

# **TENDER DOCUMENT**

in respect of

## **STABLES LANE PHASE 2 JUNIOR PLAY EQUIPMENT**

prepared for and on behalf of

**BOSTON SPA PARISH COUNCIL**

project number: **B02 05**

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**DOCUMENT STATUS**

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Revision	Date	Status or comment	Prepared by	Checked by
01	25/06/2021	Draft	T Ware	K Alderson
02	29/06/2021	Issues	T Ware	

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# 1 INSTRUCTIONS TO CONTRACTORS

Keystone Building Consultancy Limited have been appointed to competitively tender and Administer the Contract for phase 2 of the Stables Lane Development Project. Please find below instructions and requirements that are to be contained within your Tender Submission.

## 1.1 Introduction

Client: Boston Spa Parish Council  
Site: Stables Lane Playing Field  
Stables Lane  
Boston Spa

Boston Spa Parish Council are looking to procure a Contractor to supply and install the play equipment as detailed within this document at the above site.

## 1.2 Contact

In order to ensure consistent, considered and consolidated responses to any queries that arise during the tender process, all queries are to be raised through:

Toby Ware  
Keystone Building Consultancy  
Tel: 01937 364004  
Email: [toby.ware@keystonebuildingconsultancy.co.uk](mailto:toby.ware@keystonebuildingconsultancy.co.uk)

All queries, questions and the responses will be distributed to all Tenderers at appropriate intervals in the tender period accordingly. No other form of communication will be tolerated.

## 1.3 Submitting Tender

Please submit an electronic copy by email to:

[clerk@bostonpapc.org.uk](mailto:clerk@bostonpapc.org.uk)

Please also submit one hard copy of the full tender return to:

FAO The Clerk to the Parish Council  
The Parish Office  
Village Hall  
199 High Street  
Boston Spa  
Wetherby  
LS23 6AA

Tenders shall not bear marks to indicate the sender. Tenders to include (electronic and hard) 'Tender Documents not to be opened before 12 noon on Friday 23 July 2021.

All Tenders (electronic and hard) must be received by no later than 12 noon Friday 23 July 2021.

Tenders received after the time and date specified will not be considered. Your electronic submissions must match the hard copies submitted, if there are discrepancies between the documents Boston Spa Parish Council will select which one it will consider.

## **1.4 Information Required**

Please find below instructions and requirements that are to be contained within your Tender submission:

- Form of Tender, fully completed, dated and signed by an authorised person within the contractor's organisation.
- Non Collusive Tendering Declaration, fully completed, dated and signed by an authorised person within the contractor's organisation.
- Fully completed priced breakdown of Schedule of Works.
- All the information requested in Section 2 Award Criteria.
- Confirm the proposed team which will undertake the works and a commitment that the proposed project team will not be altered during the construction phase.
- Provide a programme indicating start and completion dates in line with the project timescales.
- Provide written confirmation that all insurances (£10 million employers liability, £5 million public) / insurance policies required / requested within the Preliminaries document of this tender remain in place and are current.
- Proposed list of equipment to be used along with safety floor covering along with a plan/drawing indicating locations.

## **1.5 Instructions to Tenderers**

TENDERS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING INSTRUCTIONS. TENDERS NOT COMPLYING WITH THESE INSTRUCTIONS IN ANY PARTICULAR MAY BE REJECTED BY THE EMPLOYER WHOSE DECISION IN THE MATTER SHALL BE FINAL.

1. These instructions form part of the Contract Documents.
2. No UNAUTHORISED alteration or addition or qualification should be made to the Form of Tender, to the Schedules of Quantity or to any other component of the quotation document.
3. Any rates that the Contractor wishes to include elsewhere should be clearly marked NIL in the Tender.
4. Should any error be discovered in the Tenderer's rates or extensions before a contract is entered into, it will be dealt with in accordance with Alternative 2 of the RJCT Practice note 6 (series 2) 'Main Contract Tendering'.

(Alternative 2 - The Tenderer shall be given the opportunity of confirming his offer or of amending it to correct genuine errors).

5. Should a Contractor tendering for this work wish to make a detailed inspection of the site, he should only do so with the permission of the Contract Administrator. It must be completely understood that persons entering and traversing the site for the purpose of tendering do so entirely at their own risk.
6. Tenderers shall treat the details of this Contract Document as private and confidential. Tenderers should not disclose the facts that they have been invited to tender or release details of the Tender Document other than on an IN CONFIDENCE basis to those who have legitimate need to know or whom they need to consult for the purpose of preparing the Tender.
7. Unit rates and prices must be quoted in pounds and decimal fractions of a pound. Such fractions need not be restricted to a specific number of decimal places but the product of multiplying the rate by the quantity should be expressed in pounds and whole new pence, ie. in two decimal places.
8. The Tender amount shall be exclusive of Value Added Tax.

## **1.6 Public and Statutory Undertakers Apparatus**

The statutory Undertakers within and adjacent to the works are:

Energis Communications, Street Works Office, Littlebrook Business park, Littlebrook, Manet Way, Dartford, DA1 5PS

British Telecom Notice Handling Centre, Blackfriars House, 9 Rougier Street York YO1 1BA

Yorkshire Electricity Distribution, 98 Aketon Road, Castleford, WF10 5DS

Yorkshire Water, Mapping Services, PO Box 682, Bradford, BD3 7YT

British Gas Transco, 1<sup>st</sup> Floor, 1 Emperor Way, Doxford International Business Park, Sunderland, SR3 3XR

National Grid Transco, 1100 Century Way, Thorpe Park, Leeds, LS15 8TU

NTL Plant Enquiries Department, Timson Road, off Southmoor Road, Baguley, Manchester M23 9WX

Please refer to the Pre-Construction Information Pack for further details. The Employee can accept no responsibility for accuracy of the positions of existing mains, ducts, manholes etc., belonging to the public and statutory undertakers shown on any drawings.

The Contractor shall take any and all measures required by any Public or Statutory Authority for the protection of its mains, pipes, cables and other apparatus during the progress of the works, and shall construct and provide to the satisfaction of the Authority concerned, all works necessary for the prevention of damage or interruption of services.

## **1.7 Tender Acceptance**

Contractors should be aware that Boston Spa Parish Council does not bind itself to accept the lowest or any form of a Tender; all tenderers shall bear the cost of preparation of their tender submissions and Boston Spa Parish Council shall not be liable for any costs of bidding.

Every effort will be made to reach a decision on award of the contract within 12 weeks of the closing date for submission of Tenders. Tenders should therefore remain open for acceptance for a minimum of 12 weeks.

Subject to final tender submissions and available funding, some work may be postponed / excluded.

## 1.8 Programme

Tender Issue	w/c 28 June 2021
Contractor Site Visits	At contractors convenience
Last date for tender queries	Monday 19 July 2021
Tender Return	12 noon Friday 23 July 2021
Scoring / Deliberation / Viewing	w/c 26 July 2021
Notify / Award preferred contractor	w/c 2 August 2021
Contractor site set-up (no later)	October 2021
Start on Site (no later)	October 2021
Practical Completion on Site (no later than)	31 December 2021

## 2 AWARD CRITERIA

The decision to award the contract will be made on the basis of 50% Quality assessment and 50% Economic assessment, which will be evaluated using the following criteria:

A sub-committee of the Parish Council will make the judgement and decision about the successful Bid. The sub-committee comprises:

- Chair – Keith Blake
- Clerk – Deborah Marshall
- Councillor – Kevin Alderson

CRITERIA	WEIGHTING
<b>1. SPECIFIC REQUIREMENTS</b>	<b>PASS / FAIL</b>
FITS WITHIN BUDGET OF £80,000 (exc VAT) 1. Any Bid over this budget will be excluded from consideration	<b>Yes or no, 100% compliance required</b>
FITS WITHIN THE DESIGNATED AREA ALLOCATED ON THE PARK PLAN 1. Any Bid that suggests an equipment design that does not fit safely into the allocated space for Junior play equipment in the Park will be excluded from consideration 2. A scale plan of the Park is provided with the Bid documentation 3. Photographs of the designated area are provided with the Bid documentation 4. Visits to the Park are welcome should Bidders consider this necessary in order to do measurements	<b>Yes or no, 100% compliance required</b>
WHEELCHAIR ACCESSIBILITY Any Bid that does not include at least one element of wheelchair accessible equipment will be excluded from consideration	<b>Yes or no, 100% compliance required</b>
INCLUDE AT LEAST ONE SET OF SIMPLE JUNIOR SWINGS 1. Based on local public feedback it is required that the winning design includes at least one set of simple Junior swings that will encourage Juniors away from using the existing Toddler swings 2. Any Bid that does not include this element will be excluded from consideration	<b>Yes or no, 100% compliance required</b>



CRITERIA	WEIGHTING
<b>2. QUALITY</b>	<b>50%</b>
<p>REFERENCES</p> <p>Please provide case studies of two contracts of this nature, for reference and viewing purposes. This is in order to illustrate the Tenderer's experience in contracts of a similar scale and nature to the project set out in this tender.</p> <p>The details for each case study should include the following information as a minimum:</p> <ul style="list-style-type: none"> <li>a <u>contact person</u> for reference purposes, with full contact details so that they can be approached for comments</li> <li>the dates on/during which the works were carried out;</li> <li>the approximate value of the project;</li> <li>location of works so they can be viewed;</li> </ul>	<p><b>30 marks</b></p> <p><b>(Allocated on the overall quality of the various reference cases provided)</b></p>
<p>HEALTH &amp; SAFETY</p> <p><b><i>Qualification and Experience</i></b></p> <ol style="list-style-type: none"> <li>Provide details of any third party health and safety accreditation scheme the company belongs to e.g.. CHAS, SafeContractor</li> </ol> <p><b><i>Accident Reporting and Enforcement action, Follow up investigation</i></b></p> <ol style="list-style-type: none"> <li>Provide details of your last two accidents and the action taken to prevent recurrence.</li> </ol>	<p><b>8 marks</b></p> <p><b>(4 marks per bullet point)</b></p>
<p>SITE ACCESS</p> <p><b><i>Segregation</i></b></p> <ol style="list-style-type: none"> <li>Please confirm how you will segregate the work from the public and users of the nearby facilities</li> <li>Please confirm how you will arrange for deliveries and removal of goods</li> </ol> <p><b><i>Site Plan</i></b></p> <ol style="list-style-type: none"> <li>Please provide details of your proposed site compound plan</li> </ol>	<p><b>12 marks</b></p> <p><b>(4 marks per bullet point)</b></p>

CRITERIA	WEIGHTING
<b>3. SUB-COMMITTEE INDIVIDUAL JUDGEMENT</b>	<b>50%</b>
<p><b>FIT WITH EXISTING PARK SETTING AND PARK EQUIPMENT</b></p> <p>It is very important to the Parish Council that any selected Junior play equipment design fits visually with the existing Toddler play equipment and the overall “look” of the Park</p> <ol style="list-style-type: none"> <li>The design should be physically, visually and aesthetically in keeping with the existing “look and feel” of the Park</li> </ol>	<b>30 marks</b>
<p><b>WOW FACTOR</b></p> <p>It is very important to the Parish Council that any selected Junior play equipment design is eye catching and engaging.</p> <ol style="list-style-type: none"> <li>Include at least one eye catching feature that makes the equipment stand out from its surroundings and attracts attention</li> <li>The more engaging and attractive the design is, then the better the score that can be expected is</li> </ol>	<p><b>20 marks</b></p> <p><b>(10 marks per bullet point)</b></p>
<p><b>EASE OF MAINTENANCE</b></p> <ol style="list-style-type: none"> <li>Bidders should make clear what regular and/or essential maintenance is required for their design including any costs incurred for this maintenance requirement</li> <li>Bidders should include a figure, in years, for the expected life for their design and the equipment included in it</li> </ol>	<p><b>10 marks</b></p> <p><b>(5 marks per bullet point)</b></p>
<p><b>VALUE FOR MONEY</b></p> <ol style="list-style-type: none"> <li>Each sub-committee member will make a judgement of the value for money of each Bid based on the quality and amount of equipment provided within the designated budget</li> </ol>	<b>20 marks</b>
<p><b>ADDED VALUE ITEMS</b></p> <ol style="list-style-type: none"> <li>Comparison score based on the value of any additional items or services provided at no charge by the bidder,</li> </ol>	<p><b>20 marks</b></p> <p><b>(highest value scoring 100%, and comparators aligned on a % basis from the highest, zero added value being scored as zero %)</b></p>

### 3 PRELIMINARIES & GENERAL CONDITIONS

Contract between Contractor and Employer to be either JCLI Landscape Works Contract with Contractors Design.

Contractor to include a price within the tender for the following Preliminaries and General Conditions.

#### 3.1 Project Particulars

COMPANY NAME	ADDRESS	PHONE NUMBER	CONTACT
<b>Employer (Client)</b>			
Boston Spa Parish Council	The Parish Office Village Hall 199 High Street Boston Spa Wetherby LS23 6AA	07740578000	Kevin Alderson
<b>Email address:</b> kevin.alderson@bostonpapc.org.uk			
<b>Contract Administrator</b>			
Keystone Building Consultancy	5 St Andrew Walk Newton Kyme Tadcaster LS24 9FA	01937 364004	Toby Ware
<b>Email address:</b> toby.ware@keystonebuildingconsultancy.co.uk			
<b>Principal Designer</b>			
Keystone Building Consultancy	5 St Andrew Walk Newton Kyme Tadcaster LS24 9FA	01937 364004	Toby Ware
<b>Email address:</b> toby.ware@keystonebuildingconsultancy.co.uk			
<b>Principal Contractor</b>			
TBC			
<b>Health &amp; Safety Executive</b>			
HSE (Leeds)	The Lateral 8 City Walk Leeds LS11 9AT	0113 2834382	

### **3.2 Description of site**

Existing playground.

### **3.3 Description of the works**

Installation of new play equipment.

### **3.4 Tender to be inclusive**

The Contractor's tender is to include for establishment charges and profit, for all obligations under the Working Rule Agreement for transport of work people including:

- National Insurance Contribution.
- Obligations under the Redundancy Payments Act 1965.
- Pensions.
- Sick pay or Insurance in respect thereof.
- Annual and Public Holidays.
- Travelling time, expenses, fares and transport.
- Guaranteed time.
- Non-productive time and other expense in connection with overtime.
- Incentive and bonus payment.
- C.I.T.B. levy.
- Any disbursements arising from employment of labour.

### **3.5 Contractors Site Visit**

The Contractor must visit the site and acquaint themselves with all particulars relating to and affecting the proposed work and must allow for providing proper means of getting plant, materials and all other requisites on to the site and for reinstating any damage done to the roadway or pavements.

The Contractor shall be responsible for agreeing with the Employee and the Contract Administrator the condition of the adjacent areas of hard standing and landscaping prior to his work commencing where this is applicable.

The Contractor must also provide all tools, tackle, stores, scaffolding including lighting thereto, and other requisites that may be necessary for the proper execution and completion of the work. The Contractor shall make all necessary arrangements with the Local Authorities and comply with their requirements. No claim will be allowed for extra costs or additional time attributable to his neglect in respect of any of the foregoing.

### **3.6 Security**

The Contractor shall take all reasonable steps to secure all plant, machinery and tools against misuse by unauthorised persons, particularly out of working hours including the provision of site security if appropriate.

### **3.7 Priced Estimate**

The Contractor is to return a detailed priced estimate including an analysis of preliminaries when submitting the tender.

### **3.8 VAT**

Tenders are to be submitted exclusive of VAT. The cost of work, in respect of which VAT will be chargeable, will be agreed where possible before instructions are issued to the Contractor to proceed with the works which are the subject of this Specification.

### **3.9 Acceptance of Tender**

The Employer does not commit themselves to accept the lowest of any tender or to be responsible for any expenses incurred in estimating.

### **3.10 Health & Safety Policy**

Construction (Design and Management) Regulations 2015: "The Contractor" shall be the Principal Contractor, as described in the Construction (Design and Management) Regulations 2015 (herein referred to as CDM).

The works are not notifiable under the CDM Regulations.

Risks to Health and Safety: in addition to complying with statutory requirements the contractor is to use the products, methods of work and protective measures which will minimise health and safety hazards.

Inform the supervising surveyor in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer or his representatives when visiting the site. Provide protective clothing and/or equipment for the employer and his representatives as appropriate.

### **3.11 Commencement and Completion**

The Contractor is to be prepared to commence work within fourteen days of receipt of the Employer's official order.

Commencement date: TBA

Full completion date: TBA

Contract period: TBA

### **3.12 Labour**

The Contractor is to provide all labour and materials for the complete finishing of the work in accordance with the true intent and meaning of the specification and shall be responsible for taking his own dimensions and setting out, adjustment and fitting of the various parts, and shall proceed with due diligence until completion of the contract.

### **3.13 Notices**

The Contractor will be solely responsible for serving all notices, paying all fees, (excluding Planning and/or Building Control fees), licences, rates or taxes and other contributions legally demandable, and for complying with all requirements arising by statute or from bylaws or regulations or Local or other Authorities (including the Factories Act 1961, the Health & Safety at Work etc Act, 1974 and all amendments thereto, the Working Rule Agreement, The National Insurance Acts and Payment of Public Holidays).

### **3.14 Injury to or Death**

The Contractor shall be liable for and shall indemnify the Employer against any expense, liability, loss, claim or proceedings whatsoever arising under statute or at common law in respect of personal injury to or death of any person whomsoever arising out of or in the course of or caused by the carrying out of the Works, unless due to any act or neglect of the Employer or of any person for whom the Employer is responsible. Without prejudice to his liability to indemnify the Employer the Contractor shall maintain and shall cause any sub-contractor to maintain such insurances as are necessary to cover the liability of the Contractor or, as the case may be, of such sub-contractor in respect of personal injury or death arising out of or in the course of or caused by the carrying out of the Works. Provided that nothing in this clause contained shall impose any liability on the sub-contractor in respect of negligence or breach of duty on the part of the Employer, the Contractor, his other sub-contractors or their respective servants or agent.

### **3.15 Damage to Property**

The Contractor shall, subject to clause 15, be liable for indemnifying the Employer against and insure against any expense, liability, loss, claim, or proceedings in respect of any damage whatsoever to any property real or personal to an amount of not less than £2,000,000 for any one occurrence insofar as such damage arises out of the carrying out the works and is due to any negligence, omission or default of the Contractor or any person for whom the Contractor is responsible or of any sub-contractor or person for whom the sub-contractor is responsible.

### **3.16 Insurance of the Works and Materials**

The works and all unfixed materials and goods intended for, delivered to, placed on or adjacent to the works are intended therefore (including temporary buildings, plants, tools and equipment owned or hired by the Contractor or any sub-contractor) shall be at the sole risk of the Contractor and the Contractor shall maintain adequate All Risks insurance.

### **3.17 Insurance of the Existing Structures**

The existing structures (together with the contents thereof owned by him and for which he is responsible) shall be at the risk of the Client who will effect insurance for fire, lightning, explosion, aircraft, riot, civil, commotion and malicious damage and such other perils as the Client may consider necessary.

### **3.18 Evidence of Insurance**

The Contractor shall produce, and shall cause any sub-contractor to produce, such evidence as the Employer may reasonably require that the insurances referred to in clause 15, 16 and 17 (£10 million employers liability and £m public liability) hereof have been taken out and are in force at all material times.

### **3.19 Contractors Representative**

The Contractor is to keep a competent person at all times, in charge of the works. Any instructions given to him by the Surveyor shall be deemed to have been given to the Contractor. The person in charge shall be replaced if deemed unsatisfactory by the Employer's Surveyor.

### **3.20 Subletting of Work**

No work is to be sub-let without the Employer's written consent.

### **3.21 Facilities for Sub-contractors / Contractors**

The Contractor is to allow the various sub-contractors every facility for carrying out their work and allow to them, free use and erection of any scaffolding as may be required, and is to provide all attendance, cutting away and making good in all trades including sub-contractors.

The contractor is to allow for all health and welfare provisions and facilities to comply with current requirements, good practice and legislation to allow successful completion of the works.

### **3.22 Defects**

The Contractor shall make good to the Surveyor's satisfaction whenever called upon, any defects or shrinkage of any kind arising from inferior materials or workmanship which may appear in any work within a period of 12 months after the certified completion of works.

### **3.23 Lighting, Power and Water**

The Contractor shall provide requisite temporary lighting, power and water for the works, including for the use by sub-contractors, and pay any charges of the Supply Authorities in connection therewith.

### **3.24 Protection**

The Contractor shall protect any existing structure, works, chattels or contents of premises against any risk of loss or damage; should any existing structure, works, chattels or contents have become damaged, they must be reinstated to the Surveyor's satisfaction at the Contractor's sole expenses.

### **3.25 Inclement Weather**

The Contractor is to note that work carried out during weather or other conditions deemed by the Surveyor to be unsuitable and inconsistent with good workmanship will be deemed not to have been carried out to the reasonable satisfaction of the Surveyor and without prejudice to the responsibility of the Contractor to make good defective and/or damaged work, the Contractor is therefore to allow for taking all necessary measures to avoid the execution of the work under such conditions.

### **3.26 Variations**

All variations should be ordered in writing and no variations shall vitiate the order or contract. Whatever work is not of a similar character or executed under similar conditions as contained in the specification; and detailed estimate, the prices contained therein shall be the basis of the prices for any variations as far as may be reasonable, failing which a fair valuation shall be agreed.

The Contractor will be required to produce a written order signed by the Surveyor or his representative for each and every deviation or additional performed or made and will not be allowed to plead verbal orders as an excuse for any deviation or extra works

### **3.27 Dayworks**

Where work cannot properly be measured and valued the Contractor shall be allowed the prime cost of such work as described in the 'Definition of Prime Cost of Day work carried out under a Building Contract' last before issued by the Royal Institution of Chartered Surveyors and the National Federation of Building Trades Employers.

Rates for day work and percentage additions as described both during the Contract and during the maintenance period are to be stated in the tender and agreed between the Employer and the Contractor before commencement of works.

Day work sheets are to be submitted to the Surveyor for approval not later than the end of the week following that in which the work has been executed.

### **3.28 Liquidated Damaged**

Liquidated damages for non-completion within the agreed contract period are to be 1 day per week at £60.00 per hour or part thereof for professional services incurred for extended programme.

### **3.29 Retention**

Retention of 5% is to be deducted from any interim applications made during the course of the works. On practical completion 97.5% of the total amount to be paid to the contractor (so far as that amount is ascertainable at the date of practical completion) less any interim applications paid by Client will be certified on receipt of application. The final 2.5% will be certified 12 months from practical completion.



### **3.30 Payment**

If requested by the Contractor, payment will be made at not less than 4 weekly intervals on the valuation of the Surveyor during the progress of the work.

Contract Administrator to issue Certificate of Payment within 5 days.

Invoice payable within 14 days.

Failure to provide Waste Transfer Notes may affect the settlement of the final account and legal action may in some instances be taken against the contractor in this respect.

### **3.31 Rubbish**

The Contractor shall clear and cart away all rubbish including any litter and rubbish caused by Sub-contractors during and at completion of works and leave the premises and site clean and tidy, to the satisfaction of the Surveyor.

### **3.32 CIS**

The client is not a Contractor under CIS.

### **3.33 Site Meetings**

To be held every other week.

### **3.34 Correction of Errors**

Where errors are found in the priced tender documents the tenderer will be given these details and afforded the opportunity of confirming, withdrawing or amending their tender.

### **3.35 Contractors Design**

Contractor is to undertake a design element on the following to confirm what has been specified is suitable:

- .1 Playground equipment

### **3.36 Execution**

#### **710 PLAY EQUIPMENT INSTALLATION GENERALLY**

- Standard: To manufacturer's written instructions provided in accordance with BS EN 1176-1.

#### **720 CONCRETE FOUNDATIONS GENERALLY**

- Standard: To BS 8500-2.
- Concrete: Designated, not less than GEN 1 or Standard prescribed, not less than ST2.
- Admixtures: Do not use.
- Foundation holes: Neat vertical sides.
- Depth of foundations, bedding, haunching: Appropriate to provide adequate support and to receive overlying soft landscape or paving finishes.

**725 SETTING COMPONENTS IN CONCRETE**

- Holes: as per manufactures instructions.
- Components: Accurately positioned and securely supported.
- Concrete fill: Fully compacted as filling proceeds.
- Concrete foundations exposed to view: Finished to weathering profile to shed water and trowel smooth.
- Temporary component support: Maintain undisturbed for minimum 48 hours.

**730 SETTING COMPONENTS IN EARTH**

- Holes: As small as practicable.
- Components being fixed: Accurately positioned and securely supported.
- Buried depth (minimum): 300 mm.
- Earth refilling: Well rammed as filling proceeds.

**740 PRESERVATIVE TREATED TIMBER**

- Surfaces exposed by minor cutting and drilling: Treated by immersion or with two flood coats of a solution recommended for the purpose by main treatment solution manufacturer.

**750 DAMAGE TO GALVANIZED SURFACES**

- Minor damage in areas up to 40 mm<sup>2</sup> (including on fixings and fittings): Make good.
  - Materials: Low melting point zinc alloy repair rods or powders made for this purpose or at least two coats of zinc-rich paint to BS 4652.
  - Thickness: Sufficient to provide a zinc coating at least equal to the original layer.

**760 SITE PAINTING**

- Timing: Prepare surfaces and apply finishes as soon as possible after installing components.

**3.36 Completion****920 CLEANING**

- General: Leave the works in a clean, tidy condition.
- Surfaces: Clean immediately before handover.

**930 TESTING**

- Standard: To BS EN 1176-1.

**940 LABELS**

- Standard: To BS EN 1176-1.
- Labels: Provide permanent labelling on all types of play equipment.
- Location: Where visible when erected on site.

**950 DOCUMENTATION**

- Standard: To BS EN 1176-1.

- Contents:
  - Copies of test reports.
  - General product information.
  - Installation information.
  - Inspection and maintenance information.
- Number of copies: 2.
- Submission: 2 weeks prior to date when work is expected to be practically complete.

970 OPERATING TOOLS

- Tools: Supply tools required for operation, maintenance and cleaning purposes.

## **4 SCHEDULE OF WORKS**

### **4.1 Generally**

1. All information within this document is to be read in conjunction with the specification requirements and accompanied reference documents. No claim will be accepted for lack of knowledge of the pricing document.
2. It is not intended that this Works Schedule should contain complete descriptions of the items required. For this the Contractor is referred to the specifications and accompanying referenced documents, and from their site survey.
3. The Contractor is to allow for making good all works damaged or disturbed by the Contractor and any Temporary Works.
4. The Contractor is to include in their rates for all labour, plant and materials not specifically referred to in the Work Schedule that are necessary to enable them to carry out the Contract Works.
5. The Contractor is to include in their rates for all works necessary temporary for the completion of the Contract Works.
6. The Contractor is to include in their rates for any temporary protection required until Practical Completion.
7. The Provisional Sums within the tender may or may not be expended. No claim arising from loss of anticipated profit due to failure to expend Provisional Sums in the whole or in part will be accepted.
8. The Contractor is to include in their rates for the coordination of their work with that of all subcontractors.
9. The Contractor is to take into account all the requirements of the Preliminaries and should price accordingly within the relevant section of this documents.
10. Remove, take out, etc, shall be deemed to mean disposal off site, unless otherwise stated.
11. The contractor is to provide and maintain all temporary plant, hoists, ladders etc, necessary to carry out all the works.
12. Allow for complying with all local authority and statutory requirements for the access and general working arrangements.
13. All works are to be undertaken in accordance with all Building Regulations, British Standards, Technical Regulations, Codes of Practice and manufacturer's recommendations.
14. All works to be carried out strictly in accordance with the Health and Safety at Work Act and the Construction (Design & Management) Regulations 2015. All costs associated to this to be included within this Schedule of Rates.
15. The Contractor is responsible to apply for, obtain and pay for any skip licences from the Local Authority.

16. The Contractor is responsible to apply for, obtain and pay for any other necessary Statutory Services charges in order to fully implement these works.
17. The contractor is to provide and maintain all temporary plant, hoists, ladders etc, necessary to carry out all the works.
18. Alternatives to those specified will be considered but the contractor must provide a clear description with confirmation of those offered along with guarantee considerations.
19. The Contractor shall allow in his rates for the disposal of all materials surplus requirements to Contractors' tips off site. The contractor is to allow in his rates for working around, protection of any, reinstatement, of all existing manholes, telegraph poles, lamp posts, banking, walls, fences, pavings, including re-bedding and the like.
20. The contractor is to allow in his rates for all work in identifying of all service runs within the area of the proposed works and within the specific depth of working, recording such locations and depths until the works are completed and providing the Landscape Architect with satisfactory records.
21. The rates for excavation shall include for upholding the sides of all excavations and of any classification and for keeping excavations free of water.

## **4.2 Site Set Up**

1. Allow for location of service information prior to work commencing on site.
2. Contractor to create site compound and submit proposals as part of Construction Phase Plan. Location of site compound to be within the existing car park. Allow for making good after removal.
3. Contractor to erect Herras fencing around site compound and working area for the duration of the works. Allow for suitable signing as per Pre-Construction Information. Fence to be removed upon completion.
4. Following self sufficient temporary secure accommodation, but not limited to, to be provided for the duration and removed on completion:
  - Site cabin (Include chairs and table, heating etc)
  - Welfare Cabin (Allow for regular cleaning and emptying)
  - Storage Cabin (if applicable)
5. Contractor to allow for required generators to power plant and provide power to the accommodation for duration of contract.
6. Contractor to ensure their own supply of water to facilitate the work.

### 4.3 Specification

The Boston Spa Parish Council requires a suite of Junior play equipment to be provided to their Community Park on Stables Lane in Boston Spa.

The suite of equipment can comprise whatever the Bidder feels is appropriate, within the following key constraints:

1. The design must cater primarily for "Juniors", i.e. children between 6 and 11 years of age
2. £80,000 maximum budget, (excluding VAT), is available for the entire contract, this figure cannot be exceeded
3. Full safe delivery and installation of the specified suite of equipment must be provided for this price
4. The design must be in keeping with the existing Park setting and existing play equipment
5. The design must include at least 1 wheelchair accessible element
6. The design must include at least one set of simple Junior swings to encourage Juniors away from the existing Toddler swings
7. The design must include at least one, substantial, eye catching element to draw attention to the new Play Area
8. The design must fit safely within the designated play area allocated for the new Junior play equipment
9. Supply and install safety surface as per Critical Fall Heights. Ensure any surface is installed as per manufacturers recommendations.
10. Arrange post installation safety inspection of play area. ROSPA or similar approved

Within these constraints the Bidders are encouraged to provide as exciting a design as they can that includes as many different and interesting elements as possible.

Bidders are encouraged to offer the Council as many added value contributions as they are able to do within the scope of the project and the known specified budget available.

## 5 FORM OF TENDER

I / we hereby offer and to undertake to provide everything necessary for and to execute the whole of the work required to be done in connection with the proposals in accordance with the Specification, Drawings and Conditions of contract referred to in the Specification for the fixed price sum of:

£

---

(in words):

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(excluding VAT but inclusive of Provisional Sums and Contingencies).

This offer is open for an acceptance period of 90 days from the date below and is made on the understanding that the Employers do not bind themselves to accept the lowest or any tender.

I / we undertake to complete the whole of the works to the entire satisfaction of the Contract Administrator within five weeks from the date of commencement. The lead in time for this project will be a period of two weeks from the date of instruction.

I / we confirm that we have sufficient insurance cover and enclose a copy of the certificate as part of this form of tender.

Signed:

---

On behalf of:

---

Address:

---

Date:

---

The Contractor is required to return their tender as per the instructions by: 12 noon Friday 23 July 2021

## 6 NON COLLUSIVE TENDERING CERTIFICATE

We certify that this is a bona-fide tender and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangements with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- (1) Communicating to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the appropriate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- (2) Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- (3) Offering or paying or giving or agreeing to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this Certificate, the word "person" includes any persons and any body or association, corporate or unincorporate: and "any agreement or arrangement" includes any such transactions, formal or informal, and whether legally binding or not.

Signed:

---

On behalf of:

---

Date:

---



## **APPENDIX A**

### **CDM Information**

# **PRE-CONSTRUCTION INFORMATION**

in respect of

## **STABLES LANE PHASE 2 JUNIOR PLAY EQUIPMENT**

prepared for and on behalf of

## **BOSTON SPA PARISH COUNCIL**

project number: **B02 05**

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### DOCUMENT COLLATION

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Pre-Construction Information Identified	Information Requested From	Date Requested	Date Received

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### DOCUMENT ISSUE

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Pre-Construction Information Issued	Information Issued By	Issued To	Date Issued

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APPENDIX A	-	HSE Welfare Guidance Note
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## 1 INTRODUCTION

**Project to which this document relates:** Stables Lane Junior Play Equipment

**Collation of information commenced:** June 2021

In accordance with the Construction (Design and Management) Regulations 2015 (CDM2015), the role of the Principal Designer is to manage the flow of pre-construction information between all relevant parties involved with this project.

This Pre-Construction Information draws together the information obtained from the Client and the Designers. It provides details on the significant site specific issues that the Principal Contractor will have to manage during the construction phase.

The Construction (Design and Management) Regulations 2015 require the Principal Contractor to develop a Construction Phase Plan, outlining how the site is to be managed with regards to health and safety, before work starts on site.

When developing the Construction Phase Plan, the Principal Contractor will identify the hazards and assess the risk for each of the main construction activities including, but not limited to, those hazards identified in the Pre-Construction Information. The Construction Phase Plan is a working document that needs to be kept up to date throughout the construction phase.

Once the works are complete the contractor will be required to prepare a Health & Safety file which will include an operative manual.

The Principal Contractor will take all reasonable steps to ensure the health, safety and welfare of all persons affected by the construction works, in accordance with all current Health and Safety Legislation and HSE Guidance Notes.

All information received by the Principal Contractor regarding any specific process or perceived hazard is to be passed on to all concerned. All training required is to be made available to ensure that all employees are equipped for the responsibilities placed upon them.

The maintenance of health, safety and welfare of persons affected by the works is to be considered an absolute priority. The Principal Contractor is to ensure that these health, safety and welfare standards are achieved and monitored.

Continual liaison is required throughout the project to review any design changes or new health or safety matters arising. The Principal Contractor, Designers and Client will provide resources as required to review these items.

## 2 PROJECT DETAILS

### 2.1 Site Information

The details of the sites to which this pre-construction information relates to, are as follows:

Stables Lane Playing Fields  
Stables Lane  
Boston Spa

### 2.2 Nature of Project

The project comprises of external ground works.

The works would involve, but not be limited to:

- .1 Installation of play equipment

### 2.3 Key Project Dates & Preparation Time

#### .1 Tender Period

- 4 weeks from Monday 28 June 2021
- Tender return deadline, 12 noon Friday 23 July 2021

#### .2 Enabling and lead in

- Minimum 4 weeks from 2 August 2021

#### .3 Start / Completion Date

- Site Set Up to be agreed
- Completion on Site no later than 31 December 2021
- Construction Period to be agreed
- Detailed programme for the work to be developed by the Contractor.

#### .4 Planning and preparing for construction

A minimum of 4 weeks preparation time has been provided by the client to allow the Principal Contractor adequate time to plan for construction works.

The principal contractor should detail all phasing arrangements within the construction phase plan.

### 2.4 HSE Notification

The notification threshold for projects has changed. A project becomes notifiable where it lasts longer than 30 days AND has more than 20 workers, working simultaneously at any one point OR exceeds 500 person days. Increasing the notification threshold will reduce the number of projects required to be notified significantly, and thus reduce the burden on business.

This project will not be notifiable so an F10 Form will not need to be submitted to the HSE.

## 2.5 Project Directory

COMPANY NAME	ADDRESS	PHONE NUMBER	CONTACT
<b>Client</b>			
Boston Spa Parish Council	The Parish Office Village Hall 199 High Street Boston Spa Wetherby LS23 6AA	07740 578000	Kevin Alderson

## 2.6

**Email address:** kevin.alderson@bostonpapc.org.uk

### Contract Administrator

Keystone Building Consultancy	5 St Andrews Walk Newton Kyme Tadcaster LS24 9FA	01937 364004	Toby Ware
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**Email address:** toby.ware@keystonebuildingconsultancy.co.uk

### Principal Designer

Keystone Building Consultancy	5 St Andrews Walk Newton Kyme Tadcaster LS24 9FA	01937 364004	Toby Ware
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**Email address:** toby.ware@keystonebuildingconsultancy.co.uk

### Principle Contractor

TBC

### Health & Safety Executive

HSE (Leeds)	The Lateral 8 City Walk Leeds LS11 9AT	0113 2834382	
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## 2.7 Information Reviewed

### .1 Services Drawings

Copies of these reports can be found in Appendix D.

## **2.8 Health & Safety File**

Details of requirements contained in Section 6 of the report.

On completion of the works, the health and safety file is to be issued in hard copy and digital format - CD.



### **3 CLIENTS CONSIDERATIONS & MANAGEMENT**

#### **3.1 Planning & Management**

All stages of planning and management of construction works should be undertaken giving due regard to health and safety, through liaison with and engagement of the Principal Designer.

The Principle Designer will review the development of the Construction Phase Plan, and will confirm when the plan is adequate and sufficient for the construction works to commence.

The Principal Contractor will be required to attend a pre-start meeting following award of the Contract and before the works commence.

All management, supervisory staff, tradesmen and operatives will have a demonstrable skill level incorporating Health and Safety training. Everyone working on the site will go through a specific site Health and Safety induction process.

Contractors and sub-contractors to wear ID badges at all times or wear company marked clothing.

#### **3.2 Communication & Liaison**

Contact details for the Client and Designers are included under section 2.3 of this document. For all queries relating to the design and specification of the works, the Contractor should contact the relevant Designer in the first instance.

The works will be supervised by the Contract Administrator or their representative.

A direct communication between the Contract Administrator and Site Manager will be established at the pre-start meeting. All mobile telephone numbers will be exchanged.

The Contractor will be required to attend weekly site meetings throughout the Contract Period. The times and dates of the meetings are to be mutually agreed at the pre-start meeting.

All those in control of construction work are required to provide workers (including the self-employed) under their control, with any information that they require to carry out the work safely and without risk to health.

The principal contractor shall ensure that all workers are provided with a suitable, site specific induction to inform them of the arrangements for health, safety and welfare at their work site. This should include any relevant findings resulting from risk assessment, including risks arising from activities of other operatives working nearby. Site rules should be explained along with the procedures to be followed in the event of any worker finding themselves in a position of serious and imminent danger.

#### **3.3 Site Security**

The security of the works and of any plant and materials on site shall be the sole responsibility of the Contractor. Plant and materials must not be left unattended at any time, even during breaks, and they should always be taken away with the operative.

No responsibility shall be accepted for any lost, stolen or damaged materials and plant.

A site compound is to be set up to the rear of the site as detailed in the specification document. Heras fencing is to be erected around this area to secure the site, the Heras fencing should be not left open at any time and the Contractor is to ensure that all skips are protected and secured.

### **3.4 Welfare Arrangements**

Welfare arrangements are to be in accordance with regulation 4 schedule 2 (b), 13(4)(c) and 15(11) of the CDM2015 Managing Health and Safety in Construction and are to be commensurate with the site undertaking.

The HSE guidance note can be found at appendix A.

The Contractor will be able to use the welfare facilities within the properties. A dedicated room with for each of the following will be agreed at the pre-start meeting:

- Toilets
- Washing facilities
- Hot and cold running water
- Mess room
- Drinking Water

They are to ensure these are regular cleaned, maintained and in full working order at all times.

### **3.5 Access Egress Locations**

Vehicular access to the site, including deliveries, is via the existing delivery locations.

Pedestrian access to the site is from the main customer entrances to the building.

Proposals for contractor site access and egress points are to be included within the principal contractor's construction phase plan.

Consideration should be given to the existing access or means of escape for other users at any time.

### **3.6 Signing In**

A detailed description of security arrangements including; signing in and out procedures etc. are to be included in the construction phase plan.

### **3.7 Transport Arrangements**

Assessments are to be made where the movement of vehicles on site affects either public activities or other site activities. Suitable demarcation should be maintained by the principal contractor to separate vehicle and pedestrian routes at all times throughout the duration of the project. The principal contractor shall confirm access routes and parking areas on site with the local authority prior to works commencing.

Banks persons shall be used at all times when goods vehicles are manoeuvring through the site for delivers and the removal of waste.

### **3.8 Restricted Areas**

Contractors should not access the adjoining owner's property, this includes the Tennis Club, Bowling and Allotments.

Where necessary the local authority should be consulted and under the Control of Pollution Act 1974 a Section 61, 'Consent to Statutory Nuisance' should be submitted as required.

The principal contractor should ascertain any pertinent restrictions from the local authority prior to commencing works (i.e. any restrictions on times authorised for works which are audible at the site boundary).

The principal contractor must specify, in the construction phase plan, any details relating to authorisation requirements including; associated road and pavement closures (if applicable).

### **3.9 Permits & Authorisation**

Where appropriate; a permit-to-work system is to be adopted for works on electrical services, hot works, works in confined spaces or any other high risk activities identified. Daily 'hot work permits' will be required where welding, cutting, grinding and the use of naked flames are undertaken. Plant, equipment or flammable materials must be covered with flame retardant materials (or removed) in areas where 'hot work permits' are in operation. In this case, continuous flammable atmosphere monitoring may be required and a fire watch maintained both during and for a period after the hot works have ceased.

Temporary works:

The principal contractor is responsible for the safe co-ordination of all activities on-site (including liaison with specialist proprietary suppliers). Particular consideration should be given to the following:

- Groundworks

Arrangements should be in accordance with BS 5975:2008 Code of practice for temporary works procedures and the permissible stress design of falsework.

### **3.10 Emergency Procedures**

A signing in/out log is to be kept within the site office and is to be the responsibility of the site manager.

The Contractor is to be satisfied that there are sufficient arrangements for emergency evacuation and means of escape within and around the area of works.

The Principal Contractor must provide adequate first aid facilities and sufficient numbers of qualified first aiders based on an assessment of the risk of injury and ill health on the site. First aid facilities should be available within the site office.

An emergency first aid notice shall be displayed on site.

Procedures in respect of emergencies are also to be described in the construction phase plan and communicated to all operatives and visitors. These should include, but not be limited to:

- Location and telephone number of local hospital A&E department
- Location and telephone number of local police station
- Location and telephone number of local ambulance station
- Location and telephone number of local fire and rescue station
- Emergency telephone numbers for statutory services

In the event of an environmental emergency, the Environment Agency should be contacted.

### **3.11 Fire precautions**

A competent person shall be appointed to act as a fire marshal and the proposed fire emergency procedures included within the construction phase plan. The adopted procedures are to be brought to the attention of all workers and visitors to the site. The principal contractor is to provide suitable fire fighting equipment and is to maintain an emergency evacuation procedure throughout the progress of the works. Note must be taken, when formulating the fire plan, of any existing systems that are operated within third party properties. The fire plan should comprise, but not be limited to:

- Means of escape indicating escape routes (to be displayed)
- Means of extinguishing fire (operatives to be trained)
- Means of minimising risk
- Hot work permit procedures
- Emergency procedures, including details relating to site employees, if any
- Name of fire marshal (to be displayed)

All works undertaken on the premises should be in accordance with the article, "Joint Code of Practice Fire Prevention on Construction Sites and Buildings Undergoing Renovation".

Fire precaution procedures are to be included within the principal contractor's construction phase plan.

### **3.12 Smoking restrictions**

The Health Act 2006 requires that all enclosed premises / public areas be smoke free. These latest amendments to the Act came into force as follows:

- Scotland - 26th March 2006
- England - 1st July 2007
- Wales - 2nd April 2007

The principal contractor must ensure that all requirements of the aforementioned Act are adhered to at all times

### **3.13 Parking restrictions**

The principal contractor shall identify, in the construction phase plan, all designated parking for site operatives. It should be ensured that these areas do not impede on other site activities.

## **4 ENVIRONMENTAL RESTRICTIONS & EXISTING ON-SITE RISKS**

### **SAFETY HAZARDS**

#### **4.1 Boundaries & Access**

The Contractor shall take such measures as are necessary to ensure that residents and visitors are protected from all site operations.

The Contractor is to ensure that access to the Tennis Club, Bowling and Allotments and surrounding properties is not blocked at any time.

#### **4.2 Deliveries, Waste Collection or Storage**

The Contractor shall store any contract waste in a safe manner and shall arrange for appropriate disposal both during and on completion of the works. Waste containers shall be either secure units contained within the Contractor's hoardings and shall carry the appropriate permissions / licenses from the local authority if applicable.

Arrangements for storing, removing and the location of skips are to be included within the construction phase plan.

In the case of hazardous waste, all products shall be removed and disposed of in accordance with relevant local enforcing bodies.

All licenses obtained and transfer notes shall be retained as proof of correct disposal.

The unloading of any materials, plant etc. shall be carried out in such a manner as to eliminate any danger to passing vehicles and pedestrians, whether inside or outside the site. They should be scheduled at suitable times during the day so as to avoid anti-social hours, school rush hours, work rush hours and local organised events where the volume of local traffic may increase.

A banksman should assist delivery vehicles through directing and signalling appropriately during movements inside and outside the site. The site supervisor shall ensure delivery vehicles do not block access and egress routes and monitor site vehicular movements generally.

#### **4.3 Adjacent Land Use**

There are a number of residential properties nearby.

There is a school to the south of the site. An access to this school is through the field and this is to be kept in use for the duration of the work.

#### **4.4 Location of Existing Services**

The Contractor is to satisfy themselves of the location of all statutory services including the main isolation points.

The principal contractor must determine the nature of these services, their position and necessary controls to safeguard / isolate them prior to any work.

## **4.5 Issues relating to plant and equipment**

All equipment and machinery provided for use at work must comply with the general requirements of the Health and Safety at Work Act 1974, and in particular section (2) (2) (a), which obliges employers to provide their employees with safe plant and equipment. In addition, employers are obliged to comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER), which specifically addresses the health and safety risks associated with the use of work equipment.

All plant or equipment intended for use on site must carry a current test certificate, copies must be available for viewing. Operators must produce training certification / confirmation of competence for all plant and equipment and the erection of mobile towers, which must be available on site for viewing. Operators using abrasive wheels are also required to produce training certificates.

Personnel with no certificated record of training should not be permitted to use any items of plant and equipment on site.

The principal contractor must detail procedures for the above within the construction phase plan.

## **HEALTH HAZARDS**

### **4.6 Asbestos**

If any further Asbestos Containing Materials are suspected or located by the Contractor or his personnel during the works, the Principal Contractor must halt work and notify the Contract Administrator immediately.

The Principal Contractor must ensure that all works with regard to the removal of asbestos are carried out in full accordance with the following regulations:

- The Control of Asbestos at Work Regulations 2002;
- Health and Safety Commission Approved Codes of Practice "Control of Asbestos at Work Regulations 2002" and "Work with Asbestos Insulating Board, ACOP - 4th Edition";
- The Asbestos (Prohibitions) (Amendment) Regulations 1999;
- The Asbestos (Licensing) (Amendment) Regulations 1998;
- The Pollution, Prevention and Control Act 1999;
- The Pollution, Prevention and Control (England and Wales) (Amendment) Regulations 2002;
- The Collection and Disposal of Waste Regulations 1988;

The Principal Contractor shall provide formal notification to the Health and Safety Executive (HSE) as required by a license under the Asbestos (Licensing) Regulations 1982 (as amended).

Operatives working on site must be adequately trained and proof of training obtained. Risk Assessments must be prepared together with Method Statements and Safety Procedures.

## **4.7 Hazardous Materials**

Products contained in the tender documents are considered to be in common usage in the construction industry, therefore it is deemed unnecessary to specifically draw these to the Contractors attention.

Cement is to be used and provision should be made to wash any off that comes in contact with operatives skin.

The Contractor is required to carry out a COSHH Assessment for all substances used in the execution of the project, this will include where appropriate a consideration of dusts and fumes created by the construction operations. Records of the assessment and monitoring of safeguards must be maintained by the Contractor. The Contractor shall fully consult material safety data sheets in producing their COSHH Assessment.

The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) aim to protect people from the risks from fire, explosion and other similar events that may occur as a result of the presence or use of dangerous substances. DSEAR is principally concerned, therefore, with the safe use of substances that can create thermal radiation effects (burns) and over-pressure effects (blast injuries).

In summary; a dangerous substance is any natural or artificial substance which is explosive, extremely flammable, highly flammable or flammable, including liquids, vapours, gases, dust; and equipment that might leak or generate a dangerous substance. Such substances that are bought in commercially will be recognised by the standard pictograms on the container, e.g. Explosive – Oxidising – Flammable.

## **5 SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS**

### **5.1 Design Assumptions & Work Methods**

The Contractor must adhere to the construction details specified in the Specification, and tender drawings, unless otherwise instructed by the Design / Contract Administrator.

The design of any items by the Contractor or any sub-contractors will not be permitted unless previously agreed with the Contract Administrator.

Any details not already covered by the design drawings and specification will be supplied as required.

It is the responsibility of the Contractor to bring to the attention of the Contract Administrator any unforeseen difficulties which could result in a change in design.

### **5.2 On-going design work**

Under CDM2015, each element of design including temporary works, designed access equipment, individual specialist contractor and specialist designer packages, is required to be developed with due consideration for the health and safety of all concerned both during construction and subsequent occupancy and maintenance.

### **5.3 Significant Risks Identified During Design**

The following risks have been identified during the design:

- .1 Users of Stables Lane, including the general public visiting the park, tennis club, allotments and accessing the school. Details of appropriate segregation required in the Construction Phase Plan.
- .2 Any unknown services buried in the area. Details of appropriate measures required in the Construction Phase Plan.



## 6 THE HEALTH & SAFETY FILE

On completion of the works, the health and safety file is to be issued in hard copy and digital format - CD.

The health and safety file shall, as a minimum, contain the following information:

- Full contact details of all sub-contractors used including work performed.
- Full contact details of all suppliers used including materials supplied
- Record or "as-built" drawings and plans used and produced throughout the construction process, along with the design criteria.
- Commissioning and inspection certificates.
- Manufactures Operation and Maintenance information.
- General details of the construction methods and materials used:
  - Details (specific and common) relating to the structure and materials showing method of construction, fixings, schedules of ironmongery, sanitary ware, finishes etc.
  - Details relating to Health and Safety that may affect future demolition or dismantling works.
  - Details relating to Health and Safety that may affect cleaning and maintenance works.
  - COSHH Statements for materials that may affect Health and Safety.
- Detail of the structure's equipment and maintenance facilities.
- Maintenance procedures and requirements for the structure.
- Manuals produced by Specialist Contractors and suppliers, which outline operation and maintenance and service procedures and schedules for all plant and equipment installed as part of the structure, including manufacturers and/or suppliers guarantees and warranties etc.
- List of Sub-Contractors responsible for service installations.
- Details relating to Health and Safety during future alterations to services.
- Details relating to operation and maintenance procedures for plant and equipment.
- Details of residual hazards left on completion of the works.

## **APPENDIX A**

### **HSE Welfare Guidance Note**

# Provision of welfare facilities during construction work

## HSE information sheet

## Construction Information Sheet No 59



### Introduction

This information sheet is for dutyholders involved in construction work. It replaces previous guidance contained in *Provision of welfare facilities at transient construction sites* and in *Provision of welfare facilities at fixed construction sites*. It gives guidance on the **minimum** welfare facilities that must be provided or made available to workers on construction sites.

Construction workers need adequate toilet and washing facilities, a place to warm up and eat their food and somewhere to store clothing. However, these basic requirements are often neglected. A cold water tap and chemical toilet on their own are not adequate facilities. Good facilities can positively benefit health and well-being and can help to prevent dermatitis.

### General duties (Construction (Design and Management) Regulations 2007)<sup>1</sup>

#### Clients

If you are a client (but not a domestic client, ie you or your family live in the building under construction) then you must ensure that your contractors have arrangements to provide adequate welfare facilities for construction workers. This does not mean that you have to provide the facilities yourself. If the work is notifiable (that is lasts more than 30 days or will involve more than 500 person days of work) then you must ensure that construction work (including demolition) does not start until suitable welfare facilities are in place.

### **CDM coordinators**

You should give suitable and sufficient advice to the client on the measures needed to ensure that suitable welfare is provided during the construction phase.

### **Principal contractors**

You should make sure that suitable welfare facilities are provided from the start and are maintained throughout the construction phase.

### **Contractors (including the self-employed)**

In all cases you should ensure that there are adequate welfare facilities for workers under your control.

## **Planning**

The availability of welfare facilities, their location on site and regular maintenance must be considered at the planning and preparation stages of every construction project, before construction work (including demolition) starts.

When planning welfare provision, consider:

- the nature of the work to be carried out and the health risks associated with it. For example, consider the provision of showers if the project involves hazardous substances or very dirty work, eg sewer maintenance, dusty demolition activities, work with contaminated land or concrete pouring;
- the distance workers will have to travel to the welfare facilities;
- the duration of the work and number of different locations;
- the numbers of people who will use them;
- the cleaning and maintenance of the welfare facilities;
- whether they need to be relocated during the construction phase.

### **Installing and removing from site**

You need to plan how welfare units will be moved from delivery vehicles into position. It is preferable to mechanically move these units; if manual handling cannot be avoided then you should manage the risk effectively. Your plans should cover safe lifting practices and ensure proper protection of workers from falls from vehicles or portable units.

### **Positioning on site**

You should site welfare units and manage traffic effectively to ensure adequate segregation of pedestrians and vehicles.

### **Toilets**

So far as is reasonably practicable you need to provide flushing toilets and running water, connected to mains water and drainage systems. If this is not possible, facilities with a built-in water supply and drainage tanks should be used. Portable chemical toilets are acceptable only if it is not reasonably practicable to make other adequate provision.

Toilets must be adequately ventilated, lit and maintained in a clean condition. The frequency of cleaning will depend on usage. Basic daily cleaning may not always be sufficient.

Provide an adequate number of toilets. The number needed will depend on the number of workers on site and the type of facilities provided. Portable toilets have a limited capacity and will need emptying. The number of portable toilets needed depends on the number of persons and the frequency of emptying. BS6465-1:2006 recommends a ratio of 1 toilet to 7 persons where portable toilets are emptied once a week.

Men and women may use the same toilet, if it is in a lockable room and partitioned from any urinals. Otherwise provide separate toilets. Adequate supplies of toilet paper should always be available.

Sanitary waste disposal should be provided in facilities used by female workers.

### **Washing facilities**

Provide washing facilities next to both toilets **and** changing areas. Consider placing them next to rest areas if these are far from toilets or changing areas. They should include:

- a supply of clean hot and cold, or warm, water (which should be running water so far as is reasonably practicable);
- soap or other suitable means of cleaning;
- towels or other suitable means of drying;
- sufficient ventilation and lighting;
- sinks large enough to wash face, hands and forearms.

Men and women can share sinks used for washing hands, face and arms. Unisex shower facilities can be provided if they are in a separate, lockable room, which can be used by one person at a time.

Showers used for particularly dirty work, or when workers are exposed to especially hazardous substances (eg development of contaminated land, or demolition of old industrial buildings which are contaminated with toxic substances etc), will need to be separate from the main facilities.

Specialist facilities are needed for certain activities, eg working with lead or asbestos or tunnelling in compressed air.

### **Drinking water**

A supply of wholesome drinking water should be readily available. Where possible, it should be supplied direct from the mains. If water is stored, protect it from possible contamination and make sure it is changed often enough to prevent it from becoming stale or contaminated. Where necessary, clearly mark the drinking water supply to prevent it being confused with hazardous liquids or water which is not fit to drink. Provide cups or other drinking vessels at the outlet, unless the water is supplied in an upward jet, which can be drunk easily (eg a drinking fountain).

### **Changing rooms and lockers**

Every site should have arrangements for securely storing personal clothing not worn on site and for protective clothing needed for site work. Men and women should be able to change separately. Separate lockers might be needed, although on smaller sites the site office may be a suitable storage area provided it is kept secure. Where there is a risk of protective site clothing contaminating everyday clothing, items should be stored separately.

Provision should be made to allow wet clothing to be dried. As a general rule clothing should not be placed directly on heaters due to the risk of fire. If electrical heaters are used, they should be properly ventilated and, if possible, fitted with a high temperature cut-out device.

### **Rest facilities**

Rest facilities should provide shelter from wind and rain. The rest facilities should have adequate numbers of tables, seating with backs, a means for heating water for drinks and for warming up food (eg a gas or electrical heating ring or microwave oven) and be adequately heated. Rest areas are not to be used to store plant, equipment or materials.

### **Smoking**

Smoking is prohibited in enclosed public places and workplaces such as construction sites or work vehicles. Further information is available at

[www.smokefreeengland.co.uk](http://www.smokefreeengland.co.uk),  
[www.clearingtheairscotland.com](http://www.clearingtheairscotland.com) and  
[www.smokingbanwales.co.uk](http://www.smokingbanwales.co.uk).

### **Heating**

Rest facilities will normally require heating. Using properly maintained electrical equipment can eliminate the risks associated with LPG heaters. Inadequately ventilated LPG cookers and heaters can produce carbon monoxide, with potentially fatal results. Flammable gas may escape from leaking cylinders, which have not been properly turned off. If LPG is used reduce the risks by:

- using and storing the cylinders in safe, well-ventilated places outside the accommodation (including overnight) or in purpose-built ventilated storage areas;
- ensuring that the appliances have been properly installed, checked and maintained by a competent person;
- providing adequate combustion ventilation (provide fixed grilles at high and low level);
- checking that the ventilation provided is not blocked, eg fixed grilles blocked by newspaper or rags in cold weather to 'stop draughts';
- checking that cylinders are properly turned off when not in use;
- using wall or ceiling-mounted carbon monoxide detectors.

### **Use of alternative facilities for transient construction sites**

For the purpose of this information sheet, a transient construction site is either where short duration work (up to a week) is carried out at one or many locations, or is of a longer duration carried out while moving over a continuous geographical area, eg major roadworks, cable laying contracts etc.

In such cases, it may be appropriate to make arrangements to use facilities provided by the owner of existing premises, in which the work is being done, local public facilities or the facilities of local businesses. Clear agreement should be made with the provider of the facilities; it should not be assumed that local commercial premises can be used without their agreement. In all cases the standards above must be provided or made available. Facilities must be readily accessible to the worksite, open at all relevant times, be at no cost to the workers, be of an acceptable standard in terms of cleanliness and have hand-washing facilities. Workers need to be made aware of the arrangements to use them and be informed of their location.

Table 1 gives an indication of the options available, in order of preference, for providing welfare facilities for transient construction sites.

**Table 1** Welfare facilities: the options

Type of installation	Additional notes
1a Fixed installation: connected to mains drainage and water.	Order of preference: ■ on site; ■ at a base location; ■ at a satellite compound.  NB This may include the pre-arranged use of private facilities. Permission, preferably in writing, should be obtained from the proprietor in advance of the work starting. The use of public toilets is acceptable only where it is impractical to provide or make available other facilities.
1b Portable water flushing units with water bowser supplies and waste storage tanks.	
2 Portable installation on site.	Consisting of chemical toilet(s), washing facilities and sufficient tables and seating.
3 Suitably designed vehicle.	Consisting of chemical toilet(s), washing facilities and sufficient tables and seating.
4 Facilities which are conveniently accessible to the worksite (includes public toilets).	Use of public toilets is acceptable only where it is impractical to provide or make available other facilities.
5 Portable installation near site.	Incorporating a chemical toilet, washing facilities and sufficient tables and seating.

## References

1 *Managing health and safety in construction. Construction (Design and Management) Regulations 2007. Approved Code of Practice L144* HSE Books 2007 ISBN 978 0 7176 6223 4

While every effort has been made to ensure the accuracy of the references listed in this publication, their future availability cannot be guaranteed.

## Further reading

*Health and safety in construction* HSG150 (Third edition) HSE Books 2006 ISBN 978 0 7176 6182 4  
*Fire safety in construction work* HSG168 HSE Books 2010 ISBN 978 0 7176 6345 3

BS 6465-1: 2006 *Sanitary installations. Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances*

## Further information

Visit [www.hse.gov.uk/construction](http://www.hse.gov.uk/construction) for more specific information on CDM 2007 and health and safety in the construction industry, including a link to additional guidance for CDM dutyholders developed by the construction industry.

HSE priced and free publications can be viewed online or ordered from [www.hse.gov.uk](http://www.hse.gov.uk) or contact HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995. HSE priced publications are also available from bookshops.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: [hse.infoline@connaught.plc.uk](mailto:hse.infoline@connaught.plc.uk) or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

**This information sheet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.**

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## **APPENDIX B**

### **General Construction Health & Safety Issues**

The following hazards generally occur on all constructions sites. Some of the issues may be addressed in the "arrangements" section of the Principle Contractor's health and safety policy:-

## **Working at Height**

In accordance with the Work at Height Regulations 2005, all work at height must be properly planned, supervised and carried out safely. Ensure risks from WAH are assessed and appropriate work equipment used. In accordance with HSE guidance:

Avoid work at height where possible

Where work at height cannot be avoided, use work equipment or other measures to prevent falls (e.g. scaffold)

Where risk of fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur (e.g. bean-bags/air-bags etc)

Issues to consider if work at height is necessary will include:-

- Scaffold erection/dismantling (to NASC SG4: 05 guidance) by trained competent operatives. No modifications to be made by unauthorised personnel.
- Provision of safe ladder access (consider use of fixed aluminium access stairs). Ensure ladders are secured and use restricted to access provision and works of short duration.
- Provision of safe working platforms (correct fittings, bracing, ties, adequate width, boarding, guard rails, toe-boards, brick-guards).
- Programming works to include early installation of permanent staircases (to reduce ladder usage)
- Provision of temporary guardings at exposed leading edges e.g. balconies, low-level windows, stairwells, cellar etc
- Provision of fall-protection systems where falls into the building cannot be prevented (e.g. "crash-decks", "bean-bags", fall-arrest equipment)
- Subsequent works e.g. cleaning, maintenance requirements for window frames, fascias, soffits, bargeboards, cladding etc and use of pre-coloured renders to mitigate external re-decoration.
- Window designs permitting internal cleaning e.g. "tilt & turn" or "easy-clean" type hinges at second floor level and at first floor level where safe ladder access is not possible e.g. above roof projections.
- Installation of satellite-dish mountings during construction.

## **Lift Operations**

Lifting operations must be planned (by the "appointed person"), supervised and carried out by trained, competent persons. The level of planning and supervision should be proportionate to the risks associated with the operation. "Lifting plans" should be prepared taking into account issues such as weight/shaped of load, ground conditions, proximity to rail line/adjacent structures etc. Loads must not be lifted or suspended above operatives. Outriggers to mobile cranes must be adequately supported i.e. the area and layout of outrigger support must be calculated having regard to the actual loads resulting from particular lifting operation and the ground bearing capacity.

Excavators used as cranes with an SWL above 1 tonne must be fitted with acoustic and visual warning devices and check valves on the main boom. Chains or slings for lifting must not be placed on or around bucket teeth – accessories for lifting may only be attached to a purpose-made point on the machine. Inspection and maintenance of machines should be evidenced by reports.



## **Movement of Plant and Site Vehicles**

Accidents are typically caused by reversing vehicles, load-slewing and overturning of dumpers, MEWPs etc. A traffic management plan should be prepared, implemented and developed as the site progresses. A one-way system for plant and vehicle movements should be provided where reasonably practicable, and, if not, dedicated turning areas should be provided with all reversing operations controlled by a banksman. Issues such as speed restrictions, crossing points, signage, pedestrian segregation (on site and at access/egress points), visibility aids and warning devices on vehicles, operating on sloping ground, parking for contractor's vehicles etc should also be addressed. Maintenance systems should be implemented for checking brakes, steering, lights, hydraulics, seatbelts, safety warning devices etc and all operations should hold evidence of competency and training e.g. CPCS. All persons working in the vicinity of moving plant/vehicles should wear high-visibility clothing.

## **Excavations**

All excavations must be adequately supported to prevent collapse and guarded to prevent falls of operatives and materials. Excavations must be inspected in accordance with statutory requirements i.e. before each shift, after any event likely to have affected stability and after any fall of materials or once in any seven-day period. Entry of operatives into excavations must be avoided where possible e.g. by use of "trench fill" foundations. Where entry cannot be avoided, a permit system should be implemented and levels of oxygen and toxic/flammable gases (e.g. methane and carbon dioxide) monitored to ensure a safe working environment before entry and during operation. Adequate emergency procedures should be prepared including rescue. Depths of all excavations should be kept to the minimum necessary.

## **Slips, Trips and Falls**

The site should be kept in good order – clean, tidy and well organised. Pedestrian routes and workplaces should be kept free of obstruction and materials should be stored in a safe and accessible manner. Waste should be removed from work areas as work proceeds and at the end of the working day.

## **Working in the Sun**

Ultraviolet rays in sunlight may cause sunburn, skin blistering and may lead to skin cancer. Wear suitable clothing including head protection and use sunscreens on exposed areas such as face, arms and neck. Skin should be checked regularly and medical advice sought regarding any skin changes or abnormalities.

## **Noise**

In accordance with the Control of Noise at Work Regulations 2005 (in force April 2006), the action levels at which noise controls are determined have changed.

The new levels are:

- Lower Exposure Action Value
- Daily or weekly exposure 80dB
- Peak sound pressure 135dB

Exposure Limit Value (these must not be exceeded)

- Daily or weekly exposure 87dB
- Peak sound pressure 140 dB

You must estimate the level of noise employees are exposed to. This should be based on measurements, information from other reliable sources or information provided by suppliers of machinery. Where the assessment shows that an employee is subjected to more than 80dB(A), see the actions in the table below:

Daily Exposure Level – dB(A)	Action Required
<80	Low level risk – reduced noise as far as reasonably practicable.
Between 80 and 85	Make ear defenders available to all operatives
Above 85	Enforce the use of correct ear defenders Set up hearing protection zones and mark them correctly Provide information and training to employees

Certain equipment e.g. cartridge tools may exceed the peak sound pressure of 135dB (lower exposure value) 137dB (upper exposure value) and 140 dB (exposure limit) and use will require use of hearing protection even though the average daily exposure level may not be exceeded.

## **Dust**

Dust will be created during the construction works which, as well as being harmful to operatives may create environmental nuisance to local residents. Risk assessment should be undertaken in accordance with COSHH regulations and suitable PPE and RPE provided to operatives to avoid inhalation. Damping-down and ensuring lorries are fully sheeted before site will mitigate dust generation.

## **Hand-Arm Vibration**

Avoid use of vibrating equipment where possible e.g. hand-held breakers, angle grinders etc. Where use cannot be avoided, manufacturers' guidance should be followed with regard to permissible usage times, vibration damped tools should be used and job rotation implemented whenever possible. Operations such as "chasing", "scabbing" etc should be avoided. Concrete breaking should be undertaken with suitable paint fitted with appropriate accessories.

## **Manual handling**

Where possible, avoid manual handling of heavy or awkwardly shaped objects e.g. heavy blocks, kerbs, paving slabs, cills, lintels etc and utilise mechanical lifting methods. Where it is not reasonably practicable to avoid use of blocks over 20 kg, provision should be made for mechanical handling or for handling and laying by two operatives. Manual handling risks are still significant with blocks weighing less than 20 kg and should be reduced where possible e.g. by specification of lightweight blocks. Kerbs and paving slabs should be lifted by mechanical means e.g. vacuum lift systems (do not lift with 2-person "tongs" which add a further 15 kg to the typical 67 kg weight of a kerb or slab – already too heavy to be safely carried by 2 persons). All operatives should be trained in basic manual handling techniques and, following risk assessment, information on any residual risk should be conveyed to operatives and reinforced with toolbox talks.

## **Working with cement**

To prevent dermatitis and cement burns, suitable PPE must be worn when handling wet cement and adequate welfare facilities provided on site including provision of hot and cold running water, basins in which forearms can be immersed, soap and towels. Operatives should be encouraged to report any occurrence of dermatitis and a competent person should carry out regular skin inspections where there is residual risk. Where possible use pumped concrete to reduce risk of skin contact.

## APPENDIX C

### Appointees Responsibilities

For detailed explanation of the regulations and each duty holders responsibilities please see the Construction (Design and Management) Regulations 2015 Guidance which can be found at <http://www.hse.gov.uk/pubns/books/l153.htm>

## **CLIENTS (commercial)**

For all projects they must:

- make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
  - appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability
  - allowing sufficient time and resources for each stage of the project
  - making sure that any principal designer and principal contractor appointed carry out their duties in managing the project
  - making sure suitable welfare facilities are provided for the duration of the construction work
- maintain and review the management arrangements for the duration of the project
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins
- ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), commercial clients must:

- notify HSE in writing with details of the project
- ensure a copy of the notification is displayed in the construction site

## **DESIGNERS**

- make sure the client is aware of the client duties under CDM 2015 before starting any design work
- when preparing or modifying designs:
  - take account of any pre-construction information provided by the client (and principal designer, if one is involved)
  - eliminate foreseeable health and safety risks to anyone affected by the project (if possible)
  - take steps to reduce or control any risks that cannot be eliminated
- provide design information to:

- the principal designer (if involved), for inclusion in the pre-construction information and the health and safety file
  - the client and principal contractor (or the contractor for single contractor projects) to help them comply with their duties, such as ensuring a construction phase plan is prepared
- communicate, cooperate and coordinate with:
  - any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond
  - all contractors (including the principal contractor), to take account of their knowledge and experience of building designs

## PRINCIPLE DESIGNERS

- plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started
- help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties
- work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks
- ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase

## PRINCIPLE CONTRACTORS

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
- prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all workers have site-specific inductions, and any further information and training they need

- take steps to prevent unauthorised access to the site
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

## CONTRACTORS

Contractors on all projects must:

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

In addition to the above responsibilities, contractors working on projects involving more than one contractor must:

- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan relevant to their work

Where a contractor is the only contractor working on a project, they must ensure a construction phase plan is drawn up before setting up the site.

## WORKERS

- only carry out construction work if they have the relevant skills, knowledge, training and experience - or they are provided with the training and supervision that enables them to do it safely and without risk to health
- make themselves aware of the health and safety risks involved in work on every site and the way those risks are managed
- always follow site rules and procedures

- cooperate with other dutyholders, such as the contractor in control of their work and the principal contractor (who controls the overall project when there is more than one contractor)
- report any risks they find to whoever controls the work on site, whether the risks affect their own health and safety or anyone else, including other workers and members of the public



## **APPENDIX D**

### **Service Drawings / Records**



**Northern Gas Networks**  
1st Floor  
1 Emperor Way  
Doxford International Business Park  
Sunderland  
SR3 3XR

Telephone No: 0800 040 7766  
[www.northerngasnetworks.co.uk](http://www.northerngasnetworks.co.uk)

**24 hour gas escape  
number 0800 111 999**

*\*calls will be recorded and may be monitored*

Our Ref: 301673397  
Your Ref:  
Date: 17.10.2017

Dale Woodcock  
Groundwork  
Normanton Town Hall  
Block C High Street  
Normanton WF6 2DZ

Dear Sir / Madam,

**Re: Proposed Lanscaoing Works, Boston Spa Village Park, Off Stables Lane, LS23 6BX**

Northern Gas Networks acknowledges receipt of your notice of your intention to carry out work at the above location.

We enclose an extract from our mains records in the location of the area covered by your proposals together with a comprehensive list of precautions for your guidance. This plan shows only those pipes owned by Northern Gas Networks in its role as a Licensed Gas Transporter (GT). Gas pipes owned by other GT's and also privately owned may be present in this area. Information with regard to such pipes should be obtained from the owners. The information shown on this plan is given without obligation, or warranty, the accuracy thereof cannot be guaranteed. Service pipes, valves, siphons, stub connections, etc., are not shown but their presence should be anticipated. Your attention is drawn to the information and disclaimer on these plans. The information included on the enclosed plan should not be referred to beyond a period of 28 days from the date of issue.

You will note the presence of our Low/Medium/Intermediate Pressure gas main in the proximity to your site. NO mechanical excavations are to take place above or within 0.5 m of the Low pressure system, 2m of the medium pressure system and 3metres of the intermediate pressure system. You should where required CONFIRM THE POSITION of mains using HAND DUG TRIAL HOLES.

**A colour copy of these plans and the gas safety advice card should be passed to the senior person on site in order to prevent damage to Northern Gas Networks' plant and potential direct or consequential costs to your organisation.**

Safe digging practices, in accordance with HSE publication HSG47 "Avoiding Danger from Underground Services", must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that this information is provided to all persons (either direct labour or contractors) working for you on or near gas apparatus. In addition please follow the advice given on the gas safety card.

It must be stressed that both direct and consequential damage to gas plant can be dangerous both for your employees and the general public, repairs to any such damage will incur a charge. Your works should be carried out in such a manner that we are able to gain access to our apparatus throughout the duration of your operations.

If you have any further enquires please contact the Telephone number below.

Yours faithfully,

JENNIE ADAMS  
Network Records Assistant  
0800 040 7766

**Northern Gas Networks Limited**  
Registered in England & Wales No 5167070  
Registered Office  
1100 Century Way Colton  
Leeds LS15 8TU



# Stay safe near our pipes

A guide to working near infrastructure

## Who are Northern Gas Networks?

We look after the 37,000km of gas mains in the North of England. We don't own the gas but it's our job to transport it safely to you. We're responsible for most of Yorkshire, the North East and Northern Cumbria with our pipes running the equivalent distance of Leeds to Sydney, Australia and back.



# Before you start work

1

Identify the **exact location** of our gas infrastructure (pipes etc) by **hand digging** trial holes or using **electronic tracers**.

## Surface boxes and manholes

Never cover surface boxes or build manhole covers or other structures over, around or under a gas pipe.

Always ask our permission before doing work that may affect a cover or protection.

2

Use a **marker** to indicate the position of our pipes on site.

3

Make sure everyone involved has a copy of our **site plan** and everyone's read the **HSG47 Avoiding Danger from Underground Services** and **Utilities Guidelines on Positioning and Colour Coding of Apparatus**. You can download these for free from [nug.org.uk](http://nug.org.uk)

## Tree planting

- Make sure you carefully consider the impact of planting trees and shrubs as roots can cause damage to gas pipes and make future maintenance work difficult.
- You will need to get approval from the Before You Dig Team before you can start planting.

## Clearances

Never lay equipment along or above a gas pipe.

Keep a minimum clearance of 250mm or 1.5 x the external diameter of the gas pipe (whichever is the greater) between the existing gas infrastructure and any new plant. If this isn't possible, please contact the Before You Dig Team.

250mm

## Deep excavations

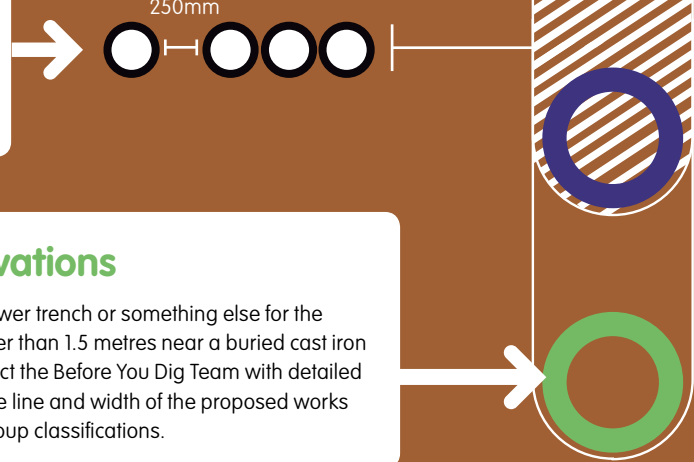
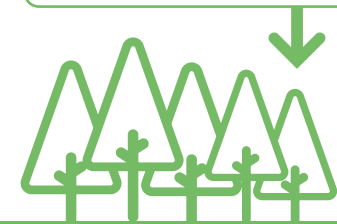
If you're building a sewer trench or something else for the water authority deeper than 1.5 metres near a buried cast iron main, you must contact the Before You Dig Team with detailed drawings showing the line and width of the proposed works along with the soil group classifications.

## Backfilling

- Make sure concrete backfill and hard material is at least 300mm away from apparatus.
- Your backfill material must meet the following requirements:
  - sand must be well-graded in accordance with BS EN 1260:2002
  - it must not contain any sharp particles
  - it must not be foamed concrete
  - it must be laid at least 150mm above the crown of the apparatus, and a 250mm hand rammed layer must be added before power ramming can take place.

## Mechanical excavations

Never use mechanical excavators within 0.5 metres of a low or medium pressure pipe and 3.0 metres of an intermediate pressure pipe.



## Carrying out explosions, pilings, boring or deep excavations?

You need to call us for minimum safe working distances before you get started.

### Financial penalties

- You will need to cover the costs of any damage to our infrastructure.
- We will charge you for any alterations needed to surface boxes or manholes caused by your work.
- If we have to move our infrastructure as a result of your work, you will need to cover the cost.

### Exposed plant

- You must support our infrastructure at all times, and protect any exposed elements from impact.
- Never weld or use hot substances if there is a risk of damaging plastics or protective pipe coatings.

Make sure that you build shuttering to stop fresh concrete from encasing our infrastructure.

#### Access

We need access to our infrastructure at all times so make sure that access isn't blocked by temporary structures and piles of spoil.

#### Crossing our plant with heavy equipment

Always ask our permission before you place heavy goods, equipment and vehicles on our infrastructure.

#### Smell gas or suspect a gas leak?

1. Call **0800 111 999** immediately.
2. Move away from the gas pipe.
3. Don't attempt to block the leak.
4. Evacuate people from surrounding buildings.
5. Put out naked flames.

Questions?



Call: 0800 040 7766



Email: [beforeyoudig@northerngas.co.uk](mailto:beforeyoudig@northerngas.co.uk)

### **Important Safety Guidance**

Northern Gas Networks is the gas distribution company for the North East of England, Yorkshire and Northern Cumbria. We own about 37,000km of gas mains, and other vital equipment, which supply gas to some 2.7 million homes and businesses.

If you or one of your contractors plan to work near gas pipes or other Northern Gas Networks's equipment, you must let us know.

Damaging gas pipes is dangerous and potentially expensive. Not only could it lead to a fire or explosion, it could result in the loss of the gas supply to local communities.

Safety is therefore Northern Gas Networks's top priority. We need to ensure no-one damages our equipment and puts either themselves or members of the public at risk. Our work in this area is encapsulated in the Pipeline Safety Regulations, and by the Northern Gas Networks's safety case, which is approved by the Health and Safety Executive (HSE).

Our website, [www.northerngasnetworks.co.uk](http://www.northerngasnetworks.co.uk) has safety guidance booklets that can be downloaded to assist you when carrying out any works. Please use these as reference guides prior to commencing works. Should you have any difficulty in downloading these documents, please either call 0800 040 7766, option 5, or via email: [beforeyoudig@northerngas.co.uk](mailto:beforeyoudig@northerngas.co.uk)

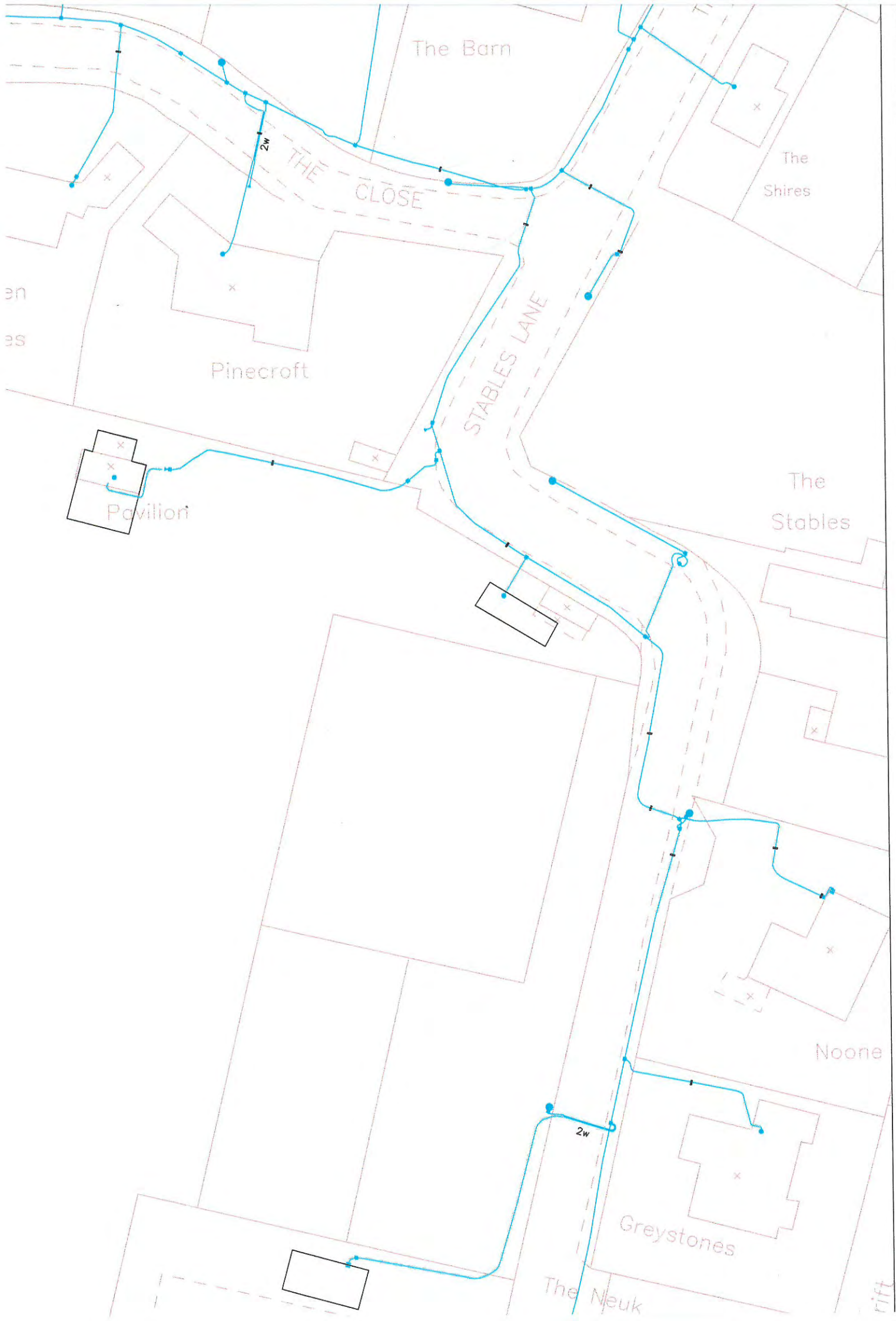
The guidance documents include this one and the following:

1. Safe working in the vicinity of high pressure gas pipelines and associated installations
2. Avoiding injury when working near gas pipes up to 7 bar
3. Avoiding injury when working near gas pipes

**If at any point during your works, you smell gas, call the National Gas Emergency Service immediately on the Freephone 0800 111 999.**

Examples of higher risk works are, but not limited to, the following:

- Any excavation works within 0.5m of low/medium pressure mains and 3m of intermediate and high pressure mains (the distance is measured from the proven position of the gas main).
- Demolition works within 15m of low/medium pressure mains and 150m of intermediate and high pressure mains.
- The use of explosives within 30m of low/medium pressure mains and 250m of intermediate and high pressure mains.
- Excavations within 10m of a pressure reduction unit.
- Excavations deeper than 1.5m.
- Heavy loading eg cranes, spoil deposits and heavy construction traffic.






# Boston Spa

St Marys  
C of E Primary School

St Mary's  
Childrens  
Home

NOTICE  
Contact Engineer before  
working in this area

SCALE:	1:1,250	TITLE : Boston Spa Village Park, Off Stables Lane, LS23 6BX	<div> ArcGIS Server 9.3.1  This plan is reproduced from or based on the OS survey map by Northern Gas Networks, with the sanction of the controller of HM Stationery Office. Crown Copyright Reserved.  NRSWA RESPONSE</div>
USER ID:	N800002	<p>The plan shows those pipes owned by Northern Gas Networks or the relevant Gas Distribution Network in their roles as Licenced Gas Transporters (GT). Gas pipes owned by other GTs, or otherwise privately owned, may be present in this area. Information with regard to such pipes should be obtained from the relevant owners. The information shown on this plan is given without warranty, the accuracy thereof cannot be guaranteed. Service pipes, valves, syphons, stub connections, etc. are not shown but their presence should be anticipated. No liability of any kind whatsoever is accepted by Northern Gas Networks, the relevant Gas Distribution Network, or their agents, servants or contractors for any error or omission. Safe digging practices, in accordance with HS(G)47, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that this information is provided to all persons (either direct labour or contractors) working for you on or near gas apparatus. The information included on this plan should not be referred to beyond a period of 28 days from the date of issue.</p> <div><div>Some examples of Plant Items:</div><div><div>Valve</div><div>Depth of Cover</div><div>Syphon</div><div>Diameter Change</div><div>Material Change</div></div></div>	
DATE:	17/10/2017 16:26:09		
GRID REFERENCE:	E: 442990 N: 445377		
<div><div><div>Low Pressure</div><div>Medium Pressure</div><div>Intermediate Pressure</div><div>Regional High Pressure</div></div><div><div>0</div><div>10</div><div>20</div><div>40</div><div>Metres</div></div></div>			



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Proposed works Boston Spa Village Park. LS23 6BX - YW R730959.



Wakefield  
Thu 19/10, 15:58  
Dale Woodcock



doc02215220171009...  
773 KB

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Jordan Ripley  
Finance Officer  
Groundwork North, East & West Yorkshire  
E: jordan.ripley@groundwork.org.uk  
T: 0113 238 0601  
D: 01134680942  
E: 200

-----Original Message-----  
From: Chris.Roberts@yorkshirewater.co.uk  
[mailto:Chris.Roberts@yorkshirewater.co.uk] On Behalf Of  
technical.sewerage@yorkshirewater.co.uk  
Sent: 19 October 2017 15:53  
To: #Groundwork Pride Limited  
Subject: Proposed works Boston Spa Village Park. LS23 6BX - YW R730959.

Dear Mr Woodcock,

In response to your letter sated 04th October 2017.

I can confirm we have no sewer apparatus in the area you have highlighted.

Regards

Chris Roberts  
Sewerage Technical Team

(See attached file: doc02215220171009124230.pdf)

Need any help or advice from us?  
Customers can get in touch for free via live chat or by requesting a free call back at  
<https://www.yorkshirewater.com> Pay your bill online or update your details  
<https://www.yorkshirewater.com/payment>  
Find out about issues in your area <https://www.yorkshirewater.com/inyourarea>  
Save money on your utility bills and help conserve water by requesting a free water  
saving pack <https://www.yorkshirewater.com/savewater>

Be a community hero!  
If you spot a leak please report it immediately. Call us on 0800 57 3553 or go to  
<https://www.yorkshirewater.com/leaks>

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Yorkshire Water Services Limited

Registered Office Western House, Halifax  
England and Wales No 2366682

Boston1 of 4

**Toby Ware MRICS**  
Director  
Building Surveying

project number: **B02 05**



## APPENDIX B

### Drawing



# Boston Spa Village Park

## Phase 1 - Landscape Layout

### GROUNDWORK LEADS

Project	Stables Lane Village Park	Title	Phase 1 - Landscape Layout
Client	Boston Spa Parish Council	Drawing No.	01
Site code		Drawn	DW
		Date	Jan 2018
		Checked	
		Scale	1/500 @A3 Size

## **APPENDIX C**

### **Photographs**



















**Toby Ware MRICS**  
Director  
Building Surveying

project number: **B02 05**