop a design that is safe to build, occupy and use, maintain and clean, refurbish or extend, dismantle or demolish.
Hazards associated with the site may also be identified that must be communicated to the Principal Contractor / Contractors so that they can carry out the construction phase safely and without risks to health.
The completed Site Health and Safety Aide Memoire, or a summary of the site specific information identified must be included in the Pre Construction Information provided to the Principal Designer, Designers, Principal Contractor and Contractors

Project Information	
Location / Address:	**Lemsford Village Hall, Brocket Road, Welwyn Garden City**
Project type	**Extension and Refurbishment**

Potential Constraint / Hazard	Consideration Required	Applicable Y / N	Notes / Comments / Actions Required to Address Constraint or Hazard
Access / Egress	Investigate local traffic restrictions and potential access / egress problems.	Y	Site access to be via Brocket Road.
	Consider planning restrictions.	Y	None noted.
	Are there any obstacles to safe access to, and egress from the premises, e.g. busy road with no crossing points, uneven or potholed pathways, etc	Y	The site entrance is single track and only accessible through a lay-by. The site car park will be in use by members of the public throughout the construction period.
	Ensure adequate access for removal, delivery, installation, replacement and maintenance of plant equipment and systems.	Y	The proposed extension is on the south elevation, which is not accessible by hardstanding. Space within and around the site is generally adequate. Pedestrian movement through the car park must be considered by the Contractor prior to scheduling deliveries.
Site Security & Access Control	Consider condition of any existing boundary fencing and security required to suit locality.	Y	The boundary treatment is a low chain link fence with hedgerow in places.
	Consider early installation of any permanent fencing.	N	None noted.
	Consider early installation of any temporary fencing.	Y	Temporary fencing and protection required around site to keep site secure during construction.
Airfields and Flight Paths	Location on or adjacent to airports or flight paths - contact the Civil or Military Aviation Authority and develop the design in accordance with their requirements.	N	None noted.
	Consider any lifting equipment, e.g.tower cranes, that will be required and potential impact on airfields and flight paths	N	None noted.
Asbestos	Refurbishment and Demolition survey	Y	R&D Survey to be commissioned prior to all intrusive surveys and removal/ encapsulation works to be carried out prior to any demolition works. All works to be carried out by qualified specialist contractors.
Cleaning of façade, windows & gutters	Identify and record current & intended method for the cleaning of facades, windows and gutters.	Y	Single storey building. Facades and windows to be cleaned from ground by hand or by water-fed pole. Gutters are to be cleaned using MEWP.
	Ensure localised ground conditions and overhead restrictions are identified and avoided before use.	Y	Ground conditions to be reviewed by Principal Contractor prior to works commencing on site. There are no overhead obstructions of note.
	Ensure any temporary covers are strong enough to withstand the applied pressure to MEWP.	Y	Principal Contractor to review.
	Where required, is there adequate space for the safe use of mobile access equipment for safe working at height around all sides of the premises.	Y	Specialist to ensure adequate hardstanding to perimeter of proposed building. There is a narrow concrete paving slab footpath around the building perimeter, there is only hardstanding to the north elevation.
Collapse - Floors, Roofs, Walls	Scaffold/Working platforms not overloaded.	Y	Principal Contractor to apply control measures at Construction Phase.
	Identify load bearing capacity of floors and roofs for positioning of plant and equipment, means of ensuring structural stability, load bearing walls and columns, specific alteration / demolition hazards (e.g. pre-stressing etc.).	Y	Principal Contractor to review in accordance with structural/specialist survey report.
	Identify need for any temporary support requirements.	Y	Principal Contractor to review and apply control measures at Construction phase.
	Sequence & phasing of demolition to be detailed to avoid object / partial collapse.	Y	Principal Contractor to review and carry out works in accordance with specialist method statements.
Confined Spaces	Identify any existing confined spaces and ensure access is secure and controlled and appropriate signage is displayed.	N	None noted.
	Identify appropriate Safe System of Work for safe access to confined space.	Y	Principal Contractor to review at Construction Phase with specialist contractor.
	Structural components and election assembly process.	Y	Principal Contractor to review in accordance with structural/specialist method statements.
Contact with Moving Vehicle / Plant On and Off site	Does layout of site allow adequate access to all areas / sides of structure.	Y	The existing building is accessible on all sides but only accessible by hardstanding on the north elevation. Vehicle access to the west elevation is limited due to planting and recycling facilities.
	Does location allow for segregation of vehicles and pedestrians in public access areas and service areas.	Y	The location and usage does not allow for the clear segregation of vehicles and pedestrians.
Contact with Moving Machinery	Can existing plant be safely isolated and is there adequate safe access for maintenance.	Y	Principal Contractor to review in accordance with specialist method statements.

Working at Height	Identify any holes in floors or roofs and any unprotected edges (including unprotected openings in the ground, e.g. to underground car parks, excavations, basements etc).	Y	Principal Contractor to review prior to commencing works on site.
	Identify need for any temporary protection of edges where people may fall from height.	Y	Proposed extension includes the extension of the existing roof and installation of new ceiling internally. Principal Contractor to review and apply control measures at construction phase.
	Identify presence of any mansafe / latchway systems and requirements for use of harnesses, etc. Ideally use collective edge protection line (handrail).	Y	No mansafe system or edge protection currently installed on existing building. Principal Contractor to review and apply control measures at construction phase.
Fragile Materials	Identify presence and location of any fragile materials, e.g. roofs, skylights, etc.	Y	The existing roof tile is an ACM and specialist to be consulted prior to undertaking any works on site. There are no rooflights on the existing building.
Falling Objects	Identify presence and location of any loose masonry, façade cladding or roofing materials and any need for immediate remedial works or additional control measures to prevent objects or material falling on people, e.g. installation of hoarding or fencing to create an exclusion zone, etc.	Y	None noted. Principal Contractor to review and apply control measures at construction phase.
Prevention of Fire / Explosion	Identify and record condition of structure and any features that will be retained, e.g. labelled fire doors, presence and location of any holes in structure between rooms, fire doors that do not close fully, etc.	Y	No intrusive or investigative building survey has been undertaken. To be reviewed in detail by specialist.
	Identify presence, type and coverage of any permanent fire detection / fighting systems and emergency lighting.	Y	To be reviewed in detail by specialist.
	Identify location and condition of means of escape, including external means of escape.	Y	Means of escape identified on existing floor plans.
	Identify and record presence of any live gas/pipes, fuel tanks/supplies, etc.	Y	The site does not currently have a mains gas supply. The Client may be looking to install gas during the Construction period.
Flooding / Ground Water	Identify and record any visible signs of flooding affecting the location, presence and location of local watercourses and presence of any existing flood defence measures in place.	N	None noted.
	Contact the Environment Agency and develop the design in accordance with level of flood risk identified.	Y	Flood risk assessment not required as site is situated in flood zone 1.
Glazing in Windows & doors	Is glazing in floor to ceiling windows and doors marked to make it clearly visible.	Y	There is no full height glazing in the existing building. All windows are framed and transoms/mullions are visible.
	Is glazing in windows, doors and other glass partitions manufactured from safety material.	Y	Information not yet available and to be confirmed by specialist.
Ground Conditions	Record ground conditions as observed during site visit.	Y	Ground conditions are predominantly level with marginal falls across the site. The existing building has a concrete paving slab perimeter and is bounded on 3 elevations by the sports pitches. No investigative ground assessments have been undertaken.
	Consider need for site investigation to enable design of appropriate foundations.	Y	To be undertaken by specialist.
Hazardous Materials / Substances	Identify and record presence and location of any visible potential hazardous materials or substances, e.g. drums and containers displaying hazard warning symbols, mold growths, legionella testing for redundant pipe work, discoloured areas of ground, accumulations of pigeon droppings, etc.	Y	None noted. Carry out COSHH assessments and commission relevant surveys in due course if required.
Handling - manual and mechanical lifting	Identify any areas with restricted access that would limit the ability to use mechanical handling equipment, cranes, etc at the location. (May include proximity to railways or watercourses, overhead or buried utilities, soft ground, etc).	Y	The building is located within a sports field and is bounded by soft ground.
	Identify any existing plant or equipment that is to be removed and any obstacles to removal using mechanical handling equipment, e.g. narrow doorways, stairs, and corridors, loadbearing walls, etc.	N	None noted.
Highways / Public Roads and Footpaths	Identify and record the nature of the surrounding roads, e.g. dual carriageway, busy local road, cul-de-sac, etc.	Y	Main site access is off Brocket Road, which is a busy local road.
	Identify and record any highway restrictions on roads surrounding the site, e.g. no parking, limited parking, bus stops, etc.	Y	None noted.
	Work on or adjacent to highway infrastructure - contact the Highways Agency and develop the design in accordance with their requirements.	N	To be reviewed prior to works.
Stability of Structures	Identify and record the approximate age and position of adjacent and adjoining structures and potential for old / deteriorated foundations and adjoining basements.	Y	Principal Contractor to review in accordance with specialist surveys.
	Adequate investigation of adjacent structures / foundations.	N	None noted.
Lighting	Adequate external / internal lighting.	Y	All lighting requirements to be reviewed by Principal Contractor at construction phase.
Lifts / Hoists	Identify and record individual lifts / hoists installed and their condition and ability to service sales and back of house areas.	N	None noted.
Noise / Vibration / Dust	Identify and record the sensitivity of existing / surrounding premises and their occupants, e.g. hospitals, care facilities, schools, residential, datacentres, etc.	N	The site is located within a sports field, there are no neighbouring buildings that are very adjacent.
Radiation	Identify and record presence of any radiation sources, including contamination from previous uses and Radon.	N	No investigative ground assessments have been undertaken.

Railways	Identify and record the presence and location of railway lines adjacent to or in the immediate vicinity of the site.	N	None noted.
	Work on or adjacent to railway infrastructure - contact the Rail Enforcing Authority and develop the design in accordance with their responsibilities.	N	None noted.
Site Storage / Service Yard / Compound Areas	Identify and record any restrictions to use of site storage/ compound, e.g. limited space that restricts size of vehicle that can be used for deliveries or the number of vehicles that can access site storage/ compound at one time, etc.	Y	None noted. Principal Contractor to review prior to works.
	Identify presence of outbuildings, above ground storage tanks, etc in site storage/ compound and whether physical barriers are present to prevent vehicle collision or are required.	N	None noted.
Statutory Services & Diversions	Identify and record the nature, location and ownership of services, (including electricity, gas, water, telecommunuications, drainage) including existing overhead, adjacent or underground services.	Y	Existing drainage manholes identified in existing plans. Principal Contractor to review prior to works. Other services to be identified by specialists.
	Identify and record the location of isolation points for all services, plant and equipment and the nature and condition of associated switchgear.	Y	Principal Contractor to review prior to works.
Slips and Trips	Identify and record location of any floor areas or stairways in existing buildings that present a risk of slipping due to condition, including areas that become slippery when wet due to weather conditions.	Y	Principal Contractor to review and apply control measures at construction phase.
	Identify and record location of any uneven or potholed floor areas or stairways or changes in floor level that present a tripping hazard.	Y	Principal Contractor to review and apply control measures at construction phase.
Temperature	Identify the condition and ability of plant and equipment to maintain required temperature within sales and back of house areas	N	To be confirmed by specialist if required.
Unexploded Ordnance	Consider potential for presence of unexploded ordnance, including WWII bombs, at the site. An initial check can be made of UXB risk maps at **www.zetica.com/uxb_downloads.htm**	N	
	Arrange site specific survey as necessary dependant upon risk.	N	
Ventilation	Identify the condition and ability of plant and equipment to maintain required ventilation rates within sales and back of house areas	N	To be confirmed by specialist if required.
Prevention of Drowning Waterways	Identify and record the presence and location of waterways adjacent to or in the immediate vicinity of the site.	Y	River Lea runs to the east of the site. Flood map has been obtained and site is located within flood zone 1.
	Work on or adjacent to Waterways - contact the Waterway enforcing Authority and develop the design in accordance with their requirements.	N	None noted.
Welfare Facilities	Identify condition and capacity of welfare facilities available - toilets, washing facilities, rest rooms and changing facilities - and suitablity for Partnership usage.	Y	Existing building has welfare provision. Principal Contractor to provide price for welfare facilities to be provided in addition as continued function of existing building may impact access to existing provision.
	How will welfare facilities be provided during Construction Phase - existing facilities available to contractors or requirement to establish temporary stand alone facilities	Y	To be provided by Principal Contractor on site