



Document

**Preliminaries
Information Document
Multi-site Refurbishment
Scheme**

Project

**Perseid Upper & Raynes
Park High School**

Building/Asset/Site

Building

Client

**London Borough of
Merton**

Date

June 2022


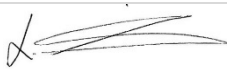

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INTERNAL APPROVAL

This document prepared, reviewed and approved by:

Version	Date	Prepared By	Reviewed By	Approved By
1	07/06/2022	Madeleine Edwards	Lewis Mckenzie	Lewis Mckenzie
Signature for and on behalf of McBains Ltd				

REVISION HISTORY

Suitability	Revision	Version Date	Summary of Changes	Changes Marked
S4	P1	07/06/2022	Tender Issue	N/A
-				

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When issued in draft, unless signed and countersigned by authorised individuals acting for and on behalf of McBains Ltd in relation to the development, as defined herein, the contents of this report are to be considered in draft form which have not been finalised or formally reviewed. Accordingly, the information contained herein, including the provision of any advice, should be taken only as an indication of that likely to be contained within the final report. McBains Ltd exclude all liability for actions undertaken in reliance of the draft information provided prior to the issue of the finalised report and reserve the right to amend the draft report information, advice and conclusions.

REPORT DISTRIBUTION

This document has been distributed to: -

Version	Format	Name	Business	Email Address
1	PDF	Various Contractors	Contractor	Various
1	PDF	Terry Parsons	Merton Council	terry.parsons@merton.gov.uk

DOCUMENT LOCATION

Ensure that this document is current. Printed documents and locally copied files may become obsolete due to changes to the master document.

The source of the master document can be found on the following:

"T:\61984 Merton Schools Maintenance 2022\3.0 DOCUMENTS\Specification\5. Perseid Upper & Raynes Park WC's and Changing Rooms"

MCBAINS CONTACT

Queries regarding the content of this report should be addressed to: -

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SECTION 1

PRELIMINARIES

110 THE PROJECT

- Name: Refurbishment works to be undertaken at Perseid Upper School and Raynes Park High School over the 2022 summer holidays, in the London Borough of Merton.
Nature: The Works covered by this contract are the refurbishment of the changing rooms and pool area. The works at Raynes Park cover refurbishment of the floor covering and cubicles to incorporate access panels in the London Borough of Merton.
- Location.
Perseid Upper School, Middleton Road, Morden, Surrey, SM4 6RU
Raynes Park High School, Bushey Rd, London SW20 0JL
- Length of contract: 6 weeks

120

- ~~EMPLOYER (CLIENT)~~
Merton Council
- Merton Civic Centre
- London Road
- Morden
- London
- SM4 5DX

130 PRINCIPAL CONTRACTOR: TBA

140 PERSON EMPOWERED BY THE CONTRACT TO ACT ON BEHALF OF THE EMPLOYER

- Name: Lewis Mckenzie
- McBains Ltd
- Address: 26 Finsbury Square, London, EC1A 2DS
- Telephone: 020 7786 7900

170 PRINCIPAL DESIGNER

- Name: Lewis Mckenzie
- McBains Ltd
- Address: 26 Finsbury Square, London, EC1A 2DS
- Telephone: 020 7786 7900

180 QUANTITY SURVEYOR

- Name: Lewis Mckenzie
- McBains Ltd
- Address: 26 Finsbury Square, London, EC1A 2DS
- Telephone: 020 7786 7900

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DOCUMENTS

- The tender documents consist of;
 - o Section 1. Preliminaries
 - o Section 2 Schedule of Works
 - Appendix A - Tender Form
 - Appendix B - Drawings
 - Appendix C - Proposed Window Schedule
 - Appendix D - Pre Construction Information Document

160 PRE-CONSTRUCTION INFORMATION PLAN

- Format: The Pre-Construction Information Document is included within the appendices.

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITES

Perseid Upper School

The primary school is located within a built-up residential area in Morden, South London. The buildings on-site are a mixture of single and two storeys. The site itself is quite restricted in terms of access due to the site being fenced off and the Contractor will need to develop the Logistics Plan provided in order to provide site setup.

Raynes Park Primary School

The high school is located on the A3 in New Malden, South West London, with retail park and Tesco Extra neighbouring the property. The site consists of a number of low-rise buildings provided with a mixture of flat and pitched roofs. The site itself is quite restricted in terms of space and the Contractor will need to develop the Logistics Plan provided in order to provide site setup.

The Contractor is to undertake a full photographic record at both sites of the site access, delivery and communal areas, including the route to the work site and submit to the Contract Administrator prior to commencement.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

The sites are located in urban residential areas within the Modern area, South London. Raynes Park High is adjacent to the A3 and has a mixture of land users.

The Contractor is deemed to have noted site particular details and included for any financial consequence within the Tender Submission.

140 EXISTING MAINS AND SERVICES

The buildings are served by water, gas and electrical supplies. The Contractor is to ascertain the route of all current services and liaise with statutory authorities as necessary.

160 SOILS AND GROUND WATER: No information available.

180 HEALTH AND SAFETY FILE

There is an existing Health and Safety File available. Held on site.

200 ACCESS TO THE SITE

Contractor to utilise vehicle access gates to the school entrance in order to access the site. A proposed Logistics Plan has been appended to the tender documents for the Contractor to take note of and develop. It is currently envisaged that the Contractor will be able to make use of the Car Park during the summer holiday period. The Contractor will be provided with the area highlighted on the plans for site setup.

The Contractor must not block the entrances or fire escapes at any time and must move their vehicles as necessary upon any reasonable request from the Client, residents, other contractors, or maintenance teams working on site. The surrounding residential roads incorporate a mixture of restricted and unrestricted parking. No parking costs incurred will be reimbursed to contractors or subcontractors.

210 PARKING

The Contractor will be provided with use of the Car Parks during the summer holidays for parking and site setup. Contractor will need to liaise with the Schools at all times regarding use. The surrounding roads to each site are a mixture of unrestricted and restricted parking. No parking costs incurred on these roads will be reimbursed to contractors or subcontractors.

The Contractor must not block vehicles movements or fire escapes at any time and must move their vehicles as necessary upon any reasonable request from the Client, other contractors or maintenance teams working on site.

220 USE OF THE SITE

General: Do not use the site for any purpose other than carrying out the Works.

230 SURROUNDING LAND/ BUILDING USES

General: Adjacent or nearby uses or activities are as follows:
Built up residential area.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up or full access is provided. However, the following hazards are or may be present:
 - working in confined spaces
 - Working with services
 - Working with cutting equipment and glass
 - Working near pedestrian traffic
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.

Site staff / residents: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

Before tendering: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works. Contact Contract administrator for access.

A13 DESCRIPTION OF THE WORKS

120 THE WORKS

Upper Perseid Primary School

1. Replacement of changing room/pool area vinyl flooring.
2. Replacement of blown MDF door frames.
3. Repair of blown plaster and extending Whiterock to provide waterproofing as necessary.
4. Undertake a drainage survey to ensure the pool is working efficiently.

Raynes Park Primary School

1. Boys and Girls toilets have leaks which has affected the sub floor in the girls' toilets and needs to be repaired.
2. Replacement to all the cubicle access panels.
3. Replacement of the flooring and WC sanitaryware.

The Contractor shall meet all requirements set out in this document, and the main tender specification document.

The Contractor is to be aware that works are envisaged to be completed prior to the school children returning on the 5th September 2022. As such the Contractor will need to prioritise the works following appointment to ensure works can commence from the 25th July 2022 when the holidays start. Contractor will need to allow for liaising with the schools on regular basis and planning works meticulously to ensure programme is achieved.

Contractor to ensure there is no impact on the school's operation in addition to developing a detailed Construction Phase Plan. Works are expected to commence at the outset of the summer holiday period on the 25th July 2022 and complete within a 6-week period. All works must be completed and signed off by the Contract Administrator in good time prior to completion. Should works overrun the Contractor will be required to liaise with the School to ensure disruption to the school's activities are minimised.

There may be school activities undertaken over the summer period and so the Contractor must liaise with the schools for access to the Playground area, in order to access the working areas, site setup, parking etc and ensuring that hoarding is provided within these areas to prevent access by pupils.

We have been advised that there may be other contractors on-site undertaking smaller packages of work. Whilst these are not within areas near to the proposed works, the Main Contractor will need to liaise with them whilst fulfilling role of Principal Contractor under CDM Regulations 2015.

It is paramount that the Contractor allows for developing a sufficient Construction Phase Plan for the works to be executed in a safe and professional manner in light of current events the Contractor will be expected to adhere to the Schools COVID policy and adapting their activities as required.

The Contractor will be expected to provide their own welfare facilities at each site in the car parks subject to school agreement. The appointed Contractor will need to review and develop the logistics plans with each school and the CA.

A20 THE CONTRACT

720 INTERMEDIATE FORM OF CONTRACT:

The form of contract will be the JCT Intermediate Form of Building Contract 2016 Edition with Contractors Design.

Allow for the obligations, liabilities and services described therein against the headings below:

THE RECITALS

First Recital

The Works covered by this contract are the glazing works planned to be undertaken over the forthcoming summer holiday period of 2022 at Upper Perseid Primary School and Raynes Park Primary School in the London Borough of Merton.

Documents showing and describing the work:

- The drawings and documents as listed in clause A11/110
- Bills of Quantities will be deleted.

Second Recital

Alternative A will apply: Alternative B will be deleted

Within Alternative A the following words will be deleted: priced the Bills of Quantities

The words 'The Contractor has provided the Employer with a priced Activity Schedule will be deleted.

Fourth Recital

The Fourth Recital will be deleted

THE ARTICLES

Article 2

Contract Sum

Article 3

Architect/Contract Administrator: See section A10

Article 4:
Quantity Surveyor: See section A10.

Article 5
Construction Design and Management Coordinator: Alternative B will be deleted. See section A10

Article 7
Completion of Works by Sections: Alternative A will be deleted

THE CONDITIONS

1
INTENTIONS OF THE PARTIES
- Notwithstanding clause 1.3 of the conditions, the Contract Documents shall be mutually explanatory but where there is a conflict between the Conditions and a provision in any other Contract Documents, the Contract Document prevails.

1.14
INTENTIONS OF THE PARTIES
- Reckoning periods of days.

1.15
INTENTIONS OF THE PARTIES
- Applicable law.

- 2 Possession and completion
- 3 Control of the works
- 4 Payment
- 5 Statutory obligations etc.
- 6 Injury, damage and insurance
- 7 Determination
- 8 Interpretation etc.
- 9 Settlement of disputes - adjudication - arbitration - legal proceedings

THE APPENDIX TO THE CONTRACT WILL BE COMPLETED AS FOLLOWS:

Third Recital
All the CDM Regulations apply

Articles 9A and 9B and clauses 9B and 9C
Dispute or difference - settlement of disputes:
The words 'clause 9B applies' will not be deleted.

Amendment 1 - Incorporation
Insert 'The Conditions shall have effect as modified by the amendments in
Amendment 1 attached hereto'

Clause 1.16
Electronic data interchange: The JCT Supplemental Provisions for EDI do not apply.

Clause 2.1 DATE FOR POSSESSION OF SECTIONS PER SITE/SECTION
5th July 2022

DATE FOR COMPLETION OF SECTIONS PER SITE/SECTION
2nd September 2022 TBC 6-week programme)

Clauses 2.2, 2.4.14 and 4.11(a)
Deferment of the Date of Possession:

Clause 2.2 applies: period of deferment 6 weeks

Clause 2.4.10 and 2.4.11
Extension of time for inability to secure essential labour or goods or materials:

Clause 2.4.10 (labour) does not apply
Clause 2.4.11 (goods or materials) does not apply

Clause 2.7
Rate(s) of Liquidated Damages: -
£1,500.00 per week

Clause 2.10
Defects Liability Period: 12 months per section
Payment Certificate Percentages = 95%
Penultimate Certificate Percentage = 97.5%

Clause 4.2
Period of interim payments: 30 days from date of Invoice.

Clause 4.2(b)
Advance payment: Clause 4.2(b) does not apply

Clause 4.2.1(a)
Valuation: A priced Activity Schedule is not attached to this Appendix.

Clauses 4.9(a) and C7
Supplemental Condition C: Tax etc. fluctuations: Percentage addition: Nil %

Clause 4.9(b)
Formulae fluctuations:
Supplemental Condition D does not apply.

Clause 5.5
Value Added Tax: Clause A1.1 of Supplemental Condition A does not apply.

Clause 6.2.1
Insurance cover for any one occurrence or series of occurrences arising out of one event: £5,000,000

Clause 6.2.4
Insurance - liability of Employer:
Insurance is required
Amount of indemnity for any one occurrence or series of occurrences arising out of one event: £5,000,000

Clause 6.3.1
Insurance of the Works - alternative clauses: Alternative 6.3 C applies

Clause 6.3
Percentage to cover professional fees: Not Applicable

Clause 6.3FC.1
The Joint Fire Code does not apply.

Clause 8.3

Base date: 10 days prior to date of tender return.

Clause 9A.2

Adjudication - nominator of Adjudicator: The President or a Vice-President or Chairman or a Vice Chairman of the Royal Institution of Chartered Surveyors

Clause 9B.1

Arbitrator - appointer of Arbitrator: The President or a Vice-President of the Royal Institution of Chartered Surveyors.

EXECUTION: The Contract will be executed Underhand.

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: Not Required.

A30 TENDERING/SUBLETTING/SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE: These conditions are supplementary to those stated in the invitation to tender and on the Form of Tender.

145 TENDERING PROCEDURE will be in accordance with the principles of the JCT Practice Note 6.

160 EXCLUSIONS: If the Contractor cannot tender for any part(s) of the work as defined in the tender documents the CA must be informed as soon as possible, defining the relevant part(s) and stating the reasons for his inability to tender.

170 ACCEPTANCE OF TENDER: The Employer and his representatives:

- Offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted.
- Will not be responsible for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY: Tenders must remain open for consideration (unless previously withdrawn) for not less than 18 weeks from the date fixed for the submission or lodgement of tenders. Information on the date for possession/commencement is given in section A20.

PRICING/SUBMISSION OF DOCUMENTS

211 PRELIMINARIES IN THE SPECIFICATION: The Preliminaries/General conditions sections (A10-A55 inclusive) must not be relied on as complying with SMM7.

310 SPECIFICATION WITHOUT QUANTITIES: Where and to the extent that quantities are not included in the specification, tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

320 PRICING OF SPECIFICATION: Alterations and qualifications to the specification must not be made without the written consent of the CA. Tenders containing unauthorised alterations or qualifications may be rejected. Costs relating to items in the specification which are not priced will be deemed to have been included elsewhere in the tender.

330 THE PRICED SPECIFICATION: is to be submitted as forming part of the tender.

340 ERRORS IN THE PRICED SPECIFICATION: will be dealt with in accordance with the 'Code of Procedure for Single Stage Selective Tendering' 1996, Alternative 2 (the word 'specification' being substituted for 'bills of quantities').

480 PROGRAMME

- Programme of work: Prepare a full Programme of Work showing the sequence and timing of each section within the overall contract period. The contractor can also submit an alternative date for completion.
- Submit when requested.

535 SUBSTITUTE PRODUCTS: If the Contractor wishes to substitute products of different manufacture to those specified, details must be submitted with the tender giving reasons for each proposed substitution. Substitutions which have not been notified at tender stage may not be considered. Substitutions sanctioned by the CA will be subject to the verification requirements of clause A31/200.

540 QUALITY CONTROL RESOURCES: A statement must be submitted with the Tender disclosing the organisation and resources that the contractor proposes and undertakes to provide to control the quality of the works, including works of sub-contractors. The statement must include the number and type of staff responsible for quality control, with details of their qualifications and duties.

551 HEALTH AND SAFETY INFORMATION: A statement must be submitted with the tender describing the organisation and resources which the contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of subcontractors and of any person who may be affected by the works, including:

- A copy of the contractor's health and safety policy document, including risk assessment procedures.
- Accident and illness records for the past five years.
- Records of previous Health and Safety Executive enforcement action.
- Records of training and training policy.
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

570 AN OUTLINE CONSTRUCTION INFORMATION PLAN must be submitted to the Construction Design and Management Coordinator, when requested, within 3 days and is to include the following:

- Method statements related to the construction hazards identified in the pre-construction information plan and/or statements on how the hazards will be addressed and other significant hazards identified by the contractor.
- Details of the management structure and responsibilities.
- Arrangements for issuing health and safety directions.
- Procedures for informing other contractors and employees of health and safety hazards.
- Selection procedures for ensuring competency of other contractors, the self-employed and designers.
- Procedures for communications between the project team, other contractors and site operatives.
- Arrangements for co-operation and co-ordination between contractors.
- Procedures for carrying out risk assessment and for managing and controlling the risk.
- Emergency procedures including those for fire prevention and escape.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and any training.
- Arrangements for consulting with and taking the views of people on site.
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

120 CA means the person nominated in the Contract as Architect or Contract Administrator or his authorised representative.

- 130 IN WRITING: When required to advise, notify, inform, instruct, agree, confirm, obtain information, obtain approval or obtain instructions do so in writing.
- 140 APPROVAL (and words derived there from) means the approval in writing of the CA unless specified otherwise.
- 150 PRODUCTS means materials (including naturally occurring materials) and goods (including components, equipment and accessories) intended for permanent incorporation in the Works.
- 180 CROSS-REFERENCES TO THE SPECIFICATION:
- Where a numerical cross-reference to a specification section or clause is given on drawings or in any other document the Contractor must verify its accuracy by checking the remainder of the annotation or item description against the terminology used in the referred to section or clause.
 - Where a numerical cross-reference is not given the relevant section(s) and clause(s) of the specification will apply, cross-reference thereto being by means of related terminology.
 - Where a cross-reference for a particular type of work, feature, material or product is given, relevant clause(s) elsewhere in the referred to specification section dealing with general matters, ancillary products and workmanship also apply.
 - The Contractor must, before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity which he may discover.
- 200 EQUIVALENT PRODUCTS:
- Where the specification permits substitution of a product of different manufacture to that specified and such substitution is desired, before ordering the product notify the CA and, when requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. Submit certified English translations of any foreign language documents.
 - Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole. If such substitution is sanctioned, and before ordering products, provide revised drawings, specification and manufacturer's guarantees as required by CA.
- 210 BRITISH STANDARD PRODUCTS: Where any product is specified to comply with a British Standard for which there is no equivalent European Standard it may be substituted by a product complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK specifying equivalent requirements and assurances in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. In advance of ordering notify the CA of all such substitutions and, when requested, submit for verification documentary evidence confirming that the products comply with the specified requirements. Any submitted foreign language documents must be accompanied by certified translations into English.
- 220 REFERENCES TO BSI DOCUMENTS: are to the versions and amendments listed in the BSI Standards Catalogue, current at 2007.
- 270 SIZES: Unless otherwise stated:
- Products are specified by their co-ordinating sizes.
 - Cross section dimensions of timber shown on drawings are nominal sizes before any required planning.
- 280 FIX ONLY: means all labours in unloading, handling, storing and fixing in position, including use of all plant.
- 290 SUPPLY AND FIX: Unless stated otherwise all items given in the schedule of work and/or on the drawings are to be supplied and fixed complete.

TERMS USED IN REFURBISHMENT/ALTERATION

- 311 REMOVE means:
disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not include removing associated pipework, wiring, ductwork or other services.
- 321 KEEP FOR REUSE means:
- During removal prevent damage to the stated components or materials, and clean off bedding and jointing materials.
 - Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.
- 331 REPLACE means:
- Remove the stated existing components, features and finishes.
 - Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed.
 - Make good as necessary.
- 341 REPAIR means:
carry out local remedial work to components, features and finishes as found in the existing building. Re-secure or refix as necessary and leave in a sound and neat condition.
It does not include:
- Replacement of components or parts of components.
 - Redecoration.
- 351 MAKE GOOD means:
carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition.
It does not include:
- Replacement of components or parts of components.
 - Redecoration.
- The meaning of the term shall not be limited by this definition where used in connection with the defects liability provisions of the Contract.
- 361 EASE means:
make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.
- 371 TO MATCH EXISTING means:
use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval of appearance.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

- 410 ADDITIONAL COPIES OF DRAWINGS: One copy of drawings (not counting any certified copy of the Contract Drawings) will be issued to the Contractor free of charge. Additional copies will be issued on request but will be charged to the Contractor.
- 430 ADDITIONAL COPIES OF SPECIFICATION: After execution of the Contract, two copies of the Specification will be issued to the Contractor in accordance with the Contract. Additional copies will be issued on request, if available, but will be charged to the Contractor.
- 440 DIMENSIONS: The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the CA any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings. The Contractor should request dimensions for bespoke items from the Architect.

460 THE SPECIFICATION: All sections of the specification must be read in conjunction with Main Contract Preliminaries/ General conditions.

DOCUMENTS PROVIDED BY CONTRACTOR/SUBCONTRACTORS

560 NAMED SUBCONTRACTORS: DESIGN AND PRODUCTION INFORMATION:

- Certain Subcontractors are / will be required to provide design / production information during the Contract, as described in clause A30 / 610 and within materials and workmanship sectors of the document.
- When preparing the master programme make reasonable allowance, based on the information in section A30, for completing such design/production information, checking, including submission to the Construction Design and Management Coordinator for comment, inspection by the CA, and any subsequent amendment(s), resubmission(s) and reinspection(s).
- The CA will note any comments on one copy, then return to the Contractor. Inspection and any comments made by the CA will not relieve the Subcontractor(s) of responsibility for design and documentation.
- Ensure that any necessary amendments are made without delay. Unless and until the CA confirms that resubmission is not required, obtain copies of amended drawings, etc., check, resubmit to CA, and ensure incorporation of necessary amendments all as before.
- Obtain final version of the information and submit to the CA the number of copies required. On behalf of the CA distribute additional copies as appropriate to all affected Subcontractors and others, and keep at least one copy on site.

692 AS BUILT DRAWINGS AND INFORMATION must be provided to the CA not less than one week before the date for Completion.

710 TECHNICAL LITERATURE: The Contractor is advised to keep copies of the following on site, readily accessible for reference by all supervisory personnel:

- Manufacturers' current literature relating to all products to be used in the Works.
- Relevant BS Codes of Practice.
- Those parts of BS 8000 'Workmanship on building sites' which are invoked in the specification.

720 MAINTENANCE INSTRUCTIONS AND GUARANTEES:

- Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and hand over to CA on or before Practical Completion.
- Notify CA or telephone numbers for emergency services by subcontractors after completion.

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION: Accept responsibility for co-ordination, supervision and administration of the Works, including all subcontracts. Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for co-ordination of the work. Provide a dedicated, named, site and contract manager for the works. The identity of this person should be advised as part of Tender Submission. The Employer reserves the right to interview the named individual as part of Tender analysis.

115 CONSIDERATE CONSTRUCTORS SCHEME:

- Registration: Before starting work register the site and pay the appropriate fee:
 - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire. SG12 9UY.
 - Tel. 01992 550050.
 - Fax. 01992 550041.
 - Web. www.ccscheme.org.uk
 - E mail. enquiries@ccscheme.org.uk
- Standard: Comply with the scheme's Code of Considerate Practice.

- 120 INSURANCES: Before starting work on site submit documentary evidence and/or policies and receipts for the insurances required by the Conditions of Contract.
- 130 INSURANCE CLAIMS: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice.
- 140 CLIMATIC CONDITIONS: Keep an accurate record of:
- Daily maximum and minimum air temperatures (including overnight).
 - Delays due to adverse weather, including description of the weather, type(s) of work affected and number of hours lost.
- 150 OWNERSHIP: Materials arising from the alteration work are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds. Allow to remove the materials arising from the alteration work to an agreed location.

PROGRAMME/PROGRESS

- 205 ANTICIPATED PROGRAMME DATES: See A20 Contract Clauses
- 211 PROGRAMME:
- Within 5 working days of letter of instruction and before starting work on site prepare in an approved form a master programme for the Works showing the main elements of the project, which must make allowance for:
 - Design and production information provided by the Contractor/Subcontractors/Suppliers, including inspection and checking (see section A31).
 - Planning and mobilisation by the Contractor
 - Running in, adjustment, commissioning and testing of all engineering services and installations.
 - Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)
 - Work by or on behalf of the Employer (see section A50) the nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
 - Where and to the extent that the programme implications for work which is not so defined are impossible to assess the Contractor should exclude it from his programme and confirm this when submitting the programme.
 - Submit two copies to CA.
- 230 SUBMISSION OF PROGRAMMES: will not relieve the Contractor of his responsibility to advise the CA of the need for further drawings or details or instructions in accordance with Clause 1.7.2 of the Conditions of Contract.
- 240 COMMENCEMENT OF WORK: Inform the CA at least 5 working days before the proposed date for commencement of work on site.
- 250 MONITORING: Record progress on a copy of the programme kept on site. If any circumstances arise which may affect the progress of the Works put forward proposals or take other action as appropriate to minimise any delay and to recover any lost time.
- 260 CA'S SITE MEETINGS:
- The CA will hold regular site meetings to review progress and other matters arising from the administration of the Contract. Meetings will normally be held fortnightly unless otherwise advised by the CA.
 - Attend all meetings and inform subcontractors and suppliers when their presence is required.
 - The CA will chair the meetings and take and distribute minutes.
 - Contractor is to provide accommodation for the meeting. Enquires should be made with the Building Manager for suitable location within the building.

- 263 **CONTRACTOR'S PROGRESS REPORT:** Submit a progress report in writing, inclusive of narrative as to progress made and an updated master programme to show progress against the original agreed master programme to the CA 2 days prior to each CA's site meeting. Notwithstanding the Contractor's obligations under the Contract the report must include:
- A progress statement by reference to the master programme for the Works.
 - Details of any matters materially affecting the regular progress of the Works.
 - Any requirements for further drawings or details or instructions to enable the CA to fulfil his obligations under Clause 1.7.2 of the Conditions of Contract.
- 270 **CONTRACTOR'S SITE MEETINGS:** Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.
- 285 **PARTIAL POSSESSION:** The Employer wishes to take possession of parts of the Works as they are completed, provided all necessary access, services and other associated facilities are also complete.
- 290 **NOTICE OF COMPLETION:** Give CA at least one week's notice of the anticipated dates of Practical Completion of the whole or parts of the Works.
- 300 **ADVERSE WEATHER:** Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.
- 310 **EXTENSIONS OF TIME:** When a notice of the cause of any delay or likely delay in the progress of the Works is given under Contract clause 2.3, written notice must also be given of all other causes which apply concurrently. The Contractor shall, as soon as possible, submit to the CA:
- Relevant particulars of the expected effects, if appropriate related to the concurrent causes.
 - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the Date for Completion, and
 - All other relevant information required by the CA.
- 320 **DISTURBANCE OF REGULAR PROGRESS:** Any application under Contract clause 4.11 in respect of direct loss and/or expense must be made as soon as practicable and with (or to be followed by) the requisite supporting information so as to afford the CA the opportunity to issue instructions designed (according to the circumstances) to minimise or avoid that loss and/or expense.

CONTROL OF COST

- 410 **CASH FLOW FORECAST:** As soon as possible and before starting work on site submit to the CA a forecast showing the nett valuation of the Works at the date of each Interim Certificate throughout the Contract period and based upon the programme for the Works.
- 420 **EXISTING WORK:** The extent and location of renewal of existing work must be agreed, at least on a provisional basis, with the CA before the work is started. Remove existing work in ways which will reasonably minimise the amount of removal and renewal.
- 432 **PROPOSED INSTRUCTIONS:** If the CA issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 7 days. The estimate must include:
- A detailed breakdown of the cost including any allowance for direct loss and expense.
 - Details of any additional resources which may be required.
 - Details of any adjustments which may have to be made to the programme for the Works.
 - Any other information as is reasonably necessary for the CA to fully assess the implications of issuing such an instruction.
- Inform the CA immediately if it is not possible to comply with any of the above requirements.
- 440 **MEASUREMENTS:** Give reasonable notice to the Quantity Surveyor before covering up work which the Quantity Surveyor requires to be measured.

- 450 DAYWORK VOUCHERS: Give reasonable notice to the CA of the commencement of any work for which daywork vouchers are to be submitted. Before being delivered each voucher must be:
- Referenced to the instruction under which the work is authorised, and
 - Signed by the person in charge as evidence that the workmen's names, the time spent by each, the plant and materials shown are correct.
- 460 INTERIM VALUATIONS: At least 2 days before the end of each established period for interim valuations submit to the CA details of amounts due under the Contract together with all necessary supporting information.
- 471 UNFIXED MATERIALS: At the time of each valuation disclose to the CA which of the unfixed materials and goods on site are free from, and which are subject to, any reservation of title inconsistent with passing of property as required by Clause 1.10 of the Conditions of Contract, together with their respective values. When requested provide evidence of freedom from reservation of title.
- 476 LISTED OFF-SITE MATERIALS OR GOODS: The information submitted to the CA in accordance with clause 4.2.1 (c) of the Conditions of Contract as reasonable proof that the property in 'listed items' is vested in the Contractor must include:
- For items purchased from a supplier:
A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the listed items are not subject to any encumbrance or charge.
 - For items purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
A copy of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.
- 480 LABOUR AND PLANT RETURNS: At the beginning of each week provide for verification by the CA records showing, for each day of the previous week:
- The number and description of craftsmen, labourers and other persons employed on or in connection with the Works, including those employed by subcontractors.
 - The number, type and capacity of all mechanical and power-operated plant employed on the Works.

A33 QUALITY STANDARDS/CONTROL

MATERIALS AND WORK GENERALLY

- 110 GOOD PRACTICE: Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be:
- Of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the project documents, and
 - In accordance with relevant good building practice.
- 120 GENERAL QUALITY OF PRODUCTS:
- Products to be new unless otherwise specified.
 - For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested by CA.
 - Where a choice of manufacturer or source of supply is allowed for any particular product, the whole quantity required to complete the work must be of the same type, manufacture and/or source unless otherwise approved.
Produce written evidence of sources of supply when requested by CA.

- Ensure that the whole quantity of each product required to complete the work is of consistent kind, size, quality and overall appearance.
- Where consistency of appearance is desirable ensure consistency of supply from the same source. Unless otherwise approved do not use different colour batches where they can be seen together.
- If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.

130 PROPRIETARY PRODUCTS:

- Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/instructions. Inform CA if these conflict with any other specified requirement. Submit copies to CA when requested.
- The tender will be deemed to be based on the products specified and recommendations on their use as described in the manufacturers' literature current at time of installation.
- Obtain confirmation from manufacturers that the products specified and recommendations on their use have not been changed since that time. Where such change has occurred, inform CA and do not place orders for or use the affected products without further instructions.
- Where British Board of Agrément certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.

140 CHECKING COMPLIANCE OF PRODUCTS: Check all delivery tickets, labels, identification marks and, where appropriate, the products themselves to ensure that all products comply with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that:

- The sources, types, qualities, finishes and colours are correct, and match any approved samples.
- All accessories and fixings which should be supplied with the goods have been supplied.
- Sizes and dimensions are correct. Where tolerances of components are critical, measure a sufficient quantity to ensure compliance.
- The delivered quantities are correct, to ensure that shortages do not cause delays in the work.
- The products are clean, undamaged and otherwise in good condition.
- Any products which have a limited shelf life are not out of date.

150 PROTECTION OF PRODUCTS:

- Prevent over-stressing, distortion and any other type of physical damage.
- Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.
- Keep dry and in a suitably low humidity atmosphere to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement around and between stored products.
- Prevent excessively high or low temperatures and rapid changes of temperature in the products.
- Protect adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.
- Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.
- Keep different types and grades of products separately and adequately identified.

- So far as possible keep products in their original wrappings, packings or containers, until immediately before they are used.
 - Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion.
 - Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.
- 160 SUITABILITY OF RELATED WORK AND CONDITIONS: Ensure that all trades are provided with necessary details of related types of work. Before starting each new type or section of work, ensure that:
- Previous, related work is appropriately complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive the new work.
 - All necessary preparatory work has been carried out, including provision for services, openings, supports, fixings, damp proofing, priming and sealing.
 - The environmental conditions are suitable, particularly that the building is suitably weathertight when internal components, services and finishes are installed.
- 170 GENERAL QUALITY OF WORKMANSHIP:
- Operatives must be appropriately skilled and experienced for the type and quality of work.
 - Take all necessary precautions to prevent damage to the work from frost, rain and other hazards.
 - Inspect components and products carefully before fixing or using and reject any which are defective.
 - Fix or lay securely, accurately and in alignment.
 - Where not specified otherwise, select fixing and jointing methods and types, sizes and spacings of fastenings in compliance with section Z20. Fastenings to comply with relevant British Standards.
 - Provide suitable, tight packings at screwed and bolted fixing points to take up tolerances and prevent distortion. Do not overtighten fixings.
 - Adjust location and fixing of components and products so that joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular.
 - Ensure that all moving parts operate properly and freely. Do not cut, grind or
 - Plane pre-finished components and products to remedy binding or poor fit without approval.
- 180 BS 8000: BASIC WORKMANSHIP:
- Where compliance with BS 8000 is specified, this is only to the extent that the recommendations therein define the quality of the finished work.
 - Where BS 8000 gives recommendations on particular working methods or other matters which are properly within the province and responsibility of the Contractor, compliance therewith will be deemed to be a matter of general industry good practice and not a specific requirement of the CA under the Contract.
 - If there is any conflict or discrepancy between the recommendations of BS 8000 on the one hand and the project documents on the other, the latter will prevail.
- 190 WATER FOR THE WORKS: Clean and uncontaminated. If other than mains supply is proposed provide evidence of suitability. Test to BS 3148 if instructed.
- SAMPLES/APPROVALS**
- 210 APPROVAL OF PRODUCTS: Where approval of a product is specified the requirement for approval relates to a sample of the product and not to the product as used in the Works. Submit a sample or other evidence of suitability. Do not confirm orders or use the product until approval of the sample has been obtained.

Retain approved sample in good, clean condition on site. Ensure that the product used in the Works matches the approved sample.

220 SAMPLES OF FINISHED WORK: Where a sample of finished work is specified for approval, the requirement for approval relates to the sample itself (if approval of the finished work as a whole is required this is specified separately). Obtain approval of the stated characteristic(s) of the sample before proceeding with the Works. Retain approved sample in good, clean condition on site. Ensure that the relevant characteristic(s) of the Works match the approved characteristic(s) of the sample. Remove samples, which are not part of the finished Works when no longer required.

230 APPROVALS: Where and to the extent that products or work are specified to be approved or the CA instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:

- To the express approval of the CA or
- To match a sample expressly approved by the CA as a standard for the purpose.

240 APPROVALS: Inspection or any other action by the CA must not be taken as approval of products or work unless the CA so confirms in writing in express terms referring to:

- Date of inspection
- Part of the work inspected
- Respects or characteristics which are approved
- Extent and purpose of the approval
- Any associated conditions.

ACCURACY/SETTING OUT GENERALLY

321 SETTING OUT: Check the levels and dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings. Notify CA in writing of any discrepancies and obtain instructions before proceeding.

322 SETTING OUT: Inform CA when overall setting out is complete and before commencing construction.

340 APPEARANCE AND FIT:

- Arrange the setting out, erection, juxtaposition of components and application of finishes (working within the practical limits of the design and the specification) to ensure that there is satisfactory fit at junctions, that there are no practically or visually unacceptable changes in plane, line or level and that the finished work has a true and regular appearance.
- Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve, obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.
- Without prejudice to the above and unless specified otherwise, tolerances will (where applicable) be not greater than those given in BS 5606, Table 1
- **Please note the contractor is to take all site measures to ensure installation on specified products. The areas specified within the contract are for indicative purposes only - and shall not be relied upon as being accurate.**

380 RECORD DRAWINGS: Record details of all grid lines, setting-out stations, benchmarks and profiles on the site setting-out drawing. Retain on site throughout the contract and hand to CA on Completion.

SERVICES GENERALLY

- 410 SERVICES REGULATIONS: Any work carried out to, or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.
- 420 SERVICE RUNS: Make adequate provision for services, including unobstructed routes and fixings. Wherever possible ducts, chases and holes are to be formed during construction rather than cut.
- 440 MECHANICAL AND ELECTRICAL SERVICES: must have final tests and commissioning carried out so that they are in full working order at Practical Completion.

SUPERVISION/INSPECTION/DEFECTIVE WORK

- 510 SUPERVISION: In addition to the constant management and supervision of the works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress. The Contractor should inform the CA of the number for a site fax and phone line which should be provided by the Contractor.
- 515 CO-ORDINATION OF ENGINEERING SERVICES: The site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering services, one with another and each in relation to the Works generally. Submit to the CA, when requested, CVs or other documentary evidence relating to the staff concerned.
- 520 PERSON-IN-CHARGE: Give maximum possible notice to CA before changing the person-in-charge or site agent. The Contractor should also provide a person at Site Manager level to liaise with the Building Manager and the occupants of the property.
- 530 ACCESS FOR CA: Provide at all reasonable times access to the Works and to other places of the Contractor or Subcontractors where work is being prepared for the Contract.
- 540 OVERTIME WORKING: Whenever overtime is to be worked, give CA not less than one week's notice, specifying times, types and locations of work to be done. Concealed work executed during overtime for which notice has not been given may be required to be opened up for inspection and reinstated at the Contractor's expense.
- 550 DEFECTS IN EXISTING CONSTRUCTION: to be reported to CA without delay. Obtain instructions before proceeding with work that may:
- Cover up or otherwise hinder access to the defective construction, or
 - Be rendered abortive by the carrying out of remedial work.
- 555 ACCESS FOR INSPECTION: Give CA not less than 48 hours' notice before removing scaffolding or other facilities for access.
- 560 TIMING OF TESTS AND INSPECTIONS: Agree dates and times of tests and inspections with CA several days in advance, to enable the CA and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or, if not ready, agree a new date and time.
- 565 TEST CERTIFICATES: Submit a copy of each certificate to CA as soon as practicable and keep copies of all certificates on site.
- 570 PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS:
- As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, submit proposals to CA for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.

- Such proposals may be unacceptable to the CA, and he may issue contrary instructions may be issued.

580 MEASURES TO ESTABLISH ACCEPTABILITY: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the Contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:

- will be at the expense of the Contractor, and
- will not be considered as grounds for extension of time.

590 QUALITY CONTROL: Establish and maintain procedures to ensure that the Works, including the work of all subcontractors, comply with specified requirements. Maintain full records, keep copies on site for inspection by the CA, and submit copies of particular parts of the records on request. The records must include:

- Identification of the element, item, batch or lot including location in the Works.
- The nature and dates of inspections by the Contractor or CA, tests and approvals.
- The nature and extent of any nonconforming work found.
- Details of any corrective action.

WORK AT OR AFTER COMPLETION

610 GENERALLY:

- Make good all damage consequent upon the work.
- Remove all temporary markings, coverings and protective wrappings unless otherwise instructed.
- Clean the works thoroughly inside and out including all accessible ducts and voids, remove all splashes, deposits, efflorescence, rubbish and surplus materials consequent upon the execution of the work.
- Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials or construction.
- Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Touch up minor faults in newly painted/repainted work, carefully matching colour, and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Adjust, ease and lubricate moving parts of new work as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

640 SECURITY AT COMPLETION: Leave the Works secure with all accesses locked. Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.

650 MAKING GOOD DEFECTS: Make arrangements with the CA and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform CA when remedial works to the various parts of the Works are completed. The contractor will be required to undertake remedial works on the basis of the response times for attendance will be as follows during the Defects Liability Period: -

Within 24 hours - where life or property is at risk

Within seven days - all other repairs affecting daily use or fabric of the property

Within twelve months - nonessential remedial works which do not impact on daily use or fabric of the property.

A34 SECURITY/SAFETY/PROTECTION

GENERALLY

- 110 THE PRE-CONSTRUCTION INFORMATION PACK forms a separately bound document and is issued during the tender period.
- 114 CONSTRUCTION HAZARDS arising from the design of the project include those identified below. Commonplace hazards which should be controlled by good management and good site practices are not listed.
No Site-Specific Construction Hazards.
- 117 HEALTH HAZARDS arising from the specified construction materials include those identified below. Common place hazards which should be controlled by good management and good site practices are not listed.
No Site-Specific Health Hazards.
- 120 THE CONSTRUCTION PHASE PLAN, developed from the Outline Construction Phase Plan (see section A30) must be submitted to the CA not less than 5 days before the proposed date for start of construction work. Do not start construction work until the Employer has confirmed in writing that in his view the Construction Phase Plan includes the procedures and arrangements required by CDM Regulation 15(4).
- 125 HSE APPROVED CODES OF PRACTICE: Comply with the following:
- Management of health and safety at work.
- Managing construction for health and safety.
- 130 SECURITY: Adequately safeguard the site, the Works, products, materials, plant, and any existing buildings affected by the works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.
- 140 STABILITY: Accept responsibility for the stability and structural integrity of the works during the Contract, and support as necessary. Prevent overloading: details of design loads may be obtained from CA.
- 150 OCCUPIED PREMISES:
- Carry out the Works without undue inconvenience and nuisance and without danger to adjoining neighbours.
- If it transpires that compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorised by the CA in advance. Note restrictions stated in Construction Phase Plan.
- 170 EMPLOYER'S REPRESENTATIVES SITE VISITS:
Inform the CA in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer or his representatives when visiting the site. Provide protective clothing and/or equipment for the Employer and his representatives as appropriate.

PROTECT AGAINST THE FOLLOWING:

- 221 NOISE:
- Comply generally with the recommended BS 5228: Part 1, clause 9.3 for minimising noise levels during the excavation of the works.
- Noise levels from the works are to be kept below 32 dB(A) when measured from any point in the accommodation.
- Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

- Do not use pneumatic drills and other noisy appliances outside normal working hours (09.00-18.00 hours) without consent of the CA.
 - Do not use or permit employees to use radios or other audio equipment in ways or at times which may cause nuisance.
- 230 POLLUTION: Take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways. If pollution occurs inform the appropriate Authorities and the CA without delay and provide them with all relevant information.
- 235 USE OF PESTICIDES: **Will not be permitted**
- 240 NUISANCE: Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- 250 ASBESTOS BASED MATERIALS: Report immediately to the CA any suspected asbestos-based materials discovered during demolition/refurbishment work. Avoid disturbing such materials. Agree with the CA methods for safe removal or encapsulation.
- 260 FIRE PREVENTION: Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employers Confederation and the Loss Prevention Council.
- 265 BURNING ON SITE: of materials arising from the work **will not be permitted.**
- 270 WATER: Prevent damage from storm and surface water. (Items for keeping the site and excavations free of water are given elsewhere).
- 280 MOISTURE: Prevent the work from becoming wet or damp where this may cause damage. Dry out the Works thoroughly. Control the drying out and humidity of the Works and the application of heat to prevent:
- Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.
- 285 INFECTED TIMBER: Where instructed to remove timber affected by fungal/insect attack from the building, do so in a way which will minimise the risk of infecting other parts of the building.
- 290 WASTE:
- Remove rubbish, debris, surplus material and spoil regularly and keep the site and Works clean and tidy.
 - Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.
 - Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority.
 - Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.
 - Retain waste transfer documentation on site.
 - The Local Authority have restrictions on the times of day when waste transference is permitted. The contractor is deemed to have made enquiries and allowed to comply with such restrictions.
 - 300: it is unlikely that a skip will be permitted and the contractor should make other arrangements as necessary for shape and renewal of waste products.
- PROTECT THE FOLLOWING:**
- 410 WORK IN ALL SECTIONS: Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.

420 EXISTING SERVICES:

- Notify all service authorities and/or adjacent owners of the proposed works not less than one week before commencing site operations.
- Before starting work check positions of existing mains/services. Where positions are not shown on drawings obtain relevant details from service authorities or other owners.
- Observe service authority's recommendations for work adjacent to existing services.
- Adequately protect and prevent damage to all services. Do not interfere with their operation without consent of the service authorities or other owners.
- If any damage to services results from the execution of the Works, notify CA and appropriate service authority without delay. Make arrangements for the work to be made good without delay to the satisfaction of the service authority or other owner as appropriate. Any measures taken by the CA to deal with an emergency will not affect the extent of the Contractor's liability.
- Replace any marker tapes or protective covers disturbed during site operations to the service authority's recommendations.

430 ROADS AND FOOTPATHS: Adequately maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Any damage to roads and footpaths caused by site traffic or otherwise consequent upon the Works must be made good to the satisfaction of the Local Authority or other owner. Bear any costs arising. **We also draw the Contractor's attention to A12 - 200 - Access to site.**

435 EXISTING TOPSOIL/SUBSOIL: Before starting work, submit to the CA, proposals for protecting existing topsoil and subsoil from over compaction in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.

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

460 EXISTING WORK: Prevent damage to existing property undergoing alteration or extension and make good to match existing any defects so caused. Remove existing work the minimum necessary and with care to reduce the amount of making good to a minimum.

465 BUILDING INTERIORS: Protect building interiors exposed to weather during the course of alteration work with temporary enclosures of sufficient size to permit execution of the work and which will remain weather tight in severe weather. The Contractor should allow for the following site preparation during the works on site: **Pre commencement photographic condition survey of all work areas, including particularly the condition of the reveals of each window.**

470 EXISTING FURNITURE FITTINGS AND EQUIPMENT: Prevent damage to any furniture, fittings or equipment left in the existing property. More as necessary to enable the works to be accepted. Cover and protect as necessary and replace in original positions. Confirm with Building Manager any available storage area for existing furniture to be relocated.

481 ADJOINING PROPERTY: Prevent trespass of workpeople. Take all reasonable precautions to prevent damage to adjoining property. Obtain permission as necessary from the owners if there are requirements to erect scaffolding on or otherwise use adjoining property and pay all charges. Remove and make good on completion, or when directed. Bear the cost of repairing any damage arising from execution of the Works.

490 EXISTING STRUCTURES:

- Provide and maintain during the execution of the Works all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
- Support existing structure as necessary during cutting of new openings or replacement of structural parts.
- Do not remove supports until new work is strong enough to support the existing structure. Prevent oversteering of completed work when removing supports.

A35 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/ TIMING

110 SCOPE: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

120 DESIGN CONSTRAINTS:

None

130 METHOD/SEQUENCE OF WORK:

The Contractor is to comply with the Start and Completion dates given in A20.

140 ACCESS TO THE SITE: See section A12.

150 USE OF THE SITE: See section A12.

155 SCAFFOLDING: Ensure that access towers, scissor lifts and access equipment for the high-level works are erected early enough and/or dismantled late enough to suit the programmes of all subcontractors.

Ensure the access equipment does not impede access to building and entrances and fire escapes and any vehicular or pedestrian movement along the highway. Suitable protection is required to prevent items and dust falling to lower levels and with particular regard to protecting the lower floors.

Exclusion working zones to be created to segregate working areas from remainder of site, through the use of debris netted heras fencing with timber kick boards.

Scaffold & access equipment is only to be erected or dismantled when children are not on site.

Refer also to PART 3 - Schedule of Works.

All proposals are to be submitted to the CA for approval on location, appearance and general protection. Pricing for all necessary towers and all access equipment should be inserted here.

180 START OF WORK:

At both sites; 25th July - 2nd September 2022, 6-week construction programme

190 WORKING HOURS:

07.30 - 18.30 hours Monday to Friday for the works; noisy and/or works causing a vibration or any other nuisance to be prior to 9am and after 3.30pm.

NOTE: The above will be subject to the provisions of Local Authority and thus these hours may be restricted further. The Contractor is to comply fully with all such restrictions and no delays to the contract as a result of such restrictions will be entertained.

210 COMPLETION IN SECTIONS OR PARTS

- Where the employer is to take possession of any section or part of the works and such section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site, complete such other work in time to permit such possession to take place.
- During execution of the remainder of the works ensure that completed sections or parts of the work have continuous and adequate provision of services, fire precautions, means of escape and safe access.

A36 FACILITIES/TEMPORARY WORK/SERVICES

110 LOCATIONS: Inform CA of the intended siting of all spoil heaps, temporary works and services.

- 120 MAINTAIN, alter, adapt and move temporary works and services as necessary. Remove when no longer required and make good.
- 261 SANITARY ACCOMMODATION: Welfare facilities located within the building may be utilised by the Contractor providing these are kept clean and well maintained by the Contractor for the duration of the works and are thoroughly cleaned upon completion. The welfare facilities designated for the contractor's use will be identified by the building manager prior to commencement.
- 320 TEMPORARY FENCE(S):
Not required.
- 360 NAME BOARD:
- 371 Allow to erect McBains and Contractors name boards but only with the permission of the client instructed through the CA. Advertisements will not be permitted.
- 410 LIGHTING: During finishing work and inspection provide temporary lighting, the intensity and direction of which closely resembles that provided by the permanent installation or daylight, whichever is appropriate.
- 420 LIGHTING AND POWER: Electricity supply from the Employer's mains may be used for the Works as follows:
- Supply will be from existing incoming mains supply.
 - The Employer will not be held responsible for the effects of any failure or restriction in supply.
 - The Contractor will be responsible for all costs involved in the connection and temporary adaptation of the supply but will not be responsible for the supply cost providing the supply is utilised in an economic manner.
- 430 WATER from the Employer's mains may be used for the Works (avoidable waste excepted) as follows:
- Supply will be from existing incoming mains supply.
 - The Contractor will be responsible for all costs involved in the connection and temporary adaptation of the supply but will not be responsible for the supply cost providing the supply is utilised in an economic manner.
- 438 WATER RESTRICTIONS: If the water supply is or is likely to be restricted by emergency legislation, inform the CA without delay and ascertain the availability and additional cost of water from alternative sources.
- 445 TELEPHONES: Provide as soon as practicable a means of direct telephone communication with the Contractor's person-in-charge and facsimile.
- 461 TEMPERATURE AND HUMIDITY: The permanent heating installation may be used for drying out the Works and controlling temperature and humidity levels, but:
- The Employer does not undertake that it will be available.
 - The Contractor must take responsibility for operation, maintenance and remedial work, and arrange supervision by and indemnification of the appropriate Subcontractors and pay costs arising.
- 500 METER READINGS: Where charges for service supplies need to be apportioned ensure that meter readings are taken by relevant authority at possession and/or completion as appropriate. Ensure that copies of readings are supplied to interested parties, readings to be taken and issued on date of taking possession and date of handover.
- A37 OPERATION/MAINTENANCE OF THE FINISHED BUILDING**
- 111 THE BUILDING MANUAL:
- The Building Manual (incorporating the Construction Phase Plan and subtitled accordingly) is to be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely. The Contractor is required to obtain or prepare all the information to be included in the

Manual, produce the required number of copies of the Manual and submit them to the CA for checking by the Planning Supervisor and for delivery to the Employer.

- The Manual is to consist of the following three parts, sub sectioned as appropriate:

PART 1: GENERAL INFORMATION: Content as clause 121, the information being provided to the Contractor by the CA.

PART 2: BUILDING FABRIC INFORMATION: Content as clause 132, plus certain as-built drawings and other information provided to the Contractor by the CA.

PART 3: BUILDING SERVICES INFORMATION: Content as clause 143.

- The presentation of the Manual is to be as clause 151.
- A complete draft of the Manual must be submitted not less than one week before the date for submission of the final copies of the Manual. Amend the draft Manual in the light of any comments and resubmit to the CA. Do not proceed with production of the final copies of the Manual until authorised to do so by the CA.
- Final copies of the Manual: Provide the CA with 2 copies not less than two weeks before Practical Completion.

As-built drawings: Provide 2 copies on paper.

113 THE CONSTRUCTION PHASE PLAN is an information source and guide for the Employer and end users providing an understanding of the building and its systems and enabling it to be operated and maintained safely. Provide the Construction Design and Management Coordinator, with 2 copies of the information required below not less than two weeks before Practical Completion.

- Details of construction methods and materials which may present significant residual hazards with respect to cleaning, maintenance or demolition for all Contractor designed and performance specified work.
- A full description of each of the building services systems installed, written to ensure that the Employers staff fully understand the scope and facilities provided.
- Operating and maintenance instructions for all equipment and systems installed.
- Copies of manufacturers current technical literature and COSHH dated data sheets for all materials, plant and equipment selected by the Contractor.
- General maintenance instructions for all items of Contractor designed or performance specified work.
- As-built drawings recording details of construction for all Contractor designed and performance specified work.

121 THE BUILDING MANUAL PART 1: GENERAL INFORMATION must include:

- A description of the buildings.
- Details of ownership and all consultants and designers.
- Details of all Authorities plus copies of all consents and approvals obtained.
- Names, addresses, telephone and fax numbers of all contractors, subcontractors, suppliers and manufacturers.
- Any operational requirements and constraints of a general nature which are not relevant to other parts of the Building Manual.
- The fire safety strategy for the buildings(s) including drawings showing emergency escape routes, location of emergency and firefighting systems, services shut-off valves, switches, etc.

132 THE BUILDING MANUAL PART 2: BUILDING FABRIC INFORMATION:

Provide such information as is reasonably required by the Planning Supervisor including:

- Details of construction methods and materials which may present significant residual hazards with respect to cleaning, maintenance or demolition for all Contractor designed work and performance specified work.
- As-built drawings recording details of construction for all Contractor designed work and performance specified work.
- Copies of manufacturers current literature for all products for which the particular proprietary brand has been chosen by the Contractor, including COSHH dated data sheets and manufacturers recommendations for cleaning and maintenance.
- Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Copies of all test certificates and reports required in the specification.

143 THE BUILDING MANUAL PART 3: BUILDING SERVICES INFORMATION must include:

- A full description of each of the systems installed, written to ensure that the Employer's staff fully understand the scope and facilities provided.
- A description of the mode of operation of all systems including services capacity and restrictions.
- Diagrammatic drawings of each system indicating principal items of plant, equipment, valves etc.
- Legend for all colour-coded services.
- Schedules (system by system) of plant, equipment, valves, etc., stating their locations, duties and performance figures. Each item must have a unique number cross-referenced to the record and diagrammatic drawings and schedules.
- The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
- Manufacturers technical literature for all items of plant and equipment, assembled specifically for the project, excluding irrelevant matter and including detailed drawings, electrical circuit details and operating and maintenance instructions.
- A copy of all Test Certificates (including but not limited to electrical circuit tests, corrosion tests, type tests, works tests, start and commissioning tests) for the installations and plant, equipment, valves, etc., used in the installations.
- A copy of all manufacturers' guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Starting up, operating and shutting down instructions for all equipment and systems installed.
- Control sequences for all systems installed.
- Schedules of all fixed and variable equipment settings established during commissioning.
- Procedures for seasonal changeovers.
- Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.
- Lubrication schedules for all lubricated items.
- A list of normal consumable items.

- A list of recommended spares to be kept in stock by the Employer, being those items subject to wear or deterioration and which may involve the Employer in extended deliveries when replacements are required at some future date.
- Procedures for fault finding.
- Emergency procedures, including telephone numbers for emergency services.

151 PRESENTATION OF BUILDING MANUAL: The Manual is to be contained in a series of A4 size, plastic covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled. Selected drawings needed to illustrate or locate items mentioned in the Manual, where larger than A4, are to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings. The main set(s) of as-built drawings may form annex(es) to the Manual.

220 TRAINING OF EMPLOYER'S STAFF: Before Practical Completion explain and demonstrate to the Employer's maintenance staff the purpose, function and operation of the installations including all items and procedures listed in the Building Manual. Include for not less than one operating day for this purpose. Date to be pre-arranged with CA and Employer representative.

230 SPARE PARTS: At least two weeks before Practical Completion submit to the CA a schedule of spare parts that the Contractor recommends should be obtained and kept in stock by the Employer for maintenance of the services installations. State against each item the manufacturers current price, including packaging and delivery to site.

251 TOOLS: At Practical Completion provide two complete sets of tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Nominated Subcontracts) together with suitable means of identifying, storing and securing same.

A4 CONTRACTOR'S GENERAL COST ITEMS

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

For details of site accommodation required or made/not made available by the Employer see section A36.

110 SITE ACCOMMODATION

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

For details of services and facilities required or made/not made available by the Employer see section A36.

301 GENERAL ATTENDANCE ON NAMED SUBCONTRACTORS: State overheads and profit as a percentage for general attendance on named subcontractor on site.

310 ADDITIONAL SERVICES AND FACILITIES ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as appropriate:

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

120 HOISTS

140 TRANSPORT

250 ADDITIONAL MECHANICAL PLANT ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as required:

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

For details of temporary works required or made/not made available by the Employer see section A36.

110 TEMPORARY ROADS

120 TEMPORARY WALKWAYS

150 HOARDINGS, FANS, FENCING, ETC.

160 HARDSTANDING

170 TRAFFIC REGULATIONS

250 ADDITIONAL TEMPORARY WORKS ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as required:

A50 WORK BY OTHERS OR SUBJECT TO INSTRUCTION - Not Applicable

A51 WORK/PRODUCTS BY/ON BEHALF OF THE EMPLOYER - Not Applicable

A53 WORK BY STATUTORY AUTHORITIES/UNDERTAKERS - Not Applicable

A54 PROVISIONAL WORK / ITEMS

310 As set out within the Section 2 Schedule of Works

590 CONTINGENCIES: Include the provisional sums as set out within the Schedule of Works for each site for unforeseen eventualities; only to be expended at the express instruction of the CA.

<u>Preliminaries Collection</u>	£	--	p
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APPENDIX A
TENDER FORM



FORM OF TENDER

RE: REFURBISHMENT TO THE CHANGING ROOMS AND WC AT PERSEID UPPER SCHOOL & RAYNES PARK HIGH SCHOOL, LONDON BOROUGH OF MERTON

Having read the Conditions of Contract and Schedules of Work delivered to us, and having examined the drawings referred to therein, we hereby offer to execute and complete in accordance with the Conditions of Contract.

The whole of the works as described for the sum of

£.....

(in words).....

.....

.....

The works are programmed to commence on the 25th July 2022 and complete no later than the 2nd September 2022 (6 week construction programme). The Contractor must therefore price accordingly

A maximum lead in period of week(s) will be required, from acceptance of our offer, before works can proceed on site and we require a contract period of 6 weeks (or alternative weeks) to undertake the works on site.

Contractor to confirm their rate of OHP at%

(Note : The Tenderer is to state their proposed contract period).

Our offer will remain fixed and open for acceptance for a period of thirteen weeks from the date for return of tenders.

Should obvious errors in pricing or errors in arithmetic be discovered before acceptance of this offer in the priced Schedules of Work submitted by us, we agree that these errors will be dealt with in accordance with Alternative 2 of the "JCT Practice Note 6 - Main Contract Tendering".

Dated this.....day of..... 2022.....

Name.....

Position.....

Address.....

Signature.....

APPENDIX B
PCI DOCUMENT



Document
**Pre-Construction
Information Document
Multi-site Refurbishment
Scheme**

Project
**Perseid Upper & Raynes
Park High School**

Building/Asset/Site
Building

Client
**London Borough of
Merton**

Date
June 2022




Contact

Lewis McKenzie
l.mckenzie@mcbains.co.uk
+44 (0)20 7786 7900
mcbains.co.uk

DOCUMENT REFERENCE									METADATA	
61984	MCB	XX	XX	RP	Z	0001	S2	P1		
MCB NO.	PROJ. IDEN	ORIGINATOR	VOLUME/SYSTEM	LEVEL/LOCATION	TYPE	ROLE	NUMBER	STATUS	REVISION	

INTERNAL APPROVAL

This document prepared, reviewed and approved by:

Version	Date	Prepared By	Reviewed By	Approved By
1	07/06/2022	Madeleine Edwards	Lewis Mckenzie	Lewis Mckenzie
Signature for and on behalf of McBains Ltd				

REVISION HISTORY

Suitability	Revision	Version Date	Summary of Changes	Changes Marked
S4	P1	07/06/2022	Tender Issue	N/A
-				

DRAFT REPORT DISCLAIMER

When issued in draft, unless signed and countersigned by authorised individuals acting for and on behalf of McBains Ltd in relation to the development, as defined herein, the contents of this report are to be considered in draft form which have not been finalised or formally reviewed. Accordingly, the information contained herein, including the provision of any advice, should be taken only as an indication of that likely to be contained within the final report. McBains Ltd exclude all liability for actions undertaken in reliance of the draft information provided prior to the issue of the finalised report and reserve the right to amend the draft report information, advice and conclusions.

REPORT DISTRIBUTION

This document has been distributed to: -

Version	Format	Name	Business	Email Address
1	PDF	Various Contractors	Contractor	Various
1	PDF	Terry Parsons	Merton Council	terry.parsons@merton.gov.uk

DOCUMENT LOCATION

Ensure that this document is current. Printed documents and locally copied files may become obsolete due to changes to the master document.

The source of the master document can be found on the following:

"T:\61984 Merton Schools Maintenance 2022\3.0 DOCUMENTS\Specification\5. Perseid Upper & Raynes Park WC's and Changing Rooms"

MCBAINS CONTACT

Queries regarding the content of this report should be addressed to: -

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1.0 NATURE OF THE PROJECT

1.1 Names of the Client and the Project Team

1.1.1	The Client	Merton Council
	Address:	Merton Council Merton Civic Centre London Road Morden London SM4 5DX
	Principal Contact:	Terry Parsons
	Site Contacts:	Upper Perseid Primary School Jamie - 07854234591
		Raynes Park School TBC
1.1.2	The Principal Contractor	
	Address:	TBC
	Contact:	
	Telephone:	TBC TBC
1.1.3	Contract Administrator	
	Address:	McBains Limited
		5 th Floor 26 Finsbury Square London, EC2A 1DS
	Contact:	
	Email:	
	Telephone:	Lewis Mckenzie lmckenzie@mcBains.co.uk 0207 786 7900
1.1.4	Principal Designer	
	Address:	McBains Limited
		5 th Floor 26 Finsbury Square London, EC2A 1DS
	Contact:	
	Email:	
	Telephone:	Lewis Mckenzie lmckenzie@mcBains.co.uk 0207 786 7900

1.2 Health & Safety Policies

The successful delivery of the project is reliant on the management of the aspects relating to health and safety, as well as the normal constraints of cost, programme and quality. Merton Council put great emphasis on the controls for H&S on site as well as the importance of the projects being compliant with the CDM Regulations 2015.

A proactive culture will be encouraged to allow open communication regarding health and safety with all those involved from client to operatives so that the programme is delivered at the highest level of safety standards within the construction industry.

The Contractor shall append his own Health and Safety Policy to the Construction Phase Plan in Appendix A.

1.3 The Nature of the Project

1.3.1 General Description

The Works covered by this contract are the refurbishment works to be undertaken at two separate schools' sites in the London Borough of Merton.

Upper Perseid Primary School

1. Replacement of changing room/pool area vinyl flooring.
2. Replacement of blown MDF door frames.
3. Repair of blown plaster and extending Whiterock to provide waterproofing as necessary.
4. Undertake a drainage survey to ensure the pool is working efficiently.

Raynes Park Primary School

1. Boys and Girls toilets have leaks which has affected the sub floor in the girls' toilets and needs to be repaired.
2. Replacement to all the cubicle access panels.
3. Replacement of the flooring and WC sanitaryware.

The Contractor is to be aware that works are envisaged to be completed prior to the school children returning on the 5th September 2022. As such the Contractor will need to prioritise the works following appointment to ensure works can commence from the 25th July 2022 when the holidays start. Contractor will need to allow for liaising with the schools on regular basis and planning works meticulously to ensure programme is achieved.

Contractor to ensure there is no impact on the school's operation in addition to developing a detailed Construction Phase Plan. Works are expected to commence at the outset of the summer holiday period in late July 2022 and complete on the 2nd September 2022 at both schools. If the Contractor can complete sooner the better. All works must be completed and signed off by the Contract Administrator in good time prior to completion. Should works overrun the Contractor will be required to liaise with the schools to ensure disruption to the school's activities are minimised.

There are likely to be activities undertaken over the summer period and so the Contractor must liaise with the school for access to the playground area, in order to erect hoarding within these areas to prevent access by pupils.

We have been advised that there may be other contractors on-site undertaking smaller packages of work. Whilst these are not within areas near to the proposed works, the Main Contractor will need to liaise with them whilst fulfilling role of Principal Contractor under CDM Regulations 2015.

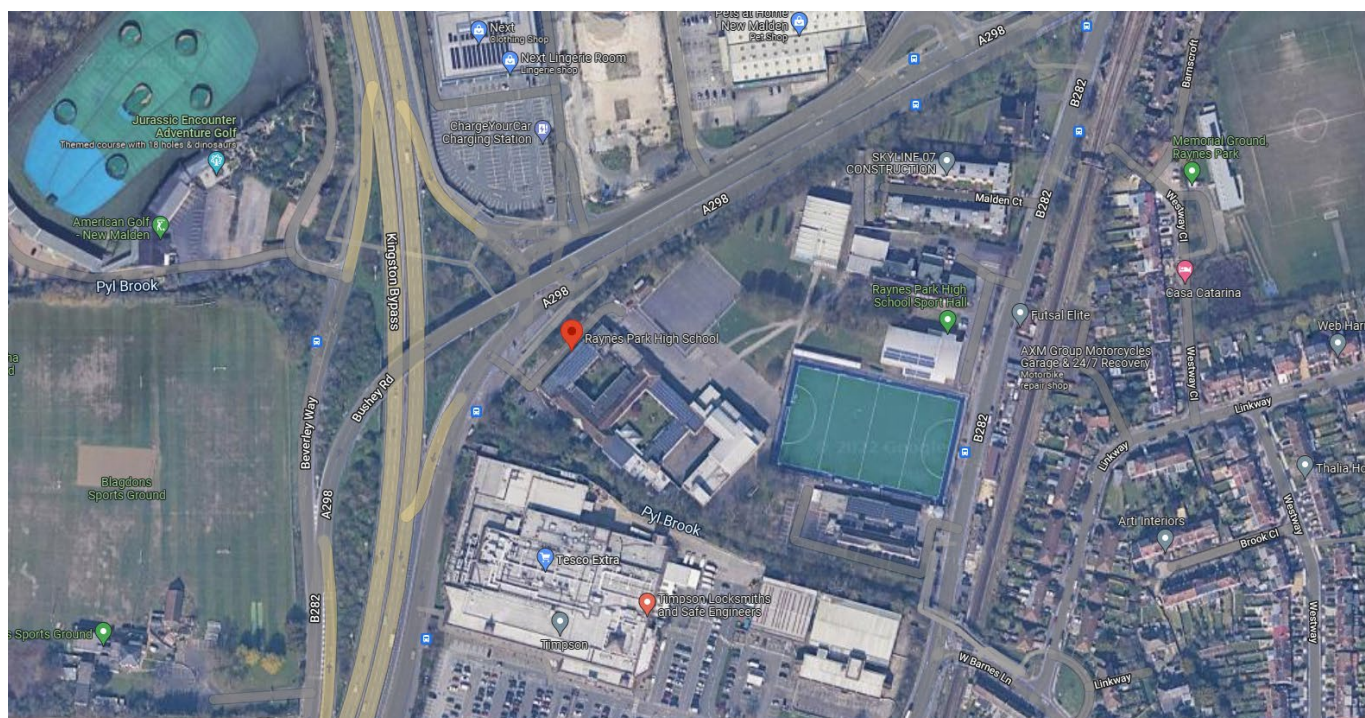
It is paramount that the Contractor allows for developing a sufficient Construction Phase Plan for the works to be executed in a safe and professional manner. In light of current events the Contractor will be expected to adhere to the school's COVID policy and adapting their activities as required.

The Contractor will be expected to provide their own welfare facilities on-site within the car park to each site in a location to be agreed with each school. Contractor will need to review and develop the logistics plans to ensure sufficient facilities are provided within a practical area compliant with the school's needs.

1.4 The Location and Layout of the Project



Location plan of Upper Perseid Primary School



Location plan of Raynes Park High School

1.4.1 The Site Location

Perseid Upper School, Middleton Road, Morden, Surrey, SM4 6RU

Raynes Park High School, Bushey Rd, London SW20 0JL

1.5 The Nature of the Construction Work

1.5.1 General Description of the Construction Work

Upper Perseid Primary School

Replacement of changing room/pool area vinyl flooring.

Replacement of blown MDF door frames.

Repair of blown plaster and extending Whiterock to provide waterproofing as necessary.

Undertake a drainage survey to ensure the pool is working efficiently.

Raynes Park Primary School

Boys and Girls toilets have leaks which has affected the sub floor in the girls' toilets and needs to be repaired.

Replacement to all the cubicle access panels.

Replacement of the flooring and WC sanitaryware.

The contractor shall meet all requirements set out in this document, and the main tender specification document.

1.5.2 General Description of Buildings

Both of the schools are mix of traditional and concrete frame structures provided, both single and two storey, surrounded by soft and hard landscaped surfaces.

The sites are located within built-up residential areas in Mitcham, South London.

1.6 Timescales for Completion of the Project

1.6.1 Project Programme

The anticipated provisional Project Programme is as follows: -

Issue of tender documents to Contractors	Early June 2022
--	-----------------

Client Review and appointment	Late June 2022
-------------------------------	----------------

Works on Site	25th July 2022
---------------	----------------

Completion	2nd September 2022
------------	--------------------

Min. time between appointment of Principal Contractor & start on site:	6 weeks
---	---------

2.0 THE EXISTING ENVIRONMENT

2.1 The Sites and Surrounding Land Uses

2.1.1 The Sites

Perseid Upper School

The primary school is located within a built-up residential area in Morden, South London. The buildings on-site are a mixture of single and two storey. The site itself is quite restricted in terms of access due to the site being fenced off and the Contractor will need to develop the Logistics Plan provided in order to provide site setup.

Raynes Park High School

The high school is located on the A3 in New Malden, South West London, with retail park and Tesco Extra neighbouring the property. The site consists of a number of low-rise buildings provided with a mixture of flat and pitched roofs. The site itself is quite restricted in terms of space and the Contractor will need to develop the Logistics Plan provided in order to provide site setup.

2.1.2 The Surrounding Land Use

The sites are located in urban residential areas within the Modern area, South London. Raynes Park High is adjacent to the A3 and has a mixture of land users.

The Contractor is deemed to have noted site particular details and included for any financial consequence within the Tender Submission.

2.2 Existing Services

The buildings are served by water, gas and electrical supplies. The Principal Contractor shall take all practical steps to avoid damage to 'Statutory Bodies' services or apparatus and the potential hazard to the site operatives, staff and public, which might arise. He shall, before opening up any section of the site for hoarding, demolition / construction operations, site accommodation or any other purpose, locate the exact position of all existing services and apparatus by liaising with statutory authorities and any historical information provided by the Clients team. The Contractor is to ascertain the route of all current services as necessary.

The Principal Contractor shall protect, uphold and maintain all pipes, ducts, service mains, overhead cables, etc during the execution of the works so as not to jeopardise the health and safety of site operatives, staff, visitors or the general public. If any damage to services results from the execution of the works, the Contractor shall immediately notify the Client. The Contractor shall be liable for any damage due to any cause within his control.

The Contractor shall make temporary connections to the existing electric, water and heating supplies as agreed with the facilities manager in a way that ensures safety of others. The Contractor will be responsible for all temporary services throughout the duration of the works and for taking back and capping off on completion of the works, inc any making good works that may arise.

2.3 Existing Traffic Systems

2.3.1 Access Road and Contractor's Vehicles

Contractor to utilise vehicle access gates to the school entrance in order to access the site. A proposed Logistics Plan has been appended to the tender documents for the Contractor to take note of and develop. It is currently envisaged that the Contractor will be able to make use of the Car Park during the summer holiday period. The Contractor will be provided with the area highlighted on the plans for site setup.

The Contractor must not block the entrances or fire escapes at any time and must move their vehicles as necessary upon any reasonable request from the Client, residents, other contractors, or maintenance teams working on site. The surrounding residential roads incorporate a mixture of restricted and unrestricted parking. No parking costs incurred will be reimbursed to contractors or subcontractors.

2.3.2 Contractor's Personnel and Site Visitors

The Contractor will be responsible for storing this information on-site and for keeping a daily site register for all staff and visitors on-site.

All operatives on arrival and before departure shall sign in and out accordingly, and shall further comply with the following procedures:

- i) All Contractors must sign the signing in book kept by the Site Manager upon entry to the site. ID must be clearly worn at all times on site.
- ii) Each operative is to report to the Site Manager on arrival and prior to departure from the site.
- iii) Each operative is fully inducted to the site rules by the Site Manager which is to include details on procedures and emergency escape, assembly points etc.
- iv) The contractors must ensure that any welfare facilities provided for use by the school are kept clean daily and upon completion of the project a deep clean must be undertaken to the welfare facilities.
- v) The Contractor shall take all necessary precautions during the execution of the works to maintain the security of the premises.
- vi) The Contractor shall be responsible for the security of all plant and materials provided for the execution of the works and shall make good any damage or loss at his own expense.
- vii) All personnel and visitors must be provided with adequate clothing, goggles, hard hats, protective footwear, etc
- viii) No smoking on-site at all times.

2.3.3 Vehicular Transitional Hazards

The Principal Contractor will be expected to include within the Construction Phase Health and Safety Plan proposals for traffic management and access to the site. The Principal Contractor is expected to review the existing site rules and traffic management procedures in advance of commencing works and will be expected to detail these back to all operatives prior to works commencing on-site and at toolbox talks.

The Principal Contractor must ensure that no deliveries are made around the busy operating periods of the schools where possible in order to try and not cause congestion within the access

points and car park. The Principal Contractor will also be expected to ensure that all delivery drivers are made aware of the site traffic rules with regards to speed and taking extra precautions with regards to pedestrians and children. It is vital that for any large vehicles that the Contractor provides a banksman from the entrance down to the site compound and on return, to ensure the safety of the public and school occupants at all times. The location of skips to be agreed with the school if deemed required.

2.3.4 Pedestrian Transitional Hazards

The Contractor is advised of the requirements for vehicle access into and around site to be maintained at all times during the project. Temporary signage, lighting and barriers etc must be erected and maintained by the contractor to ensure the safety of the operatives, visitors and the general public as necessary throughout the project.

The Contractor will be expected to regularly sweep and wash down all external areas to ensure high levels of cleanliness and tidiness are maintained, in addition to ensuring the safety of the staff and children on site.

2.3.5 Contractor's Deliveries

The Contractor is to ensure that deliveries are programmed sensibly and in a manner that causes as little disruption as possible to operation of the school as detailed previously within this document.

The Contractor is to be aware that there may be activities taking place over the holiday period at the school with children present and using the main playground. As such deliveries into the site need to be meticulously managed with the Caretaker to ensure limited impact on the school and so it is paramount that the Contractor allows for developing a sufficient Construction Phase Plan in order for works to be executed in a safe and professional manner.

All details to be included in the Construction Phase Plan.

2.3.6 Asbestos

N/A given scope of works proposed.

3.0 EXISTING AND TENDER DRAWINGS

3.1 Existing Drawings

Refer to the Tender Documentation which contains existing layout plans.

3.2 Tender Drawings

Please refer to the Tender Documentation which contains all proposed layout plans for the works.

4.0 THE DESIGN

4.1 Designer's Risk Assessment

Appendix E contains the Risk Assessments prepared by the Design Team. The Principal Contractor is to consider and make provision to minimise the identified risks during the construction phase. The Designer's schedule will not be an exhaustive list and the Principal Contractor should exercise due care and diligence throughout the works together with continued liaison with the Principal Designer as required for Design Amendments which may affect Health and Safety issues.

4.2 Principal Contractor's Method Statement

The Principal Contractor is informed that the following Method Statements are to be provided prior to commencement of the works. This is not intended to be an exhaustive list and the Contractor should also develop this as circumstances require: -

- 1 Method and sequence of carrying out the construction operations
- 2 Dealing with the isolation and re-connection and recommissioning of existing services - water, electricity etc. and any temporary installations.
- 3 Delivery, Storage and Removal of Materials (including waste) and Work Equipment given the shared access routes and communal areas shared with the building occupants.
- 4 Control and management of noise, dust and vibration
- 5 Site security
- 6 Working within occupied and functioning school with young children e.g. risks and accidents prevalent to staff, children and visitors alike by the process of construction operations, deliveries to site etc
- 7 Undertaking works at height
- 8 Undertaking works adjacent to the public highways and residential parts
- 9 Safe Working Site Operating Procedures (SOP) in relation to Covid-19

4.3 Contractors Design

- 4.3.1 The Contractor is required to produce a programme for the development of the scheme to allow sufficient time for approval by the Principal Designer and Contractor Administrator before commencement. The programme must show a full breakdown of the anticipated dates, sequence and timescales for the works. Furthermore, the programme should show any lengthy lead in periods for products included within the contract.

4.3.2 Risk Assessments will be required and shall demonstrate that proper analysis techniques have been employed to the reasonable satisfaction of the Principal Designer.

4.4 Health and Safety File

4.4.1 Information required for the preparation of the file by the Contractor;

- Table of Contents
- Contractual and Legal Information
- Description of works carried out.
- Details of design and construction team.
- Specification, existing and 'as built' drawings.
- Details of capped services, drains etc,
- Details and location of any underground structures capped or filled in.
- Full information in respect of service operation and maintenance manuals and information and all trade literature with regard to installed materials and equipment.
- All certificates relating to completion of elements of the work.
- All subcontractors details
- All specialist information
- All maintenance information
- COVID-19 Policy

A reminder list will be provided, as the contract reaches completion by the Principal Designer.

4.4.2 Certificate of Completion

On Practical Completion of the project, the completed Construction Phase Plan and Health and Safety File information is to be passed to the Principal Designer for review and approval. Completion is dependant on the passing over of this documentation.

On passing over the documents they must be signed off by the Principal Designer and the certificate appended to the Plan.

Information necessary for the completion of the file should be passed to the Principal Designer as it becomes available in a continuous basis throughout the construction period.

5.0 CONSTRUCTION MATERIALS

5.1 COSHH Assessments

The majority of the materials required for this project are not unusual and should be familiar to a competent Principal Contractor. The Contractor is to provide COSHH Assessments for all materials subject to control, prior to their use on site.

Generic material COSHH assessment requirements are to be scheduled in Appendix D, Part 1.

Specific material COSHH assessment requirements are to be scheduled in Appendix D, Part 2 which shall identify any unusual risks associated with materials to be used on this project.

Neither list should be regarded as exhaustive, and the Contractor will be required to develop these lists from time to time in accordance with his particular working method and material/manufacturer supply options and changes.

5.2 Special Precautions for Processes

The Principal Contractor shall ensure that all requirements to control the noise, vibration and dust levels and other potential nuisances which may create a health and safety hazard produced by his operations on site are strictly complied with.

The contractor is to note the works will be performed within a 'live' and operational school building and therefore the management and control of noise, dust and vibration will be critical to the success of the project. The selected contractor will need to ensure that adequate measures are taken to segregate the working areas and access routes from other adjacent areas, using hoardings and / or other types of protection for the duration of the project. It may also be a requirement for the selected contractor to undertake any noisy works or isolations outside of normal working hours, subject to further confirmation and agreement with the Contract Administrator.

5.3 Prevention of Noise and Hearing Conservation

The Principal Contractor shall comply with BS 5228: 1997 Code of Practice for Noise Control on Building and Demolition Sites and all amendments thereto, and the Noise at Work Regulations 1989 as amended. In addition, every effort must be made to ensure that noise does not disrupt present occupiers, neighbours, passers-by or the public at large.

6.0 SITE WIDE ELEMENTS

6.1 Temporary Site Accommodation

The Contractor must provide his own welfare facilities to location agreed between all parties prior to works commencing on-site. The Contractor will be able to make use of existing services on site but will however be responsible for making all connections and ensuring these have been carried out safely (no trip hazards etc).

The Contractor must ensure, so far as is reasonably practicable, that the generation of dust, fumes and smoke is kept to a minimum throughout the course of the Contract.

6.2 Emergency Services

The Construction Phase Plan shall include full details of emergency procedures, First Aid equipment and location of trained personnel.

The location of the nearest **A&E hospital** to Raynes Park High School is;

Kingston Hospital
Galsworthy Road
Kingston upon Thames
KT2 7QB

The location of the nearest **24-hour police station** to Raynes Park High School is;

Kingston Police Station
5-7 High Street
Kingston upon Thames
KT1 1LB

The location of the nearest A&E hospital to Perseid Upper School is;

St Helier Hospital
Wrythe Lane
Sutton, Carshalton
SM5 1AA

The location of the nearest 24-hour police station to Perseid Upper School is;

Kingston Police Station
5-7 High Street
Kingston upon Thames
KT1 1LB

The Contractor should include maps of these locations in their Construction Phase Plan.

6.3 Contractor's Welfare Facilities

The Contractor should make arrangements for providing their own welfare facilities within the compound/site setup area previously noted.

6.4 Plant & Materials

Plant and material storage areas on site must be agreed with the Principal Designer and the Contract Administrator before commencement of the works. The Contractor is to ensure that the storage of plant and materials do not hinder the pedestrian access through the site or surrounding buildings.

6.5 Traffic and Pedestrian Routes

Existing traffic and pedestrian routes are addressed in Section 2.3 above.

6.6 Security Arrangements

Unauthorised access must be prevented during and out of normal working hours. Site personnel and visitors must be controlled as in 2.3.2.

The Contractor is to carefully plan works to the existing security system so that it is maintained at all times during the works when the building is not in operation.

The Contractor is to ensure that all regular site personal (site manager, foreman, regular trades) hold valid DBS Certifications prior to and throughout the duration of the works on-site. The Contractor will be responsible for obtaining all DBS Certifications including cost and will be responsible for applying and obtaining in good time prior to commencement of works. As such the Contractor will be expected to issue applications where required as soon as they have received confirmation of appointment from the Contract Administrator. The Contractor is expected to supply details of current DBS Certified staff as part of their tender submission.

7.0 OVERLAP WITH THE CLIENT'S REQUIREMENTS

7.1 Occupied Premises

The Contractor is advised the subject premises and access routes are occupied and will remain occupied and 'live' for the duration of the works so noise and vibration should be kept to a minimum throughout the course of the Contract. Any site storage must be protected at all times and the Contractor is to pay particular attention to site tidiness at all times. The areas around the site are to be kept free from building rubbish, spoil and materials at all times. Summer camps will run during holiday periods so the school will be occupied outside term times.

The Contractor is to maintain free and safe access to fire escapes and designated access routes for building occupants, visitors and site labour workforce.

The Contractor must prepare a Fire Action Plan identifying assembly points, fire drill details and emergency procedures which should be submitted for approval, prior to the commencement of works as required under Section 8.1.7.

The Principal Contractors Fire Strategy must, in liaison with the building management team, be coordinated with existing arrangements within the building, e.g. to ensure that evacuation alarms are effectively communicated and that building fire detection/protection systems and arrangements are not compromised.

The Contractor must ensure, so far as is reasonably practicable, that the risk of the outbreak of fire is kept to a minimum throughout the course of the works Contract. The Principal Contractor is to maintain his own fire precautions within his works areas in accordance with the standards set out in Construction Confederation and Fire Protection Association publication 'Fire protection on construction sites. Joint code of practice', as applicable.

7.2 Limits of Access

The Contractor shall confine his operations to the vicinity of the works. No flammable materials are to be stored within the curtilage of the site.

7.3 Site Working Hours

Normal working hours: 08:00-17:00 hours Monday to Friday for the works; noisy and/or works causing a vibration or any other nuisance may be taken forward during the working day. Works outside of these agreed hours are to be agreed in advance by the Client/CA.

NOTE: The above will be subject to the provisions of the Local Authority and thus these hours may be restricted further. The Contractor is to comply fully with all such restrictions and no delays to the contract as a result of such restrictions will be entertained.

All works are to be programmed to cause minimum disturbance to other occupants, works may have to cease at critical times. Any variations to this must be in accordance with an agreed procedure to ensure a satisfactory level of site control and safety management is maintained. This procedure must be agreed with the Principal Designer.

7.4 Client Liaison

The contractor is expected to liaise with the client regularly in order to ensure that they are kept aware of any expected disruption, large deliveries etc.

8.0 SITE RULES

8.1 The Site of the Works

- 8.1.1 Visitors to the site will be required to report to the Principal Contractor and shall not be permitted to move about on site unattended. All contractors' personnel are to have ID on display at all times. All contractors working on site must understand the site rules and site management procedures.
- 8.1.2 Site manager to ensure that any person using machinery or equipment holds the appropriate operating certification necessary or, as a minimum is adequately instructed/ trained.
- 8.1.3 All operatives to wear hard hats and safety footwear. Gloves, dust masks, eye and ear protection and any other personal protective equipment to be worn whenever appropriate.
- 8.1.4 All accidents must be reported and entered in the accident book. All accidents resulting in injury or damage to equipment must be recorded. Accidents to be reported to the Principal Designer. (Ongoing procedure to be maintained). The telephone number for the nearest hospital is to be available on site.
- 8.1.5 Only qualified scaffolders to erect adjust and dismantle scaffold. Scaffold must be checked at regular intervals.
- 8.1.6 The lighting of fires on the site will not be permitted. No smoking will be permitted on the site to limit the risk of fire.
- 8.1.7 Procedures for the emergency evacuation of the site and for the call-out of emergency services must be established, agreed with the Principal Designer and incorporated within Appendix I, Section 4 of the document. A comprehensive Fire Plan must be generated by the Principal Contractor (approved by the fire officer) and included within Appendix B.
- 8.1.8 The use of radios, MP3 players or the like will not be permitted anywhere on the site, unless it can be shown that this will not generate a potential hazard or nuisance.
- 8.1.9 Strict zero tolerance policy on engaging with pupils at the school.
- 8.1.10 Project signboards to be displayed at all times during construction to provide contact telephone numbers in case of emergency i.e. contact outside normal hours.

8.2 Sub-Contractors Safety Records/Previous Convictions

- 8.2.1 The Contractor must enquire as to the details of the Health and Safety record of any proposed sub-contractor prior to arrangements being undertaken to employ the sub-contractor. This must include statistics of accidents or incidents over the last two years, details of any prohibition notices service by the Health and Safety Executive, and also details of any prosecutions.
- 8.2.2 The Contractor must declare to the Principal Designer details of any Health and Safety convictions of any personnel, prior to the commencement of work of these personnel, or any unsatisfactory Health and Safety record of any sub-contractor to be employed on the works prior to their appointment.

- 8.2.3 Personnel or Contractors with unsatisfactory safety records or working practices will not be permitted to work on the site without evidence of subsequent re-training.

9.0 CONTINUING LIAISON WITH THE PRINCIPAL DESIGNER

9.1 Continued Liaison

With regard to on-going liaison with the Principal Designer the following issues must be clearly addressed: -

- 9.1.1 Procedures for communications between the project team designers, other contractors and site operatives.
- 9.1.2 Procedures and a programme for the development of Contractor Design items and continued liaison with the Principal Designer.
- 9.1.3 Details of the contractors internal or external Health and Safety Consultants together with a schedule of their duties and a programme to provide or complete outstanding issues and approve method statements, working practices and site safety issues.

9.2 The Construction Phase Plan

- 9.2.1 The Principal Contractor shall develop this document in order to incorporate a detailed statement describing the organisation and resources which the Contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of sub-contractors and of any person who may be affected by the works. In addition, the Construction Phase Health and Safety Plan shall include the details stipulated in the appropriate Appendices.
- 9.2.2 The detailed requirements of the Construction Phase Health and Safety Plan shall meet are scheduled in Appendix I.
- 9.2.3 (Note: Reference to design matters may be omitted if no Contractor Design is required).
- 9.2.4 The developed Construction Phase Health and Safety Plan must be submitted to the Contractor Administrator not less than seven days before the proposed date for start of construction work. Construction work shall not commence until the Principal Designer has confirmed in writing that in his view the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.

9.3 Footnote

- 9.3.1 The Construction Phase Plan is an important document and shall be kept on site at all times. It shall be brought to the attention of all management, senior and other staff as relevant to their tasks and duties and maintained in an easily accessible and prominent position for reference by all site operatives.
- 9.3.2 The Form F10 (Notification to the Health and Safety Executive) shall be displayed on site in a prominent position in accordance with the Regulations.
- 9.3.3 It is essential that the Pre-Construction Information is fully developed by the Contractor for the Construction Stage prior to commencement of the works on site. If in any doubt as to your responsibilities in this respect, please contact the Principal Designer.

APPENDIX A **HEALTH AND SAFETY POLICY STATEMENTS**

The Contractor is to insert their own Health and Safety Policy.

APPENDIX B **FIRE PLAN**

To be inserted by the Contractor

APPENDIX C

EXISTING SITE SERVICES INFORMATION

To be inserted by Contractor

APPENDIX D

GENERIC AND SPECIFIC COSHH ASSESSMENTS

To be inserted by Contractor

APPENDIX E

DESIGNER RISK ASSESSMENTS

Designer: McBains							Project: Perseid Upper and Raynes Park High School Refurbishment Scheme			
Job No. 61984							Date: June 2022			
Ref. No.	Activity / Element	Potential Hazards	Population at Risk	Risk Rating			Action at Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
1.	High level works	Risk of personal fall. Risk of falling equipment	General contractors	M	M	M	Inform site management.			Use of appropriate high-level access suitable for task to hand. Daily assessment to ensure there are no faults. Principal Contractor to provide Method statement, safety signage and barriers.
2.	Loose fabric falling	Risk of personal injury from impact	General contractors	L	H	M	Inform site management.			Assessment to be carried out following erection of high-level access to review condition of high-level masonry.

Designer: McBains							Project: Perseid Upper and Raynes Park High School Refurbishment Scheme			
Job No. 61984							Date: June 2022			
Ref. No.	Activity / Element	Potential Hazards	Population at Risk	Risk Rating			Action at Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
3.	Evacuation under fire alarm conditions.	Blocking of escape routes.	General, Contractors	L	M	L	Inform design/ construction teams by issue of this document. Issue of drawings indicating fire escape routes.			Ensure exit routes are kept clear of materials, equipment, and debris at all times. Ensure fire routes are clearly identified. Communicate requirements to all site operatives. If blocking of escape route unavoidable during course of work, ensure alternative well-defined route exists. Principal Contractor to provide method statement on maintaining fire escape routes. Portable fire extinguishers to be provided adjacent to risk areas
4.	Manual Handling	Musculo-skeletal Injuries. Risk of falling equipment.	General contractors	L	M	M	Specify equipment of modular or sectioned components. Position equipment in accessible locations.			Allow sufficient space for installation. Allow for mechanical handling equipment to be utilised. Program building works to maximise access.

L = Likelihood (low, medium, high)

S= Severity (low, medium, high)

R = Risk (likelihood x severity)

APPENDIX F

CONTRACTOR'S RISK ASSESSMENT

To be inserted by Contractor

APPENDIX G

METHOD STATEMENTS AND PERMITS TO WORK

To be inserted by Contractor

APPENDIX H

SITE SAFETY MANAGEMENT STRUCTURE AND CONTROLS

To be inserted by Contractor

APPENDIX I

GUIDANCE NOTES FOR THE PREPARATION OF THE CONSTRUCTION PHASE PLAN

1.0 CONTRACTOR AND SITE SAFETY MANAGEMENT

- A copy of the Contractor's Health and Safety Policy Document.
- Accident and illness records for the past five years. A statistical analysis will suffice, provided the location of the full records is identified
- Records of previous Health and Safety Executive enforcement action and actions and retraining taken to prevent any re-occurrence.
- The number and type of staff responsible for Health and Safety on this project with details of their qualifications, a schedule of their duties and contact numbers (emergency and normal). A specific and suitably qualified individual must be identified to take overall responsibility for site safety issues including the approval of Method Statements, permits to work and liaison with the Planning Supervisor.
- Method Statements related to the hazards identified in the pre-tender Health and Safety Plan and/or statements on how the hazards will be addressed and any other significant hazards identified by the Contractor. If these cannot be provided prior to commencement, then a detailed programme for the production of this information must be agreed prior to commencement.
- Selection procedures for ensuring competency of other contractors, the self-employed and any designers.
- Procedures and a programme for the development of Contractor Design items and continued liaison with the Planning Supervisor.
- Procedures for carrying out risk assessment and for managing and controlling the risks identified.
- Arrangements for consulting with and taking the views of people on site in respect of safety or perceived safety issues.
- Arrangements for preparing or modifying site rules, drawing them to the attention of those affected and ensuring their compliance by regular checking and controls.

CONSTRUCTION WORKS CONTROLS

- Details of the location and arrangements for issue, instructions and use of personal protection equipment. Procedures for ensuring that all persons on site have received relevant Health and Safety information and any necessary or required training for the equipment to be used.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for ensuring that proper site safety records are maintained.
- Emergency procedures including fire precautions
- Arrangements for welfare facilities, including First Aid equipment location, name of first aider, location of local hospital and emergency telephone.
- Any other matters which the Contractor or Principal Designer identifies as relevant

INFORMATION

- Sections 2,3,4 following amplify the above requirements, Section 5 suggests an Agenda for the regular site safety meetings.

2.0 PRINCIPAL CONTRACTOR AND SITE SAFETY MANAGEMENT/ORGANISATION

2.1 This section is to be completed by the Principal Contractor and is to be submitted to the Principal Designer for approval in accordance with Item 9.1.

2.2 This section of the document shall include, but is not necessarily restricted to the following information:

- | | | |
|----|--|---|
| a) | Contractor's site organisational structure for Health and Safety issues and ongoing Health and Safety Management and Review. | I |
| b) | CVs of Management and Safety Personnel for the project. | I |
| c) | Design team contact list and a programme for resolution of outstanding design users. | F |
| d) | Main contractors and sub-contractors contact list. | H |

- | | | |
|----|---|---|
| e) | Details of the contractors internal or external Health and Safety Consultants together with a schedule of their duties and a programme to provide or complete outstanding issues and approve method statements, working practices and site safety issues. | H |
| f) | Records and proposals for training in Health and Safety related to the project. | B |
| g) | Programme for Health and Safety Meetings and Reviews. | I |

3.0 CONSTRUCTION WORKS CONTRACTS

3.1 This section is to be completed by the principal contractor and is to be submitted to the Principal Designer for approval, in accordance with item 9.1.1.4.

3.2 This section of the document shall include, but is not necessarily restricted to, the following information: -

- | | | |
|----|---|-----|
| a) | References to any hazardous Construction Materials, components and substances to be used. | E |
| b) | Plant and machinery to be utilized, particular safety controls thereof and needs for operator training. | I |
| c) | Hazard/Risk Assessment procedures | F&G |
| d) | Site layout and location of storage, parking and welfare facilities | I |
| e) | Temporary access arrangements and site security/visitor controls | I |
| f) | Identification of Method Statements required, controls and programme for production, where these cannot reasonably be in place prior to commencement. | H |
| g) | Details of sub-contractors' compliance with Health and Safety Policy and Safety Plan. | H |
| h) | Health and Safety records to be maintained or HSE Forms to be completed during the works. | I |

4.0 EMERGENCY/UNFORESEEN CIRCUMSTANCES

4.1 This section is to be completed by the Principal Contractor and is to be submitted to the Principal Designer for approval in accordance with item 9.2.

4.2 The section of the document shall include but is not necessarily restricted to the following information:

- a) Details of procedures in event of a fire (Contractor to incorporate a comprehensive Fire Plan in Appendix B of the Document which must include plans demonstrating means of escape routes and assembly points). The Fire Plan should be in accordance with the Code of Practice for Fire Prevention on Construction sites and buildings undergoing renovation. C

Arrangements to review regularly and develop it to suit the changing circumstances on site.

- b) Names of site First Aid persons and Fire Wardens. B&C

- c) Details of local hospitals and Accident Units. B

- d) Reporting procedure for accidents, First Aid station, location details, location of accessible emergency telephone. B

- e) Reporting and investigation procedure for accidents/dangerous events. B

5.0 SAFETY MEETINGS

5.1 This section is to be completed by the Principal Contractor and is to be submitted to the Principal Designer for approval in accordance with item 9.2.

5.2 The Principal Contractor shall hold regular meetings to ensure that the Safety Plan is being followed and that any amendments are agreed with the Principal Designer. The following items are to be completed by the Principal Contractor and included in the Health and Safety Plan.

- a) Date of first Safety meeting
- b) Dates of subsequent meetings
- c) Names of parties to attend these meetings

Safety meeting to include a report by the Site Safety Officer. The Draft Safety Meeting Agenda to include but not be limited to the following issues: -

- 1. Parties present and responsibilities
- 2. Project information/Changes/Safety Plan review
- 3. Review of High-Risk Activities and Risk Assessments.
- 4. Review of Plant needs/Temporary Electrics/Operator training.
- 5. Review of Fire Plan
- 6. General Reviews:
 - i) Temporary Accommodation
 - ii) Storage
 - iii) Fire Fighting Equipment
 - iv) Hot Work or other Work Permits issued
 - v) Method Statement and Permit to work operation
 - vi) Sub- Contractors Approved and Compliance
 - vii) Site services - Temporary and Existing
 - viii) Review of Security and Visitor Controls
 - ix) Safety Training Requirements
 - x) Other issues identified by the Contractor

APPENDIX C
EXISTING FLOOR PLANS

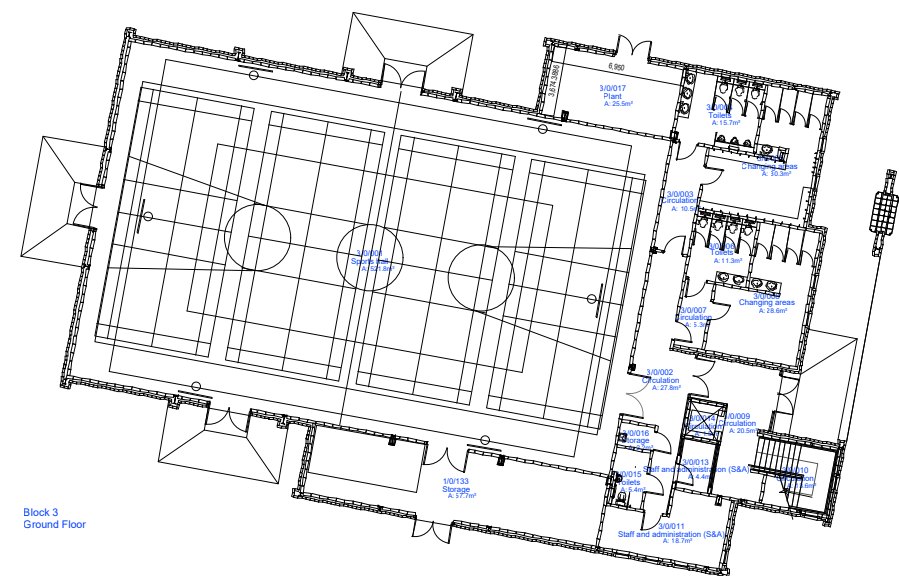
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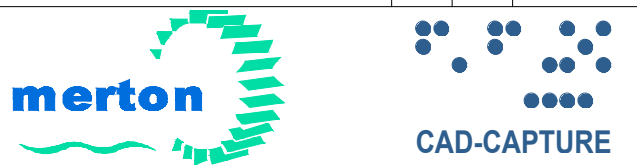
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Room No.	Description
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491	OFFICE
492	OFFICE
493	OFFICE
494	OFFICE
495	OFFICE
496	OFFICE
497	OFFICE
498	OFFICE
499	OFFICE
500	OFFICE



Room Schedule	
Room No.	Description
501	RECEPTION
502	OFFICE
503	OFFICE
504	OFFICE
505	OFFICE
506	OFFICE
507	OFFICE
508	OFFICE
509	OFFICE
510	OFFICE
511	OFFICE
512	OFFICE
513	OFFICE
514	OFFICE
515	OFFICE
516	OFFICE
517	OFFICE
518	OFFICE
519	OFFICE
520	OFFICE
521	OFFICE
522	OFFICE
523	OFFICE
524	OFFICE
525	OFFICE
526	OFFICE
527	OFFICE
528	OFFICE
529	OFFICE
530	OFFICE
531	OFFICE
532	OFFICE
533	OFFICE
534	OFFICE
535	OFFICE
536	OFFICE
537	OFFICE
538	OFFICE
539	OFFICE
540	OFFICE
541	OFFICE
542	OFFICE
543	OFFICE
544	OFFICE
545	OFFICE
546	OFFICE
547	OFFICE
548	OFFICE
549	OFFICE
550	OFFICE
551	OFFICE
552	OFFICE
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567	OFFICE
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575	OFFICE
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577	OFFICE
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580	OFFICE
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586	OFFICE
587	OFFICE
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589	OFFICE
590	OFFICE
591	OFFICE
592	OFFICE
593	OFFICE
594	OFFICE
595	OFFICE
596	OFFICE
597	OFFICE
598	OFFICE
599	OFFICE
600	OFFICE

Raynes Park High School
4052
Site Area: 39725.6
Gross External Area: 14120.3
Gross Internal Area: 13276.4
Total Floor Area: 12358.1
Net Internal Area: 8878.1

00	Initial Supply	CC	ARB	10/04/2013
Rev	Description	Drm	Chk	Date



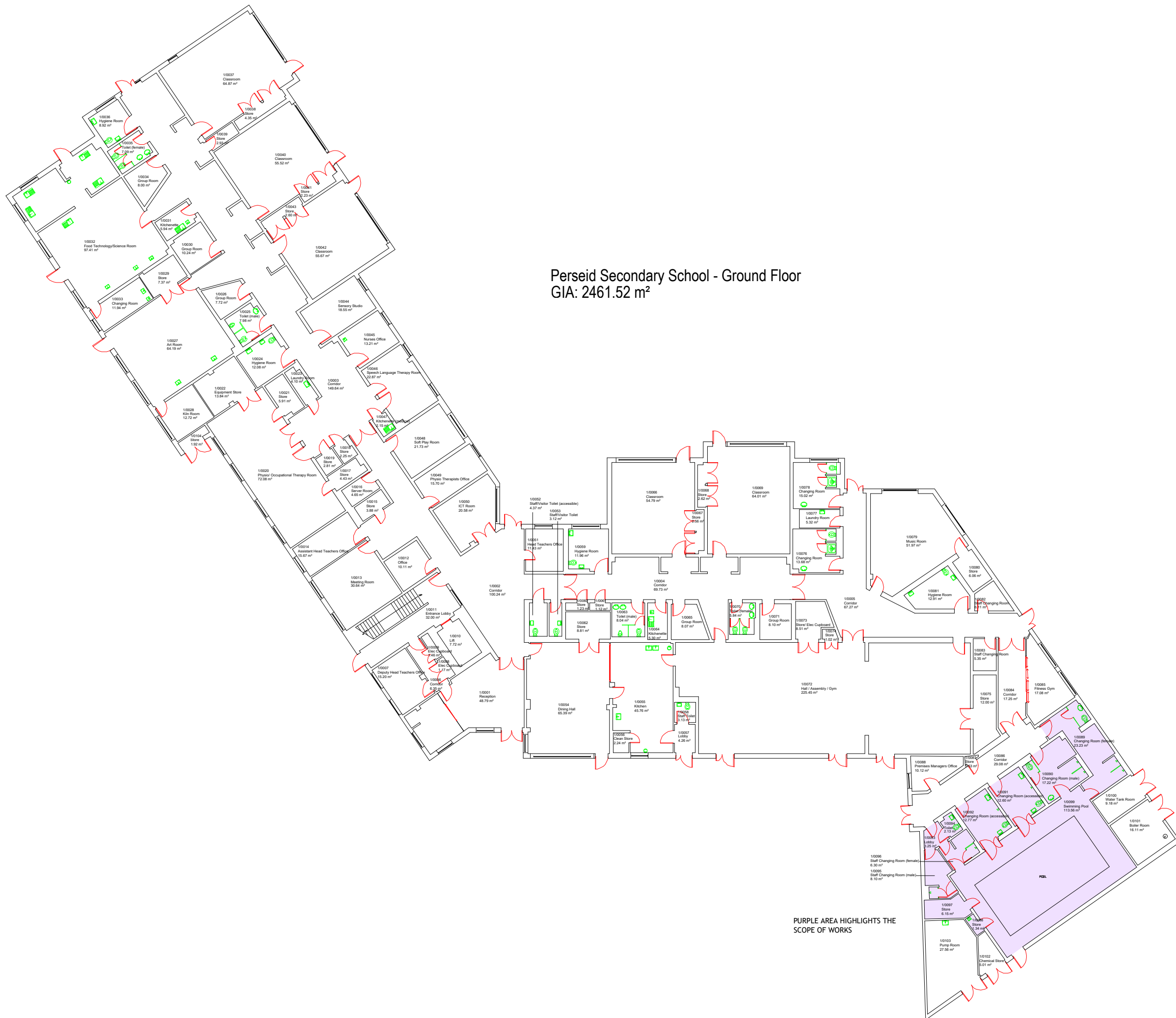
CAD-CAPTURE AssetCapture™ www.assetcapture.net Tel: 01254 504450

Property: Raynes Park High School

Title: Ground Floor Plan

Area Information	Job:	S5600
Total Site Area:	39725.6	Scale: 1:400 @ A1
Gross External Area:	14120.3	Date: 10/04/2013
Gross Internal Area:	13276.4	Survey: 27/03/2013
Total Room Area:	12358.1	Drawn: Cad-Capture
Net Internal Area:	8878.1	Checked: ARB
Filename:	Raynes Park High School 4052.dwg	
Drawing No:	4052	

APPENDIX D
PROPOSED SCOPE OF WORKS FLOOR PLAN

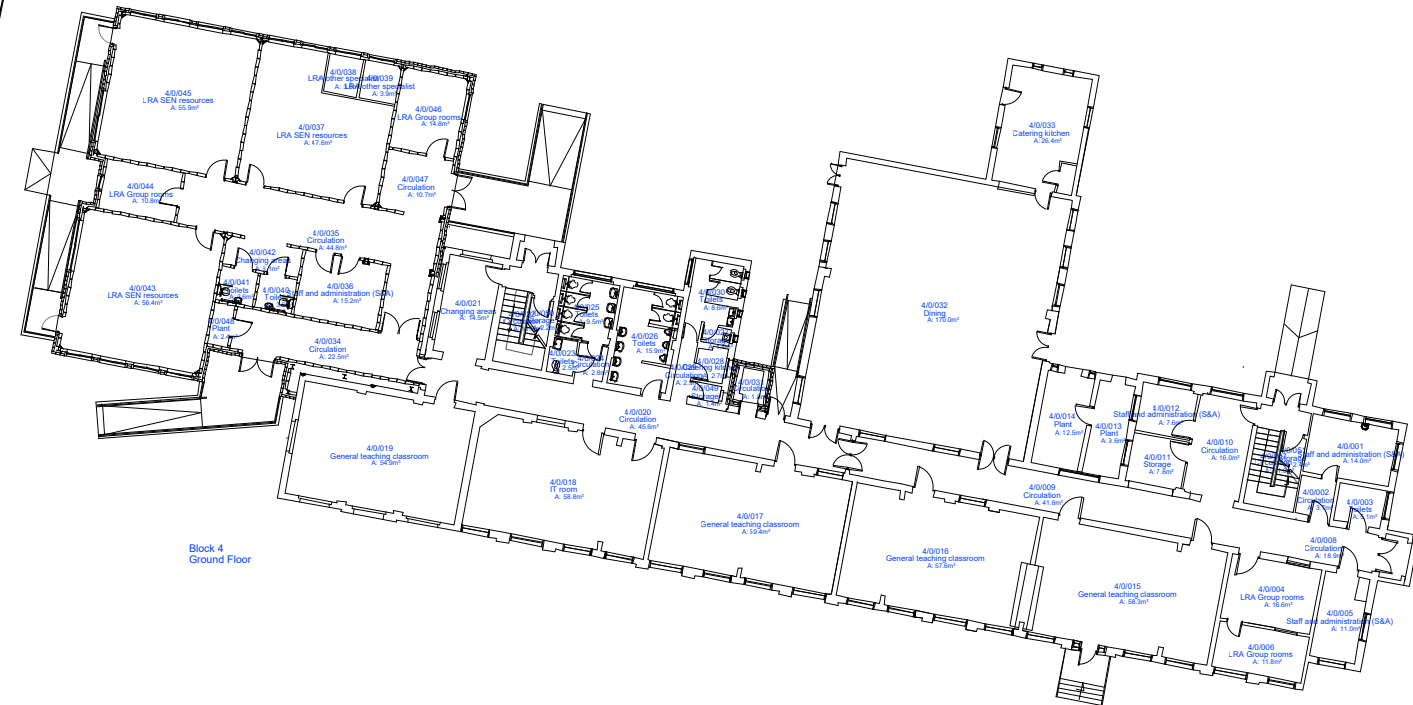
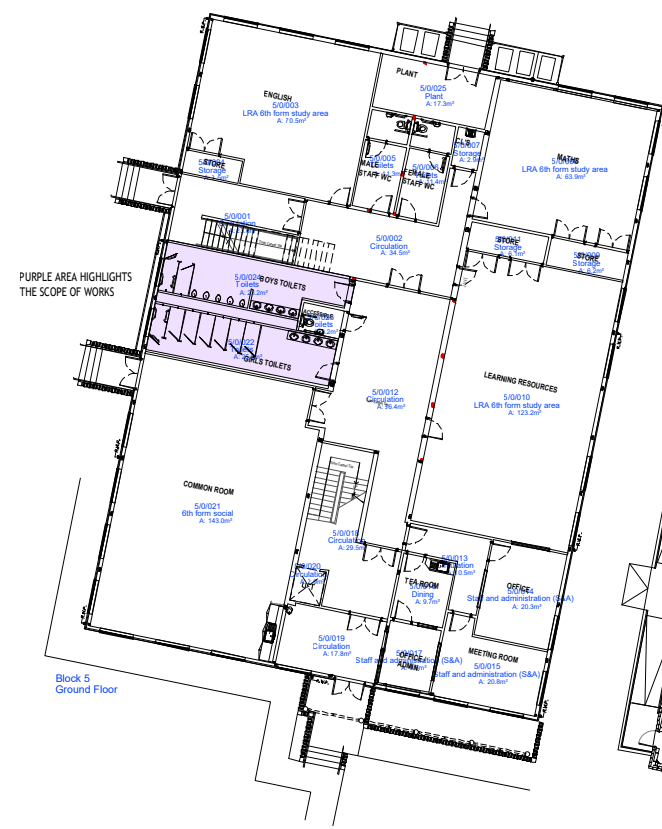


Notes:		

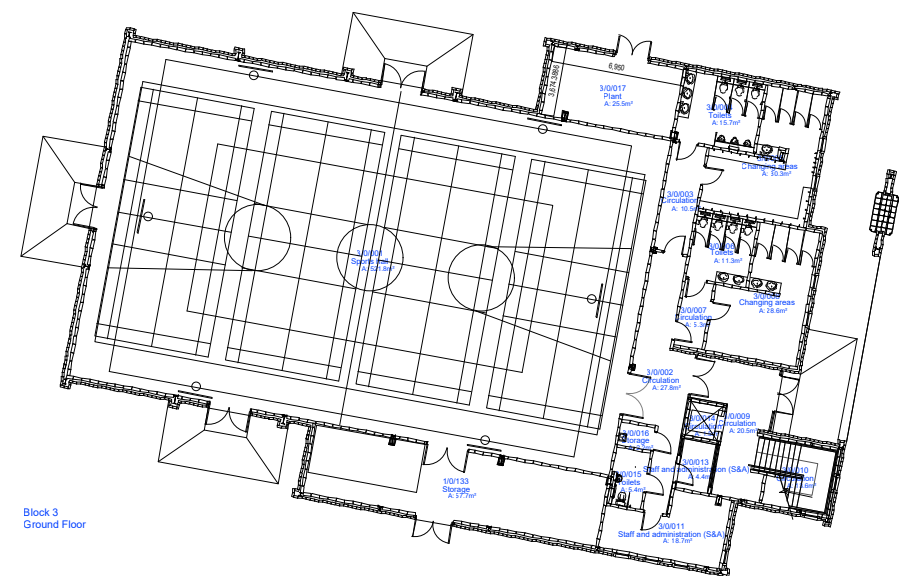
Room Number	Room Name	Area (sqm)
001	RECEPTION	12.5
002	OFFICE	15.0
003	OFFICE	15.0
004	OFFICE	15.0
005	OFFICE	15.0
006	OFFICE	15.0
007	OFFICE	15.0
008	OFFICE	15.0
009	OFFICE	15.0
010	OFFICE	15.0
011	OFFICE	15.0
012	OFFICE	15.0
013	OFFICE	15.0
014	OFFICE	15.0
015	OFFICE	15.0
016	OFFICE	15.0
017	OFFICE	15.0
018	OFFICE	15.0
019	OFFICE	15.0
020	OFFICE	15.0
021	OFFICE	15.0
022	OFFICE	15.0
023	OFFICE	15.0
024	OFFICE	15.0
025	OFFICE	15.0
026	OFFICE	15.0
027	OFFICE	15.0
028	OFFICE	15.0
029	OFFICE	15.0
030	OFFICE	15.0
031	OFFICE	15.0
032	OFFICE	15.0
033	OFFICE	15.0
034	OFFICE	15.0
035	OFFICE	15.0
036	OFFICE	15.0
037	OFFICE	15.0
038	OFFICE	15.0
039	OFFICE	15.0
040	OFFICE	15.0
041	OFFICE	15.0
042	OFFICE	15.0
043	OFFICE	15.0
044	OFFICE	15.0
045	OFFICE	15.0
046	OFFICE	15.0
047	OFFICE	15.0
048	OFFICE	15.0
049	OFFICE	15.0
050	OFFICE	15.0
051	OFFICE	15.0
052	OFFICE	15.0
053	OFFICE	15.0
054	OFFICE	15.0
055	OFFICE	15.0
056	OFFICE	15.0
057	OFFICE	15.0
058	OFFICE	15.0
059	OFFICE	15.0
060	OFFICE	15.0
061	OFFICE	15.0
062	OFFICE	15.0
063	OFFICE	15.0
064	OFFICE	15.0
065	OFFICE	15.0
066	OFFICE	15.0
067	OFFICE	15.0
068	OFFICE	15.0
069	OFFICE	15.0
070	OFFICE	15.0
071	OFFICE	15.0
072	OFFICE	15.0
073	OFFICE	15.0
074	OFFICE	15.0
075	OFFICE	15.0
076	OFFICE	15.0
077	OFFICE	15.0
078	OFFICE	15.0
079	OFFICE	15.0
080	OFFICE	15.0
081	OFFICE	15.0
082	OFFICE	15.0
083	OFFICE	15.0
084	OFFICE	15.0
085	OFFICE	15.0
086	OFFICE	15.0
087	OFFICE	15.0
088	OFFICE	15.0
089	OFFICE	15.0
090	OFFICE	15.0
091	OFFICE	15.0
092	OFFICE	15.0
093	OFFICE	15.0
094	OFFICE	15.0
095	OFFICE	15.0
096	OFFICE	15.0
097	OFFICE	15.0
098	OFFICE	15.0
099	OFFICE	15.0
100	OFFICE	15.0



Room Number	Room Name	Area (sqm)
101	RECEPTION	12.5
102	OFFICE	15.0
103	OFFICE	15.0
104	OFFICE	15.0
105	OFFICE	15.0
106	OFFICE	15.0
107	OFFICE	15.0
108	OFFICE	15.0
109	OFFICE	15.0
110	OFFICE	15.0
111	OFFICE	15.0
112	OFFICE	15.0
113	OFFICE	15.0
114	OFFICE	15.0
115	OFFICE	15.0
116	OFFICE	15.0
117	OFFICE	15.0
118	OFFICE	15.0
119	OFFICE	15.0
120	OFFICE	15.0
121	OFFICE	15.0
122	OFFICE	15.0
123	OFFICE	15.0
124	OFFICE	15.0
125	OFFICE	15.0
126	OFFICE	15.0
127	OFFICE	15.0
128	OFFICE	15.0
129	OFFICE	15.0
130	OFFICE	15.0
131	OFFICE	15.0
132	OFFICE	15.0
133	OFFICE	15.0
134	OFFICE	15.0
135	OFFICE	15.0
136	OFFICE	15.0
137	OFFICE	15.0
138	OFFICE	15.0
139	OFFICE	15.0
140	OFFICE	15.0
141	OFFICE	15.0
142	OFFICE	15.0
143	OFFICE	15.0
144	OFFICE	15.0
145	OFFICE	15.0
146	OFFICE	15.0
147	OFFICE	15.0
148	OFFICE	15.0
149	OFFICE	15.0
150	OFFICE	15.0



Room Number	Room Name	Area (sqm)
201	RECEPTION	12.5
202	OFFICE	15.0
203	OFFICE	15.0
204	OFFICE	15.0
205	OFFICE	15.0
206	OFFICE	15.0
207	OFFICE	15.0
208	OFFICE	15.0
209	OFFICE	15.0
210	OFFICE	15.0
211	OFFICE	15.0
212	OFFICE	15.0
213	OFFICE	15.0
214	OFFICE	15.0
215	OFFICE	15.0
216	OFFICE	15.0
217	OFFICE	15.0
218	OFFICE	15.0
219	OFFICE	15.0
220	OFFICE	15.0
221	OFFICE	15.0
222	OFFICE	15.0
223	OFFICE	15.0
224	OFFICE	15.0
225	OFFICE	15.0
226	OFFICE	15.0
227	OFFICE	15.0
228	OFFICE	15.0
229	OFFICE	15.0
230	OFFICE	15.0
231	OFFICE	15.0
232	OFFICE	15.0
233	OFFICE	15.0
234	OFFICE	15.0
235	OFFICE	15.0
236	OFFICE	15.0
237	OFFICE	15.0
238	OFFICE	15.0
239	OFFICE	15.0
240	OFFICE	15.0
241	OFFICE	15.0
242	OFFICE	15.0
243	OFFICE	15.0
244	OFFICE	15.0
245	OFFICE	15.0
246	OFFICE	15.0
247	OFFICE	15.0
248	OFFICE	15.0
249	OFFICE	15.0
250	OFFICE	15.0



Room Number	Room Name	Area (sqm)
301	RECEPTION	12.5
302	OFFICE	15.0
303	OFFICE	15.0
304	OFFICE	15.0
305	OFFICE	15.0
306	OFFICE	15.0
307	OFFICE	15.0
308	OFFICE	15.0
309	OFFICE	15.0
310	OFFICE	15.0
311	OFFICE	15.0
312	OFFICE	15.0
313	OFFICE	15.0
314	OFFICE	15.0
315	OFFICE	15.0
316	OFFICE	15.0
317	OFFICE	15.0
318	OFFICE	15.0
319	OFFICE	15.0
320	OFFICE	15.0
321	OFFICE	15.0
322	OFFICE	15.0
323	OFFICE	15.0
324	OFFICE	15.0
325	OFFICE	15.0
326	OFFICE	15.0
327	OFFICE	15.0
328	OFFICE	15.0
329	OFFICE	15.0
330	OFFICE	15.0
331	OFFICE	15.0
332	OFFICE	15.0
333	OFFICE	15.0
334	OFFICE	15.0
335	OFFICE	15.0
336	OFFICE	15.0
337	OFFICE	15.0
338	OFFICE	15.0
339	OFFICE	15.0
340	OFFICE	15.0
341	OFFICE	15.0
342	OFFICE	15.0
343	OFFICE	15.0
344	OFFICE	15.0
345	OFFICE	15.0
346	OFFICE	15.0
347	OFFICE	15.0
348	OFFICE	15.0
349	OFFICE	15.0
350	OFFICE	15.0



Room Number	Room Name	Area (sqm)
401	RECEPTION	12.5
402	OFFICE	15.0
403	OFFICE	15.0
404	OFFICE	15.0
405	OFFICE	15.0
406	OFFICE	15.0
407	OFFICE	15.0
408	OFFICE	15.0
409	OFFICE	15.0
410	OFFICE	15.0
411	OFFICE	15.0
412	OFFICE	15.0
413	OFFICE	15.0
414	OFFICE	15.0
415	OFFICE	15.0
416	OFFICE	15.0
417	OFFICE	15.0
418	OFFICE	15.0
419	OFFICE	15.0
420	OFFICE	15.0
421	OFFICE	15.0
422	OFFICE	15.0
423	OFFICE	15.0
424	OFFICE	15.0
425	OFFICE	15.0
426	OFFICE	15.0
427	OFFICE	15.0
428	OFFICE	15.0
429	OFFICE	15.0
430	OFFICE	15.0
431	OFFICE	15.0
432	OFFICE	15.0
433	OFFICE	15.0
434	OFFICE	15.0
435	OFFICE	15.0
436	OFFICE	15.0
437	OFFICE	15.0
438	OFFICE	15.0
439	OFFICE	15.0
440	OFFICE	15.0
441	OFFICE	15.0
442	OFFICE	15.0
443	OFFICE	15.0
444	OFFICE	15.0
445	OFFICE	15.0
446	OFFICE	15.0
447	OFFICE	15.0
448	OFFICE	15.0
449	OFFICE	15.0
450	OFFICE	15.0

Raynes Park High School
Area
Gross External Area: 14120.3
Gross Internal Area: 13276.4
Total Floor Area: 12358.1
Net Internal Area: 8878.1

00	Initial Supply	CC	ARB	10/04/2013
Rev	Description	Drm	Chk	Date

merton **CAD-CAPTURE**

CAD-CAPTURE AssetCapture™ www.assetcapture.net Tel: 01254 504450

Property: Raynes Park High School

Title: Ground Floor Plan

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Drawing No:	4052	