



Environment, Roads & Facilities

**Ysgol y Foryd and Ysgol Maes Owen – Windows
Replacement 2026**

Volume 3

Work Information

PRJ100107

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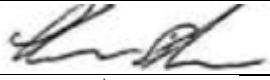

Contents

Appendix 1 – Specification	1
Appendix 2 – Asbestos Report.....	14
Appendix 3 – Safe Working Practice	15
Appendix 4 – Working at Heights Regulations 2005	21
Appendix 5 – Images.....	22

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Appendix 1 – Specification

1.1 Windows replacement

It is the intention of Conwy County Borough Council to employ the services of a suitably qualified and experienced *Contractor* to undertake the replacement of all windows and doors identified on drawings EPN403.PRJ100107.01 and EPN404.PRJ100107.01 at Ysgol y Foryd and Ysgol Maes Owen, Kinmel Bay.

It is essential that **all works are completed at Ysgol y Foryd prior to the children returning** from the summer break and works should be programmed accordingly. Ysgol y Foryd should be considered the **priority** of the two schools. Ysgol Maes Owen should have the main works completed (i.e. all windows and doors to the front of the building) over the summer break. There may be potential to carry out minor works at Maes Owen during term time, outside of school hours or at future school holidays (To be discussed at pre-start).

The works will entail the removal and disposal of the existing timber framed windows at Ysgol y Foryd and also the removal and disposal of existing steel framed windows and the replacement of blown windows at Ysgol Maes Owen. Windows will be replaced with uPVC double glazing throughout.

Wooden panels below the windows at Ysgol y Foryd shall be replaced with insulated uPVC. Signage above the windows at Ysgol y Foryd shall be removed and retained on site. These areas will be clad with white uPVC and navy blue uPVC above navy blue doors.

All doors at Ysgol y Foryd shall be replaced with white uPVC doors apart from where specified on drawing EPN403.PRJ100107.01 where navy blue aluminium will be used (Main entrance, doors off rooms A033 and A044) and white aluminium (kitchen door).

Doors at Ysgol Maes Owen will be navy blue aluminium apart from one door to the front of the school that will be white uPVC as shown on drawing number EPN404.PRJ100107.01.

DDA compliant doors shall be fitted on both schools and designs should compliment the colour and style of the other doors and windows in the schools. The location of the proposed DDA compliant doors are shown on drawings EPN403.PRJ100107.01 and EPN404.PRJ100107.01.

Any steel framed or wooden framed windows or blown uPVC windows not identified on the drawings that are noted by the contractor shall be brought to the immediate attention of the *Client*.

1.2 General

Carefully remove the existing single glazed timber windows / doors from Ysgol y Foryd and steel framed windows from Ysgol Maes Owen as per schedule and dispose of from site to a suitable licenced facility.

The fabricator / installer shall be fully responsible for measuring all window openings to ensure correct fit and tolerance.

Supply and fix new uPVC windows to existing openings including carefully plugging and screwing to obtain secure fixing, easing and packing out frame to fit opening. Windows to be fitted fully in accordance with manufacturer's written instructions and Code of Practice.

Note: Include for approved silicone sealant around perimeter of all windows and making good to all external and internal surfaces, finishes and decorations (External render, stonework, timber cladding paintwork, internal plaster, woodwork, wallpaper and paintwork etc.).

Windows to comply with the following performance requirements:-

 Weathertightness: to BS 6375 Part 1

 Design Wind Pressure: 2000 PA

 Air Permeability Test Pressure Class: 600 PA

 Watertightness Test Pressure Class: 300 PA

 Wind Resistance Test Pressure Class: 2000 PA

 Operation & Strength Characteristics: To BS 6375 Part 2

Windows to be White UPVC to match existing styles. Openings sashes to be hung as agreed with *Client* and as Window Schedule.

Window frame to be light and weather stabilised, i.e. colourfast.

Windows to be manufactured to BS 7412 from white uPVC extruded hollow profiles of materials type A to BS 7413 by a firm currently registered under a quality assurance scheme operated by a certification and inspection body accredited by the United Kingdom Accreditation Service (UKAS).

Windows also to comply in all respects with trade standard for uPVC windows published by the British Plastic Federation and the Glass and Glazing Federation.

All units to be made from prepared sections with mitred, fusion welded and grooved corners. Reinforcing chambers shall not be penetrated by condensation, drainage channels or ducts.

Profiles shall be a narrow profile and be of sufficient dimensions to take up and protrude adequately beyond existing reveals and stepped reveals where applicable.

Include for all jointing sections, coupling mullions and cover trims as necessary and so as to ensure structural integrity and rigidity of all frames and assemblies.

Window frame to have multi-chambered profile cross-sectional area and 'Eurogroove' with wall thickness of minimum 3mm.

Window frame to be impact modified uPVC polymer to equivalent of the German standard RAL-RC 716/1.

Profile sections to be reinforced with aluminium or galvanised steel sections.

Reinforcement to be mechanically fixed to the profile with rust resistant steel screws at max. spacing of 600 mm and positioned to maintain the structural integrity of the frame.

The main section of the profile shall be suitably and permanently marked to enable future identification of the system supplier without removing the window and not visible when the opening light is closed.

uPVC cill trim and head drip trim to be provided to all windows

Windows to be fixed using sheradised screws and plastic plugs through frame profile with counter-sunk screw heads flushed plugged or alternatively by purpose made stainless steel brackets (lugs).

Windows shall be fitted plumb and square within aperture without twist, racking or distortion with packing at fixing points to prevent bowing. Foamed polyurethane must not be used as the sole means of fixing. It may only be used as a convenient way of sealing the gap between the frame and the opening.

Window manufacturer to include for riser blocks as required to all opening windows.

Windows to be factory double glazed, using 24mm / 28mm sealed units to BS 5713 all glazed to BS 6262. Glazing bars to be integral within sealed unit.

All Windows / Frames to be INTERNALLY beaded.

Note: All glazing to all windows throughout (regardless of location) to be safety glazed with LAMINATED glass to inner pane and TOUGHENED glass to outer pane. Safety glazing to be as defined in BS 6206 and be marked accordingly.

Windows to be factory double-sealed using continuous neoprene gaskets complying with BS 4255 Part 1, 1986.

Gaskets - unless otherwise approved, are to be EPDM colour black. White is not to be used. To allow for shrinkage, all gaskets should be cut at least 5% over size and fitted so that their lengths are in compression. Gaskets are to be security type (difficult to remove/prise from the beading).

1.3 Thermal Performance

The replacement of windows must comply with the requirements of Approved Document L2B of the Building Regulations 2010 – Conservation of Fuel and Power in Existing buildings other than dwellings (2010 edition).

Window Contractor/manufacturer to provide details / specification demonstrating compliance in this respect.

Glazing in sealed units to be Low Emissivity glass: 'Pilkington K Glass' (or equivalent) to achieve maximum Elemental 'U' value for the overall windows of 1.8 W/m²K overall for the whole window Coated surface to be on the inner pane facing the inside of the sealed unit (ie; the outward-facing surface of the inner glass).

Window Contractor / manufacturer to provide details / specification demonstrating compliance in this respect.

Contractors must be registered members of FENSA; the Glass and Glazing Federation Fenestration Self-Assessment scheme and must provide evidence of membership upon request.

1.4 Ironmongery/Accessories:

It is the responsibility of the fabricator / purchaser to ensure that the performance of the window complies with the relevant standards and specification requirements for the particular window and that the correct product is chosen for the weight and design of each window system.

Advice on the supply and selection of the correct product must be obtained from the product manufacturer.

All the opening windows to have push button key locking espagnolette Handles, - brown effect with night vent facility. Manufactured by Securistyle: Type – Vision or Virage espagnolette Handle “cranked” or other approved by the *Client*.

1.5 Child Restrictors

Child restrictors are to be fitted to all windows with openings on all floors. The restrictors are to not allow opening the window more than 100mm without using the restrictor switch.

Type of restrictors to the uPVC windows are to be the push type fitted within frames on all casements outward openings, and the uPVC switch built into the top sashes on uPVC sliding sash windows.

1.6 Background Ventilation.

Greenwood Airvac Slotvents: Type 4000 S-B or other approved by the *Client*.

To allow trickle ventilation as follows:~

Floor areas up to 10m² – 4000 mm²

Floor areas over 10m² – at the rate of 400mm² per m² of floor area.

Important note:

The Contractor shall bring to the attention of the *Client* AT SURVEY STAGE all instances where ventilators are provided in existing windows (regardless of location), together with all instances where a gas combustion appliance is fitted in a room to be ventilated and draws from the atmosphere of same (i.e., an ‘open-flued’ appliance).

Permanent ventilation in relation to such appliances will be separately assessed by CCBC.

This information must be conveyed to the *Client* without delay following surveys by the Contractor.

1.7 Hinges

All hinges and ironmongery to be screw fixed with austenitic stainless steel screws for ease of replacement (not rivets).

Hinges to be Austenitic Stainless Steel friction stays with built in restrictors. The release mechanisms shall be an integral part of the hinge and shall self relocate on one action on closure of vent. All components, rivets, pins should withstand a force of 600N to comply with BS6375 Part 2, specification for operations and strength characteristics loading of windows Section A7 Test 6.0.

1.8 General

Literature supplied must give a clear indication of the recommended maximum vent height, width and weight for each stay size. Design features of the stay shall include:~

The hinge shall give a releasable restricted opening of 100mm maximum.

The restricted opening positions shall comply with BS 6375 Part 2 Test (600N) when fitted to the particular manufacturer's maximum specified vent size and weight for each stay size.

The release mechanism shall be integral part of the hinge and shall self-relocate upon closure of the vent with exception of emergency escape windows.

The stays shall comply with BS 6375 Part 2 Test 5 Class B. Part 2 Test (600N) when fitted to the particular manufacturer's maximum specified vent size and weight for each stay size.

All espagnolette mechanisms and hinges to be oiled upon completion of window fitting.

Screws for fixing hardware to the window should preferably engage through a double wall thickness of the profile. Alternatively, fixing through the reinforcement with a minimum penetration of 2 mm by the screws (300 series) to avoid electrochemical corrosion, ensure accurate location of fitting screws, preferably with fitting grooves.

All fasteners used in the manufacture of uPVC windows and doors must meet the following specification.

- a) Fasteners to be manufactured by an ISO 14001 registered company and to meet the requirements of BS 7543: 1992, be manufactured from austenitic (non-magnetic) stainless steel as prescribed in BS 3111: part 2: 1979 with exception of those fasteners used for reinforcement retainment only. Fastener threads connecting into the reinforcement must be austenitic. Nitrided austenitic fasteners will not be permitted due to reduced corrosion resistance and fasteners must not have a hardness value greater than 390 Hv and a tensile strength greater than 130 Kgf/mm² to avoid aged stress fractures.
- b) Fabricator to provide documented evidence that the austenitic fasteners used have not been through a nitriding hardening process.
Security – all windows to be approved to bs7950 – specification for enhanced security performance of casement and tilt & turn windows for domestic application.

All opening windows to be fitted with two pairs of 'Securistyle' VECTOR EXCLUDER non-contact ancillary security device. Positioned adjacent to and not more than 50mm away from the top hinge.

Locking Mechanism (TO COMPLY WITH BS 7950)

All Windows to be fitted with the 'Securistyle' Excluder High Security Locking Mechanism, or similar approved.

Locking mechanism must be manufactured from Austenitic stainless steel (Excluding windows fitted with Teleflex Morse Remote Operating Gear).

All components should be supplied by a manufacturer complying with BS EN 9001 accredited quality system and be covered by the manufacturers ten year guarantee.

Written confirmation of compliance with all the above should be given to the *Client* in advance of commencement on site.

1.9 Installation

The tenderers attention is drawn to the need to ensure extreme care and attention when carrying out the works on school sites. It is intended that all works be undertaken and completed during the School holiday periods or outside of school hours as the premises are virtually unoccupied apart from occasional visits by Council staff. The successful tenderer must liaise fully with the school staff / *Client*. prior to commencing any of the works to ensure affected rooms and ancillary areas are vacant during the installation process.

Windows to be installed by competent Specialist Window Installers approved by the window manufacturers and strictly in accordance with Health and Safety Legislation.

THE USE OF LADDERS WILL NOT BE PERMITTED FOR ANY TWO HANDED OPERATION WORKS EXTERNALLY.

Note: Contractor to allow in his tender price for safe working platform to comply with the Working at Height Regulation (2005) for undertaking any works above ground level, together with fencing that cannot be climbed fully enclosing scaffold / working platforms that are not removed at the end of the working day, to prevent unauthorised access onto any fixed scaffolding. This item shall be priced in the General Conditions.

The window manufacturer's price to include for the accurate measuring of the windows to determine manufacturing sizes including allowance for 5 mm gap all round.

Main Contractor to ensure side hung sashes do not foul on the underside of existing fascia, barge or soffit boards / liners.

The position of mullions and transoms are to be agreed with the *Client* prior to manufacture.

The Contractor shall include for the fitting of uPVC moulding to cover the joint between the window board and internal reveals including all necessary silicone sealant.

The Contractor shall also include for complete repainting of any damaged internal reveals and window boards.

The making good of any damage to tiled reveals or window cills internally and externally shall be included for by the Contractor.

The Contractor shall include for carefully cutting around the internal perimeter of the existing window frames and minimise any damage to decorated reveals and heads. The joint between the window frame and reveals/head to be covered by uPVC quadrant mould, or flat trim. All gaps and/or defective plaster to be made good and existing wallpaper trimmed to the depth of the trim prior to fitting.

Should any damage occur to internal plastered reveals and decorations the Contractor shall include for making good including cutting back / removing any wallpaper to internal jambs and head of reveal and re-decorating with two coats of colour matched emulsion.

The Contractor shall liaise with the *Client* and the School Staff prior to commencement of any work on site in order to agree programme and to arrange access and to give adequate advance notice of intended start date at each site.

The Contractor shall include for removal and re-fitting of all curtains, curtain rails/battens, suspended ceiling tiles and framework etc as required to carry out the works, and the re-routing and or replacement of any wiring and cables, affected by the works.

The Contractor shall include for the provision of dust sheets to cover all equipment, furniture and carpets adjacent to the window replacement works.

Note: Sample window with any required coupling detail shall be approved by the *Client* prior to commencing manufacture.

All windows will be delivered pre-glazed, the Contractor is to check all windows for damage at the time of delivery. Damage should be agreed with the Transport Operative and the *Client* advised accordingly. Any subsequent damage to the glass and uPVC frames is to be made good at the Contractor's expense.

All old window frames, glass and general debris from the work shall be removed daily as the work proceeds.

(Materials either new or existing will not be permitted to be stored on site unless prior approval given by *Client*)

The old windows should be removed and the new windows installed strictly in accordance with the relevant Code of Practice, British Standards and performance specifications.

1.10 Internal Wall Plaster (Face of Wall)

Hack off existing loose wall plaster as directed by *Client*.

Prepare and apply PVA bonding agent as required; apply undercoat cement:lime:sand (mix 1:1:6). Dub out as necessary in thickness of not more than 10mm, cross scratching each coat. Final coat Gypsum plaster 'Thistle' to B.S. 1191.Part. Class B. All plaster to be finished 'true' with adjacent existing plaster.

1.11 External Wall Pointing

Include for making good of pointing to reveals, heads and cill projections to all windows to match existing finish. Allow for PVA bonding agent to masonry, dubbing out as necessary and point to match existing line and finish. Form true and even junction with existing pointing and seal all round at junction with new window. Where pointing only to reveals, provide a bead of neutral polysulphide mastic to exterior edge/perimeter of window against substrate, applied and tooled in accordance with manufacturer's directions.

1.12 Guarantee Requirements

(This item shall be taken for and priced up within Appendix A – Price List)

Fabricator/Installer: shall supply, a form of performance guarantee. The performance guarantee shall cover both workmanship of installation and the entire windows, including the double glazing and ironmongery, for a minimum period of 10 years.

Independent Insurance Back-Up: shall also be provided by the Independent Warranty Association, The Insurance Guarantee Association or a firm of Independent Insurers and shall conform to DTI requirements and The Insurance Companies Act, 1982.

This independent back-up shall again cover the window in its entirety, including the double glazing and ironmongery for a minimum period of 10 years. All the above to be passed to the *Client* on completion.

The guarantee shall commence from the date stated for the issue of Practical Completion under the contract and for the avoidance of doubt the period of guarantee shall run concurrently with the contract defects liability period and will not invalidate the contractual schedule of defects.

Contractor to provide during period of guarantee a contact details in order to report defects.

1.13 Operational Manual

Contractor shall provide for the users of the building, an Operation and Maintenance manual for the installed windows.

1.14 Standards and Regulations

All materials, equipment and workmanship shall be in accordance with the *Specification*.

Unless otherwise specified, all materials shall be new and these, together with equipment or works supplied or executed, shall comply with current Codes of Practice and with British Standards where applicable. Were Codes of Practice or British Standards are cited, these shall be deemed to refer to the current editions.

Any instrument, rule or order made under any Act of Parliament or any regulations of any Local Authority or of any statutory undertaking which has any jurisdiction with regard to the Works or with whose systems the same are or will be connected, shall be complied with, and it will be ascertained that any necessary notices have been given to the Authority concerned.

All electrical apparatus and work in connection therewith shall comply with the current edition of the IEE Regulations for Electrical Installations produced by the Institution of Engineering and Technology.

All works and materials shall comply with the requirements of the following:

- a) Local Authority Regulation, Recommendation, Requirements and Bylaws;
- b) Water, Gas, Electricity, Fire Officer, British Telecom and all Public Authority and Statutory Regulations and Recommendations;
- c) Health and Safety at Works Act, including current regulations and statutory instructions issued by the Health and Safety Executive.

1.15 Protection of the Works

All existing equipment in the vicinity of the works being carried out, floor coverings and wall surfaces shall be protected during the undertaking of the works, should there be any damage to the existing equipment or internal/external surfaces then the *Contractor* will be responsible for the complete repairs and/or redecoration to the satisfaction of the *Client*.

Adequate protection shall be provided against rough treatment, dust, grit, frost, etc.

1.16 Pre-Tender Survey

The Contractor shall, prior to tendering, have the option to undertake a survey of all areas of works, in order to familiarise themselves with the proposed works. NOTE – The quantities noted in this document are as information received from third parties and thus cannot be guaranteed to be correct. Costs/reductions for additional, or less, items found to be installed in any building will be chargeable, or reduced, by the rates given in pricing schedule of the Tender Documents.

1.17 Access

- a) Access to undertake the works and arrangement of appropriate times for the works to be carried out shall be made through the *Client*.
- b) It shall be the *Contractor's* responsibility to liaise with the site for access and completion and signing of the Visitor's Book and the 'Checklist for *Contractors* accessing site' form. If the *Contractor* cannot gain access to any property they shall contact the Service Manager for assistance as soon as possible.

1.18 Safety Standards

The *Contractor* shall, without prejudice to any other statutory requirements, comply with the provisions of the:

- Health and Safety at Work Act 1974 and any regulations made under the Act,
- Control of Substances Hazardous to Health Regulations 2002,
- Electricity at works Regulations 1989
- First Aid Regulations 1981.

The *Contractor* should observe:

- Management of H&S at Work Regulations;
- Manual Handling Regulations;
- C.O.S.H.H. Regulations;
- Electricity at work Regulations;
- Puwer and Loler Regulations.

In the event of any significant risks occurring, which are not covered in these documents, then separate Risk Assessments/Method Statements will be required from the *Contractor* prior to work commencing. Should a *Contractor's* Risk Assessment highlight the need for scaffolding or a work platform with which to carry out any work then this should be provided by the *Contractor* at their expense.

The *Contractor* must provide, at their cost, all safety equipment required to undertake the works. Allowances for this should be made in the Tender price.

A copy of the successful *Contractor's* Health and Safety Policy and Method Statements will be required for inspection before beginning any work.

All *Contractors'* staff employed on the servicing works shall have undertaken 'ASBESTOS AWARENESS TRAINING' and certificates to verify this shall be available for inspection.

The *Contractor* shall not allow any person to carry out work on the Authority's equipment to which they are not adequately and suitably trained for and experienced with.

1.19 Operatives

All operatives working on this contract and in Conwy County Borough Council's (CCBC) buildings MUST be directly employed by the *Contractor*. The use of sub-*Contractors* is strictly forbidden. If there are requirements for a third party company's operatives to attend site and carry out work, e.g. specialised or manufacturer's engineers etc. then a written consent/instruction MUST first be sought from, and be provided by, the *Client*.

1.20 *Contractor* Requirements – Extent of Works

The works included in this contract consist of:

- a. The *Contractor* shall provide at their expense and set up any site compounds, storage areas, safe working areas, fencing, scaffold, working platforms (mobile or static), ladders and equipment or anything else deemed necessary in order to carry out the works;
- b. **Ysgol y Foryd is to be considered the priority** and all windows, doors, panelling etc. must be replaced and be functional prior to the end of the school summer holiday.
- c. The front windows and doors at Ysgol Maes Owen are to be completed over the summer holidays. There is potential that minor remaining works will be able to be completed during term time, outside of school hours or during future school holidays. (To be discussed at pre-start)
- d. Existing windows and doors from both sites are to be removed safely and disposed of off site to a suitable licenced facility. Any windows removed to be temporarily stored before removal from site must be secured in a fenced off and locked area to prevent unauthorised access.
- e. Existing windows are to be replaced with uPVC double glazed units as per the specification above.
- f. Ysgol y Foryd – wooden panelling below the window shall be replaced with insulated uPVC panels.
- g. Ysgol y Foryd – signage above the windows shall be removed and retained on site. These areas will be clad in white uPVC panels (navy blue panels to be installed above navy blue doors). One section shall be clad in plywood as new signage will be installed in this area shortly after the contract is completed shown on Drawing EPN403.PRJ100107.01.
- h. Ysgol y Foryd – Doors are to be replaced in the same style as existing except where indicated on drawing EPN403.PRJ100107.01 where they shall be DDA compliant..

- i. Ysgol y Foryd – Doors / fanlights are to be replaced in white uPVC except where indicated on drawing EPN403.PRJ100107.01 where they will be replaced with aluminium (white or navy blue depending on location).
- j. Ysgol y Foryd – Signage on the walls of the school shall be removed and retained on site except in areas noted on drawing EPN403.PRJ100107.01 where this signage will remain in place.
- k. Ysgol Maes Owen – existing windows shall be examined for signs of defects such as the blown existing double glazed units highlighted on drawing EPN404.PRJ100107.01. These windows shall have the defective panes removed and replaced with new. Any other defective windows shall be brought to the attention of the *Client* prior to any works being undertaken.
- l. Ysgol Maes Owen – all steel framed windows to be replaced in white uPVC to match the existing style.
- m. Ysgol Maes Owen – Doors / fanlights to be replaced with navy blue aluminium leading to the hall area and the main entrance. One door to the front of the building to be replaced with white uPVC. Locations shown on drawing EPN404.PRJ100107.01.
- n. Ysgol Maes Owen – Two DDA compliant doors shall be installed on the entrance to the hall, either side of the middle door which shall remain in the same style as existing. The door to the main entrance and the uPVC door at the front of the building will also be DDA compliant.
- o. The site shall remain clean and tidy throughout the works (including within compounds / storage areas / passageways / classrooms etc.) and the *Contractor* shall make every effort to minimise dust and debris from entering the school during the works. Any walls, floors and equipment that are within the works areas shall be protected from damage / dust / spillages etc. (including corridors and walkways used by the *Contractor*). The *Contractor* is to 'make good' the area upon completion, including the removal of any litter, debris, spillages or other detritus.
- p. Upon completion of the works, the *Contractor* is to make good any damage caused during the works.

Upon completion of each stage of the works, the *Contractor* shall liaise with the *Client* to arrange inspections of the works. Periodic site progress meetings shall take place throughout the works.

1.21 Materials

Suitable, hard wearing, weather resistant materials and colour schemes to be agreed with the *Client* prior to the works commencing and the materials used shall be the best of their respective kinds.

The *Contractor* may use only materials which are delivered to the site in sealed packaging, containers, drums, etc. and be properly labelled with the manufacturer's name, brand and quality and in all cases, primers, undercoats and finishing coats shall be of the same make.

Similarly, materials by the same manufacturer shall be used throughout the Contract or any extensions thereto.

Any materials shall be used exactly as received from the manufacturers and strictly in accordance with their instructions.

All materials supplied that are in any way unsatisfactory shall be retained on site for the inspection of the *Client*.

The *Contractor* shall use only approved materials; failure to do so may require the whole of the works to be prepared and re-painted at the *Contractors* expense.

1.22 Generally

The *Contractor* shall include for the whole of the labour and, unless otherwise indicated, all the materials necessary carry out the works.

The provision of all working platforms, fencing, compounds, welfare facilities and all other equipment and materials shall be included in this contract and Tender price.

The *Contractor* will ensure that the day to day operation of the facility is not interfered with or inconvenienced by the proposed works. The works shall be programmed in such a way as to not disrupt the use and operation of the site.

1.23 Completion Report / Information Sheet

The *Contractor* must complete and forward in PDF format to the Service Manager a Completion Report / Information Sheets, for works carried out in each site visit. On the report the *Contractor* MUST list/provide the following:

- a) Site name & address;
- b) The property's ID number (JCT441/3), name and address.
- c) The *Contractor's* name;
- d) All materials/sundries used during the said works;
- e) The Operative's name and signature and the date confirming works have been completed IN ALL respects;
- f) The site representatives name and signature and date confirming that the said works have been carried out.

1.24 Contract Payments

Payments for the contracted works will be evaluated on the 5th day of every month for any work that has been completed, and all relevant documents such as reports / sheets and quotations for any recommended remedial work as a result of the servicing have been provided. The *Contractor* will present the *Client* with a 'claim for payment' and, once agreed, the payment will be made.

Payments for work carried out will not be made until all reports and information sheets are completed to the satisfaction of, and returned by the due date to, the Client and all other requirements noted herein are complied with.

<h2>Appendix 2 – Asbestos Report</h2>
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See separate report.

Appendix 3 – Safe Working Practice

<p>SAFE WORKING PRACTICE FOR <i>CONTRACTORS</i> WORKING ON SCHEMES WHICH ARE NOT NOTIFIABLE BUT C.D.M. APPLICABLE</p>
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It is deemed that the Main *Contractor* from a Health and Safety point of view is competent and as such will comply with all current Health and Safety legislation including the Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations as amended (2006); the Construction (Design and Management Regulations.) 2015; The Provision and Use of Work Equipment Regulations (1998) and the Work at Height Regulations (2005) etc. It will therefore be assumed that they have included in their price for the following (where applicable):

1. Ladders / Roof Ladders

A ladder is generally not acceptable as a safe working platform except for the simplest jobs of short duration. If a ladder is to be used then the *Contractor* shall ensure that: -

- a) the work can be reached without stretching;
- b) the ladder can be fixed to prevent slipping;
- c) three points of contact can be maintained;
- d) the ladder is in good condition.

Note: Ladders more than 6m long cannot be satisfactorily 'footed'.

See also Appendix 4 summarising the requirements of the Work at Height Regulations (2005). Compliance with the above being mandatory.

2. Mobile Tower Scaffolds

Mobile tower scaffolds may be appropriate in certain circumstances for safe work at height.

Prior to use, the *Contractor* must scan the area for hazardous overhead obstructions especially overhead power lines.

If a tower scaffold is considered appropriate for the work in hand, then the *Contractor* shall ensure that:-

- a) Mobile tower scaffolds are used only on a firm, level base with the wheels locked when in use.
- b) The tower is erected/ dismantled by competent persons.
- c) Manufacturer's safe working loads (SWL's) are complied with.
- d) The height of the tower does not exceed three times the narrowest base width unless outriggers have been fitted.
- e) Pre-use inspections have been carried out including inspection of brakes/ locking devices, bracing, outriggers correctly positioned and safe internal ladder access and working platform.
- f) Safe working platforms are fully boarded out and include guard rails, intermediate rails and toe boards.
- g) Only correctly fixed integral ladders are used.

The *Contractor* must also ensure that: -

- h) Ladders are **never** rested against the outside of the tower or used off the top of the platform and thus causing serious risk of overturning.
- i) Tower scaffolds are **not** moved until all persons and materials have been removed from the structure.

3. Mobile Elevating Working Platforms (MEWP)

Mobile Elevating Work Platforms (Cherry Pickers) may be appropriate in certain circumstances for safe work at height.

Prior to use, the *Contractor* must scan the area for hazardous overhead obstructions especially overhead power lines – bearing in mind the height to which the MEWP can be extended.

If a MEWP is considered appropriate for the work in hand, then the *Contractor* shall ensure that: -

- a) The MEWP is **not** used in severe weather conditions
- b) The correct MEWP has been selected for the task in hand
- c) The MEWP is operated by someone who is trained and competent to use that type of equipment.
- d) Overhead obstructions can be isolated or made safe
- e) The MEWP is used on a firm, level base.
- f) The MEWP is stable prior to use with stabilisers / outriggers deployed as appropriate.
- g) Manufacturer's safe working loads (SWL's) are complied with.
- h) Collision with other vehicles, plant or scaffolding is avoided.
- i) A banksman is used when manoeuvring in tight areas or near public rights of way.
- j) Appropriate barriers and signage are used when working on pavements or pedestrian areas
- k) All tools, equipment or materials carried on the platform are adequately secured.
- l) Refuelling is organised to take place in the open air whenever possible and with the engine switched off.

Records of correct servicing / maintenance and periodic inspection are available.

4. Scaffolding / Edge Protection

Risk assessment may indicate that traditional scaffolding/edge protection must be provided to prevent falls from height. Ladders giving access to scaffolding should be removed and locked away at night. Appropriate warning signs to be fixed to all scaffolding. Weekly scaffolding checks are required with inspection records maintained. All scaffolding to be erected / dismantled by CITB / CSCS trained scaffolders. Please note that there is a legal duty on the *Contractor* to guard against all falls.

5. Overhead Cables

All overhead electric cables running adjacent to the works to be sheathed or isolated. The *Contractor* to liaise with Statutory Authorities as required. Please refer to HSE publication GS6 – 'Avoidance of danger from overhead electric lines'

6. Fire Protection

When burning off, the *Contractor* should have in place a safe system of work including adequate fire precautions, i.e. portable fire extinguishers, etc. Operatives must be made aware of the procedures to follow in the event of a fire.

7. Welfare and First Aid Facilities

Welfare facilities in compliance with the Construction (Design and Management Regulations) 2015, to be arranged / provided by the *Contractor*. W.C. and washing

facilities are especially important. A qualified First Aider and First Aid box to be available on each site.

8. Hazardous Materials / Asbestos

The *Contractor* must have in place procedures for dealing with hazardous materials i.e. asbestos, lead, broken glass, fibreglass, hypodermic syringes etc.

With regard to asbestos, an Asbestos Register should be available for inspection on each and every site, but as an interim precaution the **Contractor shall before commencing work**, ask the site manager for sight of the **Asbestos Register**. If it seems likely from inspection of the Register that the proposed works might disturb asbestos – work must **not** be done – refer to the Site Manager who in turn will seek advice from Property Services.

In the event of potential asbestos containing materials being inadvertently exposed during construction work – stop work, secure the work area and report to the Site Manager who will then report to Property Services. The Project Officer/Site Manager may then require specialist testing and if the results are positive, a separate asbestos removal scheme may be instigated using approved licensed specialist *Contractors*.

Any such work must comply with the following requirements: -

- a) The Health and Safety at Work Act 1974.
- b) The Control of Asbestos Regulations 2006 and the Approved Code of Practice L143, 'Work with Materials Containing Asbestos', L127 – 'The Management of Asbestos in Non-Domestic Premises' (Regulations 4 of the Control of Asbestos Regs)
- c) The Hazardous Waste Regulations 2005.
- d) The Control of Substances Hazardous to Health Regulations 2002.
- e) The Guidance Note EH71 "Work with asbestos cement and asbestos insulating board"
- f) HSG 189/2 –Working with asbestos cement 1999
- g) HSG 213 – Introduction to asbestos essentials 2001
- h) HSG 210 – Asbestos essentials (task manual) 2003

All other relevant or updated Regulations, Codes or Guidance Notes.

9. Safe Disposal of Debris / Debris Chutes

The *Contractor* will be required to safely dispose of all debris and provide debris chutes where required. Removal of debris shall be done on a daily basis and, to reduce the risk of fire/ arson, full skips must not be left open overnight. Alternatively, lockable skips may be used.

Good housekeeping procedures are essential on this site.

Please note: If you transport your own waste you will be required to have a Waste Carriers Certificate of Registration issued by the Environment Agency (under the Environmental Protection (Duty of Care) Regs 1991.

10. Manual Handling

The *Contractor* will be required to ensure that repetitive handling of heavy components and awkward twisting and turning during manual handling is avoided. Wherever possible use mechanical lifters, hoists, trolleys and chutes. Manual handling of

kerbstones is prohibited and lone manual handling is prohibited of blocks exceeding 20kg or bags of sand/gravel/cement exceeding 25kg.

11. Buildings in use by the Public

The *Contractor* will be required to provide safe access and egress to any building that is in public use. Where scaffolding is being erected to facilitate building work, this may involve the installation of brick guards and / or debris netting and the construction of fans etc. over entrance areas to safeguard the Public.

12. Site Security

The *Contractor* will be required to include for 2m. high anti-climb fencing as required where the nature of the works is such that the site must be secured. Appropriate bilingual warning signage denoting 'Danger – Keep Out' 'Perygl – Cadwch Allan' must be attached to the site fencing in a visible position.

13. Pedestrian Barrier / Warning Signs

Where pavements are obstructed due to building works, the *Contractor* shall ensure that pedestrian barriers are put in place, i.e. to separate pedestrians from vehicular traffic. All appropriate highway consents should be obtained beforehand.

The *Contractor* shall also include for all appropriate warning signs, i.e. to roads, pavements, security fencing/scaffolding indicating "Danger, Construction Work in Progress" etc. Signs should be in English and Welsh.

14. Excavation

The *Contractor* shall ensure that the presence and position of any underground services has been ascertained prior to excavation. They should refer to HSE guidance HSG 47 – 'Avoiding Danger from Underground Services' and liaise as necessary with the Project Officer and Statutory Authorities. The *Contractor* should also ensure that the appropriate precautions are taken to prevent the following: -

- a) collapse of sides of excavation;
- b) material falling onto people working in excavations;
- c) people and vehicles falling into the excavation;
- d) nearby structures being undermined.
- e) excavations becoming waterlogged.

15. Electrical Equipment

The *Contractor* shall ensure, so far as is reasonably practicable, the use of cordless tools or tools which operate from 110V supply system which is centre tapped to earth so that the maximum voltage does not exceed 55V. Hand held portable electrical equipment should not be left unattended and larger items of electrical equipment should be electrically isolated when not in use.

Where permission to use mains voltage has been given, an R.C.D. rated at 30mA with no time delay must be used.

Always be aware of trip hazards arising from the use of trailing electrical cables and take the necessary steps to minimize the risk

16. Appropriate Personal Protective Equipment

The *Contractor* shall ensure that their workforce are issued with and trained to use the appropriate P.P.E., i.e. hard hats, safety boots, hi-vis jackets, goggles, gloves etc., as required.

17. Information, Instruction, Training and Supervision

The *Contractor* shall ensure the necessary information, instruction, training and supervision of their workforce relative to the problems of each individual site i.e. **toolbox talks** prior to commencing work.

18. Unforeseen Circumstances

In the event of any unforeseen Health and Safety problems arising, the *Contractor* shall stop work immediately and contact the Project Officer.

19. Health and Safety Method Statement

The *Contractor* will be required to submit to the Project Officer a Health and Safety Method Statement for the works. This should incorporate appropriate Risk Assessments and Safe Systems of Work.

Work shall **not** commence until this Method Statement has been approved.

20. Insurance

The *Contractor* to have in place the following insurances: -

- a) Employer's Liability Insurance (£10,000,000)
- b) Public Liability Insurance (£10,000,000)

21. Procedure Upon Entering Site

The *Contractor* should adhere to the following procedures upon entering the site: -

- a) Report to the Site Manager and complete the attached proforma APPENDIX 5.
- b) Produce for inspection a Health and Safety Method Statement for the works to be undertaken - see item 19
- c) Produce evidence of insurances - see item 20
- d) Ensure they and their operatives are aware of the location of the site welfare facilities (where the site manager has given permission to use these). In all other cases the *Contractor* will be required to provide suitable Welfare facilities as described under item 7.

22. Mobilisation Period

Prior to construction work commencing, the *Contractor* will be allowed a period of 3 working days for site setup including welfare and storage facilities, scaffolding and making site secure.

Appendix 4 – Working at Heights Regulations 2005

New regulations on work at height came into force on 6th April 2005

The regulations apply to all work at height where there is a risk of fall liable to cause personal injury. They place duties on *Clients*, the self-employed, and any person that controls the work of others.

The regulations require duty holders to ensure:

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate work equipment is selected and used;
- The risks from fragile surfaces are properly inspected and maintained.

Duty holders must comply with the following hierarchy:

- Avoid work at height where they can;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The key message is:

- Those following good practice for work at height now should already be doing enough to comply with these regulations;
- Follow the risk assessments you have carried out for work at height activities and make sure all work at height is planned, organised and carried out by competent persons;
- Follow the hierarchy for managing risks from work at height – take steps to avoid, prevent or reduce risks; and
- Choose the right work equipment and select collective measures to prevent falls (such as guardrails and working platforms) before other measures which may only mitigate the distance and consequences of a fall (such as nets or airbags) or which may only provide personal protection from a fall

The Work at Height Regulations 2005 are accessible via the HMSO Website

Appendix 5 – Images

See separate report.