Anderson, Adam

Minerva Learning TRust

**MINERVA LEARNING TRUST**

**CONTRACT NAME SHS Air Handling Units Pipework**

**CONITRACT REFERENCE MLT-125**

**VERSION 1-2023**

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## Background

Minerva Learning Trust is a Multi Academy Trust that operates mainly in the Sheffield area.

## Introduction

We are looking to appoint a contractor to remove and replace damaged air handling units pipework at Stocksbridge High School in Sheffield as per the scope below.

## Scope

1. Erect fixed scaffold stairs with pulley wheel from ground level to roof area for access and material lifting.
2. Isolate and drain down existing pipework and coils to allow remedial works and validations.
3. Disconnect 11no existing LTHW coils and pressure test individually.
4. Strip off LTHW roof pipe work thermal insulation and remove to skip.
5. Strip out existing roof LTHW pipework and bracketry and remove to skip.
6. Renew bracketry with new materials including clips for existing electrical basket where required.
7. Install new LTHW steel pipework and valves, Re-pipe air handling unit LTHW coils to match the original installation.
8. New pipe work brackets will be complete with phenolic blocks.
9. Pressure test new installation on completion.
10. Dosing of Systems.
11. Paint new fittings with red oxide before insulation.
12. All pipework will be insulated with wool insulation and finished with a metal cover.
13. All waste materials will be removed at the end of each working day to the skip or dedicated storage area.
14. Upon completion scaffold stairs will be disassembled and removed from site.
15. Skips will also be removed from site on completion with waste transfer notes provided.

## Specification of Services

* All works to be carried out by professionally qualified contract employees.
* All staff working on the school site MUST have a recent (2 year) DBS certificate to work on our schools sites
* Works to be completed in the school holidays if required.
* All materials used must be fit for purpose for the require use.
* All materials disposed of must be done so environmentally friendly and if possible, a certificate of disposal provided.
* Insulation protection must be wool insulated and metal coverings. Where other used this must be identified in the tender including specs.

## Reference to other documents or regulations

* Energy Performance of Buildings <https://www.legislation.gov.uk/uksi/2020/1422/contents/made>
* Chartered Institution of Building Services Engineers Guidance

<https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q20000008I7etAAC>

* Fluorinated Gas Guidance

<https://www.gov.uk/government/collections/fluorinated-gas-f-gas-guidance-for-users-producers-and-traders>

## General Code of Conduct for Contractors

* 1. **GENERAL INSTRUCTIONS**
     1. Contractor Registration

All consultants, Contractors and sub-Contractors carrying out work either directly or indirectly for MLT must be approved by Procurement Team. A supplier Questionnaire will be sent to the appointed suppliers, the supplier should notify MLT of any changes to this during the term o the contract.

* + 1. Specification

The Contractor shall comply with all the requirements of this Specification

* + 1. National Standards

The Contractor shall always comply with the requirements of the current issue or relevant British Standards and Codes of Conduct for Boiler servicing and inspection.

* + 1. Access

Access to all areas is by prior arrangement only, by contacting the Site Manager of each establishment. A contacts list will be provided to the contractor.

* 1. **HAZARDS AND RISK ASSESSMENT**
     1. Contractor’s Responsibility

Contractors are always responsible for the safety and wellbeing of their staff when on MLT property. It is the Contractor’s responsibility to ensure that adequate discovery of and understanding of the hazards present in and around the MLT property in which they will be working is achieved. Reference must be made to the relevant UK National Standards relating to Health and Safety. The Contractor is also to take account of the activities of other contractors who may be working in the vicinity of their own work area and to liaise with these contractors. The Contractor shall comply with the requirements of the Trusts Health and Safety guides.

1.2.4 Gas Safety

In carrying out any urgent Remedial Work, the Contractor shall notify the Estates team to seek advice and gain the appropriate authorization to carry out the work.

1.2.5 Fire Precautions

The Contractor shall liaise with the Building Manager and familiarize themself and their staff with all the fire alarm call points, firefighting appliances, and emergency exit routes. The Contractor must keep all emergency escape routes clear throughout the whole contract.

1.2.6 Warning Signs

The Contractor shall be responsible for ensuring that adequate warning notices are displayed at each entry point, confirming the status of each site area, and prohibiting when appropriate unauthorized personnel from entering.

1.2.7 Access Equipment, Hoisting and Materials Handling

The Contractor shall be responsible for ensuring that all equipment is used in a proper and safe manner and compliance with all codes issued by the Health and Safety Executive.

**1.3 STAFFING**

1.3.1 Personal Identification

All consultants, Contractors and sub-Contractors must carry means of identification (ID) displaying the company name, company telephone number and current photograph of the bearer, the name and title of the bearer. Personnel without appropriate ID will not be allowed to remain on site. MLT will not be liable for any delay, loss or expense occurred as a result.

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

Vulnerable groups of people need to be protected and CRB / DBS checks assist in ensuring that the most suitable people are appointed to roles working with these vulnerable groups.

All contractor and sub-contractors’ staff must have a valid enhanced DBS certificate to work on school sites. The contractor will issue a list of the staff that will work on site and their DBS certificate numbers. These cannot be more than 1 year old.

1.3.2 Sub-Contract or Agency Staff

The Contractor shall not employ agency or subcontract for any part of the works described in this specification, except with the specific prior agreement of the Trust Infrastructure Manager.

1.3.3 Signing in and out of buildings

The Contractor is to ensure that Contractor’s staff follow local school procedures for signing in and out of buildings. Such procedures are essential for the safety of all personnel in the event of fire or other emergency, to establish who might be trapped in a building.

1.3.4 Parking

Parking space is limited at each school site. Vehicles should be parked in marked spaces except where materials and / or equipment is being unloaded and loaded.