

CHICKERELL TOWN COUNCIL

A specification for an extension to St. Mary's Burial Ground, North Square, Chickerell, DT3 4DX.

30 NOVEMBER 2024

TGMS1348.3

STATUS: FOR REVIEW



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TABLE OF CONTENTS

TABLE OF CONTENTS	2
1. PART I: JCT 2016 MINOR WORKS BUILDING CONTRACT - PRELIMINARIES SUMMARY	3
1.1 PROJECT PARTICULARS	3
1.1.1 The Project	3
1.1.2 Employer (Client)	3
1.1.3 Principal Contractor (CDM)	3
1.1.4 Architect / Contract Administrator	3
1.1.5 CDM Administrator	3
1.2 FORM OF CONTRACT	3
1.3 THE RECITALS	4
1.3.1 First Recital	4
1.3.2 Second Recital	4
1.3.3 Third Recital	4
1.3.4 Forth Recital	4
1.3.5 Sixth Recital	4
1.4 THE ARTICLES	4
1.5 CONTRACT PARTICULARS	4
1.6 FORM OF TENDER	6
2. PART II: DESIGN SPECIFICATION	8
2.1 INTRODUCTION AND SITE INFORMATION	8
2.1.1 Site location and access	8
2.1.2 Arrangements to visit the site	8
2.2 GENERAL SCOPE	9
2.3 DETAILED SPECIFICATION	11
2.4 WORK SCHEDULES	16
2.5 DESIGNERS ASSESSMENT OF RESIDUAL RISK	17
2.5.1 The Project	17
2.5.2 Nature of work:	17
2.5.3 Timescale for works:	17
2.5.4 Existing drawings:	17
2.5.5 Existing environment:	17
2.5.6 Residual risk to construction workers:	17
2.5.7 Residual maintenance risks:	17
2.5.8 Residual operator risks	18
2.5.9 Construction materials that are hazardous to health:	18
2.5.10 Site wide elements:	18
2.5.11 Method statements & risk assessments to be provided by contractor:	18
2.6 METHOD STATEMENTS	19
2.7 SUBCONTRACTORS	20
2.8 REFERENCES	21
2.9 CONFIDENTIALITY	22
2.10 CONTACT DETAILS	22

Appendices

1. Drawing Tgms1348.3-1 St Marys Burial Ground Extension - Site Layout
2. TGMS1348.3.1 St Marys Burial Ground Extension Work Schedules 30 11 24.xlsx

Please note: Quantities have been provided in the Work Schedules referred to above however these are indicative only and must be verified by the Contractor. TGMS accepts no liability for these quantities, which must not be relied upon.

1. PART I: JCT 2016 MINOR WORKS BUILDING CONTRACT - PRELIMINARIES SUMMARY

1.1 PROJECT PARTICULARS

1.1.1 The Project

- Name: St. Mary's Burial Ground Extension.
- Nature: Burial ground construction works.
- Location: St. Mary's Burial Ground, North Square, Chickerell, DT3 4DX.
- Length of contract: 12 Weeks.

1.1.2 Employer (Client)

- Name: Chickerell Town Council.
- Address: Putton Lane, Chickerell, Weymouth DT3 4AJ.
- Contact: Tara Williams, Facilities Manager.
- Telephone: 01305 767458 – Ext. 304
- Email: tara.williams@chickerell-tc.gov.uk

1.1.3 Principal Contractor (CDM)

- Name: TBC
- Address:
- Contact:
- Telephone:
- E-mail:

1.1.4 Architect / Contract Administrator

- Name: Dr Richard Earl.
- Address: TGMS, 4 Doolittle Mill, Froghall Road, Ampthill, Bedfordshire, MK45 2ND.
- Telephone: 01525 307060 / 07736 476300
- Email: richard.earl@tgms.co.uk

1.1.5 CDM Administrator

- Name: N/A
- Address:
- Contact:
- Telephone:
- Email:

1.2 FORM OF CONTRACT

The form of contract will be the Joint Contracts Tribunal Ltd Minor Works Building Contract 2016 Edition incorporating all current published amendments.

The Clauses are scheduled within this document, but the Contractor must inspect the draft form for the full details of these Clauses and is to allow such sum/s as may deem necessary for carrying out the obligations and services required by the Contract.

All information contained within this document is subject to the conditions of the above stated contract.

1.3 THE RECITALS

1.3.1 First Recital

The work comprises cemetery construction works.

1.3.2 Second Recital

All construction information is found in the specification section (**REF: TGMS1348.3**) and on the drawings scheduled in Table 1 below.

1.3.3 Third Recital

The Contractor is to supply the Employer with a copy of the priced Work Schedules.

1.3.4 Forth Recital

Is the Employer a 'contractor' for the purposes of CIS? **No.**

1.3.5 Sixth Recital

The Contract is not supplemented by a Framework Agreement.

1.4 THE ARTICLES

Article 2: Contract Sum: **TBC**

Article 3: ~~Architect~~/Contract Administrator: **TGMS.**

Article 4 The Principal Designer for the purposes of the CDM Regulations is the ~~Architect~~/Contract Administrator

Article 5 The Principal Contractor for the purposes of the CDM Regulations is the Contractor.

Article 7: Is dispute resolution to be by arbitration? **Yes**

1.5 CONTRACT PARTICULARS

Fourth Recital & Schedule 2

Base Date: **10 days before tender return date**

Fifth Recital

CDM Regulations **The project is not notifiable.**

Section 2.2

Works commencement date **TBC.**

Date for completion: **TBC.**

Section 2.8

Liquidated damages: **£50 per day or part thereof.**

Section 2.10

Rectification period: **12 months from the date of practical completion.**

Section 4.3 Date of first interim payments

30 days from start date.

Section 4.3 Interim payments

95% of total work value up to practical completion.

Percentage of the total amount to be paid to the contractor on or after practical completion: **97.5%.**

Section 4.8.1 Final certificate and final payment

Supply of documentation for computation of amount to be finally certified: **3 months.**

Section 4.3 and 4.8 Fluctuations provision

Schedule 2 (Fluctuations Option): **Does not apply.**

Section 5.3

Contractor's Public Liability insurance: injury to persons or property – the required level of cover is not less than **£1 million.**

Section 5.4A, 5.4B and 5.4C Insurance of the Works.

Insurance of the works: **Option A Applies.**

Percentage to cover professional fees: **15%**

Section 7.2 Settlement of Disputes – Adjudication

The Adjudicator is: **Chartered Institute of Arbitrators**

Nominating body: **Chartered Institute of Arbitrators**

Appointor of Arbitrator (and of any replacement): **President or a Vice-President of the Chartered Institute of Arbitrators.**

Attestation

Method of execution: **By Deed.**

1.6 FORM OF TENDER

PROJECT TITLE: Cemetery extension construction works at St. Mary's Burial Ground.

We (Tenderer's name to be entered) hereby tender and undertake to perform the whole of the works/services required in and associated with the Project for **Chickerell Town Council** according to the Specification, Work Schedules, Preliminaries and Drawings examined by us for the firm price sum of:

.....(pounds)

.....(pence)

(£ : p) excluding VAT.

Further we are prepared, when called upon to do so, to enter into and sign a contract, the full terms of which we have read, for the due and proper completion of the works/services.

We understand that we are tendering at our own expense and that the Client is not bound to accept the lowest or any tender and that the client reserves the right to award the contract phase by phase.

We declare that we are not party to any scheme or agreement under which:

- we inform any other person the amount of our tender; and/or
- we have fixed the amount of any tender in accordance with a price fixing arrangement.

We accept that the Client is entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if it is discovered that there has been any corrupt or fraudulent act or omission by us which in any way induced the Client to enter into the contract.

We declare that all goods materials and workmanship will meet the appropriate British Standard Specification or British Standard Code of Practice issued by the British Standards Institution or equivalent European standard current at the date of the contract.

We undertake in respect of all persons employed by us or with whom we sub-contract to comply with the Disability Discrimination Act 1995 and the Commission for Racial Equality's Code of Practice issued under the Race Relations Act 1976 aimed at eliminating discrimination and promoting equality of opportunity.

We undertake not to transfer, assign, or sub-let any portion of the contract nor create any lien or charge on premises, goods or equipment connected with or forming part of the contract, without the written consent of the Client or its duly authorised officer.

We agree that if, before acceptance of this tender, an error in computation of the tender is detected in the priced document submitted by us we will be given details of the error and the opportunity of confirming the total tender sum or withdrawing the tender.

We agree that the insertion by us of any qualifications to this tender or any unauthorised alterations to any of the tender documents will not affect the original text but will cause the tender to be liable to rejection.

We agree that this tender will remain open for acceptance by the Client and will not be withdrawn by us for a period of 90 days from the last date fixed for the receipt of tenders or any notified extension thereof.

We certify that this is a bona fide tender.

Tenderer's Name

.....

Address

.....

.....

.....

Telephone

.....

Facsimile

.....

Signature*

.....

Name

.....

Date

.....

Witness

.....

Name

.....

Date

.....

* Where the Tenderer is an incorporated association the Company Secretary or a duly authorised Director should sign. In the case of a partnership a Partner should sign. In the case of an individual the Proprietor should sign.

2. PART II: DESIGN SPECIFICATION

2.1 INTRODUCTION AND SITE INFORMATION

St. Mary's Burial Ground is now nearing capacity and there is now a requirement to extend the site northwards. The land designated for development currently comprises a 1,348 m² plot of grassland immediately to the north of the existing burial ground (Figure 1).



Figure 1. St. Mary's Burial Ground and the proposed extension plot (dashed red line).

2.1.1 Site location and access

The site comprises an approximately triangular plot of mown grassland which can be accessed either through the existing burial ground (pedestrian access only), or via a track off Barr Lane to the east (subject to permission from the land owner). The plot is bounded by a new housing development to the north and west, fallow land to the east, and the existing burial ground to the south. The nearest postcode is DT3 4DX.

2.1.2 Arrangements to visit the site

To arrange a site visit, please contact:

- Contact: Tara Williams, Facilities Manager.
- Telephone: 01305 767458 – Ext. 304
- Email: tara.williams@chickerell-tc.gov.uk

2.2 GENERAL SCOPE

The work proposed in this specification shall be as follows:

- Site clearance and enabling works.
- Construction of pedestrian paths and memorial tree circle (porous macadam).
- Targeted topsoil strip in the grave plot area.
- Placement of subsoil arisings from the construction of the path and memorial tree circle.
- Placement and spreading of topsoil arisings from construction of the paths and memorial circle.
- Cultivation and levelling of the site to create an even surface.
- Grass establishment (fertilising, seeding and mowing).
- Hedge establishment along the western and northern perimeter.
- Reinstatement of traffic routes and storage areas after completion of works.
- Initial agronomic maintenance.

Please refer to the Schedule of Drawings (Table 1) for earthworks, pipe sizes and layout. Please consult the Drawing Register to ensure that the latest revision versions of the drawings are used.

Table 1. Schedule of Drawings

Drawing No.	Title
TGMS1348.3-1	St Marys Burial Ground Extension – Site Layout

General Notes

- All drainage and earthworks to be carried out using equipment fully equipped with laser grade control.
- All ancillary equipment to be fitted with low ground pressure tyres.
- Diesel or any other deleterious matter shall be prevented from contaminating the site etc. Any such matter allowed to pollute the site shall be removed together with all affected soil and/or plant material and carted to tip at the Contractor's own expense. Any material necessary to make good the soil formation or plant material will be provided by the Contractor and will be of the type and quality of the original material prior to damage, and must be approved by the Contract Administrator.
- It is the Contractor's responsibility to conduct searches to determine the presence of any services and utilities running through, over and/or around the working area. Contractors should conduct site investigations to determine the location of any service or utilities as per good health and safety practice prior to commencement of any work on site.
- Prior to start on site, the Contractor shall prepare a photographic Schedule of Condition and agree same with the Contract Administrator.
- The works listed below are not necessarily to be conducted in chronological order. It is the responsibility of the contractor to implement all items specified to the desired standards irrespective of the order that they are presented in this document.

2.3 DETAILED SPECIFICATION

ITEM OPERATION

Transport and preliminaries

- P1 The Contractor shall allow for all necessary fencing and signage in order to secure the working and site compound areas and haulage routes in order to protect members of the public from the works. It is anticipated that Heras fencing shall be used to demarcate the working areas and site compound. Footpath crossing points shall be marked appropriately. The location for deep excavations (e.g., inspection chamber construction) shall be protected with Heras (or similar) fencing.
- P2 The Contractor shall allow for compliance with all relevant Health and Safety regulations including the Construction Design and Management regulations (CDM) 2015.
- P3 The Contractor shall allow for the provision of all welfare facilities for staff.
- P4 The Contractor shall allow for the mobilisation and demobilisation of all necessary plant to complete the project.
- P5 The contractor shall allow for compliance with all Conditions of Contract.

1 Setting out

- 1.1 The development area shall be set out according to the details provided on **Drawing TGMS1348.3-1**.

2 Site clearance and enabling works

- 2.1 Spray off the existing vegetation in the grave plot working area with an approved, systemic, non-residual total herbicide in accordance with the manufacturer's instructions and an appropriate COSHH assessment by qualified personnel. A period of 14 days shall elapse between spraying and undertaking cultivations to allow sufficient time for the vegetation to senesce. A second application of total herbicide may be required just prior to cultivation to ensure complete vegetation control. Extreme care should be taken to avoid spraying trees/hedges on site.
- 2.2 Any remaining vegetation and stubble on the site shall be flail-mowed and the clippings removed to disposal off-site.
- 2.3 A 2 m section of partially removed hedge at the head of the path from the existing cemetery shall be removed, including grubbing out of roots (arising to be disposed of off-site). Hedge removal must not be carried out between the 1st of March and the 1st of September in order to comply with DEFRA regulations.
- 2.4 A concrete slab beneath a bench located near the new pedestrian entrance shall be broken up with the arisings disposed of off-site.

3 Porous macadam path and memorial tree circle

- 3.1 A porous macadam path and memorial tree circle shall be constructed as indicated on **Drawing TGMS1348.3-1**.
- 3.2 Path construction shall be carried out when soil is below its plastic limit water content. Excavate down to the formation level (390 mm below the finished surface).
- 3.3 The formation shall be free from tree roots, mud or slurry and will have no areas of freestanding water. Any loose, fragmented or soft materials shall be excavated and re-packed with crushed rock, free from detritus material, in accordance with the Department of Transport Specification for Highway Works (Class 6F2).

- 3.4 The formation shall be compacted using smooth drum rollers to ensure full compaction to ensure no future settlement or subsidence; to achieve a CBR of >5%.
- 3.5 The formation surface shall be treated with a residual herbicide to minimise the risk of future weed growth. This to be applied by competent personnel in strict accordance with the Manufacturer's instructions and relevant legislation/regulations.
- 3.6 Carry out California Bearing Ratio (CBR) plate testing to six (6 no.) different areas of the prepared formation and provide published results upon completion for approval by TGMS prior to installation of the stone sub-base.
- 3.7 Kerbs on each side of the path and the memorial tree circle shall be precast concrete pin kerbs (e.g. 50 mm x 150 mm x 900 mm) to BS 7263:2001, well haunched in concrete on mass concrete foundations. Movement joints shall be installed at appropriate spacings. Kerbs shall be laid to a true line and level with the proposed finished tarmac surface. Given the radius of the circle, allow for cutting the pin kerbs in two. For layout and cross section see **Drawing TGMS1348.3-1**.
- 3.8 Supply and lay a permeable geotextile membrane over the formation surface. The geotextile membrane shall be a non-woven type and have a minimum tensile strength of 20 kN m⁻¹ when tested in accordance with BS EN ISO 10319 and a static puncture strength of at least 2.0 kN when tested in accordance with BS EN ISO 12236. Joints shall overlap by at least 300 mm.
- 3.9 Supply and place 300 mm compacted depth of Aggregate Industries 'Suds Aggregate' 20/4 product. All aggregates shall be porous and frost resistant; test certificates to be provided by the aggregate supplier.
- 3.10 The sub-base shall be compacted using smooth drum rollers to ensure full compaction and consolidation to reduce the risk of future settlement or subsidence. The installed sub-base shall have a compacted density of 95% of the maximum dry density when tested in accordance with BS5835 (there shall be no detectable movement under the roller used to compact the surface) and have a target stiffness of 60 MPa (min 40 MPa) when tested with a lightweight deflectometer.
- 3.11 The sub-base shall have a permeability of >500 mm/hour when compact (as per BS EN 12626).
- 3.12 The surface level tolerance shall be <10 mm when checked using a 3 m straight edge.
- 3.13 Conduct surface stiffness testing with a lightweight deflectometer (300 mm plate, contact stress of 100 kPa (7.1 kN impact force)) at six different areas across the sub-base. Results from the testing shall be provided to TGMS for approval prior to macadam surfacing.
- 3.14 Supply and lay 60 mm consolidated thickness layer of 20 mm sized granite / hard limestone aggregate open textured porous macadam base course (aggregate Industries Drainasphalt 20, Lafarge Tarmac UltiDrive Porous Binder Course, or approved similar), conforming to BS EN 13108-7.
- 3.15 Supply and lay 30 mm consolidated thickness layer of 6 mm sized granite aggregate open textured macadam wearing course (Aggregate Industries Drainasphalt 6, Lafarge Tarmac UltiDrive Porous 6 mm, or approved alternative), conforming to BS EN 13108-7.
- 3.16 When checked using a 3 m straight edge, there should be no deviation >8 mm. No joint shall vary in level by more than 2 mm.

- 3.17 Work shall not progress to the next stage until the macadam levels have been inspected by TGMS (or other competent independent authority appointed by the Client).

4 Topsoil cultivation (grave plot areas)

- 4.1 Once vegetation has senesced, the development area shall be cultivated with a rotary cultivator to a depth of 150 mm.
- 4.2 Following rotary cultivation, the area shall be cultivated with a power harrow prior to re-grading.

5 Disposal of arisings (path and circle)

- 5.1 All arisings from excavations shall be disposed of by temporarily scraping off topsoil from proposed grave plot areas, placing and grading the surplus soil before returning the topsoil.

6 Re-grading

- 6.1 Once the topsoil is friable it should be carefully graded to provide a surface that is level to a tolerance of <30 mm under a 2 m straight edge.
- 6.2 The graded surface must form a smooth transition with the surrounding land. There shall be no slopes greater than 1:3.

7 Final grading, seedbed preparations, fertilisation & seeding

- 7.1 Following re-grading, the development area shall undergo final surface grading to produce a finished surface to the tolerances stated in **Item 7.1**.
- 7.2 The development area shall then be fertilised with a pre-germination fertiliser of 10:15:10 formulation at a rate of 70 g m⁻² at least 5 days prior to seeding.
- 7.3 Any stones/debris greater than 20 mm in any dimension shall be removed from the top 50 mm of the topsoil by stone picking/stone burying.
- 7.4 The surface shall be lightly cultivated in order to incorporate the fertiliser and to produce a seedbed suitable for the cultivation of grass.
- 7.5 For the burial / cremated remains / grass path areas, the following seed mix (or similar) shall be drilled using multiple passes, to achieve an overall seedrate of @ 35 g m⁻²:
- 40% Perennial ryegrass
 - 40% Creeping red fescue
 - 20% Browntop Bent
- These particular grasses have been selected because they exhibit slow growth under a low maintenance regime.
- 7.6 The seed shall have a certified germination of not less than 80% and a certified purity of not less than 90%. Total weed seed content shall not be more than 0.5% and the total content of other crop seeds shall not exceed 1%.
- 7.7 For the wild flower area, a suitable flowering lawn grass mixture seed mix shall be drilled @ 5 g/m² in at least two directions. The seed mix shall constitute slow growing grasses with a selection of wild flowers that responds well to close mowing. A suitable example would be Emorsgate Seeds EL1 – Flowering lawn mixture (it is important to note that seed quantities are low to encourage the germination of flowering species over grasses which may be invasive and prevent wild flower establishment). Subsequent over-seeding may be required.

- 7.8 Following seeding, the areas shall be lightly rolled with a set of Cambridge rolls in order to firm the seedbed and ensure good soil/seed contact.
- 7.9 For the burial / cremated remains / grass path areas, the contractor shall undertake the first three grass cuts following establishment.
- 7.10 For the wild flower area, the contractor shall undertake the first two grass cuts following establishment. These areas shall only be cut twice a year in May/June and September / October to encourage the establishment of a wild flower meadow.

8 Hedgerows

- 8.1 A new hedge is to be established along the western and northern perimeter of the burial ground.
- 8.2 Excavate a 300 mm x 450 mm trench for the new hedge, deposit spoil alongside, supply and plant 2 rows of Common Hawthorn hedging plants (600 to 900 mm whips with clear plastic perforated spiral guards) at 300 mm centres in staggered rows, backfilled with excavated material incorporating organic manure at a rate of 1 m³ per 5 m³. Carry out initial cut.

9 Reinstatement of damage

- 9.1 All damage caused by plant and vehicle movement is to be reinstated. Cultivate any damaged areas to below the depth of damage using a rotary cultivator or similar equipment. Care must be taken with the timing of this operation to avoid smearing on the base of the cultivation. Any weeds or rubbish over 20 mm gauge must be removed and disposed of on site as directed by the Contract Administrator. Grade the topsoil to provide a surface that is level to a tolerance of ± 20 mm under a 2 m straight edge.
- 9.2 Any stones greater than 20 mm in any dimension should be removed from the top 50 mm of the topsoil by stone burying.
- 9.3 Fertilise with an appropriate pre-germination fertiliser of 10:15:10 formulation at a rate of 70 g m⁻² at least 5 days prior to seeding. This should be lightly worked into the seedbed.
- 9.4 Undertake final cultivations to produce a seedbed suitable for the establishment of grass.
- 9.5 The area shall be drilled with the following seed mix (or similar), possibly with multiple passes, to achieve an overall seedrate of @ 35 g m⁻²:
- 40% Perennial ryegrass
 - 40% Creeping red fescue
 - 20% Browntop Bent
- These particular grasses have been selected because they exhibit slow growth under a low maintenance regime.
- 9.6 The seed shall have a certified germination of not less than 80% and a certified purity of not less than 90%. Total weed seed content shall not be more than 0.5% and the total content of other crop seeds shall not exceed 1%.
- 9.7 The seeded area shall be lightly rolled using a set of Cambridge rolls to settle and firm the surface.

10 As-built survey, O&M Manual and H&S File

- 10.1 An as-built/laid survey of the construction shall be carried out and provided to the Client in both pdf and dwg formats. The survey should indicate the location and type of all materials

used including the water supply infrastructure along with the relevant diameters and depths of the installation.

- 10.2 Information on materials and methods used, and the operation and maintenance of all systems shall be provided to the Contract Administrator for inclusion in the O&M manual and H&S files as per the requirements of CDM 2015.

2.4 WORK SCHEDULES

Please refer to the accompanying MS Excel spreadsheet:

TGMS1348.3.1 St Marys Burial Ground Extension Work Schedules 30 11 24.xlsx

Please note: Quantities have been provided in the Work Schedules referred to above however these are indicative only and must be verified by the Contractor. TGMS accepts no liability for these quantities, which must not be relied upon.

2.5 DESIGNERS ASSESSMENT OF RESIDUAL RISK

2.5.1 The Project

- Name: St. Mary's Burial Ground Extension.
- Nature: Burial ground construction works.
- Location: St. Mary's Burial Ground, North Square, Chickerell, DT3 4DX.

2.5.2 Nature of work:

- Site clearance and enabling works.
- Construction of pedestrian paths and memorial tree circle (porous macadam).
- Targeted topsoil strip in the grave plot area.
- Placement of subsoil arisings from the construction of the path and memorial tree circle.
- Placement and spreading of topsoil arisings from construction of the paths and memorial circle.
- Cultivation and levelling of the site to create an even surface.
- Grass establishment (fertilising, seeding and mowing).
- Hedge establishment along the western and northern perimeter.
- Reinstatement of traffic routes and storage areas after completion of works.
- Initial agronomic maintenance.

2.5.3 Timescale for works:

12 weeks.

2.5.4 Existing drawings:

Table 2. Schedule of Drawings

Drawing No.	Title
TGMS1348.3-1	St Marys Burial Ground Extension – Site Layout

2.5.5 Existing environment:

1. The site comprises an approximately triangular plot of mown grassland which can be accessed either through the existing burial ground (pedestrian access only), or via a track off Barr Lane to the east (subject to permission from the land owner).
2. The plot is bounded by a new housing development to the north and west, fallow land to the east, and the existing burial ground to the south. The nearest postcode is DT3 4DX.

2.5.6 Residual risk to construction workers:

1. Tetanus.
2. Injury from vehicle movements in and around site.
3. Potential fall hazard from exposed excavations prior to backfilling.
4. Fertiliser application.
5. Herbicide application.
6. Materials handling.

2.5.7 Residual maintenance risks:

1. Tetanus.
2. Injury from vehicle movements in and around site.
3. Fertiliser application.
4. Pesticide application.
5. Materials handling.

2.5.8 Residual operator risks

1. Deep excavations (open graves).

2.5.9 Construction materials that are hazardous to health:

1. Herbicide.
2. Fertiliser.
3. Soil.
4. Cement.
5. Macadam.

2.5.10 Site wide elements:

The working areas and haul routes shall be fenced with Heras fencing, or similar, to delineate these areas. This fencing shall be maintained until handover to the Client.

2.5.11 Method statements & risk assessments to be provided by contractor:

1. Earthworks.
2. Herbicide applications.
3. Fertiliser applications.
4. Macadam surfacing.

2.6 METHOD STATEMENTS

ITEM	Brief method statement (Continue on additional sheets if required)	Type/ name of equipment you intend to use	Is equipment owned by the contractor?	Is equipment rented?	Will work be sub-contracted?	How many staff will be on site?
Earthworks						
Herbicide application						
Fertiliser application						
Macadam surfacing						

2.7 SUBCONTRACTORS

Please specify the names and contact details for any subcontractors that you intend to use during the project (please continue on a separate sheet if necessary):

Name:	Contact Details:	Role:

2.8 REFERENCES

Please provide references from three recent (last 2 years) schemes where you have carried out work of a similar nature and value. Please give name, postal address, email address and telephone number for the referees.

Name:	Contact Details:	Nature of work / project value (£):

2.9 CONFIDENTIALITY

This presentation is confidential and is only for the use of officers of Chickerell Town Council. Without the specific consent in writing of TGMS, no copies of this presentation are to be made and information contained herein should not be communicated to any third party. At the request of TGMS all copies of this document, in whatever form, are to be returned.

2.10 CONTACT DETAILS

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