**Shropshire Council**

**DISABLED ADAPTATION SERVICE**

# **SCHEDULE OF WORK**

**Client: Miss S Duncan**

**Address: 14 Brooklea Close, Trefonen, SY10 9DA**

**Tel No: 01691 652833 or 07722 140461**

**Project Description: Rear and bathroom Adaptation**

**Date: 12th July 2021**

**Scheme Reference:**

**Shropshire Council**

**Private Sector Housing, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND**

**Tel 01743 251810**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **General Preliminaries** |  |  |  |  |
|  | **CDM LEGISLATION**  The CDM Regulations 2007 require that a Designers Risk Assessment must be carried out for all works, which shall remain our file. Only “exceptional risks” are required to be highlighted and communicated to Contractors.  “Exceptional risks” that were apparent at the time of inspection have been highlighted within these general preliminaries or within the specific and related schedule items.   * The works covered by this schedule are for a domestic customer and are not notifiable under the regulations.   The Contractor is responsible for carrying out a Health and Safety Risk Assessment to cover all operations involved under the works specified and prior to the works commencing on site.  The Contractor may be required to produce this should the need arise.  **EXCEPTIONAL RISKS notifiable to Contractor under Designer Risk Assessment.**  …………………………………………………………  …………………………………………………………  …………………………………………………………  Electrical Works  All electrical works should comply with the latest Part P (Electrical Safety) Building Regulations, British Standard requirements for electrical installations and the current IEE Regulations published by the Institution of Electrical Engineers.  The works are to be carried out by a ‘Competent Electrician’ registered with a Government Approved Competent Person Scheme and able to supply an Electrical Installation Certificate on completion. This must be forwarded to Shropshire Council with the final invoice.  Should the Electrician not be registered, they must submit a Building Notice to the Local Authority Building Control Dept, with the appropriate fee and provide evidence to Shropshire Council that this has been done before commencing the work. The Local Authority will issue a Completion Notice and Electrical Installation Certificate on completion.  Gas  All work involving a Gas Installation, must be carried out by a Gas Safety registered contractor and carried out in accordance with all current regulations. The appropriate Certificate covering the work carried out must be forwarded to Shropshire Council with the final invoice. **General Notes**  All work and access necessary to carry out the work, must comply with current construction legislation, CDM Regulations, Building Regulations, Health and Safety Regulations and Shropshire Council preambles, terms & conditions.  The contractor is to provide all necessary protection to the existing structure, finishing’s, fittings, furniture, services etc., including for the making good of all areas disturbed to the satisfaction of the client and Shropshire Council.  No trenches should be left open overnight and at weekends or kept open for longer than is necessary  All services are to be ideally maintained throughout the duration of the works. Any interruption to mains services must be notified and agreed with client. Temporary services must be provided for the client to have adequate heating, lighting and cooking facilities, should the mains services be unable to be fully reinstated at the end of each days working.  The successful contractor will enter a contract for the works, which will be the Agreement for Major/ Minor Building works, which will have a Defects Liability Period of 6 or 12 months.  **The following prelims are attached for information and can be deleted and added to as required for the individual works:**  **UPVC Windows and Doors**  All work to be carried out in accordance with Building Regulations Part L. which came into effect on April 2010 and all appropriate British Standard specifications and Codes of Practice.  The Contractor if registered as a member of FENSA shall be responsible for the submission of all notices to the Local Authority Building Control if required and to ensure that the relevant FENSA Certificates and Insurance documents are forwarded to the customer.  Contractors who are not members of FENSA shall be responsible for submitting the required Building Notice and fee to the Local Authority Building Control Department and for ensuring that a Building Notice Completion Certificate and Insurance documents are forwarded to the customer.  Willingness to participate and abide by the principles of the scheme  Central Heating Installations and Plumbing  Extensions to central heating systems shall require the checking of the existing installation by a suitably qualified sub-contractor, to assess the suitability for additional radiators etc. Should there be insufficient boiler capacity available or should the extension to the installation affect the efficiency of the existing installation, the contractor must notify Shropshire Council and price accordingly.  All plumbing and drainage work shall be carried out in accordance with relevent regulations and good practice. Exposed pipework shall be concealed wherever possible, either by timber, patent upvc or similar duct cladding.  **Structural timber repair, Dry and Wet Rot and timber beetle infestation**  All standard structural timber repairs shall be carried out taking specialist advice as appropriate.  In the case of dry and wet rot or timber beetle infestation, a specialist sub-contractor shall be employed to inspect, prepare a report and price for all work and treatment required.  Specialist advice must be obtained where timbers are repaired or extended, especially if using steelwork or any other patent and approved system.  The contractor shall allow for attendance as required and for removal and reinstatement of kitchen fittings/ bathroom fittings/ fitted furniture/ loose furniture and floor coverings etc. Replacement wall ties and strapping The contractor is to engage a specialist contractor for any work requiring re-placement wall ties or structural strapping etc. |  |  |  |  |
| **Ref** |  | **No.** | **Unit** | **Rate** | **Cost** |
| **1** | **Preparation Works**  Please fully photograph and record conditions of the drive and surrounding areas prior to starting any digging on site.  **(VAT – on 100% of the cost)** | 1 | Item |  |  |
| **2** | **Demolition** |  |  |  |  |
| **a** | Take up the existing paving slabs from the construction area and store for reuse.  **(VAT – on 100% of the cost)** | 20 | M2 |  |  |
| **b** | Take out the existing rear door and window  **(VAT – on 100% of the cost)** | 1 | No |  |  |
| **c** | Take out the existing kitchen, including white goods and appliances. Appliances and white goods to be stored ready for reuse  **(VAT – on 100% of the cost)** | 1 | No |  |  |
| **3** | **Foundations and Excavation** Dig trench along the three sides of the new extension and dig down, so that 600mm wide x 400mm thick concrete strip foundations to external cavity walls can be installed. New foundation work to be taken down to same depth as the existing adjacent foundations to the house, to suit ground conditions, and to Local Authority requirements. Assume the bottom of the foundations will be at least 900mm below the external ground level. If steps occur in the foundations, width of overlap to be twice the rise of the step, and in no case less than 450mm. Underpin any shallower existing foundations to the house to the same depth as main extension footings and to support the full width of any existing footing.  Excavations to be taken down 225mm below invert of any drain found crossing extension exact locations to be ascertained upon commencement of the work. All surplus soil to be carted away.  **(VAT – 100%)** | 13 | LM |  |  |
| **4** | **Substructure** Both leaves of the cavity wall construction to be built up off foundations with 7N/mm2 concrete common brickwork. Inner leaf to be carried up to the underside of the DPC, outer leaf to be taken up to external ground level, where it will then revert to facing brickwork. Cavity to be filled with weak mix concrete up to the external ground level. Leave weepholes in every fourth perpend above cavity fill, outer leaf only. Weephole inserts by G. Molyneux (Products) Ltd.  **(VAT – 100%)** | 13 | M2 |  |  |
| **5** | **Damp proof course**  All horizontal and vertical damp proof courses to be Hyload pitch polymer DPC by Ruberoid Ltd, (or similar approved). All ends to be fully lapped by at least 150mm. New DPC to be fully lapped over existing DPC at all abutments, by at least 100mm. Damp proof course to be installed in both leaves no lower than 150mm above the external ground level. DPM under floor slab to be dressed up around perimeter of slab no lower than F.F.L. with min. 100mm lap over new and existing horizontal DPC's.  **(VAT – 100%)** | 13 | LM |  |  |
| **6** | **Floor – to rear extension**  To achieve a 'U' value of at least 0.22 W/m2K. New floor set out so finished top surface is flush with the exposed edge of the existing floor slab at the two doorways between the house and the bathroom adaptation. 65mm thick sand/cement screed on polythene vapour control layer over 75mm Celotex rigid insulation board, type Tuff-R Zero GA3000 over fined blinded 100mm concrete slab with A242 steel mesh reinforcement, (min. 50mm cover). Slab cast insitu over 1200-gauge visqueen continuous damp proof membrane laid over 25mm fines blinding over 150mm well consolidated, selected granular hardcore. DPM turned up at perimeter of slab to top of screed level and fully lapped under the internal leaf DPC. Where new slab meets existing ensure new DPM under slab is turned up around the sides to top of slab level with all joints taped so they act as a continuous membrane.  This floor is to achieve a 'U' value of 0.22 W/m2K.  **(VAT – 100%)** | 20 | M2 |  |  |
| **7** | **New External Cavity walls**  All to achieve a U value of at least 0.28W/m²K.  **Cavity wall construction**  External leaf to be facing brickwork to match existing as close as possible, 100mm cavity with 50mm Celotex CW3050 cavity wall insulation; inner leaf of 100mm AAC concrete blockwork; Inner leaf to be finished with 12.5mm plasterboard on dabs and skim finish. Both leaves of wall construction to be tied together using stainless steel ties at 750mm horizontal, 450mm vertical centres and no greater than 300mm apart around all structural opening.  Where new brickwork and blockwork abuts original house walls provide mechanical tie between both by inserting stainless steel wall plate /ties, type CROC 2000 by Simpson Strong Tie.  **(VAT – 100%)** | 40 | M2 |  |  |
| **8** | **Anchor ties**  30 x 5 x 1000mm long galvanised mild steel straps to be provided at max. 2000mm centres around the perimeter of the building at the junctions of the following: wall/ceiling; wall plate/top of wall. All straps to be taken back across at least three rafters or joists and supported by noggins along their full length in between rafters/joists.  **(VAT – 100%)** | 1 | Item |  |  |
| **9** | **Lintels**  All lintels to external and internal structural openings to be by Catnic Ltd. Lintel in external envelope to be insulated and to have perforated baseplates to prevent cold bridging. End bearings to be no less than 150mm, or in strict accordance with manufacturer's recommendations. Over all lintels in external cavity walls insert cavity tray with stop ends and leave weep holes in outer leaf at ends of cavity tray and every fourth perpend in between, no greater than 900mm maximum spacing’s. Weep hole inserts by G Molyneux (Products) Ltd.   1. 1no over the door in the extension   **(VAT – 100%)** | 1 | No |  |  |
| **10** | **Roof**    All to achieve a 'U' value of 0.16 W/m2K, or better.  Plain tiles to match existing in colour, size, gauge and details fixed in accordance with manufacturer’s instructions to 50 x 25mm tanalised roof battens, on one layer of Tyvek breathable sarking membrane felt on preservative-treaded, traditional cut roof. Rafters at 450mm centres bearing onto 75 x 100mm SW wall plates. Rafters to be at a pitch of 40 degree to match existing house. All bracings, etc., to be in strict accordance with the manufacturer's recommendations. 12.5mm insulated plasterboard fixed to underside of rafters, with Kingspan insulation board positioned between plaster board and roofing felt skimmed ready to receive decoration. Leave minimum 50mm air gap between insulation and the underside of the roof covering where insulation passes over wall plate. Reproduce eaves details to match appearance of existing.  All structural timbers to strength class C16 unless specifically noted otherwise on the drawings. All treated timbers to be pressure impregnated with an approved preservative to BS3452 or 3453, (Vac-vac or tanalised as appropriate). All timber used in joinery work to be primed prior to delivery to site unless stated otherwise. All materials and workmanship to be carried out to current British Standards and Codes of Practice  .  Where roof felt abuts existing wall, dress upstand over a 75 x 75mm treated softwood tilting fillet and up wall at least 150mm measured vertically, fully bonded to existing finish. Insert code No.4 milled lead flashing and cavity tray immediately over, with lead fully lapped under cavity tray.  30 x 5 x 1000mm long galvanised mild steel straps to be provided at max 2000mm centres around the perimeter of the building at the junctions of the following wall/ceiling; wall plate/top of wall.  Allow to match soffit and fascia of existing property and rainwater goods in colour, size and detail of existing property. Gutters approx. 115mm minimum diameter with 67 diameter downpipes.  Allow for the rooflines to be brought together  **(VAT – 100%)** | 20 | M2 |  |  |
| **11** | **Drainage**   * Create a suitable drainage system to take the waste and surface water from the new bathroom area to the existing drainage system. * Create a suitable drainage system to take the waste and surface water from the new kitchen area to the existing drainage system.   **(VAT – 100%)** | 1  1 | No  No |  |  |
| **12** | **Rainwater Drainage and Goods**   * Rainwater goods to be 115mm half round and 63mm diameter RWPs all in colours to match existing. * RWP to new extension to discharge into new gully. * Existing rainwater goods amended to suit the new extension   **(VAT – 100%)** | 1 | Item |  |  |
| **13** | **Stud partitioning between the kitchen/lounge and the shower room wall (Maximum height 2.40m).**  Timber stud partition with plasterboard (WBP plywood within the shower area). Price to include skirting board on the dining room side.  •**Softwood Studding for Partitions (G20)** Species: Contractor's choice. Size: 47 x 100 mm. Treatment: Not required. Stud Centres: 400 mm centres. Fixing: Framing anchors.  •**Softwood Sole Plate to Stud Partition (G20)** Species: Contractor's choice. Size: 47 x 100 mm. Treatment: Not required. Fixing: Framing anchors. Fixing Centres:  •**Softwood Head Plate to Stud Partition (G20)** Species: Contractor's choice. Size: 47 x 100 mm. Treatment: Not required. Fasteners: Galvanized or sherardized nails. Fixing Centres: 450 mm. •**Softwood Noggins to Stud Partitions (G20)** Species: As studs. Cross Section Size: 50 x 47 mm. Locations: Where required for bracing, appliances, sheet edges and the like. Fixing: Framing anchor.  •**Framing Anchors (G20)** Manufacturer: Contractor's choice. Type: To suit connection. Material: Galvanized steel. Fasteners: s/s tangs plugged and screwed to masonry walls  •**M20a Single Layer Plasterboard** Manufacturer: Contractor's choice. Plasterboard: Impact m/resistant plasterboard. Thickness: 12.5 mm. Edge Profile: Tapered. Fixing: screw fixed as manufacturer's recommendations.  •**M20a Beads and Stops for Plaster (M20A)** Manufacturer: Contractor's choice. Beads and Stops: Stainless steel. Position: All external angles and stop ends.  **(VAT – Exempt)** | 5 | LM |  |  |
| **14** | **Plastering to the internal walls and ceiling of rear extension.**  Carry out a two-coat plaster finish to all internal walls within the bathroom adaptation. Price to include going into the reveals of windows and doors, and also the removal of the existing external wall finish  •**M20a Two Coat Plaster (M20A)** Manufacturer: Contractor's choice. Plaster: Two coat (undercoat plus finish) plaster system. Undercoat: Gypsum bonding plaster. Undercoat Thickness: 5 mm. Final Coat: Gypsum finish plaster. Final Coat Thickness: 2-3 mm applied in one coat. Finish: Smooth.  •**M20a Beads and Stops for Plaster (M20A)** Manufacturer: Contractor's choice. Beads and Stops: Stainless steel. Position: All external angles and stop ends.  **(VAT – 100%)** | 53 | M2 |  |  |
| **15** | **French door and window to rear elevation**  To achieve 'U' value of 1.6 W/m2K or better. New window to be high-performance double-glazed unit made in uPvc, with style and detailing to match existing frames on the same side of the building. Factory sealed double-glazing to have a minimum air gap of 16mm and to use a low-E glass with an emissivity of no less than 0.05. Opening light to windows to provide a minimum of 1/20th ventilation area. New window to also incorporate controllable trickle vent in the frame head to provide a minimum 4000mm2 background ventilation for non-habitable rooms. Threshold to be a low level style.  **(VAT – 100%)** | 1 | Item |  |  |
| **16** | **Electrical - Bathroom**Supply and fit the following electrical items, all wiring to be concealed in chases or behind ceiling boards, all necessary earth bonding is to be carried out within the property and NICEIC certificates will be supplied upon completion of the works.  * Supply & fix in accordance with manufacturer’s instructions a Mira Advance Flex Shower (9KW) with anti-scald device. Fit extended riser rail to suit seated or standing user. The electricity supply to the shower shall be via a separate 40amp fused and RCD protected circuit. * Supply & fix in accordance with manufacturer’s instructions an extractor fan within shower room. Extractor fan to perform adequately (venting to the outside and extracting at least 15 litres per second), linked to light switch with overrun and conform to current legislation and standards. * Supply and fit IP44 rated ceiling light and pull switch within shower room. * Allow for a separate subboard to take the electrical feeds from the bathroom adaptation as necessary.   **All electrical work required to meet the requirements of Part P (Electrical Safety) must be designed, installed, inspected, and tested by a person competent to do so. Prior to completion, the Council should be satisfied that Part P has been complied with. This may require an appropriate BS7671 electrical installation certificate to be issued for the work by a person competent to do so.**  **(VAT – Exempt)** | 1 | Item |  |  |
| **17** | **Electrical – Bedroom and extension**Supply and fit the following electrical items, all wiring to be concealed in chases or behind ceiling boards, all necessary earth bonding is to be carried out within the property and NICEIC certificates will be supplied upon completion of the works.  * Supply and install ceiling lights in the two areas. Allow for 6no lighting points and price is to include for lighting switches * Supply & fix double switched sockets in the two area. Allow for 12no double sockets. * Amend the circuits for the cooker and hob as necessary. * Supply and install the appliances and white goods in the kitchen area, including the installation of an extractor fan.   **All electrical work required to meet the requirements of Part P (Electrical Safety) must be designed, installed, inspected, and tested by a person competent to do so. Prior to completion, the Council should be satisfied that Part P has been complied with. This may require an appropriate BS7671 electrical installation certificate to be issued for the work by a person competent to do so.** **(VAT – 100%)** | 1  1  1  1 | No  No  No  No |  |  |
| **18** | **Shower Room Fittings** Unless otherwise stated all products are available from Practical Care Products on 01886 830119.   * Supply and fix in accordance with manufacturer’s instructions: LDE14 Easy-Fit Level Dec shower tray (trimmed as necessary) with gully, fixed in position shown on the plan. NB Gully flexible. * Supply and fix full length shower curtain and rail, curtain hung to trail floor by 25mm to help retain water. * Supply and fix 2 No. plastic ribbed 450mm long grab rails, Ref GR45031, install within shower area in position agreed with customer. * Supply and fix new White standard WC with Chrome accessories. Allow for connecting to existing services in position shown on the plan. * Supply and fix new white 500 x 400mm minimum wall hung wash basin complete with chrome waste and lever taps. Allow for connecting to services in position shown on the plan. Please liaise with client to establish installation height. * Connect all sanitaryware into a stub-stack either internally or externally, before connecting into the existing drainage system.  Wherever possible WC should be sited with a 175mm space between adjacent wall or another fitting. All fittings to have a 75mm deep seal, anti-vacuum trap and a UPVC waste pipe, sized as follows:  Wash hand basin - 32mm diameter with 75mm deep seal trap.  WC - 100mm dia with 50mm deep seal P-trap  All fittings should be fitted using isolation values.  **(VAT – Exempt)** | 1 | Item |  |  |
| **19** | **Tiling**  Tiling to be fixed on continuous adhesive bed and grouted with waterproof grout. Plastic corner strips to be used on all junctions. No raw edges are to be left exposed.     * Supply and fix 400 x 250mm Bumpy Blanco white tiles, floor to ceiling within shower area,   **(VAT – Exempt)** | 20 | M2 |  |  |
| **20** | **Altro** Prepare shower room floor and finish with ALTRO Pisces non-slip resistant flooring with continuous coved skirting and finishing trim to edges within the whole of the new shower room.   * Altro flooring to be installed by Altro Approved Installer. * Altro floor to be laid continuously below WC and basin.   Provide threshold strip to the doorway to the utility to eliminate tripping hazard  **(VAT – Exempt)** | 4 | M2 |  |  |
| **21** | **Door from bedroom to shower room**  Allow to form a new door opening within the existing french door opening between the utility and the shower room. Reduce the size of the opening and supply and fix a new door and frame all to match existing within property including ironmongery all to match existing detailing within the home. New doorways to provide a clear opening width of 800mm. Price to include for door casing and architraves, brickwork to reduce the opening, plastering the walls and extending the skirting. NB see drawing for handing  **(VAT – 100%)** | 1 | No |  |  |
| **22** | **Internal Decoration** Prepare and apply 2No. coats of magnolia emulsion paint to walls and white emulsion paint to the ceiling within bathroom adaptation.  Knot stop and prime all new woodwork including both sides of new door including frame and finish with 2no undercoats and one gloss coat in white.   1. Walls 2. Ceilings 3. Doors and frames   (VAT – 75%) | 100  50  1 | M2  M2  No |  |  |
| **23** | **Heating**   * Extend / modify existing hot water central heating system to accommodate new radiator/towel rail within shower room, a central heating radiator within the bedroom and an amendment of the heating system in the kitchen lounge area. Desired position of new radiators shown, but installer to design size and type of radiator to suit client's requirements and to achieve adequate temperature levels in each space. Provide a constant temperature of 22 degrees within shower room. Radiator to be fitted with thermostatic valve, by Myson, or similar approved.   All installation work to be carried out by full trained and qualified specialist fitter. Contractor to get Client's approval for radiator size and style prior to ordering or carrying out any installation work.  Installing contractor to ensure all controls and services connected to the modified heating system to be in full compliance with requirements of Section 2 of Approved Document L1 of the Building Regulations 2000, (as well as the relevant paragraphs of Section 1 of the same).  **(VAT – on 50% of cost)** | 1 | Item |  |  |
| **24** | **External works**  Create a patio area outside the new rear door with paving slabs. Price to include for digging out the area and laying a secure MOT sub-base for the 600x600mm concrete paving slabs to be laid upon. Edges to be finished with kerb stones.  **(VAT – 100%)** | 20 | M2 |  |  |
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|  | **Total cost of Grant Aided Works** |  |  | **£** |  |

**Designer Risk Assessment**

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| **Customers Name: Miss S Duncan** |
| **Works Address: 14 Brooklea Close, Trefonen, SY10 9DA** |
| **Description of Work:** Disabled Facilities Project – Rear and bathroom Adaptation |
| **Any Additional Information:** |

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| Hazards & people at Risk | Risk Factors | Risk Elimination |
| **Client in Residence** | Harm or injury during works on site. | Contractor to consider safety of client/family and visitors always, and to ensure client is in a safe situation or is accompanied when materials are brought in to the house.  Contractor to ensure clear and safe access to entrances at all times, all rubbish to be bagged up and removed from site each day. |
| **Asbestos within working Area.** | Inhalation of fibres | Consideration and precautions to be taken before disturbing existing materials. If any material is suspected to contain asbestos, do not disturb, immediately stop work and contact Shropshire Council, report information on location and condition of material.  Only Approved Contractors to be used to remove asbestos if deemed present and appropriate. |
| **Biological Hazard** | Risk of Infection | Care must be taken when removing S&VP, waste pipework etc. All necessary precautions to be taken. |
| **COSHH.** | Injury – ill health from exposure to Hazardous Substances. | Use of completed COSHH Risk Assessments.  Use of appropriate PPE. |
| **Dust.** | Inhalation of particles due to working in confined working area or poor ventilation. | Contractor to take all necessary precautions to keep dust to a minimum and to within the work area. Use appropriate PPE and work completed outside if possible. |
| **Electrical.** | Electrocution shock, burns or fire | Awareness and assessment of age of wiring and fittings. Condition of electrical equipment. Training, all works must be carried out by (NICEIC Registered) contractor or equivalent.  Use of detectors. Use of battery tools. 110-volt tools used if appropriate. Visual user checks. PAT testing of equipment to be maintained and displayed on equipment. |
| **Manual Handling.** | Back injury, strains, hernia, tendon damage  Dropping of items onto person | Assess size, shape & weight of load. Personal stature,  weather conditions, frequency of task, distance load to be moved, Staff training, use alternative sizes/materials, off site cutting or sizing of materials and use mechanical aids where appropriate. |
| **Noise.** | Damage to hearing, sudden noises causing freight/shock to customer | Use of appropriate PPE. Assess loudness of likely noises, frequency of task, duration of task, proximity to task and ensure advance warning provided to customer. |
| **Excavations.** | Danger of falling/ stumbling into excavation etc. | Restrict access as appropriate, provide guards/coverings where appropriate. |
| **Fire.** | Risk of burns, structure catching fire etc. | Use alternative methods of working. Assess materials surrounding area of hot working. No smoking by contractors on site. No canisters to be left unattended at any time. |
| **Slips / Trips & Falls.** | Falls injuries. | Avoid any trailing leads, hoses etc. Tidiness of site.  Use battery operated tools. Suitable and safe storage of materials. |

**Date Produced: –** 12th July 2021

**Signed: -** Alastair Bain

**Position: -** Building Surveyor

**Minor Disabled Adaption Construction Phase Plan**

***To be completed and returned with Tender***

|  |  |
| --- | --- |
| **Contractor Name/Address** | |
| **Customer Name/Address** | |
| **Details of Work** | |
| **Subcontractors on Site** | |
| **Method used to keep everyone on site during works (please delete as appropriate)**  **I will be present on site;**  **A foreman named …………………………Tel……………………..….. will be present on site;**  **A Site Agent named…………………………..Tel………………………will visit site regularly.** | |
| **Main Dangers on Site** | **Controls Put in Place** |
| **Client in Residence**  Harm or injury during works on site. | Consider safety of client/family and visitors at all times, and to ensure client is in a safe situation or is accompanied when materials are brought in to the house.  To ensure clear and safe access to entrance’s at all times, all rubbish to be bagged up and removed from site each day. |
| **Asbestos within working Area.**  Inhalation of fibres | Consideration and precautions taken before disturbing existing materials. If any material is suspected to contain asbestos, stop work immediately and contact Shropshire Home Services for further action. Provide information on location and condition of material to Shropshire Council. |
| **Biological Hazard**  Risk of Infection | Care must be taken when removing S&VP, waste pipework etc. All necessary precautions to be taken. |
| **COSHH.**  Injury – ill health from exposure to Hazardous Substances. | Use of completed COSHH Risk Assessments.  Use of appropriate PPE. |
| **Dust.**  Inhalation of particles due to working in confined working area or poor ventilation. | Take all necessary precautions to keep dust to a minimum and to within the work area. Use appropriate PPE and work completed outside if possible. |
| **Electrical.**  Electrocution shock, burns or fire | Awareness and assessment of age of wiring and fittings. Condition of electrical equipment. Training, all works must be carried out by (NICEIC Registered) contractor or equivalent.  Use of detectors. Use of battery tools. 110 volt tools used if appropriate. Visual user checks. PAT testing of equipment to be maintained and displayed on equipment. |
| **Manual Handling.**  Back injury, strains, hernia, tendon damage  Dropping of items onto person | Assess size, shape & weight of load. Personal stature,  weather conditions, frequency of task, distance load to be moved, Staff training, use alternative sizes/materials, off site cutting or sizing of materials and use mechanical aids where appropriate. |
| **Noise.**  Damage to hearing, sudden noises causing freight/shock to customer | Use of appropriate PPE. Assess loudness of likely noises, frequency of task, duration of task, proximity to task and ensure advance warning provided to customer. |
| **Excavations.**  Danger of falling/ stumbling into excavation etc. | Restrict access as appropriate, excavate and fill the same day wherever possible, provide guards/coverings where appropriate. |
| **Fire.**  Risk of burns, structure catching fire etc. | Use alternative methods of working. Assess materials surrounding area of hot working. No smoking on site. No canisters to be left unattended at any time. |
| **Slips / Trips & Falls.**  Falls injuries | Avoid any trailing leads, hoses etc. Keep site tidy. Use battery operated tools. Suitable and safe storage of materials. |
| **Working at Height**  Injury from Falling | Safe use of ladders, appropriate access equipment to be in good condition. Working at height training. |

**Signed………………………………………………Dated………………………………….**

**FORM OF TENDER**

**Private Sector Housing**

**Shropshire Council**

**Shirehall**

**Abbey Foregate**

**Shrewsbury**

**SY2 6ND**

Dear Sirs,

**Re: - Rear extension and bathroom adaptation at 14 Brooklea Close, Trefonen**

**For: - Miss S Duncan**

I/We undertake to carry out the whole of the Works described in the attached specification and associated drawings, dated – **12th July 2021**, to the complete satisfaction of the client and Shropshire Council in the total sum of: -

(Words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (£……………….)

Fixed Price excluding VAT (VAT anticipated is £…………………)

The above figures include all prime cost sums, provisional sums and contingencies as contained within the Specification.

I/We offer to commence within ………. weeks from receipt of an order to commence and the work will take approximately ………. weeks to complete.

The Tender will remain open for acceptance for 6 (six) months from the date of Tender.

Signed - ……………………………………………………………

In capacity of - …………………………………………………….

For (name of Company) - ……………………………………………………………….

Registered Office address - ………………………………………………………………

……………………………………………………………………………………………….

Telephone number - ……………………………………………….

Date - ………………………………………