

CONSTRUCTION OF A NEW SLIPWAY AND FLOOD DEFENCES

New Grimsby, Tresco.

Preliminaries
Specification
Schedule of Work
&
Risk Assessment

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

PRELIMINARIES

A10 PROJECT PARTICULARS

I10 THE PROJECT

- Name: Slipway New Grimsby
- Nature: Construction of boat ramp
- Location: New Grimsby waterfront, Tresco, Isles of Scilly
- Length of contract: TBA

I20 EMPLOYER (CLIENT)

- Name: The Tresco Estate
- Address: The Estate Office, Tresco, Islesw of Scilly, TR24 0QQ
- Contact: Dean Whillis
- Telephone: 01720 422849

I30 CONTRACTOR

- Name: TBC
- Address: _____ .
- Contact: _____ .
- Telephone: _____ .
- Email: _____ .

200 ARCHITECT

- Name: Llewellyn Harker Architects
- Address: Home Farm, East Pennard, Shepton Mallet, BA4 6TT
- Telephone: 01749 860022

A11 TENDER AND CONTRACT DOCUMENTS

I10 TENDER DRAWINGS

- The tender drawings are: 3815-Loc-01, 3815-GA-01, 3815-GA-02, 3815-GA-03 & 3815-Dt-01

I20 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

I60 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

A12 THE SITE/ EXISTING BUILDINGS

I10 THE SITE

- Description: A section of beach part of which is submerged at high tide, a low sea wall and a section of roadway

I40 EXISTING UTILITIES AND SERVICES

- None known

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220 USE OF THE SITE

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

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
 - Nearby housing

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:
 - Drowning, collapse of existing sea wall adjacent to excavations, excavation in potentially unstable ground, collapse of formwork, concrete burns.
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

A13 DESCRIPTION OF THE WORKS

120 THE WORKS

- Description: Construction of reinforced concrete slipway and removable flood defences.

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

- General: These conditions are supplementary to those stated in the invitation to tender and on the form of tender.

145 TENDERING PROCEDURE

- General: In accordance with the principles of the prevailing Construction Industry Code

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

180 CDM PLANNING PERIOD

- Minimum: two weeks ending on a date two weeks prior to commencing operations on site.

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PRICING/ SUBMISSION OF DOCUMENTS

220 PRICING OF PRELIMINARIES

- Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries those charges must be clearly shown against the items.

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.

310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

530 SUBSTITUTE PRODUCTS

- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.
- Include:
 - A copy of the contractor's health and safety policy document, including risk assessment procedures.
 - Accident and sickness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.
 - Records of training and training policy.
 - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: To Employer

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Content: Submit the following information within one week of request:
 - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - Details of the management structure and responsibilities.
 - Arrangements for issuing health and safety directions.
 - Procedures for informing other contractors and employees of health and safety hazards.
 - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - Procedures for communications between the project team, other contractors and site operatives.
 - Arrangements for cooperation and coordination between contractors.
 - Procedures for carrying out risk assessment and for managing and controlling the risk.

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- Emergency procedures including those for fire prevention and escape.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- Arrangements for consulting with and taking the views of people on site.
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

I10 DEFINITIONS

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

I20 COMMUNICATION

- Definition: Includes advice, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/I40 unless specified otherwise.
- Response: Do not proceed until response has been received.

I30 PRODUCTS

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

I35 SITE EQUIPMENT

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

I45 CONTRACTOR'S CHOICE

- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

I60 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply or products to be fixed. All products to be supplied and fixed unless stated otherwise.

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- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- 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.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

- Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

250 CURRENCY OF DOCUMENTS

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
 - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
 - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Copies: Two of each contract drawing and contract document will be issued free of charge (not counting any certified copies).
- Additional copies: Issued on request and charged to the Contractor.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

460 THE SPECIFICATION

- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

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470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS

- Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.
- Action: Inform immediately.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the Works.
 - Relevant British, EN or ISO Standards.

A32 MANAGEMENT OF THE WORKS

GENERALLY

120 INSURANCE

- Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required by the Conditions of Contract.

130 INSURANCE CLAIMS

- 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, the person named in clause A10/I40 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
 - Daily maximum and minimum air temperatures (including overnight).
 - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
 - Planning and mobilisation by the Contractor.
 - Subcontractor's work.

250 MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

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255 NOTIFICATION OF COMPENSATION EVENT

- Content: Notwithstanding the Contractor's obligations under the Contract, written notice must also be given of all other causes which apply concurrently.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Fortnightly
- Location: On site
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): Two weeks

310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
 - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
 - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
 - All other relevant information required.

CONTROL OF COST

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

460 INTERIM VALUATIONS

- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
- Submission: At least seven days before established dates.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
- Evidence: When requested, provide evidence of freedom of reservation of title.

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475 PRODUCTS STORED OFF SITE

- Evidence of Title: Submit reasonable proof that the property in items stored off site to be included in valuations is vested in the Contractor.
- Include for products purchased from a supplier:
 - A copy of the contract of sale.
 - a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
- Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

I 10 INCOMPLETE DOCUMENTATION

- General: Where and to the extent that products or work are not fully documented, they are to be:
 - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - Suitable for the purposes stated or reasonably to be inferred from the project documents.
 - Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

I 20 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

I 30 QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent in kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

I 35 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

I 50 INSPECTIONS

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
 - Date of inspection.
 - Part of the work inspected.

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- Respects or characteristics which are approved.
- Extent and purpose of the approval.
- Any associated conditions.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

180 WATER FOR THE WORKS

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
 - Evidence of suitability is provided.
 - Tested to BS EN 1008 if instructed.

SAMPLES/ APPROVALS

230 APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
 - Submit proposals; or
 - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

SERVICES GENERALLY

410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

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SUPERVISION/ INSPECTION/ DEFECTIVE WORK

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
 - Hinder access to defective products or work; or
 - Be rendered abortive by remedial work.

560 TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
- Records: Submit a copy of test certificates and retain copies on site.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.
 - Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- 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.
- 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.

720 SECURITY AT COMPLETION

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with the Employer
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

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A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

I 10 PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
 - Description of project: Sections A10 and A11.
 - Client's consideration and management requirements: Sections A12, A13 and A36.
 - Environmental restrictions and on-site risks: Section A12, A35 and A34.
 - Significant design and construction hazards: Section A34.
 - The Health and Safety File: Section A37.

I 20 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
 - Hazard: Drowning
 - Precautions assumed: Works to be suspended for a suitable period either side of high water

I 30 PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.

I 40 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer Client no later than two weeks prior to commencing operations on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

I 50 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

I 60 STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
- Design loads: Obtain details, support as necessary and prevent overloading.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/I40, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/I40 and other visitors to the site.

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PROTECT AGAINST THE FOLLOWING

330 NOISE CONTROL

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Restrictions: Do not use:
 - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

350 PESTICIDES

- Use: Not permitted.

360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

370 ASBESTOS CONTAINING MATERIALS

- Duty: Report immediately any suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or encapsulation.

371 DANGEROUS OR HAZARDOUS SUBSTANCES

- Duty: Report immediately suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or remediation.

375 ANTIQUITIES

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.
- Preservation: Keep objects in the exact position and condition in which they were found.

380 FIRE PREVENTION

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

390 SMOKING ON SITE

- Smoking on site: Not permitted.

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410 MOISTURE

- Wetness or dampness: Prevent, where this may cause damage to the Works.
- Drying out: Control humidity and the application of heat to prevent:
 - Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.

430 WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
 - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
 - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

PROTECT THE FOLLOWING

510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
 - Comply with service authority's/ statutory undertaker's recommendations.
 - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
 - Below ground: Use signboards, giving type and depth;
 - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
 - Immediately give notice and notify appropriate service authority/ statutory undertaker.
 - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
 - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations to service authority's/ statutory undertakers recommendations.

520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.

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- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

555 WILDLIFE SPECIES AND HABITATS

- Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
- Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.

560 EXISTING FEATURES

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

570 EXISTING WORK

- Protection: Prevent damage to existing work, structure or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
 - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
 - Do not remove until new work is strong enough to support existing structure.
 - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
- Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

A36 FACILITIES/ TEMPORARY WORKS/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

- Location: Give notice of intended siting.
- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

ACCOMMODATION

230 TEMPORARY ACCOMMODATION

- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.

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- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

230 TEMPORARY ACCOMMODATION

- Facilities: Sanitary accommodation will be provided for the duration of the Contract.

TEMPORARY WORKS

310 ROADS

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:

340 NAME BOARDS/ ADVERTISEMENTS

- Name boards/ advertisements: Not permitted.

SERVICES AND FACILITIES

420 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may be used for the Works as follows:
 - Point of supply: TBC
 - Frequency: 50 Hz.
 - Current: Alternating.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

430 WATER

- Supply: The Employer's mains may be used for the Works as follows:
 - Location of supply point: TBC
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

440 TELEPHONES

- Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

550 THERMOMETERS

- General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
 - Safety helmets to BS EN 397, neither damaged nor time expired.
 - High visibility waistcoats to BS EN 471 Class 2.

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

I 10 THE BUILDING MANUAL

- Responsibility: The Contractor
- Content: Obtain and Provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.
- Format: A4 binder
- Number of copies: 2
- Delivery to: The Employer by (date) one month from practical completion

I 15 THE HEALTH AND SAFETY FILE

- Responsibility: The Contractor
- Format: A4 binder
- Delivery to: The Employer by (date) one month from practical completion

I 55 CONTENT OF THE BUILDING MANUAL

- General: Details of the property, the parties, operational requirements and constraints of a general nature.
- Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.
- Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

I 60 PRESENTATION OF BUILDING MANUAL

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
- As-built drawings: The main sets may form annexes to the Manual.

A20 JCT MINOR WORKS BUILDING CONTRACT (MW)

370 JCT MINOR WORKS BUILDING CONTRACT

- The Contract: JCT Minor Works Building Contract 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First

THE WORKS AND THE CONTRACT ADMINISTRATOR

- The work comprises: Construction of a reinforced concrete slipway and removable flood defences
- Architect/ Contract Administrator: See clause A10/I40.

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

Second

CONTRACT DOCUMENTS

- Contract drawings: As listed in clause A11/120.
 - Contract documents: The following have been prepared which show and describe the work to be done Specification & Schedule of Work

Third

PRICED DOCUMENTS

- Documents to be priced or provided by the Contractor: Schedule of Work

THE ARTICLES

3

ARCHITECT/ CONTRACT ADMINISTRATOR

- Architect/ Contract Administrator: See clause A10/200.

4 and 5

PRINCIPAL DESIGNER / PRINCIPAL CONTRACTOR

- Principal Designer: See clause A10/200.
- Principal Contractor: See clause A10/130.

CONTRACT PARTICULARS

Fourth Recital and Schedule 2

BASE DATE

- Base date: TBC

Fourth Recital and clause 4.2

CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at the Base Date is not a 'contractor' for the purposes of the CIS.

Fifth Recital

CDM REGULATIONS

- The project is notifiable. TBC

Sixth Recital

FRAMEWORK AGREEMENT

- Framework agreement: Does not apply

Seventh Recital and Schedule 3

SUPPLEMENTAL PROVISIONS

- Collaborative working: Paragraph 1 Does not apply
- Health and safety: Paragraph 2 Does not apply
- Cost savings and value improvements: Paragraph 3 Does not apply
- Sustainable development and environmental considerations: Paragraph Does not apply
- Performance indicators and monitoring: Paragraph 5 Does not apply
- Notification and negotiation of disputes: Paragraph 6 Does not apply

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

Article 7

ARBITRATION

- Article 7 and Schedule 1 Applies .

Clause 1.1

CDM PLANNING PERIOD

- Shall mean the period of two weeks ending on a day two weeks prior to commencing operations on site .

Clause 2.2

COMMENCEMENT AND COMPLETION

- Date for Commencement of the Works: TBA
- Date for Completion: TBA

Clause 2.8

LIQUIDATED DAMAGES

- At the rate of £100.00 per Week .

Clause 2.10

RECTIFICATION PERIOD

- Period: 6 months from the date of practical completion.

Clause 4.3

PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC.

- Percentage: 95%

Clause 4.4

PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR

- Percentage: 97.5%

Clause 4.8.1

SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: Three from the date of practical completion.

Clause 4.11 and Schedule 2

CONTRIBUTION, LEVY AND TAX CHANGES

- Clause 4.11 and Schedule 2 will be deleted.

Clause 5.3.2

CONTRACTOR'S INSURANCE – INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event):
£5,000,000.00

Clauses 5.4A, 5.4B and 5.4C

INSURANCE OF THE WORKS ETC – ALTERNATIVE PROVISIONS

- Clause 5.4A applies.

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

Clauses 5.4A.1 and 5.4B.1.2

PERCENTAGE TO COVER PROFESSIONAL FEES

- Addition: 15 per cent.

Clause 7.2

ADJUDICATION

- The Adjudicator is: The President
- Nominating body: R.I.B.A.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.4

RECKONING PERIODS OF DAYS

1.8

APPLICABLE LAW

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed under hand.

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

CONCRETE SPECIFICATION

- A SPECIFICATION-Concrete generally: To BS 8500-2
- B PROPERTIES OF FRESH CONCRETE
- Adjustments to suit construction process: Determine with concrete producer. Maintain conformity to the specification.
- C PREMATURE WATER LOSS
- Requirement: Prevent water loss from concrete laid on absorbent substrates.
 - Underlay: Polyethylene sheet 250 micrometres thick.
 - Installation: Lap edges 150 mm.
- D PLACING AND COMPACTING
- Surfaces to receive concrete: Clean, with no debris, tying wire clippings, fastenings or free water.
 - Timing: Place as soon as practicable after mixing and while sufficiently plastic for full compaction.
 - Temperature limitations for concrete: 30°C (maximum) and 5°C (minimum). Do not place against frozen or frost covered surfaces.
 - Compaction: Fully compact to full depth to remove entrapped air especially around reinforcement, cast-in accessories, into corners of formwork and at joints. Continue until air bubbles cease to appear on the top surface.
 - Methods of compaction: To suit consistence class and use of concrete.
- E CURING AND PROTECTING
- Evaporation from surfaces of concrete: Prevent throughout curing period.
 - Surfaces covered by formwork: Retain formwork in position and, where necessary to satisfy curing period, cover surfaces immediately after striking.
 - Top surfaces: Cover immediately after placing and compacting. Replace cover immediately after any finishing operations.
 - Curing periods:
 - Surfaces which in the finished structure will be exposed to the elements, and wearing surfaces of floors and pavements: 10 days (minimum).
 - Protection: Protect concrete from shock, indentation and physical damage.
- F FORMWORK
- General: Accurately and robustly constructed to produce finished concrete to the required dimensions.
 - Formed surfaces: Free from twist and bow with intersections, lines and angles square, plumb and true.
 - Joints between forms and completed work: Prevent loss of grout and formation of steps.
 - Holes and chases: Form with inserts or box out as required.
- G RIBBED BAR REINFORCEMENT
- Standard: To BS 4449.
 - Strength grade: B500B.
- H FABRIC REINFORCEMENT A393
- Standard: To BS 4483.
 - Strength grade: B500B.

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

I CONDITION OF REINFORCEMENT

- At time of placing concrete: Free from corrosive pitting, loose millscale, loose rust and contaminants which may adversely affect the reinforcement, concrete, or bond between the two.

J LAPS IN REINFORCEMENT

- Laps in bar reinforcement (minimum): 300mm
- Laps in fabric reinforcement (minimum): 250mm

K FIXING REINFORCEMENT

- Standard: To BS 7973-1 and -2.
- Installation: Provide adequate support, tie securely and maintain the specified cover of 75mm
 - Tying wire: 16 gauge black annealed. Prevent intrusion into the concrete cover.

L FINISHING

- Timing: Carry out at optimum times in relation to setting and hardening of concrete.
- Prohibited treatments to surfaces:
 - Wetting to assist surface working.
 - Sprinkling cement.

M TAMPED FINISH

- Surface on completion: Evenly ribbed, with no significant ridges or steps.

STEEL SPECIFICATION

N STEEL SECTIONS AND PLATE

- Section properties and dimensions: To BS 4-1, BS EN 10055, BS EN 10056 or BS EN 10210, as appropriate.
 - Steel: To BS EN 10025-2 or BS EN 10210-1, as appropriate.
 - Surface condition: Free from heavy pitting and rust, burrs, sharp edges and flame cutting dross.
- Cuts and holes: Accurate and neat.

O GALVANIZING

- Preparation: Chemical cleaning.
- Galvanizing: To BS EN ISO 1461.
 - Minimum mean coating thickness: 140 micrometres.

P INSTALLATION

- Accuracy: Members positioned true to line and level using, if necessary, steel packs of sufficient area to allow full transfer of loads to bearing surfaces.

Q MORTAR FILLING/ BEDDING

- Voids: Completely filled with 1:1 cement:sand mortar, just fluid enough to pour, tamped well as filling proceeds. Provide temporary shuttering as necessary.
- Cement: Portland cement BS EN 197-1 - CEM I 42.5 or 52.5.
- Sand: To BS EN 12620, grade 0/4 or 0/2 (MP).

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

SCHEDULE OF WORK

C Demolition & Alterations

C1	Break through seawall setting aside arisings for re-use.	
C2	Cut back base of the wall to form notch to cast slip into. Ensure clean line to upper surface.	

TOTAL SECTION C

D Excavations

D1	Excavate trenches for flank walls and toe to ramp to a minimum of 1200mm below beach level (1500mm for toe) setting aside spoil for re-use.	
D2	Backfilling below upper slab in select as dug material thoroughly compacted in layers not more than 150mm thick.	

TOTAL SECTION D

E Concrete Work

E1	See attached specification	
E2	Form new concrete slipway nom 5000mm wide and 14000mm long. Flank walls and toe 400mm thick reinforced with A393 mesh on centre line with T10 "L" bars @ 200mm cs to upper surface. Allow for haunching at junction with upper face. Ensure full compaction of concrete.	
E3	Allow for timber formwork as necessary and strike oil as necessary.	
E4	Allow to backfill with rubble and thoroughly compacted fill to form base to upper face of slipway	
E5	Upper face of slipway nom 250mm thick with A393 mesh top and bottom having 75mm cover and tied to "L" bars in toe and flank walls. Ensure full compaction of concrete.	
E6	Upper surface to receive tamped finish.	
E7	Flank walls to have as struck finish	

TOTAL SECTION E

F Masonry

F1	Reform ends of sea wall at break through to match adjacent and incorporating galvanised PFC steel channel to take removable sea defence barrier.	
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CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

TOTAL SECTION F

G Structural Metal/Carpentry

G1	Supply and fix galvanised steel channels and square hollow steel section for flood defence. Where channels are built into the reformed ends of sea wall allow for a minimum of 3no. 6x25x400mm long lugs to rear face of web. Include for providing 14mm diameter holes through chanel flanges to accommodate holding down bolts for timber baulks.	
G2	Supply hardwood baulks nominally 100mm thick to form removable flood defence barrier	

TOTAL SECTION G

P Building Fabric Sundries

P1	Seal junction between new concrete work and existing roadway with a suitable elastomeric sealant.	
P2	Allow to supply and place rough granite boulders to flank walls.	

TOTAL SECTION P

Q Paving, Fencing, Site Furniture

Q1	Make good roadway as necessary on completion.	
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TOTAL SECTION Q

Z Preliminaries

Z1	Overheads & profit not included elsewhere - A complete breakdown must be provided	
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TOTAL SECTION Z

SCHEDULE SUMMARY

Section C – Demolitions and Alterations	
Section D - Excavations	
Section E – Concrete Work	
Section F - Masonry	
Section G – Structural Metal/Carpentry	
Section P - Building Fabric Sundries	

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

Section Q – Paving, Fencing, Site Furniture	
Section Z - Preliminaries	

SCHEDULE TOTAL

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

The Project: Slipway New Grimsby

Client: The Tresco Estate

Principal Designer: Llewellyn Harker Architects
Home Farm
East Pennard
Shepton Mallet
BA4 6TT
Telephone: 01749 860022

Nature of the Work: Construction of a reinforced concrete boat ramp and flood defences

Date for commencement: **TBA**

Duration: **TBA**

Health & Safety File: There is no current Health & Safety File

I. The Existing Environment

Planning permission has been granted. There are no planning conditions relating to health and safety matters

The site is located on the beach at New Grimsby there are residential properties in the vicinity the site incorporates a section of public road.

Surrounding land uses and related restrictions: There are residential properties in the vicinity the site incorporates a section of public road.

Existing services: There is no definitive information as to the location of services and care should be taken when any excavation or demolition takes place.

Existing traffic systems: Access is to be maintained to neighbouring buildings.

Parking: Contractors parking is to be on adjacent streets or in public car parks.

Existing structures: There are no known hazardous materials.

Ground conditions: Unknown.

Asbestos: There is unlikely to be asbestos present on the site. The Principal Contractor must proceed with caution to identify and safely remove any asbestos in accordance with HSE guidelines. Ensure that there is no disturbance of any asbestos in the course of the works.

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

2. Design

The design is relatively straightforward and traditional in nature with few significant hazards. The following hazards or work sequences cannot be avoided and must be addressed by the Principal Contractor. This list only identifies unusual or significant residual risks. The Principal contractor must carry out his own risk assessment of any additional hazards to produce a fully developed Construction Phase Health & Safety Plan.

The Principal Contractor must ensure compliance with the regulations by all operatives, sub-contractors etc. and ensure that he will have adequate resources and a safety and training policy which enables all normal construction hazards to be dealt with in a safe way. See also attached Risk Assessment.

Existing Services

Hazard: Contact with existing services on the site including services overhead and underground

Work at Height

Hazard: Falls of Personnel liable to cause personal injury. Falls of Materials and Equipment

Demolition

Hazard: Uncontrolled collapse. Dropping of materials in an uncontrolled manner. Manual Handling of materials

Excavations

Hazard: Collapse, falls, undermining of adjacent structures

Protection of the Public

Hazard: Unauthorised access into the working areas. Tripping Hazards. Dust and Noise. Fire

Lowering of /Disposal of Materials

Hazard: Dropping of materials in an uncontrolled manner. Manual Handling of materials

Manual Handling

Hazard: Handling heavy materials

High Tide

Hazard: Drowning, collapse of excavations or formwork.

3. Construction Materials

The materials to be used in these construction operations are not considered to be particularly hazardous, but COSHH assessments must be available and operatives advised accordingly.

4. Site Wide Elements

Site hours are limited to 8AM – 6.30PM Monday to Friday, Saturdays with agreement. No working permitted on Sundays or Public Holidays.

The principal contractor must ensure that welfare facilities must be available for the duration of the works.

Stores are to be sited to avoid obstructing access or visibility and with a view to avoiding conflict with hazardous site operations.

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

There is to be no smoking on site.

Take note of tide times. A tide table is to be kept on site.

The site is close to a residential area therefore consideration must be given to the control of dust and noise at all times to prevent them becoming a nuisance.

5. Site Rules

Site rules are to be determined by the Principal Contractor but should take into account the following

- Publicise procedures for reporting any accident or dangerous occurrence.
- Ensure plant is immobilised during 'non-working' hours.
- Ensure that all manual handling is kept to a minimum, maximum permitted load is 25 kg, or 20 kg with repetitive tasks. Mechanical means of handling loads must be used when possible
- Take all necessary steps to comply with all current legislation
- Demonstrate effective monitoring of his Health and Safety Standards.
- All persons must wear safety helmets and safety footwear at all times.
- No unauthorised access. All visitors and all workers to report to site office.
- 'Permit to work' for all demolitions
- 'Permit to work' for all areas defined by contractor as "confined spaces".
- Normal working hours will generally apply, should overtime be required this must be notified and agreed beforehand.
- No playing of radios will be allowed on the site.
- No burning will be allowed on the site.
- Fire and emergency evacuation procedures for site workers to be agreed prior to site works starting.

6. Continuing Liaison

The Principal Contractor must provide evidence of his competence in matters relating to Health and Safety.

The Principal Contractor must produce a Construction Phase Plan prior to commencing work on site. The Construction Phase plan must contain Method Statements and risk assessments as needed to deal with hazards.

All subcontractors must be appointed in reasonable time to allow them to fully assess the Health and Safety implications of their work and for the design team to make their response to any query arising. The time scale for this will vary and be appropriate for the work in hand. The Construction Phase Health and Safety Plan is to be kept under review particularly when there are changes and developments in the design.

The Principal Contractor must obtain drawings, calculations, manuals etc. for all work undertaken by sub-contractors for inclusion in the Health and Safety File along with COSHH assessments for all materials used.

CONSTRUCTION OF A SLIPWAY - NEW GRIMSBY

7. The Health & Safety File

The Principal Contractor will provide the client with a Health & Safety File on completion of the works. As a minimum the file must contain the following.

- A brief description of the work carried out
- A description of any remaining hazards
- As built drawings which must include details of all services/utilities.
- Details of all sub-contractors and suppliers
- All method statements
- Any design drawings, manuals or calculations prepared by sub-contractors
- COSHH assessments of all materials used
- Test Certificates

As a general rule any operating and maintenance information should be included within the Health & Safety File.