



## Invitation to Tender (ITT)

Summer Project - Maintenance Works:  
Re-Roofing and Associated Works  
at  
Lime Academy – Watergall Academy

### Document Control

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Open competition via MyTenders.

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## **1.0 INTRODUCTION AND GUIDANCE TENDER CONDITIONS**

### **1.1 Definitions**

The following definitions apply to this Invitation to Tender (ITT) and its supporting attachments:

- 1.1.1 Business Day is Monday to Friday excluding public holidays.
- 1.1.2 Bidder is any economic operator, regardless of their structure or organisation that submits or intends to submit a bid in response to this ITT.
- 1.1.3 Bidder Party is any third party that the Bidder includes in the process of preparing a bid in response to this ITT.
- 1.1.4 Bid Response Deadline is the date specified in the timetable for the delivery of a final response to this ITT.
- 1.1.5 Contracting Authority is the Lime Trust which is a charitable company limited by guarantee.
- 1.1.6 Lime Trust, herein known as the Trust is the Head Office responsible for the management of the sites within its Trust - Full details available on our website.
- 1.1.7 Procurement Lead is the member of staff at the Lime Trust to whom queries should be addressed and from whom all instructions relating to this ITT will be received.

### **1.2 Invitation to Tender/Scope**

- 1.2.1 This ITT is being issued as an open competition via My Tender.
- 1.2.2 The Trust wishes to engage a contractor to undertake the following maintenance works: roofing works (flat roofs, fascia, soffits, and guttering), external windows as required, and drainage works.
- 1.2.3 The project will be overseen by RAM Building Consultancy who will act as the Trust's Technical Advisor.
- 1.2.4 The requirement is fully detailed in tender documents.
- 1.2.5 The purpose of this ITT is to:
  - Elicit competitive tenders for evaluation;
  - Enable Bidders to demonstrate their experience and expertise and their suitability for our requirement and to provide a schedule of costs; and
  - Enable the Trust to select a provider offering the most economically advantageous tender.
- 1.2.6 The Contracting Authority is using an electronic tendering portal, MyTenders, to manage this procurement process.

### **1.3 Confidentiality**

- 1.3.1 The information contained within this ITT is made available by the Trust on condition that bidders shall not use the information for any purpose other than when preparing a bid or deciding whether to bid.
- 1.3.2 Bidders shall ensure that any Bidder Party who receives any of the information is made aware of, and complies with, the provisions herein as if they were a Bidder.
- 1.3.3 The Trust may disclose detailed information relating to bids to the Trust directors, officers, employees, agents or advisers and they may make the bid available for inspection by the Trust directors, officers, employees, agents or advisers.
- 1.3.4 The Trust also reserves the right to disseminate information that is materially relevant to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect any Bidder's commercial confidence in its bid. The provisions for sharing information and for managing confidentiality are set out in sections 2.4 of this ITT.
- 1.3.5 The Trust will act reasonably in regards to the protection of commercially sensitive information relating to the Bidder, subject to the Trust's duties under the Freedom of Information Act (2000) and the Environmental Information Regulations (2004).

### **1.4 Accuracy of the information and Liability of the Trust and their Advisers**

- 1.4.1 Information provided to Bidders has been prepared by the Trust in good faith but does not purport to be comprehensive or to have been independently verified. Bidders should not rely on the detailed information contained in this ITT and should carry out their own due diligence checks and verify the accuracy of the detailed information contained in this ITT. Nothing in this ITT is, or should be construed as, a promise or representation as to the future.
- 1.4.2 Bidders considering whether to enter into a contractual relationship with the Trust should make their own enquiries and investigations of the Trust's requirements beforehand. The subject matter of this ITT shall only have contractual effect when and to the extent it is contained in the express terms of an executed contract.
- 1.4.3 None of the Trust's directors, officers, employees, agents or advisers make any representation or warranty as to (save in the case of fraudulent misrepresentation) accept any liability or responsibility in relation to, the adequacy, accuracy, reasonableness or completeness of this information or any part of it (including but not limited to loss or damage arising as a result of reliance by the Bidder on this information or any part of it).

### **1.5 Conflicts of Interest**

- 1.5.1 The Trust requires all actual or potential conflicts of interest (including in particular those arising where a member of its supply chain or any adviser put forward by one Bidder is the same firm or company or is a member of the same group of companies as that put forward by another Bidder or is working for the Trust on this or similar schemes) to be resolved to the Trust's satisfaction prior to the delivery of the Bidders' bid in response to this ITT. Failure to declare such conflicts and / or failure to address such conflicts to the reasonable satisfaction of the Trust could result in a Bidder being disqualified from the tender process.

- 1.5.2 In accordance with the rules of the Education Funding Agency, the Trust have adopted a policy of not procuring goods or services from any organisation which is itself a related party or wherein any person considered to be a Person of Significant Control is connected with the Trust or any officer or employee thereof.
- 1.5.3 Any Bidder which is concerned that it is or may be a related party should contact the RAM Building Consultancy (sonialane@ramconsultany.co.uk). **This information will remain confidential and not shared with other bidders.**

## 1.6 Canvassing

- 1.6.1 The Trust reserves the right to disqualify (without prejudice to any other civil remedies available to the Trust and without prejudice to any criminal liability which such conduct by a Bidder or a member of its supply chain may attract) any Bidder or a member of its supply chain who, in connection with this ITT:
- Offers any inducement, fee or reward to any member or officer of the Trust or any person acting as an adviser for the Trust in connection with this ITT;
  - Does anything which would constitute a breach of the Prevention of Corruption Acts 1889 to 1916 or of the Bribery Act 2010;
  - Canvasses any of the persons referred to above in connection with this ITT; or
  - Contacts any member or officer of the Trust prior to the notification of a decision about any aspect of this ITT in a manner not permitted by this ITT (including without limitation contact for the purposes of discussing the possibility of their future employment or engagement by the Bidder).

## 1.7 Non-Collusion

- 1.7.1 The Trust reserves the right to disqualify (without prejudice to any other civil remedies available to the Trust and without prejudice to any criminal liability which such conduct by a Bidder may attract) any Bidder who, in connection with this procurement:
- Fixes or adjusts the amount of their bid by or in accordance with any agreement or arrangement with any other Bidder (other than a member of its own consortium or own supply chain members);
  - Enters into any agreement or arrangement with any other Bidder or that Bidder's supply chain members to the effect that they shall refrain from making a bid, or they agree the amount of any bid to be submitted;
  - Causes or induces any person to enter such agreement as is mentioned or to inform the Bidder or any member of that Bidder's supply chain of the amount or approximate amount of any rival bid;
  - Offers or agrees to pay or give, or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done, any act or omission in relation to any other bid or proposed bid for this procurement; or
  - Communicates to any person other than the Trust the amount or approximate amount of their proposed bid (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of a bid).

## 1.8 Intellectual Property

1.8.1 The copyright in this and all other issued documents is vested in the Trust and may not be reproduced, copied or stored in any medium without the prior written consent of the Trust except in relation to the preparation of a bid. All documentation supplied by the Trust in relation to this procurement is and shall remain the property of the Trust and must be returned on demand, without any copies being retained.

1.8.2 The Trust reserve the right to require the assignment or grant of a royalty free non-exclusive licence of all intellectual property relating to or in connection with any bid resulting in the award of contract to the relevant Bidder.

## **1.9 Publicity**

1.9.1 Bidders and all members of the Bidder's supply chain shall not undertake (or permit to be undertaken) at any time, whether at this stage or after finalisation of the tender process, any publicity activity with any section of the media in relation to this procurement other than with the prior written agreement of the Trust. Such agreement shall extend to the content of any publicity. In this paragraph, the word "media" includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large, and the representatives of such media.

## **1.10 The Trust's Right to Reject Bids**

1.10.1 The Trust reserves the right to reject or disqualify a Bidder and / or a member of its supply chain where:

- A bid is completed incorrectly, is materially incomplete or fails to meet the Trust's submission requirements which have been notified to Bidders;
- The Bidder contravenes any of the terms and conditions of this procurement.

1.10.2 The disqualification of a Bidder will not prejudice any other civil remedy available to the Trust and will not prejudice any criminal liability that such conduct by a bidder may attract.

## **1.11 Right to Cancel or Vary the Process**

1.11.1 The Trust reserves the right:

- To cancel or withdraw from the tender process at any stage;
- To alter the timetable to contract award;
- Not to award a contract;
- To require a Bidder and / or a member(s) of its supply chain to clarify their submission in writing and / or provide additional information (failure to respond adequately may result in a Bidder not being successful); and / or
- Amend the terms and conditions of the tender process.

## **1.12 Provision of Further Information by Bidders Prior to Submitting a Bid**

1.12.1 The Trust may rely on the information provided by Bidders during their appointment (including but not limited to information concerning the members and structure of any consortium). If, at any time during this tender process there are any material changes to the same, the Bidder must advise the Trust in writing as soon as practicable providing full details of the change (even if this is prior to the submission of a bid).

1.12.2 The Trust reserves the right to request further information about the Bidder and / or its supply chain at any time during the procurement.

1.12.3 Upon receipt of such information, the Trust shall be entitled to revisit the selection and / or evaluation of the Bidder and exclude the Bidder, if necessary, as a result of that process.

### **1.13 Freedom of Information**

1.13.1 The Freedom of Information Act (2000) and the Environmental Information Regulations (2004) impose duties of openness on the Trust that will have an effect upon how they treat procurement information.

1.13.2 Further information on this and on how the Trust will deal with these issues is available from the trust.

1.13.3 Bidders should satisfy themselves as to the implications of the Freedom of Information Act (2000) and the Environmental Information Regulations (2004) and seek legal advice as necessary.

### **1.14 Governing Law**

1.14.1 All communications will be conducted, and all documents will be prepared, in the English language. The communications and all subsequent contracts executed will be subject to English law and the exclusive jurisdiction of the English courts.

### **1.15 Contact Information**

#### Point of contact for this procurement process

1.15.1 All contact regarding this procurement shall be carried via email and any queries should be issued to [Sonialane@ramconsultancy.co.uk](mailto:Sonialane@ramconsultancy.co.uk)

#### Complaints regarding the procurement process

1.15.2 Any complaints regarding the procurement process should be made in writing and directed as follows:

Laura Fisher, Head of Business Support, [laura.fisher@limetrust.org](mailto:laura.fisher@limetrust.org)

## **2.0 INSTRUCTIONS TO BIDDERS**

Bidders are deemed to understand the processes that the Trust is required to follow under the Public Contracts Regulations (2015) and all applicable European and domestic legislation so far as they relate to this ITT.

### **2.1 Scope**

2.1.1 Watergall Academy, for the Lime Trust requires re-roofing works as described in the tender documents.

All works are to be carried out during the dates stated.



The bidders are invited to submit an offer for the project. The Trust reserves the right to procure the works.

Due to budget constraints it is possible that not all the work items will be progressed.

- 2.1.2 Bidders must demonstrate that they have public liability insurance cover of at least £10 million (ten million pounds sterling), professional indemnity insurance cover of at least £5 million (five million pounds sterling), and employer's liability insurance cover of at least £5 million (five million pounds sterling) or would commit to obtain this if awarded a contract.
- 2.1.3 Bidders are able to attend the academy for a site visit as listed below in order to fully appreciate the extent of the works required. It is not a requirement to attend this site visit but you may be at a disadvantage if you do not attend. Bidders can ask clarification questions at the site visit and also have the facility to ask via email (Sonialane@ramconsultancy.co.uk). Bidders should notify the Technical Advisor, Sonia Lane (sonialane@ramconsultancy.co.uk) of their intention to attend the site visit (providing the names of a maximum of two personnel per bidder) as set out in 3.3
- 2.1.4 The Provider's site supervisor will need to comply with the academy's safeguarding procedures and policies as detailed in Annex C - Safeguarding Checklist. Enhanced DBS clearance will be required for that person only.
- 2.1.5 The intention is to contract the works under the JCT Contract as described in the tender documents
- 2.1.6 Bid submissions should be made using the documentation and directions given in this ITT and associated documents and the supplier response document

## **2.2 Procedure and Dates for Submission of Bids**

- 2.2.1 Bidders are invited to submit their bids to the Trust by the Bid Response Deadline stated in section 3.3 – Bid Timetable.
- 2.2.2 The Trust reserves the right to extend the Bid Response Deadline at any time.
- 2.2.3 The Trust will evaluate the bids by applying the evaluation criteria, which is set out in section 4 of this ITT.
- 2.2.4 Following receipt of bids, the Trust may request clarification of those bids in order to enable the evaluation to be completed. Bidders will not have the opportunity to revise their bids after the Bid Response Deadline.
- 2.2.5 Following receipt of bids and after any clarification, the Trust will evaluate the bids received by applying the evaluation criteria and may select a successful Bidder to be appointed.
- 2.2.6 All bids must be issued via email to [laura.fisher@limetrust.org](mailto:laura.fisher@limetrust.org) and [Sonialane@ramconsultancy.co.uk](mailto:Sonialane@ramconsultancy.co.uk)

## **2.3 Liaison**

- 2.3.1 All contact regarding the tender should be carried out via email to [Sonialane@ramconsultancy.co.uk](mailto:Sonialane@ramconsultancy.co.uk) for tenders questions/clarification. Responses to any

such contact will be distributed to all prospective bidders who have shown an interest in the opportunity unless the information is in relation to sections 1.5.3 & 2.4.3 - the rules in section 2.4 will apply accordingly. Any attempt to liaise via any other party, or use a communication method other than the electronic tendering portal, may result in the Bidder being disqualified from the tender process.

## **2.4 Information Available to Bidders**

- 2.4.1 All information initially available to Bidders is contained within this ITT.
- 2.4.2 Bidders may submit questions and requests for clarification or further information up until the final date for clarifications as detailed in section 3.3 - Bid Timetable.
- 2.4.3 The Trust's policy in respect of sharing information is that all questions and requests for clarification or further information, and the corresponding responses, will be circulated to all Bidders on an anonymous basis. Therefore, should Bidders wish to avoid such disclosure the request must be clearly marked "In confidence - not to be circulated to other Bidders" and the Bidder must set out the reason(s) for the request for non-disclosure to other Bidders.
- 2.4.4 If the Trust considers that, in the interests of open and fair competition, it is unable to respond to the question or request for clarification or further information on a confidential basis, it will inform the Bidder who has submitted it. The Bidder must as soon as practicable thereafter respond in writing requesting that either the query be withdrawn or be treated as not confidential. The Trust will deem that the question or request for clarification or further information has been withdrawn if the Trust are not contacted in writing within 3 Business Days following the Bidder being so informed.

## **2.5 Costs and Expenses**

- 2.5.1 Any costs or expenses incurred by any Bidder, or other person throughout the process, will not be reimbursed by the Trust and neither the Trust nor any of their representatives will be liable in any way to any Bidder or other person for any costs, expenses or losses incurred by any Bidder or other person in connection with this tender process including the possibility of being required to formally present their bid.

## **3.0 EXPLANATION OF BIDS REQUIRED**

### **3.1 General**

- 3.1.1 This section provides Bidders with details of the form and content of bids that are invited.
- 3.1.2 If a Bidder does not comply with any of these requirements, the Trust may, in its sole discretion, disqualify the bid of that Bidder.
- 3.1.3 Bidders should ensure that bids are submitted in good time to prevent delays caused by technology failures.

### **3.2 Number, Type, Format and Content of Bids**

- 3.2.1 Each Bidder shall be invited to submit a bid in accordance with the process described in this ITT.

- 3.2.2 Each bid shall be submitted electronically in either a Microsoft Word or Adobe PDF format using the template provided. If submitted in pdf format, a Word version must be made available upon request.
- 3.2.3 All pages of the submission must be sequentially numbered.
- 3.2.4 Bids should be as concise as possible, whilst providing sufficient information to enable the Trust to evaluate.
- 3.2.5 Bid wording should be unambiguous, and directly address the requirement stated.
- 3.2.6 All bids, correspondence and documents must be submitted in English.
- 3.2.7 All references to costs/rates must be submitted in pounds sterling with the rates firm for the duration of the contract and not be subject to any variation unless provided for in the conditions of contract.
- 3.2.8 For a bid to be considered by the Trust, the Bidder should ensure that it is compliant with all the requirements and assumptions set out in this ITT, even where Bidders disagree with any such requirements and assumptions. The only exception is if the Trust specifically amends any point during the tender process.
- 3.2.9 All supporting documentation should be provided separately and be given an appropriate filename and document title to make it clear what it is.
- 3.2.10 If Bidders submit a generic policy or similar document, they must indicate clearly the page and paragraph reference that is relevant to a particular part of the bid.
- 3.2.11 Any deliberate alteration of the Trust's requirement within the bid will result in it being rejected unless such amendment has been previously agreed in writing following the liaison procedures set out in section 2.3 of this ITT.
- 3.2.12 Should any part of the bid be ambiguous or open to interpretation, the evaluation panel will seek clarification in writing from the Bidder via e-mail before completing the evaluation of the bid.

### 3.3 Bid Timetable for the tender process

Milestone Description	Date
ITT published	6th June 2022
Notify RAM of the intention to attend site visit	10 <sup>th</sup> June 2022
Site visit	TO BE AGREED WITH RAM
Final date for submission of clarifications	17 <sup>th</sup> June 2022
Deadline for the Trust to respond to clarification questions to be sent to all bidders	22 <sup>nd</sup> June 2022
<b>Bid Response Deadline</b>	<b>30<sup>th</sup> June 2022</b>
All Bidders notified of decision & contract award	July 2022
Contractor's mobilisation, Design period, Early orders	July 2022
Contract commencement on site	July 2022
Contract completion by	26 <sup>th</sup> December 2022

3.3.1 The Trust reserves the right to amend the timetable set out above or extend any time period.

3.3.2 Bids must remain open for acceptance for a period of forty-five days from the Bid Response Deadline. A bid not valid for this period may be rejected by the Trust.

#### **4.0 BID EVALUATION AND CONTRACT AWARD**

4.1 All bids will be opened / downloaded at the same time. Each bid will be scored in accordance with the formula and protocol set out/referred in this section 4 and the results summarised by the Trust's Technical Advisor. The results will then be presented to the Trust's Projects Team and Head of Procurement to confirm the appointment of the most economically advantageous bid based on the scores awarded during the evaluation.

#### 4.2 Evaluation Methodology

The requirements set out/referred to in the Supplier Response Document and associated documents are deemed essential and must be provided to ensure your bid is considered. Bidders must demonstrate their ability to meet all of these requirements. If a Bidder fails to do so, they will be deemed non-compliant and will be excluded from the procurement process.

#### **EVALUATION CRITERIA:**

See Annex A

## Annex A- Evaluation Criteria

A1.1 Lime Trust is not bound to accept the lowest or any Tender Submission and reserves to itself the right at its absolute discretion to accept or not accept any Tender Submission.

A1.2 Lime Trust will evaluate Tender Submissions on the basis of the most economically advantageous tender, which will be assessed on the following weighted criteria:

**Cost 70% : Quality 30%**

A1.2.1 The quality criteria of 20% will be evaluated through an assessment of your written responses to the quality questions you submit with your tender

A1.2.2 The 30% Quality weighting will be scored as follows and as detailed within the following Table A.

**Table A**

Weighting	Criteria
Question 2 (10)	<b>Experience &amp; Qualification</b> Please provide 2 examples of relevant experiences completed in the past 3 years. Relevant experience may include: work for a secondary school / Academy; delivery of similar works. Please also provide the CV of the Project Manager / Lead person who will be responsible for the delivery of the design and construction phases.
Question 1 (10)	<b>Outline Programme</b> Please provide a draft programme of work / list of dates showing your proposed phasing of the works and key milestones to ensure the works are delivered within the defined dates. You can attach a Gantt chart programme or provide a table of dates, and use the below response box for any supporting comments.
Question 3 (5)	<b>Method Statement</b> Provide a method statement explaining your quality control systems, including management of sub-contractors' work, to ensure all materials and workmanship meet the standards required by the Employer and your system to respond to any defects arising after practical completion
Question 4 (5)	<b>Health &amp; Safety</b> Please provide examples of successful H&S measures you put in place on similar projects to ensure the safety of all those on site (students, staff, visitors and operatives). Explain which measures you foresee for this project.

A1.3 The scoring for quality questions will be in accordance with the methodology illustrated in Table B below:

**Table B - Scoring Methodology - (Qualitative Questions)**

Rating	Score	Level	Comment	Summary
FAIL	0	Non-existent	Insufficient information provided or does not meet the Lime Trust’s requirements	Not acceptable
	1	Extremely poor	An extremely poor, well below expectation response: there is a lack of content / explanation in addressing each of the requirements; AND/OR most proposals are unrealistic / unjustified / unsupported or lack significant content / explanation; AND/OR a very significant proportion of proposals are unacceptable from a risk perspective; AND/OR a significant degree of failure to demonstrate technical and commercial aspects.	Much less than acceptable, major areas of weakness
	2	Very poor	A very poor, below expectation response: there is a lack of content / explanation in addressing each of the requirements; AND/OR some proposals are unjustified / unsupported or lack significant content / explanation; AND/OR a significant proportion of proposals are unacceptable from a risk perspective; AND/OR a degree of failure to demonstrate technical and commercial aspects.	
	3	Poor	A poor, below expectation response: Not many requirements are addressed; AND/OR proposals lack significant content / explanation; AND/OR many proposals are unacceptable from a risk perspective; AND/OR many proposals lack an acceptable approach to technical and commercial aspects.	Less than acceptable, more weaknesses than strengths
	4	Weak	A weak, below expectation response: Very few requirements are addressed; AND/OR proposals lack significant content / explanation; AND/OR some proposals are unacceptable from a risk perspective; AND/OR some proposals lack an acceptable approach to technical and commercial aspects	

Rating	Score	Level	Comment	Summary
PASS	5	Adequate	An adequate response that barely meets expectation: A few requirements are addressed; proposals have a reasonable level of content / justification and explanation; proposals should be acceptable from a risk perspective; an acceptable approach to technical and commercial aspects.	Acceptable, but with some minor areas of weakness
	6	Quite good	Quite a good response that meets expectation: Some requirements are addressed; proposals have a reasonable level of content / justification and explanation; proposals should be acceptable from a risk perspective; an acceptable approach to technical and commercial aspects.	
	7	Good	A good, above expectation response: Many requirements are addressed; proposals have a good level of content / justification, explanation and risk perspective; a good / sound approach to technical and commercial aspects.	Highly acceptable, strong with few weaker areas
	8	Very good	A very good, above expectation response: Most requirements are addressed; proposals have a very good level of content / justification, explanation, and risk perspective; a good / sound approach to technical and commercial aspects.	
	9	Excellent	An excellent response: Vast majority of requirements are addressed and most of the bidder's proposals include sound, innovative suggestions; proposals are quite detailed in content / justification and explanation; proposals are highly acceptable from a risk perspective; an outstanding approach to technical and commercial aspects which delivers more than expectations supported by evidence.	Extremely acceptable, many strengths, no weaknesses
	10	Exceptional	An exceptional response: All requirements are addressed and all of the bidder's proposals include sound, innovative suggestions; proposals are very detailed in content / justification and explanation; proposals are highly acceptable from a risk perspective; an outstanding approach to technical and commercial aspects which delivers more than expectations supported by evidence.	

- A1.4 Lime Trust reserves the right to enter into discussions with Tenderers concerning any aspects arising from this invitation to tender after the submission of the Tenders. Such discussions may include, (but are not limited to), the level and application of the rates, prices and financial arrangements contained within any Tender.
- A1.5 Lime Trust reserve the right to negotiate with contractors on the basis of award one or more projects.
- A1.5 You will be required to give a demonstration of your competence to carry out the specified Works at a time and venue to be agreed with the Technical Advisor and Lime Trust Project Team. Such a demonstration shall be conducted by the person you propose to nominate as the Contractor's Representative if your Tender is successful.
- A1.6 You should include within your rates all appropriate costs, expense and disbursements (exclusive of VAT); the cost for complying with the Conditions of Contract, general obligations to the requirements of the Specifications and all other items of work necessary to provide the Service to the reasonable satisfaction of the Authorised Officer, together with all liabilities and obligations, whether expressed or implied, incurred by or incumbent upon you pursuant to the Contract; and to any works required being undertaken safely, and in compliance with all Statutory provisions and other rules or regulations relating to the Contract, including the Health and Safety at Work etc. Act 1974 and any subsequent safety legislation.
- A1.7 You should be aware of all relevant legislation, Home Office and other guidance circulars. In particular, you may be required to ensure that the staff appointed are suitable with due regard to the Rehabilitation of Offenders Act 1974, from which staff would be exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. The Lime Trust may require all employees so engaged to accept vetting by the Lime Trust before any Contract can be awarded.
- A1.8 The score for Quality questions will be calculated as follows:
- A1.8.1 Scores out of 10 will be given in accordance with Table B for the qualitative questions.
- A1.8.2 The weightings listed in Table A will then be applied to these scores to give an overall score for Quality.
- NB All bids will be scored using the same methodology.
- A1.9 The score for Price will be calculated as follows:
- A1.9.1 The Lime Trust will evaluate the tender price submission using the following relative formula, acknowledging the price has a weighting of 60%:

**For each lot**, the Bidders' prices will be evaluated as follows:

The supplier offering the lowest overall lump sum price, will be awarded a maximum score of 60; and other Bidders' prices will be scored using the following relative formula:

$$\frac{\text{Lowest price tendered}}{\text{Price tendered}} \times 60 = \text{Score}$$

In addition to the scoring an affordability test will be undertaken and together with the scores a judgement will be made which provider offers the most economically advantageous tender.



- A1.10 The scores for Quality and Price will be added together to give a total score out of 100 for each lot.
- A1.11 Once added together the expectation is that the bidder with the highest overall score for a lot is selected as the preferred bidder (for this lot) as they would have demonstrated the most economically advantageous tender.
- A1.12 Lime Trust may exclude bids which are priced too low to be credible, i.e. abnormally low bids.

## Annex B - Supplier Response Document

### Tender for Lime Academy – Watergall Academy - Summer 2022 Works

#### Section 1: Bidder Information

Company Name	
Company web address	
Company registration	
Contact name	
Contact email address	
Contact telephone number	
Contact address	

#### Section 2: Previous Experience and References

	<p><b>Previous Experience and Referees</b></p> <p>Please provide details of <b>two</b> references which are relevant to our requirement which highlights the depth of your experience and expertise.</p> <p><b>PLEASE NOTE:</b></p> <ul style="list-style-type: none"><li>• For contracts in place or recently completed during the past three years.</li><li>• The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided and by providing their contact details you have gained their approval to act as a referee.</li><li>• The information supplied will be treated in the strictest confidence and only used for the purpose of evaluating bids</li><li>• It is preferable to have projects based in the education sector if possible.</li></ul>
	<b>Reference 1</b>
<b>Name of customer organisation</b>	
<b>Point of contact in the organisation</b>	
<b>Position in the</b>	

<b>organisation</b>	
<b>E-mail address of contact</b>	
<b>Telephone contact</b>	
<b>Type of organisation</b>	
<b>Nature of service provided – these should be relevant to our requirements</b>	
<b>Completion date</b>	
<b>Budget</b>	

	<b>Reference 2</b>
<b>Name of customer organisation</b>	
<b>Point of contact in the organisation</b>	
<b>Position in the organisation</b>	
<b>E-mail address of contact</b>	
<b>Telephone contact</b>	
<b>Type of organisation</b>	
<b>Nature of service provided – these should be relevant to our requirements</b>	
<b>Completion</b>	

<b>date</b>	
<b>Budget</b>	

### Section 3: Mandatory Requirements (Pass/Fail Criteria)

For pass/fail criteria, if your answer is no, your bid will not be considered.

<b>3.1 – Constructionline Membership</b>	<b>Pass/Fail</b>
Does your company hold current Constructionline membership? Or equivalent If yes, please ensure your bid includes evidence of this	Yes/No

<b>3.2 – Insurance Cover</b>	<b>Pass/Fail</b>
We've provided a copy of our certificate to evidence public liability insurance cover of at least £10M or have provided a statement of commitment to obtain?	Yes / No
We've provided a copy of our certificate to evidence employer's liability insurance cover of at least £5M or have provided a statement of commitment to obtain?	Yes / No
We've provided a copy of our certificate to evidence professional indemnity insurance cover of at least £5M or have provided a statement of commitment to obtain?	Yes / No

<b>3.3 – Safeguarding and DBS</b>	<b>Pass/Fail</b>
We confirm that the proposed site supervisor will comply with the academy's safeguarding procedures and policies and a safeguarding checklist with enhanced DBS clearance will be in place.	Yes/No

<b>3.4 – Form of Contract</b>	<b>Pass/Fail</b>
We confirm a willingness to contract under JCT Minor Works Contract 2016 with Contractor's Design (MWD)	Yes/No

## Section 4: Qualitative Criteria:

<b>4.1 – Previous Experience</b>	<b>Weighting – 10%</b>
Please provide 2 examples of relevant experiences completed in the past 3 years. Relevant experience may include: work for a secondary school / Academy; delivery of similar works. Please also provide the CV of the Project Manager / Lead person who will be responsible for the delivery of the design and construction phases.	

<b>4.2 - Programme</b>	<b>Weighting – 10%</b>
Please provide a draft programme of work / list of dates showing your proposed phasing of the works and key milestones to ensure the works are delivered within the defined dates. You can attach a Gantt chart programme or provide a table of dates, and use the below response box for any supporting comments.	
<b>Response:</b>	

<b>4.3 – Method Statement</b>	<b>Weighting – 5%</b>
Provide a method statement explaining your quality control systems, including management of sub-contractors' work, to ensure all materials and workmanship meet the standards required by the Employer and your system to respond to any defects arising after practical completion	
<b>Response:</b>	

<b>4.4 – Health and Safety</b>	<b>Weighting – 5%</b>
Please provide examples of successful H&S measures you put in place on similar projects to ensure the safety of all those on site (students, staff, visitors and operatives). Explain which measures you foresee for this project.	
<b>Response:</b>	

## Annex C - Safeguarding Checklist

### On Your Company Headed Paper

Dear [Academy Contact],

I confirm that all [Insert Company name] staff are recruited in line with DfE guidance:

'*Keeping Children Safe in Education*' (September 2019):

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### This includes the following vetting procedures:

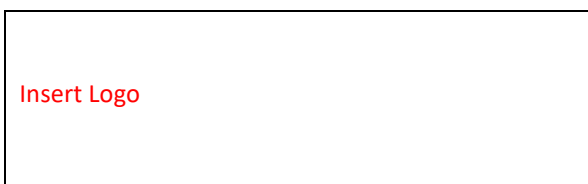
- A face to face interview, assessing candidate's suitability to work with children and young people;
- Identity checks in-line with the DBS regulations;
- Proof of Address;
- Proof of National Insurance Number;
- Proof of Qualifications (where these are a requirement of the job);
- Enhanced DBS Check;
- Overseas Police check (if applicable);
- Barred List check (formerly List 99);
- Confirmation of eligibility to work in the UK (Right to Work Check);
- A minimum of 2 references;
- Medical Check – confirmation that each candidate is medically fit to work in an Education setting;
- Full employment history check – including covering any gaps or discrepancies;
- Disqualification Declaration (for certain categories of staff working with children aged 8 years and under) -  
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>;
- Read and understand, 'KCSiE – Information for all school and college staff (Part 1) –  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Attended Safeguarding Training within the last 12 months

Yours sincerely

[Insert Signature]

[Insert name of Company representative]

### Company Logo



Name: \_\_\_\_\_



## SCHEDULE OF WORKS

**PROJECT NO:**  
22068

**DATE:**  
01/04/2022

**AUTHOR:**  
CB

**PROJECT:** Roofing Refurbishment & Associated Works  
Lime Academy Watergall, Peterborough PE3 8NX

**CLIENT:** Lime Trust

LEAK INVESTIGATION  
SERVICES

EXPERT CONSULTANCY  
SERVICES

BUILDING SURVEYING  
SERVICES

## Document Control Sheet

Project Title: Roofing Refurbishment & Associated Works, Lime Academy, Watergall School

Report Title: Schedule of Works

Revision: 01

Status: Tender Issue

Control Date: 06/04/2022

## Record of Issue

Issue	Status	Author	Date	Authorised	Date
01	Final	CB	06/04/2022	JD	06/04/2022

## Distribution

Organisation	Contact	Copies
Lime Trust	Laura Fisher – Head of Business Support	Electronic



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Appendix A	Pre-Construction Information (Including Designer's Risk Assessment)
Appendix B	Contract Drawings
Appendix C	ICB Waterproofing Specification



## Form of Tender



## Form of Tender

To: RAM Building Consultancy  
PO Box 1567  
Bedford  
MK41 5BH

Job Ref.: 22068

For the attention of: Sonia Lane

Sirs

We hereby offer and undertake to provide all labour, materials, plant, machinery and implements necessary for the proper execution and completion, to the reasonable satisfaction of the surveyor, of the whole of the works described and on the condition referred to or implied in the Specification for the proposed Roof Covering Replacement & Associated Internal Works at the Lime Academy, Watergall Campus, C/O Lime Trust which have been examined by us, and we are prepared to enter into a fixed price contract for the sum shown below.

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(Insert amount in words)

(£ \_\_\_\_\_), plus VAT for the whole of the works included in the aforementioned Specification including all provisional, prime and contingency sums.

We understand that our price is to be held for a period of **Six** months from the date of tender. If awarded the contract, we would be prepared to commence work within \_\_\_\_ weeks of instruction and will complete the work within \_\_\_\_ from possession of the site.

We understand that you are not bound to accept the lowest or any tender that you may receive.

Yours faithfully

Signature

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Contractor

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Address

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Date of Tender

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**Contractor to note that this form of tender is to be completed, signed, and issued via email to [Laura.fisher@limetrust.org](mailto:Laura.fisher@limetrust.org) along with the priced schedule of works and all quality submissions by no later than noon on **3rd June 2022**. The email title should be, 22068: Watergall Roof Replacement – Tender Submission.**



## Schedule of Works



## Schedule of Works

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### Flat & Pitched Roofing Refurbishment & Associated Works – Lime Academy Watergall

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<b>Client</b>	Lime Trust	<b>Site Address</b>	Lime Academy Watergall, Peterborough PE3 8NX
<b>Contract Administrator</b>	RAM Building Consultancy Ltd PO Box 1567 Bedford MK41 5BH	<b>Contractor</b>	TBC
<b>Job Ref.</b>	20108	<b>Issue Date</b>	TBC

Ref	Description	Item	Cost
<b>1.0</b>	<b>Section 1 - General Provisions and Contract Details</b>		
	Project Particulars		
	<u>The Project</u>		
A	Undertake roofing refurbishment and associated works at Lime Academy Watergall, Peterborough PE3 8NX. The need for the works has arisen due to water ingress from the roof, damaging structural elements of the building.	Note	
	<u>The Works</u>		
B	The works will include the following:	Note	
	<ul style="list-style-type: none"> <li>• Roof recovering replacement;</li> <li>• Roof level access equipment;</li> <li>• Drainage investigations and repairs;</li> <li>• Associated works to the above.</li> </ul>		

To Collection: £

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Access Arrangements

- A The site can be accessed by prior appointment by contacting RAM Building Consultancy. Note

Form of Contract

- B The form of contract will be the JCT Minor Works Building Contract with Contractor's Design 2016. Note

- C Allow for the obligations, liabilities and services described therein against the heading below: Note

The Recitals

- D First Recital:  
Undertake re-roofing refurbishment and associated works at Lime Academy Watergall, Peterborough PE3 8NX. Note

- E Second Recital:  
The works are described in the Specification. Note

- F Third Recital:  
The contractor will provide a priced Specification. Note

- G Fourth Recital:  
The Construction (Design & Management) Regulations 2015 (CDM 2015) apply. A construction phase plan for this project is required and shall be sent to the Contract Administrator/Administrator/Principal Designer. This project is not notifiable to the HSE. Note

Notifiable projects will be longer than 500 person days or 30 working days with more than 20 people working at the same time).

The Articles

- H Article 3:  
The Contract Administrator is:  
RAM Building Consultancy Ltd  
PO Box 1567  
Bedford  
MK41 5BH Note

Tel: 0844 355 1822

To Collection: £ \_\_\_\_\_

A	Article 4: The Principal Designer is: RAM Building Consultancy Ltd PO Box 1567 Bedford MK41 5BH  Tel: 0844 355 1822	Note
B	Article 7: Article 7 and Schedule 1 apply.  The Contract Particulars	Note
C	Clause 2.2: Date for Commencement of the Works. Provisionally, for the purpose of tendering assume date of commencement to be August 2022. Date for Completion of the Works: No Later than December 2023.	Note
D	Clause 2.8: Liquidated damages are at a rate of £2,647.50 per week or part thereof.	Note
E	Clause 2.10: The Rectification Period is 12 (Twelve) months from the date of Practical Completion.	Note
F	Clause 4.3: Interim certificates: 95 %.	Note
G	Clause 4.5: Payment certificates after practical completion: 97.5 %.	Note
H	Clause 4.8.1: Supply of documentation – Two weeks.	Note
I	Clause 4.11 and Schedule 2: Schedule 2 (Fluctuations Option) does not apply.	Note
J	Clause 5.3.2: Contractor's insurance – injury to persons or property (for any one occurrence or series of occurrences arising out of one event): £1,000,000.00 (one million pounds).	Note
K	Insurance of the Works: Works insurance by Contractor in joint names.	Note

To Collection: £ 

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A	Clause 5.4A and 5.4B: Percentage to cover professional fees: 15 %.	Note
B	Clause 7.2: Dispute or difference referred to arbitration – Appointer: The President/Vice President of the RICS.	Note
C	Schedule 1 (paragraph 1): Base Date – 06 April 2022.	Note
D	Schedule 1 (paragraph 2.1): Dispute or difference referred to adjudication – Nominator: The President/Vice President of the RICS.	Note
E	Attestation: Agreement to be executed under hand.	Note

To Collection: £ \_\_\_\_\_



Ref	Description	Item	Cost
<b>2.0</b>	<b>Section 2 - Construction (Design and Management) Regulations</b>		
	<u>Health and Safety - Outline</u>		
A	This Schedule of Works must be read in conjunction all Pre-Construction Information including Designer's Risk Assessments (Appendix A).	Note	
B	A Construction Phase Plan (CDM 2015) including Risk Assessments and Method Statements (RAM's) are to be submitted 2 (two) weeks prior to the start of the works.	Note	
C	Allow to instruct a Refurbishment & Demolition Asbestos Survey (R&D) with the Trust's retained specialist asbestos surveyors. The extent of the survey should include all areas of the building.	Item	
D	The Contractor is to notify the CA immediately if any asbestos, or suspected asbestos, is found in the property during the works.	Note	
	<u>Tendering</u>		
E	Each item within this Schedule must be fully quantified and priced. Bracketing of items will not be accepted.	Note	
F	Tenders must include for all works shown or described in the tender documents or clearly apparent as being necessary for the complete and proper execution of the works.	Note	
G	Tenders must include for all necessary equipment including appliances, vehicles, scissor lifts, consumables, tools, temporary works/screens, scaffolding, safety netting etc. required complete the works.	Note	
H	The Contractor shall be deemed to have visited the site to ascertain the nature and extent of the work.	Note	
I	Quantities and dimensions given in descriptions of work are nominal and are intended as a guide only. The contractor is to undertake all necessary measurements on-site.	Note	
J	Prior to commencement of the works, the Contractor is to provide a master programme identifying the timing and duration of each element. The master programme is to be updated as necessary throughout the project.	Note	
K	Named Sub-Contractors: Contractor's choice.	Note	

To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
<u>Works</u>			
A	The Contractor shall adequately protect the designated working areas for the duration of the works and rectify any accidental damage caused to the satisfaction of the CA.	Note	
B	The Contractor must keep all public highways and footpaths clear of rubbish and building debris at all times.	Note	
C	The Contractor is deemed to include for securing all goods and belongings in relation to the works. Therefore, any loss will not be the subject of an additional claim.	Note	
D	The Contractor is to make due allowance and be diligent in executing the works, in order to maintain site security (including the neighbouring properties).	Note	
E	All works are to be executed in strict accordance with the schedule of works, Manufacturer's Instructions, British Standards, Codes of Practice and other relevant legislative/regulatory standards.	Note	
F	Stripping out and alterations work described in this section shall be deemed to include protecting retained structures and making good elements of structure and fabric disturbed by the works.	Note	
G	Stripping out and alteration works shall be deemed to include all disposal, temporary propping, etc, to maintain the structural stability of the building.	Note	
H	Products, materials and fittings of an equal technical specification and performance to these specified may be accepted subject to the review and prior written approval of the CA.	Note	
<u>Welfare and Temporary Facilities</u>			
I	The contractor may use the Employer's mains supplies of electric and water throughout the duration of the works.	Note	
J	The contractor will provide their own WC and welfare accommodation during the execution of the works. Specific location to be agreed with the CA. Allow for a thorough clean and the completion of any repairs required as a result of damage caused prior to the completion of the works.	Note	

To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
<u>Safe Working Platform</u>			
A	The contractor is to submit proposals, including supporting risk assessments and method statements, which identify the measures employed to protect persons from falling in accordance with the Working at Height Regulations 2005 and to HSE guidance (if required). All safety measures shall be allowed for within this tender.	Note	
<u>Terms Used in Specification</u>			
B	Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fastenings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.	Note	
C	Fix: Unload, handle, store, place and fasten in position including all labour and use of site equipment.	Note	
D	Supply and fix: Include all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.	Note	
E	Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.	Note	
F	Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.	Note	
G	Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/or replacement.	Note	
H	Re-fix: Fix removed products.	Note	
I	Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.	Note	
J	Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.	Note	

To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
K	System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.  <u>Supervision</u>	Note	
A	General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts. Allow for a full-time working foreman with a minimum of CITB SSSTS (Site Supervisor's Training Scheme' qualification.	Note	
B	Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker. Obtain and supply information as necessary for coordination of the work.	Note	
C	All contractor's personnel to wear identification at all times and T-shirts, sweatshirts etc. bearing the name of the contracting company. No shorts allowed.	Note	
D	The Contractor will ensure that all site operatives, either directly employed or sub-contracted, observe an acceptable behaviour code, and that profanities, shouting, non-courteous behaviour, smoking within the building, playing of radios or recording machines and non-compliance with agreed site rules/codes of conduct will not be permitted.  <u>Insurance</u>	Note	
E	Documentary evidence: Before starting work on site submit details, and/or policies and receipts for the insurances required by the Conditions of Contract.	Note	
F	Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, Contract Administrator and the Insurers.	Note	
G	Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.  <u>Proposed Contract Instructions</u>	Note	
H	Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.	Note	

To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
A	Include: <ul style="list-style-type: none"> <li>• A detailed breakdown of the cost, including any allowance for direct loss and expense.</li> <li>• Details of any additional resources required.</li> <li>• Details of any adjustments to be made to the programme for the Works.</li> <li>• Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.</li> </ul>	Note	
B	Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.  <u>Work Before Completion</u>	Note	
C	General: Make good all damage consequent upon the Works. Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.	Note	
D	Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.	Note	
E	Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.	Note	
F	COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.	Note	
G	Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.	Note	
H	Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.  <u>Security at Completion</u>	Note	
I	General: Leave the Works secure with, where appropriate, all accesses closed and locked.  <u>Making Good Defects</u>	Note	
J	Remedial work: Arrange access with Contract Administrator.	Note	

To Collection: £

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Ref	Description	Item	Cost
A	Rectification: Give reasonable notice for access to the various parts of the Works.	Note	
B	Remedial work/Rectification: Complete within a reasonable time period as stipulated by the CA.	Note	
C	Completion: Notify when remedial works have been completed.	Note	
<u>Work Permits</u>			
D	Obtain and submit to the CA copies of all Local Authority licence or permits and other statutory approvals in respect of all hot works.	Note	
E	All hot works are to be carried out in accordance with relevant British Standards, CDM and Health & Safety at Work Regulations, Codes of practice, Industry standards and requirements of the certifying Local Authority.	Note	
F	Liaise with the building management and obtain and submit to the CA copies of permits for live electrical works and hot works as required by the building management.	Note	
<u>Working Restrictions</u>			
G	All work to be undertaken during normal working hours which, for the purpose of the specification, is defined as 7.00am to 5.00 Monday to Friday.	Note	
H	Any stripping out and noisy works can be undertaken during normal working hours subject to Trust agreement.	Note	
I	The contractor must ensure that all fire exits, stairs etc. are kept clear at all times.	Note	
J	The contractor is to ensure that the minimum disruption is caused to the hospital, who shall continue to operate during normal business hours. The contractor must allow for liaising with the hospital staff. The contractor must include for all necessary security and protection to the neighbouring areas during the works.	Note	
K	The Contractor will be expected to maintain a clean, safe and tidy working environment at all times. Respective waste material should be deposited in suitable containers, which should be emptied on a regular basis. Packaging/pallets must not be allowed to accumulate and should be taken away promptly. 1no. skip will be permitted.	Note	

To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
A	The Contractor is to ensure all members of his workforce, including Sub-Contractors, are suitably inducted and made aware of all site regulations, evacuation procedures, building constraints, welfare provision, etc. contained within this document and any other arrangements made by the Contractor generally.	Note	
B	The Contractor should ensure that all such deliveries are immediately taken to the Contractor's designated storage area(s) and that under no circumstances should site materials be allowed to accumulate in main entrance/reception areas, lift lobbies or staircases where they could pose a hazard to staff, tenants or visitors to the building.	Note	
C	The Contractor must develop an efficient method for the receipt and storage of site materials and should ensure that site staff are available as necessary to accept deliveries. Requests for building reception/security staff to accept deliveries will not be allowed under any circumstances.	Note	
D	The Contractor must ensure all site personnel hold a current and valid CSCS safety card. All site personnel are to hold current CRB enhanced approved certificates. CRB numbers will be required prior to the commencement of the works.	Note	

To Collection: £ \_\_\_\_\_

## Schedule of Works

To Collection: £ \_\_\_\_\_



Ref	Description	Item	Cost
4.0	<b>Section 2 - Schedule of Works</b>		
	GENERAL NOTES		
A	The works described within this section are to be undertaken to the extent shown on the contract drawings.	Note	
B	This section is to be read in conjunction with all other sections forming the 'Schedule of Works', including all Appendices.	Note	
C	Building Control Application and all liaison to suit the scope of works.	Item	
D	Allow for all required tree surgery works for scaffold and roof works as deemed required.	Item	

To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
<u>Asbestos</u>			
A	Allow to instruct a specialist to undertake an R&D asbestos survey prior to commencement of works. All areas (internal and external) likely to be affected by the proposed works should be included within the survey.	Item	
B	Depending upon the results of the R&D survey, the Contractor is to allow the following Provisional Sum for the licenced removal of all asbestos present that will affect the works.	Prov Sum	£10,000.00
<u>Supervision</u>			
C	Provide adequate supervision for the duration of the project. A visiting Contracts Managers will be expected to attend site at least 2 times per week and to produce weekly Progress Reports. The contracts manager will also be required to attend meetings as directed by the CA. The contracts manager will be responsible for liaising with the client on daily basis and keeping an up-to-date daily programme of planned works.	Item	
D	The contractor shall allow for a full time SSSTS trained site manager during the whole duration of these works.	Item	
E	All Site Operatives shall be DBS Enhanced checked and evidence provided to the CA prior to project commencement.	Item	
<u>Welfare and Storage Facilities</u>			
F	Welfare and storage locations will be agreed at a pre-start meeting. No additional costs will be entertained if this cannot be located adjacent to work areas.	Note	
G	Welfare Unit of appropriate size for expected maximum number of operatives on site to be located within compound area in the car park - max 5no spaces. Welfare Unit to include toilet facilities, drying room, canteen (with facilities for warming food) and office space.	Item	
	Note: Office space to be large enough to accommodate the Site Manager. Double stacked welfare container units to be considered where space restricted.		
H	Secure storage containers appropriate for material type and quantity required to service the contract.	Item	

To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
A	Secure compound with timber hoarding (open style Heras fence panels will not be acceptable), with hinged lockable gates. <b>NOTE: This will require design and temporary works sign off, which is to be borne by the contractor.</b>	Item	
B	Signage: appropriate H&S signage to compound and works areas, including info, stating contract details and displaying contact numbers as directed by the CA.	Item	
C	The safety of all site occupants, users and members of the public must be paramount at all times and the contractor is to ensure they have allowed sufficient resource and design to maintain this.	Item	
D	Prior to site set up and commencement of the works, the contractor shall, with attendance from the CA, take photographic condition records of all aspects of the site. Record to be provided to the CA prior to commencement in electronic format. The contractor should allow for temporary protection as required but will be responsible for making good any damage on completion at the contractor's own expense.	Item	
<u>Scaffold, Hoisting and Debris Disposal</u>			
E	All scaffolding to be erected by an NASC Approved specialist scaffolding contractor in full accordance with current legislation.	Item	
F	An outline Scaffold Plan shall be submitted at tender stage. The contractor is to allow for any additional scaffold and/or protection they consider necessary to complete the works safely. The contractor is to satisfy themselves of the practically, including any necessary enabling works, alterations and making good, including to existing access/egress points.	Item	
G	Scaffold shall comply with TG20:13 Design requirements and evidence of design shall be required, including any loading platforms, crash decks and protective fans.	Item	
H	Supply and erect for the duration of the contract works, a suitable number of scaffold access towers / HAKI staircases and material loading platform. Designed to take necessary goods and/or passenger hoist (contractor discretion) and enclosed debris disposal chute.	Item	
I	Supply and erect material Hoisting facilities. This shall site within a locked fenced off area. The contractor shall make due allowance for any necessary electrical connections. Supply charges shall be met by the client.	Item	

To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
A	Supply and erect fully enclosed debris disposal chute of sufficient size to adequately take the anticipated old roofing materials. The contractor shall make due allowance for removing bulky items that cannot be broken down to fit the chute, for using the hoist facility. <b>NOTE: This will require design and temporary works sign off, which is to be borne by the contractor.</b>	Item	
B	Supply and maintain throughout the contract suitable sized licensed skips with lockable lids. Contractor to retain and provide evidence of waste transfer receipts.	Item	
C	All scaffolding is to be inspected as a minimum on a weekly basis (or more often as weather conditions dictate) by an appropriately trained CISRS approved Scaffold Inspector. A separate Scaffold Inspection Record is to be maintained on site and a separate "Scaff Tag" system maintained on each element of scaffold or Access Tower.	Item	
D	Contractor to arrange for a specialist to install a 3-phase electricity supply to facilitate the completion of the flame-free installation. Locations are to be determined by the contractors and agreed with the CA/Client.	Item	
E	For installation procedures required, only hot air may be used. Propane gas propelled equipment is specifically <b>not allowed</b> on site. Suitable equipment may be an E-Dryer, E-Torch or similar high-powered hot air equipment. All electrical supply charges will be met by the client.	Item	

**J41 REINFORCED BITUMEN MEMBRANE ROOF COVERINGS**

Waterproofing System, Specification and Design

F	Allow for contractor to survey, design, supply and install STRATA FLAME-FREE system (Or similar system, details to be submitted with tender), as per the ICB waterproofing specification located within Appendix C.	Item	
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Roof Price Breakdown (Flat Roof Area); - Felt

Roof 1	Item	
--------	------	--

Roof Level Access

To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
A	Contractor is to allow for roof level access staircases to be included (location to be agreed with client/contractor).	Item	
B	Allow for contractor to supply and install ladder access to roof level in compliance with manufacturers warranty as per specification in Appendix C (location to be agreed with client/RAM during the works).	Item	
C	Allow for contractor to design, supply and install roof level handrail, as per specification in Appendix C (allow for 100m, location to be agreed with client/RAM during the works).	Item	
D	Allow for a provisional sum for security fencing and access control to base of ladders.	Prov Sum	£5,000.00
<u>Fire Safety</u>			
E	The specified roofing system is to be 100% FLAME-FREE, installed <b>without</b> the use of a propane gas torch. Propane gas is strictly prohibited on this site.	Item	
<u>Lightning Conductor</u>			
F	Allow to employ a specialist contractor, to supply and install a new lightning conductor system to comply with all current regulations and provide necessary certification on completion. All tapes to be attached to the new membrane at maximum 900mm c/c using Roof-Pro Lite Anchor fixing pads.	Item	
<u>ELD – Electronic Leak Detection Test</u>			
G	Upon completion of each roof area and to confirm the integrity of the Waterproofing system, the contractor is to employ RAM Building Consultancy to undertake an ELD Testing prior to final handover and to provide certification to the CA.	Item	
<u>Manufacturers Inspections and Warranty</u>			

To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
A	The contractor is to allow access throughout the works to the manufacturers Technical Staff, who will supplement the CA's visits and provide a quality control monitoring service. On completion the manufacturer and the CA will jointly sign off the works and the contractor is to provide the manufacturers 25-year warranty covering labour and materials.	Item	

Cladding/Fascia

B	Allow to instruct specialist contractor to carefully replace/ or over cap existing fascia with new white UPVC to suit manufacturers recommendations.	Item	
C	Allow for specialist contractor to replace in full all cladding required at roof level or windows panels where specified in the contract drawings - Appendix B, with new white UPVC to suit manufacturers recommendations.	Item	
D	Allow to remove and dispose of any existing fascia panels/ cladding.	Item	

**J42 SINGLE LAYER POLYMERIC SHEET ROOF COVERINGS**

Waterproofing System, Specification and Design

E	Allow for contractor to survey, design, supply and install a Alwitra Single Ply Waterproofing System ( <i>Or similar system, details to be submitted with tender</i> ), as per the ICB waterproofing specification located within Appendix C. Allow for contractor to strip up existing pitched roof areas and remove from site.	Item	
---	--	------	--

**WORKMANSHIP GENERALLY:**

The tendering Contractor is to Design, supply and install the new Pitched Roofing systems to comply with the current Codes of Practice and Building Regulations.

F	Outline Specification - Removal of the existing roof coverings to deck - Upgrade OSB insulation board to comply with building regulations (as per Contractors Design) - New Singly Ply Roof Coverings		
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To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
A	<u>Price Breakdown (Pitched Roof Areas); Single Ply with Rib finish</u>		
	Roof 1	Item	
	Roof 4	Item	
	Roof 6	Item	
	Roof 7	Item	
	Roof 9	Item	
	Roof 10	Item	

To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
<b>R10 RAINWATER SYSTEMS</b>			
A	Allow to undertake a CCTV survey of all rainwater drainage gullies at ground level, to the nearest manhole and provide a report to the CA.	Item	
B	Allow a provisional sum for full replacement of outlets, associated pipework and any required making good.	Prov Sum	£15,000.00

To Collection: £ \_\_\_\_\_



Ref	Description	Item	Cost
<b>COMPLETION</b>			
A	Leave the site in a clean and tidy condition and make good surfaces disturbed by the works. Clean all surfaces internally and externally to the satisfaction of the CA.	Item	
B	Relocate in their original positions any temporarily relocated items moved to facilitate the works.	Item	

To Collection: £ \_\_\_\_\_

Ref	Description	Item	Cost
<b>CONTINGENCY &amp; PROVISIONAL SUMS</b>			
A	<b>PROVISIONAL SUM:</b> Allow a provisional sum of £5,000 for any unforeseen works as a result of the R&D survey.  <b>NB: Works shall be actioned upon receipt of a formal contract instruction.</b>	PS	£5,000
B	<b>CONTINGENCY SUM:</b> Allow a contingency sum of £30,000 for any unforeseen works or additional client instructions.  <b>NB: Works shall be actioned upon receipt of a formal contract instruction.</b>	CS	£30,000
C	<b>PROVISIONAL SUM:</b> Allow a provisional sum of £5,000 for Structural Investigations.  <b>NB: Works shall be actioned upon receipt of a formal contract instruction.</b>	PS	£5,000

To Collection: £

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**Schedule of Works Collection**

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## Appendix A

### Pre-Construction Information Including Designer's Risk Assessments



## PRE-CONSTRUCTION INFORMATION

**PROJECT NO:**  
22068

**DATE:**  
06/04/2022

**AUTHOR:**  
CB

**PROJECT:** Flat & Pitched Roofing Refurbishment & Associated Works

Lime Academy Watergall, Peterborough PE3 8NX

**CLIENT:** Lime Trust

**LEAK INVESTIGATION  
SERVICES**

**EXPERT CONSULTANCY  
SERVICES**

**BUILDING SURVEYING  
SERVICES**

## Document Control Sheet

Project Title: Flat & Pitched Roofing Refurbishment & Associated Works  
Lime Academy, Watergall

Report Title: Pre-Construction Information

Revision: 01

Status: Tender Issue

Control Date: 06/04/2022

## Record of Issue

Issue	Status	Author	Date
01	Final	CB	06/04/22

## Distribution

Organisation	Contact	Copies
Lime Trust	Laura Fisher – Head of Business Support	Electronic

## Pre-Construction Health & Safety Information Pack

The contractor should be aware and understand the CDM 2015 Regulations and the associated HSE Guidance on the Regulations (L153) – Managing Health and Safety in Construction.

This project is not notifiable to the Health and Safety Executive.

The purpose of this document is to provide information to Contractors on the Health and Safety and welfare matters to be considered when planning for the site works detailed in the specification document and on the drawings. The Principal Contractor shall use and develop this information as part of his duties and responsibilities under the CDM Regulations.

This document should provide specific information obtained from both the Client and Designers during the course of the design and early planning phases of the project, so that Health and Safety issues are identified and communicated effectively.

The absence of reference in this Pre-Construction Information Pack to a hazard does not mean that such a hazard does not exist or may not arise. Any 'Method of Working' described in the Pre-Construction Health and Safety Information Pack, as prepared by the Principal Designer, may be varied by the Contractor as long as he provides an acceptable alternative method to the Principal Designer prior to works commencing.

### **Construction Phase Health & Safety Plan**

The prospective Contractor shall review the information included or referred to in this document and provide the relevant information in his Construction Phase Plan.

The principal aim of the Construction Phase Plan is to record Health / Safety arrangements for the management of construction operations together with monitoring procedures for compliance with the relevant statutory provisions.

The Construction Phase Health & Safety Plan must contain reference to those matters required in Appendix 3 of the HSE's Managing Health and Safety in Construction guidance document (L153).

Ultimately, the Construction Phase Plan will be developed by the Principal Contractor into the Health & Safety File.

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## APPENDICES

Appendix A Designer's Risk Assessment

Appendix B Drawings

# 1. INTRODUCTION

## 1.1. Location

**Site Address:** Flat & Pitched Roof Refurbishment & associated works at Lime Academy Watergall, Peterborough PE3 8NX

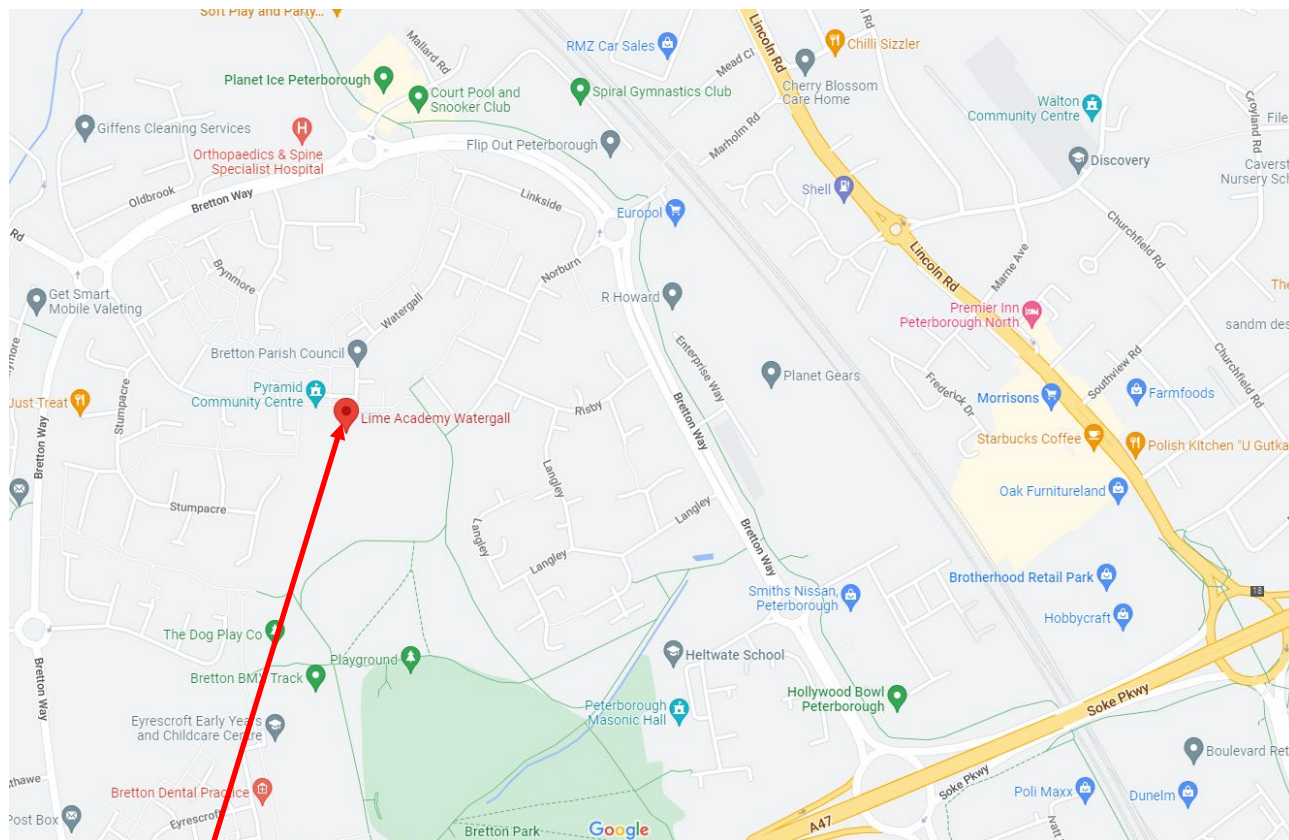


Figure 1. Site Location (Google Maps)

Lime Academy Watergall

The school is located within a residential area. The main entrance is accessed via Watergall from Norburn Road and the main road Bretton Way.

### Description of existing site character:

The school building is located to the North of the school grounds. The remainder of the school site is tarmac playground and parking, and grassed areas.

### General Construction of building(s):

The school consists of a single storey building constructed with cavity walls and red facing brickwork. Windows and doors consist of metal and PVC-u double glazed units, and the skylights are single layered PVC-u.

## 1.2. Nature of construction work to be carried out

The purpose of this contract is to replace the failed pitched and flat roof coverings and increase the thermal insulation in line with the current building regulations, labelled as per the contract drawings.

The general scope of works will include for:

- Refurbishment & Demolition survey,
- Compound set up with storage, welfare facilities,
- External access scaffold,
- Removal and replacement of:
  - Fascias/Cladding
  - Drainage investigation and repairs
  - Flat roof covering replacement and associated works.
- Removal and reinstatement of fixtures and fittings attached to the areas requiring replacement.

## 1.3. Timescale for completion of the works

Date of Commencement: June 2022

Date of Completion: October 2022

Anticipated project duration: TBC

The sequence and/or phasing of work is to be discussed and agreed with the Project Manager/Contract Administrator and the Principal Designer prior to commencement.

## Parties to the Project

<b>Client:</b>	Lime Trust	<b>Contact:</b>	Laura Fisher
		<b>Tel:</b>	
		<b>Mobile:</b>	07511 222010
		<b>Email:</b>	Laura.fisher@limetrust.org
<b>Designer / Contract administrator:</b>	RAM Building Consultancy PO Box 1567 Bedford MK41 5BH	<b>Contact:</b>	Calvin Buckle
		<b>Tel:</b>	0844 335 1822
		<b>Mobile:</b>	07850 518388
		<b>Email:</b>	calvinbuckle@ramconsultancy.co.uk
<b>Principal Designer:</b>	RAM Building Consultancy PO Box 1567 Bedford MK41 5BH	<b>Contact:</b>	Calvin Buckle
		<b>Tel:</b>	0844 335 1822
		<b>Mobile:</b>	07850 518388
		<b>Email:</b>	calvinbuckle@ramconsultancy.co.uk
<b>Principal Contractor:</b>	TBC	<b>Contact:</b>	
		<b>Tel:</b>	
		<b>Mobile:</b>	
		<b>Email:</b>	

### 1.4. Extent and Location of existing records and plans

Any existing services plans and records are held by the site. We are advised that the utilities plans may be limited and as such it will remain the responsibility of the contractor to determine whether known and unknown services are present prior to roof works and as necessary determine accurate positions with the Statutory Undertakers.

A Refurbishment and Demolition survey is to be undertaken by the contractor prior to the project commencing, with a copy being issued to the Project Manager.

## 1.5. Contract Drawings

The contract drawings are as follows:

- Pitched Roof Area Plan – Core Sample Plan 1
- Flat Roof Area Plan – Core Sample Plan 2
- Indicative Scaffold Plan (Contractor Proposal, Flat & Pitched)

## 2. CLIENTS CONSIDERATION AND MANAGEMENT REQUIREMENTS

### 2.1. Statement of the Client's Health and Safety Policy

It is the policy and commitment of the Client that the safety of its Employees, Customers and Suppliers will not be compromised.

Consequently, all construction related work commissioned by the Client will have, as its highest priority, the consideration of the health, safety and welfare of all who will carry out, use and maintain the works.

The Client will therefore select professional design and construction service providers who will put into practice this philosophy to produce and manage a scheme which contains the minimum of hazards and risks, and who will properly control those risks that remain.

A Health and Safety File will be prepared on completion of the works. It will be the Contractor's responsibility to ensure that all hazards identified during the works and any known issues are recorded and issued to the Principal Designer for inclusion within the Health and Safety File.

### 2.2. Communication and liaison between client and others

The Principal Contractor is to detail how he will ensure co-operation between contractors on site for health and safety purposes. The details shall include how information will be passed and enforced between sub-contractors and visiting personnel (i.e. Client, designers, Principal Designer, etc.).

The Principal Contractor is to be responsible for examining this document and all other information provided, either as data on the existing environment and/or conditions, or as requirements for the finished works. The examination shall be for the purpose (amongst others) of establishing that:

- a) the works can be constructed; and
- b) subsequently that where applicable all elements of the works (fittings, fixtures, installations and even landscaping) can in all respects be maintained, altered, adapted and demolished without risk to the health or safety of any person.

The Principal Contractor shall, where required, design and construct all parts of the works to achieve the above objectives, taking full responsibility for elements and activities designed and/or constructed by subcontractors or specialist designers.

From appointment of the Principal Contractor until completion of works, regular meetings shall be held, attended by the Client, Project Manager and the Principal Contractor, together with any other parties either believes should be present.

The Principal Contractor shall inform the Project Manager if (at the earliest opportunity) it becomes apparent that any proposals of any party in connection with the works could present risk to the health or safety of workers undertaking the construction or maintenance, or that of any end user.

From appointment of the Principal Contractor until completion of the works on the site, the Principal Contractor shall provide a regular written report to the Project Manager. The report shall include, amongst other information, details of works completed since the previous report, work proposed for the next period, status of the design of each element (where required), any implications for health and safety presented by the designs in their current form, and details of any accidents or near misses on the site.

At the Pre-Construction Contract, meeting arrangements for the exchange of design information between the client, designers, Principal Designer, Principal Contractor and sub-contractors shall be agreed.

### **2.3. Security of the site**

Security arrangements shall be agreed between all parties prior to commencement of the works. A compound area will need to be fenced out and secured to prevent conflict between the Contractor's work materials (including welfare facilities, new materials and waste) and the general public (vehicles and pedestrians).

The Principal Contractor will be responsible for the security of the work area, ensure no unauthorised persons enter and that the area (including compound) is securely locked when the area is not occupied. Access to the site 'working areas' shall be restricted to 'authorised persons' that must be explicitly authorised, individually or collectively by the Principal Contractor.

### **2.4. Welfare Provision**

Site welfare facilities must be established before works commence and approved by the Principal Designer.

Welfare arrangements shall be provided and maintained in a clean and tidy condition by the Principal Contractor, as required by the Construction (Design and Management) Regulations 2015. The Principal Contractor is to liaise with the Client (or representative) regarding the welfare facilities and their location (contractor to provide a location plan with the Construction Phase Health & Safety Plan). A clean supply of drinking water, hot washing water, hand drying facilities, toilet and first aid facilities must be provided by the Principal Contractor for the use of all operatives on the site.

The Contractor must include in the Construction Phase Health & Safety Plan details of First Aid facilities and locations.

### **2.5. Site hoarding requirements**

The Contractor will be responsible for security of the designated work area. The Contractor shall provide and maintain all necessary signage, plus any necessary additional barriers, to segregate his working area(s) from third parties.

At the end of each day the Contractor shall ensure that the site is secured as appropriate and that no ladders etc. are left in a position that would allow unauthorised persons access to any high risk areas within the site.

## **2.6. Site transport arrangements / vehicle movement restrictions**

The Contractor's method (including access, parking, storage, deliveries, etc.) must be agreed with the Client, Project Manager and the Principal Designer. The Principal Contractor is to include within the Construction Phase Health & Safety Plan method statements and risk assessments for the storage of materials and vehicular traffic entering and leaving site. This should include details on how materials are to be offloaded and distributed. Method Statements and Risk Assessments should also be included for manual handling where mechanical means is not envisaged.

Any site compound and contractors waste skip storage area within the site must be agreed with the Project Manager and Principal Designer. If the site compound entrance is limited and there is only room for one vehicle at a time, then the access road to the compound cannot accept waiting vehicles.

A traffic management system will need to be in place to ensure access roads are kept clear and any waiting traffic is not stationed on the adjacent roads. This will also be the case for all deliveries in which there should be a strategy developed to cause the least disruption to site users and emergency services. Normal management of the site access regarding road cleaning will be needed. A banksman will be required for both entry and exit to the site.

The detail arrangements for site access and location for site compound and welfare facilities will be agreed prior to commencement of the contract.

## **2.7. Client permit to work systems**

The Client expects that a permit to work system shall be implemented for all particularly hazardous operations on site. Works requiring permits to be in place will include, but are not restricted to:

- Hot Works (i.e. work which involves, or may result in, an open flame, the production of sparks, or other potential sources of ignition);
- Use of 240 volts.

The Principal Contractor shall put in place and manage such systems. Any activities requiring a PTW must be detailed fully within the Construction Phase Health and Safety Plan.

## **2.8. Fire precautions, emergency procedures and Means of Escape**

The Principal Contractor is to devise an adequately detailed emergency plan and ensure that it is incorporated within the Construction Phase Health and Safety Plan and posted on the site notice board.

The following elements should always be included;

- Training and instruction of all staff and operatives
- Induction of visitors
- Location of assembly point
- Instruction of what to do in the event of a fire

- Identification of firefighting equipment from high risk areas
- Special arrangements for evacuation from high risk areas
- Firefighting training for those carrying out high risk works
- Method of maintaining of all effected existing fire escapes, temporary signage, etc.

The Contractor shall ensure that sufficient qualified first aiders and/or appointed persons are available at all times. All contractors, sub-contractors and visitors shall be made aware of the identity of these people. Suitable means of ensuring that first aiders and appointed persons can be readily identified include displaying their names on the site notice board and requiring them to wear suitable labels on their hard hats.

The Contractor shall keep records of all accidents and near misses that occur on site, including copies of any forms sent by contractors to the HSE under RIDDOR. All major occurrences shall be notified to the CDM co-ordinator as soon as possible, and a copy of all accidents / near miss records shall be included in the Contractor's regular progress reports.

### **2.9. Activities on or adjacent to the site during the course of the works**

Construction activities on adjacent sites during the course of this contract are not known at the time of tender. However, it is envisaged that routine maintenance works of the school grounds may occur during the contract period.

### **2.10. 'No-go' areas or other authorisation requirements**

Areas to be identified in site induction. No known confined spaces.

### **2.11. Operatives Training**

The Principal Contractor is to satisfy himself that all machine operatives have passed CITB Construction Skills Health and Safety Test (obtaining a Construction Skills Certification Scheme [CSCS] card) at the relevant level for the activity in hand) or equivalent training prior to them starting work on site.

### **2.12. Smoking Restrictions & Mobile Phone Restrictions**

No smoking will be permitted in any site accommodation or in any area of work. No mobile phones are permitted to be used on any part of the school site or the works areas as per the school's policy. The site office is permitted within the site compound.

### **2.13. Legal Enforcement**

The Principal Contractor is to notify the Principal Designer of any legal enforcements placed upon them during the contract period.

### **2.14. COSHH**

The Principal Contractor is to send a copy of their assessments under COSHH Regulations 'Control of Substances Hazardous to Health Regulations 2002' to the Principal Designer. In addition, the Principal Contractor shall inform the Principal Designer if any material or substance to be used is listed under the



'Approved Supply List' or 'Approved Carriage List' of The Chemicals (Hazard, Information and Packaging for Supply) (Amendment) Regulations 2002, or is comparable in hazard.

COSHH Assessments and material safety data sheets are to be included with the notification. The Principal Contractor shall notify the Principal Designer of any accident or occurrence on site that involves any employee in medical treatment or time off.

Any notification to the Health and Safety Inspectorate under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2002' shall be copied to the Principal Designer immediately.

### 3. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE HAZARDS

#### 3.1. Boundaries and access

The Principal Contractor shall be responsible for setting out the site access and egress, and trafficking routes within the contract area. These works should be carried out in accordance with HS(G) 144 – ‘The Safe Use of Vehicles on Construction Sites’.

Access for the site personnel, deliveries and parking must be agreed with the Project Manager / Contract Administrator. Arrangements must also be put in place to ensure that, as far as reasonably possible, the hospital and field users should be subject only to minor inconveniences. As previously stated, a plan must be provided within the Construction Phase Health & Safety Plan outlining these arrangements.

#### 3.2. Proximity of works to Client’s staff and members of the public

The Principal Contractor is to maintain adequate fencing to its compound and precautions to prevent entry and injury by others in accordance with HSE publication HS(G)151 ‘Protecting the Public – your next move’, and its recommendations therein are expected to be adopted.

The Principal Contractor is to agree and confirm working hours (subject to Local Authority restrictions) with the Employer’s Agent / Project Manager / Contract Administrator / Client’s Representative.

The Principal Contractor shall maintain safe routes (including diversion routes) for pedestrians and motorists using nearby roads, footways and public open spaces on or adjacent to the site. Adequate measures are to be provided to protect the public from the works. All works on, adjacent or affecting the Highway, shall be undertaken and signed in accordance with Chapter 8 of the Traffic Signs Manual, to the approval of the Highway Authority.

#### 3.3. Ground conditions / Underground Services / Watercourses

All existing services, on and adjacent to the site, that will be affected by the works, shall be identified and marked by the contractor prior to any works commencing. The contractor shall provide adequate protection to all services. The contractor shall not rely on utility drawings (where available) but shall make their own enquires, including private property connections, and satisfy themselves as to the location of all services. This information shall be forwarded to the Principal Designer for inclusion in the Health and Safety File.

#### 3.4. Asbestos

A Refurbishment/Demolition Survey will be carried out. The results of the survey will be forwarded prior to works commencing. No works will be carried out without the results being received.

Contractors should consult the asbestos register/management plan before commencing work. Any Asbestos highlighted in the register must not be damaged, drilled/cut/abraded etc., during the works process.

Should any contractor encounter materials the identity of which is uncertain, he is to cease work concerning those materials immediately and refer to the Project/Site Manager for guidance. An assessment will be carried out on the likely exposure to persons and the extent of the substance. Analysis of the material by an accredited UKAS laboratory and use of a licensed removal contractor will form part of the assessment.

### **3.5. Working at height / safe access and egress**

The provision and use of ladders, working platforms, etc. to work at height must comply with the requirements of the Working at Height Regulations 2005.

Provision of safe access and egress to / from the place of work for persons and materials, including provision for means of escape, must be agreed with the Principal Designer and Project Manager / Contract Administrator.

All temporary access / working platforms / mobile towers / suspended access equipment / crash decks will be risk assessed as to suitability in compliance with The Work at Height Regulations 2005. All scaffolds will be erected to comply with the Construction (Design and Management) Regulations 2015 and BS EN 12811-1 (which requires scaffoldings to be designed unless they fall within the criteria for a scaffold built to NASC TG20. BS 5973 has been withdrawn by British Standards but is still currently accepted by HSE as an acceptable standard). Any scaffold adjacent to occupied properties or road elevations will be fitted with debris netting, in addition to the standard protection of brick guards to provide full protection to any third party. Method Statements for external scaffolding and internal crash decks will be required prior to commencement of work; this will detail description of scaffold to be provided, any exclusion zones at ground level and measures to deter children and others from climbing on to the scaffold. Scaffold fans with double boarding and sheeting between will be required over external access doors within the school buildings to protect all occupiers and to maintain safe fire escape routes during the contract.

### **3.6. Falls**

Measures to prevent falls of persons and / or materials from height due to unstable platforms, overloading with materials, etc., must be identified within the Construction Phase Plan.

All rooflights must be kept temporarily covered/protected during works.

All pitched roof areas with rooflights and where roof coverings are to be stripped and replaced must have crash deck protection installed to internal areas.

### **3.7. Fire Risk**

The Principal Contractor is to maintain a clear management regime to reduce the risk of fire associated with the build-up of rubbish, smoking in unauthorised areas of the site and electrical, welding and grinding work.

### **3.8. Stability of Structures**

Prior to roof stripping works being undertaken a Method Statement to ensure stability of the roof structures being retained is required, therefore enabling the works to be completed without any unplanned, uncontrolled collapse occurring.

### 3.9. Traffic Management

The Principal Contractor is to include within the Construction Phase Health & Safety Plan details (using graphics where necessary to aid understanding) of:

- Vehicle site access and egress and procedures to reduce the risk of accidents to other vehicles, pedestrians and users of the site;
- Pedestrian site access points and pedestrian routes including means of segregation from site vehicles;
- Traffic and pedestrian management including – details of warning signs (to include works site signs; construction site ‘Keep Out’ signs; pedestrian redirection signs; site entrance signs; banksman at entrance signs), barriers, implementation and maintenance of traffic management,
- Site Deliveries – restrictions, unloading, storage and waste removal;
- Welfare provision, site compound and parking facilities;
- Signage to be displayed both on and off site;
- How materials are to be off loaded and distributed. Should mechanical means be envisaged then management procedures should be included of driver and equipment safety and training;
- Measures specified for keeping the roads clean and free from mud/debris and dirt; and
- Precautions to be taken when entering or leaving the site to avoid causing accidents to pedestrians and road users.

### 3.10. Dust

The Principal Contractor should take all necessary steps to prevent any nuisances being caused by dust.

### 3.11. Noise

The Principal Contractor should take all necessary steps to prevent any nuisances being caused by noise. Where noisy plant and equipment is to be used consideration must be given to controlling this noise. The Control of Noise (Codes of Practice for Construction and Open Sites) (England) Order 2002 must be consulted.

### 3.12. Contamination / Biological

The site is not known to be contaminated. However, good housekeeping is essential together with good hygiene. Details of welfare facilities are to be included within the Construction Phase Health & Safety Plan.

### 3.13. Manual Handling

Method Statements and Risk Assessments in respect of manual handling are to be provided by the Principal Contractor.

All materials to be used should be handled in accordance with the Manual Handling Operation Regulations 1992, with mechanical handling of materials used where possible. The Principal Contractor is also to be aware of the HSE Publication HS(G)149 “Backs for the Future”, and its contents followed.

Where reasonably practicable, as the Contractor will ensure all loads over 25 kg (20 kg for repetitive work) will be only handled by a suitable mechanical lifting device, i.e. during installation of services equipment.

### **3.14. Operational Dermatitis**

The Principal Contractor shall provide details of the steps that will be taken to prevent occupational dermatitis caused by exposure to wet cement including health surveillance.

### **3.15. Crane / hoist Lifting Operations**

Method statements must be produced that give consideration to ground conditions, operating restrictions, including the provision of a trained operator and banksman, erection, handover and maintenance records and comply with the PUWER & LOLER 1998 Regulations.

### **3.16. Lead/lead paint**

Any applications where lead or lead compounds have been utilised and are to be removed as part of the demolition stage must be approached with due regard to the regulations covering the protection of people and the environment.

### **3.17. Vermin**

Where there is evidence of the presence of vermin (rats)/pigeons etc. The attention of Contractors and Operatives will be drawn to the need for adequate precautions to be taken whilst working in these areas.

### **3.18. Occupied Areas**

The existing buildings will be in use at the time of these works. All existing pedestrian, vehicular and fire escape routes will be maintained. To include bridge scaffolding over fire escape exit doors with double boarding and sheeting plus edge rails to keep routes safe and clear.

### **3.19. Carpentry**

All wood working and processing operations must be undertaken in such a way that the generation of wood dust is controlled and not allowed to spread where it may affect the individual doing the work or others close by.

### **3.20. Decoration**

All decorating and related operations must take account of the relevant COSHH information for the products being used.

### **3.21. Roofing**

Method Statements are required for roof works, including details on method of hoisting, movement of materials, protection of operations at both roof and ground level. No roof height working at constant wind speeds above 25 m.p.h.

### **3.22. Protecting the Public**

All necessary precautions will be taken to ensure the protection of the public is of the utmost priority throughout the duration of the works. Any work activities that may encroach or are located adjacent to public areas will be properly planned and monitored at all times. Issues such as vehicle movements, lifting operations and street works will be allocated additional resources to allow the necessary safe methods of work to be planned, implemented and monitored.

### **3.23. Other Construction Works**

Details of all other construction operations on site to be obtained before commencement including a description and location of the work(s), and the likely impact on the project under consideration with a contingency plan agreed beforehand.

### **3.24. Weil's Disease**

Precautions against Weil's disease and any other associated infections must be taken. All operatives will receive training prior to commencement on site. Food waste must not be left around. Consideration will be given to ensuring all food is consumed in the welfare area or off site.

### **3.25. Reducing noise and vibration**

Where possible any breaking out or excavating will be carried out by machine with operatives a safe distance away from the work area.

Any hand tools used will be assessed for noise and vibration and the assessments controls followed.

## 4. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

### 4.1. Design Assumptions and control measures

Refer to Designers Risk Assessment included in Appendix A.

### 4.2. Arrangements for the co-ordination of ongoing design work and design changes

The Principal Contractor must provide a systematic approach for the considerations of health, safety and environmental issues as an integral part of the design process at all stages of the construction project.

The Principal Designer must be informed of, and be involved in, all proposed design work and design changes during the construction period.

All health and safety issues during the construction period are to be discussed at the progress meetings with information recorded on a CDM Risk Register. The CDM Risk Register is to be created and managed by the Principal Contractor, with issues to the Client, Principal Designer and Project Manager / Contract Administrator.

### 4.3. Information of the significant health and safety risks identified during design

The Principal Contractor's attention is particularly drawn to Section 3 which contains details of both identified 'safety hazards' and 'health hazards' and the Designers Risk Assessment sheets.

Risk Assessments have been undertaken in accordance with the Construction Design and Management Regulations (2015) and a copy is contained in **Appendix A**. Included within the Risk Assessment are significant hazards that could not be substantially reduced or avoided by the design and are to be considered within the Construction Phase Health and Safety Plan.

### 4.4. Materials Requiring Particular Precautions

Only those construction materials intended for use on this project, which are considered to present an exceptional or unusual risk, are listed overleaf. Materials in common use for which COSSH Assessments are readily available are not listed.

- Solvent based paints, stains and adhesives;
- Diesel fuel and lubrication oil for use in mechanical plant;
- Stone fines (associated dust creation and dispersion); and Herbicides.

The Principal Contractor's attention is drawn to the Control of Substances Hazardous to Health (COSHH) Regulations 2002. If the Contractor is aware of additional hazardous substances that will be used during the works then these must be added to the above list.

The Principal Contractor has a duty to obtain manufacturer's data sheets for any of the above materials, or those specified in the contract documents, and is to provide Risk Assessments and Method Statements based on any warnings or hazards specified therein for the benefit of persons carrying out the work and subsequent users of the premises.



## 5. CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- 5.1.** To be prepared by the Principal Contractor in accordance with Regulations 12, 13 and 14, prior to the commencement of the construction works. The format should follow the topics listed in Appendix 3 of the HSE's Managing Health and Safety in Construction guidance document (L153).
- Description of the Project (Key dates, parties to the project)
  - Management of the Work (Site rules, security, site induction, welfare, risk assessments, liaison between parties, etc.)
  - Arrangements for controlling significant site risks (Safety & Health Risks outlined in Section 3.0)
- 5.2.** Information requested within Sections 2, 3 and 4 of this document is to be provided within the Construction Phase Health and Safety Plan, including:
- Method of Communication and liaison;
  - Securing of the site;
  - Welfare Facility provision (including location plan);
  - Details of First Aid facilities and locations;
  - Site transport arrangements / vehicle movement restrictions (including plan showing access, parking, cabins, etc.);
  - Delivery and storage arrangements (including location plan);
  - Traffic management system/plan (including all information outlined in paragraph 3.8);
  - Works requiring permit to work systems;
  - Detailed Emergency Plan (including site Fire Action Plan);
  - COSHH Assessments and material safety data sheets; and
  - Risk assessments and method statements for work activities.
- 5.3.** Risk assessments are to be undertaken and method statements produced as required by legislation. Copies of method statements for any operations that could affect other occupiers are to be provided to the Project Manager and the Principal Designer sufficiently advance of the planned date of execution to allow for comments to be made.

## 6. HEALTH AND SAFETY FILE INFORMATION

**6.1.** The Health & Safety File is prepared under Regulation 12. The information provided in this document should be relevant to any future construction work and should be proportionate to the risks likely to be involved. The completed H&S File is required to be available for use by the Employer no later than Practical Completion.

Information Required	Information Provider	When Required
A brief description of the work carried out	Designer	Practical Completion
Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services, Japanese Knotweed, etc.)	Principal Contractor & Designer	Practical Completion
Key structural principles (for example, bracing, sources of substantial stored energy – including pre or post-tensioned members) and safe working loads for floors and roofs particularly where these may preclude placing scaffolding or heavy machinery there;	Designer	Practical Completion
Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc.)	Principal Contractor & Designer	Prior to issue of Pre-Construction Plan
Information regarding the removal or dismantling of installed plant and equipment (for example and special arrangements for lifting, order or other special instructions for dismantling etc.	Principal Contractor & Designer	Practical Completion
Health & Safety information about equipment provided for cleaning or maintaining the structure	Principal Contractor	Practical Completion
The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.;	Principal Contractor & Designer	Practical Completion
Information and as-built drawings of the structure its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation)	Principal Contractor & Designer	Practical Completion

- 6.2.** The Principal Contractor is required to prepare information for the Health and Safety File in a format as agreed with the Principal Designer, including information from sub-contractors.
- 6.3.** The Principal Contractor is required to provide information in hard copy and electronic format. Electronic format drawings, documents, etc, should be saved in either PDF or DWG format as well as the format that they were originally created in.
- 6.4.** The final version of information for the Health and Safety File is to be submitted to the Principal Designer one week before the anticipated date for Practical Completion of the works, unless highlighted otherwise.
- 6.5.** The Principal Designer will prepare the master version of the Health and Safety File (paper copy) incorporating information from the Principal Contractor as well as from the Client and design team. The Health and Safety File is to be handed over to the Client following Practical Completion.

## 7. DECLARATION BY THE PRINCIPAL DESIGNER

The above Pre-construction Health and Safety Information Pack has been prepared on the basis of the information provided by the designer(s) working on the project. The designer(s) is/are aware of the requirements of the CDM Regulations 2015 and of the need to follow the hierarchy of risk control in managing hazards and reducing or eliminating risk.

Signed:

*C. Buckle*

Name: Calvin Buckle BA (Hons)

(Acting in the capacity of Principal Designer)


For and on behalf of: RAM Building Consulting Ltd

Date: 11 April 2022

**APPENDICES**

**Appendix A    Designer's Risk Assessment**

**DESIGN RISK ASSESSMENT**

Project	Flat & Pitched Roofing Refurbishment & Associated Works at Lime Academy Watergall		
Document Reference	22068		
Date	11 April 2022		
Site Description	Lime Academy Watergall, is located within a residential area.		
Project Description	Complete replacement of the roof coverings.	Client	Lime Trust

(1) Maintenance workers (2) Construction Workers (3) Members of the public

Ref	Activity	Persons at risk	Potential Hazards	Design Measures taken to eliminate or reduce hazard
1	Persons being struck by contractor's vehicles /Site setup	1,2,3	Conflict/collision with construction vehicles and members of the public.	<p>Traffic management route to be agreed prior to commencement. Contractor to implement traffic management measures to clearly define public routes (pedestrian and vehicular) and separate between construction areas.</p> <p>Access into the site is via the designated site entrance restricted to specific times.</p> <p>Contractor's vehicles will only park in designated areas agreed with the school and any site speed limit will be adhered to at all times.</p> <p>Construction related deliveries will be pre-planned and times agreed so that they do not coincide with other activities on-site, school drop off and pick up times.</p> <p>Keep clean all site vehicles, car park areas, footpaths, etc. clean.</p> <p>Where necessary the risks to users of any footpaths or playing areas will be minimised by surrounding all areas of work with security fencing Contractor to liaise with school Site Manager to manage access arrangements. Construction &amp; working areas to be fenced off from public.</p> <p>Contractor to use banksman and manage access to prevent conflict with pedestrians accessing school via footpath. Ensure a banksman is used when plant and machinery is moving across the site; 5mph speed limit to be observed.</p> <p>A procedure to be put in place to cover communication in restricted areas.</p>



Ref	Activity	Persons at risk	Potential Hazards	Design Measures taken to eliminate or reduce hazard
2	Protection of workspaces	1, 2, 3	Persons and/ or materials/ equipment falling from height causing injury.	<p>Exclusion zones are to be created around ground level materials and hoisting facilities. Exclusion areas will be created by sheeted screens to prevent people from walking into the area of works and being struck by any falling materials.</p> <p>All necessary scaffold access, edge protection, door fans, crash decks (internally) as required, will be provided by the contractor. Scaffold over exit doors to be double boarded and sheeted with debris netting to rails to protect persons below.</p> <p>Materials stored at roof level will be covered with tarpaulins and secured/ weighted down, to prevent them being blown off the roof.</p> <p>At ground level, below the area where the works are being undertaken, exclusion areas will be created to prevent people from walking in the area below the roofing works and being struck by any falling materials.</p> <p>Crash decks to be designed by contractor internally. Full access scaffold required as ground level movement restricted by playground areas in full use during term time all day.</p> <p>Rooflights to be protected to prevent falls by operatives or damage by materials.</p>
3	Construction and decoration of new internal surfaces	1, 2	Exposure to materials hazardous to health.	<p>Awareness of COSHH risk assessments and use of PPE when handling materials.</p> <p>Pay particular attention to the precautions and handling procedures etc. detailed in the COSHH Material Data Sheets relating to products that may be encountered during the works.</p>

Ref	Activity	Persons at risk	Potential Hazards	Design Measures taken to eliminate or reduce hazard
4	Demolition and preparation of internal surfaces	1, 2, 3	Asbestos	<p>All contractor's operatives have undertaken Asbestos Awareness Training and will work in accordance with HSG210 EM1</p> <p>Copy of Refurbishment and Demolition survey, permit to work (PTW) and all related documentation to be retained on the site premises.</p> <p>Hospital management and asbestos authorising officers to be made aware of its location and content and of all areas which were beyond the scope of the survey e.g. ceiling voids.</p> <p>No invasive work to be conducted without reference to the survey.</p> <p>Where there is any doubt about whether a substance or structure may contain asbestos, then no work can be undertaken, and the Contract Administrator notified immediately.</p> <p>All licenced notifiable works to be completed licenced contractor. Specific risk assessments and method statements to be provided by contractor prior to commencement. Decontamination area and lockable skip locations to be agreed prior to commencement.</p>
5	Demolition, preparation of internal surfaces, cutting material etc.	1, 2, 3	Dust	<p>PPE3 masks should be worn when required. Other person's on-site requiring access to the work area during these works should also wear appropriate PPE.</p> <p>Dampen surfaces where possible.</p>

Ref	Activity	Persons at risk	Potential Hazards	Design Measures taken to eliminate or reduce hazard
6	Demolition, preparation of internal surfaces, cutting material etc.	1, 2, 3	Noise	Ambient noise levels from these works will not generally exceed the HSE permitted levels as detailed in HSE Noise in Construction INDG127 (rev)
7	Works to internal surfaces	1, 2, 3	Trip hazard	<p>All designated walkways will be kept clear of materials/ rubbish and electrical leads so to eliminate any trip hazards to other persons on-site.</p> <p>Enabling works - existing cables may be fragile and become damaged. Liaise with local supplier relevant specialist contractor with plan of action to protect/divert as necessary including all RAMS. In the event that any services are altered, disturbed or damaged the contractor's Contracts Supervisor will request a competent specialist contractor to attend site the same day, and inform all site affected persons of the identified dangers.</p>
8	Working on full height walls and ceilings	1, 2	Falling from height	<p>Contractor shall use safe working methods, providing method statements.</p> <p>No adaptations or improvisations to be made to any access provisions unless approved.</p> <p>Use of powered access platforms, man safe system, safety barriers on scaffold and platforms should be employed where possible.</p> <p>Appropriate PPE to be worn at all times.</p>

Ref	Activity	Persons at risk	Potential Hazards	Design Measures taken to eliminate or reduce hazard
9	Manual handling	1	Personnel injury from working practices, for example, Manual handling.	<p>All contractors and their employees should be made aware of the HSE's manual handling guidelines and should not be carrying materials individually that could cause serious injury if dropped.</p> <p>The working area should be cleared of potential trip hazards so as to limit the amount of obstacles to traverse whilst moving large objects.</p> <p>Good fitting gloves are to be worn when carrying materials that could cause cuts or abrasions.</p>
10	Using hand tools	1	Injury / electrocution and Hand Arm Vibration Syndrome	<p>All electric tools required for the proper execution of the works will meet with the requirements of the Electricity at Work regulations 1989.</p> <p>They will operate either from rechargeable batteries or 110V supply and where applicable are PAT Tested.</p> <p>All power tools are of a modern balanced design and are regularly maintained.</p> <p>Any drilling operations are restricted to 15 minutes of operation with a minimum 5-minute break.</p>

Ref	Activity	Persons at risk	Potential Hazards	Design Measures taken to eliminate or reduce hazard
11	All works	1, 2, 3	Fire	<p>Contractors to advise of procedures and any alternative routes during contract work.</p> <p>Smoking not permitted on site.</p> <p>Hot works permits used where applicable. Hot works areas to be highlighted and managed appropriately.</p> <p>Combustible materials to be stored in agreed areas unless required for immediate use. Appropriate fire extinguishers to be provided. Flammable liquids / compressed gases appropriately stored. In the unlikely event of a fire the contractors will raise the alarm, and if safe to do so turn off the gas supply and attempt to extinguish the fire with the equipment provided. If these attempts fail, the site will be evacuated and the</p> <p>Fire and Rescue Service will be called by phoning 999 to extinguish the fire. All operatives will be informed of the Fire Exit positions and muster points. All fire exits will be kept clear of any obstructions, e.g. materials and rubbish.</p>

Ref	Activity	Persons at risk	Potential Hazards	Design Measures taken to eliminate or reduce hazard
12	Disruption to existing services	1, 2, 3	Injury/death from decommissioned services eg fire detection, telecoms, water, gas supply	<p>Contractors expected to liaise with local M&amp;E contractor for enabling works.</p> <p>Contractor to allow for liaising with relevant authority on advice to isolate/re-route services (if required) to facilitate flat roof works.</p> <p>Contractor to accommodate / provide continuation of existing fire alarm, detection and emergency lighting system where crash decks and protection systems installed internally that may affect existing installations. For example, smoke detectors or emergency lighting in locations of crash deck areas to classrooms. Include temporary task lighting to maintain lux levels and emergency lighting.</p>
13	Cleaning after demolition	1	Infected items	<p>In the event that our operatives find any needles or similar sharp or possibly infected implements when clearing rubbish, the client will be immediately informed &amp; requested to arrange for appropriate disposal.</p>

Ref	Activity	Persons at risk	Potential Hazards	Design Measures taken to eliminate or reduce hazard
14	COVID-19 Restrictions and Arrangements	1,2, 3	Risk of transmission of Covid-19 through mixing of site personnel, pupils, staff and visitors.	<p>At the time of compiling this PCIP, significant Government restrictions were in place regarding the movement of people and social distancing. These restrictions are likely to remain in place for the duration of these works and beyond.</p> <p>The Principal Contractor must comply with all current Government COVID-19 restrictions and practices prevalent at the time of the works. The Construction Leadership Council, which works between the construction industry and government, has produced guidelines for safe operating procedures on construction sites in line with Government restrictions. At the time of compiling this PCIP, version 6 of these guidelines was available at:</p> <p><a href="https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/10/Site-Operating-Procedures-Version-6.pdf">https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/10/Site-Operating-Procedures-Version-6.pdf</a></p> <p>The Principal Designer has specified a number of specific requirements relating to interaction with staff, pupils and visitors of the school:</p> <ul style="list-style-type: none"> <li>• Any requirements to access the internals of the school must be pre-agreed with the school management.</li> <li>• When reporting to reception, contractors must not touch any unnecessary surfaces.</li> <li>• All internal works should be completed outside of normal school hours.</li> <li>• Contractors are not to use the school's welfare facilities under any circumstance.</li> <li>• All recommended Covid-19 PPE must always be worn.</li> <li>• Contractor to ensure strict 2m+ distancing policy to all staff, pupils and visitors on the site at all times.</li> <li>• Procedures set out in the latest version of the Construction Leadership Council guidance is to be followed at all times.</li> </ul>

## Appendix B Drawings



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## Asbestos Analysis Report

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**Report No :** J267703 **Sample Batch** 1-5  
**Client :** M & J Group **Client Ref:** PENN/12  
**Location :** Watergall School, Peterborough,  
PR3 8NX  
**Samples received :** 10 February 2022 **Report Issued:** 10 February 2022  
**Samples taken by:** M & J Group

Sample No.	Source	Result	Material (see Note(3))
BS105246	Roof 3 - Felt	No Asbestos Detected	Bitumen
BS105247	Roof 3 - VCL	No Asbestos Detected	Bitumen
BS105248	Roof 4 - Felt	No Asbestos Detected	Bitumen
BS105249	Roof 5 - Felt	No Asbestos Detected	Bitumen
BS105250	Roof 5 - VCL	No Asbestos Detected	Bitumen

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**Test Method:** Polarised light microscopy; Dispersion staining, in accordance with HSG248

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**Note (1):** PC laboratory analysis of samples and sampling procedures are in compliance with ISO 17025 and our UKAS accreditation.

**Note (2):** Where PC staff have not taken samples, results given are based on information supplied by the client taking the samples. PC is not responsible for any errors/misinterpretations of analytical results due to inappropriate sampling strategies or techniques.

**Note (3):** Observations and interpretations expressed (i.e. nature of fibres other than asbestos or description of material) are outside the scope of our UKAS accreditation.

**Note (4):** This report cannot be reproduced except in full without prior authorisation from the laboratory

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Types of Asbestos
Amosite - Brown Asbestos
Chrysotile - White Asbestos
Crocidolite - Blue Asbestos

**ANALYST:**



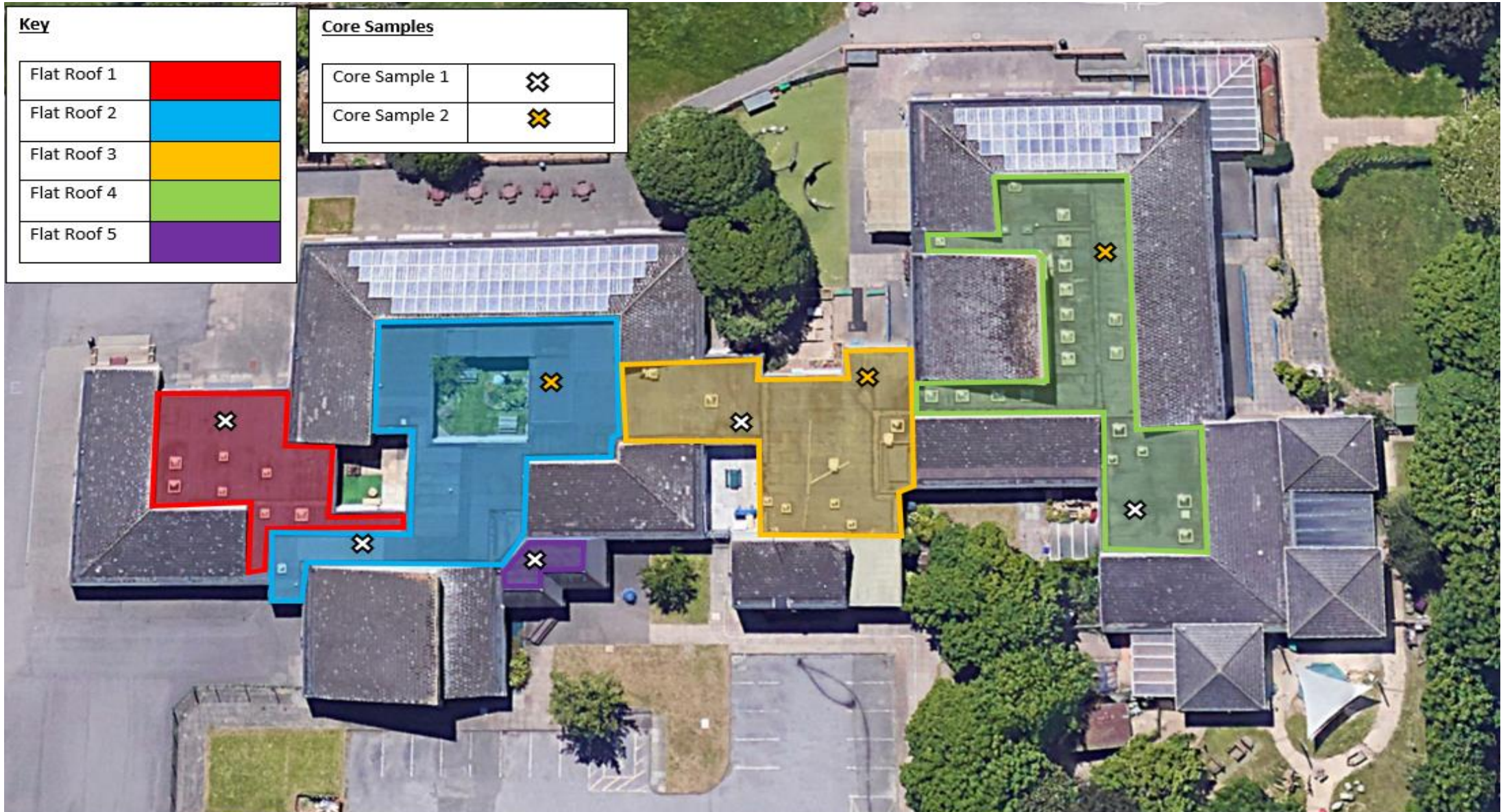
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Sam Matthews



## Appendix B

### Contract Drawings



Roof	Core Sample 1	Core Sample 2
Flat Roof 1	3 Felt 20mm Asphalt VCL Screeded Woodwool Slab Deck Dry	N/A
Flat Roof 2	2 Felt 120mm PUR 20mm Asphalt VCL Screeded Woodwool Slab Deck Dry	3 Felt 130mm PUR 2 Felt OSB Deck Dry
Flat Roof 3	3 Felt 20 Asphalt VCL Screeded Woodwool Slab Dry	5 Felt VCL Plywood Deck Dry
Flat Roof 4	2 Felt 30 Asphalt Screeded Woodwool Slab VCL Dry	2 Felt 30 Asphalt Screeded Woodwool Slab Dry
Flat Roof 5	3 Felt 90mm PUR VCL Plywood Deck Dry	N/A



Roof	Core Sample Result
Pitched Roof 1	Felt Woodwool Slab Redland Stonewold Tiles
Pitched Roof 2	Felt Woodwool Slab Redland Stonewold Tiles
Pitched Roof 3	Felt Woodwool Slab Redland Stonewold Tiles
Pitched Roof 4	Felt Woodwool Slab Redland Stonewold Tiles
Pitched Roof 5	Felt Woodwool Slab Redland Stonewold Tiles
Pitched Roof 6	Felt Woodwool Slab Redland Stonewold Tiles
Pitched Roof 7	Felt Woodwool Slab Redland Stonewold Tiles

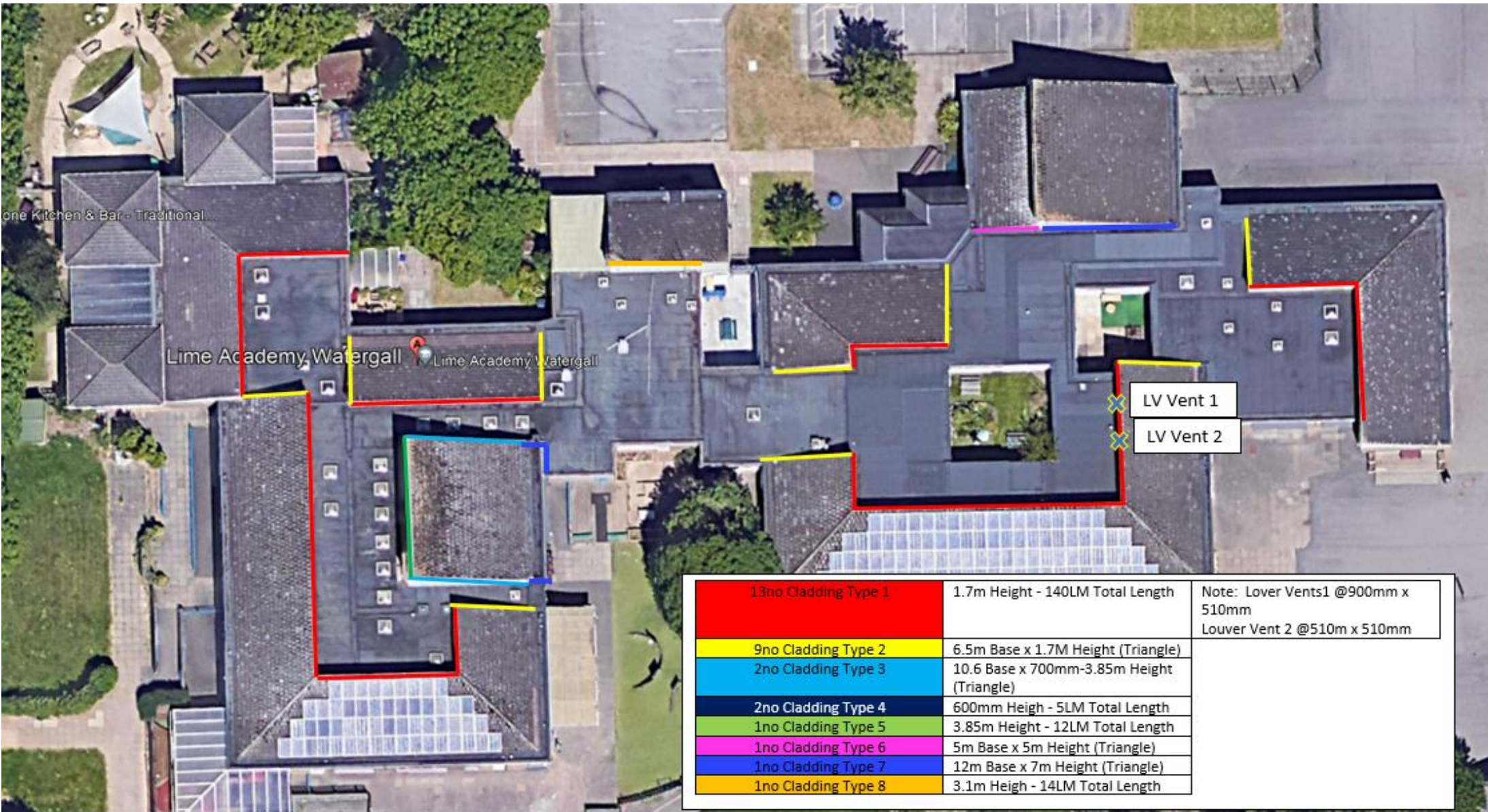
Pitched Roof 8	Felt Woodwool Slab Redland Stonewold Tiles
Pitched Roof 9	Felt Woodwool Slab Redland Stonewold Tiles
Pitched Roof 10	Felt Woodwool Slab Redland Stonewold Tiles
Pitched Roof 11	Felt 310 Rollout Redland 90 Tiles
Pitched Roof 12	Felt 310 Rollout Redland 90 Tiles
Pitched Roof 13	Felt 310 Rollout Redland 90 Tiles
Metal Roof	N/A





Slate Roof	N/A
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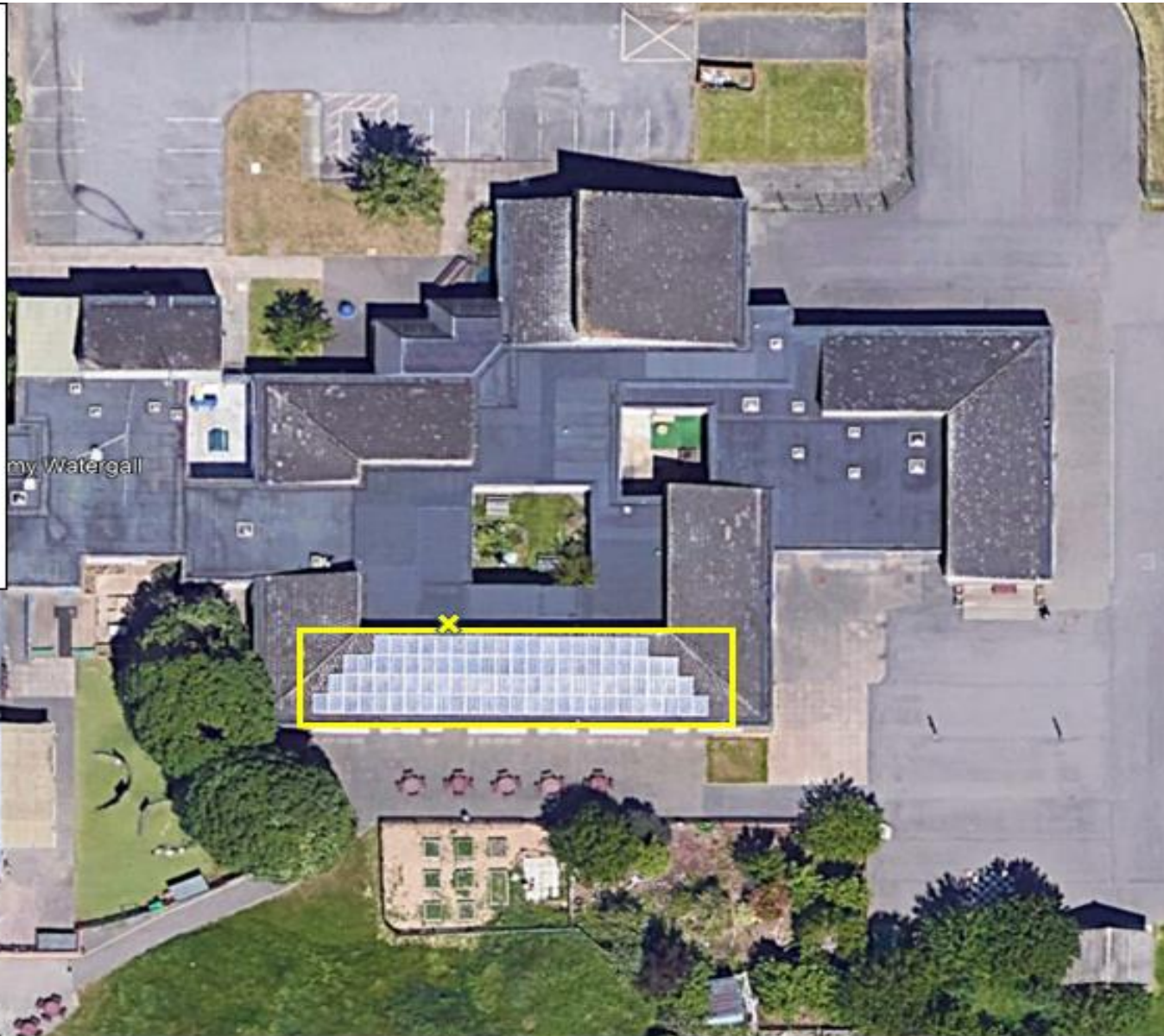
Solar Panels Set 1	54no
Solar Panels Set 2	90no
✘	2no Solar Panel Board Location

Within our re-roofing works we require enabling works to be undertaken to the existing solar panel system.

1<sup>st</sup> site visit - solar panels are to be temporarily removed and set aside while we conduct our re-roofing works. This also include the removal of the solar panel board as we will be removing the cladding it is currently attached to.

2<sup>nd</sup> site visit - We require the solar panels and solar panel boards to be reinstated tested and certified.

- Note:
- M&J will provide scaffold access to for the works required.
  - M&J will also be providing a compound and welfare area.









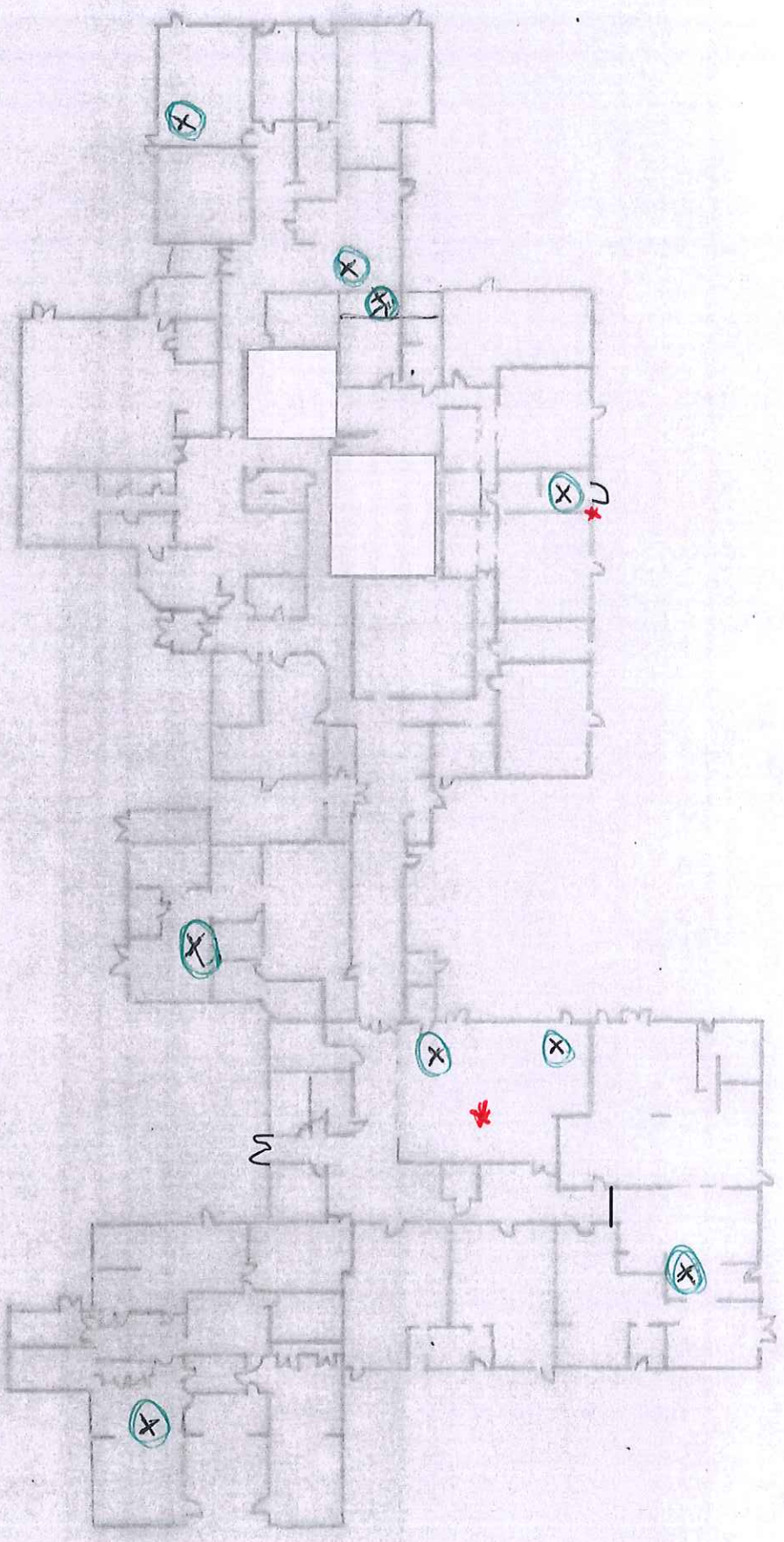




Roof LEAKS 18/2/22

# BLANK SITE MAP

\* WORST AREAS





## Appendix C

### ICB Waterproofing Roof Specification

PROPOSED PROJECT SPECIFICATION FOR  
WATERGALL SCHOOL, LIME ACADEMY TRUST  
PETERBOROUGH, PE8 8NX

PREPARED BY MICHAEL LACE  
07810375424 –  
MICHAELLACE@ICB.UK.COM

24/03/2022



 01202 785200  
 [techsupport@icb.uk.com](mailto:techsupport@icb.uk.com)  
 [www.icb.uk.com](http://www.icb.uk.com)

 **UK Head Office**  
Unit 9-11 Fleets Industrial Estate Willis  
Way, Poole, Dorset, BH15 3SU



This specification is based on the supply of the alwitra Single Ply Waterproofing System for flat roofs. The Evalon range consists of superior quality, fleece-backed synthetic waterproofing membranes which are fully compatible with bitumen and most types of insulation boards. Evalon VSK is a single ply membrane with bitumen and solvent-free self-adhesive coating.

The alwitra Evalon range is only supplied to approved contractors, whose operatives must undergo a stringent training programme at ICB's Head Office or on-site, prior to obtaining the approved status. The quality of workmanship is frequently monitored on-site to ensure compliance with current codes of practice and to secure the issuing of a warranty.

The below specification presumes the deck substrate and roof falls as stated within the specification below. Accessories are included where relevant.

It is intended for use on projects where the detailed design is completed by the specifier with technical assistance from the manufacturer as required and should be read in conjunction with any project-specific drawings provided.

---

☎ 01202 785200

✉ [techsupport@icb.uk.com](mailto:techsupport@icb.uk.com)

🌐 [www.icb.uk.com](http://www.icb.uk.com)



**UK Head Office**

Unit 9-11 Fleets Industrial Estate

Willis Way, Poole, Dorset BH15

24/03/2022

TO BE READ WITH PRELIMINARIES / GENERAL CONDITIONS:

TYPES OF ROOF COVERING:

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110 WARM DECK ROOF COVERING: [Refurbishment] – PITCHED ROOF

Note: The proposed refurbishment must be checked for compliance with the current Part L of the

Building Regulations, Approved Documents:

- Conservation of fuel and power in existing dwellings (ADL1B)
  - Conservation of fuel and power in existing buildings other than dwellings (ADL2B)
- Or Section 6 (energy) of the Technical Handbooks in Scotland

Contact: Michael Lace – [michaellace@icb.uk.com](mailto:michaellace@icb.uk.com)/ 07810375424

Address:

ICB (Waterproofing) Ltd.

Unit 9-11, Fleets Industrial Estate, Willis Way, Poole, Dorset BH15 3SU

Web: [www.icb.uk.com](http://www.icb.uk.com)

Email: [info@icb.uk.com](mailto:info@icb.uk.com)

Tel: +44 (0)1202 785200

Substrate: [Plywood] - The proposals is to strip back the existing tiles, felt and battens, back to the woodwool slab deck, install / mechanically fix 18mm OSB through the deck and into the channel reinforcement, before installing an Alwtira warm roof build-up, complete with standing seam ribs / profiles

- Preparation: [As clause 610]
  - Air and Vapour control layer: [as clause 395]
  - Attachment: [Self-adhered as clause 675]
  - Insulation: [Evatherm A as clause 420]
  - Attachment: [Mechanically fixed]
  - Tapered: [No]
  - Overlay to insulation: [Not required]
  - Waterproof coating: [Evalon V]
  - Attachment: [Fully bonded]
  - System manufacturer: [alwitra© Product of ICB (Waterproofing) Ltd.]
  - Product reference: Evalon V
  - Thickness: 1.5 mm + 1.00 mm fleece backing
  - Width: 1050 mm /1550\* mm /2050\* mm (\*Evalon V only)
- Colour: Light grey
- ACCESSORIES
- 

- Standing Seam as clause 450 & 790
- Eva-Metal Drip as clause 766

24/03/2022

PERFORMANCE:

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210 ROOF PERFORMANCE:

Roof covering: Secure, free draining and weathertight.

220 AVOIDANCE OF INTERSTITIAL CONDENSATION IN WARM AND INVERTED ROOFS:

Interstitial condensation risk of roof construction: Assess as recommended in BS 6229.

Basic design data:

- Outdoor notional psychrometric conditions, winter:  
Temperature: -5°C.  
Relative humidity: 90%.  
Vapour pressure: 0.36 kPa.  
Duration: 60 days.
- Outdoor notional psychrometric conditions, summer:  
Temperature: 18°C.  
Relative humidity: 65%.  
Vapour pressure: 1.34 kPa.  
Duration: 60 days.
- Indoor notional psychrometric conditions:  
Variable dependant on building use  
Winter interstitial condensate (warm roof):  
The design should preferably avoid the formation of interstitial condensation;  
however, a small amount of temporary condensation may be acceptable, providing  
that this is not detrimental to the construction materials. Any condensate which does  
occur should be shown by calculation to dry out during the course of the year so as to  
avoid year-on-year accumulation.  
Air & Vapour Control Layer: Provide a suitable membrane so that damage and  
nuisance from interstitial condensation do not occur.

230 THERMAL PERFORMANCE:

Requirement: Determine type and thickness of insulation and integral or separate overlay to satisfy the following criteria:

- Thermal transmittance of roof (maximum): [0.18W/m<sup>2</sup>K].
- Compressive strength of insulation (minimum) at 10% compression: [150 Kp]
- Substrate surface: Suitably even, stable and robust to receive roof coatings.
- Insulation compliance: To a relevant European Standard, or Agrément certified.

240 FIRE PERFORMANCE:

Classification: B<sub>ROOF</sub>(t4)

Refer to Agrément certificate or ICB (Waterproofing) Ltd. fire test reports for tested build up details. BS EN 13501-1 Euroclass: Class E

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**250 VERTICAL APPLICATION:**

Evalon V and VSK can be applied to vertical surfaces, all vertical applications must be fitted with peel stops or mechanical restraint at the required intervals. The designer, client, or contractor must seek approval for the use of Evalon V or Evalon VSK in a vertical or wall application, from the relevant Building Control Authority / Inspector prior to instructing the installation.

**PRODUCTS:**

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**320A PRIMER: [AVCL]**

Type: [Synthetic rubber solvent based primer]  
Manufacturer: [Product of ICB (Waterproofing) Ltd.]  
- Product reference: [EvaPrime SA Primer]

**325 ADHESIVES: [Single Ply Membrane Adhesive]**

Type: [As recommended by membrane supplier].  
Manufacturer: [Product of ICB (Waterproofing) Ltd.].

**345 PERIMETER TRIMS:**

Type: [Eva-Metal Drip].  
Manufacturer: [Product/s of ICB (Waterproofing) Ltd.].

**395A AIR AND VAPOUR CONTROL LAYER:**

Type: [Self-Adhesive bituminous membrane.].  
Manufacturer: [Product of ICB (Waterproofing) Ltd].  
- Product reference: [StrataVap].  
Thickness: [0.7mm].  
Vapour resistance: [11,800 MNs/g].

**400A WATERPROOF MEMBRANE:**

Type: [EVA modified PVC].  
Manufacturer: [Alwitra – Product of ICB (Waterproofing) Ltd.].  
- Product reference: [Evalon V].  
Width: [1.05m / 1.55m / 2.05m].  
Thickness: [1.5mm sealing thickness + 1mm fleece backing].  
Colour: [Light Grey].



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**420A RIGID URETHANE FOAM WARM DECK ROOF INSULATION:**

Manufacturer: [Product of ICB (Waterproofing) Ltd].

- Product reference: [EvaTherm A].

Standard: [Rigid polyisocyanurate foam (PIR) roofboard to BS 4841-3].

- Reaction to fire: [Euroclass F].

- Thermal conductivity (minimum): [0.026 W/mK].

- Thickness: [TBC].

- Compressive strength (minimum): [150 kPa].

Edges: [Square].

Facing: [Glass Tissue].

Tapered: [No].

**450 STANDING SEAM PROFILES:**

Manufacturer/ Supplier: Alwitra – Product of ICB (Waterproofing) Ltd.

- Product reference: [Standing seam profile].

Colour: [Light Grey].

**EXECUTION GENERALLY:**

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**510 ADVERSE WEATHER:**

General: Do not lay membrane at temperatures below 5°C or in wet or damp conditions unless effective temporary cover is provided over working area.

Unfinished areas of roof: Keep dry and protect edges of laid membrane from wind action.

**520 INCOMPLETE WORK:**

End of working day: Provide temporary seal to prevent water infiltration.

On resumption of work: Cut away tail of membrane from completed area and remove from roof.

**530 APPLYING PRIMERS:**

Coverage per coat (minimum): [As product Technical Data Sheet].

Surface coverage: Even and full.

Coats: Fully bonded. Allow volatiles to dry off thoroughly between coats.

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SUBSTRATES/ AIR AND VAPOUR CONTROL LAYERS / WARM DECK ROOF  
INSULATION:

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610 SUITABILITY OF SUBSTRATES:

Surfaces to be covered: Secure, clean, dry, smooth, free from frost, contaminants, voids and protrusions.

Preliminary work: Complete, including

- Grading to correct falls.
- Formation of upstands, kerbs, box gutters, sumps, grooves, chases and expansion joints.
- Fixing of battens, fillets and anchoring plugs/ strips.

Moisture content and stability of substrate: Must not impair integrity of roof.

675 LAYING BITUMEN AIR & VAPOUR CONTROL LAYER SINGLE SIDED SELF ADHESIVE:

Sweep all areas of roof to remove any debris, all moisture needs to be dried. Remove anything which may impair adhesion. Remove any nibs or protrusions which may puncture the AVCL.

Apply EvaPrime SA to roof substrate. Wait for primer to dry. AVCL is to be laid without wrinkles, do not stretch. Lay over roof area, cut to size. (Remembering to go up the upstand to the height of the insulation.) Peel underside protective paper whilst applying pressure to the AVCL with a soft broom or rag.

680 LAYING WARM DECK ROOF INSULATION:

Setting out:

- Long edges: Fully supported and running at right angles to [Structure].
- End edges: Adequately supported.
- Joints: Butted together.
- End joints: Staggered.

Attachment: [Mechanically fixed].

Completion: Boards must be in good condition, well-fitting and secure.

WATERPROOF MEMBRANES/ ACCESSORIES:

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716 ALWITRA EVALON® V (VET Type) polymeric membrane with integral polyester fleece backing as the main field sheet and unbacked EVALON® for all detail work.

- VET Terpolymer type single Ply Membrane.
- British Agrément Certificate No. 96/3293
- EMMAQUA Natural Accelerated Outdoor Weathering Test carried out successfully.
- Fully bitumen compatible.
- Fully tested to meet and exceed all current European Design and Performance Standards.
- Thickness: 1.5mm + 1.00mm polyester fleece backing
- Weight: 1.63 kg/m<sup>2</sup> (1.2mm)
- Tensile Force: 500 N /50mm

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**720 ADHESIVE BONDING OF WATERPROOF MEMBRANE:**

Setting out: [As drawing].

Attachment: [Fully adhered on a continuous even coating of adhesive].

Do not wrinkle or stretch.

Surface condition at completion: Fully sealed, smooth, weatherproof and free draining.

**730 WELDED JOINTING OF WATERPROOF MEMBRANE:**

Side and end joints:

- Laps (minimum): [40 mm].

- Preparation: Clean and dry surfaces beyond full width of joint.

- Sealing: Weld together.

Seam sealant: [Not required].

Condition at completion: Fully sealed, smooth, weatherproof and free draining.

**760 PERIMETER OF MEMBRANE:**

General: Secure membrane at roof edge conditions, changes of plane, curb flashings, upstands to roof lights, etc. with mechanical fasteners.

**766 PERIMETER DRIP DETAILS:**

Drip edge profile to be formed from 0.6 mm galvanised steel sheet laminated/coated with membrane material.

Secure profile to structure with fasteners recommended by membrane manufacturer at max. 200mm C/cs.

Dress membrane onto profile to overlap fasteners by a minimum of 50 mm and weld materials together.

**790 ATTACHMENT OF STANDING SEAM PROFILES:**

Seam centres: [As client requirement].

Preparation: Clean and dry surfaces beyond full width of joint.

Alignment: Straight.

Attachment: Continuous weld to membrane.

**COMPLETION:**

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**910 INSPECTION:**

Interim and final roof inspections: Inform ICB (Waterproofing) Ltd. of installation schedule, to enable visits to be scheduled.

**940 COMPLETION:**

Roof areas: Clean.

- Outlets: Clear.

Work necessary to provide a weathertight finish: Complete.

Storage of materials on finished surface: Not permitted.

Completed membrane: Do not damage. Protect from traffic and adjacent or high level working.

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942 SITE VISITS:

A visual inspection can be carried out by an ICB (Waterproofing) Ltd. representative to ensure compliance with the Specification and the Manufacturer's recommendations. Once ICB (Waterproofing) Ltd. is satisfied that all works have been carried out correctly and all terms and conditions have been complied with, a warranty can be applied for.

943 WARRANTY:

On satisfactory completion of the contract, the following Warranty options are available:

- 25 year Product Warranty for the roof covering, available upon application to ICB (Waterproofing) Ltd.

Insurance backed guarantees, (IBGs) can be sought from the installation contractor who will in turn approach an appropriate broker.

10 years IBGs are readily available.

If an extended IBG is sought you should check first with the proposed installation contractor that they are able to obtain this.



This specification is based on the supply of the STRATA Built-Up Reinforced Bitumen Waterproofing System for flat roofs. The STRATAPRO range consists of multi-layer composite bitumen waterproofing membranes, which can be applied as a single layer or as a finishing layer in a multilayer system, providing a mineral slate finish.

The STRATA range is only supplied to approved contractors, whose operatives must undergo a stringent training programme at ICB's Head Office or on-site, prior to obtaining the approved status. The quality of workmanship is frequently monitored on-site to ensure compliance with current codes of practice and to secure the issuing of a warranty.

The below specification includes, where required, the vapour control layer, thermal insulation, underlayer and reinforced bitumen membranes. It presumes the deck substrate and roof falls as stated within the specification below. Accessories are included where relevant.

It is intended for use on projects where the detailed design is completed by the specifier with technical assistance from the manufacturer as required and should be read in conjunction with any project-specific drawings provided.

**TO BE READ WITH PRELIMINARIES / GENERAL CONDITIONS:**

**TYPES OF COVERING:**

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110 BUILT-UP REINFORCED BITUMEN MEMBRANE WARM DECK ROOF COVERING:  
[Refurbishment]

Note: The proposed refurbishment must be checked for compliance with the current Part L of the Building Regulations, Approved Documents:

- Conservation of fuel and power in existing dwellings (ADL1B)
  - Conservation of fuel and power in existing buildings other than dwellings (ADL2B)
- Or Section 6 (energy) of the Technical Handbooks in Scotland

Contact: Michael Lace – [michaellace@icb.uk.com](mailto:michaellace@icb.uk.com)/ 07810375424

Web: [www.icb.uk.com](http://www.icb.uk.com)

Email: [info@icb.uk.com](mailto:info@icb.uk.com)

Tel: +44 (0)1202 785200

Substrate: [Plywood].

- Preparation: As clause 560.

Air & Vapour control layer: As clause 395

Insulation: Rigid PIR Foam roofboard as clause 420

Waterproof covering: ICB STRATA BUR Roofing system

- Underlayer: One layer of StrataBase SA Bituminous Elastomeric Reinforced Membrane

Attachment: As clauses 747, 750, 765..

- Detailing: One layer of StrataBase SA Bituminous Elastomeric Reinforced Membrane

Attachment: As clauses 747, 750, 765..

- Top layer/ Capsheet : One layer of Strata Pro M SA – Multi-layer composite Bitumen Waterproofing Membranes with Self-Adhered Backing

- Attachment: As clauses 747, 750, 765.

**ACCESSORIES:**

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- Welled Drip as clause 780
- Pipe And/Or Duct Penetrations as clause 786
- Protection Under Plant As Clause 846

**PERFORMANCE:**

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- 210 ROOF PERFORMANCE:  
Roof covering: Secure, free draining and weathertight.
- 220 AVOIDANCE OF INTERSTITIAL CONDENSATION IN WARM AND INVERTED ROOFS:  
Interstitial condensation risk of roof construction: Assess as recommended in BS 6229.  
Basic design data:  
- Outdoor notional psychrometric conditions, winter:  
Temperature: -5°C.  
Relative humidity: 90%.  
Vapour pressure: 0.36 kPa.  
Duration: 60 days.  
- Outdoor notional psychrometric conditions, summer:  
Temperature: 18°C.  
Relative humidity: 65%.  
Vapour pressure: 1.34 kPa.  
Duration: 60 days.  
- Indoor notional psychrometric conditions:  
Variable dependant on building use  
Winter interstitial condensate (warm roof): The design should preferably avoid the formation of interstitial condensation; however, a small amount of temporary condensation may be acceptable, providing that this is not detrimental to the construction materials. Any condensate which does occur should be shown by calculation to dry out during the course of the year so as to avoid year-on-year accumulation.  
Air & Vapour Control Layer: Provide a suitable membrane so that damage and nuisance from interstitial condensation do not occur.
- 230 THERMAL PERFORMANCE:  
Requirement: Determine type and thickness of insulation and integral or separate overlay to satisfy the following criteria:  
- Thermal transmittance of roof (maximum): [0.18W/m<sup>2</sup>K].  
- Compressive strength of insulation (minimum) at 10% compression: [150 kPa].  
- Substrate surface: Suitably even, stable and robust to receive roof coatings.  
- Insulation compliance: To a relevant European Standard, or Agrément certified.
- 240 FIRE PERFORMANCE:  
Classification: B<sub>ROOF</sub>(t4)  
Refer to Agrément certificate or ICB (Waterproofing) Ltd. fire test reports for tested build up details.

**PRODUCTS:**

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- 320A PRIMER: [AVCL]  
Type: [Synthetic rubber solvent based primer]  
Manufacturer: Product of ICB (Waterproofing) Ltd.]  
- Product reference: [EvaPrime SA Primer]
- 320B PRIMER: [Self-Adhered Underlayer]  
Type: [Synthetic rubber solvent based primer]  
Manufacturer: [Product of ICB (Waterproofing) Ltd.]  
- Product reference: [EvaPrime SA Primer]
- 320C PRIMER: [Self-Adhered CapSheet]  
Type: [Synthetic rubber solvent based primer]  
Manufacturer: [Product of ICB (Waterproofing) Ltd.]  
- Product reference: [EvaPrime SA Primer]
- 345 PERIMETER TRIMS:  
Type: [Welted Drip].  
Manufacturer: [Product/s of ICB (Waterproofing) Ltd.].
- 395F AIR AND VAPOUR CONTROL LAYER:  
Type: [Self-Adhesive bituminous membrane].  
Manufacturer: [Product of ICB (Waterproofing) Ltd].  
- Product reference: [StrataCon SA].  
Thickness: [2mm].  
Vapour resistance: [1,500 MNs/g].
- 400 BUILT-UP REINFORCED BITUMEN WATERPROOF COVERING:  
System manufacturer: [Product of ICB (Waterproofing) Ltd].  
- Web: [www.icb.uk.com](http://www.icb.uk.com).  
- Email: [info@icb.uk.com](mailto:info@icb.uk.com)].

Underlayer: One layer of StrataBase SA Bituminous Elastomeric Reinforced Membrane

- Weight: TBC
- Width: 1m
- Roll Length: 15m
- Colour: Charcoal Grey

Capsheet: Strata Pro M SA – Multi-layer composite bitumen waterproofing membranes

- Underside SBS Modified bitumen, Upper Layer APP Modified bitumen
- Weight: 4.5kg/m<sup>2</sup>
- Roll Length: 8m
- Thickness 3mm



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**420A RIGID URETHANE FOAM WARM DECK ROOF INSULATION:**

Manufacturer: [Product of ICB (Waterproofing) Ltd].

- Product reference: [EvaTherm A].

Standard: [Rigid polyisocyanurate foam (PIR) roofboard to BS 4841-3].

- Reaction to fire: [Euroclass F].

- Thermal conductivity (minimum): [0.026 W/mK].

- Thickness: [Varies].

- Compressive strength (minimum): [150 kPa].

Edges: [Square].

Facing: [Glass Tissue].

Tapered: [Yes].

**EXECUTION GENERALLY:**

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**515 ADVERSE WEATHER:**

General: Do not lay coverings in high winds, at temperatures below 5°C (SA membranes) or in wet or damp conditions unless effective temporary cover is provided over working area.

Unfinished areas of roof: Keep dry. Protect edges of laid membrane from wind action.

**520 INCOMPLETE WORK:**

End of working day: Provide temporary seal to prevent water infiltration.

On resumption of work: Cut away tail of membrane from completed area and remove from roof.

**530 APPLYING PRIMERS:**

Coverage per coat (minimum): [As product Technical Data Sheet].

Surface coverage: Even and full.

Coats: Fully bonded. Allow volatiles to dry off thoroughly between coats.

For Strata Pro M SA Systems (StrataBase SA & Strata Pro M SA) Primer MUST be applied to each layer. Refer to the Strata Pro M SA Installation Manual for further guidance.

**560 GENERAL WORKMANSHIP REQUIREMENTS:**

Installation of the ICB Strata BUR waterproofing system may only be carried out by trained and certified operatives approved by ICB (Waterproofing) Ltd and who carry current ID badges. These should be available for inspection at all times.

Workmanship must comply with Codes of Practice BS 8217:2005 (or alternatively ICB's specification where otherwise stated). Non-compliant workmanship will not be permitted, even if the system is watertight. The client will be told that all such faults must be remedied, before the Guarantee is issued. All waterproofing materials and system components must be supplied by ICB, unless otherwise stated. Any sub-standard materials or un-authorized alternatives will be rejected. Any building work which is the responsibility of the roofing contractor and has a bearing on the life of the ICB System must be carried out by properly trained and qualified tradesmen.

Any structural damage, peculiarities or details discovered that might affect the performance of the ICB system, should be reported immediately the client's representative and ICB in order that they may assist in overcoming the problem. The contractor is to ensure water tightness of the roof at all times. Proper day joints must be formed at the end of each working day to provide a temporary seal. No mopping or loose covers will be permitted.

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Where building works are to be carried out by other trades, following completion of the waterproofing, the contractor must make adequate provision for supplying protection to prevent damage to the new membranes. The final inspection will not be carried out by ICB's Quality Control Inspectors until all associated trades are complete and the roof areas are clear from all debris and protection layers. All mechanical and electrical work should be carried out by competent mechanical and electrical qualified tradesmen. All plant is to be reinstated and re-commissioned on completion of the roofing works in accordance with the client's detailed specification. Where building works are to be carried out by other trades, following completion of the waterproofing, the contractor must make adequate provision for supplying protection to prevent damage to the new waterproofing.

If any items of plant/equipment are to be situated on the finished roof, a sacrificial layer of ICB capping sheet/protection matting is to be loose laid beneath. This is to extend a minimum 25mm past the point of contact on all sides. In the case of heavy items, it may be necessary to introduce a load-spreading slab, please contact ICB for further advice.

561 **SITE INSPECTIONS:**

ICB QCI's will carry out regular inspections of the project during the course of the works. The Approved Contractor must give reasonable notice to ICB of their intention to commence laying capping sheet. This will allow a discretionary inspection of the under layer to take place, so that any remedial treatment necessary can be carried out prior to installing the capping sheet. This is particularly important when tapered insulation has been used to ensure that any areas of ponding water that may remain can be addressed. ICB must be notified when the roof is ready for final inspection and all related works and snagging complete.

**SUBSTRATES/ AIR & VAPOUR CONTROL LAYERS/ WARM DECK ROOF INSULATION:**

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610 **SUITABILITY OF SUBSTRATES:**

Substrates generally: Secure, clean, dry, smooth, and free from frost, contaminants, voids and protrusions.

Preliminary work: Complete including:

- Grading to correct falls.
- Formation of upstands, kerbs, box gutters, sumps, grooves, chases and expansion joints.
- Fixing of battens, fillets and anchoring plugs/ strips.

Moisture content and stability of substrate: Must not impair roof integrity.

675 **LAYING BITUMEN AIR & VAPOUR CONTROL LAYER SINGLE SIDED SELF ADHESIVE**

Sweep all areas of roof to remove any debris, all moisture needs to be dried. Remove anything which may impair adhesion. Remove any nibs or protrusions which may puncture the AVCL.

Apply EvaPrime SA to roof substrate. Wait for primer to dry. AVCL is to be laid without wrinkles, do not stretch. Lay over roof area, cut to size. (Remembering to go up the upstand to the height of the insulation.) Peel underside protective paper whilst applying pressure to the AVCL with a soft broom or rag.

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680 LAYING WARM DECK ROOF INSULATION:

Setting out:

- Long edges: Fully supported and running at right angles to [Structure].
- End edges: Adequately supported.
- Joints: Butted together.
- End joints: Staggered.

Attachment: [Adhered].

Completion: Boards must be in good condition, well-fitting and secure.

**WATERPROOF MEMBRANES/ ACCESSORIES:**

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710 LAYING REINFORCED BITUMEN MEMBRANES GENERALLY:

Direction of laying: Unrolled up the slope.

- Where practicable, install so that water drains over and not into laps.

Side and end laps: [100 mm, with the exception of mineral surfaced membranes, where side laps are 80 mm, but the head laps to remain 100 mm.].

Head and side laps: Offset.

Intermediate and top layer/ capsheet: Fully bond.

Successive layers: Apply without delay. Do not trap moisture.

Strips of bitumen membranes for 'linear' details: Cut from length of roll.

Completed coverings: Firmly attached, fully sealed, smooth, weatherproof and free draining.

747 SELF-ADHESIVE BONDING OF REINFORCED BITUMEN MEMBRANES:

Primer: Prime all surfaces with Self Adhesive Primer

Bond: Full over whole surface, with no air pockets.

For Strata Pro M SA Systems (StrataBase SA & Strata Pro M SA) Primer **MUST** be applied to each layer. Refer to the Strata Pro M SA Installation Manual for further guidance.

750 LAYING MINERAL FACED REINFORCED BITUMEN MEMBRANES:

Lap positions and detailing of ridges, eaves, verges, hips, abutments, etc: Submit proposals.

Setting out: Neat, with carefully formed junctions.

Lap bonding: Carry out only at prefinished margins or prepared 'black to black' edges.

Excess bonding compound at laps: Remove whilst still warm.

765 WELDED JOINTING OF SINGLE LAYER REINFORCED BITUMEN MEMBRANES:

Side and end joints:

- Preparation: Clean and dry surfaces for full width of joint.
- Sealing: Hot air welded.

Condition at completion: Fully sealed, watertight and free draining

780 WELTED DRIPS:

- Length: Form using maximum length strips.

- Height at external gutter (minimum): 75 mm.

Welt tail: Nail to face of drip batten. Fold neatly.

Welt: Bond together, carry minimum 100 mm onto roof. Overlap with top bitumen membrane.

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**785 FIXING PERIMETER TRIMS:**

First / Intermediate layers bitumen membrane: Lay over roof edge upstand. Project free edge 25 mm from wall or fascia.

Trim:

- Setting out (minimum): 3 mm clear from wall or fascia.
- Fasteners: as product manufacturer's recommendation.
- Fixing: as product manufacturer's recommendation.
- Top layer/ Capsheet: Butt joint to rear edge of trim.
- Cover strip: Fully bond to trim and top layer/ capsheet of bitumen membrane. Carry over roof edge upstand and lap 75 mm onto roof.

**786 ROOF PENETRATIONS:**

Roof membrane: Cut around penetrations.

Flanged sleeve:

- Type: [Form from roof felt complete with base flange / Preformed flanged sleeve].
- Installation: Dress over and around penetration.
- Seating: Flush to roof membrane.
- Protection to top edge of sleeve: Flashing or weathering cravat.

**SURFACING:**

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**846 RUBBER MATTING FOR PROTECTION UNDER PLANT**

Fixing: 6mm Matting is to be loose laid and placed under plant. Ensuring no swarf or grit is on the membrane.

Matting to be laid in accordance with the manufacturer's Instructions, and ICB (Waterproofing) Ltd. latest installation instructions.

**COMPLETION:**

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**910 INSPECTION:**

Interim and final roof inspections: Inform ICB (Waterproofing) Ltd. of installation schedule, to enable visits to be scheduled.

**940 COMPLETION:**

Roof areas: Clean.

- Outlets: Clear.

Work necessary to provide a weathertight finish: Complete.

Storage of materials on finished surface: Not permitted.

Completed membrane: Do not damage. Protect from traffic and adjacent or high level working.

**942 SITE VISITS:**

A visual inspection can be carried out by an ICB (Waterproofing) Ltd. representative to ensure compliance with the Specification and the Manufacturer's recommendations.

Once ICB (Waterproofing) Ltd. is satisfied that all works have been carried out correctly and all terms and conditions have been complied with, a warranty can be applied for.

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**943 WARRANTY:**

On satisfactory completion of the contract, the following Warranty options are available:

- 25-year Product Warranty for the roof covering, available upon application to: ICB (Waterproofing) Ltd.

Insurance backed guarantees, (IBGs) can be sought from the installation contractor who will in turn approach an appropriate broker.

10 years IBGs are readily available.

If an extended IBG is sought you should check first with the proposed installation contractor that they are able to obtain this.