

OLD BASING & LYCHPIT PARISH COUNCIL

Specification for:

Tennis Court Refurbishment Works 2020

Name of Company Tendering:

Date: October 2020

*Mainwaring Ditch Associates
127 Hangleton Road
Hove
East Sussex. BN3 7SF*

Old Basing & Lychpit Parish Council
The Pavilion, Recreation Ground
The Street, Old Basing
Hampshire. RG24 7DA

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SUMMARY (to form of Tender)

PREAMBLES

Warnings and disclaimers

While the information contained in this Invitation To Tender (ITT) is believed to be correct at the time of issue, neither the Authority, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any organisation quoting. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Authority.

If an organisation tendering proposes to enter into a Contract with the Authority, it must rely on its own enquiries and on the terms and conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Authority (or any other person) to enter into a contractual arrangement.

Confidentiality and Freedom of Information

This ITT is made available on condition that its contents (including the fact that the organisation quoting has received this ITT) is kept confidential by the organisation and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the organisation to submit a tender.

As a public body, the Authority is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

Organisations tendering should be aware that, in compliance with its transparency obligations, the Authority routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website without consulting the provider of that information.

The Authority shall treat all organisations' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA, which permits certain information to be withheld, for example where disclosure would be prejudicial to a party's commercial interests, and in accordance with the Authority's transparency obligations.

Therefore, organisations tendering are responsible for ensuring that any confidential or commercially sensitive information, the disclosure of which would be likely to diminish the organisation's competitive edge, has been clearly identified to the Authority.

Publicity

No publicity regarding the Services or the award of any Contract will be permitted unless and until the Authority has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of the Authority.

Conduct and conflicts of interest of organisations quoting

Any attempt by organisations tendering or their advisors to influence the contract award process in any way may result in the organisation being disqualified. Specifically, organisations tendering shall not directly or indirectly at any time:

- Devise or amend the content of their tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance.
- Enter into any agreement or arrangement with any other person as to the form or content of any other organisation tendering, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other organisation tendering.
- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a tender.
- Canvass the Authority or any employees or agents of the Authority in relation to this procurement.
- Attempt to obtain information from any of the employees or agents of the Authority or their advisors concerning another organisation tendering or their tender.

Organisations tendering are responsible for ensuring that no conflicts of interest exist between the organisation and its advisers, and the Authority and its advisors. Any organisation who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Authority.

Authority's rights

The Authority reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Authority.
- Seek clarification or documents in respect of an organisation's submission.
- Disqualify any organisation that does not submit a compliant tender in accordance with the instructions in this ITT.
- Disqualify any organisation that is guilty of serious misrepresentation in relation to its tender, expression of interest, or the procurement process.
- Withdraw this ITT at any time, or to re-invite tenders on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.
- Make whatever changes it sees fit to the Timetable, structure, content of the procurement process or associated documentation, depending on approvals processes or for any other reason.

Bid costs

The Authority will not be liable for any bid costs, expenditure, work or effort incurred by a organisation tendering or third party in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Authority.

Instructions to Tenderers

1. Carefully read and check the contract documentation and schedule of works.
2. Price each section of the tender or write 'included' on the collection page and summary, as appropriate
3. Fully complete the schedule of works, collection pages and summary.
Check for any mathematical errors.
4. Complete and sign the Form of Tender
5. Assessment Criteria
Enclose references as requested.
6. Send or deliver one completed hard copy of your tender submission to;

**Old Basing & Lychpit Parish Council
The Pavilion
Recreation Ground
The street
Old Basing
Hampshire. RG24 7DA**

Mark your envelope (in the top left hand corner);

'Tender for Tennis Court Refurbishment Works 2020

by 12.00 noon on Friday 20th Novemeber 2020

(tenders recieved after this time and date will not be considered)

OLD BASING & LYCHPIT PARISH COUNCIL**FORM OF TENDER****Tennis Court Refurbishment Works 2020**
at The Recreation Ground, Old Basing, Hampshire

To: Old Basing & Lychpit Parish Council

Having examined the Schedule of Works, Drawings, Details and Project Information for the carrying out of the above named works, we offer to complete the whole of the said works in conformity with the said Schedule of Works and Drawings for the sum of:

(Amount in words)

(Amount in figures) £.....

We certify that:

- (i) The amount of this tender has not been communicated to anyone except the Council;
- (ii) The amount of the tender has not been adjusted as a result of an arrangement with anyone other than the Council; and
- (iii) No agreement has been made with anyone to refrain from tendering.

We further declare that no current or former Councillor or employee of the Council is a director or (in the case of partnerships) is a partner or holds 20% or more of the shares or interest in our business.

We undertake to enter into a Contract to be prepared by the Council incorporating such Specification, Schedule of Works and Drawings and agree that, until such Contract is prepared and executed, this Tender together with your written acceptance thereof shall constitute a binding contract between us.

We are able and willing to complete the whole of the Works within a period of 5 weeks commencing on Monday 22nd February 2021 or alternative date agreed with the Employer.

We understand that you are not bound to accept the lowest or any tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.

We confirm that we have no objection to the amount of this tender being included in a list to be submitted to all Contractors who provide a tender for the Works.

Tenders received after the closing date and time of; 12.00 noon, on Friday 20th November 2020 will not be considered under any circumstances.

Date_____

Signature_____

Designation_____

Company Name _____

Address_____

Contact Person _____ Tel No. _____

THIS TENDER IS A FIRM PRICE TENDER INsofar AS RATES OF WAGES AND PRICES OF MATERIALS ARE CONCERNED. FLUCTUATIONS IN RESPECT OF ANY INCREASED OR DECREASED STATUTORY CONTRIBUTIONS DUE TO GOVERNMENT MEASURES SINCE THE DATE OF TENDERING WILL BE ADJUSTED.

Tender Opened;

Time Date

Signature Signature

Designation Designation

ASSESSMENT CRITERIA OF TENDER SUBMISSIONS

Tender submissions will be strictly assessed on the following criteria;

- 1) Lowest completed submission price received.
- 2) Three references from local authorities, for work carried out and satisfactorily completed, of a similar nature.
NB; references to be enclosed with your tender submission.
- 3) Conformity to the on-site construction period;
Start date - Monday 22nd February 2021
Completion date - Friday 26th March 2021

CONTRACT PRELIMINARIES

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A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Tennis Court Refurbishment Works 2020.
- Nature: Re-surface & spray block of 3 x tennis courts & Re-spray 1 x tennis court .
- Location: Old Basing Recreation Ground.
- Length of contract: 5 weeks (to include curing time).

120 EMPLOYER (CLIENT)

- Name: Old basing & Lychpit Parish Council.
- Address: The Pavilion, Recreation Ground,
The Street, Old Basing, Hampshire. RG24 7DA .
- Contact: Sandra Tuck, Clerk to the Council.
- Telephone: 01256 462847.
- Email: clerk@oldbasing.gov.uk.

130 PRINCIPAL CONTRACTOR (CDM)

- Name: TBA.
- Address: TBA.
- Contact: TBA.
- Telephone: TBA.
- E-mail: TBA.

140 CONTRACT ADMINISTRATOR

- Name: Mainwaring Ditch Associates.
- Address: 127 Hangleton Road, Hove. East Sussex. BN3 7SF.
- Contact: Mike Ditch.
- Telephone: 01273 593333.
- E-mail: mda.uk@btinternet.com.

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawing is:
OB&LPC/Tennis Court Refurbishment Works 2020/1 (Layout Drawing).

120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

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A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: The tennis courts are situated within the Recreation Ground, Old Basing and is a public open space.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: Small tennis pavilion is on site, adjacent uses are recreational to the north with a residential cottage to the west of the site. To the south is allotment gardens and access road (Riley Road).

140 EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only): see Project and H&S Information.
- Other information: N/A.

180 HEALTH AND SAFETY FILE

- Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at: Old Basing & Lychpit PC The Pavilion, Recreation Ground, The street, Old Basing. Hampshire. RG24 7DA.
- Other documents: N/A.
- Arrangements for inspection: Call first to make appointment.

200 ACCESS TO THE SITE

- Description: directly from Riley Road.
- Limitations: in accordance with traffic and highway regulations. Keep road and access clear and clean at all times. Delivery and removal of all materials and vehicle movements will have a Banksman in attendance.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: Contractors vehicles are not allowed on site. Contractor to make any parking arrangements with the Employer prior to start on site.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the works.
- Limitations: Out of hours working to be agreed with the Employer prior to start on site.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
- The recreation Ground is open all year round - special care and protection of the public required at all times.

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240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:
- see Project and H&S Information.
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

- Assessment; Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the works.
- Arrangement for visit; contact the Employer in the first instance.

A20 JCT MINOR WORK BUILDING CONTRACT (MW)

JCT MINOR WORKS BUILDING CONTRACT

- The Contract: JCT Minor Works Building Contract 2011 Edition, incorporating amendment 1, March 2015.
- Requirement: Allow for the obligations, liabilities and services Described.

THE RECITALS

First - THE WORKS AND THE CONTRACT ADMINISTRATOR

- The work comprises: Re-surface & spraying of block of 3 x tennis courts & the re-spraying 1 x tennis court, at The Recreation Ground, Old Basing. Hampshire.
to include the replacement of tennis post sockets.
- Contract Administrator: See clause A10/140.

Second - CONTRACT DOCUMENTS

- Contract drawings: As listed in clause A11/120.
- Contract documents: The following have been prepared which show and describe the work to be done a Specification and Work schedule.

Third - PRICED DOCUMENTS

- Documents to be priced or provided by the Contractor:
Preliminaries, specifications, project information and H&S and schedule of works.

THE ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR

- Contract Administrator: See clause A10/140.

4 and 5 - PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

- Principal Contractor: See clause A10/130.

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CONTRACT PARTICULARS

Fourth Recital and Schedule 2 - BASE DATE

- Base date: 13th November 2020

Fourth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at the Base Date is not a 'contractor' for the purposes of the CIS.

Fifth Recital - CDM REGULATIONS

- The project is not notifiable.

Sixth Recital - FRAMEWORK AGREEMENT

- Framework agreement: Does not apply.

Article 7 - ARBITRATION

- Article 7 and Schedule 1 apply.

Clause 2.2 - COMMENCEMENT AND COMPLETION

- Date for Commencement of the Works: 22nd February 2021.
- Date for Completion: 31st March 2021

Clause 2.8 - LIQUIDATED DAMAGES

- At the rate of £150.00 per calendar week or pro-rata thereto.

Clause 2.10 - RECTIFICATION PERIOD

- Period: 12 months from the date of practical completion.

Clause 4.3 - PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC.

- Percentage: 95.

Clause 4.4 - PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR

- Percentage: 97.5.

Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: 2 weeks from the date of practical completion.

Clause 4.11 and Schedule 2 - CONTRIBUTION, LEVY AND TAX CHANGES

- Clause 4.11 and Schedule 2 will be deleted.

Clause 5.3.2 - CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): £5m.

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Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS

- Clause 5.4B (Works and existing structures insurance by Employer in Joint Names) applies.

Clauses 5.4A.1 and 5.4B.1.2 - PERCENTAGE TO COVER PROFESSIONAL FEES

- Addition: 15 per cent.

Clause 7.2 - ADJUDICATION

- The Adjudicator is: The Royal Institution of Chartered Surveyors .
- Nominating body: Royal Institution of Chartered Surveyors .

Schedule 1 paragraph 2.1 - ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice president of the: The Royal Institution of Chartered Surveyors .

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.7 - APPLICABLE LAW

- Amendments: none.

SECTION 7: SETTLEMENT OF DISPUTES

JCT PUBLIC SECTOR SUPPLEMENT

- Document: The JCT Public Sector Supplement 2011 - Fair Payment, Transparency and Building Information Modelling.
- Fair Payment provisions Apply.
- Transparency provisions Apply.
- Building information modelling provisions Do not apply.
- The BIM protocol n/a.

EXECUTION

- The Contract: Will be executed under hand.

MAIN CONTRACT TENDERING

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days.

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310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
 - A copy of the contractor's health and safety policy document, including risk assessment procedures.
 - Accident and sickness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.
 - Records of training and training policy.
 - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: Within one week of request.

200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
 - manufacturer and product reference; - cost; - availability; - relevant standards; - performance; - function; - compatibility of accessories; - proposed revisions to drawings and specification; - compatibility with adjacent work; - appearance; - copy of warranty/guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation To Tender.

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450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and efficiency of the measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

A32 MANAGEMENT OF THE WORKS

110 SUPERVISION

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

120 INSURANCE

- Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

130 INSURANCE CLAIMS

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
 - Planning and mobilisation by the Contractor
 - Subcontractor's work.
 - Running in, adjustment, commissioning and testing of all engineering services and installations.
 - Work resulting from instructions issued in regard to the expenditure of provisional sums.
 - Work by others concurrent with the Contract.
- Submit one copy.

245 START OF WORK ON SITE

- Notice: Before the proposed date for start of work on site give minimum notice of two weeks.

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260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract. Frequency: every week location: on site.
- Chairperson (who will also take and distribute minutes: contract Administrator.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): one week.

310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently. Submit details as soon as possible.

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

440 MEASUREMENT

- Covered work: Give notice before covering work required to be measured.

STANDARDS OF PRODUCTS AND EXECUTIONS

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/qualifications when requested.

130 QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

150 INSPECTIONS

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
- Date of inspection, work inspected which are approved, extent and purpose of the approval.

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ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may hinder access to defective products or work; or be rendered abortive by remedial work.

A34 SECURITY/ SAFETY/ PROTECTION SECURITY, HEALTH AND SAFETY

CHILDREN AND VULNERABLE ADULTS The contractor is responsible for being fully aware of issues about protecting children and vulnerable adults. The contractor will be required to submit written documentation to demonstrate their approach to safeguarding and ensure that their written policy and procedures are adhered to at all times.

120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
 - Hazard: see Designers Risk Assessment - Project and H&S Information.
 - Precautions assumed:, specification reference and drawing reference as above.

130 PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:
 - Hazard: application of spray painted materials - also see; Project and Health & Safety Information or Construction Phase H&S Plan.
 - Material: binders, paint and other chemicals used in the re-surfacing and respraying of tennis courts - also see Project and Health & Safety Information or Construction Phase H&S Plan.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than two weeks before commencement on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.

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150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
 - Access: Take all precautions to prevent unauthorized access to the site, the Works and adjoining property. All works areas unattended to be protected by securely erected and maintained 'Heras' type fencing.
- NOTE: Orange tape or plastic type fencing is not permitted.

KEEP THE SITE SECURE FROM ANY UNAUTHORISED ENTRY AT ALL TIMES.

170 OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and/or used during the Contract as follows: adjacent open space recreational areas, community and sports buildings, houses, adjacent allotment gardens and car parking areas .
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.

PROTECT AGAINST THE FOLLOWING

330 NOISE CONTROL

- Standard: Comply with the recommendations of BS 5228-1.
- Noise levels from the Works: Maximum level: 85 dB(A) when measured from the boundary fencing of the tennis courts.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers.
- Restrictions: Do not use - Pneumatic drills and other noisy appliances without consent during the hours of 5.00pm and 8.00am. Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution. If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information

350 PESTICIDES

- Use: Only where specified or approved, and then only suitable products listed on www.pesticides.gov.uk.
- Containers: Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.
- Competence: Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.

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371 DANGEROUS OR HAZARDOUS SUBSTANCES

- Duty: Report immediately suspected materials discovered during execution of the Works. - Do not disturb. Agree methods for safe removal or remediation.

380 FIRE PREVENTION

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

390 SMOKING ON SITE Smoking on site: Not permitted.

430 WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Dispose off site in a safe and competent manner:
 - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
 - Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.

PROTECT THE FOLLOWING

510 EXISTING SERVICES

- Identification: Before starting work, check and mark positions of utilities/services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services: Comply with service authority's/ statutory undertaker's recommendations.
 - If any results from execution of the Works, immediately give notice and notify appropriate service authority/statutory undertaker.
 - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.

520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer.

560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.

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625 ADJOINING PROPERTY RESTRICTIONS

- Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. Pay all charges and bear cost of repairing damage arising from execution of the Works.

A35 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/ TIMING

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: curing and spraying times, include in the programme agreed with Employer prior to commencement.

170 WORKING HOURS

- Specific limitations: working outside 8.00am to 5.00pm Monday to Friday to be approved by Employer.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

Employers agreement required; Give notice and details of intended siting. Maintain, alter, adapt and remove when no longer required and make good.

230 TEMPORARY ACCOMMODATION

- Proposals for temporary accommodation and storage for the Works: Submit to Employer for approval prior to starting on site.

310 ROADS

- Permanent roads, hard standings and footpaths on the site: contractors access and any temporary road requirements - all to be approved by Employer prior to start on site.
- Restrictions on use: for completion of the works only. All costs are deemed to be included in tender prices.

GENERALLY

110 THE BUILDING MANUAL

- Responsibility: The main contractor; provide comprehensive information for owners and users of the completed Works. Include an overview of the main key components and systems within the finished Works, so affording a complete understanding of the completed, including all systems to enable efficient and safe operation and maintenance.
- Specific requirements: Maintenance instruction/s and Performance Criteria, Guarantees, warranties, test certificates and reports.
- Format: electronic (.pdf format).
- Delivery to: CA. 2 weeks after practical completion.

to collection £

A54 PROVISIONAL WORK/ ITEMS

110 PROVISIONAL SUMS FOR DEFINED WORK

- Item: as specified in the schedule of works. Allow for general attendance.

210 PROVISIONAL SUMS FOR UNDEFINED WORK

- Item: provisional sum for contingencies. Allow for general attendance.

590 CONTINGENCIES

- Provisional sum: Include as specified in the schedule of works.

end.

to collection £

TOTAL to SUMMARY £

CONTRACT SPECIFICATIONS

TABLE OF CONTENTS

D20	EXCAVATING & FILLING
E10	MIXING/CASTING/CURING IN-SITU CONCRETE
E41	WORK FINISHES TO IN-SITU CONCRETE
Q10	KERBS/EDGINGS/CHANNELS
Q22	ASPHALT ROADS/PAVINGS
Q26	SPECIAL SURFACES/PAVINGS FOR SPORT

GENERAL REQUIREMENTS

330 DUST CONTROL

- General: Reduce airborne dust by periodically spraying deconstruction/excavation works with an appropriate wetting agent. Keep public roadways and footpaths clear of mud and debris.

340 HEALTH HAZARDS

- Precautions: Protect site operatives and general public from hazards associated with vibration, dangerous fumes and dust arising during the course of the Works.

410 UNFORESEEN HAZARDS

- Discovery: Give notice immediately when hazards such as unrecorded voids, tanks, chemicals, are discovered during deconstruction/excavation.
- Removal: Submit details of proposed methods for filling, removal, etc.

MATERIALS ARISING

510 CONTRACTOR'S PROPERTY

- Components and materials arising from the deconstruction/excavation work: Property of the Contractor except where otherwise provided.
- Action: Remove from site as work proceeds where not to be reused or recycled for site use.

GENERALLY/THE SITE

250 PERMISSIBLE DEVIATIONS FROM FORMATION LEVELS

- Beneath mass concrete foundations: ± 25 mm.

290 FOUNDATIONS IN MADE UP GROUND

- Depth: Excavate down to a natural formation of undisturbed subbase material.
- Discrepancy: Give notice if this is greater or less than depth given.

CONCRETE MIXES

101 SPECIFICATION

- Concrete generally: To BS 8500-2.
- Exchange of information: Provide concrete producer with information required by BS 8500-1, clauses 4 and 5. Concrete mix in accordance with Code of Practice.

215 READY-MIXED CONCRETE

- Production plant: Currently certified by a body accredited by UKAS to BS EN 45011 for product conformity certification of ready-mixed concrete.
- Delivery notes: Retain for inspection.

to collection £

218 SITE MIXED CONCRETE

- Batching by mass:
- Restrictions: None.
- Accuracy of measuring devices: To BS EN 206-1, clause 9.6.2.2
- Mixing: To BS 8000-2.1, subsections 2, 3 and 4.

415 ADMIXTURES

- Calcium chloride and admixtures containing calcium chloride: Do not use.

650 SURFACES TO RECEIVE CONCRETE

- Cleanliness of surfaces immediately before placing concrete: Clean with no debris, tying wire clippings, fastenings or free water.

680 PLACING

- Timing: Place as soon as practicable after mixing and while sufficiently plastic for full compaction.
- Temperature limitations for concrete: 30°C (maximum) and 5°C (minimum), unless otherwise specified. Do not place against frozen or frost covered surfaces.

840 PROTECTION

- Prevent damage to concrete, including:
- Surfaces generally: From rain, indentation and other physical damage.

150 FINISHING

- Timing: Carry out at optimum times in relation to setting and hardening of Concrete. Prohibited treatments to concrete surfaces: Wetting to assist surface working.

320 TROWELLED FINISH

- Surface on completion: Uniform, smooth but not polished, free from trowel marks and blemishes.

110 EDGINGS/CHANNELS TO TARMAC AREAS

510 CUT CHANNELS

- Cutting: Neat, accurate and without spalling. Form neat junctions. Cut through existing tarmac surface layer only. Approximate dimensions - 100mm wide channel x 25mm depth ready to receive new tarmac feathered edging/s.

to collection £

110A COATED MACADAM PAVING TO TENNIS COURTS RESURFACING -

Specification to SAPCA and LTA Code of Practice recommendations;

- Standard: To BS EN 13108-1.

Subgrade layer: Not required.

- Base: Not applicable.

- Paving grade: Not applicable.

- Binder course: Not applicable.

- Surface course: SAPCA and LTA Code of Practice recommendations.

- Paving grade: SAPCA and LTA Code of Practice recommendations.

- Compacted thickness: 25 mm, nominal.

- Reclaimed content:

- Standard: To BS EN 13108-8.

- Value (maximum): Submit proposals.

- Surface treatment: Applied slip resistant paint, as section M60.

- Other requirements: None.

220 BITUMINOUS MATERIALS GENERALLY

- Suppliers names: Submit.

- Timing (minimum): Two weeks before starting work.

- Test certificates: At the time of delivery for each manufacturing batch submit certificate:

- Confirming compliance with this specification and the relevant standard.

- Stating full details of composition of mix.

240 ACCEPTANCE OF SURFACES

- Surface: Sound, clean and suitably close textured.

- Level tolerances: To BS 594987.

- Kerbs, edgings and channels: Complete, adequately bedded and haunched and to the required levels.

310 LAYING GENERALLY

To SAPCA and LTA Code of Practice recommendations

- Preparation: Remove all loose material, rubbish and standing water.

- Adjacent work: Form neat junctions. Do not damage.

- Channels, kerbs, inspection covers etc: Keep clean.

- Keep traffic free until it has cooled to prevailing atmospheric temperature.

- Do not allow rollers to stand at any time. Prevent damage.

- Lines and levels: With regular falls to prevent ponding.

- Overall texture: Smooth, even and free from dragging, tearing or segregation.

320 ADVERSE WEATHER

- Frozen materials: Do not use.

- Suspend laying: - During freezing conditions. If the air temperature reaches 0°C, or in calm dry conditions -3°C, on a falling thermometer.

- Hot rolled asphalt: During periods of continuous or heavy rain or if there is standing water on the base.

to collection £

345 ACCURACY FOR BASES BENEATH SPORTS SURFACING

- Surface regularity: As specified by Lawn Tennis Association (LTA) 'Facility Guidance - Porous macadam court guidance'. The variation in gap under a 3 m straightedge placed anywhere on the surface must not exceed 8 mm.
- Sudden irregularities: Not permitted.

351 CONTRACTOR'S USE OF PAVEMENTS

- Preparation for final surfacing:
 - Timing: Defer laying until as late as practicable.
 - Immediately before laying final surfacing: Clean and make good the base/binder course. Allow to dry.
 - Adhesion: Tack coat to BS 434-1 or BS EN 13808.
- Application rate: As manufacturer's recommendation.
- Accuracy: Uniform, without puddles.
- Finishing: Allow emulsion to break completely before applying surface.

**420 LINE MARKINGS TO SURFACING TYPE Q26/ TENNIS COURT
RESPRAYING**

- Method of application: Painted.
- Setting out: To LTA Facility guidance 'Key dimensions court guidance' .
- Colour: White. Width: 50 mm.

COMPLETION

930 DOCUMENTATION

- General: For surfacing, provide the following:
 - Name and contact details of installer.
 - Date of installation.
 - Name and contact details of manufacturer.
 - Type/ description/ reference of products used.
 - Manufacturer's recommended inspection and maintenance procedures to maintain safety and performance.
 - Manufacturer's recommended cleaning and maintenance methods.

end.

to collection £

SPECIFICATIONS
COLLECTION

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TOTAL to SUMMARY £

PROJECT and HEALTH & SAFETY INFORMATION

CONTENTS

- A. PROJECT INFORMATION**
- B. CODAM REGULATIONS**
- C. PRE-TENDER HEALTH & SAFETY PLAN**
- D. DESIGNERS REVIEW & RISK ASSESSMENT**
- E. CONTRACTORS RISK ASSESSMENT**
- F. CONSTRUCTION STAGE HEALTH & SAFETY PLAN**
- G. CONTRACTORS NOTES**

PROJECT INFORMATION	<i>Appointed/ Vetted</i>
A.1 PROJECT: Tennis court refurbishment works comprising the re-surfacing of a block of three courts and the re-spraying of a single court at The Recreation Ground, Old Basing. Hampshire.	
A.2 CLIENT: Old Basing & Lychpit Parish Council The Pavilion, Recreation Ground, The Street, Old Basing. Hampshire. RG24 7DA Contact; Sandra Tuck. Clerk to the Council	<i>Yes</i>
A.3 DESIGNER: Mainwaring Ditch Associates. Contact; Mike Ditch	<i>Yes</i>
A.4 PROJECT SAFETY: Principal Contractor	<i>No</i>
A.5 PRINCIPAL CONTRACTOR:	<i>No</i>
<ul style="list-style-type: none"> • Health & Safety Policy 	<i>No</i>
<ul style="list-style-type: none"> • Risk Assessments 	<i>No</i>
<ul style="list-style-type: none"> • Construction Stage H&S Plan 	<i>No</i>
A.6 OBLIGATIONS:	
<ul style="list-style-type: none"> • Has Client been advised of his duty to appoint a P.S. 	<i>Yes</i>
<ul style="list-style-type: none"> • Has HSE been notified of project, Form 10 	<i>N/A</i>
<ul style="list-style-type: none"> • Has Designer undertaken Risk Assessment 	<i>Yes</i>
end.	

Item CODAM REGULATIONS

- B.1** The construction (Design and Management) Regulations 2015 apply to all construction projects as defined in the regulations.

The contractor shall fulfil all his obligations as detailed in these regulations under the terms of this contract and the agreement.

This project is NOT notifiable to the Health and Safety Executive under the terms of the CODAM regulations.

B.2 Information for Tenderers

The contractor shall provide his own or complete the enclosed Contractor's Risk Assessment for all aspects of the project having made himself familiar with all aspects of the site and the proposed schedule of works. The successful tenderer will be required to prepare his risk assessment for the approval of the Employer before any works commence on site.

B.3 Information for the Contractor

No construction works shall be permitted to begin on site until the Principle Contractor's Construction Stage Health and Safety Plan is deemed to comply with the regulations and has been approved by the Employer.

The Principal Contractor should take particular care to note his/her obligations as defined under the regulations, but not to the exclusion of the whole, which require the Principle Contractor to:

- ensure co-operation between sub-contractors;
- ensure contractor employees comply with H&S plan;
- ensure only authorised persons are allowed on site;
- ensure notification information is displayed on site;
- direct any contractor (as far as necessary for the Principle Contractor to comply with his duties);
- bring the Health and Safety Plan rules to the attention of persons affected by them;
- ensure every contractor is given comprehensive information on the health and safety risks relevant to that contractor;
- ensure every contractor provides its employees with H&S information under the regulations and both of the Management of Health and Safety at Work Regulations 1992;
- ensure employees and self employed persons on site can discuss and advise him on matters concerning their health and safety;
- ensure there are arrangements to co-ordinate employees views.

- B.4** All contractor's should take particular care to note his/her obligations as defined in the regulations, but not to the exclusion of the whole, which require the contractor to:

- co-operate with the Principle Contractor and promptly provide information concerning Health and Safety;
- comply with directions of the Principle contractor issued;
- comply with Health and Safety Plan rules
- promptly provide the Principle Contractor with information on any death, injury, condition or dangerous occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR);
- provide the Principle Contractor with information which he has, which should be in the Health and Safety File;
- no employer shall allow his employees to work on site and self employed person shall work on the site until the employer/self employed person has been provided with the names of the Planning Supervisor/Co-ordinator and the Principle Contractor, and the contents of the Health and Safety Plan.

end.

PRE-TENDER HEALTH & SAFETY PLAN	Action/ Comment
C.1 NATURE OF PROJECT	
Nature of Work:	
Refurbishment of tennis courts; re-surfacing and re-spraying	<i>Contractor Info</i>
Timescale - to be agreed with client	<i>Client</i>
Programme - 5 weeks contract period	<i>Main Contractor</i>
Main Contractor Resources - to be approved by Client prior to start on site.	<i>Main Contractor</i>
EXISTING ENVIRONMENT	
C.2 Existing Land Use on sites:	
The tennis courts are situated within the Recreation Ground, Old Basing and is a public open space.	<i>All</i>
C.3 Adjacent Premises/Uses:	
Adjacent uses are recreational to the north with a residential cottage to the west of the site. To the south is allotment gardens and access road (Riley Road).	<i>All</i>
C.4 Existing Services:	
NO UNDERGROUND INVESTIGATIONS HAVE BEEN UNDERTAKEN. IF IN DOUBT REQUEST SITE ASSISTANCE FROM THE RELEVANT SUPPLIER - ALWAYS REFER DIRECTLY TO SERVICE PROVIDERS FOR DETAILS AND LOCATION OF SERVICES.	<i>Employer/ Main Contractor</i>
C.5 Existing Access/Restrictions:	
see Design Risk Assessment.	<i>Main Contractor</i>
C.6 Existing Structures/Materials:	
The Contractor shall inspect the site and familiarise himself with any existing site features - especially access requirements.	<i>Main Contractor</i>
C.7 Ground Conditions:	
The existing facilities are assumed to have been constructed on virgin ground, although it is possible that buried objects and old foundations may be encountered.	<i>Main Contractor</i>
C.8 Existing Drawings/Other Information:	
Original Condition Report (10 years old) and some service plans may be available from the employer. - use CAT scans or underground radar prior to start of any excavation works below 500mm deep.	<i>Designer Main Contractor</i>
C.9 DESIGN/SPECIFICATION	
Potential Hazards Designed Out or Modified:	
<ul style="list-style-type: none"> No major excavation and regrading works. Large items of equipment not included. Site enclosed with secure protective fencing at all times. 	<i>Designer Main Contractor</i>
(Risk Assessment regarding vehicular traffic and access point to the site are subject to the main contractors Construction Phase H&S Plan)	

PRE-TENDER HEALTH & SAFETY PLAN	<i>Action/ Comment</i>
C.10 Potential Hazards Unavoidable:	<i>Designer Main Contractor</i>
<ul style="list-style-type: none"> • Conflict with vehicular traffic in Riley Road and adjacent allotment users. • Movement of vehicles relating to the works and Contractors plant and vehicles at the point of entry due to possible conflict. • Due care when carrying out the removal of existing materials. 	
C.11 Design Principles/Working Methods Assumed by Designer:	<i>Designer</i>
<ul style="list-style-type: none"> a. Access constraints b. Suitable vehicles and plant/machinery to be used for the work c. Limited positions for 'dumper runs' for moving materials e. Cleanliness of adjacent roads and footpaths f. Noise/dust pollution to minimum g. Weekend working on approval of Employer only h. Protection of public and workforce from the works/operations I. Adequate storage facilities and stock piling of materials on site j. No materials left on site unattended 	
C.12 Particular Methods/Risk Assessment required from the Main Contractor:	<i>Main Contractor</i>
<ul style="list-style-type: none"> a. Types of vehicles and plant/machinery b. Movement of vehicles and plant/machinery c. Site security and protection especially for existing play area users d. Material storage e. Compliance with COSHH regulations f. Compliance with approved and safe working/operation methods g. Method of controlling site vehicles and plant to eliminate conflict h. Awareness of possible vandalism after hours I. Good signage j. Awareness of local schools/children users and local groups 	
C.13 MATERIALS	
Contaminants on Site/Handling:	
<ul style="list-style-type: none"> a. Adhesives, resins and binders b. Paints c. Concrete and tarmac materials 	<i>Main Contractor</i>
C.14 New Materials:	
<ul style="list-style-type: none"> a. Paint, binders and spraying 	<i>Main Contractor</i>

PRE-TENDER HEALTH & SAFETY PLAN

C.15 SITE-WIDE ELEMENTS

Access/Egress:

- a. Safety of all users and possible conflict at points of access
- b. Access to and from site and local roads
- c. Keep roads and paths clean
- d. Protective fencing
- e. Effective signage
- f. Contractors workers car parking arrangements

Main Contractor

C.16 Temporary Accommodation/Storage of Materials:

Suitable accommodation and storage facilities
 Store chemicals and materials safely.

Main Contractor

C.17 Pedestrian/Traffic Routes on and around Site:

Members of the public and children should be prevented from entering the site during any of the works. Conflict at access and egress points.

Main Contractor

C.18 Noise/Dust/Mud Control:

- a. Baffles on machinery
- b. Keep tyres etc, clean
- c. Clean roads and footpaths

Main Contractor

C.19 Water Quality Protection:

Dispose of contaminated water, chemicals and empty containers by approved methods only.

Main Contractor

OVERLAP WITH ADJACENT OPERATIONS

C.20 Temporary Protection Required:

To all work and storage areas.

Main Contractor

C.21 Liaison with Adjacent Site Users:

- a. see above
- b. Pleasant to members of the public and adjacent occupiers
- c. Inform of works in progress

Main Contractor

PRE-TENDER HEALTH & SAFETY PLAN	<i>Action/ Comment</i>
C.22 Liaison with other contractors & sub-contractors:	
Liaise and co-operate with other contractors and suppliers and other specialist contractors appointed by the Employer . Allow access to site and maintain safety requirements.	<i>Main Contractor</i>
C.23 SPECIAL SITE RULES	<i>Main Contractor</i>
a. Do not block any roads or footpaths. Due regard for all users of the area.	
b. Control site access at all times,	
<u>DO NOT ALLOW UNAUTHORISED ACCESS ON ANY ACCOUNT</u>	
C.24 COSHH: Chemicals, solvents, paints etc.,	<i>Main Contractor</i>
C.25 Disposal of Waste: Safety Surfacing Waste Material - to licence tip	<i>Main Contractor</i>
C.26 Hours of Work: Weekend and out of hours working to be agreed with Employer	<i>Main Contractor</i>
C.27 Contractor Reports/Records to Keep:	<i>Main Contractor</i>
a. Keep all suppliers and manufacturers shop drawings and as built drawings.	
b. Supply at installation, operation and maintenance drawing, instructions and details to the Client within one months of practical completion for inclusion in the Health & Safety File as requested.	
C.28 Surveys required: None	N/A
C.29 Other:	N/A
C.30 Unforeseen Ground Conditions:	<i>Main Contractor</i>
Underground services and buried objects underground in excavated material	
C.31 Design Changes:	<i>Employer</i>
In consultation with the Employer	
C.32 Maintenance after Completion: Defects period to be 12 months	
C.33 Securing Site at Completion: Site to be commissioned and open at practical completion	<i>All</i>
C.34 Health and Safety Files/As-Built:	
Complete files and provide information required to the CA within 4 weeks	<i>CA</i>

Signed by Designer & Contract Administrator:

Mainwaring Ditch Associates

Date:

September 2020

end.

DESIGNER'S REVIEW & RISK ASSESSMENT

Potentially hazardous works can be modified to reduce risk	Degree of RISK H/M/L	Solution &/or Contract Clauses Required
D.1 <i>Reduce any conflict on the site between the public, the work force, sub-contractors and plant/machinery and deliveries of materials.</i>	Low	✓ Contract clause • Contractor to prepare H&S method statement
D.2 <i>Eliminate any conflict in operations which may produce conflict of safety measures on the site between main contractor, sub-contractors and specialist contractors.</i>	Low	• Contractor to prepare H&S method statement
D.3 <i>Movement of materials and plant/machinery to and from site and on the site. The Contractor will note that the site is an existing public open space (recreation ground).</i>	Low	• Contractor to prepare Risk Assessment, and H&S method statement
D.4 <i>Access point onto the site will be from the public highway. The Contractor shall inspect the site and agree with the Employer his intended delivery, access and storage areas before works start on any site. Care of any conflict with other users of this access points - a Banksman shall be used for all plant and vehicular movements onto and off the site.</i>	Low	✓ Contract clause • Contractor to prepare Risk Assessment
D.5 <i>Removing existing/excavated materials and general construction works may incur heavy lifting operations and the bulk movement and removal of materials.</i>	Low	• Contractor to prepare Risk Assessment & Work Methodology Statement
D.6 <i>Use safe working methods for excavations, etc., and protect the public and work force.</i>	Low	• Contractor to prepare Risk Assessment
D.7 <i>Protect the public and especially children from the works by utilising protective fencing and effective signing.</i>	Low	✓ Contract clause • Contractor aware

DESIGNER'S REVIEW & RISK ASSESSMENT

Potentially hazardous works can be modified to reduce risk	Degree of RISK H/M/L	Solution &/or Contract Clauses Required
D.8 <i>Specialist Surfacing:</i> <ul style="list-style-type: none"> • <i>using Chemicals</i> • <i>hazardous Materials</i> <i>Chemicals on site should not be left unattended and should be securely stored when not used. Empty containers must be stored in a secure area before disposal and removal from site.</i>	<i>Low</i>	<ul style="list-style-type: none"> • <i>Contractor to prepare Risk Assessment required.</i> • <i>Manufacturers Data Sheet</i> • <i>COSHH regulations</i>
D.9 <i>NO DETAILED SITE INVESTIGATIONS HAVE BEEN UNDERTAKEN.</i> <i><u>The positions of any underground services are not known.</u></i> <i>Do not accept the position of any services as accurate. Check and investigate on site for all services.</i>	<i>Low</i>	<ul style="list-style-type: none"> ✓ Contract clause • <i>Use CAT scanner or other detection apparatus for identification and location.</i> • <i>Liaise with all relevant service providers before opening excavations.</i>
D.10 <i>Mud on roads resulting from the operations. To be keep clean and surfaces safe at all times.</i>		<ul style="list-style-type: none"> ✓ Contract clause • <i>Contractors aware</i>
D.11 <i>Storage of materials on site - protect public and special care from out of hours vandalism.</i>	<i>Low</i>	<ul style="list-style-type: none"> ✓ Contract clause • <i>Contractors aware</i>
D.12 <i><u>Protect the site from unauthorised access at all times.</u></i> end.	<i>Low</i>	<ul style="list-style-type: none"> • <i>Contractors aware</i>

E. CONTRACTORS RISK ASSESSMENT - Typical Format

PRINCIPAL CONTRACTOR:

PROJECT:

PERSON RESPONSIBLE:

OPERATIONS COVERED BY THIS ASSESSMENT:

MAXIMUM NUMBER OF PERSONS EXPOSED AND FREQUENCY AND DURATION OF EXPOSURE

HAZARD/RISKS:

(continued on separate page if needed)

Actions already taken to reduce the risk;

Assessment of residual risk;

High/Moderate/Low

Further actions required/Method Statement for Operation;

(continued on separate page if needed)

Signed:

Position:

Date:

Action Required/ Method of Working

(continued on separate page if needed)

Signed:

Date:

F. CONSTRUCTION PHASE HEALTH & SAFETY PLAN - Typical Format

Principle contractor:

Planning Supervisor:

Mainwaring Ditch Associates (tel 01273 593333) Contact; **Mike Ditch**

HAS FORM F10 BEEN SIGNED & RETURNED TO PS/HSE - not required

HAS PRE-TENDER H&S PLANS BEEN RECEIVED/STUDIED - YES/NO

Client:

Old Basing & Lychpit Parish Council

Contact Name and Tel No: **Sandra Tuck. Clerk to the Council** (tel: 01256 462847)

F.1 DESCRIPTION OF PROJECT: **See Pre-Tender H & S Plan attached**

F.2 HEALTH AND SAFETY PRINCIPLES & OBJECTIVES:

F.3 SITE/OWNERS/OTHER THIRD PARTY CONTACTS:

F.4 MANAGEMENT, COMMUNICATIONS & CO-OPERATION:

(a) SITE AGENT/SUPERVISOR

Tel. Nos:

(b) SUB-CONTRACTORS/OTHER CONTRACTOR/ SELF EMPLOYED (including volunteers)

(c) RESPONSIBILITIES (FOR SUPERVISION, OPERATIONS, TRAINING, COMMUNICATIONS)

F. CONSTRUCTION PHASE HEALTH & SAFETY PLAN - Typical Format

F.5 MANAGING HEALTH & SAFETY RISKS:

(a) RISKS TO CONTRACTORS:

See attached Risk Assessments/Method Statements:

Risk/Hazard;	How Managed;
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(b) RISKS TO THIRD PARTIES/ADJACENT AREAS/SITE USERS:

Risk/Hazard;	How Managed;
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(c) FURTHER INFORMATION REQUIRED FROM CLIENT/DESIGNER:

Date Required:

How Resolved/Supplied:

Have all Staff/Contractors been adequately trained/informed	Yes/No
---	--------

Have the H & S Plan Contents been distributed/explained	Yes/No
---	--------

Have comments from staff/third parties been incorporated	Yes/No
--	--------

Signed by PC:	Date:
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F.6 SITE RULES AND PROCEDURES:

(a) FIRST AID, WELFARE & OTHER FACILITIES;

(b) EMERGENCY PROCEDURES & ACCESS;

(c) RECORDS & REPORTING;

(d) SPECIFIC SITE RULES;

(e) SIGNAGE;

(f) LIAISON WITH OTHERS & PROGRAMME;

F. CONSTRUCTION PHASE HEALTH & SAFETY PLAN - Typical Format

F.7 ARRANGEMENTS FOR COMPLETION/MAINTENANCE/HAND-OVER:

(a) WHAT INFORMATION IS REQUIRED/HAS BEEN AGREED BY THE CLIENT;

- a. As-Built Drawing/s
- b. Information on materials and associated Risks
- c. Maintenance instructions
- c. Other information

(b) HOW IS RELEVANT INFORMATION RECORDED/PRESENTED;

HEALTH & SAFETY FILE HANDED TO CA/EMPLOYER

DATE:

Signed by Principal Contractor;

end.

CONTRACTORS NOTES

- G.1** Where the circumstances for any specific operation in the performance for the works is not covered by the contract documents, the contractor will notify and will submit proposals dealing with such instances for the approval of the CA.
- G.2** The contractor will take account of the information provided in the contract documents when determining his health and safety measures. All operations shall be performed with due regard to the regulations and provisions of the Health & Safety at Work Act, 1974, and CODAM regulations 2015.
- G.3** The Construction (Design and Management) Regulations 2015 apply to all projects and contracts.
- G.4** The contractor shall nominate a member of staff to be responsible for safety, health and welfare and the nominated person shall liaise with the CA throughout the duration of the contract.

NOTIFICATION OF ACCIDENT

- G.5** Where an accident occurs on site which is notifiable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (R.I.D.D.O.R.), a copy of the notification shall be given to the Employer.
- G.6** It is important for the main contractor to liaise closely with any sub-contractor to ensure that the works are integrated and allowed for in the tender contract. Suitable arrangements will be made so that the work of the main contractor and that of any sub-contractor shall be congruous to the completion of the contract.
- G.7** The contractor shall limit his area of operations strictly to the boundary of the site, and protect the public and his workforce when moving any excavated or building materials on or about the site. Particular attention is drawn to any vehicle/mechanical plant runs on the on site. Proper supervision of these operations is require at all times. Keep to agreed routes and avoid undue reinstatement works.

H&S REGULATIONS - MINIMUM REQUIREMENTS

- G.8** The following recommendations, prepared at the instigation of the Employer is addressed to all contractors engaged on the works, and is a requirement of the contract.
- G.9** The Contractor will be aware that the health and Safety Regulations require that an employer should make available certain facilities to all employees. These include the supply of fresh water for washing purposes and particularly where chemicals are used, it is vital that an operator be able to wash his hands at lunch times and before leaving work.
- G.10** In order to comply with the regulations it is felt that a basic minimum should be installed in all site caravans, mobile depots and/or be carried on vehicle from which the contract gang operates. The minimum that is considered reasonable for this purpose would be:-
 - 1. Fresh water in a suitable container of at least five gallons with tap.
 - 2. Soap, paper towels and a bowl for washing.
 - 3. First aid box appropriate to the size of the gang and the nature of the work.

HEALTH AND SAFETY POLICY

- G.11** The tenderer will be required to submit copy of his Health and Safety Policy before starting any works on the site.

end.

<i>Description</i>	<i>Total</i>
--------------------	--------------

**PROJECT INFORMATION and HEALTH & SAFETY PLAN
COLLECTION**

A. PROJECT INFORMATION

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B. CODAM REGULATIONS

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C. PRE-TENDER HEALTH & SAFETY PLAN

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D. DESIGNERS REVIEW & RISK ASSESSMENT

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E. CONTRACTORS RISK ASSESSMENT FORM

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F. CONSTRUCTION STAGE HEALTH & SAFETY PLAN

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G. CONTRACTORS NOTES

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TOTAL (to General Summary) £

OLB BASING & LYCHPIT PARISH COUNCIL
Tennis Court Refurbishment Works 2020

SCHEDULE OF WORKS

OLB BASING & LYCHPIT PARISH COUNCIL

Tennis Court Refurbishment Works 2020

Schedule of Works

Item	Description	Qty	Unit	Rate	Total	
	<p>The works have not been measured in accordance with the Standard Method of Measurement.</p> <p>Excavated and filling quantities shall be calculated in the consolidated state. The Contractor shall allow for material bulking in this schedule.</p> <p>These works shall be carried out in accordance with the Code of Practice for the Construction and Maintenance of Tennis Courts. April 2018 (3rd Edition) produced jointly by the Sports & Play Construction Association (SAPCA) and the Lawn Tennis Association (LTA).</p> <p>This schedule to be read in conjunction with drawing; OB&LPC/Tennis Court Works 2020/1</p> <p><u>Programme; All works to be carried out and completed by 01/04/2021, or other date as agreed with the Employer.</u></p> <p><u>General Contract Items</u></p>					
1.a	The Contractor shall include here a Provisional Sum of £1,500.00 for Contingencies to be used as directed by the CA and deducted either in part or in whole if not required.		sum		1,500	00
1.b	<p>Temporary secure framed mesh unclimbable fencing 2.0m high including precast concrete supports and couplings, to enclose all work areas unattended or any storage areas that may be required, for the entirety of the works.</p> <p><u>NB; This fencing is to be stoutly and securely erected and maintained throughout the duration of the contract. Orange fencing or tape will not be permitted.</u></p>		sum			
1.c	Storage container and secure compound as required, for the works. NB; if not required insert 'NIL'		sum			
	to collection			£		

Tennis Court Refurbishment Works 2020

Schedule of Works

Item	Description	Qty	Unit	Rate	Total
<u>Works to Court 1</u>					
2.a	Break out small areas of existing tarmac surface (approx. 100mm x 100mm); repair and patch to match existing with new tarmac.	2.00	no.		
2.b	Preparation for re-spraying; thoroughly sweep and pressure wash existing court surface.		sum		
2.c	Apply water-based acrylic binder; (application rate in accordance with Code of Practice). (Provisional Sum)	540.00	m ²		
2.d	Spray paint court in two tone; including line markings - (playing surface dark green, surrounding non-playing lighter green, lines white); apply water-based polyurethane paint; (application rates in accordance with Code of Practice). (Finished playing surface, including lines (white), to conform with and in accordance with Test Method ITF CS/02/01 - primary sports use for tennis, minimum value of slip resistance 60).	540.00	m ²		
<u>Works to Courts 2, 3 & 4</u>					
2.e	Cut chanel to edges to accomadate 'feathering' of new tarmac surface; allow for 100mm wide chanel in existing tarmac surface course. (Provisional Sum)	160.00	lin.m		
2.f	Break out existing post sockets; remove to tip. Supply and install new tennis post sockets, with covers (to fit existing posts), to BS EN 1510 and LTA specification; installation in accordance with manufacturers instructions and to new finished levels. (Provisional Sum)	6.00	no.		
2.g	Supply and install recessed socket/anchor to secure net centre band. (Provisional Sum)	3.00	no.		
2.h	Preparation for new macadam surface; drill holes at 450mm centres, backfill and consolidate with chippings to existing levels.	1,520.00	m ²		
to collection				£	

Tennis Court Refurbishment Works 2020

Schedule of Works

Item	Description	Qty	Unit	Rate	Total
3.a	Preparation for re-spraying; thoroughly sweep and pressure wash existing courts surface. Thoroughly roll the surface in accordance with the Code of Practice.		sum		
3.b	Apply bitumen emulsion tack coat; (Provisional Sum)	1,520.00	m ²		
3.c	25mm deep porous layer 6mm macadam (after consolidation), rolled and consolidated; allow for 'feathering' the edges, all in accordance with Code of Practice.	1,520.00	m ²		
3.d	Apply water-based acrylic binder to new surface - (application rate in accordance with Code of Practice). (Provisional Sum)	1,520.00	m ²		
3.e	Spray paint court in two tone; including line markings - (playing surface dark green, surrounding non-playing lighter green, lines white); apply water-based polyurethane paint; (application rates in accordance with Code of Practice). (Finished playing surface, including lines, in accordance with Test Method ITF CS/02/01 - primary sports use for tennis, minimum value of slip resistance 60).	1,520.00	m ²		
3.f	All arisings from the works to tip; leave site clean and tidy. end.		sum		
				to collection	
				£	

Tennis Court Refurbishment Works 2020

Schedule of Works

Item	Description	Qty	Unit	Rate	Total	
<u>SCHEDULE OF WORKS</u>						
<u>COLLECTION</u>						
	Page 2			£		
	Page 3			£		
	Page 4			£		
	TOTAL to SUMMARY			£		

Old Basing Recreation Ground



OLD BASING & LYCHPIT PARISH COUNCIL
Tennis Court Refurbishment Works 2020

<i>Item</i>	<i>Description</i>	<i>Total</i>	
	GENERAL SUMMARY		
	INSTRUCTIONS & FORMS		
	Total for Section	£	
	GENERAL CONDITIONS & PRELIMINARIES		
	Total for Section	£	
	SPECIFICATIONS		
	Total for Section	£	
	PROJECT and H&S INFORMATION		
	Total for Section	£	
	SCHEDULE OF WORKS		
	Total for Section	£	
	TOTAL Carried to Form of Tender	£	