APPENDIX A

The District Council of Folkestone & Hythe

JCT Standard Form of Measured Term Contract 2016 Edition for

Flat Roofs

Technical Specification

JULY 2022

Specification for Flat Roofs

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1.0 GENERAL

1.1 Workmanship and Materials

1.1.1 All workmanship and materials to be used in the Contract are to be the best of their respective kinds and where a BS, Specification or Code of Practice is applicable, whether specifically noted or not this shall be taken to denote the minimum acceptable standard of material or workmanship.

1.1.2 All workmanship and materials shall comply with the requirements of the latest appropriate Standard and shall be used, fixed or applied as appropriate strictly in accordance with the manufacturers' recommendations, directions or instructions. Wherever possible all materials to be incorporated in the Works shall be such that it is compatible with and shall aesthetically match existing material with which it is to replace or repair.

1.1.3 Any materials named are indicative and demonstrate the ability to meet the standards and specification of the contract; however alternative suppliers may be used provided they are approved and meet or exceed the minimum requirements as well as being cost effective.

1.1.4 All existing lines and levels are to be maintained at all times and new work shall be carried through to the same lines and levels unless otherwise directed by the Contract Administrator.

1.2 British Standards

1.2.1 Where any reference is made in the Specification to a British Standard (BS) or Code of Practice (CP) this is deemed to include any subsequent revision, amendment, re-enactment and/or replacement thereof, such that the Contractor shall fully comply with all the latest BS, CP and the like current at the date of execution of the Work to be undertaken. Where any product is specified to comply with a British Standard, it may be substituted at the Contract Administrator's sole discretion by a product complying with a grade or category within a European Community Standard or other international standard recognised in the UK specifying equivalent requirements and assurances in respect of material, safety, reliability, fitness for purpose and, where relevant, appearance. Where the term Standard is used this shall be construed to mean individually or collectively, as appropriate, any British or European Community Standard and/or Code of Practice etc.

1.2.2 The Contract Administrator's decision on the use and continued approval of alternative materials goods and equipment is final. All such alternative goods, materials and equipment that are approved for use in the works shall be provided at no extra cost to the contract.

1.3 Warranties

1.3.1 Roofs will be installed with the following insurance backed single point manufacturers warranties:

i) Flat felt roof coverings – 25 years
ii) Flat performance asphalt – 35 years
iii) Liquid applied membranes – 25 years

1.4 Private and Rear Additions

1.4.1 The Contractor is to take particular note of rear additions that have been built by adjoining owners and allow protecting these throughout out the duration of the works. No part of the scaffolding is to be in contact with the fabric of the adjoining properties.

1.5 Boundaries

1.5.1 Ownership of boundaries to be ascertained prior to commencement of works and modifications agreed with Contact Administrator and owner/occupiers adjoining council owned houses.

1.6 Site Clean Up

1.6.1 The Contractor is to allow for a full site clean up of any debris, unused material etc. Also, the Contractor is to allow for the removal of any protective measures and to clean down windows, doors & conservatories etc that have been previously protected

1.7 Chimney Removal (Optional)

1.7.1 Where required, chimney stacks are to be carefully removed to below the roof line and capped with sufficient ventilation maintained in accordance with Building Regulations.

1.7.2 The removal of part or all of a chimney stack will require Building Regulation approval and work will need to be done to ensure the remaining part of the stack is properly supported. The work must comply with the Building Regulations and an application to Building Control is required.

2.0 ROOF INSTALLATION

2.1 General

2.1.1 Before any work starts on site, and at intervals during the works, technical representatives from the roofing supplier/manufacturer may be available to meet with the Contractor and the Contract Administrator to offer advice and to ensure that good roofing installation practice is adhered to.

2.1.2 Allow to run existing overflow pipes through new soffits/fascia's as necessary. Remove all redundant pipes and pipe work. All fascia / soffits are to be replaced in white PVCu and all Rainwater Pipes to be replaced in black PVCu

2.1.3 Redundant boiler flues projecting through the roof are to be removed.

2.1.4 All existing cables are to be neatly clipped to the underside of the soffit/fascia, allowing for any new, clips, brackets etc if necessary.

2.1.5 The Contractor is to allow for renewal of the rubber collars to the Soil Vent Pipes that project through the roof.

2.1.6 Remove all nails/fixings from existing timbers. All open ends of soil stacks must be protected against debris (e.g. wire balloon gratings).

2.2 Protection Over Entrance Doors

2.2.1 The Contractor must provide additional protection over ~~front~~ entrance doors by way of an inclined canopy comprising of scaffolding standards with a marine ply board decking laid directly over the entrances. The top of the fan should be tied to the scaffold at the point it is tied to the permanent structure; and the bottom tube of the fan should be propped against the structure.

2.2.2 The Contractor is to supply a mechanical lifting system suitable for roofing works and is to be inspected on a daily basis. All hoists are to left secure over night.

2.3 Signage

2.3.1 Contractor to allow for suitable signage and hazard warning signs to scaffolds and work areas.

2.4 Lead Works

2.4.1 Code 4 lead is to be used and in accordance with BS 12588 and as the recommendation provided by the Lead Development Association. Point face with lead sealants

2.5 Scaffolding

2.5.1 Scaffolding shall comply with all relevant requirements and Codes of Practice under the Health and Safety at Works Act (current edition) and shall provide all the necessary protection for his workmen, tenants and public. Must adhere to TG20.2021 (or as superseded in future)

2.5.2 The Contractor shall allow to supply, erect, maintain and dismantle on completion of works, independent tied scaffolding to allow all works to be carried out to roofs, facias, soffits Gutters and rain water down pipes. Provide toe boards, barriers and protection over all entrances, and pathways to protect the public and occupiers at all times.

2.5.3 Any alterations required to the lifts are to be included in the price.

2.5.4 The scaffold decking is to consist of 225mm boards minimum of 4 boards wide. The scaffolding is to be fully boarded, at all times. Brick guards to be used on all working platforms and safety handrails.

2.5.5 The scaffolds are to have toe boards secured in place at least 150mm above the platform, intermediate guard-rails gap max of 470mm above toe board, and full height guard-rails between 950mm and 1,200mm above the platform. These are to surround the perimeter of all the scaffolding.

2.5.6 No element of the scaffolding is to be placed on or have contact with property that is privately owned without the occupier's permission and written confirmation of the Contract Administrator.

2.5.7 The Contractor is to fix distinctive foam padding, to base of standard, 2m high, on any standard near the front entrance walkways, paths and entrance doors. Care must be taken not to obstruct bin stores.

2.5.8 Over head protection over all doorways will be required, adequate perimeter protection of the scaffolding will be required to prevent unauthorised persons entering the areas.

2.5.9 Sign off certificates and weekly inspections to be carried out by contractor/Scaffold company.

2.5.10 The inclusion of a security alarm to scaffolding will depend upon the specific requirements of the individual properties. The Contract Administrator has allocated each property as *Level 1*

2.5.11 **Security Alarm – Level 1.** The scaffolding will be erected without the requirement of a working security alarm. However, the Contractor will be expected to erect dummy alarm boxes and CCTV cameras in suitably prominent positions to deter intruders from attempting to gain access to the scaffolding. In addition, appropriate signboards should be erected to act as a further deterrent to intruders and give the impression that the scaffold is fitted with an alarm linked to a manned telephone system with 24 hours a day coverage.

2.6 Aerials / Satellite Dishes

2.6.1 The Contractor should allow for cutting and making new connections at the dish or aerial. Whist the works are being carried out aerials and dishes should be re-sited to a safe convenient location. The Contractor should allow for replacing any aerial, clamps, straps, cable etc to carry out the works. On completion the aerials and dishes shall be re-fixed to the original location or other suitable positions and temporary fixings removed.

2.6.2 Television sets should be checked before and after works have been completed for a picture and records given to the Contract Administrator.

2.6.3 Where signal is lost due to works and/or site protection the contractor will allow to attend within 24 hours of receiving instruction to rectify fault.

2.7 Brick and Block Work

2.7.1 Cement shall be normal setting ordinary Portland cement, or Sulphate Resisting Portland cement and comply with BS 12, BS 146 or BS 4027.

2.7.2 Lime shall be Class B Hydrated Lime and comply with BS 12, BS 146 or BS 4027

2.7.3 Sand for building mortar to be natural sand, crushed stone or crushed gravel.

2.7.4 Cement Mortar

2.7.4.1 Cement mortar shall be composed of one part cement and three parts sand and shall be used in brickwork built below ground level and in copings, chimneys, parapet walls or other brickwork located in severely exposed situations and in accordance with the respective brick manufacturers recommendations.

2.7.4.2 Cement mortar used in other situations shall unless otherwise directed, be gauged mortar composed of one part masonry cement, one part lime and six parts sand and in accordance with the respective brick manufacturers recommendations.

2.7.4.3 All mortar shall be used fresh and made only in quantities sufficient to meet the immediate demand. No mortar which has partially set shall be 'revived' or re-used.

2.7.4.4 Pointing to new work shall match that of adjacent work or shall be flush or bucket handle pointing as directed by the Contract Administrator.

2.8 Facing and Engineering Bricks

2.8.1 Bricks shall be clay of a size and type to match existing and shall be obtained from an approved supplier.

2.8.2 Where facing and engineering bricks have been taken down as part of repair works, sound bricks may be cleaned and reused, subject to approval of the Contract Administrator.

2.8.3 New facing and engineering bricks

2.8.4 Rake out all brickwork joints to chimney stacks to course below flashings to a depth of 12.5mm and carefully wire brush surfaces to obtain a clean appearance.

2.8.5 Re-point all existing raked-out joints with cement lime mortar (1:1:6).

2.9 Pots, Terminals or Caps

2.9.1 Any damaged or defective pots, terminals, cowls or caps etc are to be replaced on a like for like basis. Cap off unused pots with clay mushroom cowls.

3.0 SPECIFICATION FOR FLAT ROOFS

3.1 General Conditions

3.1.1 The Contractor will be required to examine any drawings and specification documents provided by the Contract Administrator and will be expected to visit any site and ascertain all

local conditions and restrictions, accessibility, the full extent and nature of the work, the supply and conditions affecting labour and the execution of the contract generally. No claims arising from failure to do so will be considered.

3.1.2 All roofing materials are to be fit for purpose and of the type and quality described herein. Any sub-standard materials will be rejected.

3.1.3 The Contractor shall employ fully qualified, competent installers approved by the roofing manufacturer and the whole of the work shall be carried out and completed in accordance with best practice.

3.1.4 The Contractor shall carry out the works without undue inconvenience and nuisance and without danger to occupants and users.

3.1.5 Price to include removal of existing insulation (where present) and all roofs to be fitted with insulation that meets current standards.

3.1.6 ***NOTE:*** *Any comments on roof structure or other building related issues in this report should not be taken to imply that its integrity has been assessed or deemed acceptable. A qualified party should verify any concerns relating to the integrity and/or capabilities of any part of the structure.*

3.2 Outline Description

3.2.1 This specification has been produced for the express use in the refurbishment of the designated flat roof areas.

3.2.2 Core Samples: These are to be taken for guidance purposes and indicate the construction only at the sample locations/s.

3.3 Detailed Specification - Main Roofs, Stairwells and Front Canopies

3.3.1 Specification Requirements

3.3.3.1 This specification is based on a warm roof construction; the principal thermal insulation is above the structural deck.

3.3.2 Scope of Application

3.3.2.1 This specification is suitable for application to a cementitious decking panel roof deck not exceeding 5° from the horizontal.

3.3.2.2 Flat-board insulation is to achieve an overall U-value of 0.18 W/m²K.

3.3.3 Preparation

3.3.3.1 Outlets: Prior to works commencing, existing outlets and rainwater system to be checked for blockages and cleared if necessary. In addition, we strongly recommend that all internal downpipes be inspected using CCTV technology to confirm integrity and serviceability. All outlets to be temporarily covered to prevent debris entering the outlet / drainage system. Covering to be such, that water runoff is not impeded.

3.3.3.2 Building Works (generally): Any building work that is to be carried out, either by the roofing Contractor or others; such as cutting of chases, re-pointing, new brick-work, rendering etc. should be carried out prior to the installation of the system cap sheet.

3.3.3.3 ACM (Removal) : Must be in accordance with HSE guidelines contained within The Control of Asbestos Regulations 2012, which govern the removal and disposal of hazardous waste.

3.3.3.4 Parapet Copings: Remove and dispose of wall top to be made good.

3.3.3.5 GRP Parapet Capping's: Remove and dispose of.

3.3.3.6 Roof Light Domes and Kerbs: Remove and dispose of.

3.3.3.7 Rainwater Outlets: Make ready to accept new Refurb Outlets. Remove any existing waterproofing from the outlet flange (and as required from the surrounding area) to allow correct installation.

3.3.3.8 Stripping-up: The Contractor is to take his own roof core samples to satisfy himself with regard to the existing roof build-up and ascertain the extent of the work involved in stripping up the existing roof covering. No claims arising from failure to do so will be considered.

3.3.3.9 Existing Waterproofing System: Remove, including all insulation and vapour control layers, back to the original deck / substrate.

3.3.3.10 Deck / Substrate: Repair or renew any defective areas. Please note the possibility of asbestos content; once confirmed any repairs/renewal to be undertaken strictly in accordance with current CAR/HSE regulations.

3.3.3.11 Mushroom Breather Vents: Remove and dispose of. Make good holes in screed.

3.3.3.12 Parapet Wall: Cap with 18mm exterior grade, WBP plywood fixed to the wall top. Include for all necessary battens and levelling timbers etc. Secure with screw fixings suitable for the substrate.

3.3.3.13 Low Level Perimeter Kerb Sections: Raise to accommodate the increased height of the new waterproofing system and insulation.

3.3.3.14 External Faces (drip/check edges): Where height of external face has been increased (for whatever reason), any exposed timber must be covered with new fascia's or cladding. This must align with the top of the timber hard edge prior to fixing the drip batten or edge trim.

3.3.3.15 Surfaces (receiving new waterproofing): To be smooth, clean and dry.

3.3.3.16 Loose Covering: Plywood decking panel joints. Loose cover with 100mm wide, loose-laid strips of underlay.

3.3.3.17 Priming: Deck and substrates for details. Prime and allow to dry.

3.3.4 Vapour Control

3.3.4.1 Main Roofs Only: Vapour Barrier (torch -on): Polyester Reinforced SBS. Metal-lined, double reinforced, elastomeric membrane. Top face, sanded. Underside, macro perforated fusible film. Fully bond. Side and end laps, minimum 75mm.

3.3.4.2 Skirtings: Extend vapour control layer to the full height of skirting. Fully bond to a primed base.

3.3.4.3 Kerbs (perimeters and openings) up to 300mm high: Extend vapour control layer to the full height of kerb, turn over the top and finish flush with the outer face. Fully bond to a primed base.

3.3.5 Insulation

3.3.5.1 Main Roof Only: Insulation: 200mm thick (or to the thickness as may be required to satisfy Building Control requirements) . Polyisocyanurate (PIR) roof insulation boards. CFC/HCFC-free with zero ODP. Fix in accordance with Manufactures Instructions. Lay with staggered joints.

3.3.5.2 Gutter Insulation: 50mm thick (or to the thickness as may be required to satisfy Building Control requirements). Polyisocyanurate (PIR) roof insulation boards. CFC/HCFC-free with zero ODP. Fix in accordance with Manufactures Instructions. Lay with staggered joints.

3.3.5.3 Bonding Insulation in accordance with manufactures 'Fixing Instructions' and to the satisfaction

of Building control requirements..

3.3.5.4 Sumps (to Outlets): Minimum 500mm x 500mm square. Form with insulation, 50mm thinner than the main area. Timber hard edge to be fixed at the change of level.

3.3.5.5 Timber Hard Edge (at exposed edges and changes of level): Mechanically fix to the deck. Width of timber to be 150mm. Thickness to be 10mm less than the insulation (to accommodate membrane laps).

3.3.5.6 Timber Battens / Hard Edges: Prime and allow to dry.

3.3.6 Waterproofing - Underlays

3.3.6.1 Underlay (self-adhesive): Composite reinforced, SBS elastomeric bitumen membrane. Top Face, fusible film. Underside, sanded between self-adhesive strips with siliconised peel-off film over self-adhesive selvedge. Fixing: By means of factory-applied self-adhesive strips. Perimeters and Openings: 500mm wide, fully bond by torching. Side Lap, 80mm: (determined by selvedge). End Lap, minimum 120mm). NB: The siliconised film is not fusible. Fixing in accordance with Manufacture's 'Fixing Instructions'.

3.3.6.2 Skirtings: SBS elastomeric bitumen skirting underlay to extend minimum 150mm onto the Composite reinforced, SBS elastomeric bitumen membrane. Fully bond by torching.

3.3.7 Waterproofing – Cap Sheets

3.3.7.1 Cap Sheet (torch-on): Dark Grey granule-surfaced, polyester reinforced SBS elastomeric bitumen membrane. Underside, grooved with thermofusible film. Fully bond. Side Laps, 90mm (determined by selvedge); End Laps minimum 150mm.

3.3.7.2 Head Laps (at tops of slopes on stairwell roofs): Mechanically fix to deck. Laps minimum 160mm. Secure with concealed nailing. Large headed, galvanised steel clout nails at 75mm centres, two rows 50mm apart.

3.3.8 Details

3.3.8.1 Reinforcing Strip: 250mm wide. At base of all upstands etc, between detailing underlay and cap sheet. 125mm horizontal and 125mm vertical. Fully bond by torching. Contractors Note: This item is in lieu of angle fillets.

3.3.8.2 Details Generally : Form separately. Cap sheet, in matching colour. Cut from the width of the roll. Underlay. Fully bond between layers to a primed base by torching. Cap sheet to extend at least 150mm onto the main area.

3.3.8.3 Edge Trim: Edge trim of the appropriate profile and colour for the site conditions. Screw fix at max. 300mm centres over the underlay. Underlay must extend to, and be turned over, the outer edge of the roof / kerb. Butt straps are to be inserted at all joints. Pre-formed corner units are to be used on all internal and external angles.

3.3.8.4 Paraflex Refurb Outlet: Select outlet to suit diameter/s of fall pipes. Fully bond flange membrane to previously installed underlay or soaker by torching. Fully bond cap sheet over and cut hole to suit diameter of pipe. Install leaf guard/grating supplied. Installation to be in accordance with Manufacture's 'Fixing Instructions'.

3.3.8.5 Soil Vent Pipes (over 300mm high): New, code 5 lead pipe sleeve with integral flange. Sleeve minimum 150mm high, flange minimum 100mm wide. Prime both surfaces of the flange. Fully bond to underlay or soaker, prior to fully bonding cap sheet. Top of sleeve; protect with a weathering collar (plastic weathering collars to be solvent welded to pipe). Base of Sleeve: Form a fillet with silicone mastic sealant; colour, black.

3.3.8.6 Collars and Pipe Sleeves: To be minimum 150mm high above the finished roof surface.

3.3.9 Roof Lights

3.3.9.1 Installation: All Roof Lights and Kerbs are to be installed strictly in accordance with BS 8217 and the fixing instructions.

3.3.9.2 Standard insulated PVCU roof light kerb 237mm High: To suit roof aperture.

3.3.9.3 Ventilation: With manually opening rotary ventilation.

3.3.9.4 Fixing: Screw-fix into timber grounds. Fixings at max. 300mm centres. Grounds to be the same thickness as the insulation.

3.3.9.5 Roof-light Dome: Dome: Triple skinned polycarbonate. Outer skin; Clear Middle skin; Clear. Inner skin; Diffused.

3.3.9.6 Outlets: Check for blockages. Clear if necessary and leave in a free-running condition.

3.3.9.7 Roof Surface: Sweep clean.

3.3.9.8 All waste arising from the works: Remove from site and disposed of appropriately.

4.0 FLAT ROOFS ABOVE STAIRWELLS

4.1 General

4.1.1 This specification is based on a warm roof construction; the principal thermal insulation is above the structural deck.

4.2 Scope of application

4.2.1 This specification is suitable for application to a plywood roof deck not exceeding 5° from the horizontal.

4.2.2 Flat-board insulation to achieve an overall U-value of 0.18 W/m²K.

4.3 Preparation

4.3.1 Building Works (generally): Any building work that is to be carried out, either by the roofing contractor or others; such as cutting of chases, re-pointing, new brick-work, rendering etc. should be carried out prior to the installation of the system cap sheet.

4.3.2 Downpipes (from higher levels): To facilitate the re-roofing work, temporarily remove and set aside for re-fixing on completion. Allow for any modifications / adaptations necessary to accommodate the new roof system.

4.3.3 Lead Flashings: Remove and dispose of.

4.3.4 Stripping-up: The contractor is to take his own roof core samples to satisfy himself with regard to the existing roof build-up and ascertain the extent of the work involved in stripping up the existing roof covering. No claims arising from failure to do so will be considered.

4.3.5 Existing Waterproofing System: Remove, including all insulation and vapour control layers, back to the original deck / substrate.

4.3.6 Deck / Substrate: Repair or renew any defective areas.

4.3.7 Perimeter Check Kerbs: Raise to min. 50mm above the new finished roof surface.

4.3.8 External Faces (drip/check edges): Where height of external face has been increased (for whatever reason), any exposed timber must be covered with new fascia's or cladding. This must align with the top of the timber hard edge prior to fixing the drip batten or edge trim.

4.3.9 Upstands to Brickwork: Cut a chase minimum 25mm deep and minimum 150mm above the finished roof surface. Brush clean and prime with appropriate primer for sealant.

4.3.10 Surfaces (receiving new waterproofing): To be smooth, clean and dry.

4.3.11 Loose Covering: Plywood decking panel joints. Loose cover with 100mm wide, loose-laid strips of underlay.

4.3.12 Priming: Deck and substrates for details. Prime and allow to dry.

4.4 Vapour Control

4.4.1 Vapour Barrier (torch-on): SBS. Metal-lined, double reinforced, elastomeric membrane. Top face, sanded. Underside, macro perforated fusible film. Fully bond. Side and end laps, minimum 75mm.

4.4.2 Skirtings: Extend vapour control layer to the full height of skirting. Fully bond to a primed base.

4.4.3 Kerbs (perimeters and openings) up to 300mm high: Extend vapour control layer to the full height of kerb, turn over the top and finish flush with the outer face. Fully bond to a primed base.

4.5 Insulation

4.5.1 Insulation: 120mm thick (or to the thickness as may be required to satisfy Building Control requirements). Polyisocyanurate (PIR) roof insulation boards. CFC/HCFC-free with zero ODP. Fix with PU foam. Lay with staggered joints.

4.5.2 Bonding Insulation with PU Adhesive as per Manufacture's 'Fixing Instructions'.

4.6 Waterproofing - Underlays

4.6.1 Composite reinforced, SBS elastomeric bitumen membrane. Top Face, fusible film. Underside, sanded between self-adhesive strips with siliconised peel-off film over self-adhesive selvedge. Fixing: By means of factory-applied self-adhesive strips. Perimeters and Openings: 500mm wide, fully bond by torching. Side Lap, 80mm: (determined by selvedge). End Lap, minimum 120mm). NB: The siliconised film is not fusible. Fixing Method as per Manufacture's 'Fixing Instructions'.

4.6.2 Skirting underlay to extend minimum 150mm. Fully bond by torching.

4.7 Waterproofing – Cap Sheets

4.7.1 Cap Sheet (torch-on): Granule-surfaced, polyester reinforced, SBS elastomeric bitumen membrane. Underside, grooved with thermofusible film. Fully bond. Side Laps, 90mm (determined by selvedge); End Laps minimum 150mm.

4.8 Details

4.8.1 Reinforcing Strip: 250mm wide. At base of all upstands etc, between detailing underlay and cap sheet. 125mm horizontal and 125mm vertical. Fully bond by torching. Contractors Note: This item is in lieu of angle fillets.

4.8.2 Details Generally: Form separately Cap sheet, in matching colour. Cut from the width of the roll. Fully bond between layers to a primed base by torching. Cap sheet to extend at least 150mm onto the main area.

4.8.3 Skirtings: To be minimum 150mm above the finished roof surface.

4.8.4 Skirtings: Protect with lead-free counter flashings 150mm wide. Dress into a chase and wedge at 450mm centres with stainless steel clips. Point with a low modulus silicone mastic. Side laps to be minimum 100 mm and sealed by torching or with High-Tack bitumen adhesive.

4.8.5 Perimeter Kerbs: Both layers of new waterproofing, carry up inner face and across the top (fully supported). Terminate with a new GRP edge trim. Where required; at the ends of parapets, the waterproofing to be turned up and to the side, to allow weathering with new horizontal and vertical lead cover flashings.

4.8.6 Edge Trim: GRP edge trim of the appropriate profile and colour for the site conditions. Screw fix at max. 300mm centres over the underlay. Underlay must extend to, and be turned over, the outer edge of the roof / kerb. Butt straps are to be inserted at all joints. Pre-formed corner units are to be used on all internal and external angles.

4.8.7 Refurb Outlet: Select outlet to suit diameter/s of fall pipes. Fully bond flange membrane to previously installed underlay or soaker by torching. Fully bond cap sheet over and cut hole to suit diameter of pipe. Install leaf guard/grating. Installation to be in accordance with Manufacture's 'Fixing Instructions'.

4.9 Completion

4.9.1 Downpipes: Re-fix. Adjust pipes as required, to clear new roofing system. Replace any broken or damaged fixing brackets.

4.9.2 Outlets: Check for blockages. Clear if necessary and leave in a free-running condition.

4.9.3 Roof Surface: Sweep clean.

4.9.4 All waste arising from the Works: remove from site and disposed of appropriately.

5.0 ASPHALT ROOFS BALCONIES AND WALKWAYS

Allow to strip existing asphalt complete and remove from site. Allow to install new complete. Undertake works in line with the following requirements;

5.1 Adverse Weather

5.1.1 General: Do not lay mastic asphalt in wet or damp conditions unless effective temporary cover is provided over working area. Unfinished areas of the roof: Keep dry.

5.2 Incomplete Work

5.2.1 Daywork joints in warm roofs and edges of phased roofing: Adequately protected and fully weather tight.

5.3 Preparing Edges of Existing mastic Asphalt

5.3.1 Single coat applications: - Cut edges: Soften and clean. Two coat applications: - Cut edges: Soften and remove half depth of softened material for minimum width of 75 mm. - Jointing: Lapped between new and existing material at prepared edges. Torching: Not permitted. Timing: Immediately prior to laying mastic asphalt.

5.4 Applying Primers

5.4.1 Coverage per coat (minimum): O.2 L/M2.Surface coverage: Even and full. Coats: Fully bonded. Allow volatiles to dry off thoroughly between coats.

5.5 Applying Bounding Compounds

5.5.1 Roof sited boilers are not permitted. Temperature of compound must be suitable to achieve bond over the whole surface, but do not overheat. Heat sensitive insulation materials must use cold bituminous adhesive recommended by the insulation manufacturer.

5.6 Substrates / Vapour Control Layers / Warm Deck Roof Insulation

5.6.1 Substrates generally: - Secure, even textured, clean, dry and frost free. Preliminary work: Completed, including:- Chases (minimum): 25 x 25 mm.- External angles: Chamfered where required to maintain full thickness of mastic asphalt.- Formation of upstands and kerbs.- Grading to correct falls.- Movement joints.- Penetrations/Outlets. Moisture content and stability of substrate: Must not impair integrity of roof.

5.7 Removing Existing Mastic Asphalt

5.7.1 All existing areas to be removed and prevent damage to existing roof structure. Only remove sufficient mastic asphalt as will be replaced and made weather-tight on same day.

5.8 Fixing Timber Trims

5.8.1 Fasteners: Sheradized steel screws. Fixing centres (maximum): 400mm centres.

5.9 Keying to Vertical / Sloping Render / Concrete

5.9.1 Surface preparation: Remove mould oil, clean and apply proprietary high bond primer or proprietary keying mix of cement: sand slurry incorporating a bonding agent.

5.10 Keying to New Brickwork / Dense Blockwork

5.10.1 Joints: Flush pointed. Surface preparation: Apply proprietary high bond primer.

5.11 Keying to Existing Brickwork / Dense Blockwork

5.11.1 Joints: Sound and flush pointed. Surface preparation: Clean and apply proprietary high bond primer.

5.12 Keying to Metal Surfaces

5.12.1 Surface preparation: Clean and apply proprietary high bond primer.

5.13 Joints in Ridge Board Substrates

5.13.1 Cover strip: Lay centrally over substrate joints before laying vapour control layers or coverings. Adhere to substrate with bonding compound along edges only.

5.14 Laying Vapour Control Layer

5.14.1 Attachment: Secure. - Bond: Continuous with no air pockets. - Appearance on completion: Smooth. Side and head laps: Seal using materials and method recommended by membrane manufacturer. Joints in second layer (if any): Stagger by half a sheet. Upstands, kerbs and other penetrations: Enclose edges of insulation. Fully seal at abutment by bonding or taping.

5.15 Laying Warm Deck Roof Insulation: Setting out: - Long edges:

5.15.1 Fully support and run between joists. - End edges: Adequately support. - Joints: Butt together. - End joints: Stagger. - Margin to walls, upstands, pipes and other projections (minimum): 25mm. Bedding: Full bed of bonding compound. Mechanical fixing: Determined by Contractor. Completion: Boards must be in good condition, well fitting and stable.

5.16 Margin Infill to Angle Fillets in warm Deck Roof

5.16.1 Infill material: Mastic asphalt when laying roofing.

5.17 Separating layer

5.17.1 Give notice: Where it is or becomes apparent that a separating layer is required.

6.0 SCHEDULE OF PRODUCTS

6.1 Any materials named are indicative and demonstrate the ability to meet the standards and specification of the contract; however alternative suppliers may be used provided they are approved and meet or exceed the minimum requirements as well as being cost effective.

7.0 FIXING INSTRUCTIONS

7.1 **Membranes generally:** Lay in direction of fall. Lay parallel to the preceding layer, breaking joints by at least 300mm. Stagger end laps by a minimum 300mm. In gutters membranes to be laid 'lengthways' to minimise laps.

7.2 **Torching (bitumen membranes):** Both surfaces being bonded must be heated and a narrow bead of bitumen exuded from all laps. Laps onto granule surface (end laps etc); granule surface must first be heated and the granules removed to ensure a bitumen-to-bitumen bond.

7.3 **Existing Waterproofing Systems (removal):** Must not be stripped at a rate greater than can be safely re-waterproofed during that working day without risk of water ingress.

7.4 **Day Joints:** Must be sealed at the end of each working day with strips of underlay, to ensure water tightness.

7.5 **Exposed Substrate/s (existing):** Must be kept dry at all times.

7.6 **Plywood Deck (new):** Must be kept dry at all times.

7.7 **Bitumen Underlay (fixing conditions):** Fix in dry conditions at an ambient temperature greater than 15°C. At lower temperatures (but never less than +5°C), warm the self-adhesive compound with a torch.

7.8 **Bitumen Underlay (fixing method):** Unroll sheet and position. Re-roll, remove siliconised release film as the sheet is fixed in position with applied pressure. Side lap is self-adhesive. Apply pressure to lap with roller if required. End lap, seal by torching. When torching re-roll sheet and torch as it is unrolled, whilst simultaneously removing the siliconised film.

7.9 **Bonding Insulation with PU Adhesive:** Substrate to be swept clear of all dirt, debris and loose material, prior to application of adhesive. Apply 15-20mm beads of PU Adhesive to the vapour control layer in a serpentine pattern. Application Rates: Beads approximately 400mm apart. Set board into the beads within 10-15 minutes and immediately 'walk-in' the board to spread the beads for maximum contact. Repeat 'walking-in' every 5-7 minutes, until the board is firmly attached.

7.10 **Refurb Outlet:**

1. Select the correct size of outlet to suit the diameter of the downpipe.

2. Check depth of existing outlet/downpipe and if necessary cut spigot to length. Minimum length of spigot must be 60mm.

3. Note: If outlet has the expanding EPDM rubber seal, the seal will project 50mm from the spigot. Overall length, including seal, will be: minimum 110mm; maximum 350mm.

4. Prior to installing outlet: Fix in place either;
   a) System underlay.
   b) 500mm x 500mm bituminous membrane soaker.

5. Outlets with expanding EPDM rubber seal:

   a) Insert seal into the end of spigot. Ensure shoulder is in full contact with the end of the spigot and tighten s/s screws with the special screwdriver (supplied separately) until the top part of the seal has expanded sufficiently to secure the seal to the spigot.

   b) Insert the assembly into the downpipe, ensuring the s/s supporting flange (under the membrane flange) is in full contact with the underlay/soaker. If necessary, secure in position with suitable fixings and washers through the four holes provided.

   c) Fully bond the membrane flange to the underlay/soaker (either by torching or hot bitumen as appropriate).

   d) Activate the seal by further tightening the s/s screws until hand-tight. Do not over-tighten. Screws should be tightened in sequence and progressively. Where there are four screws (150mm nominal diameter spigot) the sequence should be diagonal pairs.

   e) Fully bond the system cap sheet to the membrane flange (either by torching or hot bitumen as appropriate). f) Install leaf guard/grating supplied.

7.11 Outlets with “O” ring seal:

   a) Place seal approximately 25mm from the end of the spigot.

   b) Insert the assembly into the downpipe, ensuring the s/s supporting flange (under the membrane flange) is in full contact with the underlay / soaker. If necessary, secure in position with suitable fixings and washers through the four holes provided.

   c) Fully bond the membrane flange to the underlay/soaker (by either torching or hot bitumen as appropriate).

   d) Fully bond the system cap sheet to the membrane flange (either by torching or hot bitumen as appropriate). e) Install leaf guard/grating supplied.

8.0 GENERAL GUIDANCE

8.1 **Installation:** Waterproofing Systems are to be installed in accordance with BS 8217: 2005, BS 8000: Part 4: 1989 and Manufacture’s Fixing Instructions.

8.2 **Ventilation (cold roofs):** Roof voids in cold roof constructions must be ventilated in accordance with BS 6229: 2003 and BS 5250: 2002.

8.3 **Lead Work:** Flashings and other sheet lead work must be carried out in accordance with the recommendations of the Lead Development Association and the Lead Sheet Association.

8.4 **Storage (membrane):** Rolls of waterproofing systems are to be stored under cover, on end, on a flat, firm surface and, if outside, clear of the ground or supporting surface.

8.5 **Storage (Insulation):** Insulation materials must be stored under cover. Plastic wrappings should not be considered to be sufficient protection for storage outside. If stored outside, insulation materials should be adequately protected with tarpaulins/sheeting and also be clear of the ground or supporting surface.

8.6 **Protection (following trades):** Each layer of the installed waterproofing systems is to be protected from foot traffic and other sources of damage during installation and other construction work. Where necessary, appropriate protection, such as plywood sheets must be provided.

8.7 **Fire Safety:** Roofing Contractor to provide adequate fire extinguishers.

8.8 **Safe Working:** Works are to be carried out in accordance with current Health and Safety legislation.

8.9 **Protection (inclement weather):** Allowance is to be made for protecting the works from damage due to inclement weather.

9.0 REPAIRS and EXTRA OVER REPAIRS

9.0.1 Any associated repairs in connection with the replacement of windows and doors must be carried in strict accordance with all current British Standards, Codes of Practise, etc using good quality materials and workmanship

Reference to be made to the M3NHF Schedule of Rates ‘Specification of Workmanship and Materials’

ANNEX A - SPECIFICATION FOR ASBESTOS SURVEYS, ANALYSIS & REPORTING

1.0 GENERAL

1.1 FHDC shall appoint its own specialist consultant for the Asbestos Surveys and Sample Analysis prior to works commencing under the Contract. **However the Contract allows for Asbestos Surveys and Sample Analysis to be undertaken by instruction to enable the effective replacement of roofing material.**

1.2 Where instructed the Consultant will be expected to work independently, to manage access to each property, communicate effectively with residents and assist FHDC in developing and aligning survey reports, recommendations and templates with the FHDC Asbestos Policy & Procedure.

1.3 Pricing for this service will be as set out in the Pricing Schedule.

1.4 Asbestos surveys, testing and reporting must be in accordance with The District Council of Folkestone & Hythe Asbestos Policy & Procedures. The specification includes:

1.5 Intrusive Demolition / Refurbishment Surveys for ACMs preceding programmes of planned maintenance works in accordance with HSG 264. This will include a Management Survey to the property in addition to the R&D survey.

1.6 FHDC will appoint its own specialist Contractor for the removal of ACMs who will be independent to the Survey Consultant. **However in exceptional circumstances the Contract allows for the removal of ACMs by agreement with the Contract Administrator.** Pricing for this service will be as set out in the Pricing Schedule.

1.7 Asbestos data is currently available in each of the 4 Council areas as follows:

a. Held in a web based web portal owned and managed by a 3rd party consultant. Secure access to be arranged on award of Contract

b. As a minimum all reports must be provided electronically by the contractor to FHDC in PDF format or other formats at FHDC request (eg bespoke Excel data loaders).

2.0 REFERENCES AND RELATED LEGISLATION

2.1 The Consultant shall indemnify and keep indemnified FHDC against all and any penalties and liabilities of every kind for breach of any such Act, Regulation, Bye-Law, published guidance or approved Code of Practice. For the avoidance of doubt, the Consultant shall not be entitled to payment for any work carried out in the provision of these Services if such work is carried out in breach of any Act, Regulation, Bye-Law published guidance or approved Code of Practice.

2.2 The work must be carried out in accordance with the requirements of:

i) HSG 264 Asbestos the Survey Guide.
ii) Health and Safety at Work Act 1974.
iii) The Control of Asbestos Regulations 2012.
iv) The Construction (Design and Management) Regulations 2015.
v) The Management of Health and Safety at Work Act 1999.
vi) Workplace (Health Safety & Welfare) Regulations, 1992.
vii) The Environmental Protection Act 1990.
viii) The Control of Pollution (Amendment) Act 1989.
ix) The Hazardous Waste Regulations 2005.
x) The Personal Protective Equipment at Work Regulations 2002 and all Regulations made under the above Acts and all subsequent amendments of the above Regulations to date.
xi) HSG 210 Asbestos Essentials task manual.

xii) Code of Practice entitled “Work with Asbestos Insulation Asbestos Coating and Asbestos Insulating Board” (third edition).
xiii) HSG 248 The Analysts Guide for Sampling, Analysis and Clearance Procedures;
xiv) HSG 247 Asbestos the licensed Consultants guide.
xv) BS EN ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories.
xvi) HSG 227 Comprehensive Guide to Managing Asbestos in Buildings.
xvii) ACOP L143 Managing and Working with Asbestos, 2013.
xviii) EH51 Respiratory Equipment for use in Removing Asbestos.
xix) HSG 189/2 Working with Asbestos Cement.
xx) HSG33 Health & Safety in Roof Work.
xxi) Code of Practice entitled “Work with asbestos insulation asbestos coating and asbestos insulating board” (Second edition).
xxii) BS EN ISO/IEC 17020:2012 Conformity Assessment. Requirements for the operation of various bodies performing British Standards Institution inspections.
xxiii) The Control of Substances Hazardous to Health Regulations, 2002.

2.3 The Contractor must be aware of any changes to legislation that may impact on any aspect of the Asbestos Surveying and analysis programme. The Contractor must inform the Contract Administrator of those changes as expediently as possible to ensure that any Risk Assessments and or Method Statements along with the FHDC Policy and Procedures are amended to reflect those changes prior to any surveys commencing on site.

3.0 AFFECTED PROPERTY

3.1 With the exception of any Void refurbishment works, the majority of properties will be occupied whilst the surveys are being undertaken and it shall be the Contractor’s responsibility to make effective and appropriate arrangements with residents for access.

3.2 The Contractor shall utilise as a minimum, a three stage appointment system on the Contractor’s headed note-paper, wording and format to be agreed with FHDC prior to the commencement of the Programme, requesting access.

4.0 CONTRACT ADMINISTRATOR

4.1 The Contractor shall at all times comply with the instructions of the Contract Administrator.

4.2 The Contract Administrator may attend site at any time with the Contractor whilst any Services are being carried out.

4.3 The Contractor shall at all times allow such persons as may be nominated from time to time by the Contract Administrator access to:

(i) Records and documents in the possession of the Consultant in connection with delivery of the Services.
(ii) Inspect the condition of any premises, plant or equipment used by the Consultant for the performance of the Services.
(iii) Any Employee for the purposes of interviewing them in connection with the carrying out of all or any part of the Services.
(iv) Materials, stores and spare parts used by the Consultant to provide the Services, in order to ensure that such items comply with manufacturers' specifications.

5.0 SURVEYING

5.1 All safeguards outlined in HSG 264, HSG 248 and ACOPL 143 that are necessary for the safe sampling of asbestos must be maintained. Exposure must be reduced to the lowest level reasonably practicable by suitable systems of work. These must include but not be limited to:

a. Working methods which minimise breakage, abrasion, matching or cutting of asbestos materials.
b. Clear indication of areas being worked in.
c. Dust suppression by the use of wetting the work area.

5.2 On completion of asbestos sample removal, individual sample points must be unobtrusively sealed and the entire area must be thoroughly decontaminated using high efficiency type H vacuum cleaners approved for use in asbestos removal. Brushes must not be used.

5.3 All asbestos samples must be double bagged with suitable polythene containers, sealed with duct tape and marked with asbestos warning stickers. If not transferring the waste directly to an appointed laboratory, it should be transferred to a suitably safe place with a lockable steel lid which will be kept locked at all times it is unattended. Appropriate reassurance testing should be carried out where applicable to ensure areas are not contaminated in any way.

5.4 The asbestos will be sampled by suitably trained and competent persons over the age of 18 years who have been instructed in correct working procedures and who are wearing a suitable respirator and protective clothing.

5.5 The airborne concentration of asbestos during asbestos survey must be less than 0.010 fibres/ml.

5.6 Protective Clothing shall be clean, disposable and of a material which does not retain asbestos fibres. Disposable overalls will be fitted with a hood, boots without laces, and respiratory equipment. Clothing and footwear must completely enclose the body, head and feet in such a manner as to prevent contamination.

5.7 Where available, clean overalls with a type H vacuum with a brush attachment. Peel off disposable overalls so that they are inside out, place them in a suitable asbestos waste container, finally remove the respirator and place into the asbestos waste container.

5.8 All non-contaminated loose equipment and material must be removed from the work area.

5.9 Any fixed equipment which cannot be removed from the work area must be covered and sealed with polythene no less than 500 gauge.

5.10 Protect nearby surfaces from contamination using polythene of no less than 500 gauge, timber and tape. Polythene sheeting must be adequately supported throughout.

5.11 Warning and prohibition notices must be displayed outside all areas and access to work areas restricted.

5.12 **Respiratory Equipment:** The strap of the respiratory equipment must be positioned underneath the protective overall hood. Protective clothing must be worn only in the working and areas. Respirator protection must be the high efficiency positive pressure type in accordance with the Regulations set out at paragraph 5.2. The equipment must fit the wearer correctly and must not be shared with other wearers unless adequately cleansed and disinfected beforehand.

6.0 SURVEY TYPES

6.1 Management Survey

6.2 The management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged

or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

6.3 Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility etc.

6.4 A management survey should include an assessment of the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way. The material assessment will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed.

6.5 The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e. a material assessment).

6.6 Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present. By presuming the presence of asbestos, the need for sampling and analysis can be deferred until a later time (e.g. before any work is carried out).

6.7 However this approach has implications for the management arrangements. Any work carried out on ‘presumed’ materials would need to involve appropriate contractors and work methods in compliance with irrespective of whether the material was actually an ACM or not. Alternatively, before any work starts, sampling and analysis can be undertaken to confirm or refute the presence of asbestos.

6.8 When sampling is carried out as part of a management survey, samples from each type of suspect ACM should be collected and analysed. If the material sampled is found to contain asbestos, other similar materials used in the same way in the building can be strongly presumed to contain asbestos. Less homogeneous materials (e.g. different surfaces/coating, evidence of repair etc.) will require a greater number of samples. The sample number should be sufficient to establish whether asbestos is present or not in the particular material. Sampling may take place simultaneously with the survey, or as in the case of some larger surveys, can be carried out later as a separate exercise.

6.9 All areas should be accessed and inspected as far as is reasonably practicable. Areas should include under floor coverings, above false ceilings, and inside risers, service ducts, lift shafts etc. Surveying may also involve some minor intrusive work, such as accessing behind fascia and panels and other surfaces or superficial materials. The extent of intrusion will depend on the degree of disturbance that is or will be necessary for foreseeable maintenance and related activities, including the installation of new equipment/cabling. Surveyors should come prepared to access such areas (i.e. with the correct equipment etc.).

6.10 Management surveys are only likely to involve the use of simple tools such as screwdrivers and chisels. Any areas not accessed must be presumed to contain asbestos. The areas not accessed and presumed to contain asbestos must be clearly stated in the survey report and will have to be managed on this basis, i.e. maintenance or other disturbance work should not be carried out in these areas until further checks are made.

6.11 All ACMs should be identified as far as is reasonably practicable. The areas inspected should include: under floor coverings, above false ceilings (ceiling voids), lofts, inside risers, service ducts and lift shafts, basements, cellars, underground rooms, under crofts (this list is not exhaustive).

6.12 Management surveys should cover routine and simple maintenance work. However it has to be recognised that where ‘more extensive’ maintenance or repair work is involved, there may not be sufficient information in the management survey and a localised refurbishment survey will be needed. A refurbishment survey will be required for all work which disturbs the fabric of the building

in areas where the management survey has not been intrusive. The decision on the need for a refurbishment survey should be made by the duty holder (probably with help from others).

7.0 Refurbishment and Demolition surveys

7.1 A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned.

7.2 The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

7.3 There is a specific requirement in (regulation 7) for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment.

7.4 Situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc.) under CDM, the survey information should be used to help in the tendering process for the removal of ACMs from the building before work starts. In this type of survey, where the asbestos is identified so that it can be removed (rather than to 'manage it') the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present.

7.5 However, where the asbestos removal may not take place for some time, the ACMs' condition will need to be assessed and the materials managed.

7.6 Refurbishment and demolition surveys are intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. It is a disruptive and fully intrusive survey which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos.

7.7 Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise risks to the public or employees on the premises. Ideally, the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should be effective isolation of the survey area (e.g. full floor to ceiling partition), and furnishings should be removed as far as possible or protected using sheeting.

7.8 The 'surveyed' area must be shown to be fit for reoccupation before people move back in. This will require a thorough visual inspection and, if appropriate (e.g. where there has been significant destruction), reassurance air sampling with disturbance.

7.9 It is FHDC's policy in accordance with CAR regulation 7 to remove all ACMs as far as practicable before major refurbishment or demolition.

8.0 SURVEYING SERVICES SPECIFICATION

8.1 Every individual property undergoing intrusive work will be subject to a separate Refurbishment Survey. The Contractor will consult with FHDC and/or use available Asbestos Register to execute survey(s) at the required address(s) within the works programmes.

8.2 The Contractor must acquaint and satisfy himself with all conditions likely to affect the execution of nay works, including the types, construction and location of the dwellings and buildings, as no claim by the Contractor for additional payment will be allowed on the grounds of any

misunderstanding or ignorance due to lack of knowledge of local conditions, Regulations or requirements on which the Order(s) are to be executed.

8.3 The Contractor will inform the Contract Administrator when the surveys have been completed before close of business of the next working day and the following timescales will apply:

8.4 For Planned works: a maximum of 2 working days will be allowed to complete inspection, sampling and provide initial report of identification of ACM. Then 2 working days will be allowed for the CA's instruction and upon receipt a further 5 working days will be allowed for a full report and Asbestos register updated.

8.5 For Communal works: a maximum of 2 working days will be allowed to complete inspection, sampling and provide initial report of identification of ACM. Then 2 working days will be allowed for the CA's instruction and upon receipt a further 5 working days will be allowed for a full report and Asbestos register updated.

8.6 Voids - The risk of exposure to ACMs will be assessed as part of the Voids process. Where repairs are due to take place the Councils Voids Coordinator will review the Management Survey and ensure suitable demolition / refurbishment surveys are conducted and included when assessing risk. Should any further intrusive Demolition Survey be required; or subsequent removal works that require the statutory 14- day notice period to be issued to the HSE, an Extension of Time will be granted to the target void completion times set.

8.7 Surveys in Sheltered Accommodation for older people - The Contractor is to note that any Asbestos Services required to sheltered accommodation may be the subject of special timing and methods of working in an effort to minimise disturbance to Residents insofar as possible. In any event, no work outside the normal hours of working will be allowed.

9.0 REPORTING

9.1 Survey Reports

9.1.1 Following completion of the Site Survey, a report is to be compiled detailing any ACM's identified, their location, condition, extent together with recommendations for any Management Actions required. Reports will comply with the recommendations set out in HSG 264, follow the agreed template format and shall include a report summary and recommendation, no access areas / elements, individual ACM data sheets, colour photographs, floor plans showing presumed or identified ACMs, laboratory analysis results and a detailed asbestos register.

9.1.2 Unless otherwise agreed with FHDC, the report and updated Register shall be provided to the Contract Administrator within five working days from the date of access to the property for survey.

9.2 The Asbestos Register

9.2.1 Asbestos information will be provided to the Contractor by:

- A manual and or electronic report per property or common area.
- An export from FHDC's current register, or.
- By giving the Contractor access to FHDC's current register.

9.2.2 Asbestos information will be provided to the Contract Administrator by:

- All relevant files (CSV, excel etc) or an appropriate interface provided to the Northgate Public services Housing System (when available) or by email.
- Key asbestos information e.g. location, type, condition (from within the Asbestos Register).
- All photographs to be provided electronically by property / communal area following indexing protocols to be agreed with the Contract Administrator.

- Comprehensive asbestos survey report in PDF format

9.3 Day to Day Issues

9.3.1 In the event the Contractor finds any sharps, contamination, human waste, vermin etc, in the property, the Contract Administrator will be notified and no further surveys are to be undertaken without the further instructions of the Contract Administrator.

9.3.2 Should the Contractor discover any damage to either the external fabric or internal components in the property, a brief report of their findings along with supporting digital photographs will be submitted to the Contract Administrator.

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10.0 OTHER RELATED SURVEY REQUIREMENTS

10.1 The Contractor will:

i) Provide SEM ('Scanning Electron Microscopy') testing services for potential fibre contamination investigation/ advice scenarios;

ii) CDM related roles: Principal Consultant and/or Principal Designer responsibilities including review of proposed asbestos related Risk Assessment and Method Statement (**'RAMS'**) control measures proposed for differing risk categories of asbestos work (licensed, notifiable non-licensed and, non-licensed);

iii) Quality assurance arrangements / requirements: The Contractor will submit their appointed asbestos survey specialist's periodic UKAS assessment reports to the Contract Administrator. In addition, FHDC may commission a sample of 'blind' survey report audits by another competent and suitably qualified asbestos survey specialist.

iv) The Contractor will support FHDC in dealing with any Asbestos related investigations, enquires and reports.

ANNEX B - SPECIFICATION FOR ASBESTOS REMOVAL WORKS

1.0 GENERAL

1.1 The Contract allows for the removal or encapsulation of Asbestos Containing Materials ('**ACM**'s) as required from asbestos surveys; all in accordance with this specification and the FHDC's Asbestos Management Policy & Procedures**. Removal of ACM under this contract will be in exceptional circumstances only**

1.2 Pricing for the service will be as set out in the Pricing Schedule.

1.3 The specification comprises the removal or encapsulation of Asbestos Containing Materials ('**ACM**'s) in common areas, occupied or void properties as identified and required from asbestos surveys and as instructed by the Contract Administrator. The Contractor will only use licensed removal contractors to undertake removal and disposal of ACMs

1.4 All removal works are to be in accordance with HSG 247: The licensed contractor's guide, ACOP L143; Managing and Working with Asbestos and incorporate a four stage air clearance test and/or reassurance air testing where necessary in accordance with HSG 248: The Analyst's Guide for Sampling and Clearance Procedures and ACOP L143.

1.5 The Contractor will be expected to work independently, to manage access to the properties and communications with residents

1.6 The Contractor will be under instruction by the Contract Administrator.

1.7 There may be occasions where the Removal Contractor has to work collaboratively with an alternative Main Contractor in either occupied or void premises at the request of the Contract Administrator

1.8 The Removal Contractor must be aware of any changes to legislation that may impact on any aspect of Asbestos Removal and associated works. The Removal Contractor must inform the Contract Administrator of those changes as expediently as possible to ensure that any Risk Assessments and or Method Statements along with the FHDC Policy and Procedures are amended to reflect those changes prior to any works commencing on site.

2.0 REQUIREMENTS FOR REMOVAL OF ACMs

2.1 The Removal Contractor must be able to demonstrate his understanding and willingness to comply with all aspects of the Asbestos Regulations, Approved Codes of Practice and Guidance notes relating to the limitation of exposure to asbestos fibres, the control and security of works, record keeping, notification and managed waste disposal.

2.2 The Removal Contractor is to carefully remove existing ACMs under controlled conditions as indicated from the asbestos survey. Remove from site using a licensed carrier and dispose of at a licensed disposal site.

2.3 Irrespective of whether the removal is licensable or not, the Contractor must carry out the works in accordance with the requirements of:

i) HSG 264 Asbestos the Survey Guide
ii) Health and Safety at Work Act 1974
iii) The Control of Asbestos Regulations 2012
iv) The Construction (Design and Management) Regulations 2015
v) The Management of Health and Safety at Work Act 1999
vi) The Workplace (Health, Safety and Welfare) Regulations, 1992
vii) The Environmental Protection Act 1990
viii) The Control of Pollution (Amendment) Act 1989
ix) The Hazardous Waste Regulations 2005
x) The Personal Protective Equipment at Work Regulations 2002 and all Regulations made under the above Acts and all subsequent amendments of the above Regulations to date
xi) HSG 210 Asbestos Essentials task manual
xii) Code of Practice entitled "Work with Asbestos Insulation Asbestos Coating and Asbestos Insulating Board" (third edition)
xiii) HSG 248 The Analysts Guide for Sampling, Analysis & Clearance Procedures;
xiv) HSG 247 Asbestos the licensed contractors guide
xv) ACOP L143 Work With Materials Containing Asbestos
xvi) Personal Protective Equipment at work Regulations, 2002
xvii) Code of Practice entitled "Work with asbestos insulation asbestos coating and asbestos insulating board" (Second edition)
xviii) HSE50 Asbestos licence assessment, amendment and revocation guide (ALAARG) HSE 2012
xix) BS 8520-3:2009 Equipment used in the controlled removal of asbestos-containing materials
xx) Notification form FOD ASB5 (HSE).
xxi) Notification of non-licensed work with asbestos ASB NNLW1 (HSE).
xxii) BS EN ISO 13982-1:2004+A1:2010 Protective clothing.
xxiii) Medical Guidance Note MS31(rev1) Medical surveillance for workers carrying out licensed work with asbestos.
xxiv) ACOP L101 Safe work in confined spaces. Confined Spaces Regulations 1997. Approved Code of Practice, Regulations and guidance (Second edition).
xxv) The Hazardous Waste (England and Wales) Regulations 2005 SI 2005.
xxvi) The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations, 2009.
xxvii) The Personal Protective Equipment Regulations, 1992.
xxviii) HSG 248 The analysts' guide for sampling, analysis and clearance procedures.
xxix) BS EN ISO/IEC 17020:2012 Conformity assessment. Requirements for the operation of various types of bodies performing inspection British Standards Institution.
xxx) HSG 53 Respiratory Protective Equipment At Work.
xxxi) HSG 65 Successful Health & Safety Management.
xxxii) The Hazardous Waste (England & Wales) (amendment) Regulations 2009.
xxxiii) The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004, and ADR 2011.
xxxiv) BS EN ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories.

3.0 SITE PREPARATION

3.1 All non-contaminated loose equipment and material must be removed from the work area.

3.2 Any fixed equipment which cannot be removed from the work area must be covered and sealed with polythene no less than 500 gauge.

3.3 Protect nearby surfaces from contamination (using polythene no less than 500 gauge, timber and tape). Polythene sheeting must be adequately supported throughout.

3.4 Warning and prohibition notices must be displayed outside all areas and access to work areas restricted both in properties and common areas.

4.0 GENERAL REQUIREMENTS

4.1 ACM's will be removed by persons over the age of 18 years who have been instructed in correct working procedures and who are wearing the specified respirator and protective clothing. All notifications to the HSE for notifiable removals to be made by the Contractor and copied to the Contract Administrator

4.2 All safeguards outlined in HSG 247 that are necessary for the safe removal of asbestos must be maintained. Exposure must be reduced to the lowest level reasonably practicable by suitable systems of work. These must include but not be limited to:

i) Working methods which minimise breakage, abrasion, matching or cutting of asbestos materials.
ii) Clear indication of areas being worked in.
iii) Dust suppression by the use of wetting the work area.

4.1 On completion of asbestos removal the entire area must be thoroughly decontaminated using high efficiency type H vacuum cleaners approved for use in asbestos removal. Brushes must not be used.

4.2 All asbestos waste must be double bagged with 1,000 gauge polythene sheeting, sealed with duct tape and marked with asbestos warning stickers. If not transferring the waste directly to an appointed licensed land fill site it should be transferred to a suitable steel skip with a lockable steel lid which will be kept locked at all times it is unattended. Appropriate reassurance air testing should be carried where applicable to ensure areas are not contaminated in any way.

4.3 The airborne concentration of asbestos during asbestos removal must be less than 0.010 fibres/ml. the airborne concentration asbestos.

5.0 ENCAPSULATION

5.1 During the implementation phase of the contract, the Removal Contractor (Contractor) will agree produce an appropriate work plan for all routine / repetitive encapsulation and removal tasks.

5.2 This work plan is to include in each case agreed relevant criteria, Risk Assessments, Method Statements, terms of reference (TOR), control measures, and general method of working which are then to be employed as 'overarching' pre-agreed work plans.

5.3 The Contactor is to provide, electronically, the following information to the Contract Administrator in respect of each ACM removal task (including encapsulation, repair or equivalent provision) performed within **5 working days**:

- Formal HSE notification: category as appropriate (either full 14 day notice for fully licensable work, or notifiable non-licensed work [NNLW]).
- Plan or work including Method Statement (MS) and Risk Assessment (RA) particular to that task.
- All asbestos material consignment notes arising upon completion.
- Certification in respect of full four stage clearance procedure, or air-reassurance testing / reoccupation certification equivalent dependent upon the category or work undertaken.
- Confirmation of all ACMs individually encapsulated or removed in sufficient detail to enable the Contract Administration Team to update the asbestos register.
- Encapsulation' of asbestos containing materials is anticipated will generally comprise either the provision of a proprietary liquid / brush applied coating, or a physical / mechanical over-covering.

5.4 The decision to encapsulate an ACM rather than to remove it will include an options appraisal.

Where encapsulation is a viable option, the Contractor will assist the Contract Administrator by considering:

- Likely fibre release and exposure levels arising during application of the preferred encapsulation technique.
- Current / future accessibility of the ACM, the potential for future damage (from impact, or abrasion or future movement).
- The current condition of the material.
- The ease / viability of retaining or replacing the ACM with a substitute material with equivalent fire, acoustic and thermal insulation characteristics.
- Likelihood of subsequent water penetration.

5.5 Where encapsulation is agreed the Contractor is to collate and provide to the Contract Administrator a comprehensive record of the work proposed and then undertaken which must be sufficient to also update the Employers asbestos register and to re-calculate the ACMs risk assessment score.

5.6 The record provided will include a photograph of the encapsulated material before and after work is completed. Where agreed specifically with the Contract Administrator the Contractor will provide and apply an appropriate & approved asbestos warning label (as well as detailing the encapsulation product employed and the date of application).

5.7 The control measures to be employed in respect of any encapsulation work are anticipated generally replicate those applied to ACM removal tasks, however detailed Risk Assessment (RA), plan of work and associated Method Statements (including control measures specifically proposed) are to be prepared and submitted by the Contractor in all cases for evaluation and approval by the Contract Administrator.

5.8 Wherever it is anticipated that any asbestos containing material will remain in-situ and with a surface exposed, the Contractor must notify the Contract Administrator immediately.

5.9 The Contractor will not dismantle / remove any associated enclosure without prior agreement / instruction from the Contract Administrator regarding the detailed method of encapsulation to be adopted.

5.10 The potential use of PVA as a sealant will only be regarded as a short term / temporary technique and will represent a potential continued risk until a permanent solution is agreed and implemented.

5.11 The Contractor must provide details to the Contract Administrator regarding the ACM present together with the long-term encapsulation technique employed i.e. elastomeric coating, high build membrane protection, or equivalent approved coating. The Contract Administrator will then evaluate the proposal and confirm instruction prior to removal of any associated enclosure.

5.12 It is FHDC's policy in accordance with CAR regulation 7 to remove all ACMs as far as practicable before major refurbishment or demolition.

6.0 HSE WORKS NOTIFICATIONS:

6.1 The Contractor will be responsible for identifying and submitting to the relevant enforcing authority (Health and Safety Executive, local authorities, and ORR) under the criteria set out within Regulation 9 of the Control of Asbestos Regulations 2012 (CAR 2012), and related guidance documentation (ACOPL143, etc):

- A notification waiver / cover note in the case of emergency where work needs to commence immediately.
- A full 14 day notification (form FOD ASB5).
- Notifiable non-licensed work notification (on-line form ASB NNLW1).

6.2 The Removal Contractor is required and will submit electronic copies to the Contract Administrator to substantiate that the appropriate form of notification has be issued, within the appropriate period of notice, and to the appropriate regulatory authority.

6.3 In situations where the Removal Contractor proposes undertaking 'soft strip' tasks / work in advance of the primary asbestos removal / encapsulation, the start date relevant to the notification, will be the date the 'soft strip' tasks commence. The decontamination unit (DU) is also to be on site and ready to use (fully operational) in advance of commencing the 'soft strip' elements of work.

7.0 KEEPING RECORDS AND SITE DOCUMENTATION REQUIREMENTS:

7.1 The Contractor's appointed site manager / supervisor is to be responsible for compiling, maintaining and updating an appropriate document file on site at all times throughout the duration of the work.

7.2 This file is to contain copies of all current information recording and including the following (this is not an exhaustive list and must be to the satisfaction of the Contract Administrator and ultimately the HSE):

- The instruction / order from the Employer
- The asbestos survey
- The specification / schedule of work proposed
- The Plan of Work (and programme of work)
- The Method Statement (MS) [including control measures for all ACM related elements]
- The Risk Assessment (RA)
- The HSE Licence for Work (under regulation 8 of the CAR 2012)
- The FOD ASB 5 notification
- The ASB NNLW1 notification
- The 'Waiver Document' (only to be employed by agreement with the Employer and in cases of emergency)
- Named persons on site
- Any bulk ACM testing certificates
- Any air testing certification undertaken
- The training certificates relevant to those working on site
- The plant/test certificates relevant to the proposed work on site
- The medical certificates relevant to those operatives/ foremen/ Removal Contractor staff working on site
- The Removal Contractors public liability and employer's insurance certificate (current)
- The Removal Contractor's Waste Carriers Registration (or their appointed agent)
- COSHH sheets regarding all products used/ present on site
- All plant, enclosure, and respirator examination/ daily check documentation
- Quantitative face fit test certification for all operatives/ foremen/ Removal Contractor staff on site.
- All the Waste Consignment Notes arising.

8.0 DISPOSAL OF ASBESTOS WASTE

8.1 All asbestos waste must be disposed of in accordance with The Hazardous Waste Regulations 2005 (as amended).

8.2 The asbestos removal contactor will be responsible for ensuring that the carriers' collection certificate is completed in accordance with the Regulations. The Contractor will provide (electronic) copies of all documentation relating to asbestos removal and disposal to the Contract Administrator on a regular basis (no longer than 1 month after completion of works).

9.0 INFORMATION TECHNOLOGY & THE ASBESTOS REGISTER

9.1 All updates and certifications on all significant changes to properties including but not limited to asbestos works will be returned to FHDC for imputing onto the Asbestos Register.

9.2 The Removal Contractor will undertake removal work based on either Management or R&D surveys reports, carry out work in safe manner with all work and associated advisory notes e.g. consignment notes etc. reported to FHDC in an electronic format e.g. pdf format etc.

9.3 Any consignment note, documentation etc is also sent to the Contract Administrator, as per section 7 Keeping records and Site Documentation Requirements.

ANNEX C – SCHEDULE OF BRITISH STANDARDS, ETC

All works must be fully compliant with the British Standards, etc within the Specification. The contractor must clearly reference where the equivalent European Union standard has been used in relation to the specific British Standards, etc below

- **BS 12588** Lead and lead alloys. Rolled lead sheet for building purposes
- **BS 12** Specification for Portland cement
- **BS 146** Specification for blast furnace cements with strength properties outside the scope of BS EN 197-1
- **BS 4027** Specification for sulfate-resisting Portland cement
- **TG20:2013** NASC Good Practice Guide for Tube and Fitting Scaffolding
- **BS5250** Code of practice for control of condensation in buildings
- **BS 8217:2005** Reinforced bitumen membranes for roofing. Code of practice
- **BS 8000-4: 1989** Workmanship on building sites. Code of practice for waterproofing
- **BS 6229: 2003** Flat roofs with continuously supported coverings. Code of practice

APPENDIX A

The District Council of Folkestone & Hythe

JCT Standard Form of Measured Term Contract 2016 Edition for

Pitched Roofing & Associated Works

Technical Specification

JULY 2022

Specification for Pitched Roofing

CONTENTS

1.0 GENERAL

1.1 Workmanship and Materials

1.1.1 All workmanship and materials to be used in the Contract are to be the best of their respective kinds and where a BS, Specification or Code of Practice is applicable, whether specifically noted or not this shall be taken to denote the minimum acceptable standard of material or workmanship.

1.1.2 All workmanship and materials shall comply with the requirements of the latest appropriate Standard and shall be used, fixed or applied as appropriate strictly in accordance with the manufacturers' recommendations, directions or instructions. Wherever possible all materials to be incorporated in the Works shall be such that it is compatible with and shall aesthetically match existing material with which it is to replace or repair.

1.1.3 Any materials named are indicative and demonstrate the ability to meet the standards and specification of the contract; however alternative suppliers may be used provided they are approved and meet or exceed the minimum requirements as well as being cost effective.

1.1.4 All existing lines and levels are to be maintained at all times and new work shall be carried through to the same lines and levels unless otherwise directed by the Contract Administrator.

1.2 British Standards

1.2.1 Where any reference is made in the Specification to a British Standard (BS) or Code of Practice (CP) this is deemed to include any subsequent revision, amendment, re-enactment and/or replacement thereof, such that the Contractor shall fully comply with all the latest BS, CP and the like current at the date of execution of the Work to be undertaken. Where any product is specified to comply with a British Standard, it may be substituted at the Contract Administrator's sole discretion by a product complying with a grade or category within a European Community Standard or other international standard recognised in the UK specifying equivalent requirements and assurances in respect of material, safety, reliability, fitness for purpose and, where relevant, appearance. Where the term Standard is used this shall be construed to mean individually or collectively, as appropriate, any British or European Community Standard and/or Code of Practice etc.

1.2.2 The Contract Administrator's decision on the use and continued approval of alternative materials goods and equipment is final. All such alternative goods, materials and equipment that are approved for use in the works shall be provided at no extra cost to the contract.

1.3 Warranties

1.3.1 Roofs will be installed with the following insurance backed warranties:

i) Fibre cement slate – minimum 30 years
ii) Natural slate – minimum 30 years
iii) Concrete tiles – minimum 30 years

1.4 Private and Rear Additions

1.4.1 The Contractor is to take particular note of rear additions that have been built by adjoining owners and allow protecting these throughout out the duration of the works. No part of the scaffolding is to be in contact with the fabric of the adjoining properties.

1.5 Boundaries

1.5.1 Ownership of boundaries to be ascertained prior to commencement of works and modifications agreed with Contact Administrator and owner / occupiers adjoining council owned houses.

1.6 Site Clean Up

1.6.1 The Contractor is to allow for a full site clean-up on any debris, unused material etc. Also the Contractor is to allow for the removal of any protective measures and clean down and windows, conservatories etc. that have been previously protected

1.7 Chimney Removal (Optional)

1.7.1 Where required, chimney stacks are to be carefully removed to below the roof line and capped with sufficient ventilation maintained in accordance with Building Regulations.

1.7.2 The removal of part or all of a chimney stack will require Building Regulation approval and work will need to be done to ensure the remaining part of the stack is properly supported. The work must comply with the Building Regulations and an application to Building Control is required.

2.0 ROOF INSTALLATION INCLUDING SCAFFOLDING

2.1 General

2.1.1 Before any work starts on site, and at intervals during the works, technical representatives from the roofing supplier / manufacturer may be available to meet with the Contractor and the Contract Administrator to offer advice and to ensure that good roofing installation practice is adhered to.

2.1.2 Wind loading calculations and fixing of the roof system are all to be in accordance with BS 5534, and the manufacturer's recommendations and instructions.

2.1.3 The Contractor is to tooth-in the roof tiles over the party wall, where possible, to negate the need for a bonding to gutter. The tiles are to be the same gauge and profile as that of the adjoining existing roof. Where stepped roof junctions appear between roofs, lead flashings are to be used. The masonry party wall is to be built up where necessary, and any gaps remaining in the party wall are to be filled with a suitably sized fire stops up to the underside of the roof covering.

2.1.4 Allow to run existing overflow pipes through new soffits/fascia as necessary. Remove all redundant pipes and pipe work. All fascia / soffits / bargeboards are to be replaced in white PVCu and all Rain Water Pipes to be replaced in black PVCu.

2.1.5 Redundant boiler flues projecting through the roof are to be removed.

2.1.6 The Contractor should note that all tiles, clips, fixings and accessories shall be compatible with the roofing tiles and system used and all work to the roof must be carried out in accordance with the tile manufacturer's system requirements.

2.1.7 All existing cables are to be neatly clipped to the underside of the soffit/fascia, allowing for any new, clips, brackets etc. if necessary.

2.1.8 The Contractor is to allow for renewal of the rubber collars to the Soil Vent Pipes that project through the roof.

2.1.9 Prior to any stripping of the roof, it is essential that protective sheets are laid within the loft area to protect the area from dust and debris.

2.1.10 These can be carefully removed once the roof has been felted and battened.

2.1.11 Allow for cutting at party wall line/abutment between Council owned and private properties so as not to disturb fascia to the adjacent private property. Load and cart all debris from site ~~to~~ and pay all associated charges for disposal.

2.1.12 Remove all nails/fixings from existing rafters and prepare to receive new fascia and soffits. All open ends of soil stacks must be protected against debris (e.g. wire balloon gratings).

2.2 Protection Over Entrance Doors

2.2.1 The Contractor must provide additional protection over ~~front~~ entrance doors by way of an inclined canopy comprising of scaffolding standards with a marine ply board decking laid directly over the entrances. The top of the fan should be tied to the scaffold at the point it is tied to the permanent structure; and the bottom tube of the fan should be propped against the structure.

2.2.2 The Contractor is to supply a mechanical lifting system suitable for roofing works and is to be inspected on a daily basis. All hoists are to be left secure overnight.

2.3 Signage

2.3.1 Contractor to allow for suitable signage and hazard warning signs to scaffolds and work areas.

2.4 Lead Works

2.4.1 To all valleys and chimney stacks code 4 lead is to be used and in accordance with BS 12588 and as the recommendation provided by the Lead Development Association. Point face with lead sealants. When lead is used for flashings and soakers, lead oxide carried in the water run-off is likely to stain the slates to prevent this apply 2ct of patination oil to all lead faces.

2.5 Scaffolding

2.5.1 Scaffolding shall comply with all relevant requirements and Codes of Practice under the Health and Safety at Works Act (current edition) and shall provide all the necessary protection for his workmen, tenants and public. Must adhere to TG20.2021~~13~~ (or as superseded in future)

2.5.2 The Contractor shall allow to supply, erect, maintain and dismantle on completion of works, independent tied scaffolding to allow all works to be carried out (this must include for chimney scaffolds to allow for all works to chimney). Provide toe boards, barriers and protection over all entrances, and pathways to protect the public and occupiers at all times.

2.5.3 Any alterations required to the lifts are to be included in the price.

2.5.4 The scaffold decking is to consist of 225mm boards' minimum of 4 boards wide. The scaffolding is to be fully boarded at all times. Brick guards or Debris netting to be used on all working platforms and entrance canopies.

2.5.5 The scaffolds are to have toe boards secured in place at least 150mm above the platform, intermediate guard-rails gap max of 470mm above toe board, and full height guard-rails between 950mm and 1,200mm above the platform. These are to surround the perimeter of all the scaffolding.

2.5.6 No element of the scaffolding is to be placed on or have contact with property that is privately owned without the occupier's permission and written confirmation of the Contract Administrator.

2.5.7 The Contractor is to fix distinctive foam padding, to base of standard, 2m high, on any standard near the front entrance walkways, paths and entrance doors. Care must be taken not to obstruct bin stores.

2.5.8 Overhead protection over all doorways will be required, adequate perimeter protection of the scaffolding will be required to prevent unauthorised persons entering the areas.

2.5.9 Sign off certificates and weekly inspections to be carried out by contractor/Scaffold company.

2.5.10 The inclusion of a security alarm to scaffolding will depend upon the specific requirements of the individual properties. The Contract Administrator has allocated each property as *Level 1*

2.5.11 **Security Alarm – Level 1.** The scaffolding will be erected without the requirement of a working security alarm. However, the Contractor will be expected to erect dummy alarm boxes and CCTV cameras in suitably prominent positions to deter intruders from attempting to gain access to the scaffolding. In addition, appropriate signboards should be erected to act as a further deterrent to intruders and give the impression that the scaffold is fitted with an alarm linked to a manned telephone system with 24 hours a day coverage.

2.6 Aerials / Satellite Dishes

2.6.1 The Contractor should allow for cutting and making new connections in the loft space and at the dish or aerial. Whist the works are being carried out aerials and dishes should be re-sited to a safe convenient location. The Contractor should allow for replacing any aerial, clamps, straps, cable etc. to carry out the works. On completion the aerials and dishes shall be re-fixed to the chimney stack or other suitable positions and temporary fixings removed.

2.6.2 Television sets should be checked before and after works have been completed for a picture and records given to the Contract Administrator.

2.6.3 Where signal is lost due to works and/or site protection the contractor will allow attending within 24 hours of receiving instruction to rectify fault.

2.7 Brick and Block Work

2.7.1 Cement shall be normal setting ordinary Portland cement, or Sulphate Resisting Portland cement and comply with BS 12, BS 146 or BS 4027.

2.7.2 Lime shall be Class B Hydrated Lime and comply with BS 12, BS 146 or BS 4027.

2.7.3 Sand for building mortar to be natural sand crushed stone or crushed gravel.

2.7.4 Cement Mortar

2.7.4.1 Cement mortar shall be composed of one part cement and three parts sand, and shall be used in brickwork built below ground level and in copings, chimneys, parapet walls or other brickwork located in severely exposed situations and in accordance with the respective brick manufacturers' recommendations.

2.7.4.2 Cement mortar used in other situations shall unless otherwise directed, be gauged mortar composed of one part masonry cement, one part lime and six parts sand and in accordance with the respective brick manufacturers recommendations.

2.7.4.3 All mortar shall be used fresh and made only in quantities sufficient to meet the immediate demand. No mortar which has partially set shall be 'revived' or re-used.

2.7.4.4 Pointing to new work shall match that of adjacent work, or shall be flush or bucket handle pointing as directed by the Contract Administrator.

2.8 Facing and Engineering Bricks

2.8.1 Bricks shall be clay of a size and type to match existing and shall be obtained from an approved supplier.

2.8.2 Where facing and engineering bricks have been taken down as part of repair works, sound bricks may be cleaned and reused, subject to approval of the Contract Administrator.

2.8.3 New facing and engineering bricks to match existing

2.8.4 Rake out all brickwork joints to chimney stacks to course below flashings to a depth of 12.5mm and carefully wire brush surfaces to obtain a clean appearance.

2.8.5 Re-point all existing raked-out joints with cement lime mortar (1:1:6).

2.9 Pots, Terminals or Caps

2.9.1 Any damaged or defective pots, terminals, cowls or caps etc. are to be replaced on a like for like basis. Cap off unused pots with clay mushroom cowls.

3.0 SPECIFICATION FOR PITCHED ROOFS

3.1 General

3.1.1 Carefully strip existing roof covering to include tiles, battens and felt.

3.1.2 Remove any lead flashings, soakers and clear away.

3.1.3 All materials to be disposed by chutes to skips and under no circumstances are to be thrown off scaffold or roofs.

3.2 Insulation

3.2.1 Current insulation of all roofs is to be checked and where appropriate topped up to meet current standards.

3.2.2 Energy Tags to be installed within the loft space after insulation works completed. Photographic evidence to be taken of the Energy Tag, clearly showing the detail contained and the address, and issued to FHDC (electronically)

3.3 Underlay for Pitched roof

3.3.1 Underlay to be triple-ply construction, with a waterproof and vapour-permeable core laminated and protected between two layers of non-woven spun-bonded polypropylene. To be completely waterproof and UV and heat stabilised to reduce degradation to a minimum. To be root proof and tear resistant Underlay is not to use cfcs or adhesives. To be laid in accordance with BS 5534 pt 1:1997.

3.4 Battens

3.4.1 Sawn softwood, treated with preservative to be 25mm x 50mm laid to gauge suitable for the tiles. Suitable tilting fillet to be supplied and fixed in position.

3.4.2 Battens are to be secured to rafters using 65mm long x 3.35mm diameter galvanised smooth round nails.

3.4.3 Joints in battens to be cut square and skew driven on each side of joint.

3.4.4 No more than one batten in four are to be joined over one rafter.

3.5 Ventilators for Pitched roof

3.5.1 Fascia Ventilators to be used that are unobtrusive and provide a method of providing ventilation at the eaves. They are to provide ventilation to the roof space equivalent to 25000mm^2/m in accordance with Building Regulations approved document F 1995 and BS 5250.

3.5.2 They are to be used in conjunction with Rafter Ventilators to provide a continuous ventilation path from the roof void to the outside without impairing the weatherproof function of the structure, as required by BS 5250. They are to have effective resistance to both driving rain and large insects, to be unobtrusive when fitted, hidden by gutter and roof covering. To be compatible with all roof tile clips and eaves comb fillers.

3.6 Dry Ventilated ridge for Pitched roof

3.6.1 To provide mechanical fixing to ridges to BS 5534:2003 and high-level roof ventilation Installed in continuous sections to provide a continuous ventilation area equivalent of 5000mm^2/m in accordance with Building Regulations and BS 5250:2002

3.7 Roof Tiles General

3.7.1 The Contractor is supply and allow for each tile to be fixed in accordance with the manufacturers recommendations and should be installed to comply with BS5534 : Part 1 and BS8000 : Part 6 : 2013. The Contractor shall obtain fixing specification from the manufacturer and demonstrate adherence.

3.7.2 In additional, all tiles at the perimeter of the roof must be clipped along with a band of tile 4 wide adjacent to the perimeters clipped in an alternate diagonal pattern.

3.7.3 Nail tile using 38mm x 2.65mm aluminium along clout rails.

3.7.4 Clip tiles using tile clips (9530) fixed to battens with 60mm long x 3.35mm diameter aluminium alloy clout nails.

3.7.5 Tiles to be any size, colour and approved manufacturer to match existing.

3.8 Concrete Tiles – Interlocking Profiled

3.8.1 Remove the complete concrete tiled roof covering as identified by the CA and clear away from site. Include for removing existing fixings and leaving ready to receive a new concrete tile roof covering.

3.8.2 All roof covering works are to be carried out in accordance with the manufactures fixing instructions and BS EN 490: 2011 Concrete roofing tiles and fittings.

3.8.3 Tiles to be any size, colour and approved manufacturer to match existing.

3.9 Concrete Tile – Plain

3.9.1 Remove the complete plain concrete tiled roof covering as identified by the CA and clear away from site. Include for removing existing fixings and leaving ready to receive a new plain concrete tile roof covering.

3.9.2 All roof covering works are to be carried out in accordance with the manufactures instructions and BS EN490: 2011 Concrete roofing tiles and fittings.

3.9.3 Tiles to be any size, colour and approved manufacturer to match existing.

3.10 Clay Tile – Plain

3.10.1 Remove the complete plain clay tiled roof covering as identified by the CA and clear away from site. Include for removing existing fixings and leaving ready to receive a new plain clay tile roof covering.

3.10.2 All roof covering works are to be carried out in accordance with the manufactures instructions and BS EN1304: Clay roofing tiles and fittings.

3.10.3 Tiles to be any size, colour and approved manufacturer to match existing.

3.11 Natural Slate

3.11.1 Remove the complete slate roof covering as identified by the CA and clear away from site. Include for removing existing fixings and leaving ready to receive a new slate covering.

3.11.2 All roof covering works are to be carried out in accordance with the manufacturer's/suppliers instructions and BS 5534: Code of Practice for Slating and Tiling.

3.11.3 Slates to be any size, colour and approved manufacturer to match existing.

3.12 Artificial Slate

3.12.1 Remove the complete natural slate roof covering as identified by the CA and clear away from site. Include for removing existing fixings and leaving ready to receive new artificial slates.

3.12.2 All roof covering works are to be carried out in accordance with the manufacturer's instructions and BS 5534: Code of Practice for Slating and Tiling.

3.12.3 Slates to be any size, colour and approved manufacturer to match existing.

3.13 Cloak Verge (where appropriate)

3.13.1 To aesthetically and physically blend with the roof tile and be mechanically fixed to provide a durable and long term weatherproof and maintenance free finish to the verge.

3.13.2 Designed for use with Double Roman, Manufactured to BS EN 490 for Concrete roofing tiles and fittings with BSI Kitemark licence and to include an embedded PVC-u channel.

3.13.3 The fixing nails manufactured from durable aluminium and stainless steel, the spacer units from nylon.

3.13.4 Cloak verge tiles to be fully compatible with the Dry Ridge Systems & Eaves Ventilation Systems.

3.13.5 Secret fixing method to mechanically fix all verge tiles to resist wind uplift as required by BS 5534: Part 1. Half Tiles may be used to provide design and setting out flexibility.

4.0 SCHEDULE OF PRODUCTS

4.0.1 Any materials named are indicative and demonstrate the ability to meet the standards and specification of the contract; however alternative suppliers may be used provided they are approved and meet or exceed the minimum requirements as well as being cost effective.

5.0 REPAIRS and EXTRA OVER REPAIRS

5.0.1 Any associated repairs and or additional works required in connection with pitched roofing must be carried in strict accordance with all current British Standards, Codes of Practise, etc. using good quality materials and workmanship

Reference to be made to the M3NHF Schedule of Rates 'Specification of Workmanship and Materials'

ANNEX A - SPECIFICATION FOR ASBESTOS SURVEYS, ANALYSIS & REPORTING

1. GENERAL

1.1 FHDC shall appoint its own specialist consultant for the Asbestos Surveys and Sample Analysis prior to works commencing under the Contract. **However the Contract allows for Asbestos Surveys and Sample Analysis to be undertaken by instruction to enable the effective replacement of roofing material.**

1.2 Where instructed the Consultant will be expected to work independently, to manage access to each property, communicate effectively with residents and assist FHDC in developing and aligning survey reports, recommendations and templates with the FHDC Asbestos Policy & Procedure.

1.3 Pricing for this service will be as set out in the Pricing Schedule.

1.4 Asbestos surveys, testing and reporting must be in accordance with The District Council of Folkestone & Hythe Asbestos Policy & Procedures. The specification includes:

- Intrusive Demolition / Refurbishment Surveys for ACMs preceding programmes of planned maintenance works in accordance with HSG 264. This will include a Management Survey to the property in addition to the R&D survey.

1.5 FHDC will appoint its own specialist Contractor for the removal of ACMs who will be independent to the Survey Consultant. **However in exceptional circumstances the Contract allows for the removal of ACMs by agreement with the Contract Administrator.** Pricing for this service will be as set out in the Pricing Schedule.

- Asbestos data is available for each of the 4 Council areas and is currently held on a web based portal owned and managed by a 3rd party consultant. Secure access to be arranged on award of Contract.

1.6 As a minimum all reports must be provided electronically by the contractor to FHDC in PDF format or other formats at FHDC request (e.g. bespoke Excel data loaders).

2. REFERENCES AND RELATED LEGISLATION

2.1 The Consultant shall indemnify and keep indemnified FHDC against all and any penalties and liabilities of every kind for breach of any such Act, Regulation, Bye-Law, published guidance or approved Code of Practice. For the avoidance of doubt, the Consultant shall not be entitled to payment for any work carried out in the provision of these Services if such work is carried out in breach of any Act, Regulation, Bye-Law published guidance or approved Code of Practice.

2.2 The work must be carried out in accordance with the requirements of:

i) HSG 264 Asbestos the Survey Guide.
ii) Health and Safety at Work Act 1974.
iii) The Control of Asbestos Regulations 2012.
iv) The Construction (Design and Management) Regulations 2015.
v) The Management of Health and Safety at Work Act 1999.
vi) Workplace (Health Safety & Welfare) Regulations, 1992.
vii) The Environmental Protection Act 1990.
viii) The Control of Pollution (Amendment) Act 1989.
ix) The Hazardous Waste Regulations 2005.
x) The Personal Protective Equipment at Work Regulations 2002 and all Regulations made under the above Acts and all subsequent amendments of the above Regulations to date.
xi) HSG 210 Asbestos Essentials task manual.

xii) Code of Practice entitled “Work with Asbestos Insulation Asbestos Coating and Asbestos Insulating Board” (third edition).
xiii) HSG 248 The Analysts Guide for Sampling, Analysis and Clearance Procedures;
xiv) HSG 247 Asbestos the licensed Consultants guide.
xv) BS EN ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories.
xvi) HSG 227 Comprehensive Guide to Managing Asbestos in Buildings.
xvii) ACOP L143 Managing and Working with Asbestos, 2013.
xviii) EH51 Respiratory Equipment for use in Removing Asbestos.
xix) HSG 189/2 Working with Asbestos Cement.
xx) HSG33 Health & Safety in Roof Work.
xxi) Code of Practice entitled “Work with asbestos insulation asbestos coating and asbestos insulating board” (Second edition).
xxii) BS EN ISO/IEC 17020:2012 Conformity Assessment. Requirements for the operation of various bodies performing British Standards Institution inspections.
xxiii) The Control of Substances Hazardous to Health Regulations, 2002.

2.3 The Contractor must be aware of any changes to legislation that may impact on any aspect of the Asbestos Surveying and analysis programme. The Contractor must inform the Contract Administrator of those changes as expediently as possible to ensure that any Risk Assessments and or Method Statements along with the FHDC Policy and Procedures are amended to reflect those changes prior to any surveys commencing on site.

3. AFFECTED PROPERTY

3.1 With the exception of any Void refurbishment works, the majority of properties will be occupied whilst the surveys are being undertaken and it shall be the Contractor’s responsibility to make effective and appropriate arrangements with residents for access.

3.2 The Contractor shall utilise as a minimum, a three stage appointment system on the Contractor’s headed note-paper, wording and format to be agreed with FHDC prior to the commencement of the Programme, requesting access.

4. CONTRACT ADMINISTRATOR

4.1 The Contractor shall at all times comply with the instructions of the Contract Administrator.

4.2 The Contract Administrator may attend site at any time with the Contractor whilst any Services are being carried out.

4.3 The Contractor shall at all times allow such persons as may be nominated from time to time by the Contract Administrator access to:

(i) Records and documents in the possession of the Consultant in connection with delivery of the Services.
(ii) Inspect the condition of any premises, plant or equipment used by the Consultant for the performance of the Services.
(iii) Any Employee for the purposes of interviewing them in connection with the carrying out of all or any part of the Services.
(iv) Materials, stores and spare parts used by the Consultant to provide the Services, in order to ensure that such items comply with manufacturers' specifications.

5. SURVEYING

5.1 All safeguards outlined in HSG 264, HSG 248 and ACOPL 143 that are necessary for the safe sampling of asbestos must be maintained. Exposure must be reduced to the lowest level reasonably practicable by suitable systems of work. These must include but not be limited to:

(i) Working methods which minimise breakage, abrasion, matching or cutting of asbestos materials.
(ii) Clear indication of areas being worked in.
(iii) Dust suppression by the use of wetting the work area.

5.2 On completion of asbestos sample removal, individual sample points must be unobtrusively sealed and the entire area must be thoroughly decontaminated using high efficiency type H vacuum cleaners approved for use in asbestos removal. Brushes must not be used.

5.3 All asbestos samples must be double bagged with suitable polythene containers, sealed with duct tape and marked with asbestos warning stickers. If not transferring the waste directly to an appointed laboratory, it should be transferred to a suitably safe place with a lockable steel lid which will be kept locked at all times it is unattended. Appropriate reassurance testing should be carried out where applicable to ensure areas are not contaminated in any way.

5.4 The asbestos will be sampled by suitably trained and competent persons over the age of 18 years who have been instructed in correct working procedures and who are wearing a suitable respirator and protective clothing.

5.5 The airborne concentration of asbestos during asbestos survey must be less than 0.01 fibres/ml.

5.6 Protective Clothing shall be clean, disposable and of a material which does not retain asbestos fibres. Disposable overalls will be fitted with a hood, boots without laces, and respiratory equipment. Clothing and footwear must completely enclose the body, head and feet in such a manner as to prevent contamination.

5.7 Where available, clean overalls with a type H vacuum with a brush attachment. Peel off disposable overalls so that they are inside out, place them in a suitable asbestos waste container, finally remove the respirator and place into the asbestos waste container.

5.8 All non-contaminated loose equipment and material must be removed from the work area.

5.9 Any fixed equipment which cannot be removed from the work area must be covered and sealed with polythene no less than 500 gauge.

5.10 Protect nearby surfaces from contamination using polythene of no less than 500 gauge, timber and tape. Polythene sheeting must be adequately supported throughout.

5.11 Warning and prohibition notices must be displayed outside all areas and access to work areas restricted.

5.12 Respiratory Equipment: The strap of the respiratory equipment must be positioned underneath the protective overall hood. Protective clothing must be worn only in the working and areas. Respirator protection must be the high efficiency positive pressure type in accordance with the Regulations set out at paragraph 5.2. The equipment must fit the wearer correctly and must not be shared with other wearers unless adequately cleansed and disinfected beforehand.

6.0 SURVEY TYPES

6.1 Management Survey

6.2 The management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

6.3 Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility etc.

6.4 A management survey should include an assessment of the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way. The material assessment will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed.

6.5 The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e. a material assessment).

6.6 Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present. By presuming the presence of asbestos, the need for sampling and analysis can be deferred until a later time (e.g. before any work is carried out).

6.7 However this approach has implications for the management arrangements. Any work carried out on ‘presumed’ materials would need to involve appropriate contractors and work methods in compliance with irrespective of whether the material was actually an ACM or not. Alternatively, before any work starts, sampling and analysis can be undertaken to confirm or refute the presence of asbestos.

6.8 When sampling is carried out as part of a management survey, samples from each type of suspect ACM should be collected and analysed. If the material sampled is found to contain asbestos, other similar materials used in the same way in the building can be strongly presumed to contain asbestos. Less homogeneous materials (e.g. different surfaces/coating, evidence of repair etc.) will require a greater number of samples. The sample number should be sufficient to establish whether asbestos is present or not in the particular material. Sampling may take place simultaneously with the survey, or as in the case of some larger surveys, can be carried out later as a separate exercise.

6.9 All areas should be accessed and inspected as far as is reasonably practicable. Areas should include under floor coverings, above false ceilings, and inside risers, service ducts, lift shafts etc. Surveying may also involve some minor intrusive work, such as accessing behind fascia and panels and other surfaces or superficial materials. The extent of intrusion will depend on the degree of disturbance that is or will be necessary for foreseeable maintenance and related activities, including the installation of new equipment/cabling. Surveyors should come prepared to access such areas (i.e. with the correct equipment etc.).

6.10 Management surveys are only likely to involve the use of simple tools such as screwdrivers and chisels. Any areas not accessed must be presumed to contain asbestos. The areas not accessed and presumed to contain asbestos must be clearly stated in the survey report and will have to be managed on this basis, i.e. maintenance or other disturbance work should not be carried out in these areas until further checks are made.

6.11 All ACMs should be identified as far as is reasonably practicable. The areas inspected should include: under floor coverings, above false ceilings (ceiling voids), lofts, inside risers, service ducts and lift shafts, basements, cellars, underground rooms, under crofts (this list is not exhaustive).

6.12 Management surveys should cover routine and simple maintenance work. However it has to be recognised that where 'more extensive' maintenance or repair work is involved, there may not be sufficient information in the management survey and a localised refurbishment survey will be needed. A refurbishment survey will be required for all work which disturbs the fabric of the building in areas where the management survey has not been intrusive. The decision on the need for a refurbishment survey should be made by the duty holder (probably with help from others).

7.0 Refurbishment and Demolition surveys

7.1 A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned.

7.2 The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

7.3 There is a specific requirement in (regulation 7) for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment.

7.4 Situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc.) under CDM, the survey information should be used to help in the tendering process for the removal of ACMs from the building before work starts. In this type of survey, where the asbestos is identified so that it can be removed (rather than to 'manage it') the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present.

7.5 However, where the asbestos removal may not take place for some time, the ACMs' condition will need to be assessed and the materials managed.

7.6 Refurbishment and demolition surveys are intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. It is a disruptive and fully intrusive survey which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos.

7.7 Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise risks to the public or employees on the premises. Ideally, the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should be effective isolation of the survey area (e.g. full floor to ceiling partition), and furnishings should be removed as far as possible or protected using sheeting.

7.8 The 'surveyed' area must be shown to be fit for reoccupation before people move back in. This will require a thorough visual inspection and, if appropriate (e.g. where there has been significant destruction), reassurance air sampling with disturbance.

7.9 It is FHDC's policy in accordance with CAR regulation 7 to remove all ACMs as far as practicable before major refurbishment or demolition.

8.0 SURVEYING SERVICES SPECIFICATION

8.1 Every individual property undergoing intrusive work will be subject to a separate Refurbishment Survey. The Contractor will consult with FHDC and/or use available Asbestos Register to execute survey(s) at the required address(s) within the works programmes.

8.2 The Contractor must acquaint and satisfy himself with all conditions likely to affect the execution of nay works, including the types, construction and location of the dwellings and buildings, as no claim by the Contractor for additional payment will be allowed on the grounds of any misunderstanding or ignorance due to lack of knowledge of local conditions, Regulations or requirements on which the Order(s) are to be executed.

8.3 The Contractor will inform the Contract Administrator when the surveys have been completed before close of business of the next working day and the following timescales will apply:

8.4 For Planned works: a maximum of 2 working days will be allowed to complete inspection, sampling and provide initial report of identification of ACM. Then 2 working days will be allowed for the CA's instruction and upon receipt a further 5 working days will be allowed for a full report and Asbestos register updated.

8.5 For Communal works: a maximum of 2 working days will be allowed to complete inspection, sampling and provide initial report of identification of ACM. Then 2 working days will be allowed for the CA's instruction and upon receipt a further 5 working days will be allowed for a full report and Asbestos register updated.

8.6 Voids - The risk of exposure to ACMs will be assessed as part of the Voids process. Where repairs are due to take place the Councils Voids Coordinator will review the Management Survey and ensure suitable demolition / refurbishment surveys are conducted and included when assessing risk. Should any further intrusive Demolition Survey be required; or subsequent removal works that require the statutory 14- day notice period to be issued to the HSE, an Extension of Time will be granted to the target void completion times set.

8.7 Surveys in Sheltered Accommodation for older people - The Contractor is to note that any Asbestos Services required to sheltered accommodation may be the subject of special timing and methods of working in an effort to minimise disturbance to Residents insofar as possible. In any event, no work outside the normal hours of working will be allowed.

9.0 REPORTING

9.1 Survey Reports

9.2 Following completion of the Site Survey, a report is to be compiled detailing any ACM's identified, their location, condition, extent together with recommendations for any Management Actions required. Reports will comply with the recommendations set out in HSG 264, follow the agreed template format and shall include a report summary and recommendation, no access areas / elements, individual ACM data sheets, colour photographs, floor plans showing presumed or identified ACMs, laboratory analysis results and a detailed asbestos register.

Unless otherwise agreed with FHDC, the report and updated Register shall be provided to the Contract Administrator within five working days from the date of access to the property for survey.

10.0 The Asbestos Register

10.1 Asbestos information will be provided to the Contractor by:

- A manual and or electronic report per property or common area.
- An export from FHDC's current register, or.
- By giving the Contractor access to FHDC's current register.

10.2 Asbestos information will be provided to the Contract Administrator by:

- All relevant files (CSV, excel etc.) or an appropriate interface provided to the Northgate Public services Housing System (when available) or by email.
- Key asbestos information e.g. location, type, condition (from within the Asbestos Register).
- All photographs to be provided electronically by property / communal area following indexing protocols to be agreed with the Contract Administrator.
- Comprehensive asbestos survey report in PDF format

11.0 Day to Day Issues

11.1 In the event the Contractor finds any sharps, contamination, human waste, vermin etc. in the property, the Contract Administrator will be notified and no further surveys are to be undertaken without the further instructions of the Contract Administrator.

11.2 Should the Contractor discover any damage to the external fabric or internal components in the property, a brief report of their findings along with supporting digital photographs will be submitted to the Contract Administrator.

12.0 OTHER RELATED SURVEY REQUIREMENTS

12.1 The Contractor will:

i) Provide SEM ('Scanning Electron Microscopy') testing services for potential fibre contamination investigation/ advice scenarios;

ii) CDM related roles: Principal Consultant and/or Principal Designer responsibilities including review of proposed asbestos related Risk Assessment and Method Statement (**'RAMS'**) control measures proposed for differing risk categories of asbestos work (licensed, notifiable non-licensed and, non-licensed);

iii) Quality assurance arrangements / requirements: The Contractor will submit their appointed asbestos survey specialist's periodic UKAS assessment reports to the Contract Administrator. In addition, FHDC may commission a sample of 'blind' survey report audits by another competent and suitably qualified asbestos survey specialist.

iv) The Contractor will support FHDC in dealing with any Asbestos related investigations, enquires and reports.

ANNEX B - SPECIFICATION FOR ASBESTOS REMOVAL WORKS

1.0 GENERAL

1.1 The Contract allows for the removal or encapsulation of Asbestos Containing Materials ('**ACM**'s) as required from asbestos surveys; all in accordance with this specification and the FHDC's Asbestos Management Policy & Procedures**. Removal of ACM under this contract will be in exceptional circumstances only**

1.2 Pricing for the service will be as set out in the Pricing Schedule.

1.3 The specification comprises the removal or encapsulation of Asbestos Containing Materials ('**ACM**'s) in common areas, occupied or void properties as identified and required from asbestos surveys and as instructed by the Contract Administrator. The Contractor will only use licensed removal contractors to undertake removal and disposal of ACMs

1.4 All removal works are to be in accordance with HSG 247: The licensed contractor's guide, ACOP L143; Managing and Working with Asbestos and incorporate a four stage air clearance test and/or reassurance air testing where necessary in accordance with HSG 248: The Analyst's Guide for Sampling and Clearance Procedures and ACOP L143.

1.5 The Contractor will be expected to work independently, to manage access to the properties and communications with residents

1.6 The Contractor will be under instruction by the Contract Administrator.

1.7 There may be occasions where the Removal Contractor has to work collaboratively with an alternative Main Contractor in either occupied or void premises at the request of the Contract Administrator

1.8 The Removal Contractor must be aware of any changes to legislation that may impact on any aspect of Asbestos Removal and associated works. The Removal Contractor must inform the Contract Administrator of those changes as expediently as possible to ensure that any Risk Assessments and or Method Statements along with the FHDC Policy and Procedures are amended to reflect those changes prior to any works commencing on site.

2.0 REQUIREMENTS FOR REMOVAL OF ACMs

2.1 The Removal Contractor must be able to demonstrate his understanding and willingness to comply with all aspects of the Asbestos Regulations, Approved Codes of Practice and Guidance notes relating to the limitation of exposure to asbestos fibres, the control and security of works, record keeping, notification and managed waste disposal.

2.2 The Removal Contractor is to carefully remove existing ACMs under controlled conditions as indicated from the asbestos survey. Remove from site using a licensed carrier and dispose of at a licensed disposal site.

2.3 Irrespective of whether the removal is licensable or not, the Contractor must carry out the works in accordance with the requirements of:

i) HSG 264 Asbestos the Survey Guide
ii) Health and Safety at Work Act 1974
iii) The Control of Asbestos Regulations 2012
iv) The Construction (Design and Management) Regulations 2015
v) The Management of Health and Safety at Work Act 1999
vi) The Workplace (Health, Safety and Welfare) Regulations, 1992
vii) The Environmental Protection Act 1990

viii) The Control of Pollution (Amendment) Act 1989
ix) The Hazardous Waste Regulations 2005
x) The Personal Protective Equipment at Work Regulations 2002 and all Regulations made under the above Acts and all subsequent amendments of the above Regulations to date
xi) HSG 210 Asbestos Essentials task manual
xii) Code of Practice entitled “Work with Asbestos Insulation Asbestos Coating and Asbestos Insulating Board” (third edition)
xiii) HSG 248 The Analysts Guide for Sampling, Analysis & Clearance Procedures;
xiv) HSG 247 Asbestos the licensed contractors guide
xv) ACOP L143 Work With Materials Containing Asbestos
xvi) Personal Protective Equipment at work Regulations, 2002
xvii) Code of Practice entitled “Work with asbestos insulation asbestos coating and asbestos insulating board” (Second edition)
xviii) HSE50 Asbestos licence assessment, amendment and revocation guide (ALAARG) HSE 2012
xix) BS 8520-3:2009 Equipment used in the controlled removal of asbestos-containing materials
xx) Notification form FOD ASB5 (HSE).
xxi) Notification of non-licensed work with asbestos ASB NNLW1 (HSE).
xxii) BS EN ISO 13982-1:2004+A1:2010 Protective clothing.
xxiii) Medical Guidance Note MS31(rev1) Medical surveillance for workers carrying out licensed work with asbestos.
xxiv) ACOP L101 Safe work in confined spaces. Confined Spaces Regulations 1997. Approved Code of Practice, Regulations and guidance (Second edition).
xxv) The Hazardous Waste (England and Wales) Regulations 2005 SI 2005.
xxvi) The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations, 2009.
xxvii) The Personal Protective Equipment Regulations, 1992.
xxviii) HSG 248 The analysts’ guide for sampling, analysis and clearance procedures.
xxix) BS EN ISO/IEC 17020:2012 Conformity assessment. Requirements for the operation of various types of bodies performing inspection British Standards Institution.
xxx) HSG 53 Respiratory Protective Equipment At Work.
xxxi) HSG 65 Successful Health & Safety Management.
xxxii) The Hazardous Waste (England & Wales) (amendment) Regulations 2009.
xxxiii) The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004, and ADR 2011.
xxxiv) BS EN ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories.

3.0 SITE PREPARATION

3.1 All non-contaminated loose equipment and material must be removed from the work area.

3.2 Any fixed equipment which cannot be removed from the work area must be covered and sealed with polythene no less than 500 gauge.

3.3 Protect nearby surfaces from contamination (using polythene no less than 500 gauge, timber and tape). Polythene sheeting must be adequately supported throughout.

3.4 Warning and prohibition notices must be displayed outside all areas and access to work areas restricted both in properties and common areas.

4.0 GENERAL REQUIREMENTS

4.1 ACM’s will be removed by persons over the age of 18 years who have been instructed in correct working procedures and who are wearing the specified respirator and protective clothing. All notifications to the HSE for notifiable removals to be made by the Contractor and copied to the Contract Administrator

4.2 All safeguards outlined in HSG 247 that are necessary for the safe removal of asbestos must

be maintained. Exposure must be reduced to the lowest level reasonably practicable by suitable systems of work. These must include but not be limited to:

i) Working methods which minimise breakage, abrasion, matching or cutting of asbestos materials.
ii) Clear indication of areas being worked in.
iii) Dust suppression by the use of wetting the work area.

4.1 On completion of asbestos removal the entire area must be thoroughly decontaminated using high efficiency type H vacuum cleaners approved for use in asbestos removal. Brushes must not be used.

4.2 All asbestos waste must be double bagged with 1,000 gauge polythene sheeting, sealed with duct tape and marked with asbestos warning stickers. If not transferring the waste directly to an appointed licensed land fill site it should be transferred to a suitable steel skip with a lockable steel lid which will be kept locked at all times it is unattended. Appropriate reassurance air testing should be carried where applicable to ensure areas are not contaminated in any way.

4.3 The airborne concentration of asbestos during asbestos removal must be less than 0.010 fibres/ml. the airborne concentration asbestos.

5.0 ENCAPSULATION

5.1 During the implementation phase of the contract, the Removal Contractor (Contractor) will agree produce an appropriate work plan for all routine / repetitive encapsulation and removal tasks.

5.2 This work plan is to include in each case agreed relevant criteria, Risk Assessments, Method Statements, terms of reference (TOR), control measures, and general method of working which are then to be employed as ‘overarching’ pre-agreed work plans.

5.3 The Contactor is to provide, electronically, the following information to the Contract Administrator in respect of each ACM removal task (including encapsulation, repair or equivalent provision) performed within **5 working days**:

- Formal HSE notification: category as appropriate (either full 14 day notice for fully licensable work, or notifiable non-licensed work [NNLW]).
- Plan or work including Method Statement (MS) and Risk Assessment (RA) particular to that task.
- All asbestos material consignment notes arising upon completion.
- Certification in respect of full four stage clearance procedure, or air-reassurance testing / reoccupation certification equivalent dependent upon the category or work undertaken.
- Confirmation of all ACMs individually encapsulated or removed in sufficient detail to enable the Contract Administration Team to update the asbestos register.
- Encapsulation’ of asbestos containing materials is anticipated will generally comprise either the provision of a proprietary liquid / brush applied coating, or a physical / mechanical over-covering.

5.4 The decision to encapsulate an ACM rather than to remove it will include an options appraisal. Where encapsulation is a viable option, the Contractor will assist the Contract Administrator by considering:

- Likely fibre release and exposure levels arising during application of the preferred encapsulation technique.

- Current / future accessibility of the ACM, the potential for future damage (from impact, or abrasion or future movement).

- The current condition of the material.
- The ease / viability of retaining or replacing the ACM with a substitute material with equivalent fire, acoustic and thermal insulation characteristics.
- Likelihood of subsequent water penetration.

5.5 Where encapsulation is agreed the Contractor is to collate and provide to the Contract Administrator a comprehensive record of the work proposed and then undertaken which must be sufficient to also update the Employers asbestos register and to re-calculate the ACMs risk assessment score.

5.6 The record provided will include a photograph of the encapsulated material before and after work is completed. Where agreed specifically with the Contract Administrator the Contractor will provide and apply an appropriate & approved asbestos warning label (as well as detailing the encapsulation product employed and the date of application).

5.7 The control measures to be employed in respect of any encapsulation work are anticipated generally replicate those applied to ACM removal tasks, however detailed Risk Assessment (RA), plan of work and associated Method Statements (including control measures specifically proposed) are to be prepared and submitted by the Contractor in all cases for evaluation and approval by the Contract Administrator.

5.8 Wherever it is anticipated that any asbestos containing material will remain in-situ and with a surface exposed, the Contractor must notify the Contract Administrator immediately.

5.9 The Contractor will not dismantle / remove any associated enclosure without prior agreement / instruction from the Contract Administrator regarding the detailed method of encapsulation to be adopted.

5.10 The potential use of PVA as a sealant will only be regarded as a short term / temporary technique and will represent a potential continued risk until a permanent solution is agreed and implemented.

5.11 The Contractor must provide details to the Contract Administrator regarding the ACM present together with the long-term encapsulation technique employed i.e. elastomeric coating, high build membrane protection, or equivalent approved coating. The Contract Administrator will then evaluate the proposal and confirm instruction prior to removal of any associated enclosure.

5.12 It is FHDC's policy in accordance with CAR regulation 7 to remove all ACMs as far as practicable before major refurbishment or demolition.

6.0 HSE WORKS NOTIFICATIONS:

6.1 The Contractor will be responsible for identifying and submitting to the relevant enforcing authority (Health and Safety Executive, local authorities, and ORR) under the criteria set out within Regulation 9 of the Control of Asbestos Regulations 2012 (CAR 2012), and related guidance documentation (ACOPL143, etc):

- A notification waiver / cover note in the case of emergency where work needs to commence immediately.
- A full 14 day notification (form FOD ASB5).
- Notifiable non-licensed work notification (on-line form ASB NNLW1).

6.2 The Removal Contractor is required and will submit electronic copies to the Contract Administrator to substantiate that the appropriate form of notification has be issued, within the appropriate period of notice, and to the appropriate regulatory authority.

6.3 In situations where the Removal Contractor proposes undertaking 'soft strip' tasks / work in advance of the primary asbestos removal / encapsulation, the start date relevant to the notification, will be the date the 'soft strip' tasks commence. The decontamination unit (DU) is also to be on site and ready to use (fully operational) in advance of commencing the 'soft strip' elements of work.

7.0 KEEPING RECORDS AND SITE DOCUMENTATION REQUIREMENTS:

7.1 The Contractor's appointed site manager / supervisor is to be responsible for compiling, maintaining and updating an appropriate document file on site at all times throughout the duration of the work.

7.2 This file is to contain copies of all current information recording and including the following (this is not an exhaustive list and must be to the satisfaction of the Contract Administrator and ultimately the HSE):

- The instruction / order from the Employer
- The asbestos survey
- The specification / schedule of work proposed
- The Plan of Work (and programme of work)
- The Method Statement (MS) [including control measures for all ACM related elements]
- The Risk Assessment (RA)
- The HSE Licence for Work (under regulation 8 of the CAR 2012)
- The FOD ASB 5 notification
- The ASB NNLW1 notification
- The 'Waiver Document' (only to be employed by agreement with the Employer and in cases of emergency)
- Named persons on site
- Any bulk ACM testing certificates
- Any air testing certification undertaken
- The training certificates relevant to those working on site
- The plant/test certificates relevant to the proposed work on site
- The medical certificates relevant to those operatives/ foremen/ Removal Contractor staff working on site
- The Removal Contractors public liability and employer's insurance certificate (current)
- The Removal Contractor's Waste Carriers Registration (or their appointed agent)
- COSHH sheets regarding all products used/ present on site
- All plant, enclosure, and respirator examination/ daily check documentation
- Quantitative face fit test certification for all operatives/ foremen/ Removal Contractor staff on site.
- All the Waste Consignment Notes arising.

8.0 DISPOSAL OF ASBESTOS WASTE

8.1 All asbestos waste must be disposed of in accordance with The Hazardous Waste Regulations 2005 (as amended).

8.2 The asbestos removal contactor will be responsible for ensuring that the carriers' collection certificate is completed in accordance with the Regulations. The Contractor will provide (electronic) copies of all documentation relating to asbestos removal and disposal to the Contract Administrator on a regular basis (no longer than 1 month after completion of works).

9.0 INFORMATION TECHNOLOGY & THE ASBESTOS REGISTER

9.1 All updates and certifications on all significant changes to properties including but not limited to asbestos works will be returned to FHDC for imputing onto the Asbestos Register.

9.2 The Removal Contractor will undertake removal work based on either Management or R&D surveys reports, carry out work in safe manner with all work and associated advisory notes e.g. consignment notes etc. reported to FHDC in an electronic format e.g. pdf format etc.

9.3 Any consignment note, documentation etc is also sent to the Contract Administrator, as per section 7 Keeping records and Site Documentation Requirements.

ANNEX C – SCHEDULE OF BRITISH STANDARDS, ETC

All works must be fully compliant with the British Standards, etc. within the Specification. The contractor must clearly reference where the equivalent European Union standard has been used in relation to the specific British Standards, etc. below

- **BS 5534** Slating and tiling for pitched roofs and vertical cladding. Code of practice
- **BS12588** Lead and lead alloys. Rolled lead sheet for building purposes
- **BS 12** Specification for Portland cement
- **BS 146** Specification for blast furnace cements with strength properties outside the scope of BS EN 197-1
- **BS 4027** Specification for sulphate-resisting Portland cement
- **BS5250** Code of practice for control of condensation in buildings
- **BS 8000 Part 6** Workmanship on building sites. Code of practice for slating and tiling of roofs and walls
- **BS EN 490: 2011** Concrete roofing tiles and fittings for roof covering and wall cladding. Product specifications
- **BS EN 1304** Clay roofing tiles and fittings. Product definitions and specifications
- **TG20:2013** NASC Good Practice Guide for Tube and Fitting Scaffolding

APPENDIX C

The District Council of Folkestone & Hythe

Key Performance Indicators

for

Roofing & Associated Works

July 2022

CONTENTS

1	RESIDENT SATISFACTION WITH THE END PRODUCT
Purpose	To determine the overall level of resident satisfaction with the end product.
Definitions	How satisfied the resident was with the quality of the completed work
Method	For all works completed in a specific period, carry out a survey to determine the level of resident satisfaction using an agreed questionnaire. **1A Performance Data**: Resident Satisfaction Question: *Overall, how satisfied or dissatisfied are you with the works carried out?* Number of Satisfied Responses* x 100 Total Number of Responses **1B Performance Data**: Resident Satisfaction Question: *The quality of the completed work?* Number of Satisfied Responses* x 100 Total Number of Responses (*To be answered either Fairly Satisfied or Very Satisfied within the resident questionnaire)
Example	During a prescribed time period, using the agreed questionnaire, 54 residents expressed some overall satisfaction out of 60 responses received **Performance Data**: 54 Satisfied Responses* x 100 = **90%** 60 Responses (*To be answered either Fairly Satisfied or Very Satisfied within the resident questionnaire)
Target	1A: 90% 1B: 90%

2	RESIDENT SATISFACTION WITH THE PROCESS
Purpose	To determine the level of resident satisfaction with the process during the works
Definitions	How satisfied the resident was that they were kept informed; the attitude of the workers and the time taken to complete the works
Method	For all works completed in a specific period, carry out a survey to determine the level of resident satisfaction using an agreed questionnaire **Performance Data:** **2A Performance Data** Resident Satisfaction Question: *The communication and information you received before the work started?* Number of Satisfied Responses* x 100 Total Number of Responses **2B Performance Data** Resident Satisfaction Question: *That you were kept informed whilst the work was taking place* Number of Satisfied Responses* x 100 Total Number of Responses **2C Performance Data** Resident Satisfaction Question: *The attitude of workers and treatment of your home during the time the work was happening?* Number of Satisfied Responses* x 100 Total Number of Responses (*To be answered either Fairly Satisfied or Very Satisfied within the resident questionnaire)
Example	During a prescribed time period, using the agreed questionnaire, 54 residents expressed some overall satisfaction out of 60 responses received

	Performance Data: 54 Satisfied Responses x 100 = **90%** 60 Responses (*To be answered either Fairly Satisfied or Very Satisfied within the resident questionnaire)
Target	2A: 80% 2B: 80% 2C: 80%

3	WORKS STARTED ON TIME
Purpose	To measure whether the works to individual properties started on time
Definitions	The difference between the time when the works onsite started and the specified commencement date as per the contractor's programme and/or agreed with the resident
Method	On a property-by-property basis the contractor to record actual start date as a means of reference with the agreed start date. Variances to be calculated by the contractor Where works do NOT start on the agreed date then to be recorded by calculating and recording the variance (ie 1 day, 2 day, etc). Where works do start on the agreed date then to record the variance as 0 days Using the number of properties actually started within the specified time period (month on month basis to calculate an annual total) to calculate those properties with a variance of 0 Days **Performance Data:** $\frac{\text{Number of properties with variance of 0 Days}}{\text{Number of properties started}}$ Then x 100
Example	The number of properties actually started this month was 45 and the number started on time (ie variance of 0 days) was 40 **Performance data:** $\frac{\text{40 Number of properties with variance of 0 Days}}{\text{45 Number of properties started}} \times 100$ = 88.89% (89%)
Target	90%

4	WORKS COMPLETED ON TIME
Purpose	To measure whether the works to individual properties were completed on time
Definitions	The difference between the time when the works onsite were completed (ie handover date from contractor following contractor QA inspections and making good defects) and the specified completion date as per the contractor's programme and/or agreed with the resident
Method	On a property by property basis the contractor to record actual completion date as a means of reference with the agreed completion date. Variances to be calculated by the contractor Where works do NOT finish on the agreed date then to be recorded by calculating and recording the variance (ie 1 day, 2 day, etc). Where works do complete on the agreed date then to record the variance as 0 days Using the number of properties actually completed within the specified time period (month on month basis to calculate an annual total) to calculate those properties with a variance of 0 Days **Performance Data:** $\frac{\text{Number of properties with variance of 0 Days}}{\text{Number of properties started}}$ Then x 100
Example	The number of properties actually completed this month was 50 and the number started on time (ie variance of 0 days) was 47 **Performance data:** $\frac{47 \text{ Number of properties with variance of 0 Days}}{50 \text{ Number of properties completed}} \times 100$ = 94%
Target	85%

5	DEFECTS AT HANDOVER
Purpose	To determine the quality of works at handover carried out by the client.
Definitions	The number of failed quality inspections expressed as a percentage of the total number of inspections carried out. Defects shall be defined as: Defective items of work that do not allow the items of work to function and/or that do not comply with the specification. This includes outstanding snagging items and minor defects. These items shall cause the property to fail the inspection.
Method	For all works carried out during a month, ascertain the number of failed quality inspections, and the total number of inspections. **Performance Data**: Performance (%) quality/defects – inspections = Number of Failed Inspections x 100 Total number of Inspections *Nb. Where a work is inspected more than once due to failure of original repair works, the subsequent inspections shall not be counted*
Example	During a quarterly period, 8 completed dwellings failed a quality inspection out of a total of 100 dwelling inspected. **Performance Data**: 8 Inspection Failures x 100 = 8% Defects 100 Inspections **Performance Score**: 100 – 8 = **92%**
Target	5% Defects

7 General

7.1 Final KPIs will be agreed at the pre-contract meeting. Performance will be monitored against the KPIs.

7.2 These indicators will be regularly reviewed by all interested parties including monthly progress meetings. The measures may also be compared with other Service Providers.

7.3 Low Service Damages of £100.00 can be sought for each occurrence where the Contractor fails to provide the works in accordance with the KPIs 1-5

7.4 In respect of a failure by the Contractor to provide the works in accordance with the KPIs, which continues into the next assessment interval, the Contracts Administrator may apply further Low Service Damages on the same basis for that continuing failure

7.5 KPIs will be expected to be correctly collated, recorded and verified by the appointed contractor and/or F&HDC as appropriate.
To be agreed at pre-contract meeting.

7.6 The contractor must produce the KPI report and issue one week prior to the date of the monthly progress meetings with the Contract Administrator. Failure to do so may result in a financial penalty of £100.00 for each occasion; to be deducted from contractor's next monthly valuation

6.7 The KPIs will apply for the duration of the contract period save for the period of 2 months from the Commencement Date

7.8 The contractor acknowledges that the deductions made are a commercially justifiable minimum deduction based on a genuine pre-estimate of the Council of its losses resulting from the Contractor's breach

7.9 A running total of all Low Service Damage charges will be kept by the Contract Administrator during the Contract Period to determine whether the Contractor has substantially failed to provide the works in accordance with the KPIs 1-5

7.10 Any Low Service Damage charges allocated will remain valid for a rolling 12-month period inclusive of the reporting month in which the allocation was applied

7.11 The threshold for a Contractor default shall be £1500.00 in which the Contractor Administrator may determine the Contract on behalf of the Council(s).

APPENDIX D

The District Council of Folkestone & Hythe

Preliminaries

For

Roofing & Associated Works

JULY 2022

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PRELIMINARIES FOR REPLACEMENT PITCHED & FLAT ROOFS

1.0 General

1.1 Scope of Work

To undertake the replacement of pitched & flat roof coverings and associated works, including scaffolding and external repairs. To be carried out on a planned annual basis to domestic properties, sheltered schemes and blocks of flats as identified by The District Council of Folkestone & Hythe (FHDC)

Property schedule within Appendix E

1.2 Site

The Contractor is requested to visit all the properties listed on the schedule before pricing, as no claim will be recognised on the ground of want of knowledge of the properties or as to the nature of the works required to be executed or of general site conditions.

The work to be done under the Technical Specification (Appendix A) is intended to include all the general work preparatory to its execution for the compliance by the Contractor with all conditions of Contract for the plant, scaffolding, tools and licences, fees for insurances and all other matters necessary for the completion of the works satisfactorily to the true intent and meaning of the Schedules and Specification

1.3 Fixed Price

No adjustment will be made in respect of increases or decreases in rates of wages and other emoluments and expenses, or for price fluctuations in materials and goods

1.4 Contingency and Provisional Sums

Any contingency and provisional sums are to be at the disposal of the Contract Administrator who is to be consulted before work in connection with them is carried out. The sums are to be deducted in whole or in part as required to be used or not.

1.5 Site Supervisor

The Contractor shall include within his tender rates for a Site Supervisor to keep on site at all reasonable times a competent person in charge to act for him and to receive any orders or directions that may be given and such orders or directions given to the Supervisor shall be binding on the Contractor. Must be contactable during normal working hours

The role must undertake 100% post-inspections of completed works prior to handover to the Contract Administrator as well as carry out rigorous monitoring of works in progress. Written records must be kept by the Contractor for all inspections and provided to the Contract Administrator at their request

The person in charge shall be provided by the Contractor with the complete copies of the Schedule of Works and Specification provided by the Contract Administrator, which shall be kept on the works and shall produce the same whenever called upon to do so by the Contract Administrator or his Agent.

1.6 Resident Liaison Officer

The Contractor must include a Resident Liaison Officer (RLO) function dedicated to this Contract within the tender rates. This function will be expected to provide excellent customer care for residents and leaseholders (eg organising appointments with residents; dealing with enquiries; complaints, etc; obtaining customer satisfaction feedback, etc).

The RLO function must be contactable at all times by phone and email during normal working hours and provide effective means of being contacted out-of-hours

1.7 Clerk of Works

- Not required

1.8 Trades to attend upon each other

Allow for all trades to attend upon, cut away for and make good after each other, also allow for clearing rubbish from time to time as it accumulates, and removing from site. All waste must be either removed or neatly stored onsite at the end of each working day. Waste consignment notes must be provided by the Contractor and issued to the Contract Administrator in a timely manner. Re-cycling of waste must be maximized by the Contractor

1.9 Maintenance

At the expiration of the Defects Liability Period of twelve calendar months as defined in the Contract, the Contractor shall make good all defects, or other faults which shall appear and which are due to materials or workmanship not in accordance with this specification, or to frost or to water penetration and damp occurring before practicable completion and as shall be specified in the Schedule of Defects issued by the Contractor Administrator.

1.10 Site Welfare

The Contractor must provide, erect and maintain all necessary welfare and storage with locations to be agreed with the Contract Administrator. All to comply with
current legislation including Construction (Design and Management) Regulations 2015

Contractor's attention is drawn to the fact that any chemical latrines must be taken off site to empty. Mobile offices may be used.

1.11 Programme

The Contractor must submit a programme with at pre-contract stage and strictly adhere to this programme. The Contractor must liaise closely with the Contract Administrator regarding the programme and notify the occupants and owners of any adjoining

properties of the intended programme. In order to avoid delays the Contractor shall organise the ordering of goods and materials immediately upon signing the Contract and programme the delivery of such goods and materials to site in order that there is no hold up in the work.

1.12 Details, etc

The Schedule and Specification are at all times to be kept upon the works and are to be returned to the Contract Administrator on the completion of the works, without copies being kept.

1.13 Workmanship and Materials

All goods and materials are to be of the best quality unless otherwise described. All goods not otherwise described are to be in accordance with European Standards or if there are none the British Standards Specification where they apply.

Where not applicable they are to be of the minimum approved standard consistent with the performance required. The work is to be carried out in the most skilful and workmanlike manner

The Contractor shall furnish the Contract Administrator with vouchers (not invoices) at his request to prove that the materials are such as specified.

1.14 Protection

The Contractor shall take all precautions to ensure that no damage occurs to the fabric or contents of the building during the progress of the works.

Any damage caused during the works shall be the responsibility of the Contractor and shall be made good forthwith. Work must be completed to leave the building weatherproof and secure at the end of the working day.

The Contractor will be responsible and be required to pay compensation to any tenant or owner for any damage or loss sustained by reason of his negligence or non-compliance of the Contract conditions

1.15 Defects List

The Contractor shall carry out all works on the defects list issued by the Contract Administrator on Practical Completion and at the end of the Defects Liability Period within two calendar months of such issue. If the Contractor fails to have completed this work by the end of this time, then the Employer reserves the right to carry out the works without prejudice or affecting his rights, powers, or remedies under the Contract and may recover from the Contractor as a debt due to the Employer, the costs and expenses to carry out the works.

If any defects are of a nature that may cause potential risk of damage to the property and/or safety of residents, visitors, etc. then these must be completed by the Contractor

within 48 hours of notification by the Contract Administrator. If the Contractor fails to have completed this work by the end of this time, then the Employer reserves the right to carry out the works without prejudice or affecting his rights, powers, or remedies under the Contract and may recover from the Contractor as a debt due to the Employer, the costs and expenses to carry out the works.

1.16 Water for Works

Provide all water required for the works, pay all fees in connection with the tapping of mains and services, provide all requisite temporary pipes and fittings to the satisfaction of the Local Water Authority and make good all work disturbed.

1.17 Electricity for the Works

Provide all electric power for lighting and small hand tools with all necessary distribution cables and fittings. Pay all costs therewith and make good all work disturbed. Temporary electrical installations shall conform to current Edition of the Regulations issued by the Institute of Electrical Engineers.

1.18 Traffic Regulations

The contractor is to allow for complying with all Police and other traffic directions and regulations in respect of access to and exits from the site, unloading etc., in the public roads and keeping roads clear of mud and debris. He should acquaint himself with the parking restrictions on roads adjacent to the site and is to allow for conforming to such restrictions.

1.19 Performance

The Contractor shall proceed with all speed in a continuous operation using due diligence and systematically working on more than one property at any one time.

1.20 Health and Safety

The Contractor must comply in all respects with all current health and safety legislation including the Health and Safety at Work Act 1974, Construction (Design and Management) Regulations 2015 and his attention is drawn to these in respect to the identification, removal and disposal of any asbestos that may be present or suspected. See Appendix F

1.21 Clear away Materials

The Contractor shall ensure that all rubbish and materials that are not required shall be immediately removed from the property daily and not left in gardens. No materials shall be left on the grounds of the block overnight or weekends.

Obtain all licences and pay all fees if rubbish skips are used on the public roads and provide all lighting.

Waste consignment notes must be provided by the Contractor and issued to the Contract Administrator in a timely manner. Re-cycling of waste must be maximized by the Contractor

1.22 Hazardous Waste
The Contractor is to allow for and arrange all necessary licences and registrations in connection with the Hazardous Waste Regulations 2005 and notify the Environmental Agency. (Site Premises Registration).
COSHH: Obtain for all materials used for cleaning and ensure they are
used only as recommended by their manufacturers.

1.23 Security
Contractor's operatives, supervision and management must be issued with personal ID badges that clearly detail the name, company logo, main phone number and photo. These must be carried at all times and shown to residents whenever visiting properties.

Operatives' and Supervisors' clothing/uniform must clearly show the Contractor's company logoThe contractor must have a single point of contact that is accessible at all times by phone and email during normal working hours and provide effective means of being contacted out-of-hours

1.24 Value Added Tax

No allowance for value added tax shall be made in the Tender as this will be dealt with at final account stage

1.25 Obligations and restrictions imposed by the Employer
The Contractor must prevent his work people from wandering about the site except where necessary for the proper execution of the works and must make good at his own expense any damage caused thereby.

The Contractor must strictly adhere to The District Council of Folkestone & Hythe Code of Conduct (see Item 1.31)

1.26 Limitations of working hours

Hours of working are restricted to between 8.00am and 5.00pm Monday and Friday.
The Contractors should note that weekend working is limited to Saturday mornings (8.30am to 1.00pm) only with prior consent of the Contract Administrator.

1.27 Plant, tools and vehicles
Provide and maintain all necessary plant, tools, and vehicles, together with all requisite labour and materials required for the due performance of the Works and remove same on completion.

1.28 Fixing goods or materials
Fixing goods or materials supplied by others is deemed to include unloading, storing, hoisting the goods and materials, and returning packing materials to supplier carriage paid and obtaining credits, therefore.

All materials on the site are to be properly stored in huts or covered and suitably protected in accordance with good practice and with the manufacturer's instructions. Safeguard materials and plant against damage and theft and make good any loss or

damage howsoever caused.

1.29 Access
It is the Contractor's responsibility to arrange access to allow him to carry out the works, but the Contract Administrator should be asked to mediate if real problems arise.
The Contractor shall be responsible to contact residents at least 7 days in advance by letter as a minimum to inform them of proposed dates for undertaking work.

1.30 C.F.C. Gas
The use of products containing C.F.C. gas propellants will not be allowed

1.31 Completion
Upon completion, clear away all debris, surplus materials, site welfare facilities and leave properties and site areas in a clean and tidy condition to the satisfaction of the Contract Administrator.

1.32 Contractor's Code of Conduct (Onsite)
Please let residents know if you're going to be late arriving or unable to attend that day. Do this as soon you can. This gives them the opportunity to select an alternative appointment.

Make sure your power tools are fully charged or charging.

Drive carefully in and around our neighbourhoods; park considerately, not causing damage to grass verges, or causing an obstruction.

Arriving at the door

- Introduce yourself stating:
    - Your name
    - Your Company Name
    - An outline of what you've come to do.
    - Show your formal identification badge to the resident before entering the home. Let the
    - Resident know if you're a trainee. (Trainees must always be supervised on site).
    - Explain clearly what the work will involve, which rooms you'll go in, what they need to do to help you, and how long it will take.

Your power tools must be sufficiently charged for the work. If on the rare occasion they're not, ask permission if you need to use gas, water and electrical supplies. Where the resident gives permission, be clear how you will repay the cost to the resident and agree the amount. The same principles apply to the use of a resident's phone or internet. Always ask permission before you use the resident's bathroom or kitchen facilities. Where there is a risk of damage to, for example, plants or fencing, tell the resident before works starts.

The following behaviours will not be accepted by the Contract Administrator:

- Language the resident finds abusive or offensive
- Behaviour the resident finds rude, obstructive, unhelpful or aggressive
- Criticising another's workmanship
- Playing loud music
- Using of the resident's equipment, e.g. kettle or microwave (unless offered)
- Harassment of any kind – this includes over-familiarity, sexist behaviour, derogatory or racist comments, intimidation of any kin
- Insensitivity towards disability, vulnerability or specific needs
- Asking questions not relevant to completing the task
- Smoking at any time whilst working on site
- Working under the influence of alcohol or drugs
- Excessive use of mobile phone for personal reasons.
- Carelessness with sharp tools, electrical equipment or toxic substances.
- On the Job: Getting permission to go next door
- Don't trespass onto neighbouring property to complete repairs. You must first get permission from the adjoining owner or resident of that property.

On the Job: Security and Safety of the Home

- You're responsible for security where the resident leaves you on site alone.
- Do not leave doors and windows open unnecessarily. This is a security issue but it also causes draughts.
- If, during work, the condition of the property becomes dangerous, you must immediately inform:
    - The resident and or his/her family
    - The Contract Administrator
- Pay particular attention to the safety of young children, the elderly and disabled. This duty of care extends to all persons likely to be affected (i.e. residents, visitors, neighbours, the general public, etc.).

On the Job: Overnight

- You must leave the property, inside and out, tidy and safe overnight.
- You must remove surplus materials and rubbish regularly, preferably daily.
- You must stack ladders away securely and clear away all tools.
- Reconnect and test all services so that they're left working normally for the resident.
- There should be no ingress of wind or water.
- Before leaving, give the resident your company's emergency phone number.

On the Job: Damage Done?

- If, during your work, the Contractor damages something belonging to the resident, let them know immediately and apologise. Also inform your Project Supervisor.
- The Contractor must make good the damage caused within 10 days. If necessary, the Contractor shall replace or pay compensation for such items, subject to the agreement of the resident. The resident should notify The District Council of Folkestone & Hythe of such incidents on the day that they occur.

- The Contractor shall inform The District Council of Folkestone & Hythe of all such incidents and keep a written record of it.

Job finished: Clearing Up.

- The area where the works have been undertaken must be left in a clean and tidy condition.
- Remove dust sheets and vacuum clean the affected rooms.
- You must not leave any rubbish in and around the home or on site on completion of the works. Remove ballast, sand, etc., and sweep and wash down the area.
- Put back any furniture, fixtures and fittings you moved to their original location.

Job finished: Resident Informed and Satisfied?
Check all the services are in a safe and working condition.
When you've tidied up and are almost ready to go, find the resident and explain exactly what you've done. Make sure they are clear on what happens next, such as:
What follow on works are necessary – and exactly who will be doing this
Tell them who to contact if there's a problem.
Ask if they have questions and are satisfied with the work and the way you've tidied up.
Attend to any minor issues there and then.

1.33 Asbestos
The Contract Administrator to provide asbestos information prior to commencement of the works to the successful contractor.
Any suspected asbestos product, the Contractor must cease works immediately and inform the Contract Administrator; all in accordance with current legislation and FHDC Asbestos Policy and Procedure attached as Annex 1

1.34 Site Records
The Contractor shall provide and record comprehensive information registering details of any works undertaken into the site logbook

Information must contain any relevant certification to meet statutory requirements, QA inspection checklists, etc

1.35 Building Control, Planning Applications
At the request of the Contracts Administrator, the Contractor shall produce and issue all Building Control and Planning applications to the relevant Council(s) to gain approval for works where required.

These must be organised by the Contractor to ensure that they are in line with achieving the successful delivery of the annual programme of works.

All costs payable for the application process to be borne by the Contractor. **Provisional Sum £2,000.00** (see Appendix B)

1.36 Site Survey

The contractor shall, before commencing any work on site, take all necessary measurements over the site and inform and agree any discrepancies with the Contract Administrator.

1.37 Handover Packs

The Contractor shall provide comprehensive information to form a Handover Pack for each property on completion of the works including QA inspections by the Contractor; making good of any defects/snags and sign-off by the Clerk of Works/FHDC.

Information must contain any relevant certification to meet statutory requirements, QA inspection checklists, resident satisfaction questionnaires, etc

1.38 Customer Satisfaction

Customer Satisfaction shall be measured for all completed works. The format of the questionnaires shall be agreed with The District Council of Folkestone & Hythe and may be subject to change over duration of the Contract.

Means of issuing, collating and reporting to be agreed with the contractor but shall be one of the following options

1 – contractor issue hard copies to residents with stamped address envelope; posted back to contractor for data entry into Project reporting Sheet.

2. – contractor issue hard copies to residents; collect once completed for data entry into Project reporting Sheet

1.39 Communication

The tender rates must include for all means of providing effective and regular communication to residents affected by the works.

This will take the form of letters sent to individual residents to each property based on as a minimum:

- To make an appointment to undertake initial site survey prior to installation works
- To make appointment to carry out the works phase (14 days notice or as agreed with the Contract Administrator)

An approval process for all letters and communication process for the duration of the contract between the contractor and the Contract Administrator

Working with The District Council of Folkestone & Hythe to respond to press enquiries, social media posts and complaints that the contractor may be involved with.

Where appropriate the Contractor will be expected to attend resident meetings, at the request of the Contract Administrator, for which these may be outside normal working hours

The contractor shall provide logos, photos and regular updates that FHDC can use for publicity through their website, publications and social media

1.40 Validation of Surveyed Properties
The contractor will be responsible for undertaking some validation of existing stock condition data used for the purposes of identifying properties for flat roof replacements.

Data will be provided (in Excel) by the Contract Administrator including those highlighted as requiring validation within Appendix E. The Contractor will be expected to inspect the age and condition of the existing pitched & flat roofs as well as record the quantity and material used. Data to be returned to the Contract Administrator in a timely manner in Excel format

Provisional Sum £1,000.00 (see Appendix B)

1.41 Data & Information Provision

The Contractor will provide the following data to the Contract Administrator in Excel format. This list is not exhaustive. Final data and information requirements to be agreed at the Pre-Contract Meeting and will be subject to review

- **Monthly**
- KPI statistics
- Valuations with detailed breakdowns by Property or Block
- Contractor Reports (inc updated Programme with actual and planned dates at Property/Block level; Issues Log. Risk Log; Cashflow Forecast, etc)

- **Weekly**
- Schedule of completed properties ready for handover/sign-off
- Schedule of properties to start works on site

- **Ad hoc (as and when arise)**
- Variation requests
- Complaint responses as requested by the Contract Administrator

Appendix F

The District Council of Folkestone & Hythe

Pre-Construction Information Pack

for

Roofing & Associated Works

Contents

1.0 Design Stage Health and Safety Plan

1.1 Overview

1.1.1 In this design stage health and safety plan, each of the following topics have been considered and information has been included where the topic is relevant to the work proposed. This plan will provide information for those planning or bidding for the work and for the development of the construction phase plan. **The level of detail in this plan is proportionate to the risks involved in this project.**

1.2 Description of the project

1.2.1 Project description and programme details including any key details.

- PROJECT DESCRIPTION: The work comprises of the removal of existing pitched & flat roof coverings; installing replacement pitched & flat roof coverings and associated works (including replacement fascia, soffits and rainwater goods)
- PROJECT LOCATION: Various - domestic properties and blocks located within the boundaries of The District Council of Folkestone & Hythe
- PROJECT START DATE: Work is expected to start October 2022
- CONTRACT PERIOD: This project is expected to be completed March 2024 with option to extend for further 2 x 12 months as determined by the Contract Administrator
- STATE MINIMUM TIME ALLOWED BETWEEN APPOINTMENT OF PRINCIPAL CONTRACTOR AND THE COMMENCEMENT DATE: 4 weeks

1.2.2 Details of client, Principal designers, Principal Contractor and other consultants

- Client(s)

  The District Council of Folkestone & Hythe
  Civic Centre,
  Castle Hill Avenue,
  Folkestone,
  Kent.
  CT20 2QY

- Principal Designer

- Principal Contractor (Insert name and details and contact no.)

1.2.3 The proposed works are to domestic properties and blocks of flats and therefore will not be used as a future workplace.

1.2.4 Extent and location of existing records and plans relevant to the project.

- Records of recent maintenance works carried out at the properties are held by Mears Limited, who carry out responsive maintenance and void works to the properties.

2.0 Client's considerations and management requirements

2.1 Management structure and responsibilities

- 'To be agreed' – successful contractor must appoint a dedicated site/contract manager and will be the first point of contact on site. Contractor must provide First Aid trained staff

2.1.1 Planning and managing the construction works and health and safety goals for the project

- To carry out the specified works without placing risk on site users and operatives.
- To minimise the risk to occupants of the domestic properties.
- Health and Safety is constantly monitored and any issues arising on site to be relayed back to the Contract Manager straight away, in order to review the Health and Safety Procedures in place.
- Minimise risk by obtaining Risk Assessments from the Contractor and Method Statements stating how the works will be carried out.
- Ensure Health and Safety Procedures and Risk Assessments are reviewed regularly to improve systems of work and minimise risks.
- Ensure there is a procedure in place for accident reporting.

2.1.2 Communication and liaison between client and others

Communication between all parties will be carried out by:

- Telephone calls
- Emails
- Site meetings
- Site inspections
- Informal meetings
- Formal meetings
- Site instruction notepads

2.1.3 Security of site

- Ensure all materials are stored securely and in the correct manner
- Ensure all tools are taken away from site at the end of each working day
- Ensure all skips are fenced off and protected from the general public
- Ensure properties are left in a secure way before leaving the premises

2.1.4 Welfare provision

- The principal contractor should provide welfare facilities required for the proposed works across the various locations agreed with the Designer.

2.1.5 Requirements relating to the health and safety of client's employees, customers and others involved in the project

Site hoarding requirements	• Not applicable
Site transportation arrangements or vehicle movement restrictions	• To the various sites some of the approach roads may be narrow carriageways and others are busy. Deliveries will need to be carefully planned. Children playing in streets around the site, particularly in the school holidays, to be managed. Works vehicles not to obstruct the normal traffic in the area of the site
Permit to work systems	• Not applicable
Fire precautions	• Programme any work to ensure everyone understands the need to reduce the outbreak of a fire. • Ensure everyone can be alerted and escape in the event of a fire and there is adequate means of calling the Fire Brigade in an emergency. • Reduce the use of materials and methods of working which are a fire risk. • Keep flammable liquids in suitable closed containers, keep the quantity at the workplace to a minimum. • Remove rubbish regularly and at the end of the working day, place solvent soaked rags or other flammable waste in closed fire-resisting containers.
Emergency procedures and means of escape	• Ensure emergency procedures are in place and included in training and any tool box talks • At least two operatives shall be engaged on work where the working platform is more than 2 metres above ground level. Access for emergency services shall not be restricted by stacking materials or locating skips

	close to the scaffold • Ensure the correct line of communication is used in an emergency • As work are external only to domestic properties use fastest means of escape and ensure these are clear of rubbish and debris where reasonably practicable
'No-Go' areas	• Not applicable
Confined spaces	• Not applicable
Smoking and parking restrictions	• No smoking on site, only in a separate designated area away from flammable liquids or materials. Ensure driveways and paths are not blocked.

3.0 Environmental restrictions and existing on site risks

3.1 Safety hazards including:

Boundaries and access	Caution should be taken when using roads for access to the various sites.
Restrictions on deliveries and waste or storage	• Materials to be stored in an appropriate manner. An area for compound to be agreed if required. • Deliveries to be planned ahead to reduce traffic issues and access problems
Adjacent land uses	• Care to be taken throughout the works ensuring consideration of neighbouring properties • Consider footpaths and make sure these are accessible for the general public and site users
Existing storage for hazardous materials	• Not provided as work is for domestic properties
Location of existing services	• Contractor to inspect site before commencement of work and inform the clients agent of any issues that may arise from existing services
Ground conditions	• Not applicable
Existing structures	• Various –properties are predominately of traditional construction but some systems built properties
Previous structural modifications	• Designer to be informed of any modifications which will adversely affect the proposed works
Fire damage, shrinkage, or poor maintenance which may have affected the structure	• Fire damage not applicable • If there are maintenance issues then the Designer should be contacted so that these issues can be dealt with appropriately
Difficulties relating to plant and equipment	• Any hired equipment should request maintenance inspection records from hire companies/sub-contractors etc when they arrive on site

	• Ensure regular maintenance inspections are undertaken.
Health and safety information contained in design or construction	• Please see section 6 for health and safety information relating to proposed works.

3.2 Health hazards including:

Asbestos	• The Principal Contractor will be provided with available asbestos reports by the Designer in advance of works commencing. • The Principal Contractor may be required to liaise with appropriate asbestos surveyors where no report available • If asbestos is found or suspected on site then the Designer should be notified immediately and works should be stopped. • Any suspected asbestos will be tested and if the removal is not licensed activity then it can be removed by the Principal Contractor and disposed of in the correct way • If the suspect asbestos material does require a license for removal this will be organised by the Client to remove and dispose of the material of in the correct way
Existing storage of hazardous materials	• Not applicable as these are domestic properties
Contaminated land	Not applicable
Existing structures containing hazardous materials	• If there are existing structures containing hazardous materials that are linked to the proposed works, the Designer should be notified immediately to attend a site visit and propose a suitable way of resolving the problem
Health risks from client's activities	• Manual handling

	• Noise and vibration • Exposure to UV radiation from the sun • Working from height

4.0 Significant design and construction hazards

Significant risk identified in design	No further significant hazards have been identified that are not included in section 2, 3 and 6.
Arrangements for co-ordination of ongoing design work and handling design changes	• Principal Contractor to inform Designer of any significant changes to the proposed works • Designer to inform Principal Contractor of any significant changes to the proposed works • Any variations to be cleared between all parties before carrying out the works • Ensure regular site visits are organised to make sure communication is clear between all parties
Information on significant risks identified during design	• Not applicable
Materials requiring particular precautions	• Not applicable

5.0 The Health and Safety File

5.1 The health and safety file format and layout will be the responsibility of the Principal Designer.

6.0 General Construction Health and Safety Issues

6.1 Working at Heights

6.1.1 In accordance with the Working at Height Regulations 2005, all work at height must be properly planned, supervised and carried out safely. Ensure risks from WAH are assessed and appropriate work equipment used. In accordance with HSE guidance:
Avoid working at heights where possible.
Where work at height cannot be avoided, use work equipment or other measures to prevent falls (eg scaffold).

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

- Scaffold erection/dismantling by trained competent operatives. No modification to be made by unauthorised personnel.
- Provision of safe ladder access. Ensure ladders are secured and use restricted to access provision and works of short duration.

6.2 Lifting Operations

6.2.1 Lifting operations must be planned, supervised and carried out by trained, competent persons. 'Lifting plans' should be prepared taking into account issues such as weight/shape of load, ground conditions, adjacent structures, etc. Loads must not be lifted or suspended above operatives.

6.3 Slips, Trips and Falls

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

6.4 Working in the Sun

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

6.5 Noise

6.5.1 In accordance with the Control of Noise at Work Regulations 2005, the new action level at which noise controls are determined are:

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

- Upper Exposure Action Value
- Daily or weekly exposure 85dB
- Peak sound pressure 137dB

- Exposure Limit Value (these must not be exceeded)
- Daily or weekly exposure 87dB
- Peak sound pressure 140dB

6.5.2 You must estimate the level of noise employees are exposed to. Where the assessment shows that an employee is subject to more than 80dB(A), see actions below:

Daily Exposure Level – dB(A)	Action Required
<80	Low level risk-reduce noise as far as Reasonably practicable
Between 80 and 85	Make ear defenders available to all operatives
Above 85	Enforce use of correct ear defenders Provide information and training to employees

6.5.3 Any equipment that exceeds peak sound pressure of 135dB (lower exposure value) 137dB (upper exposure value) and 140dB (exposure limit) will require the use of hearing protection even though the average daily exposure level may not be exceeded.

6.6 Dust

6.6.1 Dust will be created during the construction works which, as well as being harmful to operatives may create environmental nuisance to local residents. Risk assessment should be undertaken in accordance with COSHH regulations and suitable PPE and RPE provided to operatives to avoid inhalation. The raking out of mortar joints is to be carried out mechanically. Angle grinders and drills used to be fitted with dust extraction facilities and screen off working area will mitigate dust generation.

6.7 Hand-Arm Vibration

6.7.1 When using angle grinders, drills, etc. manufacturer's guidance should be followed with regards to permissible usage times, vibration damper tools should be used and job rotation implemented whenever possible.

6.8 Manual Handling

6.8.1 Where possible, avoid manual handling of heavy of awkwardly shaped objects and utilise mechanical lifting methods. Where it is not practicable to avoid use of objects over 20kg, provision should be made for mechanical handling or for handling by two operatives. All operatives should be trained in basic manual handling techniques and, following risk assessment, information on any residual risk should be conveyed to operatives and reinforced with toolbox talks.

6.9 Working with Cement

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