

**Building Futures Together**

# **Leigh-on-Sea Town Council**

Leigh-on-Sea Town Council - Skatepark

Specification of Works

P25-0728



**Barker**

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## Leigh-on-Sea Town Council Leigh-on-Sea Town Council - Skatepark Specification of Works

Leigh-on-Sea Town Council - Skatepark  
Southend-on-Sea  
Leigh-on-Sea,  
Essex  
SS9 2ET

Prepared For and on Behalf of:  
Leigh-on-Sea Town Council  
Leigh-on-Sea Town Council  
71-73 Elm Road  
Leigh-on-Sea  
Essex  
SS9 1SP

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Prepared by	Robbie Ware MRICS BSc(Hons)
Authorised for issue by	Charlie Holmes MRICS BSc (Hons)
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# Form of Tender



**Leigh-on-Sea Town Council - Skatepark**

at

**Leigh-on-Sea Skate Park**

**Southend-on-Sea,**

**Leigh-on-Sea**

**Essex**

**SS9 2ET**

For and on behalf of:  
(Company Name)

Signature:

Print Name:

Company Address:

Company  
Registration Number:

Date:

Dear Sirs,

I/We the undersigned, having read all the Tender Documentation delivered to me/us, and having examined all the documents referred to therein, do hereby offer to fully execute the whole of the Works and our Services in accordance with the Conditions of Contract for the fixed price sum of:

£ \_\_\_\_\_ (amount in words) excl VAT

£ \_\_\_\_\_ (amount in figures) excl VAT

based on an overall period for completion of the Works of \_\_\_\_\_ (weeks)

## ALTERNATIVE TENDER

£ \_\_\_\_\_ (amount in words) excl VAT

£ \_\_\_\_\_ (amount in figures) excl VAT

based on an overall period for completion of the Works of \_\_\_\_\_ (weeks)

and based on an alternative specification, to meet all design, performance, planning requirements and the like; all proposals subject to approval of the Contract Administrator.

It is a requirement that a priced schedule of proposed savings is to accompany your tender.

I/We hereby declare that

This is a bona fide tender intended to be competitive and the amount of the tender has not been fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.

The amount or approximate amount of the proposed tender has not been communicated to a person other than the person calling for tenders.

I/We have not entered into any agreement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.

The tender price submitted is on a fixed price basis.

The tender price submitted includes \_\_\_\_\_% for overheads and profit.

I/We agree that this tender shall remain open for acceptance with three months from the date for receipt of tenders.

I/We understand that the Employer is not contractually bound to consider all or any timely and conforming tenders nor to accept the lowest or any tender and that the Employer will not be responsible for any costs involved in the preparation of the tender.

If this tender should be accepted I/We hereby agree that this tender, together with your official order, the tender documents and drawings will constitute a Contract between the Client and me/us.

Your tender should be delivered in an unmarked envelope to the address below, clearly stating that it is a tender return:

**Barker Associates (Essex) Ltd**

Majesty House, Avenue West, Skyline 120, Braintree, CM77 7AA

Or via email to [rware@barker-associates.co.uk](mailto:rware@barker-associates.co.uk)

Tenders to be returned no later than **2pm** on 30 January 2026

# Form of Tender – Information

**CONTRACTOR MUST PROVIDE ALL THE FOLLOWING INFORMATION IN FULL TO  
AVOID A NON-COMPLIANT TENDER SUBMISSION**



A1 Company Information	Response
Date of company formation	
Company status	
Company Registration No:	
A2 Directors	Response
Full names and addresses of all directors:	
A3 Quality	Response
Does your firm have a quality assurance system? Please provide details of system including relevant ISO accreditations (or similar)	
A4 Insurances	Response
Please provide a pdf copy of all your current insurances certificates:	
a) Minimum Employers Liability £5m	
b) Minimum Public Liability £5m	
c) Minimum Professional Indemnity Liability £1m	
A5 Turnover	Response
Annual construction turnover for past three financial years	
A6 Health and Safety	Response
Is your firm accredited to Constructionline or CHAS? If so provide registration numbers and certificate expiry dates.	
Has company had any HSE enforcement notices in last 3 years? If yes, provide details.	



# Form of Tender – Information

CONTRACTOR MUST PROVIDE ALL THE FOLLOWING INFORMATION IN FULL TO  
AVOID A NON-COMPLIANT TENDER SUBMISSION



A7 Referees	
Please provide contact information for 2No referees	
Referee 1	Response
Organisation Name	
Referee Name	
Referee Role	
Tel:	
Email:	
Date of project (start/finish)	
Description of services/projects completed	
Referee 2	Response
Organisation Name	
Referee Name	
Referee Role	
Tel:	
Email:	
Date of project (start/finish)	
Description of services/projects completed	

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## Section 1: Preliminaries

# A10

## Project particulars

### Clauses

#### 110 The Project

---

1. **Name:** Skate Park Refurbishment
2. **Nature:** Refurbishment of community space
3. **Location:** Leigh-on-Sea
4. **Timescale for construction work:** 4 weeks

#### 120 Employer (client)

---

1. **Name:** Leigh-on-Sea Town Council
2. **Address:** 71 73 Elm Rd, Southend-on-Sea, Leigh-on-Sea SS9 1SP
3. **Contact:** Clare Milligan
4. **Telephone:** TBC
5. **Email:** TBC

#### 130 Principal Contractor (CDM/Building Regulations)

---

1. **Duties:** Fulfil all applicable duties that relate to the role of Principal Contractor for the purposes of the [CDM Regulations](#) and [Building Regulations](#).
2. **Name:** TBC
3. **Address:** TBC
4. **Contact:** TBC
5. **Telephone:** TBC
6. **Email:** TBC
7. **Competence:** TBC

#### 140 Architect/ contract administrator

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1. **Name:** Barker Associates
2. **Address:** Majesty House, Avenue West, Skyline 120, Braintree, Essex CM77 7AA
3. **Contact:** Robbie Ware
4. **Telephone:** 01279 790057
5. **Email:** rware@barker-associates.co.uk

#### 150 Principal Designer (CDM/ Building Regulations)

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1. **Duties:** Fulfil all applicable duties that relate to the role of Principal Designer for the purposes of the [CDM Regulations](#) and [Building Regulations](#).
2. **Name:** Barker Associates
3. **Address:** Majesty House, Avenue West, Skyline 120, Braintree, Essex CM77 7AA
4. **Contact:** Robbie Ware

Section 1: P25-0728  
Preliminaries  
A10  
Project particulars

**Leigh-on-Sea  
Skate Park Refurbishment**

**BA REF: P25-0728  
STATUS: Tender  
REVISION: Original**



5. [Telephone: 01279 790057](tel:01279790057)
6. [Email: rware@barker-associates.co.uk](mailto:rware@barker-associates.co.uk)

Ω End of Section



# A11

## Tender and contract documents

### Clauses

#### 110 Tender drawings

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1. [The tender drawings are:](#) As detailed in the tender pack.

#### 120 Contract drawings

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1. [The contract drawings:](#) The same as the tender drawings.

#### 160 Pre-construction information

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1. [Format:](#) The pre-construction information is described in these Preliminaries in section A34. It refers to information given elsewhere in the Preliminaries, specification, drawings and associated documents.

Ω End of Section

## A12

# The site/ existing buildings

### Clauses

#### 110 The site

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1. **Description:** The existing site is a skatepark in Leigh-on-Sea.

#### 120 Existing buildings on/ adjacent to the site

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1. **Description:** National Rail land is adjacent to the skatepark with nature areas surrounding, along with a local golf course.

#### 200 Access to the site

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1. **Description:** The site can be accessed from Belton Way past the train station.
2. **Limitations:** N/A
3. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.

#### 210 Parking

---

1. **Restrictions on parking of the Contractor's and employees' vehicles:** Local parking charges apply.

#### 220 Use of the site

---

1. **General:** Do not use the site for any purpose other than carrying out the Works.
2. **Limitations:** N/A

#### 230 Surrounding land/ building uses

---

1. **General:** Adjacent or nearby uses or activities are as follows:
  - 1.1. Golf course.
  - 1.2. Nature reserve
  - 1.3. National Rail

#### 240 Health and safety hazards

---

1. **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:
  - 1.1. Unknown.
2. **Information:** The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the works.
3. **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

---

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

Section 1: P25-0728  
Preliminaries  
A12  
The site/ existing buildings

**Leigh-on-Sea  
Skate Park Refurbishment**

**BA REF: P25-0728  
STATUS: Tender  
REVISION: Original**



2. [Arrangements for visit:](#) Through CA.

Ω End of Section

## A13

### Description of the work

#### Clauses

#### 120 The works

---

1. **Description:** The works comprise the refurbishment of an existing outdoor skate park to improve safety, aesthetics, and user experience. The scope includes:
  - Concrete repairs to ramps, bowls, ledges, and flat surfaces.
  - Replacement of perimeter fencing.
  - Removal of graffiti.
  - Installation of decorative elements.

Ω End of Section

## A20

# JCT Minor Works Building Contract (MW)

### Clauses

#### JCT Minor Works Building Contract

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- **The Contract:** [JCT Minor Works Building Contract 2024 Edition](#).
- **Requirement:** Allow for the obligations, liabilities and services described.

### Recitals

#### First - The Works and the Contract Administrator

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- **The work comprises:** The works comprise the refurbishment of an existing outdoor skate park to improve safety, aesthetics, and user experience. The scope includes:
  - Concrete repairs to ramps, bowls, ledges, and flat surfaces.
  - Replacement of perimeter fencing.
  - Removal of graffiti.
  - Installation of decorative elements.
- **Architect/ Contract Administrator:** See clause A10/140.

#### Second - Contract documents

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

#### Third - Priced documents

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- **Documents to be priced or provided by the Contractor:** Contract Specification

### Articles

#### 4 - Architect/ Contract Administrator

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- **Architect/ Contract Administrator:** See clause A10/140.

#### 5 - CDM Regulations - Principal Designer and Principal Contractor

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- **Principal Designer:** See clause A10/150.
- **Principal Contractor:** See clause A10/130.

#### 6 - Building Regulations - Principal Designer and Principal Contractor

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- **Principal Designer:** See clause A10/150.
- **Principal Contractor:** See clause A10/130.



## Contract Particulars

### Fourth Recital and the JCT Fluctuations Option - Base Date

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- **Base Date:** 10 days prior to the tender return date.

### Fourth Recital and clause 4.2 - Construction industry scheme (CIS)

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

### Fifth Recital - CDM Regulations

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- The project is not notifiable.

### Seventh Recital and Schedule 2 - Supplemental Provisions

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- Health and safety: Supplemental Provision 1 applies.
- Cost savings and value improvements: Supplemental Provision 2 applies.
- Performance Indicators and monitoring: Supplemental Provision 3 applies.

### Article 8 - Arbitration

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- Article 8 and Schedule 1 apply.

### Clause 1.6.2 - Addresses for service of notices by the Parties

---

- Employer
  - **Address:** Leigh-on-Sea Town Council, 71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP
  - **Email:** [clerk@leighonseatowncouncil.gov.uk](mailto:clerk@leighonseatowncouncil.gov.uk)
- Contractor
  - **Address:** TO BE COMPLETED BY CONTRACTOR.
  - **Email:** TO BE COMPLETED BY CONTRACTOR.

### Clause 2.2 - Commencement and Completion

---

- **Works commencement date:** Refer to tender document schedule of works item 1.1 programme.
- **Date for Completion:** Refer to tender document schedule of works item 1.1 programme.

### Clause 2.8 - Liquidated damages

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- At the rate of 500 per calendar week or pro-rata thereto.

### Clause 2.10 - Rectification period

---

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

### Clause 4.3 and 4.4 - Interim payments

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- **Interim Valuation Dates**
  - **The first Interim Valuation Date is:** 4 weeks after commencement of works on site.
  - **Thereafter at intervals of:** The same date each month thereafter.

- Payments due prior to practical completion
  - Percentage of total value of the work etc.: 95 per cent
- Payments becoming due on or after practical completion
  - Percentage of the total amount to be paid: 97½ per cent

#### **Clause 4.4 and 4.9 - Fluctuations provision**

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- The following fluctuations provision applies: No fluctuations provision applies
- Percentage addition for the JCT Fluctuations Option (paragraph 13) is N/A.

#### **Clause 4.9.1 - Supply of documentation for computation of amount to be finally certified**

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

#### **Clause 5.3 - Contractor's Public Liability insurance - injury to persons or property**

---

- The required level of cover for any one occurrence or series of occurrences arising out of one event
  - Not less than: £5 million

#### **Clauses 5.4, 5.5 and 5.6 - Insurance of the works, etc. - alternative provisions**

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- Clause 5.4 applies.
- Where clause 5.4 or 5.5 applies, percentage to cover professional fees: 15 per cent
- Where clause 5.6 applies, insurance arrangements - details of the required policy or policies: N/A

#### **Clause 6.2.3.2 - Service of notices by email**

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- Clause 6.2.3.2: Does not apply.
- Employer's email: [clerk@leighonseatowncouncil.gov.uk](mailto:clerk@leighonseatowncouncil.gov.uk)
- Contractor's email: TO BE COMPLETED BY CONTRACTOR.

#### **Clause 7.1 - Notification and negotiation of disputes**

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- The respective nominees of the Parties are
  - Employer's nominee: Clare Milligan
  - Contractor's nominee: TO BE COMPLETED BY CONTRACTOR.
- Or such replacement as each Party may notify to the other from time to time

#### **Clause 7.3 - Adjudication**

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- The Adjudicator is: To be appointed by the nominated body.
- Nominating body: Royal Institution of Chartered Surveyors

#### **Schedule 1 paragraph 2.1 - Arbitration**

---

- Appointor of Arbitrator (and of any replacement): President or a Vice-President of the: The Royal Institution of Chartered Surveyors.



## Conditions - No Amendments

### Section 1: Definitions and Interpretation - No Amendments

### Section 2: Carrying out the Works - No Amendments

### Section 3: Control of the Works - No Amendments

### Section 4: Payment - No Amendments

### Section 5: Injury, Damage and Insurance - No Amendments

### Section 6: Termination - No Amendments

### Section 7: Settlement of Disputes - No Amendments

## Execution

### Execution

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- The Contract: Will be executed under hand.

## Contract guarantee bond - No Amendments

Ω End of Section

## A30

### Tendering/ subletting/ supply

#### Main contract tendering

##### 110 Scope

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

##### 145 Tendering procedure

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1. **General:** In accordance with the principles of: In accordance with NBS Guide to Tendering for Construction Projects. .
2. **Arithmetical errors:** Overall price is dominant.

##### 160 Exclusions

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1. **Inability to tender:** Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
2. **Relevant parts of the work:** Define those parts, stating reasons for the inability to tender.

##### 170 Acceptance of tender

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1. **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.
2. **Costs:** No liability is accepted for any cost incurred in the preparation of any tender.

##### 190 Period of validity

---

1. **Period:** After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than three months.
2. **Date for possession/commencement:** See section A20.

#### Pricing/ submission of documents

##### 210 Preliminaries in the specification

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1. The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.

##### 220 Pricing of preliminaries

---

1. **Charges:** When pricing Preliminaries, identify separately for each item where, for the purpose of valuing the work, the charge for that item is considered to be:
  - 1.1. **Fixed:** (i.e. where the charge for the item does not depend on duration).
  - 1.2. **Time related:** (i.e. where the charge for the item is dependent on duration).

## 250 Priced documents

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

## 310 Tender

---

1. **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.

## 480 Programme

---

1. **Programme of work:** Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
2. **Submit:** Within one week of request.

## 510 Alternative method tenders

---

1. **General:** In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.
2. **Alternative tenders:** Include a complete and precise statement of the effects on cost and programme.
3. **Safety method statement:** Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the health and safety plan.
4. **Full technical data:** Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.
5. **Submit:** With tender.

## 515 Alternative time tenders

---

1. **General:** In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
2. **Date for Completion:** If any such tender is accepted the Date for Completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

## 530 Substitute products

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1. **Details:** If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Unless notification is given at tender stage, proposals for substitutions may not be considered.
2. **Compliance:** Substitutions accepted will be subject to the verification requirements of clause A31/200.

## 550 Health and safety information

---

1. **Content:** Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.



## 2. Include

- 2.1. **Policy document:** A copy of the Contractor's health and safety policy documents, including risk assessment procedures.
- 2.2. **Records:** Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
- 2.3. **Training:** Records of training and training policy.
- 2.4. **Personnel:** The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

## 3. Submit: Within one week of request

### 570 Outline construction phase health and safety plan

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#### 1. Content:

- 1.1. **Risk assessment:** Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
- 1.2. **Management system:** Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.
- 1.3. **Selection:** Proposed procedure for ensuring competency of other contractors, the self-employed and designers.
- 1.4. **Communication:** Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
- 1.5. **Emergency:** Procedures including those for fire prevention and escape.
- 1.6. **Records:** Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
- 1.7. **Personnel:** Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.
- 1.8. **Monitoring:** Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.
- 1.9. **Welfare facilities:** Include appropriate arrangements.

#### 2. Submittal date: Within one week of request.

### 599 Freedom of Information Act

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1. **Records:** Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
2. **Determination:** Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
3. **Confidentiality:** Maintain at all times.

### Subletting/ supply - No Amendments

Ω End of Section

## A31

# Provision, content and use of documents

### Definitions and interpretations

#### 110 Definitions

---

1. **Meaning:** Terms, derived terms and synonyms used in the Preliminaries/ general conditions and specification are as stated here or in the appropriate referenced document.

#### 120 Communication

---

1. **Definition:** Includes advise, inform, submit, give notice, instruct, agree, confirm, seek, provide or obtain information, consent or instructions, or make arrangements.
2. **Format:** In writing to the person named in clause A10/140 unless specified otherwise.
3. **Response:** Do not proceed until response has been received.

#### 130 Products

---

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

#### 135 Site equipment

---

1. **Definition:** Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
2. **Includes:** Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
3. **Excludes:** Products and equipment or anything intended to form or forming part of the permanent works.

#### 140 Drawings

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1. **Definitions:** To [BSRIA BG 6 Design framework for building services](#).
2. **CAD data:** In accordance with BS EN ISO 19650.

#### 145 Contractor's choice

---

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

#### 155 Submit proposals

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1. **Meaning:** Submit information in response to specified requirements.

#### 160 Terms used in specification

---

1. **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 removal and disposal of associated pipework, wiring, ductwork or other services.

2. **Remediate:** Action or measures taken to lessen, clean up, remove or mitigate the existence of hazardous materials; in accordance with standards, or requirements as may be set out by statutes, rules, regulations or specification.
3. **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging. To include all labour, materials and site equipment for that purpose.
4. **Supply and fix:** As above, but including supply of products, components or systems to be fixed, together with everything necessary for their fixing. All products, components or systems are to be supplied and fixed unless stated otherwise.
5. **Keep for reuse:** Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, protect adequately and store until required by the employer/ purchaser, or until required for use in the works as instructed.
6. **Keep for recycling:** As 'keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
7. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
8. **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
9. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat. Excludes redecoration and/ or replacement.
10. **Refix:** Fix removed products.
11. **Ease:** Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
12. **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.
13. **System:** Equipment, accessories, controls, supports and ancillary items (including installation) necessary for that section of the work to function.
14. **Building Manual:** A document containing information of use to subsequent building owners, occupiers and users about the requirements and procedures for effective operation, maintenance, decommissioning and demolition of the building.

## 170 Manufacturer and product reference

---

1. **Definition:** When used in this combination:
  - 1.1. **Manufacturer:** The person or legal entity under whose name or trademark the particular product, component or system is marketed
  - 1.2. **Product reference:** The proprietary brand name and/ or identifier by which the particular product, component or system is described.
2. **Currency:** References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

## 200 Substitution of products

---

1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons for the proposed substitution.
3. **Information to be submitted:**

- Manufacturer and product reference.
  - Cost.
  - Availability.
  - Relevant standards.
  - Performance.
  - Function.
  - Compatibility of accessories.
  - Proposed revisions to drawings and specification.
  - Compatibility with adjacent work.
  - Appearance.
  - Copy of warranty or guarantee.
4. **Alterations to adjacent work:** If needed, advise scope, nature and cost.
5. **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

## 210 Cross references

---

1. **Accuracy:** Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
2. **Related terminology:** Where a numerical cross reference is not given, the relevant sections and clauses of the specification will apply.
3. **Relevant clauses:** Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
4. **Discrepancy or ambiguity:** Before proceeding, obtain clarification or instructions.

## 220 Referenced documents

---

1. **Conflicts:** Specification prevails over referenced documents.

## 230 Equivalent products

---

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

## 240 Substitution of standards

---

1. **Specification:** To British Standard or European Standard.
2. **Substitution:** May be proposed complying with a grade or category within a national standard of another Member State of the European Community or an International Standard recognized in the UK.
3. **Before ordering:** Submit notification of all such substitutions.
4. **Documentary evidence:** Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

## 250 Currency of documents and information

---

1. **Currency:** References to published documents are to the editions, including amendments and revisions, current on the date of the invitation to tender.

## 260 Sizes

---

1. **General dimensions:** Products are specified by their co-ordinating sizes.
2. **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 the employer

### 410 Additional copies of drawings/ documents

---

1. **Additional copies:** Issued free of charge.

### 440 Dimensions

---

1. **Scaled dimensions:** Do not rely on.

### 450 Measured quantities

---

1. **Ordering products and constructing the Works:** The accuracy and sufficiency of the measured quantities are not guaranteed.
2. **Precedence:** The specification and drawings shall override the measured quantities.

### 460 The specification

---

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

## Documents provided by contractor/ subcontractors/ suppliers

### 630 Technical literature

---

1. **Availability:** Retain on site for reference by supervisory personnel.
2. **Information:** Manufacturers' current information and relevant British Standards, relating to products to be used in the Works.

### 640 Maintenance instructions and guarantees

---

1. **Components and equipment:** Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
2. **Information location:** In Building Manual.
3. **Emergency call out services:** Provide telephone numbers for use after completion. Extent of cover: Office hours only.

Ω End of Section



## A32

# Management of the works

### Generally

#### 110 Supervision

---

1. **General:** Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
2. **Coordination:** Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

#### 120 Insurance

---

1. **Documentary evidence:** Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

#### 130 Insurance claims

---

1. **Notice:** If an event occurs that 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 administering the Contract on their behalf and the insurers.
2. **Failure to notify:** Indemnify the Employer against any loss, which may be caused by failure to give such notice.

#### 140 Climatic conditions

---

1. **Climatic conditions:** Record accurately and retain.
2. **Information:**
  - 2.1. **Air temperatures:** Daily maximum and minimum, including overnight.
  - 2.2. **Delay records:** Due to adverse weather, include a description of the weather, the types of work affected and the number of hours lost.

#### 150 Ownership

---

1. **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

---

1. **Master programme:** When requested, and before starting work on site, submit a master programme for the Works in an approved form.
2. **Include:**
  - 2.1. **Planning:** Planning and mobilization by the Contractor including subcontractor's work.
  - 2.2. **Engineering services:** Running in, adjustment, commissioning and testing of engineering services and installations.
  - 2.3. **Instructions:** Work resulting from instructions issued in regard to the expenditure of provisional sums.

- 2.4. **Concurrent work:** Work by others and concurrent with the Contract. The nature, scope and relevant limitations of which are suitably defined in the Contract Documents, as is the relationship with preceding and following work.
3. **Number of copies:** One copy.
4. **Submittal date:** With tender return.

## 240 Notice of commencement of work

---

1. **Part of the work:** All works
2. **Notice period (minimum):** Two weeks.

## 250 Monitoring

---

1. Progress
  - 1.1. **Records:** Record on a copy of the programme kept on site.
  - 1.2. **Delays:** Minimize. Take appropriate action to recover lost time.
  - 1.3. **Corrective action:** Where progress falls below target, submit proposals.
  - 1.4. **Submittal date:** As soon as possible.
  - 1.5. **Completion forecast:** Submit on the last working day of each week.
2. **Key Performance Indicators**
  - 2.1. **Details:** TBC
  - 2.2. **Performance:** Record progress against each KPI.
  - 2.3. **Corrective action:** If performance falls below target, submit proposals.
  - 2.4. **Submittal date:** As soon as possible.

## 260 Site meetings

---

1. **General:** Site meetings will be held to review progress and other matters arising from administration of the Contract.
2. **Frequency:** Every two weeks
3. **Location:** TBC
4. **Accommodation:** Ensure availability at the time of such meetings.
5. **Attendees:** Attend meetings and inform subcontractors and suppliers when their presence is required.
6. **Chairperson (who will also take and distribute minutes):** Contract Administrator

## 290 Notice of completion

---

1. **Requirement:** Give notice of the anticipated Date for Completion of the whole or parts of the Works.
2. **Associated works:** Ensure that necessary access, services and facilities are complete.
3. **Period of notice (minimum):** Two weeks

## 310 Extensions of time

---

1. **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.
2. **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

---

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

### 430 Proposed instructions

---

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

### 440 Measurement

---

1. **Covered work:** Give notice before covering work required to be measured.

### 470 Products not incorporated into the Works

---

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

Ω End of Section

## A33

### Quality standards/ control

#### Standards of products and executions

##### 110 Incomplete documentation

---

1. **General:** Where and to the extent that products or work are not fully documented, they are to be:
  - 1.1. **Standard:** Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
  - 1.2. **Suitability:** Suitable for the purposes stated or reasonably to be inferred from the project documents.
2. **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.

##### 120 Workmanship skills

---

1. **Operatives:** Appropriately skilled and experienced for the type and quality of work.
2. **Registration:** With Construction Skills Certification Scheme.
3. **Verification:** When requested, operatives must produce evidence of skills/ qualifications.

##### 130 Quality of products

---

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

##### 135 Quality of execution

---

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

##### 140 Evidence of Compliance

---

1. **Proprietary products:** Retain on site evidence that the proprietary product specified has been supplied.
2. **Performance specification:** Submit upon request evidence of compliance with performance specifications, including:
  - Test reports indicating properties tested.
  - Pass or fail criteria.
  - Test methods and procedures.
  - Test results.
  - Identity of testing agency.

- Test dates and times.
- Identities of witnesses.
- Analysis of results.

## 150 Inspections

---

1. **Products and executions:** Inspection, or other action, of products or executions must not be taken as approval, unless confirmed in writing and including:
  - Date of inspection.
  - Part of the work inspected.
  - Respects or characteristics which are approved.
  - Extent and purpose of the approval.
  - Any associated conditions.

## 160 Related work

---

1. **Details:** Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
  - Appropriately complete.
  - In accordance with the project documents.
  - To a suitable standard.
  - In a suitable condition to receive the new work.
2. **Preparatory work:** Ensure that all necessary preparatory work has been carried out.

## 170 Manufacturer's recommendations/ instructions

---

1. **General:** Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
2. **Exceptions:** Submit details of changes to recommendations or instructions.
3. **Execution:** Use ancillary products and accessories supplied or recommended by main product manufacturer.
4. **Products:** Comply with limitations, recommendations and requirements of relevant valid certificates.

## 180 Water for the works

---

1. **Mains supply:** Clean and uncontaminated.
2. **Other:** Do not use until:
  - Evidence of suitability is provided.
  - Tested to [BS EN 1008](#) if instructed.

## Samples/ approvals

### 210 Samples

---

1. **Products or executions:** Comply with all other specification requirements and in respect of the stated or implied characteristics either:
  - To an express approval.
  - To match a sample expressly approved as a standard for the purpose.

## 220 Approval of products

---

1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **Approval:** Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

## 230 Approval of execution

---

1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **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.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

## Accuracy/ setting out generally

### 320 Setting out

---

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

### 330 Appearance and fit

---

1. **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.
2. **General tolerances (maximum):** To BS 5606, Tables 1 and 2.

### 360 Record drawings

---

1. **Site setting out drawing:** Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the Contract and hand over on completion.

## Services generally - No Amendments

## Supervision/ inspection/ defective work

### 525 Access

---

1. **Extent:** Provide access to the Works at reasonable times; also to other places where the Contractor or subcontractors are preparing work for the Contract.
2. **Designate:** Contract Administrator

### 530 Overtime working

---

1. **Notice:** Prior to overtime being worked, submit details of times, types and locations of work to be done.
  - 1.1. **Minimum period of notice:** Three days

2. **Concealed work:** If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

## 540 Defects in existing work

---

1. **Undocumented defects:** When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
2. **Documented remedial work:** Do not execute work which may hinder access to defective products or work, or be rendered abortive by the remedial work.

## 560 Tests and inspections

---

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

## 610 Defective products/ executions

---

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

## Work at or after completion

### 710 Work before completion

---

1. **General:** Make good all damage consequent upon the Works.
2. **Temporary markings, coverings and protective wrappings:** Remove unless otherwise instructed.
3. **Cleaning:** Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
4. **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
5. **COSHH dated data sheets:** Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
6. **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.
7. **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

---

1. **General:** Leave the Works secure with, where appropriate, all accesses closed and locked.
2. **Keys:** Account for and adequately label all keys, and hand over together with an itemized schedule, retaining duplicate schedule signed as a receipt.



## **730 Making good defects**

---

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

Ω End of Section



## A34

### Security/ safety/ protection

#### Security, health and safety

##### 110 Pre-construction information

---

1. **Location:** Integral with the project Preliminaries, including but not restricted to the following sections:
  - 1.1. **Description of project:** Sections A10 and A11.
  - 1.2. **Client's consideration and management requirements:** Sections A12, A13 and A36.
  - 1.3. **Environmental restrictions and on-site risks:** Section A12, A35 and A34.
  - 1.4. **Significant design and construction hazards:** Section A34.
  - 1.5. **The health and safety file:** Section A37.

##### 120 Execution hazards

---

1. **Common hazards:** Not listed. Control by good management and site practice.

##### 130 Product hazards

---

1. **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](#).
2. **Common hazards:** Not listed. Control by good management and site practice.

##### 140 Construction phase health and safety plan

---

1. **Submission:** Present to the employer/ client no later than 1 week before commencement.
2. **Confirmation:** Do not start construction work until written confirmation is received that the construction phase health and safety plan includes the procedures and arrangements required by the [CDM Regulations](#).
3. **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/ pre-construction information.

##### 150 Security

---

1. **Protection:** Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
2. **Access:** Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
3. **Special requirements:** N/A

##### 160 Stability

---

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

##### 210 Safety provisions for site visits

---

1. **Access:** Provide at reasonable times.

2. **Inspections:** Agree dates and times several days in advance, to enable affected parties to be present.
3. **Safety:** Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
4. **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the-site.

## Protect against the following

### 340 Pollution

---

1. **Prevention:** Protect the site, the works and the general environment (including the atmosphere, land, streams and waterways) against pollution.
2. **Contamination:** If pollution occurs, report immediately, including to the appropriate authorities, and provide relevant information.

### 350 Pesticides

---

1. **Use:** Not permitted.

### 360 Nuisance

---

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

### 370 Asbestos containing materials

---

1. **Duty:** Report immediately any suspected materials discovered during execution of the works. Do not disturb, and agree methods for safe removal or encapsulation.

### 371 Dangerous or hazardous substances

---

1. **Duty:** Report immediately suspected materials discovered during execution of the works. Do not disturb and agree methods for safe removal or remediation.

### 380 Fire prevention

---

1. **Duty:** Prevent personal injury or death, and damage to the Works or other property from fire.
2. **Standard:** Comply with [Fire prevention on construction sites. The joint code of practice on the protection from fire of construction sites and buildings undergoing renovation](#), published by the [Fire Protection Association](#) (the 'Joint Fire Code').

### 390 Smoking on-site

---

1. **Smoking on-site:** Not permitted.

### 400 Burning on-site

---

1. **Burning on-site:** Not permitted.

### 410 Moisture

---

1. **Wetness or dampness:** Prevent, where this may cause damage to the Works.
2. **Drying out:** Control humidity and the application of heat to prevent:
  - Blistering and failure of adhesion.

- Damage due to trapped moisture.
- Excessive movement.

## 420 Infected timber/ Contaminated materials

---

1. **Removal:** Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
2. **Testing:** Carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other microorganisms are within acceptable levels.

## 430 Waste

---

1. **Waste:** Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.
2. **Requirement:** Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.
3. **Disposal:** Collect and store in suitable containers. Remove from site and dispose of in a safe and competent manner, as approved and directed by the waste regulation authority.
4. **Recyclable material:** Sort and dispose of at a materials recycling facility approved by the waste regulation authority.
5. **Documentation:** Retain on-site.

## 440 Electromagnetic interference

---

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

## 460 Powder actuated fixing systems

---

1. **Use:** Not permitted.

## Protect the following

## 520 Roads and footpaths

---

1. **Duty:** Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
2. **Damage caused by site traffic or otherwise consequent upon the Works:** Make good to the satisfaction of the Employer, local authority or other owner.

## 530 Existing topsoil/ subsoil

---

1. **Duty:** Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
2. **Protection:** Before starting work submit proposals for protective measures.

## 540 Retained trees/ shrubs/ grassed areas

---

1. **Protection:** Preserve and prevent damage, except those not required.
2. **Replacement:** Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

## 560 Existing features

---

1. **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.
2. **Special requirements:** N/A

## 570 Existing work

---

1. **Protection:** Prevent damage to existing work, structures or other property during the course of the work.
2. **Removal:** Minimum amount necessary.
3. **Replacement work:** To match existing.

## 625 Adjoining property restrictions

---

1. **Precautions:** Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. Pay charges. Remove temporary protection and make good on completion or when directed.
2. **Damage:** Bear cost of repairing damage arising from execution of the Works.

## 630 Existing structures

---

1. **Duty:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
2. **Supports:** During execution of the Works:
  - 2.1. **Standard:** In accordance with BS 5975 and BS EN 12812.
  - 2.2. **Requirements:**
    - 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, which 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.
3. **Adjacent structures:** Monitor and immediately report excessive movement.

## 640 Materials for recycling/ reuse

---

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

Ω End of Section

## A36

### Facilities/ temporary work/ services

#### Generally

#### 110 Spoil heaps, temporary works and services

---

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

#### Accommodation - No Amendments

#### Temporary works

#### 340 Name boards/ advertisements

---

1. **Name boards/ advertisements:** Not permitted.

#### Services and facilities

#### 410 Lighting

---

1. **Finishing work and inspection:** Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

Ω End of Section

## A37

# Operation/ maintenance of the finished works

## Generally

### 110 The Building Manual

---

1. **Responsibility:** The Contractor.
2. **Content:** Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles. Describe key components and systems within the finished Works to enable proper understanding, efficient and safe operation, and maintenance.
3. **Specific requirements:** N/A
4. **Format:** Electronic
5. **Number of copies:** One
6. **Delivery to:** CA by (date) one month after completion.

### 155 Content of the Building Manual

---

1. **General:** Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
2. **Building fabric:** Design criteria, maintenance details, product details, and environmental and trafficking conditions.
3. **Building services:** Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.
4. **Documentation:** Guarantees, warranties, maintenance agreements, test certificates and reports.

### 160 Presentation of Building Manual

---

1. **Format:** Electronic.
2. **Hard copy documents:** N/A
  - 2.1. **Presentation:** A4-size, plastics-covered, loose-leaf, four-ring binders with hard covers, each indexed, divided and appropriately cover-titled.
  - 2.2. **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.
  - 2.3. **Number required:** One
3. **As-built drawings:** The main sets may form annexes to the Building Manual.

Ω End of Section

## A40

### Contractor's general cost items: management and staff

#### Clauses

#### 110 Management and staff

---

1. **Cost-significant items:** Contractor to confirm of any cost significant items.

Ω End of Section

## A41

### Contractor's general cost items: site accommodation

#### Clauses

#### 110 Site accommodation

---

1. **Details:** Site accommodation required or made/ not made available by the Employer: See section A36.
2. **Cost significant items:** Contractor to confirm of any cost significant items.

Ω End of Section



## A42

### Contractor's general cost items: services and facilities

#### Clauses

##### 110 Services and facilities

---

1. **Details:** Services or facilities required or made/ not made available by the Employer: See section A36.
2. **Cost significant items:** Contractor to confirm any cost significant items

Ω End of Section

## A43

### Contractor's general cost items: mechanical plant

#### Clauses

#### 110 Mechanical plant

---

1. **Cost significant items:** Contractor to confirm any cost significant items

Ω End of Section

## A44

### Contractor's general cost items: temporary works

#### Clauses

#### 110 Temporary works

---

1. **Details:** Temporary works required or made/ not made available by the Employer: See section A36.
2. **Cost significant items:** Contractor to confirm any cost significant items

Ω End of Section



## A54 Provisional work/ items

### Clauses

#### 590 Contingencies

---

1. Provisional sum: Include: £5,000.00.

Ω End of Section

Section 1: P25-0728  
Preliminaries  
A54  
Provisional work/ items

**Leigh-on-Sea  
Skate Park Refurbishment**

**BA REF: P25-0728  
STATUS: Tender  
REVISION: Original**



## Section 2: Preambles



## C20

### Demolition

To be read with preliminaries/ general conditions.

#### 15 Benchmarks

---

1. **Unrecorded benchmarks and other survey information:** Give notice when found. Do not remove marks or destroy the fabric on which they are found

#### 20 Features to be retained

---

1. **General: keep in place and protect the following:** : National Rail fencing.

#### 76 Asbestos-containing materials – unknown occurrences

---

1. **Discovery:** Stop work, and give immediate notice of suspected asbestos-containing materials when they are discovered during deconstruction and demolition work. Avoid disturbing such materials.
2. **Removal:** Submit statutory risk assessments and details of proposed methods for safe removal.

#### 85 Site condition at completion

---

1. **Debris:** Clear away and leave the site in a clean, tidy, safe and secure condition.
2. **Other requirements:** Identify removed contaminants in the health and safety file.

#### 90 Contractor's property

---

1. **Components and materials arising from the deconstruction and demolition work:** Property of the contractor, except for designated items which remain the property of the employer
2. **Action:** Remove from site as work proceeds where not to be reused or recycled for site use

Ω End of Section

## E05

# In situ concrete construction generally

To be read with preliminaries/general conditions.

### 290 Accuracy of construction

---

1. **Setting out:** To BS 5964-1.
2. **Geometrical tolerances:** To Section 10 of the 'National Structural Concrete Specification for Building Construction'
  - 2.1. **Conflicts:** Notwithstanding tolerances specified elsewhere, do not exceed requirements for compliance with the designated code of practice.
  - 2.2. **Substitution of alternative requirements:** None

### 310 Surface regularity of concrete floors to BS 8204 – general

---

1. **Standard:** To BS 8204-1 or -2.
2. **Measurement:** From underside of a 2 m straightedge (between points of contact) placed anywhere on surface and using a slip gauge.

### 410 In situ concrete construction – supervision/ checking

---

1. **Standard:** To BS EN 13670, Execution Class 2

Ω End of Section



## M60

### Painting/ clear finishing

To be read with preliminaries/ general conditions.

#### 18 Special coating

---

1. **Description:** To metal surfaces
2. **Manufacturer:** Refer to schedule of works in tender documents.
  - 2.1. **Product reference:** Refer to schedule of works in tender documents.
3. **Surfaces:** Refer to schedule of works in tender documents.
  - 3.1. **Preparation:** Refer to schedule of works in tender documents.
4. **Initial coats:** Refer to schedule of works in tender documents.
  - 4.1. **Number of coats:** Refer to schedule of works in tender documents.
5. **Undercoats:** Refer to schedule of works in tender documents.
  - 5.1. **Number of coats:** Refer to schedule of works in tender documents.
6. **Finishing coats:** Refer to schedule of works in tender documents.
  - 6.1. **Number of coats:** Refer to schedule of works in tender documents.
  - 6.2. **Slip resistance value - water wet (minimum):** Refer to schedule of works in tender documents.

#### 22 Handling and storage

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1. **Coating materials:** Deliver in sealed containers, labelled clearly with brand name, type of material and manufacturer's batch number.
2. **Materials from more than one batch:** Store separately. Allocate to distinct parts or areas of the work.

#### 28 Protection

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1. **'Wet paint' signs and barriers:** Provide where necessary to protect other operatives and general public, and to prevent damage to freshly applied coatings.

#### 30 Preparation generally

---

1. **Standard:** In accordance with BS 6150.
2. Refer to any pre-existing CDM Health and Safety File and CDM Construction Phase Plan where applicable.
3. **Risk assessments and method statements for suspected hazardous materials:** Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
4. **Preparation materials:** Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
5. **Substrates:** Sufficiently dry in depth to suit coating.
6. **Efflorescence salts, dirt, grease and oil:** Remove. Give notice if contamination of surfaces/ substrates has occurred.
7. **Surface irregularities:** Provide smooth finish.
8. **Organic growths and infected coatings**
  - 8.1. Remove with assistance of biocidal solution.

- 8.2. Apply residual effect biocidal solution to inhibit regrowth.
- 9. **Joints, cracks, holes and other depressions:** Fill with stoppers/ fillers. Provide smooth finish.
- 10. **Dust, particles and residues from preparation:** Remove and dispose of safely.
- 11. **Water-based stoppers and fillers**
  - 11.1. Apply before priming unless recommended otherwise by manufacturer.
  - 11.2. **If applied after priming:** Patch prime.
- 12. **Doors, opening windows and other moving parts**
  - 12.1. Ease, if necessary, before coating.
  - 12.2. Prime resulting bare areas.

## 32 Previously coated surfaces generally

---

- 1. **Preparation:** In accordance with BS 6150.
- 2. **Contaminated or hazardous surfaces:** Give notice of:
  - 2.1. Coatings suspected of containing lead.
  - 2.2. Substrates suspected of containing asbestos or other hazardous materials.
  - 2.3. Significant rot, corrosion or other degradation of substrates.
- 3. **Risk assessment and method statement for hazardous materials:** Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- 4. **Removing coatings:** Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
- 5. **Loose, flaking or otherwise defective areas:** Carefully remove to a firm edge.
- 6. **Alkali affected coatings:** Completely remove.
- 7. **Retained coatings**
  - 7.1. Thoroughly clean.
  - 7.2. **Gloss-coated surfaces:** Provide key.
- 8. **Partly removed coatings**
  - 8.1. Apply additional preparatory coats.
  - 8.2. **Junctions:** Provide flush surface.
- 9. **Completely stripped surfaces:** Prepare as for uncoated surfaces.

## 39 Steel preparation

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- 1. **Areas of defective primer, corrosion and loose scale:** Take back to bare metal. Reprime as soon as possible.
- 2. **Defective paintwork:** Remove to leave a firm edge and clean bright metal.
- 3. **Sound paintwork:** Provide key for subsequent coats.
- 4. **Corrosion and loose scale:** Take back to bare metal.
- 5. **Residual rust:** Treat with a proprietary removal solution.
- 6. **Bare metal:** Apply primer as soon as possible.
- 7. **Remaining areas:** Degrease.

## 41 Masonry and rendering preparation

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- 1. **Loose and flaking material:** Remove.

## 61 Coating generally

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1. **Application:** In accordance with BS 6150,
2. **Conditions:** Maintain suitable temperature, humidity and air quality.
3. **Surfaces:** Clean and dry at time of application.
4. **Thinning and intermixing:** Not permitted unless recommended by manufacturer.
5. **Overpainting:** Do not paint over intumescent strips or silicone mastics.
6. **Priming coats:** Apply as soon as possible on same day as preparation is completed.
7. **Finish**
  - 7.1. Even, smooth and of uniform colour.
  - 7.2. Free from brush marks, sags, runs and other defects.
  - 7.3. Cut in neatly.
8. **Doors, opening windows and other moving parts:** Ease before coating and between coats.

## 66 Concealed metal surfaces

---

1. **General:** Apply additional coatings to surfaces that will be concealed when component is fixed in place.
  - 1.1. **Components:** Underside of fence rails
  - 1.2. **Additional coatings:** Black bitumen to BS 3416, type 1

Ω End of Section

Section 1: P25-0728 Preambles  
M60  
Painting/ clear finishing

**Leigh-on-Sea  
Skate Park Refurbishment**

**BA REF: P25-0728  
STATUS: Tender  
REVISION: Original**



## Section 3: Schedule of Works

## 1 General

The works are to be carried out in accordance with the following section, previous preliminaries, tender drawings and supporting documentation.

The following schedule of works is not intended to be an exhaustive description of the works, but a reasonable and practical guide to their extent and nature. Perceived errors or omissions must be reported back to the CA for clarification. Tender amendments will be issued accordingly if discrepancies are found to ensure that ALL Contractors are tendering on an equal basis.

Before tendering the contractor should examine the tender drawings, specification document, all reports, visit the site and ascertain all local conditions and restrictions, accessibility, the full extent and nature of the work, the supply and condition affecting labour and the execution of the contract generally. No claims arising from failure to do so will be considered.

The following shall be read in conjunction with the following tender documents listed in the contents page.

Specification requirements are to take precedence over drawing notes where any differences occur but should be highlighted to the Contract Administrator as soon as possible.

The works comprise general refurbishment of the existing skatepark at Leigh-on-Sea. This will include concrete repairs to remove health and safety risks, fencing works, and decoration works.

The schedule of works has been arranged into relevant works areas, and the contractor shall fully price each clause accordingly. This will ease omission of any areas of works if required.

## 1.1 Programme

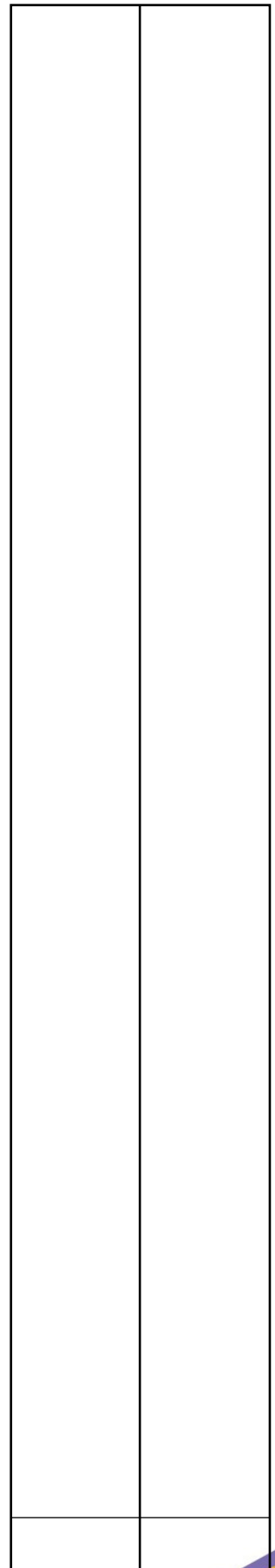
Programme dates noted within Preliminaries A20.

- Commencement: TBC
- Completion: 6 weeks from commencement of works

Where necessary also allow for weekend working and or longer / additional daily shifts which will not be restricted (within the contractor's site area) other than **restrictions imposed by planning working hours**. In addition, ensure to allow for all necessary licenses required for completing the works imposed by the license authority.

Note: Where access to parts of the site not designated as the working site area is required the contractor will need to agree out of hour access arrangements with the Site Manager. If the Contractor has included additional or longer working days / hours, this should be clearly noted in their return so that contractual and site agreement can be confirmed prior to commencement on site.

The contractor will have to pay particular attention to minimising

The employer requires that the contractor takes out insurance for the works in joint names with the employer cover the full value of the works and for the duration of the works. This can be covered by the contractor taking out Contractors "All Risks" insurance to the full value of the works and with the employer noted as an insured party and cover any additional premium to the Contractors All risk insurance. The "All Risks" insurance policy is to be composite so to remove the right of vitiation.

Contractor to provide public and employer liability and all risks insurance certificates prior to commencement.

### 1.2.3 Security

The contractor shall assume responsibility and take all appropriate steps to ensure that the security of the site, including wider site areas and buildings, is not compromised throughout the duration of the works and shall accordingly liaise with the employer's site team as appropriate to prevent unauthorised access at all times during the day and night.

The contractor shall ensure all personnel associated with the works are restricted to the area of compound and works only. As many site staff as possible are to be Enhanced (with Child Baring List) DBS checked, as a minimum the contractors key site staff.

### 1.3 Contractor's Compound Area

The contractor shall allow to form a suitably sized site compound secured with 2m high Heras fencing, with netting to obscure view and prevent objects being passed through. Compound to be suitably sized to accommodate all welfare, material storage, skips and parking. Location of site compound is subject to approval by the CA and client representative at the pre-start meeting, however compound to be located a suitable distance away from existing building to prevent fire risk from accidental fire within skip/compound.

The contractor is to provide suitable welfare facilities throughout the duration of the works to fully comply with CDM 2015 regulations, in the form of an Oasis Welfare container (or similar quality) located in the contractor's compound. These will be outlined in full during the pre-start meeting.

The contractor must visit site prior to submitting their tender to fully ascertain the limitations of the site and ensure that adequate provision has been made for carrying out the works in accordance with the programme. Site Compounds and skips must be covered and secured.

The contractor shall submit a site logistics plan with their tender to identify site compound and layout.

## 1.4 Health & Safety

The contractor's attention is drawn to the requirements of the CDM Regulations 2015 and the pre-construction information document within appendices. The contractor shall fully comply with these regulations while




undertaking the works, ensuring their duties as principal contractor are discharged in a timely manner and shall make due allowance within their tender.

The project is not expected to be notifiable for the purposes of CDM 2015 regulations.

Before commencement, the Construction Phase Health & Safety Plan, including all risk assessments and method statements must be submitted to the Contract Administrator/Principal Designer. A hard copy is to be kept on site within the site office and updated as works progress.

Prior to the pre-start meeting, the contractor shall submit suitably developed safeguarding RAMS to the CA/PD. This shall include but not limited to; a site logistics plan including area of compound/fencing, schedule of DBS details including number and date of issue, fire safety plan, detailed of how the works will be managed to safeguard the public.

## 1.5 Safeguarding

All site staff, including sub-contractors to wear appropriate PPE and branded clothing at all times when on site.

All site staff must be Enhanced (with Child Baring List) DBS checked and give all DBS information to the employer before commencement of any works.

The client imposes a no smoking, no fires, no radio and no communicating with public policy. The working area is to be suitably screened from any visitors or users of the skate park to ensure a safe working environment.

## 2 The Works

The works comprise the refurbishment of an existing outdoor skate park to improve safety, aesthetics, and user experience. The scope includes:

- Concrete repairs to ramps, bowls, ledges, and flat surfaces.
- Replacement of perimeter fencing.
- Removal of graffiti.
- Installation of decorative elements.

## 2.1 Parking

Contractor is to be aware the local parking area is chargeable. Contractor to allow for costs for parking.

## 2.2 Pre-Commencement Survey

Conduct a full site survey to assess existing conditions and identify any discrepancies between the specified works and the live condition of the skatepark.

## 2.3 Demolition/removal

Allow to remove all homemade ramps. This will consist of both timber and concrete ramps. Refer to the drawings included in **Appendix B – Barker**


## Associate Drawings,

Allow to remove large loose objects, such as rocks/boulders.

## 2.4 Concrete Repairs

Please refer to the details included in **Appendix A – Concrete Repair Details** and the drawings **P25728-BA-A1-ZZ-DR-S-2001** and **P25728-BA-A1-ZZ-DR-S-2002**. Bring forward the cost for each item below:

1. Cracked ramp surface with graffiti
2. Drainage area with cracks and debris
3. Cracked joint between slabs
4. Spalled surface and chipped patch
5. Edge ground bearing slab eroding away
6. Cracked curved ramp base
7. Eroded base with exposed aggregate
8. Edge ground bearing slab eroding away

For each of the above items, allow to clean and prepare surfaces using high-pressure water jetting or mechanical abrasion prior to commencing repairs.

## 2.5 Concrete Pads

### 2.5.1 Concrete pad for benching

- 2.5.1.1 Concrete pad for each bench (4no.) to be 2000x685mm (Allowing 100mm clearance either side of the bench) with a minimum 150mm depth. Finished surface to be level and smooth, with a slight (1:100) fall away from the bench front for drainage. Top edge of concrete pad to be level with surrounding soft landscape.
- 2.5.1.2 Excavate to a depth of 250mm below surrounding ground and lay 100mm compacted MOT type 1 sub-base and ensure sub-base is level and well compacted.
- 2.5.1.3 Allow for C25/30 grade concrete with A142 mesh centrally placed with 50mm cover and finish with a trowel to achieve a smooth finish.
- 2.5.1.4 Allow to provide M12 stainless steel anchor bolts (min 4no. per bench). Drill and fix into cured concrete using chemical resin anchors as per manufacturer's recommendations. Bench base plates to be flush with concrete surface. All fixings used are to be corrosion resistant and suitable for external use.
- 2.5.1.5 Include for protecting concrete during the curing phase. Allow for a minimum of 7 days for curing before fixing bench.

### 2.5.2 Concrete pad for bins

- 2.5.2.1 Concrete pad for each bin (5no.) to be 1400x750mm (Allowing 100mm clearance either side of the bench) with a minimum 150mm depth. Finished surface to be level and smooth, with a slight (1:100) fall away for drainage. Top edge of concrete pad to be level with surrounding soft landscape.
- 2.5.2.2 Excavate to a depth of 250mm below surrounding ground and lay 100mm compacted MOT type 1 sub-base and ensure sub-base is level and well compacted.
- 2.5.2.3 Allow for C25/30 grade concrete with A142 mesh centrally placed with 50mm cover and finish with a trowel to achieve a smooth finish.
- 2.5.2.4 Allow to provide M10 stainless steel anchor bolts (min 4no. per bin). Drill and fix into cured concrete using chemical resin anchors as per manufacturer's recommendations. Bin base plates to be flush with concrete surface. All fixings used are to be corrosion resistant and suitable for external use. Include for pre-drilling bin base plate. Include for weatherproof sealant around fixings to prevent water ingress.
- 2.5.2.5 Include for protecting concrete during the curing phase. Allow for a minimum of 7 days for curing before fixing bench.

## 2.6 Fencing

### 2.6.1 Redecoration of Fencing

- |         |   |
|---------|---|
| 2.6.1.1 | To all areas identified in the drawings included in <b>Appendix B – Barker Associate Drawings</b> , allow to redecorate the existing fencing.   |
| 2.6.1.2 | Remove all loose debris, moss, and surface contaminants using stiff brushes and/or pressure washing (if appropriate).   |
| 2.6.1.3 | All areas of existing paint that are flaking, blistering, or poorly adhered shall be thoroughly rubbed down using wire brushes, scrapers, or mechanical sanding tools. Feather edges of sound paint to ensure a smooth transition.  |
| 2.6.1.4 | Exposed metal surfaces showing signs of corrosion shall be treated with a rust-inhibiting primer (e.g., zinc phosphate or similar).   |
| 2.6.1.5 | Bare metal areas shall be spot primed with a suitable metal primer compatible with the final decorative coating.  |
| 2.6.1.6 | Apply one undercoat and one topcoat of a high-performance exterior metal paint (Dulux Trade Metalshield or Hammerite Metal Paint), colour to be confirmed. All coatings shall be applied in accordance with manufacturer's instructions regarding coverage rates, drying times, and environmental conditions. Ensure full coverage of all surfaces including rear faces, joints, and welds. |
| 2.6.1.7 | Allow to protect adjacent surfaces, vegetation, and public areas from paint splashes and dust during preparation and painting. Erect temporary barriers or signage as necessary to ensure public safety.  |
| 2.6.1.8 | On completion, all areas shall be left clean and tidy with any overspray or   |


paint spillage being removed. Final inspection to be carried out with the CA and client representative to confirm suitable application.

## 2.7 Graffiti Removal

- 2.7.1.1 To all areas identified in the drawings included in **Appendix B – Barker Associate Drawings**, allow to use environmentally friendly graffiti removal products.
- 2.7.1.2 Include for graffiti removal from benching and shelters.
- 2.7.1.3 Allow to remove graffiti from all hard landscaped areas forming the skatepark within the boundary identified in the drawings included in **Appendix B – Barker Associate Drawings**
- 2.7.1.4 Apply chemical remover and pressure wash as required. Avoid damage to underlying surfaces.
- 2.7.1.5 Apply anti-graffiti coating to vulnerable areas for future protection.

## 2.8 Structural Work

- 2.8.1.1 To the sheltered bench allow to fabricate new structural restraint piece as identified in image below:



- 2.8.1.2 Match existing structure (assumed powder coated mild steel) and fabricate to match original component dimensions and profile. Finish to match

existing.

- |         |  |
|---------|--|
| 2.8.1.3 | For the fabrication, ensure all welds comply with BS EN ISO 5817.  |
| 2.8.1.4 | Allow to replace missing mechanical fixings and mechanically fix the new fabricated component in place. Ensure all fixings are corrosion-resistant and tamper proof. |
| 2.8.1.5 | Touch up any disturbed paintwork with matching metal paint.  |
| 2.8.1.6 | Apply anti-corrosion treatment to exposed metal surfaces.  |
| 2.8.1.7 | Ensure all surfaces are smooth and safe for public contact.  |
| 2.8.1.8 | All works to comply with BS EN 1176.   |

## 2.9 Decorations

- 2.9.1.1 To all areas identified in the drawing **XXXXXX** included in **Appendix B – Barker Associate Drawings**, allow to redecorate.
- 2.9.1.2 Decorations will be to a variety of surfaces, including metal, and concrete. DO NOT redecorate the Murial.
- 2.9.1.3 Use weather-resistant, non-slip paints for surface decoration.
- 2.9.1.4 Ensure all decorative elements are UV-resistant and suitable for outdoor use.

### 2.9.2 Skate Park Concrete Decoration

Clean thoroughly to remove dirt, grease, oil, and loose particles. Etch smooth concrete with a concrete etcher if needed for better adhesion.

Use INSL-X Sure Step® Acrylic Anti-Slip Paint (Colours to be confirmed, allow for contrasting colours). Apply when air and surface temperatures are between 10°C and 32°C (50°F–90°F). Avoid painting if rain is expected within 24 hours. Apply 2 coats for optimal durability and slip resistance.

### 2.9.3 Sheltered Benching Decorations

- 2.9.3.1 Inspect the bench and shelter structure for signs of corrosion, damage, or loose components. Report any structural issues prior to commencing redecoration.
- 2.9.3.2 Wash all surfaces with a biodegradable degreaser or detergent to remove dirt, oils, and organic matter. Rinse thoroughly and allow to dry.
- 2.9.3.3 Mechanically abrade all painted surfaces using wire brushes, sanding discs, or abrasive pads to remove flaking or blistered paint, surface rust, and graffiti residues. Feather edges of sound paint to ensure a smooth transition. Spot-treat rusted areas with a rust converter or inhibitor.
- 2.9.3.4 Apply a metal-compatible primer (e.g. zinc phosphate or epoxy-based) to all bare metal areas. Ensure full coverage and allow to cure as per manufacturer's instructions.
- 2.9.3.5 Apply two coats of high-performance exterior metal paint (Dulux Trade Metalshield or Hammerite Metal Paint). Colour to match existing.




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|  |  |

- 3.1.1.1 During the works the contractor is to clear away all debris on a regular basis to ensure the site is maintained in a safe and tidy state, surplus material, plant, etc. is to be removed or stored at the end of each day.
- 3.1.1.2 Provide copies of trade literature, maintenance information, instruction manuals, as built drawings, etc. for the Building Manual/Health & Safety File onsite.
- 3.1.1.3 Upon completion of the works allow to clean all affected areas and surfaces, including existing glazing to the satisfaction of the CA and leave ready for immediate occupation (Any additional cleaning undertaken by the Parish Council will be charged to the Contractor).
- 3.1.1.4 Make good to all internal and external areas / surfaces affected or disturbed by the works including the replacement of any soft landscaping, disturbed paving surfaces and planting which may be damaged during the course of the works.
- 3.1.1.5 Allow to reinstate all existing fittings, including signage previously removed in positions to be agreed on site. Allow for all reconnections and commissioning of all items as required. Leave all fittings in good working order.

3.2.1.1 Where works have been completed, and contractor's compound / welfare location allow to professionally clean ahead of handover.

3.2.1.2 Contractor to remove all tools, equipment, machines, waste, and debris from site on completion.

3.3.1.1 The manual shall clearly include, as a minimum:

- Description of each service.

Leigh-on-Sea Town Council  
P25-0728 | Leigh-on-Sea Town Council - Skatepark



- 3.3.1.2 The manual shall incorporate all commissioning results and certificates.

## 4 Contingency

- 4.1.1.1 Include a general contingency sum of **£5,000.00**. The general contingency sum is for the discretion use of the Contract Administrator for legitimate contract variations for works not specifically itemised or covered by the Scope of Works in order to complete the project in full within the total contract sum.

[illegible]

## Contact Details

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## **Appendix A:** Concrete Repair Details





FOR CONTINUATION REFER TO DRAWING P25728-BA-A1-ZZ-DR-S-2002

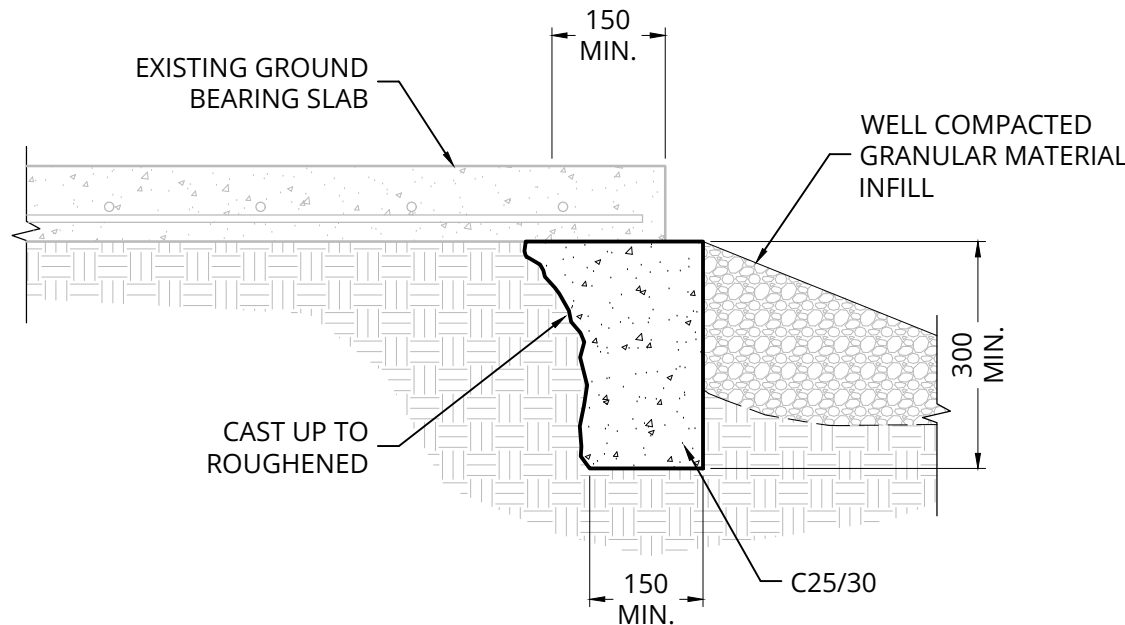
TYPICAL CONCRETE REPAIR SEQUENCE

1. REMOVE ALL LOOSE CONCRETE/MATERIALS
2. CLEAN ANY EXPOSED REINFORCEMENT (IF ENCOUNTERED)
3. APPLY 2 LAYERS OF REINFORCEMENT CORROSION PROTECTION/PRIMER - Sika MonoTop-1010 OR SIMILAR APPROVED
4. APPLY A CEMENTITIOUS HIGH BUILD CONCRETE REPAIR MORTAR - Sika MonoTop-4052 OR SIMILAR APPROVED
5. APPLY A CEMENTITIOUS SMOOTHING MORTAR - Sikafloor-140W OR SIMILAR APPROVED

ALL SPECIALIST REPAIR PRODUCTS TO BE STORED AND INSTALLED IN ACCORDANCE WITH MANUFACTURERS REQUIREMENTS

EXTENT OF CONCRETE REPAIR SUBJECT TO DETAIL INSPECTION WHEN SUITABLE ACCESS IS AVAILABLE

CONCRETE REPAIRS BASED ON BSEN1504-9 PRINCIPLES PRINCIPLE 3 (CR), SIKA STRUCTURAL REPAIRS R4



DETAIL 5

SCALE 1:10

NOTES:  
DO NOT SCALE FROM THIS DRAWING. ALL LEVELS, ANGLES AND DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORKS.

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT BARKER ASSOCIATES DRAWINGS, SCHEMATICS, ARCHITECTS, STRUCTURAL AND ALL OTHER SERVICES DRAWINGS, SPECIFICATIONS AND SCHEDULES.

THIS DRAWING INDICATES DESIGN INTENT ONLY & SHOULD NOT BE USED FOR CONSTRUCTION PURPOSES.

FOR QUANTITIES REFER TO  
SKATE PARK YOUTH SITE  
19-2-2025 - 2627685

STORAGE AND INSTALLATION OFF ALL  
SPECIALIST MATERIALS IN ACCORDANCE WITH  
MANUFACTURER DETAILS.

FOR FURTHER REPAIR DETAILS REFER TO  
DRAWING P25728-BA-A1-ZZ-DR-S-2002



1 · Cracked Ramp Surface with Graffiti  
Allowed quantity: 40m

- Observed Issues:
- Surface cracking
  - Graffiti on vertical and horizontal faces
  - General surface wear

- Repair Steps:
- Grind surface and clean thoroughly.
  - Inject epoxy resin into hairline cracks.
  - Rout and seal wider cracks with polyurethane sealant.
  - Remove graffiti with low-pressure sandblasting.
  - Apply polymer-modified skim coat to restore the finish.
  - Optional: Apply anti-graffiti coating.



2 · Drainage Area with Cracks and Debris  
Allowed quantity: 20m

- Observed Issues:
- Cracked concrete around drainage
  - Debris accumulation

- Repair Steps:
- Remove debris and clean drainage area.
  - Cut out cracked sections to sound concrete.
  - Patch with rapid-setting repair mortar.
  - Replace 150x150 Sq. D400 Gully.
  - Ensure slope toward drain is maintained.
  - Apply waterproofing sealer around drain.



3 · Cracked Joint Between Slabs  
Allowed quantity: 40m

- Observed Issues:
- Wide crack between slabs
  - Dirt accumulation

- Repair Steps:
- Clean and widen crack to uniform depth and width.
  - Install backer rod if depth >10 mm.
  - Seal with flexible polyurethane joint sealant, to Client preference.
  - Ensure flush finish with adjacent slabs.



4 · Spalled Surface and Chipped Patch  
Allowed quantity: 15m<sup>2</sup>

- Observed Issues:
- Spalled concrete
  - Exposed reinforcement
  - Graffiti

- Repair Steps:
- Remove all loose concrete and clean rebar.
  - Apply corrosion inhibitor to rebar.
  - Rebuild with high-strength R4 repair mortar in accordance with manufacturer details.
  - Finish to match original profile.
  - Remove graffiti sandblasting and apply anti-graffiti coating.



5 · Edge Ground Bearing Slab Eroding Away  
Allowed quantity: 30m

- Observed Issues:
- Severe erosion
  - Exposed stones
  - Uneven surface

- Repair Steps:
- Traditional underpinning sequence to be adopted to minimize the risk of movement. Works to be divided in 1m sections.
  - Underpinning access pits should be large enough to allow safe access.
  - Contractor to allow for suitable temporary works during underpinning works.
  - Access pits to be backfilled with compacted granular material.
  - Minimum curing Periods:
    - Underpinning Concrete Min. 24 hours
    - Dry Pack should be Min. 12 hours
  - Follow the Typical Concrete Repair Sequence

TENDER

T01	FIRST ISSUE	22/10/25	DN
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Rev	Description	Date	By
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Client  
LEIGH-ON-SEA TOWN COUNCIL

Project Title  
SKATEPARK  
LEIGH-ON-SEA SS9 2ET

Drawing Title  
CONCRETE REPAIR DETAILS  
SHEET 1

STRUCTURAL

Project No. P25-0728	Date OCT. 2025	Drawn DN	Checked MH
Scale: NTS @A1		Status D1	Revision T01
Drawing Number P25728-BA-A1-ZZ-DR-S-2001			



FOR CONTINUATION REFER TO DRAWING P25728-BA-A1-ZZ-DR-S-2001



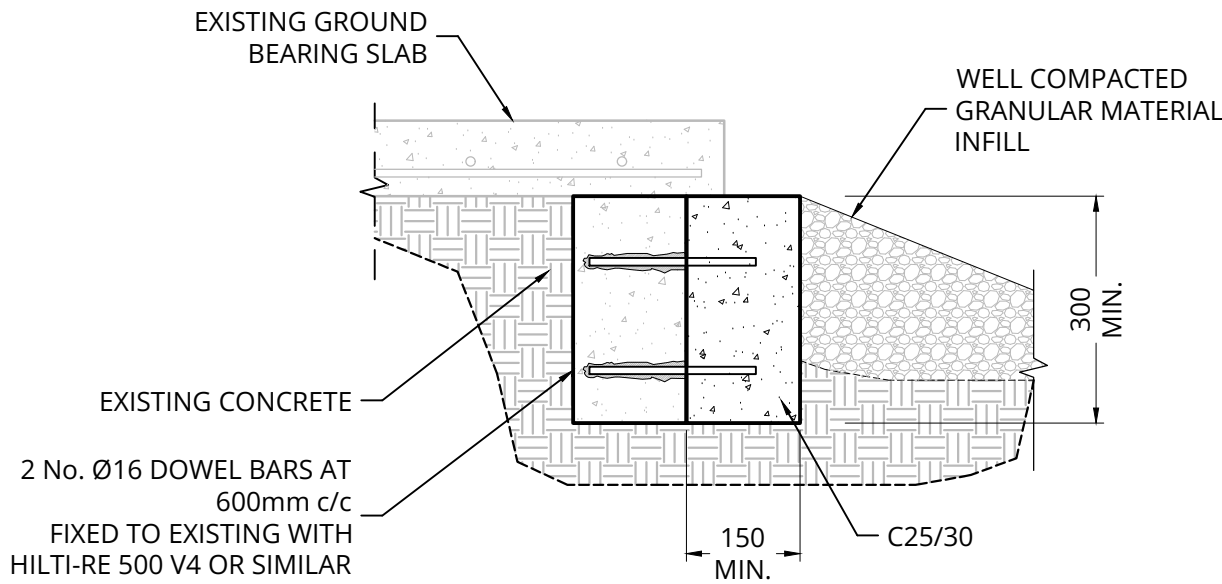
TYPICAL CONCRETE REPAIR SEQUENCE

1. REMOVE ALL LOOSE CONCRETE/MATERIALS
2. CLEAN ANY EXPOSED REINFORCEMENT (IF ENCOUNTERED)
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CONCRETE REPAIRS BASED ON BSEN1504-9 PRINCIPLES PRINCIPLE 3 (CR), SIKA STRUCTURAL REPAIRS R4



DETAIL 8

SCALE 1:10

NOTES:  
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THIS DRAWING INDICATES DESIGN INTENT ONLY & SHOULD NOT BE USED FOR CONSTRUCTION PURPOSES.

FOR QUANTITIES REFER TO  
SKATE PARK YOUTH SITE  
19-2-2025 - 2627685

STORAGE AND INSTALLATION OFF ALL  
SPECIALIST MATERIALS IN ACCORDANCE WITH  
MANUFACTURER DETAILS.

FOR FURTHER REPAIR DETAILS REFER TO  
DRAWING P25728-BA-A1-ZZ-DR-S-2001



6 · Cracked Curved Ramp Base  
Allowed quantity: 20m

Observed Issues:

- Cracks at ramp base
- Graffiti
- Possible joint failure

Repair Steps:

- Clean and open cracks to 10 mm.
- Fill with flexible joint filler.
- Patch spalled areas with Class R4 repair mortar.



7 · Eroded Base with Exposed Aggregate  
Allowed quantity: 15m

Observed Issues:

- Severe erosion
- Exposed stones
- Uneven surface

Repair Steps:

- Break out loose concrete/materials to 25 mm depth.
- Apply bonding primer.
- Rebuild with shrinkage-compensated R4 repair mortar.
- Trowel finish to match existing surface.



8 · Edge Ground Bearing Slab Eroding Away  
Allowed quantity: 30m

Observed Issues:

- Severe erosion
- Exposed stones
- Uneven surface

Repair Steps:

- Traditional underpinning sequence to be adopted to minimize the risk of movement. Works to be divided in 1m sections.
- Underpinning access pits should be large enough to allow safe access.
- Contractor to allow for suitable temporary works during underpinning works.
- Access pits to be backfilled with compacted granular material.
- Contractor to allow for 2 No. Ø16 Dowel Bars at 600mm c/c doweled and resinfixed into the existing concrete.
- Minimum curing Periods:
  - Underpinning Concrete Min. 24 hours
  - Dry Pack should be Min. 12 hours

- Advised sequencing of works is Alternated 1m Sections
- Follow the Typical Concrete Repair Sequence

MJ

MJ · Movement Joint Existing or Proposed


Repair Steps:

- Clean and widen crack to uniform depth and width.
- Install backer rod if depth >10 mm.
- Seal with flexible polyurethane joint sealant, to Client preference.
- Ensure flush finish with adjacent slabs.

TENDER

T01	FIRST ISSUE	22/10/25	DN
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Rev	Description	Date	By
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Braintree Essex, CM77 7AA  
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Client  
LEIGH-ON-SEA TOWN COUNCIL

Project Title  
SKATEPARK  
LEIGH-ON-SEA SS9 2ET

Drawing Title  
CONCRETE REPAIR DETAILS  
SHEET 2

STRUCTURAL

Project No. P25-0728	Date OCT. 2025	Drawn DN	Checked MH
Scale: NTS @A1	Status D1	Revision	T01
Drawing Number P25728-BA-A1-ZZ-DR-S-2002			



## **Appendix B:** Barker Associates Drawings



**Barker**



Fencing to be redecorated.



Starting post of redecoration and replacement works to the bow top fence.



Finishing post of redecoration and replacement works to the bow top fence.

NOTES:  
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Drawing Status:

Tender

Rev	Description	Date	By
####	#####	#####	####



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Client

Leigh-on-Sea Parish Council

Project Title

Leigh-on-Sea Skate Park Refurbishment Project

Drawing Title

Fencing Works

BS

Project No. P25-0728	Date 07/11/2025	Drawn RW	Checked
Scale: @A3	Status Tender	Revision	01
Drawing Number	P25-0728-001		





Allow to remove existing rocks/boulders. Note: Location of items to be removed are approximate. Contractor to visit site to determine exact locations.

Allow to remove and make good bespoke made ramp.



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Drawing Status:

Tender

Rev	Description	Date	By
####	#####	#####	#####



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Client

Leigh-on-Sea Parish Council

Project Title

Leigh-on-Sea Skate Park Refurbishment Project

Drawing Title

Removal works

BS

Project No. P25-0728	Date 07/11/2025	Drawn RW	Checked
Scale: @A3	Status Tender	Revision	01
Drawing Number	P25-0728-002		






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DETAILS AND SPECIFICATIONS.

Drawing Status:			
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Rev	Description	Date	By



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Client  
Leigh-on-Sea Parish Council

Project Title	Leigh-on-Sea Skate Park Refurbishment Project		
Drawing Title	Graffiti Removal		
P			

BS							
Project No.	P25-0728	Date	07/11/2025	Drawn	RW	Checked	
Scale:	@A3			Status	Tender	Revision	01
Drawing Number							
25-0728-003							





Surfaces to be decorated



Allow to redecorate sheltered benching

Approximately 1300sqm of decoration works to existing concrete surfaces (Excludes bins, sheltered benches, and walls).



Allow for contrasting colours at junctions

NOTES:  
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Drawing Status:			
Tender			
####	#####	#####	####
Rev	Description	Date	By



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Client  
Leigh-on-Sea Parish Council

Project Title  
Leigh-on-Sea Skate Park Refurbishment Project

Drawing Title  
Decoration Works

BS			
Project No. P25-0728	Date 07/11/2025	Drawn RW	Checked
Scale: @A3	Status Tender	Revision	01
Drawing Number P25-0728-004			



## **Appendix C:** Pre-Construction Information Pack



**Barker**

**Building Futures Together**

# **Leigh-on-Sea Town Council**

Leigh-on-Sea Town Council - Skatepark

Pre-Construction Information

P25-0728



**Barker**

# Contents

## Leigh-on-Sea Town Council Leigh-on-Sea Town Council - Skatepark Pre-Construction Information

Leigh-on-Sea Town Council - Skatepark  
Southend-on-Sea  
Leigh-on-Sea  
Essex  
SS9 2ET

Prepared For and on Behalf of:  
Leigh-on-Sea Town Council  
Leigh-on-Sea Town Council  
71-73 Elm Road  
Leigh-on-Sea  
Essex  
SS9 1SP

---

BA Job Ref.	P25-0728
Document Type	Pre-Construction Information
Version & Revision	Tender – Original
Electronic File Name	P25-0728      Pre-Construction Information
Prepared by	Robbie Ware MRICS BSc(Hons)
Authorised for issue by	Charlie Holmes MRICS BSc (Hons)
Date of issue	6 Nov 2025

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**Appendix A: Hazard Identification – Project Specific**

## 1 Introduction

The information included in this PCI pack, is an amalgam of information provided by the Client, Architect, Designers, and other consultants who have been involved with the design and development of the project at the pre-construction stages. The CDM Regulations 2015 require the Principal Contractor who will undertake the works specified, to develop this information to form the Construction Phase Health & Safety Plan in accordance with the recommendations laid down within Schedule 5 – Appendix 3 of Document L153.

Statutory duties are conferred on all persons and companies who are involved with the Design & Construction Phase of this project to ensure compliance with the Regulations and to ensure that relevant information is provided to the Principal Designer (PD) appointed by the Client (direct or through the appointed Architect, Project Manager on behalf of the Client) to ensure that the Health & Safety File can be up-dated throughout the project and to be handed over to the Client by the Principal Contractor at the end of the Construction Phase of the Contract.

Where appropriate, the project will be notified to the Health & Safety Executive via the appropriate form F10 immediately it is signed by the Client or the Client's approved representative in accordance with CDM 2015. When required, revised notice/s will be issued to the HSE by the Principal Designer to cover 'significant' changes to the relevant works.

Any contractor failing to adhere to the procedures contained within this document or allowing unsafe working practices on any works under their control will be subject to an immediate review of their appointment. If the breach is considered serious, this may result in cessation of the work, and cancellation of the contract.

## 2 Project Details

### 2.1 Project Description

The works comprise the refurbishment of an existing outdoor skate park to improve safety, aesthetics, and user experience. The scope includes:

- Concrete repairs to ramps, bowls, ledges, and flat surfaces.
- Replacement of perimeter fencing.
- Removal of graffiti.
- Installation of decorative elements.



## Pre-Construction Information

Leigh-on-Sea Town Council  
P25-0728 | Leigh-on-Sea Town Council - Skatepark  
2 - Project Details

**Barker**

### 2.2 Site Location & Map

Leigh-on-Sea Skate Park, Southend-on-Sea, Leigh-on-Sea, Essex SS9 2ET



### 2.3 Key Dates

- Project commencement: T.B.C.
- Project completion: TBC

The Principal Contractor is to produce a realistic, achievable programme following the initial meetings, prior to commencement of the site establishment, and this must be agreed with the Client and the Client's project team.

### 2.4 Project Team

Function	Organisation	Contact /Tel/Email
<b>Client</b>	Leigh-on-Sea Town Council 71-73 Elm Road Leigh-on-Sea Essex SS9 1SP	Clare Milligan T: TBC M: TBC E: <a href="mailto:clerk@leighonseatowncouncil.gov.uk">clerk@leighonseatowncouncil.gov.uk</a>
<b>Architect</b>	Barker Associates	Robbie Ware T: +441279 790057 M: +447849 853534 E: <a href="mailto:rware@barker-associates.co.uk">rware@barker-associates.co.uk</a>
<b>Principal Designer</b>	Barker Associates	Robbie Ware T: +441279 790057 M: +447849 853534 E: <a href="mailto:rware@barker-associates.co.uk">rware@barker-associates.co.uk</a>
<b>Principal Contractor</b>	TBA	

### 2.1 Extent & Location of Existing Records & Plans

#### 2.1.1 Existing Records

Unknown

#### 2.1.2 Surveys Undertaken

N/A

### 2.2 Workplace Regulations

All contractors on this project, when entering the site, will be required to attend a site induction presentation relating to site safety and general security matters. Persons attending the induction will be recorded. No-one is authorised to access the work area unless they have received induction training.

The contracting company must provide information on those individuals who need access prior to work commencing. Contractors arriving at this site without prior authorization will not be granted access.

Contractors are not permitted to enter any area of the site other than those in which their duties are specifically detailed and the agreed access routes to and from that area. Contractors found outside their designated area without authorisation will be escorted from site.

Any person may be requested to allow any personal or work article to be examined on demand at any time.

The project team encourage the reporting of minor incidents in order to eradicate any potential major incident or accident.

The respective contractors are expected to hold regular toolbox talks that are pertinent to the tasks being performed. Where there is a danger from potential exposure to any substances, whilst executing any of the tasks, a toolbox talk will be given by the Principal Contractor prior to the activity starting.

The attention to health and safety is paramount to the implementation of the project. Contractors shall advise with their tenders the means of ensuring that they always have the necessary resources to deploy safe systems of work, including the safe use of equipment, and competent personnel, and to effectively control all activities safely.

A Principal Contractor health and safety representative will carry out independent safety audits of the activities during the contract. Any observed non-conformances shall be reported back to the respective contractor who will instigate remedial action. The outcome from any non-conformance issues or learning occurrences shall be relayed to any other contractors employed on the project.

The Principal Contractor shall ensure that suitable arrangements are in place to avoid conflicting activities between contractors and to ensure that one contractor's activities do not compromise the safety of another contractor's activities.

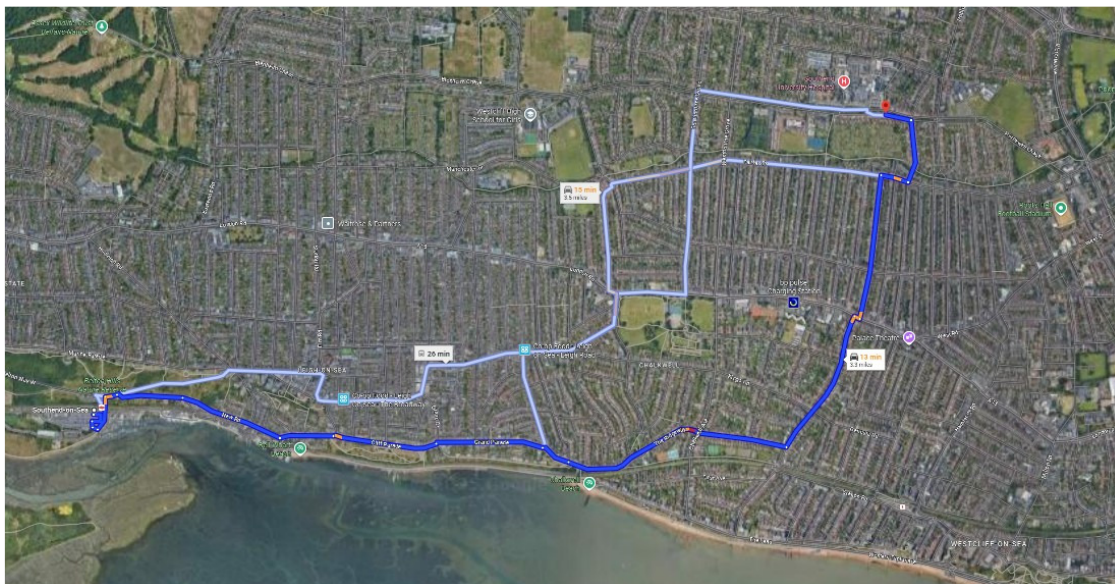
Each contractor shall provide to the Principal Contractor a suitable and specific risk assessment and method statement for the works being undertaken. Method statements and risk assessments accompanying the contractor should be sufficiently detailed to describe the work being undertaken and include details of all implications for the engineering services installations and the building fabric. It shall be the Principal Contractor's responsibility to review the documents and provide feedback to the contractor where the Principal Contractor deems that the documents do not fully consider the health and safety implications of the task which the contractor is to perform.

### 2.3 Nearest A&E Hospital:

The nearest A&E Hospital to the site is:

Southend Hospital

Prittlewell Chase, Westcliff-on-Sea, Essex SS0 0RY



Southend-on-Sea, Leigh-on-Sea SS9 2ET

Continue to Belton Way E

Take New Rd, Cliff Parade, Grand Parade and The Ridgeway to Crosby Rd in Westcliff-on-Sea

Take Crowstone Rd to London Rd/A13

Turn right onto London Rd/A13

Turn left onto Westcliff Park Dr

Turn right onto Fairfax Dr

Turn left onto Springfield Dr

Turn left onto Prittlewell Chase

Prittlewell Chase, Westcliff-on-Sea, Southend-on-Sea

## 3 Client Considerations & Management Requirements

### 3.1 Client Arrangements

Any additional required surveys and works are to be undertaken following full communication between ALL parties associated with the project i.e., Client, Principal Designer, Surveyors and Principal Contractor. No one is always authorised to access the site unless accompanied by a member of the staff or via pre-arranged communication. All contact details are outlined in section 2.4 of this document.

The main reason for accidents and incidents is lack of communication and to prevent this it is to be instilled from the outset that all key personnel on the project: COMMUNICATE! COMMUNICATE! COMMUNICATE!



General arrangements can be summarized as follows:

- The contracting company must provide information on those individuals who need access prior to work commencing.
- Access to site will only be permitted to those individuals who have attended the site induction session.
- Contractors are not permitted to enter any area of the site other than those in which their duties are specifically detailed and the agreed access routes to and from that area. Failure to observe this requirement will result in being removed from site.

### 3.2 Planning & Managing Construction Work

The Principal Contractor appointed must copy the developed Construction Phase Health & Safety Plan to the Principal Designer to enable them to advise the Client on its suitability.

No works can be authorised until the Principal Designer has received a copy of the Construction Phase Plan has been reviewed by the Principal Designer and the client has been notified that works can commence.

The Relevant Regulations that are applicable when undertaking the works specified are:

- Construction (Design and Management) Regulations 2015
- The Health and Safety at Work Act 1974
- The Work at Height Regulations 2005 (as amended)
- Management of Health and Safety at Work Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 1998)
- The Provision Use of Workplace Equipment Regulations 1998 (PUWER 1998)
- The Manual Handling Operations Regulations 1992 (as amended 2002)
- The Personal Protective Equipment at Work Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Control of Noise at Work Regulations 2005
- The Control of Asbestos Regulations 2012
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Health and Safety (First Aid) Regulations 1981 (as amended)
- The Health & Safety Consultation with Employees Regulations 1996

The above list of legislation is not full and exhaustive and further legislation may be applicable to activities that the Principal Contractor may undertake. These need to be considered by the successful Principal Contractor when tendering for the project.

### 3.3 Safety Goals

It is the Client's aim that this project will be conducted without risk or injury or ill health to the workers involved in the project or members of the client's staff.

### 3.4 Client Requirements Relating To Health & Safety

The Client will expect the Principal Contractor to have accounted for all health and safety, environment and welfare requirements to ensure full conformity with the recognised best practices and the current legislations covering the works undertaken.

All site rules required to be followed will be highlighted to contractors by the Principal Contractor during induction.

The site imposes no smoking, no fires, no radios.

PPE must be worn at all times and appropriate to the works undertaken. Shirts/ tops shall be worn at all times.

The Principal Contractor shall provide adequate storage facilities, the location of which to be confirmed with the contract administrator.

Design Risk Assessments and Contractor Risk Assessments for the tasks will identify elements of the project which require a strict safe working procedure to be implemented and managed.

The management of the project will require a monthly site audit by a competent safety practitioner and/or engineer to ensure full compliance with the Construction Design Management Regulations 2015 and Health and Safety recognised best practices are being performed. Copies of these compliance reports are to be issued to the Principal Designer within 48 hours of the visit.

No work will be authorised until the risk assessments, method statements, COSHH assessments and any associated documents, drawings have been issued to the Principal Designer for review and comment. There is a requirement for these to be issued to Barker Associates LLP at least 10 working days before arriving on site. Hard copies of these documents must be brought to site with the person/s carrying out the task so that they can sign and date them before commencing the task. Associated trade cards relating to the work i.e., proof of experience or qualifications are also required to be issued at the induction session so that they can be photocopied.

The Principal Contractor shall make available to the client his procedure for undertaking demolition, excavations, hot works, work at height, and mechanical / electrical works prior to works commencing.

The Principal Contractor is to ensure that suitable segregation methods are employed between the contractors' working operations and that of the Clients staff and others who maybe onsite. Unless arrangements are made with the Client's representative the contractor is not allowed to enter areas of site outside their agreed locations as these are restricted to the area of the works.

All local vehicle restriction and controls must be adhered to and it will be the responsibility of the Principal Contractor and other contractors to visit the work areas and assure themselves of the parking and traffic restrictions in the area and the means of access for the loading in of materials and equipment. The Principal Contractor must be aware of other vehicle movement's onsite during the works, these may include that of the client's staff and other contractors working onsite. The site limit is noted as 10mph

The Principal Designer will carry out unannounced audits to ensure compliance with recognised best practices.

### 3.5 Site Security

It is the responsibility of the Principal Contractor to maintain an adequate level of security on site including the control of access onto the site by unauthorised persons.

All contractors are to ensure that all tools and materials of value are locked away when left unattended or when not in use. Neither the Client nor the Principal Contractor can accept any responsibility for ensuring the safety of any individual's tools and equipment.

To ensure that all construction areas always remain safe the contractor is to ensure that any unfinished work, which may pose a risk to individuals, is barriered off when left unattended and identified as 'work in progress/restricted area'.

All mobile plant, if left on site, is to be isolated when left unattended.

### 3.6 Welfare Provision

The facilities will be expected to follow the guidelines as per Part 5 – Schedule 2 of Document L153 and listed below to ensure that the CDM Regulations 2015 are conformed to. No consumption of food or drink is authorised within the work areas or elsewhere other than in the canteen provided.

#### **Schedule 2 – Minimum welfare facilities required for construction sites Document L153 Page 63.**

1. Sanitary conveniences;
2. Washing facilities;
3. Drinking Water;
4. Changing rooms and lockers; and
5. Facilities for rest.

### 3.7 Fire Precautions

The Principal Contractor will ensure that their operation do not jeopardise any current fire safety arrangements that are in place within the site. All escape routes are to be kept clear at all times.

The Principal Contractor will be expected to provide a fire plan which will include location of fire extinguishers, call points, identification of fire marshals and the emergency evacuation plan with assembly point location. The Principal Contractor will adhere HGS168 of Fire Safety in Construction whilst the works are being undertaken.

### 3.8 Emergency Procedures

So far as we have been made aware, there are no specific issues relating to emergency procedures that will not be apparent to a competent Principal Contractor. It is essential that the developed construction phase health and safety plan refers to these arrangements and that they are made available to all other contractors employed on the site.

The Principal Contractor shall take note of the advice given in “FIRE PREVENTION ON CONSTRUCTION SITES” – the joint code of practice published by BEC and LPC. He shall prepare and have approved a Site Fire Safety Plan and Emergency Plan which is to be included in the Construction Phase Plan.

### 3.9 Communication / Liaison process

The Principal Contractor and the design team should propose and agree appropriate methods of liaison for design changes during the contract.

The Principal Designer should be advised of any changes that may affect Health & Safety of either the construction phase or the completed building within 7 days of the change and are not to be implemented until approved by Principal Designer.

Monthly site meeting will be held where Health and Safety will be part of the agenda. Principal Designer will attend when required. All issues and actions to be minuted for reporting and following up by relevant party.

## 4 Environmental restrictions and existing on-site risks

<b>Boundaries:</b>	As detailed in the tender document schedule of works and appendices
<b>Access Restrictions</b>	TBC at the pre-start meeting

<b>Adjacent Land Uses:</b>	Railway, leisure, nature, waste disposal, and recycling centre.
<b>Parking Restrictions:</b>	Local parking restriction apply
<b>Existing Storage Of Hazardous Materials:</b>	Unknown
<b>Location Of Existing Services:</b>	The Principal Contractor will be expected to make all reasonable enquiries with the relevant authorities and carry out such site investigations as may prove necessary to locate existing services prior to commencing work on site.
<b>Ground Conditions:</b>	Unknown
<b>Existing Structures:</b>	Concrete, soft landscape
<b>Contaminated Land:</b>	Unknown
<b>Health Risks Arising from Client's Activities:</b>	N/A

## 5 Significant Design & Construction Hazards

### 5.1 Co-Ordination Of On-Going Design Work & Design Changes

The Principal Contractor and the design team should propose and agree appropriate methods of liaison for design changes during the contract.

Any discrepancies in the accuracy of existing survey information identified on site is to be immediately notified to the Principal Contractors' Design Manager, Lead Designer and the Principal Designer for review and agreement of instruction how to proceed.

The Principal Designer should be advised of any changes that may affect Health & Safety of either the construction phase or the completed building.

### 5.2 Significant Risks Identified During Design

Key Issues:

Occupied premises and public space site –Members of the public: Contractor to adequately secure the site internally and externally with temporary hoardings, screens nets etc and provide H&S signs indicating works.

Manual handling: Method statement to be agreed prior to work commencing. Appropriate lifting equipment to be utilised. Area around site to be cleared and secured prior to lifting.

### 5.3 Materials Requiring Particular Attention:

Tenderer to note requirements regarding COSHH assessments and health and Safety Data Sheets contained therein.

Key issues:

Generally: Alternative materials should be considered where possible. Operatives should be provided with appropriate personal protective equipment and be adequately trained to handle hazardous materials.

Generally: Materials used are standard and common to normal building operations of this nature.

## 6 Health & Safety File - General Guide To Contents

Format and content:

It is requirement of the Regulations that the principal contractor implements an effective management system by which the requisite information is provided for inclusion in the Health and Safety File which should include as appropriate:

- a brief description of the work carried out
- residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services)
- key structural principles incorporated in the design of the structure (e.g., 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
- any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burned off)
- information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements)
- health and safety information about equipment provided for cleaning or maintaining the structures
- the nature, location and markings of significant services, including firefighting services
- information and as-built drawings of the structure, its plant and equipment (e.g. the means of safe access to and from service voids, fire doors and compartmentation)

## 7 Method Statements - General Guide To Contents

Method Statements should include the following information:

- The item / nature of work;
- The location, including access and site boundary;
- Duration of the works, including key stages;
- Safety arrangements required;
- Personnel involved - numbers, skills, training and PPE requirements;
- Briefing arrangements for site personnel affected by the Method Statement;
- Resources to be used (plant and machinery);
- Detail of how the work will be carried out, including drawings and / or explanation, and necessary scaffolding / ladders, and arrangements for erection and dismantling temporary works;
- Detail of temporary works required;
- Risks identified with proposed method of control;
- Emergency arrangements - fire, injury, etc.

## Contact Details

Braintree  
Majesty House  
Avenue West  
Skyline 120  
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RIBA   
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 RICS

**Barker**

## **Appendix A: Hazard Identification – Project Specific**

## Pre-Construction Information

Leigh-on-Sea Town Council

P25-0728 | Leigh-on-Sea Town Council - Skatepark

Appendix A: Hazard Identification – Project Specific



<b>Date:</b>	6 Nov 2025	<b>Designer:</b>	Barker Associates	<b>Part of Works</b>	Whole Works
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Ref No.	Activity/ Element	Potential Hazards	Population Risk	Action to be taken at Design Stage	Design Action	
					By	Date
1	cutting, grinding, or breaking concrete.	Dust and airborne particles	Operatives and general public	PPE: gloves, eye protection, dust masks/respirators, hearing protection. Safe systems of work and method statements.	Principal Contractor	Prior to commencement of works on site
2	lifting bags of cement, aggregates, or equipment.	Manual handling risks	Operatives	Safe systems of work and method statements.	Principal Contractor	Prior to commencement of works on site
3	risk of skin irritation or chemical burns.	Wet concrete exposure	Operatives and general public	COSHH assessments for all hazardous substances.	Principal Contractor	Prior to commencement of works on site
4	power tools and breakers	Noise	Operatives and general public	PPE: gloves, eye protection, dust masks/respirators, hearing protection. Safe systems of work and method statements.	Principal Contractor	Prior to commencement of works on site
5	uneven surfaces or exposed rebar.	Trip hazards	Operatives and general public	Safe systems of work and method statements.	Principal Contractor	Prior to commencement of works on site
6	Silica dust	potential respiratory hazard	Operatives and general public	COSHH assessments for all hazardous substances. Temporary fencing/barriers to protect the public. Safe systems of work and method statements.	Principal Contractor	Prior to commencement of works on site



Pre-Construction Information

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Appendix A: Hazard Identification – Project Specific



7	paints, primers, and solvents.	Exposure to fumes. flammable materials. Skin and eye irritation	Operatives and general public	COSHH assessments for all hazardous substances.	Principal Contractor	Prior to commencement of works on site
8	risk of spills affecting nearby soil or water.	Environmental contamination	Operatives and general public	COSHH assessments for all hazardous substances. Safe systems of work and method statements.	Principal Contractor	Prior to commencement of works on site