APPENDIX A



Canterbury City Council

Dover District Council

Shepway District Council

Thanet District Council

Replacement uPVC Windows & Doors

**Technical Specification**

**Version 10– May 2017**

**Technical Specification for uPVC Windows and Doors**

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# 1. WINDOW REPLACEMENT GENERAL

## 1.1 The Profile

1.1.1 Window profile to meet the requirements of:

1. BS EN ISO 9001:2000

1. BS EN ISO 14001:2004
2. BS OHSAS 18001:2007
3. BS EN 12608:2003
4. BES 6001- responsible sourcing
5. Secured by Design (as approved by the Kent County Constabulary Crime Prevention Design Team)
6. FENSA Registration
   * 1. The Contractor is to be an approved FENSA Installer and a copy of their accreditation certificate must be provided on award of the Contract.
     2. All British Standards are up to date and comply with requirements.

## 1.2 Replacement Rules

1.2.1 Generally, unless otherwise instructed by the Contractor Administrator, all Crittal, softwood, aluminium and single glazed uPVC windows will be replaced in double glazed uPVC units.

* + 1. It will be the responsibility of the Contractor to ensure that, where required in Conservation Areas, the relevant Planning Approval is obtained for Windows.

**1.3 Warranties**

* + 1. All windows regardless of type will be installed with the following manufacturer’s warranties:

1. Profile – 10 years
2. Ironmongery – 10 years
3. Installation (workmanship) – 10 years
4. Double glazed sealed units – 10 years
5. Fabrication – 10 years

# 2. uPVC WINDOWS

**2.1 General Items**

1. Ensure all window units that are removed from the properties and cleared from site at the end of each day and disposed of in line with environmental regulations.
2. All works will be carried out in accordance with any Code of Practice or British Standard in force at this time
3. No services are to be drilled through the uPVC section but are to be ducted around the side frame
4. Where a gas appliance is fitted in a room, the ventilation shall comply with BS5440, Part 2 (1989) and with British Gas Regulations
5. Windows must also have evidence for weather tightness performance BS 6375-1 and strength and durability BS 6375-2
6. Window must also comply with ‘Specification for enhanced security performance of windows for domestic applications’ to BS 7950.

2.2 Windows to be designed based on the following criteria;

1. Full 70MM high impact resistant uPVC frames with a 3mm thick external wall.

1. Multi chamber internal frame construction to provide thermal and acoustic insulation efficiency.

1. All frames to be designed and manufactured with an integral drainage channel.

1. All outer frames, Transoms and mullions to be V-notched and heat welded to form a weather proof joint
2. PVC frames to be reinforced with galvanised steel where additional structural strength is needed.

1. Full choice of frame colours to be available including brilliant white, and wood effects plus wood effects on white.
2. Night vent facility as standard on all opening windows.
3. Internally glazed to prevent removal of glass from outside
4. Locking handles as standard
5. Multi-point security locking including jemmy proof shoot bolt.
6. Stainless steel coated, friction stay hinge.
7. All first floor bedrooms to have an unobstructed opening of at least 450mm x 750mm for fire escape purposes and a 90% degree opening hinge, on egress or fire escape windows.
8. Trickle ventilation to be included as standard

**2.3 Assembly**

1. The window units are to be designed with all corner joints, transom joints and mullion joints being mitred and fusion welded.
2. All excess material is to be neatly trimmed and neatly feature grooved to corner, transom and mullion joints.
3. No polishing flush of any joints are permitted.
4. There is to be no mechanical jointing of the profile unless the profile section is less than 350mm long.
5. The window units are to be designed so that the route of drainage is prevented from passing through the reinforcement chamber.
6. The dimensional tolerances on the finished outer frame height and width is + or –3mm. Frame assembly to be such that the windows can be installed square within a maximum difference in the diagonals of 4mm.
7. Adequate drainage is to be provided to permit the escape of water from platforms or horizontal members beneath each sealed unit.

**2.4 Reinforcement**

1. Reinforcement is made from mild steel of grade ZZ G275N complying with BS2989. All reinforcement is supplied by the systems supplier. The reinforcement is to be installed in accordance with the systems supplier’s recommendations The reinforcement is secured to the profile so that it does not move or rattle and it maintains the structural integrity of the frame and satisfactory thermal separation. Reinforcement is to be fixed at a maximum of 100mm from the ends and then at a maximum of 400mm centres (300 mm with foiled profiles).

**2.5 Glazing**

1. All window units are to be manufactured so that the glazing or re-glazing on site is possible without the need to remove the outer frames from the structure of the building.
2. Safety glass to be provided where appropriate to comply with the current regulations, particularly those regulations laid out in Document N of the building regulations

1. Bathroom, toilet and store windows to be opaque, patterned glass

1. All door glass is toughened safety glass to BS6206.
2. All sealed units are guaranteed against breakdown for a minimum of 10 years.
3. All glazing is to be packed in accordance with BPF/GGF recommendations.
4. All beads are cut at the correct degree recommended by the manufacturer.

1. All windows are internally glazed unless access cannot be gained from the inside.
2. Any door or side panel with glazing that is 1500mm or less above floor level is glazed with toughened glass in accordance with Document N of the building regulations.
3. In side panels, or adjoining windows, toughened glass installed where the glass area comes within 300mm of the outer edge of the door and/or is 1500mm or less above the floor level.
4. For internal and external walls, toughened glass is used for areas of 800mm or less above floor level.
5. All glazing is in accordance with Document L of the building regulations.
6. All toughened and laminated installed panels are marked as follows:
7. An identification name or trademark; or other marks capable of identification through a suitable source.
8. The type of material;
9. The number of the British Standard;
10. The classification relating to impact test behaviour (A B or C);
11. These marks are permanent and applied before installation in a position to remain visible after installation. In the case of multiple glazing units, each pane, which complies with the British Standard, is marked accordingly.

**2.6 Fittings**

1. Hinges and variable geometry stays are to be of stainless steel or of materials resistant to or protected against atmospheric corrosion.
2. Friction hinges and variable geometry stays to be re-adjustable unless the fittings are designed so as not to need adjustment throughout the life of the windows.
3. Hardware, including its fixings, is of materials resistance to or protected against atmospheric corrosion (eg stainless steel)
4. Hardware is replaceable without removing the outer frame from the structure.
5. Where hardware is attached directly to the PVC -u profile with screws it is attached with screws that penetrate at least two thickness of the profile and/or penetrate the reinforcement by at least 2mm. Screws are of material compatible with reinforcement and with hardware.
6. All screws, nuts, bolts and other fastenings are of corrosion resistant material.
7. Friction stays for casement windows is required to conform to the manufacturers guaranteed load capacity.
8. **Hinge:** Securistyle ‘Vector’ hinge or equal and approved. The hinge is to be of austenitic steel which give a 500 hour neutral salt spray test to BS7479. Secured using austenitic screws penetrating reinforcement and/or two-wall thickness of UPVC.
9. **Espagnolette:** Roto TSL Locking System or equal and approved to ground floor windows.

1. **Handle:** Securistyle Virage range or equal and approved non locking, green push button version for emergency escape and windows above ground floor
2. **Restrictors** – Defender or equal and approved cavity fit restrictor complying with BS 6375-2 and EN 13126-5.

**2.7 Security and Safety**

1. Window design and installation generally will be Secure by Design as approved by the Kent County Constabulary Crime Prevention Design Team.
2. Fasteners are designed so that they cannot be released from the outside by the insertion of a thin blade.
3. No opening light can be opened or removed from the outside, when it is fastened in the closed position, except by breaking part of the window.
4. Lockable handles are specified to operate from the inside on large opening lights.
5. Limit catches shall check the opening of all large opening lights, of whatever type, at an aperture of not more than 100mm. To permit the windows to open more widely, the catches is capable of being unfastened only by a deliberate action.
6. The catches shall re-engage automatically when the windows are closed.

**2.8 Ventilation Devices**

1. Each ventilator to provide a minimum of 4000mm2 of background ventilation controlled by an adjustable deflector, infinitely variable between fully open and fully closed. The deflector is able to be tilted such that the incoming air can be directed by the occupant at will, either up, or down or any proportion in between.
2. Each louvered canopy is to be secure, provide a minimum of 4000mm2 of background ventilation, to be suitably profiled to prevent the entry of rain, and is complimentary to the internal ventilator in both construction and appearance.
3. Internal and external ventilator components are to have screw covers, to be suitably UV resistant, manufactured from recyclable materials and to be fitted entirely in accordance with the manufacturers instructions.
4. Ventilator and canopy combinations are to fully meet the requirements of the Building Regulations (Document F), and are manufactured under BS EN ISO 9001.

**2.9 Installation**

1. **Note:** Existing windows shall only be removed when the replacement units are on site and are to be installed during the same working day.
2. Installation of Frame
3. The window is fixed into the aperture by drilling and fixing through the outer frame to the existing structure using ‘Fischer’ fixings, F105 type bolts or similar
4. The fixings are no less than 150mm from corners or transoms/mullions and at no more than 600mm centres.
5. Allow for any necessary glazing blocks and glass lock devices.
6. If a sill is to be fixed to the window frame this is fixed with screws inserted from the underside of the sill into the frame. Ends of the sills will be fitted with capping piece.
7. No fixings are to penetrate the drainage channels.
   1. **Making Good**
8. The fitter will insert into 5mm gap between frame and structure a flexible foam filler making sure it is far enough in so as not to interfere with the sealant and to be continuous around the frame.
9. The fitter will make good to the external surface of the window frame with a UPVC quadrant or cover fillet and finish with a compatible approved low modular silicone sealant to BS5889.
   1. **Guarantees**
10. The fabricated unit and installation must have a guarantee for a period of ten years from the completion date of any works carried out.
11. All double glazed sealed units to be guaranteed, against breakdown, for a minimum of 10 years.
12. Hardware components will match the manufacturer’s warranty.
13. **SINGLE ENTRANCE DOORS**
14. **Secured by Design:** Secured by Design (SBD) is the UK police flagship initiative supporting the principles of designing out crime. Supported and managed by the Association of Chief Police Officers, the initiative has achieved a significant success which shows that residents living in SBD developments experience between 54% and 67% less crime. All local authorities have a responsibility u*nder Section 17 of the Crime & Disorder Act 1998 to take account of community safety and crime* reduction in all aspects of their duties. One of the essential elements to a successful SBD scheme is that Licensed Products are successfully tested to meet the relevant Police Preferred Specifications.
15. The Contractor shall consult the Kent County Constabulary Police Crime Prevention Design Team to ensure the proposed door installation complies with the Secure by Design Award.
16. **Replacement Rules:** Generally, unless otherwise instructed by the Contractor Administrator, all existing timber, aluminum and uPVC doors will be replaced in:
    * 1. Front doors will be GRP Composite, rear and side doors to will be of uPVC manufacture.
      2. It will be the responsibility of the Contractor to ensure that, where required in Conservation Areas, the relevant Planning Approval is obtained for Doors.
      3. Existing doors shall only be removed when the replacement units are on site and are to be installed during the same working day.
17. Within one week of the date of practical completion, the Contractor must supply full written guarantees from date of installation for the following:-
18. Profile 10 years
19. Ironmongery 10 years
20. Installation 10 years
21. Sealed Units 10 years
22. Fabrication 10 years
23. The Specifications for doors are PAS 23-1:1999, which is a performance standard that certifies that a door set is fit for purpose; and PAS 24-1:2007 which covers enhanced security performance requirements for door assemblies. To ensure compliance the Secured by Design approved range of doors should be third party accredited by the British Board of Agrément (BBA). All doors must has Pas 23 and Pas 24 accreditation.
24. **PAS 23-1: 1999** Tested to the following clauses:
25. Operating Forces – Measure the force/torque required to engage/disengage the hardware
26. Air permeability
27. Water tightness
28. Wind Resistance
29. Resistance to vertical loads
30. Resistance to static torsion
31. Slamming resistance
32. Closure against obstructions
33. Abusive forces on handles
34. Resistance to soft and heavy body impact
35. Resistance to hard body impact
36. Cyclic operation test
37. Basic security test
38. **PAS 24-1: 1999** Enhanced security performance requirement for door assemblies –

Part 1: single leaf, external door assemblies to dwellings. Tested to the following clauses:

1. Manipulation test – Establish that there is no inherent vulnerability to gaining entry, using calibrated tools to remove trim or hinge pins, disengage or dislodge locking devices or undo threaded fastenings to gain entry.
2. Infill medium removal test – Check that infill panels cannot be removed to gain entry by operating, releasing or disengaging hardware.
3. Mechanical loading test – Apply parallel and perpendicular forces simultaneously to simulate attack with a lever.
4. Manual check test – Use hand tools to identify possible additional loading points other than that covered by the mechanical loading test.
5. Soft body impact test – Impact the external face of the door with a 30Kg leather bag at prescribed heights to assess the resistance to soft body impact.
6. Hard body impact test – Using a 50Kg cylindrical steel block swung on cables to assess resistance to a hard body impact. Impact points include locking points, hinges, non-glazed infill, corners and junction of mid-rail to stile. Each point to be impacted 3 times.
7. **HARDWARE**
8. Handle furniture to be lever/lever with 10 year guarantee.
9. Butt hinges with security pin, or fully adjustable hinges.
10. Letter plates fitted in midrails (front doors only).
11. All hardware meets the requirements of BS 7412.
12. Brass or chrome viewers.
13. Aluminium door knockers.
14. **LOCKING**
15. The doors to be fitted with key operated secure multi-point locking system that have undergone type approval testing to PAS 23-1 and PAS 24-1; and approved by the Kent County Constabulary Police Crime Prevention Design Team.
16. 1½ pairs of heavy duty hinges
17. Numerals (front doors only)
18. Stormproof cill / threshold with integral weather seals
19. Rain deflector / weatherboard
20. Door and window furniture shall be SAA or brass finished to approval of Contract Administrator
21. **UPVC DOORS**

**General:** All UPVC window and door replacements shall be constructed from high impact modified UPVC. All UPVC doors and windows shall be manufactured from base materials guaranteed against decomposition and colour fastness for a minimum of ten years.

1. Fabrication of all UPVC frames and sashes shall be generated against failure of welds, mechanical joints etc., for minimum of ten years.
2. Mechanisms and ironmongery shall be guaranteed against the failure of the unit for a minimum of ten years.
3. All UPVC items are to be protected against damage during the course of fixing.
4. The Service Provider will be solely responsible for the accurate measurement of the works and shall amend any errors therein at this own expense.
5. **Profile** Acrylic modified high quality impact resistant white UPVC extrusion, producing a rigid multi-chambered profile, conforming to the requirements of BS EN 12608, manufactured to BS EN ISO 9001. The profile is uniform and free from foreign bodies, cracks or marks. The profile meets the requirements for class ‘1’ surface spread of flame to BS476 Part 7 Class 1.
6. **Reinforcement** Leaf styles and top and bottom rails, together with outer frame jambs, are reinforced for strength and security with galvanised mild steel to BS 7412, sealed within the profile central cavity.
7. **Glazing** Double-glazing to BS 6262, using 4mm safety glass, Double glazed units conform to BS EN 1279. Glazing options to include for patterned glass; All internally glazed with post co-extruded beads.
8. Double glazed units shall be guaranteed against failure of the unit for a minimum of ten years.
9. **Performance** Double Bubblex weather seals to ensure the performance meets the requirements of BS 6375 Part 1
10. A weather bar to be fitted on all open-in doors.
11. **COMPOSITE DOORS**
12. **Profile (outer frames/mullion/transoms**)
    * Acrylic modified high quality impact resistant white UPVC extrusion, producing a rigid multi-chamber. Profile, conforming to the requirements of BS EN 12608, manufactured to BS EN ISO 9001.
13. **Reinforcement**
    * Outer frames to be reinforced with RCM, steel or aluminium reinforcing (to BS 1474), inserted within the centre of the main chamber of the profile. Mullion and Transom profiles to be reinforced with steel reinforcing (to BS 1474).
14. **Glazing**
    * Door leafs to be integrally glazed by internal cassette glazing, or alternatively, integral insertion of the glass units within the door leaf.
    * Glass units to BS 6262
    * Double glazed units shall be guaranteed against failure of the unit for a minimum of ten years.
15. **Performance**
    * Composite doors to be approved tested to the requirements of PAS 23-1/BS EN 12608 General Performance requirements for door assemblies – to PAS 24-1/BS EN 12608 Enhanced Security Performance requirements for door assemblies.
    * All Composite door replacements shall be guaranteed against decomposition and colour fastness for a minimum of ten years.
    * Fabrication shall be guaranteed against failure of welds, mechanical joints etc., for minimum of ten years.
    * Mechanisms and ironmongery shall be guaranteed against the failure of the unit for a minimum of ten years.
16. **UPVC / COMPOSITE**
17. All doors to be fitted as per manufactures instructions
18. Choice of door colours to be provided – no more than 6 colours, Contract Administrator to approve.
19. Choice of styles to be provided
20. Rear and side doors only-Door types shall be double panelled type 2XG or 2XGG, top panel to be double glazed in toughened glass, bottom panel to be UPVC skinned/foam sandwich with UPVC frame.

1. Panels to be screwed and wedged.
2. **DOORLEAF**
3. To be constructed from aluminium extruded sections to BS515, 573, 755 & 12020 grade 6063, heat treated and aged to condition T6 and powder coated to BS 6496 & 6491, mahogany wood grain affect.
4. The perimeter section is to be 130mm x 44mm and the intermediate section is to be 50mm x 44mm, mechanically fixed using M8 stainless steel cap head screws.
5. The doorleaf edges are to be clad in aluminium channel to conceal joint fixings and give an overall thickness of 50mm.
6. The door leaf is to incorporate draft resistant seals all round.
7. The doorleaf is to be hung on a full height continuous hinge secured to the door leaf and hinge post with stainless steel security screws, minimum size M5 at a pitch of no greater than 203mm.
8. The hinge shall be manufactured entirely from grade 304 stainless steel, with a minimum flap thickness of 2.5mm (12SWG) and a minimum pin diameter of 6.8mm. The hinge knuckles are to be 1 inch, with a bearing area of 73 sq mm per knuckle. It must have been tested in accordance with, and have satisfied the requirements of, BS EN 1935, in respect of 'static load' and 'endurance'.
9. The outer face of the doorleaf must be set back a minimum of 25mm from the face of the frame to diminish the risk of the door being jemmied open.
10. The gap between the bottom of the door and the threshold must be adequately sealed against draughts and weather.
11. All screws are to be vandal resistant security screws.
12. Where the passage through the door, in either direction is on line, the door should have a minimum clear opening width of 910mm, to comply with current DDA legislation and where possible must open outwards to comply with building and fire regulations.
13. The frames are to have an identification plate, mechanically fixed to the exterior of the door leaf to identify the frame for future maintenance and parts.
14. **Finger protection** to Hinge side to prevent the entrapment of fingers in the back edge of the door, the Finger Guard protectors are to be easily removable by trained engineers for servicing of the hinge or removal of the door. Finger protection is not to be used on internally opening doors.
15. **Full height gap guard** – 3 mm. thick 45mm x 23mm return 1.4301 / 304S15, 240 grit finish. Either welded with no visible welding & no visible fixings, or security tamperproof fixings at 150mm c/c dependant upon application. Rounded corners and foot catch protection to bottom of gap guard.
16. **Mag-post** - 60mm x 40mm x 3mm.stainless steel 1.4301 / 304 S15, 240 grit finish. Concealed welding processes to be used to fit mag-post, also to be discretely welded to the head, threshold and jamb of the frame.
17. **Mortice electro-magnetic mag-locks -** 2 number mortice mag-locks per post dual voltage 12v or 24v DC 12v DC current draw…600mA. 24v current draw…300mA. CE Approved. (EM 10,000)
18. **P.T.E Button** – Architrave type fitted 1 m. high from floor c/c button, plate fitted centrally on the magpost. Fixed with tamper proof screws mono-drive 5 s/s c/z.
19. **Armature housings -** surface mounted, so as to form a minimum finger protection gap of 18 mm. at a height between 550 and 1420 mm. Armatures fixed with pin torque security fixing, housings fixed with min 6no mono-drive 5 stainless steel 10s 38mm length.
20. **Ventilation (optional)** Fixed Over frame Glidevale non corded slim line Acoustic permanently open trickle vent to give 8000mm² permanent air flow .Length to suit door frame.
21. **GLAZING**
22. Entrance doors, subject to security should have viewing panels to alert people approaching the door the presence of another person.
23. As standard, unless specified, 6.4mm thick laminated glass is to be used for glazing screen panels up to 500mm wide. For wider panels, 10mm thick laminated glass is to be used. Option – Polycarbonate.
24. Door Leaf Design : to be agreed
25. **DOOR SIZE**

1. Height: Maximum 2m to all doors.
2. Width: Main Entrance door minimum 910mm where ever possible.
3. **DOOR STYLES (INDICATIVE)**

Tilsbury [](http://www.yaledoor.co.uk/edwardian-doors)

**Door type 1 Door type 2**

[](http://www.yaledoor.co.uk/config/setdoor.aspx?doorid=8) [](http://www.yaledoor.co.uk/victorian-doors)

**Door type 3 Door type 4**

# 

# SCAFFOLDING

* + 1. Scaffolding shall comply with all relevant requirements and Codes of Practice under the

Health and Safety at Works Act (current edition) and shall provide all the necessary protection for his workmen, tenants and public. Must adhere to TG20.2013 (or as superceded in future)

* 1. The Contractor shall allow to supply, erect, maintain and dismantle on completion of works, independent tied scaffolding to allow all works to be carried out and provide toe boards, barriers and protection over all entrances, and pathways to protect the public and occupiers at all times.
  2. The Contractor shall allow to supply, erect, maintain and dismantle on completion of works, independent tied scaffolding to allow all works to be carried out including works to roofs, stacks, renewal of soffit / fascia boards and guttering.
  3. Any alterations required to the lifts are to be included in the price.
  4. The scaffold decking is to consist of 225mm boards minimum of 4 boards wide. The scaffolding is to be fully boarded at all times.
  5. The scaffolds are to have toe boards secured in place at least 150mm above the platform, intermediate guard-rails gap max of 470mm above toe board, and full height guard-rails between 950mm and 1,200mm above the platform. These are to surround the perimeter of all the scaffolding.
  6. No element of the scaffolding is to be placed on, or have contact with property that is privately owned without the occupier’s permission and written confirmation of the Contract Administrator.
  7. The Contractor is to fix distinctive foam padding, to base of standard, 2m high, on any standard near the front entrance walkways, paths and entrance doors. Care must be taken not to obstruct bin stores.
  8. Over head protection over all doorways will be required, adequate perimeter protection of the scaffolding will be required to prevent unauthorised persons entering the areas.
  9. The inclusion of a security alarm to scaffolding will depend upon the specific requirements of the individual properties. The Contract Administrator has allocated each property as *Level 1*:

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

* + - 1. **REPAIRS and EO REPAIRS**

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

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

**ANNEX A - SPECIFICATION FOR ASBESTOS SURVEYS, ANALYSIS & REPORTING**

1. **GENERAL**
2. EKH shall appoint its own specialist consultant for the Asbestos Surveys and Sample Analysis prior to works commencing under the Contract. **However the Contract allows for Asbestos Surveys and Sample Analysis to be undertaken as required to enable the effective replacement of windows and doors under the Contract.**
3. The Consultant will be expected to work independently, to manage access to each property, communicate effectively with residents and assist EKH in developing and aligning survey reports, recommendations and templates with the EKH Asbestos Policy & Procedure.

1. Pricing for this service will be as set out in the Pricing Schedule.
2. Asbestos surveys, testing and reporting must be in accordance with East Kent Housing’s Asbestos Policy & Procedures. The specification includes:

* Intrusive Demolition / Refurbishment Surveys for ACMs preceding programmes of planned maintenance works in accordance with HSG 264. This will include a Management Survey to the property in addition to the R&D survey.
  1. EKH will appoint its own specialist Contractor for the removal of ACMs who will be independent to the Survey Consultant. **However in exceptional circumstances the Contract allows for the removal of ACMs by agreement with the Contract Administrator.** Pricing for this service will be as set out in the Pricing Schedule.
  2. Asbestos data is currently available in each of the 4 Council areas based upon:
* Canterbury – held in a web based web portal owned and managed by a 3rd party consultant. Secure access to be arranged on award of Contract
* Dover – reports held in PDF format for individual properties where previously surveyed. EKH to make available on award of Contract
* Shepway – reports held in PDF format for individual properties where previously surveyed. EKH to make available on award of Contract through secure access via Cloud based technology.
* Thanet – data held on Council’s housing system. EKH will make available on award of Contract
  1. As a minimum all reports must be provided electronically by the contractor to EKH in PDF format or other formats at EKH request (eg bespoke Excel dataloaders).
  2. EKH intend to make all existing data available using the same 3rd party consultant web portal during 2017. When implemented the Contractor will provide asbestos data in a format, to be agreed, that will enable uploading into the web portal by the consultant

1. **REFERENCES AND RELATED LEGISLATION**
2. The Consultant shall indemnify and keep indemnified EKH against all and any penalties and liabilities of every kind for breach of any such Act, Regulation, Bye-Law, published guidance or approved Code of Practice. For the avoidance of doubt, the Consultant shall not be entitled to payment for any work carried out in the provision of these Services if such work is carried out in breach of any Act, Regulation, Bye-Law published guidance or approved Code of Practice.
3. The work must be carried out in accordance with the requirements of:
4. HSG 264 Asbestos the Survey Guide.
5. Health and Safety at Work Act 1974.
6. The Control of Asbestos Regulations 2012.
7. The Construction (Design and Management) Regulations 2015.
8. The Management of Health and Safety at Work Act 1999.
9. Workplace (Health Safety & Welfare) Regulations, 1992.
10. The Environmental Protection Act 1990.
11. The Control of Pollution (Amendment) Act 1989.
12. The Hazardous Waste Regulations 2005.
13. The Personal Protective Equipment at Work Regulations 2002 and all Regulations made under the above Acts and all subsequent amendments of the above Regulations to date.
14. HSG 210 Asbestos Essentials task manual.
15. Code of Practice entitled “Work with Asbestos Insulation Asbestos Coating and Asbestos Insulating Board” (third edition).
16. HSG 248 The Analysts Guide for Sampling, Analysis and Clearance Procedures;
17. HSG 247 Asbestos the licensed Consultants guide.
18. BS EN ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories.
19. HSG 227 Comprehensive Guide to Managing Asbestos in Buildings.
20. ACOP L143 Managing and Working with Asbestos, 2013.
21. EH51 Respiratory Equipment for use in Removing Asbestos.
22. HSG 189/2 Working with Asbestos Cement.
23. HSG33 Health & Safety in Roof Work.
24. Code of Practice entitled “Work with asbestos insulation asbestos coating and asbestos insulating board” (Second edition).
25. BS EN ISO/IEC 17020:2012 Conformity Assessment. Requirements for the operation of various bodies performing British Standards Institution inspections.
26. The Control of Substances Hazardous to Health Regulations, 2002.
27. The Contractor must be aware of any changes to legislation that may impact on any aspect of the Asbestos Surveying and analysis programme. The Contractor must inform the Contract Administrator of those changes as expediently as possible to ensure that any Risk Assessments and or Method Statements along with the EKH Policy and Procedures are amended to reflect those changes prior to any surveys commencing on site.
28. **AFFECTED PROPERTY** 
    1. With the exception of any Void refurbishment works, the majority of properties will be occupied whilst the surveys are being undertaken and it shall be the Contractor’s responsibility to make effective and appropriate arrangements with residents for access.
    2. The Contractor shall utilise as a minimum, a three stage appointment system on the Contractor’s headed note-paper, wording and format to be agreed with EKH prior to the commencement of the Programme, requesting access.
29. **CONTRACT ADMINISTRATOR**
    1. The Contractor shall at all times comply with the instructions of the Contract Administrator.
    2. The Contract Administrator may attend site at any time with the Contractor whilst any Services are being carried out.
    3. The Contractor shall at all times allow such persons as may be nominated from time to time by the Contract Administrator access to:
30. Records and documents in the possession of the Consultant in connection with delivery of the Services.
31. Inspect the condition of any premises, plant or equipment used by the Consultant for the performance of the Services.
32. Any Employee for the purposes of interviewing them in connection with the carrying out of all or any part of the Services.
33. Materials, stores and spare parts used by the Consultant to provide the Services, in order to ensure that such items comply with manufacturers' specifications.
34. **SURVEYING**
    1. All safeguards outlined in HSG 264, HSG 248 and ACOPL 143 that are necessary for the safe sampling of asbestos must be maintained. Exposure must be reduced to the lowest level reasonably practicable by suitable systems of work. These must include but not be limited to:
35. Working methods which minimise breakage, abrasion, matching or cutting of asbestos materials.
36. Clear indication of areas being worked in.
37. Dust suppression by the use of wetting the work area.
    1. On completion of asbestos sample removal, individual sample points must be unobtrusively sealed and the entire area must be thoroughly decontaminated using high efficiency type H vacuum cleaners approved for use in asbestos removal. Brushes must not be used.
    2. All asbestos samples must be double bagged with suitable polythene containers, sealed with duct tape and marked with asbestos warning stickers. If not transferring the waste directly to an appointed laboratory, it should be transferred to a suitably safe place with a lockable steel lid which will be kept locked at all times it is unattended. Appropriate reassurance testing should be carried out where applicable to ensure areas are not contaminated in any way.
    3. The asbestos will be sampled by suitably trained and competent persons over the age of 18 years who have been instructed in correct working procedures and who are wearing a suitable respirator and protective clothing.
    4. The airborne concentration of asbestos during asbestos survey must be less than 0.010 fibres/ml.
    5. Protective Clothing shall be clean, disposable and of a material which does not retain asbestos fibres. Disposable overalls will be fitted with a hood, boots without laces, and respiratory equipment. Clothing and footwear must completely enclose the body, head and feet in such a manner as to prevent contamination.
    6. Where available, clean overalls with a type H vacuum with a brush attachment. Peel off disposable overalls so that they are inside out, place them in a suitable asbestos waste container, finally remove the respirator and place into the asbestos waste container.
    7. All non-contaminated loose equipment and material must be removed from the work area.
    8. Any fixed equipment which cannot be removed from the work area must be covered and sealed with polythene no less than 500 gauge.
    9. Protect nearby surfaces from contamination using polythene of no less than 500 gauge, timber and tape. Polythene sheeting must be adequately supported throughout.
    10. Warning and prohibition notices must be displayed outside all areas and access to work areas restricted.
    11. **Respiratory Equipment:** The strap of the respiratory equipment must be positioned underneath the protective overall hood. Protective clothing must be worn only in the working and areas. Respirator protection must be the high efficiency positive pressure type in accordance with the Regulations set out at paragraph 5.2. The equipment must fit the wearer correctly and must not be shared with other wearers unless adequately cleansed and disinfected beforehand.
38. **SURVEY TYPES**
    1. **Management Survey**
    2. The management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
    3. Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility etc.
    4. A management survey should include an assessment of the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way. The material assessment will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed.
    5. The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e. a material assessment).
    6. Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present. By presuming the presence of asbestos, the need for sampling and analysis can be deferred until a later time (e.g. before any work is carried out).
    7. However this approach has implications for the management arrangements. Any work carried out on ‘presumed’ materials would need to involve appropriate contractors and work methods in compliance with irrespective of whether the material was actually an ACM or not. Alternatively, before any work starts, sampling and analysis can be undertaken to confirm or refute the presence of asbestos.
    8. When sampling is carried out as part of a management survey, samples from each type of suspect ACM should be collected and analysed. If the material sampled is found to contain asbestos, other similar materials used in the same way in the building can be strongly presumed to contain asbestos. Less homogeneous materials (e.g. different surfaces/coating, evidence of repair etc.) will require a greater number of samples. The sample number should be sufficient to establish whether asbestos is present or not in the particular material. Sampling may take place simultaneously with the survey, or as in the case of some larger surveys, can be carried out later as a separate exercise.
    9. All areas should be accessed and inspected as far as is reasonably practicable. Areas should include under floor coverings, above false ceilings, and inside risers, service ducts, lift shafts etc. Surveying may also involve some minor intrusive work, such as accessing behind fascia and panels and other surfaces or superficial materials. The extent of intrusion will depend on the degree of disturbance that is or will be necessary for foreseeable maintenance and related activities, including the installation of new equipment/cabling. Surveyors should come prepared to access such areas (i.e. with the correct equipment etc.).
    10. Management surveys are only likely to involve the use of simple tools such as screwdrivers and chisels. Any areas not accessed must be presumed to contain asbestos. The areas not accessed and presumed to contain asbestos must be clearly stated in the survey report and will have to be managed on this basis, i.e. maintenance or other disturbance work should not be carried out in these areas until further checks are made.
    11. All ACMs should be identified as far as is reasonably practicable. The areas inspected should include: under floor coverings, above false ceilings (ceiling voids), lofts, inside risers, service ducts and lift shafts, basements, cellars, underground rooms, under crofts (this list is not exhaustive).
    12. Management surveys should cover routine and simple maintenance work. However it has to be recognised that where ‘more extensive’ maintenance or repair work is involved, there may not be sufficient information in the management survey and a localised refurbishment survey will be needed. A refurbishment survey will be required for all work which disturbs the fabric of the building in areas where the management survey has not been intrusive. The decision on the need for a refurbishment survey should be made by the duty holder (probably with help from others).
39. **Refurbishment and Demolition surveys** 
    1. A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned.
    2. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.
    3. There is a specific requirement in (regulation 7) for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment.
    4. Situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc.) under CDM, the survey information should be used to help in the tendering process for the removal of ACMs from the building before work starts. In this type of survey, where the asbestos is identified so that it can be removed (rather than to ‘manage it’) the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present.
    5. However, where the asbestos removal may not take place for some time, the ACMs’ condition will need to be assessed and the materials managed.
    6. Refurbishment and demolition surveys are intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. It is a disruptive and fully intrusive survey which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos.
    7. Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise risks to the public or employees on the premises. Ideally, the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should be effective isolation of the survey area (e.g. full floor to ceiling partition), and furnishings should be removed as far as possible or protected using sheeting.
    8. The ‘surveyed’ area must be shown to be fit for reoccupation before people move back in. This will require a thorough visual inspection and, if appropriate (e.g. where there has been significant destruction), reassurance air sampling with disturbance.
    9. It is EKH’s policy in accordance with CAR regulation 7 to remove all ACMs as far as practicable before major refurbishment or demolition.

**8.0 SURVEYING SERVICES SPECIFICATION**

1. Every individual property undergoing intrusive work will be subject to a separate Refurbishment Survey. The Contractor will consult with EKH and/or use available Asbestos Register to execute survey(s) at the required address(s) within the works programmes.
2. The Contractor must acquaint and satisfy himself with all conditions likely to affect the execution of nay works, including the types, construction and location of the dwellings and buildings, as no claim by the Contractor for additional payment will be allowed on the grounds of any misunderstanding or ignorance due to lack of knowledge of local conditions, Regulations or requirements on which the Order(s) are to be executed.
3. The Contractor will inform the Contract Administrator when the surveys have been completed before close of business of the next working day and the following timescales will apply:
4. For Planned works: a maximum of 2 working days will be allowed to complete inspection, sampling and provide initial report of identification of ACM. Then 2 working days will be allowed for the CA’s instruction and upon receipt a further 5 working days will be allowed for a full report and Asbestos register updated.
5. For Communal works: a maximum of 2 working days will be allowed to complete inspection, sampling and provide initial report of identification of ACM. Then 2 working days will be allowed for the CA’s instruction and upon receipt a further 5 working days will be allowed for a full report and Asbestos register updated.
6. Voids - The risk of exposure to ACMs will be assessed as part of the Voids process. Where repairs are due to take place the Councils Voids Coordinator will review the Management Survey and ensure suitable demolition / refurbishment surveys are conducted and included when assessing risk. Should any further intrusive Demolition Survey be required; or subsequent removal works that require the statutory 14- day notice period to be issued to the HSE, an Extension of Time will be granted to the target void completion times set.
7. Surveys in Sheltered Accommodation for older people - The Contractor is to note that any Asbestos Services required to sheltered accommodation may be the subject of special timing and methods of working in an effort to minimise disturbance to Residents insofar as possible. In any event, no work outside the normal hours of working will be allowed.

**9.0 REPORTING**

1. **Survey Reports**
2. Following completion of the Site Survey, a report is to be compiled detailing any ACM’s identified, their location, condition, extent together with recommendations for any Management Actions required. Reports will comply with the recommendations set out in HSG 264, follow the agreed template formatand shall include a report summary and recommendation, no access areas / elements, individual ACM data sheets, colour photographs, floor plans showing presumed or identified ACMs, laboratory analysis results and a detailed asbestos register.
3. Unless otherwise agreed with EKH, the report and updated Register shall be provided to the Contract Administrator within five working days from the date of access to the property for survey.
4. **The Asbestos Register**
5. Asbestos information will be provided to the Contractor by:

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

1. Asbestos information will be provided to the Contract Administrator by:

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

1. **Day to Day Issues**
2. In the event the Contractor finds any sharps, contamination, human waste, vermin etc, in the property, the Contract Administrator will be notified and no further surveys are to be undertaken without the further instructions of the Contract Administrator.
3. Should the Contractor discover any damage to either the external fabric or internal components in the property, a brief report of their findings along with supporting digital photographs will be submitted to the Contract Administrator.

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1. **OTHER RELATED SURVEY REQUIREMENTS**
2. The Contractor will:
3. Provide SEM (‘Scanning Electron Microscopy’) testing services for potential fibre contamination investigation/ advice scenarios;
4. CDM related roles: Principal Consultant and/or Principal Designer responsibilities including review of proposed asbestos related Risk Assessment and Method Statement (**‘RAMS’**) control measures proposed for differing risk categories of asbestos work (licensed, notifiable non-licensed and, non-licensed);
5. Quality assurance arrangements / requirements: The Contractor will submit their appointed asbestos survey specialist’s periodic UKAS assessment reports to the Contract Administrator. In addition, EKH may commission a sample of ‘blind’ survey report audits by another competent and suitably qualified asbestos survey specialist.
6. The Contractor will support EKH in dealing with any Asbestos related investigations, enquires and reports.

**ANNEX B - SPECIFICATION FOR ASBESTOS REMOVAL WORKS**

**1.0 GENERAL**

1. The Contract allows for the removal or encapsulation of Asbestos Containing Materials (‘**ACM**’s) as required from asbestos surveys; all in accordance with this specification and the EKH’s Asbestos Management Policy & Procedures**. Removal of ACM under this contract will be in exceptional circumstances only**
2. Pricing for the service will be as set out in the Pricing Schedule.
3. The specification comprises the removal or encapsulation of Asbestos Containing Materials (‘**ACM**’s) in common areas, occupied or void properties as identified and required from asbestos surveys and as instructed by the Contract Administrator. The Contractor will only use licensed removal contractors to undertake removal and disposal of ACMs
4. All removal works are to be in accordance with HSG 247: The licensed contractor’s guide, ACOP L143; Managing and Working with Asbestos and incorporate a four stage air clearance test and/or reassurance air testing where necessary in accordance with HSG 248: The Analyst’s Guide for Sampling and Clearance Procedures and ACOP L143.

1. The Contractor will be expected to work independently, to manage access to the properties and communications with residents
2. The Contractor will be under instruction by the Contract Administrator.
3. There may be occasions where the Removal Contractor has to work collaboratively with an alternative Main Contractor in either occupied or void premises at the request of the Contract Administrator
4. The Removal Contractor must be aware of any changes to legislation that may impact on any aspect of Asbestos Removal and associated works. The Removal Contractor must inform the Contract Administrator of those changes as expediently as possible to ensure that any Risk Assessments and or Method Statements along with the EKH Policy and Procedures are amended to reflect those changes prior to any works commencing on site.

**2.0 REQUIREMENTS FOR REMOVAL OF ACMs**

1. The Removal Contractor must be able to demonstrate his understanding and willingness to comply with all aspects of the Asbestos Regulations, Approved Codes of Practice and Guidance notes relating to the limitation of exposure to asbestos fibres, the control and security of works, record keeping, notification and managed waste disposal.
2. The Removal Contractor is to carefully remove existing ACMs under controlled conditions as indicated from the asbestos survey. Remove from site using a licensed carrier and dispose of at a licensed disposal site.
3. Irrespective of whether the removal is licensable or not, the Contractor must carry out the works in accordance with the requirements of:
4. HSG 264 Asbestos the Survey Guide
5. Health and Safety at Work Act 1974
6. The Control of Asbestos Regulations 2012
7. The Construction (Design and Management) Regulations 2015
8. The Management of Health and Safety at Work Act 1999
9. The Workplace (Health, Safety and Welfare) Regulations, 1992
10. The Environmental Protection Act 1990
11. The Control of Pollution (Amendment) Act 1989
12. The Hazardous Waste Regulations 2005
13. The Personal Protective Equipment at Work Regulations 2002 and all Regulations made under the above Acts and all subsequent amendments of the above Regulations to date
14. HSG 210 Asbestos Essentials task manual
15. Code of Practice entitled “Work with Asbestos Insulation Asbestos Coating and Asbestos Insulating Board” (third edition)
16. HSG 248 The Analysts Guide for Sampling, Analysis & Clearance Procedures;
17. HSG 247 Asbestos the licensed contractors guide
18. ACOP L143 Work With Materials Containing Asbestos
19. Personal Protective Equipment at work Regulations, 2002
20. Code of Practice entitled “Work with asbestos insulation asbestos coating and asbestos insulating board” (Second edition)
21. HSE50 Asbestos licence assessment, amendment and revocation guide (ALAARG) HSE 2012
22. BS 8520-3:2009 Equipment used in the controlled removal of asbestos-containing materials
23. Notification form FOD ASB5 (HSE).
24. Notification of non-licensed work with asbestos ASB NNLW1 (HSE).
25. BS EN ISO 13982-1:2004+A1:2010 Protective clothing.
26. Medical Guidance Note MS31(rev1) Medical surveillance for workers carrying out licensed work with asbestos.
27. ACOP L101 Safe work in confined spaces. Confined Spaces Regulations 1997. Approved Code of Practice, Regulations and guidance (Second edition).
28. The Hazardous Waste (England and Wales) Regulations 2005 SI 2005.
29. The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations, 2009.
30. The Personal Protective Equipment Regulations, 1992.
31. HSG 248 The analysts’ guide for sampling, analysis and clearance procedures.
32. BS EN ISO/IEC 17020:2012 Conformity assessment. Requirements for the operation of various types of bodies performing inspection British Standards Institution.
33. HSG 53 Respiratory Protective Equipment At Work.
34. HSG 65 Successful Health & Safety Management.
35. The Hazardous Waste (England & Wales) (amendment) Regulations 2009.
36. The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004, and ADR 2011.
37. BS EN ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories.

**3.0 SITE PREPARATION**

1. All non-contaminated loose equipment and material must be removed from the work area.
2. Any fixed equipment which cannot be removed from the work area must be covered and sealed with polythene no less than 500 gauge.
3. Protect nearby surfaces from contamination (using polythene no less than 500 gauge, timber and tape). Polythene sheeting must be adequately supported throughout.
4. Warning and prohibition notices must be displayed outside all areas and access to work areas restricted both in properties and common areas.

**4.0 GENERAL REQUIREMENTS**

1. ACM’s will be removed by persons over the age of 18 years who have been instructed in correct working procedures and who are wearing the specified respirator and protective clothing. All notifications to the HSE for notifiable removals to be made by the Contractor and copied to the Contract Administrator
2. All safeguards outlined in HSG 247 that are necessary for the safe removal of asbestos must be maintained. Exposure must be reduced to the lowest level reasonably practicable by suitable systems of work. These must include but not be limited to:
3. Working methods which minimise breakage, abrasion, matching or cutting of asbestos materials.
4. Clear indication of areas being worked in.
5. Dust suppression by the use of wetting the work area.
6. On completion of asbestos removal the entire area must be thoroughly decontaminated using high efficiency type H vacuum cleaners approved for use in asbestos removal. Brushes must not be used.
7. All asbestos waste must be double bagged with 1,000 gauge polythene sheeting, sealed with duct tape and marked with asbestos warning stickers. If not transferring the waste directly to an appointed licensed land fill site it should be transferred to a suitable steel skip with a lockable steel lid which will be kept locked at all times it is unattended. Appropriate reassurance air testing should be carried where applicable to ensure areas are not contaminated in any way.
8. The airborne concentration of asbestos during asbestos removal must be less than 0.010 fibres/ml. the airborne concentration asbestos.

**5.0 ENCAPSULATION**

1. During the implementation phase of the contract, the Removal Contractor (Contractor) will agree produce an appropriate work plan for all routine / repetitive encapsulation and removal tasks.
2. This work plan is to include in each case agreed relevant criteria, Risk Assessments, Method Statements, terms of reference (TOR), control measures, and general method of working which are then to be employed as ‘overarching’ pre-agreed work plans.
3. The Contactor is to provide, electronically, the following information to the Contract Administrator in respect of each ACM removal task (including encapsulation, repair or equivalent provision) performed within **5 working days**:

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

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

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

1. Where encapsulation is agreed the Contractor is to collate and provide to the Contract Administrator a comprehensive record of the work proposed and then undertaken which must be sufficient to also update the Employers asbestos register and to re-calculate the ACMs risk assessment score.
2. The record provided will include a photograph of the encapsulated material before and after work is completed. Where agreed specifically with the Contract Administrator the Contractor will provide and apply an appropriate & approved asbestos warning label (as well as detailing the encapsulation product employed and the date of application).
3. The control measures to be employed in respect of any encapsulation work are anticipated generally replicate those applied to ACM removal tasks, however detailed Risk Assessment (RA), plan of work and associated Method Statements (including control measures specifically proposed) are to be prepared and submitted by the Contractor in all cases for evaluation and approval by the Contract Administrator.
4. Wherever it is anticipated that any asbestos containing material will remain in-situ and with a surface exposed, the Contractor must notify the Contract Administrator immediately.
5. The Contractor will not dismantle / remove any associated enclosure without prior agreement / instruction from the Contract Administrator regarding the detailed method of encapsulation to be adopted.
6. The potential use of PVA as a sealant will only be regarded as a short term / temporary technique and will represent a potential continued risk until a permanent solution is agreed and implemented.
7. The Contractor must provide details to the Contract Administrator regarding the ACM present together with the long-term encapsulation technique employed i.e. elastomeric coating, high build membrane protection, or equivalent approved coating. The Contract Administrator will then evaluate the proposal and confirm instruction prior to removal of any associated enclosure.
8. It is EKH’s policy in accordance with CAR regulation 7 to remove all ACMs as far as practicable before major refurbishment or demolition.

**6.0 HSE WORKS NOTIFICATIONS:**

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

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

1. The Removal Contractor is required and will submit electronic copies to the Contract Administrator to substantiate that the appropriate form of notification has be issued, within the appropriate period of notice, and to the appropriate regulatory authority.
2. In situations where the Removal Contractor proposes undertaking ‘soft strip’ tasks / work in advance of the primary asbestos removal / encapsulation, the start date relevant to the notification, will be the date the ‘soft strip’ tasks commence. The decontamination unit (DU) is also to be on site and ready to use (fully operational) in advance of commencing the ‘soft strip’ elements of work.

**7.0 KEEPING RECORDS AND SITE DOCUMENTATION REQUIREMENTS:**

1. The Contractor’s appointed site manager / supervisor is to be responsible for compiling, maintaining and updating an appropriate document file on site at all times throughout the duration of the work.
2. This file is to contain copies of all current information recording and including the following (this is not an exhaustive list and must be to the satisfaction of the Contract Administrator and ultimately the HSE):

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

**8.0 DISPOSAL OF ASBESTOS WASTE**

1. All asbestos waste must be disposed of in accordance with The Hazardous Waste Regulations 2005 (as amended).
2. The asbestos removal contactor will be responsible for ensuring that the carriers’ collection certificate is completed in accordance with the Regulations. The Contractor will provide (electronic) copies of all documentation relating to asbestos removal and disposal to the Contract Administrator on a regular basis (no longer than 1 month after completion of works).

**9.0 INFORMATION TECHNOLOGY & THE ASBESTOS REGISTER**

1. All updates and certifications on all significant changes to properties including but not limited to asbestos works will be returned to EKH for imputing onto the Asbestos Register.
2. The Removal Contractor will undertake removal work based on either Management or R&D surveys reports, carry out work in safe manner with all work and associated advisory notes e.g. consignment notes etc. reported to EKH in an electronic format e.g. pdf format etc.
3. Any consignment note, documentation etc is also sent to the Contract Administrator, as per section 7 Keeping records and Site Documentation Requirements.

**ANNEX C - SCHEDULE OF BRITISH STANDARDS, ETC**

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

* **BS EN ISO 9001:2000** Quality management systems.
* **BS EN ISO 14001:2004** standard for Environmental Management Systems
* **BS OHSAS 18001:2007** International Occupational Health and Safety Management Standard
* **BS EN 12608:2003** Unplasticized polyvinylchloride (PVC-U) profiles for the fabrication of windows and doors. Classification, requirements and test methods
* **BES 6001** Responsible Sourcing of Construction Products
* **BS 5440** Flueing and ventilation for gas appliances of rated input not exceeding 70 kW net (1st, 2nd and 3rd family gases). Specification for the installation and maintenance of ventilation provision for gas appliances
* **BS 6375-1** Performance of windows and doors. Classification for weathertightness and guidance on selection and specification
* **BS 6375-2** Performance of windows and doors. Classification for operation and strength characteristics and guidance on selection and specification
* **BS 7950**. Specification for enhanced security performance of windows for domestic applications
* **BS 2989** Specification for continuously hot-dip zinc coated and iron-zinc alloy coated steel flat products: tolerances on dimensions and shape
* **BS 7479** Method for salt spray corrosion tests in artificial atmospheres
* **BS 5889.** Specification for one-part gun grade silicone-based sealants
* **BS 7412.** Specification for windows and doorsets made from unplasticized polyvinyl chloride (PVC-U) extruded hollow profiles
* **TG20:2013** NASC Good Practice Guide for Tube and Fitting Scaffolding