**EASINGTON RECREATION GROUND**

**PAVILION REFURBISHMENT CONTRACT**

For the **Proposed Refurbishment** of

The Easington Recreation Ground Sports Pavilion

Harriers View

Banbury

Oxfordshire

OX16 9HJ

For and on behalf of

****

***Prepared by***

**Philip J Cooper BSc MScCHE**

**PHILIP J COOPER**

Building Surveyors & Historic Building Consultants

**Coffee House, Market Square,**

**Kineton, Warwick, CV35 0LP**

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April 2017

**Ref: 2237**

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**EASINGTON RECREATION GROUND**

**PAVILION REFURBISHMENT CONTRACT**

**SPECIFICATION PRELIMINARIES**

**PART 1**

1. **PRELIMINARIES**

1.1 Site The address of the site is Easington Recreation Ground Sports Pavilion, Harriers View, Banbury, Oxfordshire OX16 9HJ.

1.2 The Employer. The employer is Banbury Town Council but all correspondence is to be addressed to the surveyors, Philip J Cooper, Coffee House, Market Square, Kineton, Warwick, CV35 0LP. Tel: 01926 691102.

1.3 Visit Site An appointment to view the premises can be made by contacting the surveyors; on telephone no: 01926 691102 or 07740 661866.

1. Description The project comprises the following works to the existing football changing rooms:
* to renovate and upgrade the water heating system,
* Refurbishment of internal fittings and fixtures
* Replacement windows and gate security
* Supply and installation of security fencing.
1. Drawings The Contractor shall refer to the drawings numbered 6254-02. These are to a scale as shown but all dimensions must be checked on site. If in doubt, ask!
2. Contract The Articles of Agreement & Conditions for the Contract will be as described in the Banbury Town Council Conditions of Contract and Form of Tender. The copy of this contract may be inspected by appointment with the Banbury Town Council. The Contract period will be agreed prior to commencement, including the Liquidated Damages Clause of £50 per day for non-completion. The defects liability period will be 6 months on a 2.5% retention preceded by a 5% retention during the contract period.
3. Contingencies Allow **the specified Contingency Sum** in the tender price; this sum or part of sum to be expended only with the written agreement of the Surveyors by way of a Contract Instruction.
4. Costs The Contractor shall allow for all costs incurred in respect of workpeople and site staff for the following:

a) National Insurance Contributions

b) Pensions

c) Annual & Public Holidays

d) Travelling time, expenses, fares, transport

e) Guaranteed time

f) Non-productive time and other expenses in connection with overtime

g) Incentive and Bonus schemes

h) Severance pay and obligations under the Redundancy Payments Act 1965

i) Any other cost arising from the employment of labour.

1. Workmanship and Materials: Materials, goods and workmanship shall be of the best quality of their respective kinds and those for which there is a British Standard shall comply therewith unless otherwise stated. Preambles and descriptions of materials, goods and workmanship given in any one section or trade shall apply throughout this specification unless otherwise described. Workmanship shall comply with the relevant Code of Practice where such standards exist.

 The Contractor shall carry out everything necessary for the proper execution of the works, whether or not shown on the drawings or described in the specification, provided the same may reasonably be inferred there from. Should the Contractor find any discrepancies he shall, before tendering, refer the same to the Surveyor who shall decide which shall be followed. Figured dimensions shall be followed in preference to scaled dimensions and all dimensions and particulars shall be taken from the actual work where possible.

1. Scaffold **Where applicable** the Contractor shall provide and install all necessary hoists, ladders, scaffolding, staging, tackle, tarpaulins, tools, vehicles and plant and allow for altering, adapting and maintaining them as necessary and eventually removing and making good. The scaffold to be erected and approved by a competent scaffolder who holds a current scaffolding certificate.
2. Setting out **Where applicable** the Contractor shall take dimensions from the existing premises and verify all dimensions given on the drawing. He shall set out and level the works where necessary and amend any errors arriving there from at his own expense.
3. Work shown or indicated on the drawings and not mentioned in this specification shall be deemed to be carried out under this specification and vice versa.
4. The terms 'Approved', 'Directed' and 'Selected' shall mean approval, direction and selection of or by the Surveyors.
5. Access to Site & Workshops. The Surveyors and any person authorised by them to have at all times free access to the works, and to be at liberty to send tradesmen to execute work not included in the Contract. The owners and their representatives are also to have liberty to send Tradesmen to execute work not included in the Contract. The owners and their representatives are also to have access to the workshops of the Contractors and other places where work is being prepared for the building.
6. Foreman **Where applicable** a competent general or working Foreman is to be employed continually on the site, who shall be authorised to receive and carry out instructions given by the Surveyor. This condition is to be strictly adhered to and the Contractor shall replace the Foreman by a more competent man should the Surveyor request this action.
7. Responsibility The Contractor shall keep all persons, including those employed by Sub-contractors, under control and within the boundaries of the area allocated to him and shall keep his men from trespassing on adjoining property and lands around the site. He will be held responsible for the care of the existing premises and of the works generally until their completion including all works executed and materials, goods and plant on the site together with all risks arising from the weather, carelessness of workpeople, damage or loss by theft or any other cause and he shall make good at his own expense all such damage or loss. He shall also at his own expense uncover for inspection any work already covered up if required to do so by the Surveyor and reinstate the work.

1.18 Limits to work area Prior to commencement of the Contract areas of working will be discussed and agreed but, initially, the Contractor is limited to a working area of 5m zone around the perimeter of the property in order to minimise damage to the garden areas, or unless otherwise directed for storage of materials, etc. **N.B**. - The Contractor shall, at all times, keep all building operations away, and clear of, any garden, park or cultivated areas.

* 1. Insurance The clause of the Contract to be used is Clause 6.3B requiring the Employer to insure the existing premises and all unfixed materials and goods intended for, delivered to, placed upon, or adjacent to the works and intended therefore. The Contractor shall insure temporary buildings, plant, tools and equipment owned or hired by him or any Sub-contractor.

1.20 Approaches and Paths **Where applicable** the Contractor shall keep approaches to the site clear of mud, sand, ballast and other materials through-out the execution of the works and shall make good or pay for the reinstatement of any damage caused directly or indirectly by the execution of the works by either himself or any Sub-Contractor.

1.21 Water The Contractor shall be allowed to draw off at the site as much water as may be necessary for the execution of the works.

1.22 Electricity. The Contractor shall be allowed to connect to the existing electrical supply any tools, etc. used in the execution of the works and all charges incurred will be met by the Employer provided that the use thereof is neither excessive nor wasteful.

1.23 Lighting. Should it be necessary for the Contractor to provide artificial light to expedite the work, he is to do so at his own expense.

1.24 Telephone The Contractor is advised that there is no telephone for his use at the site.

1.25 Temporary Buildings. **Where applicable** if he requires them, the Contractor shall provide all temporary buildings, etc. which shall be situated in approved positions. If required the Contractor shall provide proper sheds, etc. for the storage and protection of materials, goods, tools, etc. Suitable office accommodation is to be provided for the Foreman and the safe keeping of any drawings, etc. supplied by the Surveyor. The Contractor shall provide all necessary sanitary accommodation for the work people and site staff due to the fact the existing toilets will be out of order for a considerable part of the works.

1.26 Quality of materials No materials of foreign origin are to be used without consent. Materials described under one trade and only referred to under another to be the same in quality and composition.

1.27 Carriage and Hauling Unless specified as delivered to site, pay carriage on all goods forming part of this Contract, including those covered by the PC sums allowed for hauling. The Contractor will be held responsible for the safe delivery of all goods and will be required to reinstate or replace any damaged in transit or delivery.

1.28 PC Sums & Subletting The words Prime Cost or the initials PC shall mean the net amount paid by the Contractor after deducting all trade discounts, except discounts for cash.

 The Contractor is to add for profit and fixing at the national current rates applicable at the time of acceptance and agreed by the employer and shall not be varied throughout the works.

 Prime Cost sums shall be credited in whole or in part if not expended on completion and the Contractor shall furnish the Surveyor's office with receipted accounts.

 The Contractor shall not, without the written consent of the Surveyor, sub-let any portion of the works. All specialists, merchants, tradesmen or others executing any work or supplying any goods for which prime cost prices are included in this Specification, who may at any time be nominated, selected or approved by the Surveyor, are hereby declared to be sub-contractors employed by the Contractor and (the Contractor) shall be responsible to the Surveyor for their work and materials.

 The Contractor is to satisfy himself that sub-Contractors nominated by the Surveyor will contract to do the work or supply the materials under the same condition of contract by which he is bound. Should these conditions be unobtainable he is to notify the Surveyor immediately and in any case within seven days of the receipt of instructions from the Surveyor as to who the sub-Contractor shall be.

 The Contractor is to supply the sub-Contractors with all the necessary dimensions and information to enable them to properly complete the work of their sub-contract, or he is to arrange with the sub-Contractors to obtain the same.

1.29 Provisional Sums and Extras Where provisional sums are included in this specification the amounts stated are intended to cover the cost of any work ordered by the Surveyor which is impracticable fully to specify until the works are in hand. The net cost of all materials supplied or of labour in carrying out the work under this heading shall be carefully segregated by the Contractor who shall submit to the Surveyor all time sheets and receipts. In the final settlement of accounts the Contractor shall be allowed these costs plus current national percentage rates on materials and labour which will be agreed with the employer before the commencement of the work and will not be varied throughout.

 The Surveyor will require the Contractor to submit an estimate for all extra work likely to exceed £50.00 and if his estimate is accepted it will be final and will vitiate the conditions mentioned in the previous paragraph.

1.30 Weather Conditions. **Where applicable, the Contractor shall cover up and protect the works from the weather** and suspend all operations during weather conditions which would be detrimental to the works. No concrete work setting of masonry or brickwork to be executed when the temperature is below 2°C/35°F.

 The Contractor shall cover up and protect the works every night or when work is not in progress. The Contractor shall, by the use of securely tied down tarpaulins, render all exposed parts of the building and works totally watertight. The Contractor shall make good any damage caused by the weather due to insecure protective materials entirely at his own expense.

1.31 Clearing away The Contractor shall take down and clear away all plant and temporary work, including sheds, etc. and make good. The Contractor shall remove all rubbish, debris and surplus materials from the site as they accumulate and at the completion of the work and clean all surfaces, including those of the existing premises, internally and externally, remove stains and touch up paint work and polished work and leave the premises clean and to the satisfaction of the Surveyor.

 No wood shavings or other rubbish is to be buried in the garden. On completion wash all floors and pavings, clean down faces of brickwork, clean windows inside and out, oil hinges, locks, etc., bale out gullies and flush drains.

1.32 Antiquities. Any coins, antiquities or other valuable items found on site remain the property of the Employer.

1.33 Notices The works are to be executed in accordance with the Building Regulations of the Local Authority or other authority and the Contractor is to give all notices required and pay all fees legally due. The Contractor shall be responsible for advising the Surveyor of any requirements by such authorities that may vary or modify instructions already given.

1.34 VAT. The Contractor shall exclude from his tender any allowance for Value Added Tax. VAT payable by the Employer is to be calculated and assessed by the Contractor in conjunction with the Surveyor and such amounts as are agreed payable shall be added to interim payments as work proceeds.

1.35 Day-works. No work whatsoever is to be carried out on a Day-works basis without the written consent of the Surveyor.

1.36 Tenders. The Employer does not bind himself to accept the lowest nor any tender, nor will he be responsible for any costs incurred in the preparation of the tender. The Contractor, whose tender is being considered for acceptance will be required to provide a copy of the Specification fully priced item by item and with the price on the summary agreeing with the amount of this tender.

 The Contractor's attention is drawn to the fact that no variation to the Contract Sum will be made in respect of any fluctuation in the cost of labour and/or materials.

1.37 Construction (Design and Management) Regulations 2015

 The Contractor shall comply in all respects with the provisions of the current Construction (Design and Management) Regulations 2015 and will, in accordance with the provisions of Clause 6, be appointed as Principal Contractor for the duration of the works. **See the Pre Tender Health and Safety Plan attached to this document.**

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**EASINGTON RECREATION GROUND PAVILION REFURBISHMENT CONTRACT**

**SPECIFICATION SCHEDULE OF WORKS**

1.0 **PREAMBLE**

1.1 ***Brief Description:*** This project includes work to the existing Easington Pavilion football changing rooms to renovate and upgrade the water heating system, internal renovations including new showers, toilets, basins hand and hair driers etc., redecoration, new windows, new gates and security bars and new security fences.

1.2 ***Drawings*** Numbered 6254-02 are included and will be referred to within the following schedule.

1.3 ***Health and Safety*:** Any required scaffold access to the roofs etc. shall be completed to Safety Certificates for works involving heights above 1.8m. All works shall comply with the latest CDM regulations.

1.4 ***Standards:*** All Works and Materials shall comply with the relevant British and European Standards where ever applicable.

1.5 **Preparation:**

1.5.1 Carefully take out the existing change room benches and set to one side for refurbishment.

1.5.2 Take out and remove the existing boiler, flue and calorifier, and cart away from site.

1.5.3 Carefully take out and remove the existing windows and cover boards, and cart away from site.

1.5.4 Carefully take out the existing security gate grills currently fitted to the entrance to the Male and Female toilets, set to one side for refurbishment. 1.5.5 Take out and remove the painted metal mesh gates and frames etc. currently fitted to the entrances to Change Room 1 and Change Room 2 and cart away from site.

1.5.5 To the rear of the building: The contractor shall allow for clearing away all rubbish and old materials/fencing etc and leave the site neat and tidy.

2.0 **THE WORKS – EXISTING BUILDING**

2.1 **ROOF COVERING.**

2.1.1 Using long ladders and ridge hooks, rest the long ladders on the roof slope with hook over the ridge and rest the ladder on cushions to protect the tile coverings. Remove the moss and other vegetation from the tile surfaces by careful scraping and brushing. Clean out and flush through the gutters, do not allow debris to enter the pipe heads. Upon completion spray the roof surfaces with a dilute weed killer.

2.1.2 Allow a Provisional Sum of **£300.00** for replacement of isolated damaged tiles.

2.1.3 Carefully take down and remove the externally fitted boiler flue and cart away. Provide and install new breathable type underlay, softwood battens and matching clay Rosemary type tiles to infill the opening after removal of the flue.

2.2 **GUTTERS**

2.2.1 Take down and cart away the existing gutters and pipes to the front north elevation, and gutter brackets.

2.2.2 Provide and install 100mm half round cast aluminium gutters supported on purpose made brackets set at minimum **750mm** centres, include for all necessary stop ends, joints and outlets.

2.2.3 Provide and install 75mm cast aluminium pipes connected to the gutter outlets and to the drainage system at ground level supported on purpose made brackets set at minimum **900mm** centres.

Prepare the new gutters for decoration as specified later.

2.3 **NEW WINDOWS**

2.3.1 Carefully take out and remove the existing window units and board coverings, and cart away from site.

2.3.2 Provide and install new white framed UPVC windows, fully sealed double glazed with obscure glazing to the existing openings, include for trickle vents through the window heads and for bottom hinged, inward opening casements on lockable handles and restrictors to open no more than 100mm at the head.

2.3.3 Provide and install new white plastic internal sill boards.

2.3.4 Provide and install new vertical steel bars to the 2No north facing window openings, bars set at **60mm** apart.

2.4 **SHOWERS AND TOILETS.**

2.4.1 ***Showers:*** Take out and remove the existing shower heads, pipe work and associated fittings, and cart away from site.

Provide and install new copper pipework (no plastic) for the hot and cold water supplies to showers (qty 14), water circulated via a booster pump and blender, contractor to supply, to give optimum temperature control. The contractor shall supply and fit to all appliances isolation valves to hot and cold water. Provide and install 14No RADA 619556 shower panel PA1 silver anti-vandal type. Provide and install new pipework to serve each shower unit. The contractor shall supply and fit to all units adjustable push-button timer and sanitation control to give periodic cleansing flush. Units to be fully commissioned, by the contractor, strictly in accordance with the manufacturer’s instructions prior to handover. 2No RADA of the 14No specified above to be installed in the newly created “2 x Referees” room on 900x800mm solid shower bases – colour white, and new waste with trap outlet (supplied and fitted by the contractor) connected to the hot and cold supplies and existing drainage system.

2.4.2 ***Ref’s Change Facilities:*** Install and include a rigid plastic privacy screen between the two shower bases supported off stainless steel brackets and fixings.

Provide and install plastic fabric privacy curtains to the outer edge of each change cubicle and each shower cubicle on stainless steel rods fixed to the wall surfaces.

Construct new partition walls in the positions shown on the drawing, finished with plaster and skim both sides. Finish the reveal ends of the walls with 25mm thick softwood square edge wrought cover pieces.

Provide and include hardwood slat seating 500mm deep as shown and include 900mm wide x 800mm high safety glass mirrors above each bench. fixed to the wall with 4No chrome dome head hidden screws. Provide and include a wall mounted hand held hair drier fixed to the wall adjacent to the mirror and include electric supply spur point.

Provide and install new ceiling mounted 600mm long single tube fluorescent lights within each cubicle operated on motion sensors.

2.4.3 ***Toilets:*** Take out and remove the existing toilets, basins and urinals, and all associated pipework and drain pipes etc., and cart away from site.

Provide and install the following items of new replacement sanitary-ware, as listed;

3No WC c/w: seat and cistern – colour white.

4No Inset type hand wash basins (2No per toilet) – colour white, c/p taps, traps and wastes, inset into new Formica covered worktops, 45mm thick, 1250mm long x 400mm deep - colour white. Cold water supply only. Support the new counter tops on steel wall brackets, 1No to each side wall and 1No between each pair of bowls (6No brackets in total).

3No bowl urinal set c/w: cistern – colour white.

Connect all new sanitary-ware appliances to the cold supplies and the existing drainage.

2.5 **FLOOR COVERINGS.**

2.5.1 ***Floor Preparation:*** After removal of the benches, doors, boiler, kitchen units and sanitary-ware etc. specified later and above, completely remove from the entire floor surfaces the existing tiles and cart away from site.

Take up and remove quarry tile skirtings fixed to the walls and cart away from the site.

Neatly cut out any cracked floor surfaces and fill with sand cement mortar.

Lay over the entire floor surface a self-levelling screed leaving a smooth and un-rippled finish.

Where quarry tile skirtings have been removed from walls, the exposed walls are to be skimmed and made ready to receive decoration.

2.5.2 ***Floor and Shower Area Wall Coverings:*** Provide and lay over the prepared floor surface, in the shower, change and corridor areas - in all showers and the Referees/Officials shower cubicles; to all the shower area walls (for their full height); **Altro Whiterock Satin – Clarity 207** strictly in accordance with the manufacturer’s instructions, all joints to be heat welded and the Altro to be taken up the change area, kitchenette, toilet and wash room walls 150mm and, again, all mitered corner joints to be fully heat welded. ***For wall covering Specification see S6.0 following.***

Allow, initially a **Provisional Sum of £800.00 (Eight hundred pounds)** for preparation works to **wall surfaces** in the shower areas prior to applying the Altro finishes – to be specified once works commence.

2.5.3 ***Inspection Chamber:*** Provide and install aluminium edge trims and extended screw fixings to allow for the thickness of Altro floor covering. The edge trims are to be left flush with the floor finished surfaces to prevent any possible trip hazard.

2.6 **BOILER AND CALORIFIER.**

2.6.1 ***Existing Boiler and Fittings:*** Take out and remove the existing boiler, pipes, flue and pumps etc. and Calorifier and cart away from site.

2.6.2  ***New Boiler and Fittings:*** For HOT water provide and install 2No 250ltr pre-lagged hot water storage Calorifier cylinders c/w: 1 No 3kw immersion heater within each cylinder.

Provide and install a new Bosch, or similar approved for external siting, gas fired boiler with balanced flue, of sufficient capacity to supply hot water to all shower head outlets sufficient for peak usage. Include for all connections to the existing gas supply.

Take all connecting service pipework vertically up into the roof via the roof eaves and connect to the existing storage pipes and circuits. Double insulate all exposed pipes and fittings likely to be affected by frost/freezing.

Site the boiler flue away from any combustible materials and away from opening windows.

2.6.3 ***New Boiler Enclosure:*** Construct a timber framed and clad external enclosure situated on the rear wall in the position shown on the drawing with felt covered sloping roof and a pair of doors having open louvers to the top halves including locking mechanisms to the doors. Set the enclosure on a concrete slab base on lean-mix concrete, fix the enclosure to the brickwork of rear external wall.

2.7 **INTERNAL FITTINGS, LIGHTS AND FINISHES.**

2.7.1 ***Ceilings:*** Prepare the existing ceiling surfaces in the corridor between Change 3 and Change 4, with silicone fixative and apply a new skim coat of plaster and leave ready for decoration. Provide and install a new plaster board ceiling within the new Referee change areas and finish with a plaster skim ready for decoration.

2.7.2 ***Ceiling Lights:*** Provide and install new 600mm long fluorescent ceiling mounted lights in both the Referee change cubicles. Provide and install inset ceiling water/steam proof light fittings within the new Referee shower cubicles.

2.7.3 ***Clothes Hooks:*** Take off and remove the existing rows of clothes hooks and wooden backing plates from the change room walls, and cart away.

2.7.4 Provide and install new planed smooth softwood backing pieces 100mm x 20mm thick for the entire length of each change room in similar positions to that of the previous clothes hooks.

2.7.5 Provide and install 104No “Welco” Premium Cloakroom Racks – Coat hooks, colour black with screws, delivered in packs of 10. 25No hooks per change room and 2No hooks each in the “Referees” change cubicles.

See [www.welco.co.uk](http://www.welco.co.uk)

2.7.6 ***Change Benches:*** Carefully take up and remove the existing timber and metal framed benches in the changing rooms, clean, fully rub down to remove all the existing varnish finishes and prepare the surfaces for redecoration (but the benches are to be temporarily removed in order to allow for full access to the floor surface as specified earlier).

Redecorate the timber with 2No coats clear Diamond hard gloss yacht varnish and the metal frames with 2No coats Diamond hard gloss black paint.

Provide and install new hardwood slat benches in the Referees cubicles, as specified earlier.

2.7.7 Upon completion of the new floor surface refit the wooden benches back in their existing positions.

2.7.8 ***Internal Doors:*** Take off and remove the 5No existing doors (2No in Change 3 and 4, 2No in the Female toilets and 1No in the Male toilets), and cart away from site. Take down and remove the boiler cupboard doors and cart away from site, as shown on the drawing.

2.7.9 Provide and install 5No new solid core flush doors within the existing linings and frames and prepare the surfaces for decoration.

2.7.10 ***Meter Cupboard:*** Provide and install a new softwood cupboard casing with double doors and handles to fit over the existing meters and circuit breakers etc. Provide and install a locking mechanism for the doors and short barrel bolt internally to one door. Prepare the outer surfaces of the new cupboard for decoration.

2.8 **ELECTRICAL WORKS, LIGHTING AND EXTRACT FANS.**

Refer to the notes included on Drawing 6254-02.

2.8 1 ***Distribution Board:*** Take out and remove the existing distribution board and replace with new to comply with current codes of practice. Takeout and replace any metal clad spurs and metal clad 13amp sockets with new plastic fittings.

2.8.2 ***Earthing:*** Upgrade the earthing to the incoming water main.

2.8.3 ***Lighting:*** Include to install all new specified ceiling lights to new connecting cables and switches. Include to provide and install new extractor fans in the change room walls and shower areas all to be operated off motion PIRs fitted in each change room and in the corridors, in the Referees room and in each shower area.

2.8.4 ***Hand Driers:*** Provide and install 2No electric operated hand driers fitted in the Male and Female toilets in the positions shown on the drawing complete with electric spur supplies.

2.8.5 ***Hair Driers:*** Provide and install 6No electric operated hair driers fitted in the Change rooms and Referees cubicles in the positions shown on the drawing complete with electric spur supplies.

2.8.6 ***Testing:*** The whole installation shall be tested upon completion and certificate documents issued to the client.

2.9 **DECORATION.**

2.9.1 ***Paintwork:*** Clean down all walls, ceilings and joinery. Apply thin undercoat primer to new plaster. Knot, prime and undercoat all new joinery. Paint the walls and ceilings with two coats **exterior grade** emulsion paint, white ceilings and magnolia walls. Paint the internal joinery and all internal exposed metalwork with two coats white **exterior grade** hard gloss (except the benches and frames which are dealt with earlier – see 2.7.6 above) and two coats black **exterior grade** Diamond hard gloss to **external metalwork** including **new and existing change room gates and new gutters etc**.

2.9.2 ***Mirrors:*** Provide and install 8No wall mounted 900mm wide x 800mm high safety glass mirrors (including those already specified above at 2.4.2) in the positions shown on the drawing.

2.9.3 ***External Walls:*** Cover and protect all external joinery, window frames and all external metal work. Carry out light sandblasting of the external brick walls to remove previous graffiti from the surfaces. Apply 2No coats anti-graffiti clear silicone type paint to all south, east and west wall surfaces available from Tensid UK Ltd, or similar approved product.

2.10  **EXTERNAL SURROUNDINGS, SECURITY GATES AND FENCES.**

2.10.1 ***Existing Entrance Doors to Change Room 1 and 2:*** Take out and remove the existing wire mesh type gate and cart away. Provide and install new steel bar type gates, similar in type and design to those already existing to the Toilets and Change Room 3 and 4 securely fixed into the brick reveals and fitted with hasps for locking.

2.10.2 ***Gates to Male and Female Toilets***: Carefully take off the existing gates and wall fixings. Rebuild/repair the wall brickwork and refit the gate frames etc. securely. Rub down and refurbish the existing gates, frames and bars ready for redecoration, as specified above. After completion the contractor shall rebuild previous fixing points and reinstate the gates and locking hasps firmly secured in position.

2.10.3 ***Security Fences:*** Provide and install metal security type palisade fencing 2.1m high, with four pointed tops, along the inside of the wooden fences on the south boundary and along the east boundary as shown on the drawing.

2.10.4 External Paving’s: The Contractor shall allow, initially, a **Provisional Sum of £2,650.00** to deal with repairs to the eternal paving’s. This sum shall only be expended upon the express instructions of the Surveyors.

3.0 **CONTINGENCY**

3.1 The contractor shall allow in the quotation a **Contingency Sum of £5,000.00 (Five thousand pounds)** to be used only upon formal instruction by the surveyor.

4.0 **COMPLETION**

4.1 Upon completion the contractor shall take down and remove all temporary props needles and scaffolding etc.

4.2 Upon completion the contractor shall cart away and dispose of all debris and rubbish from the site and leave the site neat, tidy and clean.

5.0 **Altro Whiterock Specification**

This specification, in whatever format, is only valid if it is a true copy of the filed paper copy held by Altro. If you are in any doubt as to the authenticity of the copy you hold, please ask for verification.

**GENERALLY**

5.1 WORKMANSHIP:

* All bases must be rigid, dry, sound, smooth and free from grease, dirt and other contaminants before coverings are applied.
* Finished coverings must be accurately fitted, jointed as per manufacturer’s instructions, securely bonded, smooth and free from air bubbles, rippling, adhesive marks and stains.

5.2 SAMPLES: Before placing orders, submit for approval a representative sample of each type of covering. Ensure that delivered materials match samples.

5.3 CONTROL SAMPLE(S): Complete area(s) of the finished work in approved location(s) as follows, and obtain approval of appearance before proceeding:

**SHOWER AREAS/ OFFICIALS SHOWER**

5.4 LAYOUT: Set out sheet coverings so that joints are kept to a minimum.

Internal and external corners to be thermoformed onsite, limiting the number of joints required.

5.5 MARKING: Ensure that materials are delivered to site in original packing, clearly marked with batch number.

5.6 STORAGE: Store materials in a clean, warm, dry, well-ventilated place. Keep in original packing until conditioning commences.

5.7 COMMENCEMENT: Do not lay materials until building is weather tight, wet trades have finished their work, the building is well dried out, all paintwork is finished and dry, conflicting overhead work completed, and service outlets, duct covers and other fixtures around which the materials are to be cut have been fixed. Inform CA not less than 48 hours before commencing fitting.

5.8 CONDITIONING: Sheets should be stored flat, fully supported and left for 24 hours to attain the ambient room temperature prior to installation (min 14°C). Minimum conditioning time to be increased by a factor of 2 for materials stored or transported at a temperature of less than 100 C immediately prior to installing.

5.9 Environment: General - Before during and after laying, provide adequate ventilation and maintain temperature and humidity approximately at levels which will prevail after the building is being occupied.

5.10 Environment: Altro Walls recommends the substrate or dry wall lining should be constructed with a Calcium Silica board. Stainless steel panels should then be used to clad these areas.

* Hot pipes and steam pipes should be insulated and a 3-5mm expansion gap should be created when installing panels around these pipes.

**PREPARING SUBSTRATES**

5.11 SUITABILITY OF NEW SUBSTRATES AND CONDITIONS: Fitting of coverings will be taken as joint acceptance by the Main Contractor and Subcontractor of the suitability of the substrates and conditions within any given area.

5.12 SUITABILITY OF EXISTING SUBSTRATES AND CONDITIONS:

* Before commencing work the subcontractor must confirm (through the Main
* Contractor) that existing substrates will, after the specified preparation, be suitable to receive the specified coverings.
* Fitting of coverings will be taken as further acceptance of the suitability of the bases and also of the conditions within any given area.

5.13 DAMPNESS: Where linings are to be fitted on new wet-laid substrates:

* All substrates to be dried to minimum of 16% WME (Wood Moisture Equivalent) on Protimeter ‘Surveymaster’ equipment or similar.
* Take readings in all corners, along edges, and at various points over the area being tested.

5.14 SUITABLE SUBSTRATES: GENERAL

The specifications for finishes to receive PVCu wall cladding require:

* Good quality fairfaced brick or blockwork. Well aligned joints bagged up flush.
* Straight to within 3mm over a 2m straight edge and bricks/blocks flush with adjacent ones.
* Sand & cement rendering 1:3 to steel trowel finish.
* 12.5mm thick plasterboard. (do not seal with sealers as for decorating). If wall is affords fire protection ensure joints between plasterboard sheets filled with appropriate fillers.
* Minimum 9mm W.B.P. resin bonded plywood fixed at 200mm centres to suitable studwork or direct to solid substrate.
* Minimum 9mm MDF dense wood based panels fixed at 200mm centres to suitable studwork, or direct to solid substrate.
* Certain sound painted surfaces (an adhesive test is advisable to ascertain compatibility).
* Plastered surfaces - finished with steel trowel. (pink lightweight plasters generally not suitable).
* Porous surfaces to be thoroughly sealed with diluted PVA applied to the surface 12 hours prior to the installation. The sealer should be used in a diluted ratio of 1:10.

Alternatively use Altro Primer Seal Ref: AGCPNF/01

5.15 SUITABLE SUBSTRATES - WELDED FINISH:

* Surface straight to within 3mm over a 2m straight edge.
* Sand & cement rendering 1:3 to steel trowel finish.
* 12.5mm thick plasterboard. (do not seal with sealers as for decorating). If wall affords fire protection ensure joints between plasterboard sheets filled with appropriate fillers.
* Minimum 9mm W.B.P. resin bonded plywood fixed at 200mm centres to suitable studwork or direct to solid substrate.
* Minimum 9mm MDF dense wood based panels fixed at 200mm centres to suitable studwork or direct to solid substrate.
* Certain sound painted surfaces (an adhesive test is advisable to ascertain compatibility).
* Plastered surfaces - finished with steel trowel. (pink lightweight plasters generally not suitable).
* Porous surfaces to be thoroughly sealed with diluted PVA applied to the surface 12 hours prior to the installation. The sealer should be used in a diluted ratio of 1:10.

Alternatively use Altro Primer Seal Ref: AGCPNF/01

5.16 SUBSTRATE PREPARATION - EXISTING WALL FINISH TO BE REMOVED:

* All loose paint and dust to be removed.
* Friable surfaces should be removed or made sound.

(Please consult Altro regarding approved sealing treatments)

* Make good as needed by local patching or filling with a repair mortar or sand and cement with Unibond mix, to give a smooth, even surface.
* Straight to within 3mm over a 2m straight edge

5.17 EXISTING WALL FINISH TO BE OVERLAID:

* Make good as needed by local patching or filling with a repair mortar or sand and cement with Unibond mix, to give a smooth, even surface.

**FITTING COVERINGS**

5.18 ADHESIVE FIXING GENERALLY:

* Adhesive should not be stored at temperatures below 5°C.
* Recommended ambient temperature of 14°C / 57°F for all installation areas.
* Back of sheets to be cleaned prior to applying adhesive.
* Adhesive should be applied with the recommended notched trowel applicable to the adhesive selected.
* Apply firm even pressure with suitable roller to whole surface area of the panel as work proceeds, to ensure adequate adhesive transfer and good overall bond.
* Use Altro double sided tape (for welded system) as support whilst adhesive cures.

5.19 ADHESIVE FIXING – BY ALTROFIX W139:

* Use AltroFix two-part polyurethane adhesive spread with a 5mm square notched trowel.
* On application immediately apply sheet to the wall.
* Support the panel on double sided tape whilst adhesive cures (approx. 3-5 hours - full cure 24 hours).

5.20 ADHESIVE FIXING – BY ALTROFIX W157:

NB. This adhesive is only suitable for porous surfaces, for non-porous surfaces refer to AltroFix W139 or AltroFix W639 MS

* Apply AltroFix W157 water based synthetic polymer adhesive to the back of the sheet using a 3mm deep x 5mm wide square notched trowel.
* On application immediately apply sheet to the wall.
* Support the panel on double sided tape (Ref: A815 or A915 or welded system) whilst adhesive cures. (can be 24hours and upwards)

NB. On completion, the installation should not be subject to an increase in ambient temperature to more than 30°C until the adhesive is fully cured. Full cure will be dependent on porosity of substrate.

5.21 SEAM WELDING COVERINGS:

* Do not commence welding of coverings until a minimum of 24 hours after fitting or until adhesive has completely set.
* Use Altro double sided tape applied to the wall bridging the joint to be welded. Bring the edges of the sheets to be welded together leaving a 1.5mm - 2mm gap between sheets. Hot weld using hot air welding gun and Altro Whiterock welding rod. Clean off flush with sheet face to form a neat, smooth, strongly bonded joint. Recommended tool is Mozart trimming knife.

5.22 SEALANT: (if found to be needed)

* Manufacturer and reference: Altro Whiterock silicone sealant (Ref: A802 white or A806 coloured) contact Altro Limited, telephone +44(0)1462 707600, fax +44(0)1462 707515, email enquiries@altro.com

5.23 EDGINGS/COVER STRIPS: ALTRO PVC JOINT STRIP

* All joints should be covered with high impact PVCu ‘H’ joint sections.
* Internal/external corners: Altro Whiterock to be thermoformed on-site as needed, so limiting the number of joints required.
* Vulnerable external corners are usually over-clad with stainless steel corner protectors, to a height of 1200mm.

5.24 EDGINGS/COVER STRIPS: ALTRO FLEXIJOINT

* Double sided tapes applied 3mm in from the edge of the panel
* Install the panels with a specific joint gap of 3.4mm (utilising Altro spacer bars).
* Apply a uniform (2mm) bead of Altro AP600 polymer sealant to the substrate within the joint gap.
* Fit Altro FlexiJoint (FJ01) into the joint gap and roll with a small wooden hand roller
* Internal/external corners: Altro Whiterock to be thermoformed on-site, so limiting the number of joints required.
* Vulnerable external corners are usually over-clad with stainless steel corner protectors, to a height of 1200mm.

5.25 EDGINGS/COVER STRIPS: ALTRO SILICONE JOINT

* Form a flush joint using a 3-4mm bead of Altro Whiterock silicone sealant.
* Internal/external corners: Altro Whiterock to be thermoformed on-site, so reducing the number of joints needed.
* Vulnerable external corners are usually over-clad with stainless steel corner protectors, to a height of 1200mm.

5.26 EDGINGS/COVER STRIPS: ACCESSORIES

* High impact PVCu two-part start and edge trim
* High impact PVCu single part heavy duty start and edge trim.
* White powder coated aluminium ‘H’ joint sections.
* White powder coated aluminium start and edge trim.

5.27 ABUTMENTS: GENERAL

* To window frame, door frames, architraves, ceiling & quarry tile - seal with Altro Whiterock silicone sealant (Ref: A802 white, or A806 coloured) 3-4mm width joint.

5.28 ABUTMENTS: TREATMENT TO SERVICE PREPARATIONS

* All holes to be cut to allow 3-4mm silicone seal around all penetrations. seal with Altro Whiterock silicone sealant.

5.29 ABUTMENTS: PVC FLOORING

* To PVC flooring with coved skirting - joint to be covered with high impact PVCu transition strip.
* Alternatively use Altro concealed wall/floor transition strip with overlap detail (Ref G835 / 25) mechanically fixed or bonded to the wall with adhesive.

5.30 ABUTMENTS: PVC FLOORING, SHOWER/WET AREAS

* To PVC flooring with coved skirting overlapped by 50mm with Altro Whiterock, close bottom of sheet with silicone.

5.31 ABUTMENTS: RESIN FLOORING:

* To resin flooring with coved skirting, close bottom of sheet with single part high impact PVCu trim section.
* Alternatively, close bottom of sheet with high impact PVCu transition strip (Ref: A832 two-part trim, or G832 single part trim) to resin cove upstand.
* Alternatively cove resin skirting feather out to nothing overlap by minimum 50mm with Altro Whiterock seal out bottom edge of sheet with Altro clear silicone sealant (Ref A803)

5.32 ABUTMENTS: TO SHOWER TRAY

* Use Altro Shower trim (Ref A918 bedded onto wall and shower tray with Altro Adhesive (Ref AP600).

5.33 ABUTMENTS: TO SHOWER TRAY WITH INTEGRAL UPSTAND.

* Apply Altro Whiterock over upstand ensuring sheet adhered to upstand leave 3mm gap between bottom of sheet and tray. seal with Altro Silicone sealant (REF A802, A803 or A806)

**COMPLETION**

5.34 CLEANING GENERALLY:

* Remove all scrap, dust and dirt. Carefully remove adhesive and other marks from coverings and adjacent surfaces, using approved cleaning agents and methods.

**Pre-tender Health and Safety Plan**

**Drawn up under the**

**Construction (Design & Management) Regulations 2015**

**for**

**EASINGTON RECREATION GROUND Sports Pavilion**

**Harriers View**

**banbury**

**OX16 9HJ**

**on behalf of**

****

**Pre-tender Health and Safety Plan drawn up under the**

**Construction (Design and Management) Regulations 2015**

**for Premises situated at**

**Easington Recreation Ground Sports Pavilion,**

**Harriers View, Banbury, Oxfordshire OX16 9HJ.**

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**1.0 INTRODUCTION & PLAN DEVELOPMENT & REVIEW**

**1.1 Introduction**

**Clients** of construction work, including maintenance and alterations, have new legal duties assigned to them under the Construction (Design and Management) Regulations 2015 (CDM). The Planning Supervisor is appointed to assist with compliance, to help ensure that others appointed under contract are competent from a health and safety perspective, and to co-ordinate and manage the health and safety aspects of the design and planning phase. **Designers** are also assigned legal duties under CDM, to co-operate with the Planning Supervisor, to select design elements with consideration for the health and safety aspects and to provide information on significant risks inherent in executing the design. **Contractors** retain ultimate responsibility under CDM for ensuring that site work is managed effectively to minimise the risk of harm arising to site works, other occupiers, neighbours or other who may be affected by the works.

**1.2 Creating the Plan**

This Health and Safety Plan has been prepared in compliance with CDM. It seeks to convey information provided by the Client, Designers and other and efforts have been made to produce a document which is as comprehensive as possible. It should be noted, however, that this outline Plan does not seek to be exhaustive - there may be unidentified hazards which are present on the site, in the existing structures or arise during the planned works. The focus in this document is to highlight known major hazards, particularly those which may be regarded as non standard or abnormal in some way. The absence of a reference to a specific hazard should not be taken as a warranty that such a hazard is not present or cannot and will not arise during the works.

**1.3 Plan Development & Review**

CDM impose legal duties on Planning Supervisors. It is necessary to be able to demonstrate that due diligence has been employed in the creation of the pre-tender Health & Safety Plan. The Plan will also be used as a record of its own development and the management of the communication strategy between the Planning Supervisor and the Client, Designers and Principal Contractor. Accordingly, once the Plan begins to take shape it is necessary to log the process of its amendment, update and completion. This section creates that log and should be used to indicate what aspects of the Plan have been added or amended on what date. This will also assist in establishing the status of different versions as that with the latest amendment date will be the latest version.

Date Amendments & Additions Signature

**2.0** **NATURE OF PROJECT**

**2.1** **Type of Project**

This project includes work to the existing football changing rooms to renovate and upgrade the facilities, replace the boiler and hot water systems, increase the amount of Referee change facilities, replace windows and gutters, replace internal flooring and wall coverings and full redecoration.

**2.2** **Site Location**

Easington Recreation Ground, Harriers View, Banbury, Oxfordshire OX16 9HJ

**2.3** **Nature of Work**

Refurbishment of the existing building including plumbing, electrical and general building work.

**2.4** **Time Scale**

Three months (approx.) for the total project; works must be completed by no later than 31st August 2017.

**3.0 EXISTING ENVIRONMENT**

**3.1** **Known Previous Use of the Site**

The site has been used as a sports change rooms.

**3.2** **Current Use of the Site**

Sports change rooms.

**3.3** **Existing Services (Electricity, gas, water, sewage, telecoms, etc.)**

All mains services are connected – Electric, water, gas and sewerage.

Internal paths of main incoming services unknown.

**3.4** **Existing Structures**

Brick and block, pitched tile covered roof.

**3.5** **Ground Conditions**

Generally clay and some made up ground.

**3.6** **Surrounding Land Use and Related Restrictions**

Public Recreation Park.

**3.7** **Previous Use of Adjacent Sites**

Not relevant.

**3.8** **Current Use of Adjacent Sites**

Public Recreation Ground.

**3.9** **Road and Traffic Systems Adjacent to the Site**

There is restricted vehicle access to the site via the service road off Harriers View. Vehicles can only be parked in this service road. There is access for pedestrians and a Public Footpath alongside the premises.

**3.10** **Planning and other Restrictions Applicable to the Site**

The premises is located within the boundaries of a Public Recreation Park.

**4.0** **EXISTING DRAWINGS**

No original drawings of the buildings are available but the drawings attached to the specification have been prepared from site surveys undertaken by the Surveyor.

**5.0 THE DESIGN**

**5.1 Significant Hazards**

**Working At Heights & Fragile Roofs**

Ref: HSE Information:

* Construction/maintenance work at roof level.
* Transportation of tools and materials from the delivery points to the working area.
* Removal of dismantled plumbing, electrical, wall and floor materials from the interior.

**5.2 Access**

Ref HSE Construction Sheets 2 and 3 revised.

* Safe Use of Ladders, General Access Scaffolds.
* Transportation of tools and materials from the site area to the working areas.

**5.3 Design & Safety Erection Principles**

The Contractor’s workmen should take care to keep tools and equipment safe. Works should at all times be screened off from the general public.

**5.4 Special Precautions for Material Use**

Contractors COSHH Assessment and Safe Method of Work required for use of following substances:

* Solvent based paints and cleaners.
* Transportation of heavy materials.
* Removal of masonry and other redundant materials.

**5.5 Special Precautions For Operations**

The Public Recreation Park will be occupied at all normal working times and members of the public have access at all times of the day. Therefore, full separation from the works must be maintained at **all** times.

**5.6 Contractors Rules**

The Principal Contractor shall undertake to notify all of his work force, whether directly employed or sub contracted of the arrangements and issues addressed in this document prior to their arrival on site, and that under the Construction (Design and Management) Regulations 2015 a copy of the notification of these works should be displayed on the site.

The Principal Contractor and all sub-Contractors shall undertake works with due care and attention, and adhere to current legislation and Health and Safety Regulations.

The Principal Contractor shall make sure all workman and sub-Contractors are competent and have relevant qualifications and experience to undertake the works. All electrical works should be carried out by a NICEIC registered electrical Contractor. Any works to a gas appliance should be carried out by a CORGI registered Contractor.

**6.0 CONTRACTORS HEALTH & SAFETY PROPOSALS**

1. The Principal Contractor shall address all issues raised by other sections of this Health and Safety Plan in addition to the specific issues raised below which should form part of the tender submission.

**6.2** The Contractor(s) detailed proposals for the safe management and execution of the works, are required for the following aspects:

PROPOSED METHOD FOR:

WELFARE

To include First Aid, W.C., Washing, Messing.

MANAGEMENT OF HEALTH & SAFETY

To include liaison.

**6.3 Contractors Health and Safety Plan**

The appointed Principal Contractor shall submit a health and safety plan that satisfied the requirements of Regulation 15(4) before construction works start.

In particular, the plan should be sufficiently developed to incorporate the following (Ref gas):

1. incorporates the approach to be adopted for managing health and safety by everyone involved in the construction phase;
2. includes the assessments prepared by Contractors under the Management of Health & Safety at Work Regulations (see reg.19(1)(b) and other legislation;
3. incorporates the common arrangements (including emergency procedures and welfare); these may be imposed by the client or developed by the Principal Contractor;
4. includes arrangements for fulfilling the Principal Contractor’s duties under Regulations 16-18;
5. includes reasonable arrangements for monitoring compliance with health and safety law;
6. includes, where appropriate, rule for the management of the work for health and safety, and
7. can be modified as work proceeds according to experience and information received from the Contractors (reg.19 (1)(b) and (e)).

**7.0** **SITE WIDE ELEMENTS**

**7.1** **Site Access and Egress Points**

Site access is from the service road. Generally the ground is flat.

**7.2** **Location of Site Area**

The site shall be limited to the building only. There are only limited external areas for storage etc. The Contractor shall not obstruct the use of the entrance by others.

**7.3** **Location of Temporary Site Accommodation**

To be agreed with the premises occupants/surveyors.

**7.4** **Location of Unloading, Layout and Storage Areas**

Only limited external storage can be provided.

**7.5** **Traffic/Pedestrian Routes**

Exit routes must not be obstructed.

**7.6 Access To Working Areas**

Access to the alteration areas should be gained via Harriers View. During the course of the works all access routes are to be kept clear of materials and tools **at all** times, as these will form fire escape routes.

**8.0** **SITE OCCUPIERS AND CLIENTS UNDERTAKINGS**

* To ensure clear vehicle and pedestrian access at all times.
* To train your Contractors in the site emergency procedures.
* To submit a register each morning (to the Surveyors) of persons on site.
* Not to enter the premises without the occupant’s permission.

**Note: There will be other contractors on site working on the Children’s playground and proposed car park.**

**9.0** **SITE RULES**

* Not to enter the Premises without the occupant’s permission.
* All accidents to be reported to the Surveyors.
* All spillage’s or accidental contamination of drains to be reported immediately to the Surveyors.
* No radios.
* Smoking is not permitted in areas of the site.
* Daily work programme to be discussed with the Surveyors.
* Noise and dust disturbance caused by removal works should be minimised, where unavoidable these operations should be screened off.

**10.0** **CONTINUING LIAISON**

**10.1 Design by Contractors** (procedures for considering health and safety implications for design elements of the Principal Contractor or other Contractors).

Under CDM, 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. Each element of design is to be co-ordinated for health and safety aspects for the Planning Supervisor. To facilitate this the following shall apply

* each appointed designer shall be advised to the Planning Supervisor as soon as possible
* the Principal Contractor shall ensure that any designer appointed by him shall be provided with all necessary information to enable the design to take into account other works and other design elements in selecting the most appropriate options
* each element of design shall be developed by the designer on the basis of risk assessments regarding execution, maintenance, repair and subsequent demolition and dismantling. If required, the Planning Supervisor shall be provided with evidence of the competency of the personnel carrying out the work and of the risk assessments themselves
* each element of design shall be submitted in sufficient time to permit proper consideration of health and safety, and approval of the design itself
* the Principal Contractor shall be required to update, amend and modify as necessary the detailed construction phase Health and Safety plan to address any health and safety risk associated with individual design element developed during the works, so that at all times the Contractors Plan may be considered suitable and sufficient. Such amendments and modifications shall require the approval of the Planning Supervisor prior to commencement of the relevant phase of work
* the Principal Contractor shall provide all necessary information to the Planning Supervisor to enable him to adequately prepare the health and safety file. Such information shall be provided progressively throughout the contract period but shall be submitted completely by the date for completion. The information provided by the Principal Contractor shall include, but not be limited to:
1. one copy of record or ‘as built’ drawings and plans used and produced throughout the construction process along with the design criteria where these are produced by the Principal Contractor, his sub-contractors (whether nominated or otherwise) or consultants;
2. general detail of the construction methods and materials used;
3. details of the structures equipment and maintenance facilities;
4. manuals produced by specialist Contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure;
5. details on the location and nature of utilities and services, including emergency and fire fighting systems.

**11**. **UNFORESEEN EVENTUALITIES** (procedures for dealing with unforeseen eventualities during the execution phase resulting in design change and which might affect resources)

If due to unforeseen circumstances there are aspects of design which require modification post tender, the following procedure shall apply:

* as soon as it becomes known that a design element is to be modified, the Planning Supervisor shall be notified
* the Planning Supervisor may check that whoever is instructing the Design Team has ensured the provision of all necessary information to enable the design to take into account other works and other design elements in selecting the most appropriate options when modifying the design
* each modification shall be developed on the basis of risk assessments regarding execution, maintenance, repair and subsequent demolition and dismantling. If required, the Planning Supervisor shall be provided with evidence of the risk assessments
* each modification of design shall be submitted in sufficient time to permit proper consideration of health and safety, and approval of the modification itself
* the Principal Contractor shall be required to update, amend and modify as necessary the detailed construction phase Health and Safety Plan to address any health and safety risk associated with individual design elements modified during the works, so that at all times the Contractors Plan may be considered suitable and sufficient. Such amendments and modifications shall require the approval of the Planning Supervisor prior to commence of the relevant phase of work.

**12 KEY PARTICIPANTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function:** |  | Client | **Function:** |  | Designer |
| **Organisation:** |  | Banbury Town Council | **Organisation:** |  | Philip J Cooper  |
|  |  |  |  |  |  |
| **Address:** |  | Banbury Town Hall | **Address:** |  | Coffee House |
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