



**CARDIFF COMMUNITY HOUSING ASSOCIATION LIMITED
NEW LIFT PROJECT**

CDM REGULATIONS 2015

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Version	Prepared By	Date	Checked By	Date	Comments
1.0	Stephen Gadd	July /2026	Rhys Smith	4 th August 2026	Slight amendments



SECTION 1

GENERAL INFORMATION & DUTY HOLDERS

Overview of Works and CDM Requirements

The Works shall be undertaken in accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015).

The Project comprises the removal of three existing passenger lifts located within occupied residential buildings managed by Cardiff Community Housing Association Limited (CCHA), and the complete replacement of these installations with new machine room-less (MRL) passenger lifts in accordance with this Specification. The scope shall include the decommissioning, dismantling and removal of existing lift equipment, together with the full design, manufacture, supply, installation, testing and commissioning of the new lift systems.

Site	BSA Wales 2026 Building Category	Address
Avondale Court	Category 3	Clarence Road, Cardiff, CF10 5FP
Galleon Way Flats	Category 1	Galleon Way Butetown, Cardiff, CF10 4JE
Selwyn Morris Court	Category 3	Aberdovey Street, Splott, Cardiff. CF24 2ER.

The Lift Contractor appointed for each lot shall assume the role of **Principal Contractor** under CDM 2015 and shall fulfil all duties associated with that role, including those set out within Regulations 8, 9, 10, 11, 12, 13, 14, 15 and Part 4 of the Regulations, together with relevant HSE Guidance. The Contractor shall be deemed to have satisfied themselves as to the full extent of these responsibilities and shall plan, manage and coordinate the works accordingly.

The Contractor shall not commence any construction work until a Construction Phase Health and Safety Plan has been developed in accordance with Regulation 12. The completed plan shall be submitted to the Principal Designer in sufficient time to allow for review and comment prior to commencement of the Works.

The scope of works shall be deemed to include all associated builder's work and electrical works necessary to complete the installations, including any alterations to lift shafts, entrances, structural interfaces, power supplies and associated building elements, whether expressly stated or reasonably inferred. The Contractor shall ensure that all direct appointments, including subcontractors, suppliers and designers, are made subject to compliance with the relevant provisions of the CDM Regulations.

The Works will be undertaken within occupied residential buildings, and the Contractor shall give particular consideration to the safety, welfare and ongoing protection of residents, staff and visitors throughout the duration of the Project. The works shall be planned and executed to minimise disruption while maintaining full compliance with all statutory and safety requirements.

Specific attention shall be given to the maintenance of fire compartmentation and fire safety measures during the Works. In particular, where existing lift landing doors are removed, the Contractor shall ensure that no uncompensated breach of fire compartmentation occurs at any stage, and that suitable temporary protection measures are implemented and maintained in accordance with this Specification.



CDM 2015 Duty Holders

Client:	Amy Thompson Cardiff Community Housing Association Limited
Address:	Tolven Court Dowlais Road, Cardiff, CF24 5LQ
Principal Designer:	TÜV SÜD LCC
Address:	Building 14, Office 48 Neptune Court Cardiff CF24 5PJ
Contact Name:	Stephen Gadd
Tel:	07525 700 321
Designers:	[The Appointed Lift Contractor]
Principal Contractor:	[The Appointed Lift Contractor]
Contractors:	[Any sub-contractors appointed by the Lift Contractor]

Provide for all costs incurred by complying with and implementing statutory obligations in respect of Safety, Health and Welfare Regulations, including the Construction (Design & Management) Regulations 2015 appertaining to all personnel (including those employed by nominated sub-contractors) whose duties require them to be on the site.

The Lift Contractor shall cooperate with the Principal Designer and other Designers and Contractors, including the prompt provision of design and other information, and information required for the Health & Safety File, such as to meet the duties of Principal Contractor arising under the CDM 2015 Regulations.



SECTION 2

LOT 1 – AVONDALE COURT

PRE CONSTRUCTION INFORMATION

Avondale Court (Lot 1) - Pre Construction Information

2.1 The Project

The Project comprises of removal of existing lift equipment and replacing the equipment with 1 x MRL traction passenger lift, with features as specified in this tender pack (Schedule 2) within the existing lift shaft.

The Project will also include all associated Builders & Electrical Works, this will include Certified firestopping within the lift shaft as necessary.

2.2 Dismantling

The Lift Contractor shall include for the dismantling and disconnection of all existing lift equipment. Except where otherwise stated, materials of any kind obtained from dismantling shall become the property of the Lift Contractor.

The Lift Contractor shall dispose of all such materials in a responsible manner, taking due regard of all relevant Regulations, but in any case, shall remove redundant and waste materials from the premises promptly, as soon as these are dismantled and at all times expeditiously and cleanly. The Lift Contractor shall include for all taxes and/or other statutory fees associated with the disposal of the materials.

The dismantling of existing lift installations shall be treated as a high-risk activity and shall be supported by a dedicated, task-specific Risk Assessment and Method Statement (RAMS). This shall be developed independently of the general construction RAMS and shall clearly detail the proposed sequence of works, control measures, temporary works, lifting operations, isolation procedures and interface with the occupied building. Particular consideration shall be given to the protection of occupants, maintenance of fire compartmentation, and segregation of the work area throughout the dismantling process. The RAMS shall be submitted for review and acceptance prior to the commencement of any dismantling activities, and no such works shall proceed without this approval.

2.3 The Existing Environment Avondale Court

The property comprises of residential tenanted flats on four floors (floors G - 3), which are currently occupied and will be for the duration of lift replacement project. The appointed Lift Contractor (including any appointed sub-contractors) must adhere to all Health & Safety procedures associated with undertaking this type of work in an occupied environment.

The building is served by a single hydraulic passenger lift serving each floor of the building, a building staircase is to the front and rear of the building.

There is an entrance to the front of the property at the Ground level which enters the main lobby and the lift. The motor room is to the front of the building adjacent to the lift.

There is only street permit parking to the side of the building, an application will be required to Cardiff Council for a permit during the duration of the project .

Hoardings for removal of landing doors will need to be robust, fire resistant, secure and not impede access and egress from doorways.

During the course of the Works, it is not anticipated that any other Contractors will require access to the lift other than those under this Contract. The Lift Contractor shall be responsible for securing the work area and maintaining a Permit to Work system.

2.4 The Design

The Design of the Works is detailed elsewhere within this Specification (Schedule 2).

The principle of the Design is to achieve, as far as is practicable, a lift installation in accordance with current British Standards, the health and safety provisions contained within those Standards, current Regulation and the general requirements of the Health & Safety at Work Act 1974, together with all of the provisions of this Specification.

The Lift Contractor shall record and highlight on the construction drawings, including appropriate detail, all significant hazards and risks associated with the construction works which have not been eliminated and/or adequately mitigated in the Design of the Works.

The Lift Contractor shall record details of any significant residual hazards and risks affecting the Works and the Design, which could not be eliminated and/or adequately mitigated in the Design, on the final “as fitted” record drawings and in the H&S File.

2.5 Construction Materials

The components and materials will include electrical and mechanical elements and construction materials which have been designed and manufactured to ensure reliable performance and service life and to minimise or eliminate risks.

The removal of any combustible or hazardous material will require that the necessary Health & Safety precautions be applied, as detailed in the COSHH Regulations.

Before any dismantling of machines is undertaken redundant mineral oil is to be removed into sealed containers which are designed, constructed and labelled in accordance with the COSHH Regulations.

All new materials and components utilised in the Works are to be properly designed and manufactured to suit their purpose and capable of providing reliable operation throughout the Service Life. Where materials are detailed in the Specification the Lift Contractor shall utilise these or, if permitted and agreed in writing, approved equivalent alternatives.

Redundant materials shall become the property of the Lift Contractor to dispose of in a responsible manner taking due regard of applicable legislation and codes. These are to be removed from site expeditiously to an approved disposal site. The accumulation of rubbish/debris is not permissible except in designated storage areas, and then only if properly bagged and labelled. The Lift Contractor shall incorporate evidence of correct disposal which is to be retained within the H&S File.

All new materials are to be delivered as required and stored in approved storage areas, and shall be protected such as to prevent damage, and to protect persons from injury.

2.6 Site Waste Management

The Lift Contractor shall, if and when required, produce a Site Waste Management Plan (SWMP) PRIOR to commencement of construction works.

The Lift Contractor shall adopt the SWMP and ensure compliance with it, the Environmental Protection Act 1990 (EPA), and the CDM Regulations 2015.

2.7 Suitability of Material and Products

The Lift Contractor shall use materials and products which:

- a) Are new unless specified otherwise
- b) Are suitable for the services and conditions of use normally expected to apply after the installation is complete.
- c) Can withstand the testing and commissioning conditions specified.
- d) Do not initiate mould growth, support vermin, contain animal hair, contain crocidolite or support bacterial life.
- e) Do not involve the use of CFCs at any stage of manufacture, installation or subsequent operation except where specified.
- f) Are free from objectionable odours of the maximum or normal working conditions of operation.
- g) Do not suffer deterioration at the maximum or specified conditions of operation.
- h) Are capable of being applied to a base surface without causing damage or deterioration of the base.
- i) Are not a fire hazard, and do not evolve dense or toxic fumes when subjected to excessive heat, such as a fire.
- j) When of similar type, are made by the same manufacture.
- k) Are, where applicable, in compliance with the provisions of the Construction Products Regulation 2013.
- l) Whenever possible ensure products are manufactured and/or stocked under one of the following;
 - BSI Kite Mark Scheme
 - BSE Safety Mark Scheme
 - from Firms of Assessed Capability to BS ISO 9000
 - from Stockists of Assessed Capability to BS ISO 9000

2.8 Deleterious Materials

No materials generally known to be deleterious are to be used in, or incorporated into, any temporary or permanent Works forming part of the Project.

In particular none of the following items are to be used

- Asbestos or asbestos based products
- Urea formaldehyde or materials which may release formaldehyde in quantities which may be hazardous with reference to the limits set by the HSE
- Material containing fibres less than three microns diameter or 200 microns long
- Lead or any material or product containing lead which may be ingested, inhaled or absorbed
- Polychlorinated biphenyl
- Fibres not sealed or otherwise stabilised to ensure that migration is prevented
- Vermiculite containing fibrous dust
- Polytetrafluoroethylene (PTFE) except for pipe work jointing

- Calcium silicate bricks or materials

Or, any other products or materials, which are generally known within the Building Industry to be deleterious or hazardous to health or safety or to the durability of the property in the circumstances in which they are used.

- High alumina cement and/or concrete
- Wood wool slabs used as permanent shuttering
- Calcium chloride in admixtures for use in reinforced concrete
- Sea-dredged aggregates for use in reinforce concrete which do not comply with current British Standards
- Aggregates for use in concrete which do not comply with current British Standards
- Alkali reactive aggregates

The Lift Contractor shall check with the manufacturers and/or suppliers of products and materials in order to ensure that any product does not contain such material. Any products and/or materials found to contravene this requirement shall be removed and replaced by the Lift Contractor at their own expense.

2.9 Anticipated Target Programme/Key Dates

The programme will be agreed between the Lift Contractor and the Purchaser in order to minimise inconvenience. It is anticipated that the Works will be completed as soon as reasonably possible and closed before July 2027

The Lift Contractor shall confirm with their Tender the best possible material procurement/delivery periods and installation times which they are able to achieve.

It is anticipated that the following key dates should be achievable:

Return of Tenders	TBC
Purchaser order to Lift Contractor:-	TBC
Initial Lift Contractor's design and production of drawings:-	TBC
Lift Contractor's completion of Construction Phase H&S Plan:-	TBC.
Manufacture/delivery of materials and start site works:-	TBC
Lift Removal	TBC
Completion of works:	TBC

1.10 The Extent and Location of Existing Records & Plans

No architectural/structural drawings are available relating to the lift well or lift motor room. The Lift Contractor is therefore required to undertake their own detailed survey of the existing situation of the lift well, lift motor room and associated structure (particularly in relation to the loads imposed and available clearances). The Lift Contractor shall visit the site and ascertain for themselves the nature and extent of the Works and the conditions under which these are to be executed.

No claim by the Lift Contractor for additional payment shall be allowed on the grounds that they did not, or could not, foresee any matter which may in fact affect or have affected the execution of the Works.

The Lift Contractor shall be responsible for providing general arrangement, setting-out and construction drawings for the refurbished lifts as part of the Project and as detailed within the Specification together with any additional drawings required for any authorising body. Client's Considerations & Management Requirements

2.11 Planning & Management of the Construction Works

The Client has appointed TÜV SÜD LLC, who are Lift Consultants experienced in the design, specification and management of lift installation and replacement works, to prepare a Performance Specification and undertake the management of the Project.

Key safety goals include:

- No safety related incidents
- No accidents to employees, residents, contractors, subcontractors or members of the public
- A completed lift installation, suitable for use by disabled persons, that can be used, maintained and operated safely throughout its operational life
- Compliance with the requirements of the Lifts Regulations 2016 as amended and Designated Standards BS EN81-20 & 50: 2014; and BS EN81-70: 2003
- Handover of a Health & Safety File comprising a complete set of CDM 2015, Design and O&M documentation to the Client on completion of the Works

2.12 Communication & Liaison between the Client & Others

The Lift Contractor and their sub-contractors shall, at all times, comply with the agreed Health & Safety procedures and particular those which directly affect the Health & Safety of personnel throughout the installation period of the Contract. Any additional requirements with respect to emergency procedures and associated requirements are to be discussed/agreed with the Principal Designer and Engineer prior to the commencement of site works.

Method Statements and continuing re-evaluation of work sequences will be required and must be properly implemented by the Lift Contractor. Changes and revisions are to be recorded and/or minuted, and the Construction Phase Safety Plan amended accordingly, during the installation period.

Where unforeseen events may occur during the site works the Lift Contractor shall provide a suitable Safe System of Work which can be implemented to meet the requirements and circumstances of any design change, including assessments of all hazards involved and the necessary communication and liaison required to minimise the effect of these, both materially and with respect to human resources.

The Lift Contractor shall include for attending regular site meetings. The anticipated time scale will normally be once every two weeks, although the actual timing of such meetings shall be as required by the Engineer.

The Lift Contractor is responsible for ensuring that all of their engineers, operatives and sub-contractors are fully trained and made conversant with the required Health & Safety procedures and requirements, prior to commencement of any operations on site. A Register of Inductions and Toolbox Talks shall be included in the Construction Phase Safety Plan.

2.13 Overlap with Clients' Undertaking

The premises will remain occupied during the course of the works on site. The Lift Contractor shall ensure therefore that their engineers and operatives are aware of the requirements for safe access and the protection of work areas.

The Lift Contractor shall protect, uphold and maintain all underground services and overhead lines during the execution of the Works.

The Lift Contractor shall safeguard all reference points which indicate the presence of an underground service and will be held liable for any damage resulting due to any cause within theirs or their sub-contractor's control which is occasioned to any service or marker and shall be held responsible for any costs or charges for making good.

The Lift Contractor shall comply fully and in all respects with the statutory requirements of the Control of Pollution Act 1974 and the Control of Noise at Work Regulations 2005. The use of noisy items of plant, such as percussion drills and angle grinders, whilst permissible, shall be kept to a minimum. If necessary these activities are to be undertaken outside of the normal working hours of the building. Sufficient controls or working methods shall be applied in order to ensure that the risks (of exposure to high noise levels) to the Lift Contractor's employees, sub-contractors or other persons likely to be affected, are reduced to as low a level as reasonably practical. The timing of all activities where a high level of noise generation cannot be avoided must be agreed with the Engineer prior to commencement.

At no time will the use of personal radios be permitted.

The Lift Contractor shall include for taking reasonable precautions to prevent workmen, including those employed by sub-contractors, from trespassing on adjoining owner's property or any part of the premises which are not affected by the Works.

2.14 Security

The element of the construction site, comprising the lift well and entrances, shall be secured behind robust protective fire-resistant hoardings, which are to be securely fixed to the structure of the building. These shall be checked daily by the Lift Contractor.

The access to the site shall be via ground floor entrance or as confirmed in the prestart meeting, at times agreed with the Engineer. **All** protection to finishes and personnel routes shall be the responsibility of the Lift Contractor. Floor surfaces at each level shall be protected using 'Cordex' or equal approved hazard tape in order to avoid tripping hazards.

The existing machine room will be available to the Lift Contractor's operatives as secure areas for the temporary storage of tools etc. during the course of the works. It is recommended secure site storage boxes are used if this option is considered.

The Lift Contractor shall safeguard the Works, materials and plant against damage, theft or vandalism, including the provision of all necessary lighting for the security of the Works and the protection of the Public.

The Lift Contractor shall provide for carefully covering up and protecting all fixed or unfixed items of equipment throughout the duration of the Works until Taking-Over. Any equipment which has become tarnished, corroded, degraded, or damaged in any way whatsoever, will not be accepted and shall be replaced by the Lift Contractor at their own cost.

The Lift Contractor shall provide for removing all rubbish from the site, both as this accumulates and at completion, including the removal of all temporary works associated with the provision of plant, signboards, temporary roads, temporary hoarding and temporary buildings. Any damage or disruption arising as a result of the foregoing shall be made good. All packing cases and packing material shall be removed from site immediately the contents have been unpacked. All waste and/or redundant materials shall be disposed of at an approved site and evidence provided for retention in the Health & Safety File. Upon completion of the Works, the Lift Contractor shall fully reinstate the site to its original condition.

The Lift Contractor shall make adequate provision to protect the decorative finish to floors, walls and ceilings and areas adjacent to the Works, from damage, occurring accidental or otherwise, occasioned during the course of the Works. Any damage which does occur must be re-instated by the Lift Contractor to the satisfaction of the Engineer.

The Lift Contractor shall ensure that all Portable Appliances used at or brought to the site shall be tested and marked in compliance with current Regulations.

The Lift Contractor shall ensure that all lifting equipment, including tackles and slings, is tested and marked in accordance with current Regulations.

The Lift Contractor shall ensure that all scaffolding is correctly installed to current Regulations, with installation and/or modifications, adjustments or adaptation, undertaken by authorised personnel only. Scaffolds shall be Inspected and Tagged and a register shall be retained on site.

The Lift Contractor shall issue to, or arrange for, their employees and sub-contractors to be provided with photographic ID Cards which are to be designed to the Engineer's approval. These are to remain valid for the duration of the Works and are to be carried at all times. Entry to the premises will be refused if a valid pass cannot be produced.

The Lift Contractor shall also comply with any other security measures which the Client may impose during the Works.

2.15 Welfare provision

Access to welfare provisions including, toilets and washing facilities, will be provided by the Purchaser on the basis that these are treated with respect and maintained in a clean and acceptable condition. It is a prerequisite that employees remove overalls prior to entering these areas. The exact location will be provided at the pre-start meeting.

2.16 Site Hoarding Requirements

The Lift Contractor shall install robust fire-resistant protective hoardings the design and construction of which is to be as detailed elsewhere in this Specification.

Entrance protection shall be provided by the Lift Contractor in accordance with Schedule 2 of this Specification.

It is imperative that any protective hoarding, barrier and work screen is maintained in a sound and secure condition at all times. Access doors are to be kept securely locked excepting for when the Lift Contractor's engineers or Sub-contractors are working in the immediate vicinity.

2.17 Site Transport Arrangements & Vehicle Movement Restrictions

The Lift Contractor's attention is drawn to the requirement that they are to restrict the flow of vehicles to times as agreed with the Engineer, and must allow in their Tender, for all necessary precautions necessary to protect the occupants of the premises and the members of the public, and to maintain access at all times.

The only form of site transport envisaged is that of delivery vehicles to the exterior of the property and small handling trolleys within the building.

Delivery of large assemblies or components shall be coordinated with the Engineer. The Lift Contractor shall, at all times, supervise offloading and vehicle movements which are to be undertaken during periods of low use of the areas involved.

The Lift Contractor shall provide, and display in the appropriate position, all necessary signs in accordance with the Ministry of Transport system of advance warning signs, as required by the Policy Authority and the responsible Highway Authority. The Lift Contractor shall include for all costs and charges for complying with all other regulations and directions, including obtaining permissions in relation to any road closure, cranes, etc.

2.18 Client Permit to Work System

The Client does not operate a Permit to Work system at the premises. However, the Lift Contractor will be expected to manage and monitor access to the work area for the lift and ensure that all operations are conducted in accordance with their own safe working system.

2.19 Fire Precautions

The fire alarms and procedures will be reviewed with the Lift Contractor at a pre-start meeting to be held with the Engineer and Client's representative. The Lift Contractor shall provide fire extinguishers appropriate for any Hot Works. Any Hot Works shall be properly supervised and only undertaken during times and for durations which have been advised to, and agreed with, the Engineer.

Only the Lift Contractor's employees or sub-contractors who have been properly trained in the use of such equipment shall be permitted to use such equipment. The Lift Contractor shall ensure that proper safety precautions, in compliance with good practice and statutory requirements, are applied and maintained for the duration of the use of the equipment.

Should the Lift Contractor or their sub-contractors have a requirement to use either oxyacetylene or electrical welding equipment on site the Lift Contractor shall first seek the permission of the Engineer, who will not unreasonably withhold such permission.

The Lift Contractor shall include all necessary equipment to control fumes and smoke generated by such operations.

Details of the Client's Hot Working Permit System shall be presented to successful lift contractor at the pre-start meeting

2.20 Emergency Procedures & Means of Escape

Emergency procedures, means of escape and first aid facilities (which shall meet the requirements of The Health & Safety (First Aid) Regulations 1981), will be reviewed and issued at the Pre-Start Meeting to the successful tenderer.

2.21 No-go areas & other specific authorisation requirements

Due to the limited space available on site, the Lift Contractor is required to limit their area of operations to the motor room, shafts and any hoarded area of the landings.

The Lift Contractor's normal access areas will be limited to the motor room, wells, entrance lobbies and immediate staircase, as well as agree welfare and washroom facilities. All operatives shall restrict their access to the generally agreed site access and work areas.

The area of the shaft pit, motor room and hoarding shall be designated hard hat areas. The Lift Contractor shall ensure that all of their employees and sub-contractors are issued with, and wear, hard hats whilst working in these areas. Adequate spare hard hats shall be made available on site for visitors.

2.22 Confined Spaces

No confined spaces in the regulatory sense are envisaged. In cases where work is to be undertaken at the head of the lift well, or in the lift pit, where access and egress may be inhibited, the Lift Contractor shall establish a Safe System of Work together with provisions for communication and rescue.

2.23 Site Rules & Discipline

The Lift Contractor shall comply with the Client's Building Rules which are appended to the Specification and discussed at the pre-start meeting. The building is a stay put building for tenants in event of fire. It is envisaged that lift engineers fire muster point will be at the front for both buildings. Further details will be provided in the pre start meeting.

The Lift Contractor shall, at all times, ensure that their employees, whether for installation works or service work, act in a responsible manner whilst on the Client's premises.

The Lift Contractor shall ensure that all employees and sub-contractors are issued with, and wear at all times, personal protective equipment. This should comprise, as a minimum, overalls bearing the company name or logo, safety footwear, eye protection, hearing protection and hard hat.

Each of the Lift Contractor's employees who are required to visit the premises are expected to carry identification which must be produced on request to duly authorised representatives of the Client.

The Client reserves the right to refuse access to or to reject any of the Lift Contractor's employees or sub-contractors in the event that their actions are considered to be disruptive or detrimental to the operation of the premises or to the progress of the Works.

The Lift Contractor shall ensure that all work areas are left safe and secure following completion of each day's work, with all access keys returned to the Client's Representative.

2.24 Construction Skills Certification Scheme

All the Lift Contractor's engineers and sub-contractors shall have passed the relevant level of CSCS test and be in possession of a valid card.

The Lift Contractor must refuse access to any operative who is not carrying a valid card.

2.25 Parking Restrictions

There is street parking available, a permit is required which can be obtained from Cardiff Council. This will be clarified in the pre-start meeting.

Environmental Restrictions & Existing On-Site Risks

2.26 Safety Hazards

Known potential existing safety hazards and environmental restrictions which are to be taken into account and addressed by the Lift Contractor in their Construction Phase H&S Plan include the following:

- Loading, off-loading and distribution of materials will be undertaken in areas accessible to site visitors/members of the public and residents, many of whom are elderly and have mobility limitations.
- Limited space is available for vehicle manoeuvring and turning of vehicles.
- Oil stored in the existing lift motor room is to be removed from site. This presents a risk of contamination if spilt onto surrounding areas or into adjacent drains.
- Limited storage space is available, and redundant materials are to be removed on a daily basis. A permit for a container to be located on the street will be required, this can be obtained from Cardiff Council.
- Live public environment

2.27 Health Hazards

Roof Aerials/Masts/Microwave Dishes

The Lift Contractor must ensure that all personnel follow instructions on warning signs, observe any exclusion zones, and keep to prescribed access route. There are none on internal plant room access to lift motor room. It is not required for engineers to access roof areas.

If unmarked radio masts, microwave dishes/antennae are later discovered, evacuate from the area and carry out a hazard analysis.

The Lift Contractor shall, whenever required, take suitable action to avoid exposure to high levels of microwave radiation. Only proceed if satisfied that the access route is safe or that additional precautions are such as to sufficiently reduce any residual risk. If the route remains a high risk and no alternative means of access is available, the Lift Contractor must respond as follows:

- a) Cease work in the vicinity of the perceived hazard.
- b) Report the nature of the risk by telephone to the Engineer.
- c) Do not recommence work in that area until instructed to do so by the Engineer.

Contaminated Land

The Lift Contractor shall observe the environmental controls detailed in The Contaminated Land (England) Regulations 2000 as enforced by the Environment Agency or Local Authority and seek specialist advice before commencing work.

Known Existing Hazards

Known potential existing health hazards to be taken account of and addressed by the Lift Contractor in their Construction Phase Plan are as follows:

Asbestos

A Demolition Asbestos Survey Report may require completing, if the original from the existing installation cannot be obtained, client to advise, if a report is required, the Lift Contractor shall review the report and confirm in writing that they are satisfied with the extent of the Asbestos Survey in relation to the proposed work areas and equipment covered by this project.

Asbestos is present on site (e.g., current motor room door and under landing tiles). Please request and consult report prior to any site visits.

The written confirmation of the acceptance of the Asbestos Survey Report shall be included in the site Health and Safety file.

Notwithstanding the above, clear and explicit instructions must be issued by the Lift Contractor to all operatives and sub-contractors involved with the works on site, such that if during the course of the works material is encountered which it is reasonably suspected may contain any form of asbestos, they should respond as follows:-

- Cease work in the vicinity of the suspect material immediately.
- Report immediately by telephone, and confirm by facsimile within two hours, to the Engineer.
- Do not recommence work until instructed to do so by the Engineer.

Mineral Oil

- The existing hydraulic lifts contain hydraulic oil, which will require appropriate protective clothing, gloves etc. to be worn by operatives handling the removal of the redundant equipment. All oil must be disposed of in accordance with the relevant legislation and guidance.

2.28 Significant Design & Construction Hazards

Significant Design Assumptions (Work methods, sequences and other control measures)

The lift design shall be in compliance with the Designated Standards BS EN81-20 and BS EN81-50 providing an assumption of compliance with the Essential Health & Safety Requirements of the Lifts Regulations 2016 as amended. The lift shall be subject to witness test in line with BS 8486 Standard on completion.

The lift installation method is proprietary to the Lift Contractor and detailed installation Method Statements, Risk Assessments and layout drawings shall be provided by the Lift Contractor. These shall be incorporated into the Construction Phase Plan.

The removal of the existing lift shall be undertaken by the Lift Contractor's operatives who must be experienced in this type of work.

It is envisaged that the existing lift well equipment can be electrically isolated and the lift car suitably suspended, applying a double set of tested lifting equipment each of which is suitably de-rated by 50% of SWL, from the existing lifting beam, which shall be tested prior to use. The lift car may then be utilized as a working platform to dismantle equipment in the upper section of the lift well and lower this into the pit area for dismantling and removal from site via the ground property entrance. A 2-person Banksman & signaller arrangement will need to be utilized to ensure same manoeuvring of large

cumbersome equipment e.g., lift guide rails. It is envisaged that the lift machine room equipment can be electrically isolated, mechanically and electrically disconnected and removed from site.

Comprehensive and detailed Safe Systems of Work, Method Statements, Risk Assessments and Control Measures are to be provided and agreed with the Principal Designer/Engineer prior to commencement.

The associated builders and electrical work shall be undertaken by the Lift Contractor. It is envisaged that the works are to be undertaken using traditional construction trades working from a traditional scaffold structure or temporary platform installed within the lift well. The Lift Contractor shall provide comprehensive and detailed Safe Systems of Work, Method Statements and Risk Assessments for all builder's and electrical works tasks.

2.29 Coordination of Ongoing Design and Design Changes

It is envisaged that the Lift Contractor shall provide detailed lift design drawings together with details of the required builder's works alterations and any modifications to the lift well and lift motor room. These are to be reviewed and agreed with the Engineer. Any subsequent design changes which may arise are to be channelled through the Principal Designer/Engineer, recorded in the Construction Phase Plan, and detailed on the Construction and the final As-Built Drawings.

The Lift Contractor shall record and highlight, including appropriate detail, any significant hazards and risks associated with the Construction Works, which have not been eliminated and/or adequately mitigated in the Design of the Works, on the Construction Drawings.

The Lift Contractor shall record details of any significant residual hazards and risks affecting the Works and the Design, which could not be eliminated and/or adequately mitigated in the Design, on the Final "As Fitted" record drawings and in the H&S File.

2.30 Information on Significant Risks Identified During Design

- Refer to the Lift Contractors Design Risk Assessment for compliance with the Lifts Regulations 2016 as amended.
- Refer to following TÜV SÜD LLC indicative risk assessments further in this document.

2.31 Materials Requiring Particular Precautions

Disposal of redundant Hydraulic oil.

Asbestos material on site. Details and location contained in Asbestos Report.

2.32 Principal Contractor Construction Phase Plan Development

The Lift Contractor shall develop the Health & Safety Plan in accordance with Regulation 12 of the CDM 2015 Regulations.

A copy of the Construction Phase Health & Safety Plan shall be provided to the Principal Designer and Engineer prior to commencement of any works.

During the course of the Project a copy of the Plan will be held on site by the Lift Contractor's Senior Engineer. This shall be updated with any necessary amendments agreed during the regular site meetings.

At completion of the Project the Lift Contractor shall provide the Operating and Maintenance Manuals and the Health & Safety information, including assessments of residual risks, to the Principal Designer for incorporation into the Health & Safety File, which is to be provided to the Client.

2.33 The Health & Safety File

The Health & Safety File shall be produced in accordance with the CDM 2015 Regulations and the Guidance provided by HSE. Relevant information obtained from the Lift Contractor, Designers, Contractors and other parties during the course of the Project shall be collated by the Principal Designer for issue to the Client on completion of the Project.

In order to produce the file, the Principal Designer requires the cooperation of the Lift Contractor and other Designers and Contractors who shall provide information expeditiously, and whenever required, throughout the course of the Project. In particular the Operating and Maintenance Manuals, which are detailed later in this Specification, these are to be provided at the latest by the date of Taking-Over, accepting that the final installation Test Certificates may not be available until completion of Witness Tests.

The information to be included must be specific to those Health and Safety issues relevant to the Project and Works and shall cover the whole installation life cycle including development, maintenance and subsequent demolition.

2.34 Safe Storage

The Lift Contractor shall provide and maintain a secure, dry and weatherproof type container for the storage of materials, tools and tackle. The location of the container at the site is to be agreed with the Engineer during the prestart meeting. The Lift Contractor shall include all costs in relation to alterations, movements and adaptations of the container as may be necessary from time to time. On completion of the Works the Lift Contractor shall remove the container from the site, and shall reinstate the locations/areas and access routes upon which the container was located and transported, to the Engineer's approval.

2.35 Substances Hazardous to Health

The Lift Contractor shall identify all substances which are to be incorporated into the completed Works and which could pose a health risk if improperly used or disposed of.

In the case of an existing installation the Lift Contractor shall, prior to dismantling any equipment or commencing any structural alternation, identify as far as is reasonably practicable, all such substances that are to be retained in the completed Works. Furthermore, the Lift Contractor shall identify, as far as is reasonably practicable, all substances which are to be removed from site and which could prove a health risk if improperly disposed of.

The Lift Contractor shall identify such substances in the form of a Schedule which is suitable for incorporation in the Health & Safety File and which is to be submitted to the Engineer.

The Lift Contractor shall, at all times, comply in full with the provisions set out in the current edition of the Control of Substances Hazardous to Health Regulations and the associated Guidance published by HSE.

2.36 Smoking

In compliance with The Smoke-free (Premises & Enforcement) Regulations 2006 the building operates a "No Smoking" policy. The Lift Contractor shall ensure that all their employees and sub-contractor's employees do not smoke within the building or within the confines of the site, except for any specifically designated smoking area. Persons found to be in breach of this requirement will be refused access to the site.

2.37 Statutory Authorities

The Lift Contractor shall include within their Tender for all costs, and for necessary time scale provisions to meet the requirements of the Contract, which are required in order to seek and gain all necessary Statutory Approvals for the Works, including, but not limited to, Building Control Approvals/requirements, Building Regulation Approvals/requirements, District Surveyor Approvals/requirements, Fire Officer Approvals/requirements and Planning Approvals/requirements, where applicable.

These requirements also apply to all temporary works, including protective hoardings, and particularly in cases in which the fire separation between floors or between lift shafts and lobbies may be compromised.

These provisions are considered essential in relation to any landing or area where the landing, lobby or area forms part of a fire escape route.

SECTION 3

(LOT 2) GALLEON WAY FLATS

PRE CONSTRUCTION INFORMATION

Lot 2 Pre Construction Information

3.1 The Project

The Project comprises of removal of existing lift and replacing the equipment with 1 x MRL traction passenger, with features as specified in this document within the existing lift shaft

The Project will also include all associated Builders & Electrical Works, this will include Certified firestopping within the lift shaft as necessary.

3.2 Dismantling

The Lift Contractor shall include for the dismantling and disconnection of all existing lift equipment. Except where otherwise stated, materials of any kind obtained from dismantling shall become the property of the Lift Contractor.

The Lift Contractor shall dispose of all such materials in a responsible manner, taking due regard of all relevant Regulations, but in any case, shall remove redundant and waste materials from the premises promptly, as soon as these are dismantled and at all times expeditiously and cleanly. The Lift Contractor shall include for all taxes and/or other statutory fees associated with the disposal of the materials.

The dismantling of existing lift installations shall be treated as a high-risk activity and shall be supported by a dedicated, task-specific Risk Assessment and Method Statement (RAMS). This shall be developed independently of the general construction RAMS and shall clearly detail the proposed sequence of works, control measures, temporary works, lifting operations, isolation procedures and interface with the occupied building. Particular consideration shall be given to the protection of occupants, maintenance of fire compartmentation, and segregation of the work area throughout the dismantling process. The RAMS shall be submitted for review and acceptance prior to the commencement of any dismantling activities, and no such works shall proceed without this approval.

3.3 The Existing Environment Galleon Way Flats

The property comprises of residential tenanted flats on eight floors (floors 0 - 7), which are currently occupied and will be for the duration of lift replacement project. The appointed Lift Contractor (including any appointed sub-contractors) must adhere to all Health & Safety procedures associated with undertaking this type of work in an occupied environment.

The building is served by a single passenger lift serving each floor of the building, a building staircase is to the front of the building.

There is an entrance to the front of the property at the Ground level that leads to the main lobby area which contains the lift. There is also access from the back of the building through the carpark.

Hoardings for removal of landing doors will need to be robust, fire resistant, secure and not impede access and egress from doorways.

During the course of the Works, it is not anticipated that any other Contractors will require access to the lift other than those under this Contract. The Lift Contractor shall be responsible for securing the work area and maintaining a Permit to Work system.

3.4 The Design

The Design of the Works is detailed elsewhere within this Specification (Schedule 2).

The principle of the Design is to achieve, as far as is practicable, a lift installation in accordance with current British Standards, the health and safety provisions contained within those Standards, current Regulation and the general requirements of the Health & Safety at Work Act 1974, together with all of the provisions of this Specification.

The Lift Contractor shall record and highlight on the construction drawings, including appropriate detail, all significant hazards and risks associated with the construction works which have not been eliminated and/or adequately mitigated in the Design of the Works.

The Lift Contractor shall record details of any significant residual hazards and risks affecting the Works and the Design, which could not be eliminated and/or adequately mitigated in the Design, on the final “as fitted” record drawings and in the H&S File.

3.5 Construction Materials

The components and materials will include electrical and mechanical elements and construction materials which have been designed and manufactured to ensure reliable performance and service life and to minimise or eliminate risks.

The removal of any combustible or hazardous material will require that the necessary Health & Safety precautions be applied, as detailed in the COSHH Regulations.

Before any dismantling of machines is undertaken redundant mineral oil is to be removed into sealed containers which are designed, constructed and labelled in accordance with the COSHH Regulations.

All new materials and components utilised in the Works are to be properly designed and manufactured to suit their purpose and capable of providing reliable operation throughout the Service Life. Where materials are detailed in the Specification the Lift Contractor shall utilise these or, if permitted and agreed in writing, approved equivalent alternatives.

Redundant materials shall become the property of the Lift Contractor to dispose of in a responsible manner taking due regard of applicable legislation and codes. These are to be removed from site expeditiously to an approved disposal site. The accumulation of rubbish/debris is not permissible except in designated storage areas, and then only if properly bagged and labelled. The Lift Contractor shall incorporate evidence of correct disposal which is to be retained within the H&S File.

All new materials are to be delivered as required and stored in approved storage areas, and shall be protected such as to prevent damage, and to protect persons from injury.

3.6 Site Waste Management

The Lift Contractor shall, if and when required, produce a Site Waste Management Plan (SWMP) PRIOR to commencement of construction works.

The Lift Contractor shall adopt the SWMP and ensure compliance with it, the Environmental Protection Act 1990 (EPA), and the CDM Regulations 2015.

3.7 Suitability of Material and Products

The Lift Contractor shall use materials and products which:

- m) Are new unless specified otherwise
- n) Are suitable for the services and conditions of use normally expected to apply after the installation is complete.
- o) Can withstand the testing and commissioning conditions specified.
- p) Do not initiate mould growth, support vermin, contain animal hair, contain crocidolite or support bacterial life.
- q) Do not involve the use of CFCs at any stage of manufacture, installation or subsequent operation except where specified.
- r) Are free from objectionable odours of the maximum or normal working conditions of operation.
- s) Do not suffer deterioration at the maximum or specified conditions of operation.
- t) Are capable of being applied to a base surface without causing damage or deterioration of the base.
- u) Are not a fire hazard, and do not evolve dense or toxic fumes when subjected to excessive heat, such as a fire.
- v) When of similar type, are made by the same manufacture.
- w) Are, where applicable, in compliance with the provisions of the Construction Products Regulation 2013.
- x) Whenever possible ensure products are manufactured and/or stocked under one of the following;
 - BSI Kite Mark Scheme
 - BSE Safety Mark Scheme
 - from Firms of Assessed Capability to BS ISO 9000
 - from Stockists of Assessed Capability to BS ISO 9000

3.8 Deleterious Materials

No materials generally known to be deleterious are to be used in, or incorporated into, any temporary or permanent Works forming part of the Project.

In particular none of the following items are to be used

- Asbestos or asbestos based products
- Urea formaldehyde or materials which may release formaldehyde in quantities which may be hazardous with reference to the limits set by the HSE
- Material containing fibres less than three microns diameter or 200 microns long
- Lead or any material or product containing lead which may be ingested, inhaled or absorbed
- Polychlorinated biphenyl
- Fibres not sealed or otherwise stabilised to ensure that migration is prevented
- Vermiculite containing fibrous dust
- Polytetrafluoroethylene (PTFE) except for pipe work jointing

- Calcium silicate bricks or materials

Or, any other products or materials, which are generally known within the Building Industry to be deleterious or hazardous to health or safety or to the durability of the property in the circumstances in which they are used.

- High alumina cement and/or concrete
- Wood wool slabs used as permanent shuttering
- Calcium chloride in admixtures for use in reinforced concrete
- Sea-dredged aggregates for use in reinforce concrete which do not comply with current British Standards
- Aggregates for use in concrete which do not comply with current British Standards
- Alkali reactive aggregates

The Lift Contractor shall check with the manufacturers and/or suppliers of products and materials in order to ensure that any product does not contain such material. Any products and/or materials found to contravene this requirement shall be removed and replaced by the Lift Contractor at their own expense.

3.9 Anticipated Target Programme/Key Dates

The programme will be agreed between the Lift Contractor and the Purchaser in order to minimise inconvenience. It is anticipated that the Works will be completed as soon as reasonably possible and closed before July 2027

The Lift Contractor shall confirm with their Tender the best possible material procurement/delivery periods and installation times which they are able to achieve.

It is anticipated that the following key dates should be achievable:

Return of Tenders	TBC
Purchaser order to Lift Contractor:-	TBC
Initial Lift Contractor's design and production of drawings:-	TBC
Lift Contractor's completion of Construction Phase H&S Plan:-	TBC
Manufacture/delivery of materials and start site works:-	TBC
Lift Removal	TBC
Completion of works:	TBC

3.10 The Extent and Location of Existing Records & Plans

No architectural/structural drawings are available relating to the lift well or lift motor room. The Lift Contractor is therefore required to undertake their own detailed survey of the existing situation of the lift well, lift motor room and associated structure (particularly in relation to the loads imposed and available clearances). The Lift Contractor shall visit the site and ascertain for themselves the nature and extent of the Works and the conditions under which these are to be executed.

No claim by the Lift Contractor for additional payment shall be allowed on the grounds that they did not, or could not, foresee any matter which may in fact affect or have affected the execution of the Works.

The Lift Contractor shall be responsible for providing general arrangement, setting-out and construction drawings for the refurbished lifts as part of the Project and as detailed within the Specification together with any additional drawings required for any authorising body. Client's Considerations & Management Requirements

3.11 Planning & Management of the Construction Works

The Client has appointed TÜV SÜD LLC, who are Lift Consultants experienced in the design, specification and management of lift installation and replacement works, to prepare a Performance Specification and undertake the management of the Project.

Key safety goals include:

- No safety related incidents
- No accidents to employees, residents, contractors, subcontractors or members of the public
- A completed lift installation, suitable for use by disabled persons, that can be used, maintained and operated safely throughout its operational life
- Compliance with the requirements of the Lifts Regulations 2016 as amended and Designated Standards BS EN81-20 & 50: 2014; and BS EN81-70: 2003
- Handover of a Health & Safety File comprising a complete set of CDM 2015, Design and O&M documentation to the Client on completion of the Works

3.12 Communication & Liaison between the Client & Others

The Lift Contractor and their sub-contractors shall, at all times, comply with the agreed Health & Safety procedures and particular those which directly affect the Health & Safety of personnel throughout the installation period of the Contract. Any additional requirements with respect to emergency procedures and associated requirements are to be discussed/agreed with the Principal Designer and Engineer prior to the commencement of site works.

Method Statements and continuing re-evaluation of work sequences will be required and must be properly implemented by the Lift Contractor. Changes and revisions are to be recorded and/or minuted, and the Construction Phase Safety Plan amended accordingly, during the installation period.

Where unforeseen events may occur during the site works the Lift Contractor shall provide a suitable Safe System of Work which can be implemented to meet the requirements and circumstances of any design change, including assessments of all hazards involved and the necessary communication and liaison required to minimise the effect of these, both materially and with respect to human resources.

The Lift Contractor shall include for attending regular site meetings. The anticipated time scale will normally be once every two weeks, although the actual timing of such meetings shall be as required by the Engineer.

The Lift Contractor is responsible for ensuring that all of their engineers, operatives and sub-contractors are fully trained and made conversant with the required Health & Safety procedures and requirements, prior to commencement of any operations on site. A Register of Inductions and Toolbox Talks shall be included in the Construction Phase Safety Plan.

3.13 Overlap with Clients' Undertaking

The premises will remain occupied during the course of the works on site. The Lift Contractor shall ensure therefore that their engineers and operatives are aware of the requirements for safe access and the protection of work areas.

The Lift Contractor shall protect, uphold and maintain all underground services and overhead lines during the execution of the Works.

The Lift Contractor shall safeguard all reference points which indicate the presence of an underground service and will be held liable for any damage resulting due to any cause within theirs or their sub-contractor's control which is occasioned to any service or marker and shall be held responsible for any costs or charges for making good.

The Lift Contractor shall comply fully and in all respects with the statutory requirements of the Control of Pollution Act 1974 and the Control of Noise at Work Regulations 2005. The use of noisy items of plant, such as percussion drills and angle grinders, whilst permissible, shall be kept to a minimum. If necessary these activities are to be undertaken outside of the normal working hours of the building. Sufficient controls or working methods shall be applied in order to ensure that the risks (of exposure to high noise levels) to the Lift Contractor's employees, sub-contractors or other persons likely to be affected, are reduced to as low a level as reasonably practical. The timing of all activities where a high level of noise generation cannot be avoided must be agreed with the Engineer prior to commencement.

At no time will the use of personal radios be permitted.

The Lift Contractor shall include for taking reasonable precautions to prevent workmen, including those employed by sub-contractors, from trespassing on adjoining owner's property or any part of the premises which are not affected by the Works.

3.14 Security

The element of the construction site, comprising the lift well and entrances, shall be secured behind robust protective fire-resistant hoardings, which are to be securely fixed to the structure of the building. These shall be checked daily by the Lift Contractor.

The access to the site shall be via ground floor entrance or as confirmed in the prestart meeting, at times agreed with the Engineer. **All** protection to finishes and personnel routes shall be the responsibility of the Lift Contractor. Floor surfaces at each level shall be protected using 'Cordex' or equal approved hazard tape in order to avoid tripping hazards.

During the course of the works. It is recommended secure site storage boxes are used if this option is considered.

The Lift Contractor shall safeguard the Works, materials and plant against damage, theft or vandalism, including the provision of all necessary lighting for the security of the Works and the protection of the Public.

The Lift Contractor shall provide for carefully covering up and protecting all fixed or unfixed items of equipment throughout the duration of the Works until Taking-Over. Any equipment which has become tarnished, corroded, degraded, or damaged in any way whatsoever, will not be accepted and shall be replaced by the Lift Contractor at their own cost.

The Lift Contractor shall provide for removing all rubbish from the site, both as this accumulates and at completion, including the removal of all temporary works associated with the provision of plant, signboards, temporary roads, temporary hoarding and temporary buildings. Any damage or disruption arising as a result of the foregoing shall be made good. All packing cases and packing material shall be removed from site immediately the contents have been unpacked. All waste and/or redundant materials shall be disposed of at an approved site and evidence provided for retention in the Health & Safety File. Upon completion of the Works, the Lift Contractor shall fully reinstate the site to its original condition.

The Lift Contractor shall make adequate provision to protect the decorative finish to floors, walls and ceilings and areas adjacent to the Works, from damage, occurring accidental or otherwise, occasioned during the course of the Works. Any damage which does occur must be re-instated by the Lift Contractor to the satisfaction of the Engineer.

The Lift Contractor shall ensure that all Portable Appliances used at or brought to the site shall be tested and marked in compliance with current Regulations.

The Lift Contractor shall ensure that all lifting equipment, including tackles and slings, is tested and marked in accordance with current Regulations.

The Lift Contractor shall ensure that all scaffolding is correctly installed to current Regulations, with installation and/or modifications, adjustments or adaptation, undertaken by authorised personnel only. Scaffolds shall be Inspected and Tagged and a register shall be retained on site.

The Lift Contractor shall issue to, or arrange for, their employees and sub-contractors to be provided with photographic ID Cards which are to be designed to the Engineer's approval. These are to remain valid for the duration of the Works and are to be carried at all times. Entry to the premises will be refused if a valid pass cannot be produced.

The Lift Contractor shall also comply with any other security measures which the Client may impose during the Works.

3.15 Welfare provision

Access to welfare provisions including, toilets and washing facilities, will be provided by the Purchaser on the basis that these are treated with respect and maintained in a clean and acceptable condition. It is a prerequisite that employees remove overalls prior to entering these areas. The exact location will be provided at the pre-start meeting.

3.16 Site Hoarding Requirements

The Lift Contractor shall install robust fire-resistant protective hoardings the design and construction of which is to be as detailed elsewhere in this Specification.

Entrance protection shall be provided by the Lift Contractor in accordance with Schedule 2 of this Specification.

It is imperative that any protective hoarding, barrier and work screen is maintained in a sound and secure condition at all times. Access doors are to be kept securely locked excepting for when the Lift Contractor's engineers or Sub-contractors are working in the immediate vicinity.

3.17 Site Transport Arrangements & Vehicle Movement Restrictions

The Lift Contractor's attention is drawn to the requirement that they are to restrict the flow of vehicles to times as agreed with the Engineer, and must allow in their Tender, for all necessary precautions necessary to protect the occupants of the premises and the members of the public, and to maintain access at all times.

The only form of site transport envisaged is that of delivery vehicles to the exterior car park of the property and small handling trolleys within the building.

Delivery of large assemblies or components shall be coordinated with the Engineer. The Lift Contractor shall, at all times, supervise offloading and vehicle movements which are to be undertaken during periods of low use of the areas involved.

The Lift Contractor shall provide, and display in the appropriate position, all necessary signs in accordance with the Ministry of Transport system of advance warning signs, as required by the Policy Authority and the responsible Highway Authority. The Lift Contractor shall include for all costs and charges for complying with all other regulations and directions, including obtaining permissions in relation to any road closure, cranes, etc.

3.18 Client Permit to Work System

The Client does not operate a Permit to Work system at the premises. However, the Lift Contractor will be expected to manage and monitor access to the work area for the lift and ensure that all operations are conducted in accordance with their own safe working system.

3.19 Fire Precautions

The fire alarms and procedures will be reviewed with the Lift Contractor at a pre-start meeting to be held with the Engineer and Client's representative. The Lift Contractor shall provide fire extinguishers appropriate for any Hot Works. Any Hot Works shall be properly supervised and only undertaken during times and for durations which have been advised to, and agreed with, the Engineer.

Only the Lift Contractor's employees or sub-contractors who have been properly trained in the use of such equipment shall be permitted to use such equipment. The Lift Contractor shall ensure that proper safety precautions, in compliance with good practice and statutory requirements, are applied and maintained for the duration of the use of the equipment.

Should the Lift Contractor or their sub-contractors have a requirement to use either oxyacetylene or electrical welding equipment on site the Lift Contractor shall first seek the permission of the Engineer, who will not unreasonably withhold such permission.

The Lift Contractor shall include all necessary equipment to control fumes and smoke generated by such operations.

Details of the Clients Hot Working Permit System shall be presented to successful lift contractor at the pre-start meeting

3.20 Emergency Procedures & Means of Escape

Emergency procedures, means of escape and first aid facilities (which shall meet the requirements of The Health & Safety (First Aid) Regulations 1981), will be reviewed and issued at the Pre-Start Meeting to the successful tenderer.

3.21 No-go areas & other specific authorisation requirements

Due to the limited space available on site, the Lift Contractor is required to limit their area of operations to the motor room, shafts and any hoarded area of the landings.

The Lift Contractor's normal access areas will be limited to the motor room, wells, entrance lobbies and immediate staircase, as well as agree welfare and washroom facilities. All operatives shall restrict their access to the generally agreed site access and work areas.

The area of the shaft pit, motor room and hoarding shall be designated hard hat areas. The Lift Contractor shall ensure that all of their employees and sub-contractors are issued with, and wear, hard hats whilst working in these areas. Adequate spare hard hats shall be made available on site for visitors.

3.22 Confined Spaces

No confined spaces in the regulatory sense are envisaged. In cases where work is to be undertaken at the head of the lift well, or in the lift pit, where access and egress may be inhibited, the Lift Contractor shall establish a Safe System of Work together with provisions for communication and rescue.

3.23 Site Rules & Discipline

The Lift Contractor shall comply with the Client's Building Rules which are appended to the Specification and discussed at the pre-start meeting. The building is a stay put building for tenants in event of fire. It is envisaged that lift engineers fire muster point will be at the front car park for both buildings. Further details of this will be conveyed in the prestart meeting.

The Lift Contractor shall, at all times, ensure that their employees, whether for installation works or service work, act in a responsible manner whilst on the Client's premises.

The Lift Contractor shall ensure that all employees and sub-contractors are issued with, and wear at all times, personal protective equipment. This should comprise, as a minimum, overalls bearing the company name or logo, safety footwear, eye protection, hearing protection and hard hat.

Each of the Lift Contractor's employees who are required to visit the premises are expected to carry identification which must be produced on request to duly authorised representatives of the Client.

The Client reserves the right to refuse access to or to reject any of the Lift Contractor's employees or sub-contractors in the event that their actions are considered to be disruptive or detrimental to the operation of the premises or to the progress of the Works.

The Lift Contractor shall ensure that all work areas are left safe and secure following completion of each day's work, with all access keys returned to the Client's Representative.

3.24 Construction Skills Certification Scheme

All the Lift Contractor's engineers and sub-contractors shall have passed the relevant level of CSCS test and be in possession of a valid card.

The Lift Contractor must refuse access to any operative who is not carrying a valid card.

3.25 Parking Restrictions

There is car parking available on site. There is no specific designated parking for engineers' vehicles, however, tenants and disabled parking needs must take priority. This will be clarified in the pre-start meeting.

Environmental Restrictions & Existing On-Site Risks

3.26 Safety Hazards

Known potential existing safety hazards and environmental restrictions which are to be taken into account and addressed by the Lift Contractor in their Construction Phase H&S Plan include the following:

- Loading, off-loading and distribution of materials will be undertaken in areas accessible to site visitors/members of the public and residents, many of whom are elderly and have mobility limitations.
- Limited space is available for vehicle manoeuvring and turning of vehicles.
- Oil stored in the existing lift motor room is to be removed from site. This presents a risk of contamination if spilt onto surrounding areas or into adjacent drains.
- Limited storage space is available, and redundant materials are to be removed on a daily basis.
- Live public environment

3.27 Health Hazards

Roof Aerials/Masts/Microwave Dishes

The Lift Contractor must ensure that all personnel follow instructions on warning signs, observe any exclusion zones, and keep to prescribed access route. There are none on internal plant room access to lift motor room. It is not required for engineers to access roof areas.

If unmarked radio masts, microwave dishes/antennae are later discovered, evacuate from the area and carry out a hazard analysis.

The Lift Contractor shall, whenever required, take suitable action to avoid exposure to high levels of microwave radiation. Only proceed if satisfied that the access route is safe or that additional precautions are such as to sufficiently reduce any residual risk. If the route remains a high risk and no alternative means of access is available, the Lift Contractor must respond as follows:

- d) Cease work in the vicinity of the perceived hazard.
- e) Report the nature of the risk by telephone to the Engineer.
- f) Do not recommence work in that area until instructed to do so by the Engineer.

Contaminated Land

The Lift Contractor shall observe the environmental controls detailed in The Contaminated Land (England) Regulations 2000 as enforced by the Environment Agency or Local Authority and seek specialist advice before commencing work.

Known Existing Hazards

Known potential existing health hazards to be taken account of and addressed by the Lift Contractor in their Construction Phase Plan are as follows:

Asbestos

A Demolition Asbestos Survey Report may require completing, if the original from the existing installation cannot be obtained, client to advise, if a report is required, the Lift Contractor shall review the report and confirm in writing that they are satisfied with the extent of the Asbestos Survey in relation to the proposed work areas and equipment covered by this project.

Asbestos is present on site (e.g., current motor room door and under landing tiles). Please request and consult report prior to any site visits.

The written confirmation of the acceptance of the Asbestos Survey Report shall be included in the site Health and Safety file.

Notwithstanding the above, clear and explicit instructions must be issued by the Lift Contractor to all operatives and sub-contractors involved with the works on site, such that if during the course of the works material is encountered which it is reasonably suspected may contain any form of asbestos, they should respond as follows:-

- Cease work in the vicinity of the suspect material immediately.
- Report immediately by telephone, and confirm by facsimile within two hours, to the Engineer.
- Do not recommence work until instructed to do so by the Engineer.

Mineral Oil

- The existing hydraulic lifts contain hydraulic oil, which will require appropriate protective clothing, gloves etc. to be worn by operatives handling the removal of the redundant equipment. All oil must be disposed of in accordance with the relevant legislation and guidance.

3.28 Significant Design & Construction Hazards

Significant Design Assumptions (Work methods, sequences and other control measures)

The lift design shall be in compliance with the Designated Standards BS EN81-20 and BS EN81-50 providing an assumption of compliance with the Essential Health & Safety Requirements of the Lifts Regulations 2016 as amended. The lift shall be subject to witness test in line with BS 8486 Standard on completion.

The lift installation method is proprietary to the Lift Contractor and detailed installation Method Statements, Risk Assessments and layout drawings shall be provided by the Lift Contractor. These shall be incorporated into the Construction Phase Plan.

The removal of the existing lift shall be undertaken by the Lift Contractor's operatives who must be experienced in this type of work.

It is envisaged that the existing lift well equipment can be electrically isolated and the lift car suitably suspended, applying a double set of tested lifting equipment each of which is suitably de-rated by 50% of SWL, from the existing lifting beam, which shall be tested prior to use. The lift car may then be utilized as a working platform to dismantle equipment in the upper section of the lift well and lower this into the pit area for dismantling and removal from site via the ground property entrance. A 2-person Banksman & signaller arrangement will need to be utilized to ensure same manoeuvring of large

cumbersome equipment e.g., lift guide rails. It is envisaged that the lift machine room equipment can be electrically isolated, mechanically and electrically disconnected and removed from site.

Comprehensive and detailed Safe Systems of Work, Method Statements, Risk Assessments and Control Measures are to be provided and agreed with the Principal Designer/Engineer prior to commencement.

The associated builders and electrical work shall be undertaken by the Lift Contractor. It is envisaged that the works are to be undertaken using traditional construction trades working from a traditional scaffold structure or temporary platform installed within the lift well. The Lift Contractor shall provide comprehensive and detailed Safe Systems of Work, Method Statements and Risk Assessments for all builder's and electrical works tasks.

3.29 Coordination of Ongoing Design and Design Changes

It is envisaged that the Lift Contractor shall provide detailed lift design drawings together with details of the required builder's works alterations and any modifications to the lift well and lift motor room. These are to be reviewed and agreed with the Engineer. Any subsequent design changes which may arise are to be channelled through the Principal Designer/Engineer, recorded in the Construction Phase Plan, and detailed on the Construction and the final As-Built Drawings.

The Lift Contractor shall record and highlight, including appropriate detail, any significant hazards and risks associated with the Construction Works, which have not been eliminated and/or adequately mitigated in the Design of the Works, on the Construction Drawings.

The Lift Contractor shall record details of any significant residual hazards and risks affecting the Works and the Design, which could not be eliminated and/or adequately mitigated in the Design, on the Final "As Fitted" record drawings and in the H&S File.

3.30 Information on Significant Risks Identified During Design

- Refer to the Lift Contractors Design Risk Assessment for compliance with the Lifts Regulations 2016 as amended.
- Refer to following TÜV SÜD LLC indicative risk assessments further in this document.

3.31 Materials Requiring Particular Precautions

Disposal of redundant oil.

Asbestos material on site. Details and location contained in Asbestos Report.

3.32 Principal Contractor Construction Phase Plan Development

The Lift Contractor shall develop the Health & Safety Plan in accordance with Regulation 12 of the CDM 2015 Regulations.

A copy of the Construction Phase Health & Safety Plan shall be provided to the Principal Designer and Engineer prior to commencement of any works.

During the course of the Project a copy of the Plan will be held on site by the Lift Contractor's Senior Engineer. This shall be updated with any necessary amendments agreed during the regular site meetings.

At completion of the Project the Lift Contractor shall provide the Operating and Maintenance Manuals and the Health & Safety information, including assessments of residual risks, to the Principal Designer for incorporation into the Health & Safety File, which is to be provided to the Client.

3.33 The Health & Safety File

The Health & Safety File shall be produced in accordance with the CDM 2015 Regulations and the Guidance provided by HSE. Relevant information obtained from the Lift Contractor, Designers, Contractors and other parties during the course of the Project shall be collated by the Principal Designer for issue to the Client on completion of the Project.

In order to produce the file, the Principal Designer requires the cooperation of the Lift Contractor and other Designers and Contractors who shall provide information expeditiously, and whenever required, throughout the course of the Project. In particular the Operating and Maintenance Manuals, which are detailed later in this Specification, these are to be provided at the latest by the date of Taking-Over, accepting that the final installation Test Certificates may not be available until completion of Witness Tests.

The information to be included must be specific to those Health and Safety issues relevant to the Project and Works and shall cover the whole installation life cycle including development, maintenance and subsequent demolition.

3.34 Safe Storage

The Lift Contractor shall provide and maintain a secure, dry and weatherproof type container for the storage of materials, tools and tackle. The location of the container at the site is to be agreed with the Engineer during the prestart meeting. The Lift Contractor shall include all costs in relation to alterations, movements and adaptations of the container as may be necessary from time to time. On completion of the Works the Lift Contractor shall remove the container from the site, and shall reinstate the locations/areas and access routes upon which the container was located and transported, to the Engineer's approval.

3.35 Substances Hazardous to Health

The Lift Contractor shall identify all substances which are to be incorporated into the completed Works and which could pose a health risk if improperly used or disposed of.

In the case of an existing installation the Lift Contractor shall, prior to dismantling any equipment or commencing any structural alternation, identify as far as is reasonably practicable, all such substances that are to be retained in the completed Works. Furthermore, the Lift Contractor shall identify, as far as is reasonably practicable, all substances which are to be removed from site and which could prove a health risk if improperly disposed of.

The Lift Contractor shall identify such substances in the form of a Schedule which is suitable for incorporation in the Health & Safety File and which is to be submitted to the Engineer.

The Lift Contractor shall, at all times, comply in full with the provisions set out in the current edition of the Control of Substances Hazardous to Health Regulations and the associated Guidance published by HSE.

3.36 Smoking

In compliance with The Smoke-free (Premises & Enforcement) Regulations 2006 the building operates a "No Smoking" policy. The Lift Contractor shall ensure that all their employees and sub-contractor's employees do not smoke within the building or within the confines of the site, except for any specifically designated smoking area. Persons found to be in breach of this requirement will be refused access to the site.

3.37 Statutory Authorities

The Lift Contractor shall include within their Tender for all costs, and for necessary time scale provisions to meet the requirements of the Contract, which are required in order to seek and gain all necessary Statutory Approvals for the Works, including, but not limited to, Building Control Approvals/requirements, Building Regulation Approvals/requirements, District Surveyor Approvals/requirements, Fire Officer Approvals/requirements and Planning Approvals/requirements, where applicable.

These requirements also apply to all temporary works, including protective hoardings, and particularly in cases in which the fire separation between floors or between lift shafts and lobbies may be compromised.

These provisions are considered essential in relation to any landing or area where the landing, lobby or area forms part of a fire escape route.



SECTION 4

LOT 1 – AVONDALE COURT

PRE CONSTRUCTION INFORMATION

Selwyn Morris Court (Lot 3) - Pre Construction Information

4.1 The Project

The Project comprises of removal of existing lift equipment and replacing the equipment with 1 x MRL traction passenger lift, with features as specified in this tender pack (Schedule 2) within the existing lift shaft.

The Project will also include all associated Builders & Electrical Works, this will include Certified firestopping within the lift shaft as necessary.

4.2 Dismantling

The Lift Contractor shall include for the dismantling and disconnection of all existing lift equipment. Except where otherwise stated, materials of any kind obtained from dismantling shall become the property of the Lift Contractor.

The Lift Contractor shall dispose of all such materials in a responsible manner, taking due regard of all relevant Regulations, but in any case, shall remove redundant and waste materials from the premises promptly, as soon as these are dismantled and at all times expeditiously and cleanly. The Lift Contractor shall include for all taxes and/or other statutory fees associated with the disposal of the materials.

The dismantling of existing lift installations shall be treated as a high-risk activity and shall be supported by a dedicated, task-specific Risk Assessment and Method Statement (RAMS). This shall be developed independently of the general construction RAMS and shall clearly detail the proposed sequence of works, control measures, temporary works, lifting operations, isolation procedures and interface with the occupied building. Particular consideration shall be given to the protection of occupants, maintenance of fire compartmentation, and segregation of the work area throughout the dismantling process. The RAMS shall be submitted for review and acceptance prior to the commencement of any dismantling activities, and no such works shall proceed without this approval.

4.3 The Existing Environment Selwyn Morris Court

The property comprises of residential tenanted flats on two floors (floors G - 1), which are currently occupied and will be for the duration of lift replacement project. The appointed Lift Contractor (including any appointed sub-contractors) must adhere to all Health & Safety procedures associated with undertaking this type of work in an occupied environment.

The building is served by a single hydraulic passenger lift serving each floor of the building, a building staircase is directly opposite the lift. The building is also serviced by a single stair lift.

There is an entrance to the front of the property at the Ground level which enters the main lobby and the lift. The motor room is to the front of the building adjacent to the lift.

There is parking on site but limited, there is also street parking as you enter the site. Parking requirements will be agreed during the prestart meeting.

Hoardings for removal of landing doors will need to be robust, fire resistant, secure and not impede access and egress from doorways.

During the course of the Works, it is not anticipated that any other Contractors will require access to the lift other than those under this Contract. The Lift Contractor shall be responsible for securing the work area and maintaining a Permit to Work system.

4.4 The Design

The Design of the Works is detailed elsewhere within this Specification (Schedule 2).

The principle of the Design is to achieve, as far as is practicable, a lift installation in accordance with current British Standards, the health and safety provisions contained within those Standards, current Regulation and the general requirements of the Health & Safety at Work Act 1974, together with all of the provisions of this Specification.

The Lift Contractor shall record and highlight on the construction drawings, including appropriate detail, all significant hazards and risks associated with the construction works which have not been eliminated and/or adequately mitigated in the Design of the Works.

The Lift Contractor shall record details of any significant residual hazards and risks affecting the Works and the Design, which could not be eliminated and/or adequately mitigated in the Design, on the final “as fitted” record drawings and in the H&S File.

4.5 Construction Materials

The components and materials will include electrical and mechanical elements and construction materials which have been designed and manufactured to ensure reliable performance and service life and to minimise or eliminate risks.

The removal of any combustible or hazardous material will require that the necessary Health & Safety precautions be applied, as detailed in the COSHH Regulations.

Before any dismantling of machines is undertaken redundant mineral oil is to be removed into sealed containers which are designed, constructed and labelled in accordance with the COSHH Regulations.

All new materials and components utilised in the Works are to be properly designed and manufactured to suit their purpose and capable of providing reliable operation throughout the Service Life. Where materials are detailed in the Specification the Lift Contractor shall utilise these or, if permitted and agreed in writing, approved equivalent alternatives.

Redundant materials shall become the property of the Lift Contractor to dispose of in a responsible manner taking due regard of applicable legislation and codes. These are to be removed from site expeditiously to an approved disposal site. The accumulation of rubbish/debris is not permissible except in designated storage areas, and then only if properly bagged and labelled. The Lift Contractor shall incorporate evidence of correct disposal which is to be retained within the H&S File.

All new materials are to be delivered as required and stored in approved storage areas, and shall be protected such as to prevent damage, and to protect persons from injury.

4.6 Site Waste Management

The Lift Contractor shall, if and when required, produce a Site Waste Management Plan (SWMP) PRIOR to commencement of construction works.

The Lift Contractor shall adopt the SWMP and ensure compliance with it, the Environmental Protection Act 1990 (EPA), and the CDM Regulations 2015.

4.7 Suitability of Material and Products

The Lift Contractor shall use materials and products which:

- y) Are new unless specified otherwise
- z) Are suitable for the services and conditions of use normally expected to apply after the installation is complete.
- aa) Can withstand the testing and commissioning conditions specified.
- bb) Do not initiate mould growth, support vermin, contain animal hair, contain crocidolite or support bacterial life.
- cc) Do not involve the use of CFCs at any stage of manufacture, installation or subsequent operation except where specified.
- dd) Are free from objectionable odours of the maximum or normal working conditions of operation.
- ee) Do not suffer deterioration at the maximum or specified conditions of operation.
- ff) Are capable of being applied to a base surface without causing damage or deterioration of the base.
- gg) Are not a fire hazard, and do not evolve dense or toxic fumes when subjected to excessive heat, such as a fire.
- hh) When of similar type, are made by the same manufacture.
- ii) Are, where applicable, in compliance with the provisions of the Construction Products Regulation 2013.
- jj) Whenever possible ensure products are manufactured and/or stocked under one of the following;
 - BSI Kite Mark Scheme
 - BSE Safety Mark Scheme
 - from Firms of Assessed Capability to BS ISO 9000
 - from Stockists of Assessed Capability to BS ISO 9000

4.8 Deleterious Materials

No materials generally known to be deleterious are to be used in, or incorporated into, any temporary or permanent Works forming part of the Project.

In particular none of the following items are to be used

- Asbestos or asbestos based products
- Urea formaldehyde or materials which may release formaldehyde in quantities which may be hazardous with reference to the limits set by the HSE
- Material containing fibres less than three microns diameter or 200 microns long
- Lead or any material or product containing lead which may be ingested, inhaled or absorbed
- Polychlorinated biphenyl
- Fibres not sealed or otherwise stabilised to ensure that migration is prevented
- Vermiculite containing fibrous dust
- Polytetrafluoroethylene (PTFE) except for pipe work jointing

- Calcium silicate bricks or materials

Or, any other products or materials, which are generally known within the Building Industry to be deleterious or hazardous to health or safety or to the durability of the property in the circumstances in which they are used.

- High alumina cement and/or concrete
- Wood wool slabs used as permanent shuttering
- Calcium chloride in admixtures for use in reinforced concrete
- Sea-dredged aggregates for use in reinforce concrete which do not comply with current British Standards
- Aggregates for use in concrete which do not comply with current British Standards
- Alkali reactive aggregates

The Lift Contractor shall check with the manufacturers and/or suppliers of products and materials in order to ensure that any product does not contain such material. Any products and/or materials found to contravene this requirement shall be removed and replaced by the Lift Contractor at their own expense.

4.9 Anticipated Target Programme/Key Dates

The programme will be agreed between the Lift Contractor and the Purchaser in order to minimise inconvenience. It is anticipated that the Works will be completed as soon as reasonably possible and closed before July 2027

The Lift Contractor shall confirm with their Tender the best possible material procurement/delivery periods and installation times which they are able to achieve.

It is anticipated that the following key dates should be achievable:

Return of Tenders	TBC
Purchaser order to Lift Contractor:-	TBC
Initial Lift Contractor's design and production of drawings:-	TBC
Lift Contractor's completion of Construction Phase H&S Plan:-	TBC.
Manufacture/delivery of materials and start site works:-	TBC
Lift Removal	TBC
Completion of works:	TBC

4.10 The Extent and Location of Existing Records & Plans

No architectural/structural drawings are available relating to the lift well or lift motor room. The Lift Contractor is therefore required to undertake their own detailed survey of the existing situation of the lift well, lift motor room and associated structure (particularly in relation to the loads imposed and available clearances). The Lift Contractor shall visit the site and ascertain for themselves the nature and extent of the Works and the conditions under which these are to be executed.

No claim by the Lift Contractor for additional payment shall be allowed on the grounds that they did not, or could not, foresee any matter which may in fact affect or have affected the execution of the Works.

The Lift Contractor shall be responsible for providing general arrangement, setting out and construction drawings for the refurbished lifts as part of the Project and as detailed within the Specification together with any additional drawings required for any authorising body. Client's Considerations & Management Requirements

4.11 Planning & Management of the Construction Works

The Client has appointed TÜV SÜD LLC, who are Lift Consultants experienced in the design, specification and management of lift installation and replacement works, to prepare a Performance Specification and undertake the management of the Project.

Key safety goals include:

- No safety related incidents
- No accidents to employees, residents, contractors, subcontractors or members of the public
- A completed lift installation, suitable for use by disabled persons, that can be used, maintained and operated safely throughout its operational life
- Compliance with the requirements of the Lifts Regulations 2016 as amended and Designated Standards BS EN81-20 & 50: 2014; and BS EN81-70: 2003
- Handover of a Health & Safety File comprising a complete set of CDM 2015, Design and O&M documentation to the Client on completion of the Works

4.12 Communication & Liaison between the Client & Others

The Lift Contractor and their sub-contractors shall, at all times, comply with the agreed Health & Safety procedures and particular those which directly affect the Health & Safety of personnel throughout the installation period of the Contract. Any additional requirements with respect to emergency procedures and associated requirements are to be discussed/agreed with the Principal Designer and Engineer prior to the commencement of site works.

Method Statements and continuing re-evaluation of work sequences will be required and must be properly implemented by the Lift Contractor. Changes and revisions are to be recorded and/or minuted, and the Construction Phase Safety Plan amended accordingly, during the installation period.

Where unforeseen events may occur during the site works the Lift Contractor shall provide a suitable Safe System of Work which can be implemented to meet the requirements and circumstances of any design change, including assessments of all hazards involved and the necessary communication and liaison required to minimise the effect of these, both materially and with respect to human resources.

The Lift Contractor shall include for attending regular site meetings. The anticipated time scale will normally be once every two weeks, although the actual timing of such meetings shall be as required by the Engineer.

The Lift Contractor is responsible for ensuring that all of their engineers, operatives and sub-contractors are fully trained and made conversant with the required Health & Safety procedures and requirements, prior to commencement of any operations on site. A Register of Inductions and Toolbox Talks shall be included in the Construction Phase Safety Plan.

4.13 Overlap with Clients' Undertaking

The premises will remain occupied during the course of the works on site. The Lift Contractor shall ensure therefore that their engineers and operatives are aware of the requirements for safe access and the protection of work areas.

The Lift Contractor shall protect, uphold and maintain all underground services and overhead lines during the execution of the Works.

The Lift Contractor shall safeguard all reference points which indicate the presence of an underground service and will be held liable for any damage resulting due to any cause within theirs or their sub-contractor's control which is occasioned to any service or marker and shall be held responsible for any costs or charges for making good.

The Lift Contractor shall comply fully and in all respects with the statutory requirements of the Control of Pollution Act 1974 and the Control of Noise at Work Regulations 2005. The use of noisy items of plant, such as percussion drills and angle grinders, whilst permissible, shall be kept to a minimum. If necessary these activities are to be undertaken outside of the normal working hours of the building. Sufficient controls or working methods shall be applied in order to ensure that the risks (of exposure to high noise levels) to the Lift Contractor's employees, sub-contractors or other persons likely to be affected, are reduced to as low a level as reasonably practical. The timing of all activities where a high level of noise generation cannot be avoided must be agreed with the Engineer prior to commencement.

At no time will the use of personal radios be permitted.

The Lift Contractor shall include for taking reasonable precautions to prevent workmen, including those employed by sub-contractors, from trespassing on adjoining owner's property or any part of the premises which are not affected by the Works.

4.14 Security

The element of the construction site, comprising the lift well and entrances, shall be secured behind robust protective fire-resistant hoardings, which are to be securely fixed to the structure of the building. These shall be checked daily by the Lift Contractor.

The access to the site shall be via ground floor entrance or as confirmed in the prestart meeting, at times agreed with the Engineer. **All** protection to finishes and personnel routes shall be the responsibility of the Lift Contractor. Floor surfaces at each level shall be protected using 'Cordex' or equal approved hazard tape in order to avoid tripping hazards.

The existing machine room will be available to the Lift Contractor's operatives as secure areas for the temporary storage of tools etc. during the course of the works. It is recommended secure site storage boxes are used if this option is considered.

The Lift Contractor shall safeguard the Works, materials and plant against damage, theft or vandalism, including the provision of all necessary lighting for the security of the Works and the protection of the Public.

The Lift Contractor shall provide for carefully covering up and protecting all fixed or unfixed items of equipment throughout the duration of the Works until Taking-Over. Any equipment which has become tarnished, corroded, degraded, or damaged in any way whatsoever, will not be accepted and shall be replaced by the Lift Contractor at their own cost.

The Lift Contractor shall provide for removing all rubbish from the site, both as this accumulates and at completion, including the removal of all temporary works associated with the provision of plant, signboards, temporary roads, temporary hoarding and temporary buildings. Any damage or disruption arising as a result of the foregoing shall be made good. All packing cases and packing material shall be removed from site immediately the contents have been unpacked. All waste and/or redundant materials shall be disposed of at an approved site and evidence provided for retention in the Health & Safety File. Upon completion of the Works, the Lift Contractor shall fully reinstate the site to its original condition.

The Lift Contractor shall make adequate provision to protect the decorative finish to floors, walls and ceilings and areas adjacent to the Works, from damage, occurring accidental or otherwise, occasioned during the course of the Works. Any damage which does occur must be re-instated by the Lift Contractor to the satisfaction of the Engineer.

The Lift Contractor shall ensure that all Portable Appliances used at or brought to the site shall be tested and marked in compliance with current Regulations.

The Lift Contractor shall ensure that all lifting equipment, including tackles and slings, is tested and marked in accordance with current Regulations.

The Lift Contractor shall ensure that all scaffolding is correctly installed to current Regulations, with installation and/or modifications, adjustments or adaptation, undertaken by authorised personnel only. Scaffolds shall be Inspected and Tagged and a register shall be retained on site.

The Lift Contractor shall issue to, or arrange for, their employees and sub-contractors to be provided with photographic ID Cards which are to be designed to the Engineer's approval. These are to remain valid for the duration of the Works and are to be carried at all times. Entry to the premises will be refused if a valid pass cannot be produced.

The Lift Contractor shall also comply with any other security measures which the Client may impose during the Works.

4.15 Welfare provision

Access to welfare provisions including, toilets and washing facilities, will be provided by the Purchaser on the basis that these are treated with respect and maintained in a clean and acceptable condition. It is a prerequisite that employees remove overalls prior to entering these areas. The exact location will be provided at the pre-start meeting.

4.16 Site Hoarding Requirements

The Lift Contractor shall install robust fire-resistant protective hoardings the design and construction of which is to be as detailed elsewhere in this Specification.

Entrance protection shall be provided by the Lift Contractor in accordance with Schedule 2 of this Specification.

It is imperative that any protective hoarding, barrier and work screen is maintained in a sound and secure condition at all times. Access doors are to be kept securely locked excepting for when the Lift Contractor's engineers or Sub-contractors are working in the immediate vicinity.

4.17 Site Transport Arrangements & Vehicle Movement Restrictions

The Lift Contractor's attention is drawn to the requirement that they are to restrict the flow of vehicles to times as agreed with the Engineer, and must allow in their Tender, for all necessary precautions necessary to protect the occupants of the premises and the members of the public, and to maintain access at all times.

The only form of site transport envisaged is that of delivery vehicles to the exterior of the property and small handling trolleys within the building.

Delivery of large assemblies or components shall be coordinated with the Engineer. The Lift Contractor shall, at all times, supervise offloading and vehicle movements which are to be undertaken during periods of low use of the areas involved.

The Lift Contractor shall provide, and display in the appropriate position, all necessary signs in accordance with the Ministry of Transport system of advance warning signs, as required by the Policy Authority and the responsible Highway Authority. The Lift Contractor shall include for all costs and charges for complying with all other regulations and directions, including obtaining permissions in relation to any road closure, cranes, etc.

4.18 Client Permit to Work System

The Client does not operate a Permit to Work system at the premises. However, the Lift Contractor will be expected to manage and monitor access to the work area for the lift and ensure that all operations are conducted in accordance with their own safe working system.

4.19 Fire Precautions

The fire alarms and procedures will be reviewed with the Lift Contractor at a pre-start meeting to be held with the Engineer and Client's representative. The Lift Contractor shall provide fire extinguishers appropriate for any Hot Works. Any Hot Works shall be properly supervised and only undertaken during times and for durations which have been advised to, and agreed with, the Engineer.

Only the Lift Contractor's employees or sub-contractors who have been properly trained in the use of such equipment shall be permitted to use such equipment. The Lift Contractor shall ensure that proper safety precautions, in compliance with good practice and statutory requirements, are applied and maintained for the duration of the use of the equipment.

Should the Lift Contractor or their sub-contractors have a requirement to use either oxyacetylene or electrical welding equipment on site the Lift Contractor shall first seek the permission of the Engineer, who will not unreasonably withhold such permission.

The Lift Contractor shall include all necessary equipment to control fumes and smoke generated by such operations.

Details of the Client's Hot Working Permit System shall be presented to successful lift contractor at the pre-start meeting

4.20 Emergency Procedures & Means of Escape

Emergency procedures, means of escape and first aid facilities (which shall meet the requirements of The Health & Safety (First Aid) Regulations 1981), will be reviewed and issued at the Pre-Start Meeting to the successful tenderer.

4.21 No-go areas & other specific authorisation requirements

Due to the limited space available on site, the Lift Contractor is required to limit their area of operations to the motor room, shafts and any hoarded area of the landings.

The Lift Contractor's normal access areas will be limited to the motor room, wells, entrance lobbies and immediate staircase, as well as agree welfare and washroom facilities. All operatives shall restrict their access to the generally agreed site access and work areas.

The area of the shaft pit, motor room and hoarding shall be designated hard hat areas. The Lift Contractor shall ensure that all of their employees and sub-contractors are issued with, and wear, hard hats whilst working in these areas. Adequate spare hard hats shall be made available on site for visitors.

4.22 Confined Spaces

No confined spaces in the regulatory sense are envisaged. In cases where work is to be undertaken at the head of the lift well, or in the lift pit, where access and egress may be inhibited, the Lift Contractor shall establish a Safe System of Work together with provisions for communication and rescue.

4.23 Site Rules & Discipline

The Lift Contractor shall comply with the Client's Building Rules which are appended to the Specification and discussed at the pre-start meeting. The building is a stay put building for tenants in event of fire. It is envisaged that lift engineers fire muster point will be at the front for both buildings. Further details will be provided in the pre start meeting.

The Lift Contractor shall, at all times, ensure that their employees, whether for installation works or service work, act in a responsible manner whilst on the Client's premises.

The Lift Contractor shall ensure that all employees and sub-contractors are issued with, and wear at all times, personal protective equipment. This should comprise, as a minimum, overalls bearing the company name or logo, safety footwear, eye protection, hearing protection and hard hat.

Each of the Lift Contractor's employees who are required to visit the premises are expected to carry identification which must be produced on request to duly authorised representatives of the Client.

The Client reserves the right to refuse access to or to reject any of the Lift Contractor's employees or sub-contractors in the event that their actions are considered to be disruptive or detrimental to the operation of the premises or to the progress of the Works.

The Lift Contractor shall ensure that all work areas are left safe and secure following completion of each day's work, with all access keys returned to the Client's Representative.

4.24 Construction Skills Certification Scheme

All the Lift Contractor's engineers and sub-contractors shall have passed the relevant level of CSCS test and be in possession of a valid card.

The Lift Contractor must refuse access to any operative who is not carrying a valid card.

4.25 Parking Restrictions

There is street parking available, a permit is required which can be obtained from Cardiff Council. This will be clarified in the pre-start meeting.

Environmental Restrictions & Existing On-Site Risks

4.26 Safety Hazards

Known potential existing safety hazards and environmental restrictions which are to be taken into account and addressed by the Lift Contractor in their Construction Phase H&S Plan include the following:

- Loading, off-loading and distribution of materials will be undertaken in areas accessible to site visitors/members of the public and residents, many of whom are elderly and have mobility limitations.
- Limited space is available for vehicle manoeuvring and turning of vehicles.
- Oil stored in the existing lift motor room is to be removed from site. This presents a risk of contamination if spilt onto surrounding areas or into adjacent drains.
- Limited storage space is available, and redundant materials are to be removed on a daily basis. A permit for a container to be located on the street will be required, this can be obtained from Cardiff Council.
- Live public environment

4.27 Health Hazards

Roof Aerials/Masts/Microwave Dishes

The Lift Contractor must ensure that all personnel follow instructions on warning signs, observe any exclusion zones, and keep to prescribed access route. There are none on internal plant room access to lift motor room. It is not required for engineers to access roof areas.

If unmarked radio masts, microwave dishes/antennae are later discovered, evacuate from the area and carry out a hazard analysis.

The Lift Contractor shall, whenever required, take suitable action to avoid exposure to high levels of microwave radiation. Only proceed if satisfied that the access route is safe or that additional precautions are such as to sufficiently reduce any residual risk. If the route remains a high risk and no alternative means of access is available, the Lift Contractor must respond as follows:

- g) Cease work in the vicinity of the perceived hazard.
- h) Report the nature of the risk by telephone to the Engineer.
- i) Do not recommence work in that area until instructed to do so by the Engineer.

Contaminated Land

The Lift Contractor shall observe the environmental controls detailed in The Contaminated Land (England) Regulations 2000 as enforced by the Environment Agency or Local Authority and seek specialist advice before commencing work.

Known Existing Hazards

Known potential existing health hazards to be taken account of and addressed by the Lift Contractor in their Construction Phase Plan are as follows:

Asbestos

A Demolition Asbestos Survey Report may require completing, if the original from the existing installation cannot be obtained, client to advise, if a report is required, the Lift Contractor shall review the report and confirm in writing that they are satisfied with the extent of the Asbestos Survey in relation to the proposed work areas and equipment covered by this project.

Asbestos is present on site (e.g., current motor room door and under landing tiles). Please request and consult report prior to any site visits.

The written confirmation of the acceptance of the Asbestos Survey Report shall be included in the site Health and Safety file.

Notwithstanding the above, clear and explicit instructions must be issued by the Lift Contractor to all operatives and sub-contractors involved with the works on site, such that if during the course of the works material is encountered which it is reasonably suspected may contain any form of asbestos, they should respond as follows:-

- Cease work in the vicinity of the suspect material immediately.
- Report immediately by telephone, and confirm by facsimile within two hours, to the Engineer.
- Do not recommence work until instructed to do so by the Engineer.

Mineral Oil

- The existing hydraulic lifts contain hydraulic oil, which will require appropriate protective clothing, gloves etc. to be worn by operatives handling the removal of the redundant equipment. All oil must be disposed of in accordance with the relevant legislation and guidance.

4.28 Significant Design & Construction Hazards

Significant Design Assumptions (Work methods, sequences and other control measures)

The lift design shall be in compliance with the Designated Standards BS EN81-20 and BS EN81-50 providing an assumption of compliance with the Essential Health & Safety Requirements of the Lifts Regulations 2016 as amended. The lift shall be subject to witness test in line with BS 8486 Standard on completion.

The lift installation method is proprietary to the Lift Contractor and detailed installation Method Statements, Risk Assessments and layout drawings shall be provided by the Lift Contractor. These shall be incorporated into the Construction Phase Plan.

The removal of the existing lift shall be undertaken by the Lift Contractor's operatives who must be experienced in this type of work.

It is envisaged that the existing lift well equipment can be electrically isolated and the lift car suitably suspended, applying a double set of tested lifting equipment each of which is suitably de-rated by 50% of SWL, from the existing lifting beam, which shall be tested prior to use. The lift car may then be utilized as a working platform to dismantle equipment in the upper section of the lift well and lower this into the pit area for dismantling and removal from site via the ground property entrance. A 2-person Banksman & signaller arrangement will need to be utilized to ensure same manoeuvring of large

cumbersome equipment e.g., lift guide rails. It is envisaged that the lift machine room equipment can be electrically isolated, mechanically and electrically disconnected and removed from site.

Comprehensive and detailed Safe Systems of Work, Method Statements, Risk Assessments and Control Measures are to be provided and agreed with the Principal Designer/Engineer prior to commencement.

The associated builders and electrical work shall be undertaken by the Lift Contractor. It is envisaged that the works are to be undertaken using traditional construction trades working from a traditional scaffold structure or temporary platform installed within the lift well. The Lift Contractor shall provide comprehensive and detailed Safe Systems of Work, Method Statements and Risk Assessments for all builder's and electrical works tasks.

4.29 Coordination of Ongoing Design and Design Changes

It is envisaged that the Lift Contractor shall provide detailed lift design drawings together with details of the required builder's works alterations and any modifications to the lift well and lift motor room. These are to be reviewed and agreed with the Engineer. Any subsequent design changes which may arise are to be channelled through the Principal Designer/Engineer, recorded in the Construction Phase Plan, and detailed on the Construction and the final As-Built Drawings.

The Lift Contractor shall record and highlight, including appropriate detail, any significant hazards and risks associated with the Construction Works, which have not been eliminated and/or adequately mitigated in the Design of the Works, on the Construction Drawings.

The Lift Contractor shall record details of any significant residual hazards and risks affecting the Works and the Design, which could not be eliminated and/or adequately mitigated in the Design, on the Final "As Fitted" record drawings and in the H&S File.

4.30 Information on Significant Risks Identified During Design

- Refer to the Lift Contractors Design Risk Assessment for compliance with the Lifts Regulations 2016 as amended.
- Refer to following TÜV SÜD LLC indicative risk assessments further in this document.

4.31 Materials Requiring Particular Precautions

Disposal of redundant Hydraulic oil.

Asbestos material on site. Details and location contained in Asbestos Report.

4.32 Principal Contractor Construction Phase Plan Development

The Lift Contractor shall develop the Health & Safety Plan in accordance with Regulation 12 of the CDM 2015 Regulations.

A copy of the Construction Phase Health & Safety Plan shall be provided to the Principal Designer and Engineer prior to commencement of any works.

During the course of the Project a copy of the Plan will be held on site by the Lift Contractor's Senior Engineer. This shall be updated with any necessary amendments agreed during the regular site meetings.

At completion of the Project the Lift Contractor shall provide the Operating and Maintenance Manuals and the Health & Safety information, including assessments of residual risks, to the Principal Designer for incorporation into the Health & Safety File, which is to be provided to the Client.

4.33 The Health & Safety File

The Health & Safety File shall be produced in accordance with the CDM 2015 Regulations and the Guidance provided by HSE. Relevant information obtained from the Lift Contractor, Designers, Contractors and other parties during the course of the Project shall be collated by the Principal Designer for issue to the Client on completion of the Project.

In order to produce the file, the Principal Designer requires the cooperation of the Lift Contractor and other Designers and Contractors who shall provide information expeditiously, and whenever required, throughout the course of the Project. In particular the Operating and Maintenance Manuals, which are detailed later in this Specification, these are to be provided at the latest by the date of Taking-Over, accepting that the final installation Test Certificates may not be available until completion of Witness Tests.

The information to be included must be specific to those Health and Safety issues relevant to the Project and Works and shall cover the whole installation life cycle including development, maintenance and subsequent demolition.

4.34 Safe Storage

The Lift Contractor shall provide and maintain a secure, dry and weatherproof type container for the storage of materials, tools and tackle. The location of the container at the site is to be agreed with the Engineer during the prestart meeting. The Lift Contractor shall include all costs in relation to alterations, movements and adaptations of the container as may be necessary from time to time. On completion of the Works the Lift Contractor shall remove the container from the site, and shall reinstate the locations/areas and access routes upon which the container was located and transported, to the Engineer's approval.

4.35 Substances Hazardous to Health

The Lift Contractor shall identify all substances which are to be incorporated into the completed Works and which could pose a health risk if improperly used or disposed of.

In the case of an existing installation the Lift Contractor shall, prior to dismantling any equipment or commencing any structural alternation, identify as far as is reasonably practicable, all such substances that are to be retained in the completed Works. Furthermore, the Lift Contractor shall identify, as far as is reasonably practicable, all substances which are to be removed from site and which could prove a health risk if improperly disposed of.

The Lift Contractor shall identify such substances in the form of a Schedule which is suitable for incorporation in the Health & Safety File and which is to be submitted to the Engineer.

The Lift Contractor shall, at all times, comply in full with the provisions set out in the current edition of the Control of Substances Hazardous to Health Regulations and the associated Guidance published by HSE.

4.36 Smoking

In compliance with The Smoke-free (Premises & Enforcement) Regulations 2006 the building operates a "No Smoking" policy. The Lift Contractor shall ensure that all their employees and sub-contractor's employees do not smoke within the building or within the confines of the site, except for any specifically designated smoking area. Persons found to be in breach of this requirement will be refused access to the site.

4.37 Statutory Authorities

The Lift Contractor shall include within their Tender for all costs, and for necessary time scale provisions to meet the requirements of the Contract, which are required in order to seek and gain all necessary Statutory Approvals for the Works, including, but not limited to, Building Control Approvals/requirements, Building Regulation Approvals/requirements, District Surveyor Approvals/requirements, Fire Officer Approvals/requirements and Planning Approvals/requirements, where applicable.

These requirements also apply to all temporary works, including protective hoardings, and particularly in cases in which the fire separation between floors or between lift shafts and lobbies may be compromised.

These provisions are considered essential in relation to any landing or area where the landing, lobby or area forms part of a fire escape route.



SECTION 5

TÜV SÜD LTD RISK ASSESSMENTS

(BASED UPON DD ISO 14798:2013)



LIFT SPECIFICATION RISK DOCUMENTATION			Document No. LSRD
Contract Name: N.W2600071			NOTE: The hazards identified should not be considered to be an exhaustive list. You are also advised to make reference to BS EN81-80 for significant hazards associated with existing lift installations and implement appropriate control measures. This document is intended as a reminder of the possible consequences of certain activities/actions and is not a reflection on your skill and experience. If you identify any other potential hazards, please ensure the master document is suitably amended.
Lift Identity & Location: Passenger Lifts • Avondale Court • Galleon Way Flats • Selwyn Morris Court			
Assessment conducted by: Stephen Gadd	Signed: 	Date: 20.07.2026	

No:	Activity/Location / Materials/Tools etc (Cause/Trigger)	Hazards Identified - (Effect)	S	F	Initial Risk Rating (S x F)	Persons at Risk	Control Measures/Corrective Actions	S	F	Final Risk Rating (S x F)	Residual Risk
G1	Equipment Remains Unexpectedly Live	Electric Shock due to: Faulty switchgear Poor insulation or earthing Inadequate switch marking Live interconnected wiring Car lighting or other high voltage equipment in controller Charge remaining on DC link capacitors on VVF drives Equipment not PAT tested No rubber mats No main switch lock off facility Missing or broken covers Tripping hazards Inadequate lighting	4	4	16 =VH	E CO O	Motor room to be designed to allow adequate access for working in accordance with Electricity at Work Regulations and be well lit and free of tripping hazards. Lift Contractor to ensure all staff are adequately trained in safe working practices. All portable appliances to be tested and marked with valid PAT certification. Lift Contractor to provide lock-off facilities to main switches and rubber mats to BS EN61111 at front and rear of controllers. Wherever practical, inspection of electrical systems should be carried out only after the equipment has been isolated from the power supply. When appropriate, to safeguard accidental reconnection by others, the main supply must be 'locked-off' and 'tagged out' to clearly indicate that work is in progress. All readily accessible live conductors must be covered by an insulating material, e.g. rubber shrouds, or be positioned so they are safe. All equipment must be properly earthed. All doors to control cabinets must be closed and secured after use. A 'treatment for electric shock' notice should be displayed in appropriate locations, as recommended by the Guidance to the Electricity at Work Regulations.	2	2	4 = L	Acceptable risk

No:	Activity/Location / Materials/Tools etc (Cause/Trigger)	Hazards Identified - (Effect)	S	F	Initial Risk Rating (S x F)	Persons at Risk	Control Measures/Corrective Actions	S	F	Final Risk Rating (S x F)	Residual Risk
G2	Manual Handling of Equipment	Injury due to: Items heavier than they appear Incorrect lifting method Lack of mechanical handling equipment Lack of assistance for heavy load Lack of protective footwear Sharp edges	2	4	8 = M	E CO	All items to be marked with their weight. Lift Contractor to provide mechanical handling equipment to move items which cannot be safely handled. Safety footwear to BS EN ISO 20345 and protective Kevlar or rigger gloves must be worn.	2	2	4 = L	Acceptable Risk
G3	Use of Percussion Drill/Angle Grinder or Hand Tools	Damage to hearing by percussion drilling or accident while using angle grinder/hand tools.	3	5	15= VH	E CO V O	Lift Contractor to observe Principal Contractors disciplines for noisy works and ensure full compliance with the Control of Noise at Work Regulations 2005. Non-percussive drills should be used wherever practical to reduce the risks from noise and vibration. Lift Contractor to ensure all staff using or working near percussion drilling equipment/angle grinders etc. are equipped with suitable ear defenders/protective goggles and that they use protective equipment and have been instructed on their correct use. All portable appliances to be tested and marked with valid PAT certification. Unless battery powered or hand tools are employed, a residual current earth leakage device (RCD) designed to BS EN 61008-1 must be used.	2	2	4 = L	Acceptable Risk
G4	Use of Mineral Oil	Risk of illness from contact with mineral oils	3	3	9 = M	E CO	Consultant to specify low risk or bio-degradable oils where available. Lift Contractor to provide COSHH data sheets for any substances involved. The area should be well ventilated and PPE should include the use of disposable overalls	2	2	4 = L	Acceptable Risk

No:	Activity/Location / Materials/Tools etc (Cause/Trigger)	Hazards Identified - (Effect)	S	F	Initial Risk Rating (S x F)	Persons at Risk	Control Measures/Corrective Actions	S	F	Final Risk Rating (S x F)	Residual Risk
G5	Use of Welding/Grinding Equipment	Danger of fire due to dry grinding or welding on site	3	4	12 = H	P C L E C O V O	Principal Contractor to establish regime of Hot Works including permits. Lift Contractor to ensure site staff are aware of procedures and work to them. Lift Contractor to provide all necessary PPE, safety and fire precautions, certified as necessary and ensure they are maintained throughout the Hot Work process. As a minimum, fire extinguishers must be readily available and members of the public and other non-essential staff excluded from the agreed work area. If gas welding equipment is used it must be inspected prior to use for damage to valves, hoses and for leaks and must not be used if defective. The work area must be well ventilated and any smoke detectors temporarily disarmed.	2	2	4 = L	Acceptable Risk
G6	Use of Paint Spraying Equipment	Danger of inhalation of fumes from site spraying or painting	3	3	9 = M	C L E C O	Wherever practical, off-site application of paint specified by Consultant. Otherwise, Lift Contractor must use low fume materials where available and provide COSHH data on all materials used. Lift Contractor to provide PPE and any necessary protection and extraction necessary to comply with the COSHH Regulations.	2	2	4 = L	Acceptable Risk
G7	Lift Car to be Delivered and Installed in One Section	Injury due to: Incorrect lifting method Inadequate mechanical handling equipment Failure of mechanical handling equipment Lack of assistance for heavy load Lack of protective footwear Curiosity of members of the public	4	3	12 = H	P C L E C O V O	Design Team to provide adequate information including restricted heights, widths and floor loadings, to allow Contractor to prepare a method statement and risk assessment for the task. Design Team to check method statement and risk assessment. As a minimum, the unloading area and access route must not be accessible to the public and all operatives are to be trained in manual handling and rigging of loads. Contractor to ensure site staff are aware of safe working documentation and work to it. Contractor to ensure site staff are provided with all necessary safety equipment, plant and tackles with test certificates as required and are instructed on their use. Principal Contractor to ensure other works are scheduled to provide adequate free access to Contractor during delivery	4	2	8 = M	The hoist/crane or slings could fail

No:	Activity/Location / Materials/Tools etc (Cause/Trigger)	Hazards Identified - (Effect)	S	F	Initial Risk Rating (S x F)	Persons at Risk	Control Measures/Corrective Actions	S	F	Final Risk Rating (S x F)	Residual Risk
G8	Delivery/Removal of Lift Equipment	Danger of tripping or being struck by equipment being removed or delivered to site.	3	4	9 = M	P C L E C O V O	Contractor to provide temporary barrier protection and notices on agreed access route for deliveries. The access route must not be accessible to the public. Any floor protection to be taped in place. All deliveries to be co-ordinated with the Engineer/Purchaser.	3	2	6 = M	Acceptable Risk
G9	Possible Asbestos Contamination Within the Lift Area	Health risk due to inhalation of asbestos fibres from: Brake linings Contactor arc shields Door insulation Pipework/ductwork lagging Machine room or shaft panelling/wall cladding	3	4	12 = H	E C O	The owner (or 'Duty Holder') shall furnish a copy of the Asbestos Register called for by the Control of Asbestos Regulations 2012. Contractor to arrange specialist analysis, identification and recommended action then submit a report to Design Team. Contractor to arrange recommended action in accordance with specialist report. Any removal & disposal shall be carried out by a registered Contractor fully in accordance with the Health & Safety at Work Act and all relevant Health & Safety Executive Guidance Notes.	3	2	6 = M	Acceptable Risk
G10	Installation of Mirrors or Glass Doors/Decorative Panels	Injury from broken glass	3	3	9 = M	E C O	Design Team to specify laminated glass and mirrors with safety backing. Protective gloves to be worn when handling glazed panels.	3	2	6 = M	Acceptable Risk
G11	High Voltages on Auxiliary Lift Equipment Termination Points.	Danger of electric shock	4	3	12 = H	E C O O	Lift Contractor designer to ensure all auxiliary wiring within the lift machine room, lift shafts and lift car are of a maximum 55 volts where practically possible. (BS IEC 60479-1refer). All connections and enclosures where higher voltages are present are to be identified with appropriate signage.	3	2	6 = M	Acceptable Risk

No:	Activity/Location / Materials/Tools etc (Cause/Trigger)	Hazards Identified - (Effect)	S	F	Initial Risk Rating (S x F)	Persons at Risk	Control Measures/Corrective Actions	S	F	Final Risk Rating (S x F)	Residual Risk
G12	Alterations to Existing Electrical Supplies	Danger of electric shock	4	3	12 = H	E CO	Lift Contractor to issue Method Statement and Risk Assessment on working procedure on existing electrical supplies that require alteration during the scope of the works. If the existing supplies cannot be identified and isolated, then works are not to proceed and must be reported to the Engineer and site contact.	2	2	4 = L	Acceptable Risk
G13	Exposure to contaminated surfaces and or exposure to airborne Coronavirus due to being in close proximity to an infected person.	Contracting or spreading the Covid-19 Coronavirus	4	5	20 = VH	P CL E CO V O	- Follow UK Government Guidance - Follow guidance of CLC Construction Sector - Site Operating Procedures - Follow the minimum 'social distancing' guidelines at all times - Always wash your hands before starting work, regularly during your working day, on completion of works and when arriving home. - Use hand sanitiser gel (minimum 70% alcohol content) if soap and water are not available and/or when you have touched surfaces that will have been touched by others (e.g. door handles). - Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. - Put used tissues in the bin straight away and wash your hands afterwards - Avoid touching your eyes, nose or mouth if your hands are not clean - Anyone suspected of recent exposure and symptoms of Covid19 must not attend the site, self-isolate, contact NHS 111 to obtain advice and be tested to confirm status. - Shared surfaces and equipment (i.e. barriers/gates/ladders/lift or escalator controls/ hand or power tools etc) must be cleaned regularly.	4	2	8 = M	Acceptable Risk

No:	Activity/Location / Materials/Tools etc (Cause/Trigger)	Hazards Identified - (Effect)	S	F	Initial Risk Rating (S x F)	Persons at Risk	Control Measures/Corrective Actions	S	F	Final Risk Rating (S x F)	Residual Risk
LS1	Shaft Access During Lift Installation	Danger of falling down lift shaft during construction and installation of lift.	4	3	12 = H	P C L E C O V O	Principal Contractor to protect entrance openings to lift shaft so there is no risk of falling. Lift Contractor to provide method statement with safe system of working. Lift Contractor to ensure that all staff have adequate safety equipment and are instructed for its use and that they must ensure their activities do not endanger others.	3	2	6 = M	Acceptable Risk
LS2	Working on Car Top - Limited Headroom	Danger of Engineer striking head on slab over lift shaft whilst working on car top.	2	5	10 = H	E C O	The headroom must be designed to meet the requirements of BSEN81 so there is headroom above the lift car to provide a space sufficient to accommodate persons travelling on top of the lift. Limit switches in compliance with BS7255 must be installed to prevent movement of the lift car beyond a defined point to create this safe space. Suitable danger notices to be provided on car top by Lift Contractor.	2	2	4 = L	Limit switch could fail to stop the lift
LS2A	Working on Car Top - Headroom Not Compliant with BSEN81	Risk of Engineer being crushed whilst working on car top.	4	5	20=VH	E C O	Lift Contractor to develop a safe system of working taking into account the existing constraints and then seek approval of their Approved Body for this deviation from the standard. As a minimum, electrically interlocked props and limit switches must prevent movement of the lift car beyond a defined point to create the safe space required by BSEN81 & BS7255. Travel in the up direction must not be attempted unless it is essential.	2	2	4 = L	Acceptable Risk
LS3	Working in the Lift Pit	Danger of Engineer being crushed below the descending car whilst working in pit.	4	4	16=VH	E C O	Pit depth and position of stop switches to be in accordance with BSEN81. Consultant to specify provision of guide clamps or props in pit. Lift Contractor to provide clamps or props along with notice instructing on their use. Prior to entering pit, verify the correct operation of the landing locks and the pit emergency stop switch. Use props on hydraulic units and do not go under a traction unit that has a load in the car.	4	2	8 = M	Pit stop switch may subsequently fail

No:	Activity/Location / Materials/Tools etc (Cause/Trigger)	Hazards Identified - (Effect)	S	F	Initial Risk Rating (S x F)	Persons at Risk	Control Measures/Corrective Actions	S	F	Final Risk Rating (S x F)	Residual Risk
LS3A	Working in the Lift Pit – Pit Depth Not Compliant with BSEN81	Danger of Engineer being crushed whilst working in pit due to existing pit depth not being compliant with BSEN81.	4	5	20=VH	E CO	Consultant to specify provision of guide clamps or props in pit. Lift Contractor to provide clamps or props along with notice instructing on their use. Prior to entering pit, verify the correct operation of the pit emergency stop switch. Use props on hydraulic units and do not go under a traction unit that has a load in the car. Lift Contractor to develop a safe system of working taking into account the existing constraints and then seek approval of their Approved Body for this deviation from the standard. A 'Permit to Work' system must be operated in the interim period.	3	2	6 = M	<i>Permit to work system ineffective</i>
LS4	Working Below Suspended Pit	Danger of Engineer being crushed whilst working below suspended pit	4	3	12 = H	E CO	The building structure must be designed to comply with current Regulations and accommodate the loads resulting from actuation of safety gears and/or buffers. A counterweight safety gear must be provided but if this is impractical the structure must incorporate steel or concrete piers beneath the counterweight buffers down to terra firma to withstand the loads imposed by the free-falling counterweight. Contractor to check and verify as part of their commissioning tests.	4	1	4 = L	Acceptable Risk
LS5	Working on Car Top	Danger of falling from car top during maintenance or inspection	4	4	16=VH	E CO	Design Team to include in car design for safety barriers and harness anchor point. Contractor to provide suitable harness to all staff working on lift, with instructions to their use. Contractor to provide suitable notices on car top. Health & Safety file and O&M Manuals to contain information and warnings.	4	2	8 = M	<i>Harness may not be worn</i>
LS6	Working on Lift Landing	Danger of falling down existing shaft from landings during works.	4	4	16=VH	E CO	Contractor to provide lockable hoarding to each entrance where the doors have been removed in accordance with the Designers specification, taking due care to avoid restricting access through building, means of escape, etc. Hoardings to be fitted with suitable notices warning of risks. Hoardings to be kept locked. Contractor to operate a 'Permit to Work' system, ensuring all staff work to them and are aware of risks.	4	2	8 = M	<i>Unauthorised persons may enter while hoardings are open</i>
MR1	Working in Machinery Area	Danger of Engineer having inadequate space for safe access of equipment.	3	3	9 = M	E CO	The machine room area, height, access and layout of equipment to be in accordance with BSEN81, Health & Safety at Work Act and the Electricity at Work Regulations.	3	1	3 = L	Acceptable Risk

No:	Activity/Location / Materials/Tools etc (Cause/Trigger)	Hazards Identified - (Effect)	S	F	Initial Risk Rating (S x F)	Persons at Risk	Control Measures/Corrective Actions	S	F	Final Risk Rating (S x F)	Residual Risk
MR1A	Working in Existing Machinery Area	Danger of Engineer having inadequate space for safe access of equipment.	3	4	12 = H	E CO	Since the machine room is existing, the Lift Contractor shall select and lay out equipment to achieve the clearances recommended in BSEN81 and ensure that the mandatory provisions of The Health & Safety at Work Act and the Electricity at Work Act are achieved.	3	2	6 = M	<i>It may not be possible to be fully compliant due to space restrictions.</i>
MR1B	Lift machine room access	Vertical access ladder in excess of 3 M in height.	3	4	12 = H	CL E CO P	Principal Contractor to establish regime of fall protection during works. Principal Contractor to establish a regime to ensure ladder guard remains closed and locked at all times when not in use	2	4	8 = M	<i>Acceptable Risk</i>
MR2	Working in Machinery Area	Danger of injury by unguarded machinery.	3	3	9 = M	E CO	Motor room and lift shaft to be kept locked. Lift Contractor to paint all moving parts safety yellow and provide guarding in accordance with Machinery Directive and PUWER Regulations. A remote gear isolation switch should be fitted to act as an emergency stop whilst working near unguarded sheaves or ropes.	2	2	4 = L	<i>Guarding could be inadequate or have been removed</i>
MR3	Working in Machinery Area	Danger of injury to Contractor's staff due to inadequate lifting facilities. See also item G7	4	3	12 = H	E CO	Lifting beam requirements to be shown by Lift Contractor in their design drawings. Structural Engineer to design fixings to suit. Suitable lifting beams to be provided in head of shaft by Principal Contractor. Beam to be tested and marked with its SWL. Certificates to be kept in site records.	3	2	6 = M	<i>Acceptable Risk</i>
MR4	Entering or Leaving Hydraulic Machine Room	Danger of tripping over bund wall to pump room door.	2	4	8 = M	E CO	Bund wall to be marked using suitable hazard warnings by Principal Contractor.	2	2	4 = L	<i>Acceptable Risk</i>
MR5	Working in Machinery Area	Danger of falling from raised machine room plinth	3	4	12 = H	E CO	Design team to specify supply and installation of adequate cat ladders and guard rails to comply with current Regulations. Contractor to ensure these are fitted as part of their commissioning tests.	3	2	6 = M	<i>Acceptable Risk</i>
MR6	Working in Machinery Area	Danger of moving equipment in multiple motor room	3	4	12 = H	E CO	Contractor to install suitable fixed barriers around all retained components in motor room. Carry out Risk Assessments and establish a safe method of working.	2	2	4 = L	<i>Acceptable Risk</i>

No:	Activity/Location / Materials/Tools etc (Cause/Trigger)	Hazards Identified - (Effect)	S	F	Initial Risk Rating (S x F)	Persons at Risk	Control Measures/Corrective Actions	S	F	Final Risk Rating (S x F)	Residual Risk
MR7	Entering plant rooms, lift shaft or pit	Danger of hostile atmosphere & build up of toxic gases within lift motor room and pit. Lack of oxygen/explosive atmosphere	4	3	12 = H	E CO O	Design Team to provide adequate information to allow Contractors to prepare Method Statement. Design Team to check statement prior to commencement of work. Contractor to ensure site staff are fully aware of risks and work to the method statement. Contractor to provide tested and certified gas detectors and fully functional respiratory protective equipment. A contingency Rescue Plan shall be ready for activation. Atmospheric tests must be conducted to ensure that the oxygen supply is within safe limits (e.g. 19% +) and safe working conditions exist, before entry is made into the plant rooms, lift shaft or pit. In each case a permit to work system shall be operated	2	2	4 = L	Acceptable Risk

Risk Rating Criteria									
SEVERITY (S)					FREQUENCY (F)				
1 Negligible	2 Minor Injury	1 Impossible	2 Improbable	3 Remote					
3 Serious Injury	4 Major Injury	4 Occasional	5 Probable	6 Frequent					
Risk Rating Multiples: 1 - 4 LOW = Acceptable risk; 5 – 9 MEDIUM = Investigate and where practical reduce the risk; 10 – 14 HIGH = Action must be taken to reduce the risk; 15 – 24 VERY HIGH = RISK IS TOO HIGH TO START WORK OR CONTINUE <u>WORK MUST STOP</u>									
Persons at Risk	Public P	Client CL	Employee E	Contractors CO	Visitors V	Others O			



TÜV SÜD LLC – HAZARD IDENTIFICATION CHECKLIST	
JOB NO: N.W2600071	DATE: 20.07.2026
PROJECT: CCHA New Lift Project	ACTIVITY: New Lift Project

(To be read in conjunction with Risk Analysis Sheets) ✓

Activity	HAZARD (tick off relevant hazards)													
	Radiation Chemical & Metal Splash	Confined spaces	Fall From Ht.	Struck by Mobile Plant	Trip	Collapse	Manual Handling	Moving Object	Electricity	Contact with moving machine	Fire	Hazardous Sub-stance	Noise & Vibs	Expln.
LIFTS														
- New Installation		✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	
- Modify Existing														
- Removal of Existing		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
Builders Works			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
Electrical Works			✓		✓		✓	✓	✓	✓	✓		✓	✓
Asbestos Removal														

Signed:

Name:

Stephen Gadd

END OF REPORT