GLEVUM

Proposed : Conservatory to rear elevation
For : Mr A Cook
At : 3 Winding Wheel
Coleford Road
Bream
Gloucestershire
GL15 6EU

PLEASE CONFIRM THAT **ALL** OF THE DETAILS ON THIS DOCUMENT ARE CORRECT

I confirm that the stage is complete and I am willing to make the stage payment	Customer Signature	Date
Base and wall construction		
Framework and roof		
Ancillaries		

Drawing No.	20240194	Drawn by :	Graham Rose	Date :	02/04/2024

If Glevum Conservatories are building a new base there are four stage payments to make. The first is the 10% deposit that you have paid to our designer. 40% should be paid on completion of the base work and any masonry walls. The next 40% payment should be paid when the installation of side frames and roof is complete and the final 10% paid on completion of any ancillary work (electric's, floor tiles etc.).

If we are utilising your existing base or you are building a new base there are three stage payments to make. The first is the 10% deposit that you have paid to our designer. 80% should then be paid on completion of side frames and roof and the final 10% paid on completion of any ancillary work (electric's, floor tiles etc.).

If you are purchasing your new conservatory on finance please refer to the terms & conditions relating to payment on your Purchase Agreement.

The Companies Contract Manager has discussed the above survey with me and I agree to the designs and other details finalised during his visit.

Details and designs shown supercede all previous. Prior information e.g. design sketches, quotation letters and conversations with Glevum staff will not form part of the installation specification unless shown on these drawings

Customer Signature		Date	

Approval Required ? Planning Enquiry ? ☐ Please tick where appropreate

Planning permission	Yes ☑	Restrictive covenants	Yes ☐	Local Water Authority Build Over / Close To Application required	Yes ☐
Building regulation	Yes ☐	Housing association	Yes ☐		
Listed building consent	Yes ☐	Builders consent	Yes ☐		
Conservation area	Yes ☐	Landlords consent	Yes ☐		
Neighbours consent	Yes ☐	3rd party wall act	Yes ☐		

Gutters and box gutters require cleaning periodically to keep them free of debris. Problems that arise from blocked gutters are not covered by the Glevum guarantee.

Electrical Regulations

Glevum Conservatories are required by law to test the installation of your existing wiring. If it does not comply with IEE (Institute of Electrical Engineers) 18th Edition regulations we will be unable to make the final connections to your electrical system until all necessary remedial work has been completed to meet these regulations. Our electrician will be able to quote for any additional work that may be required.

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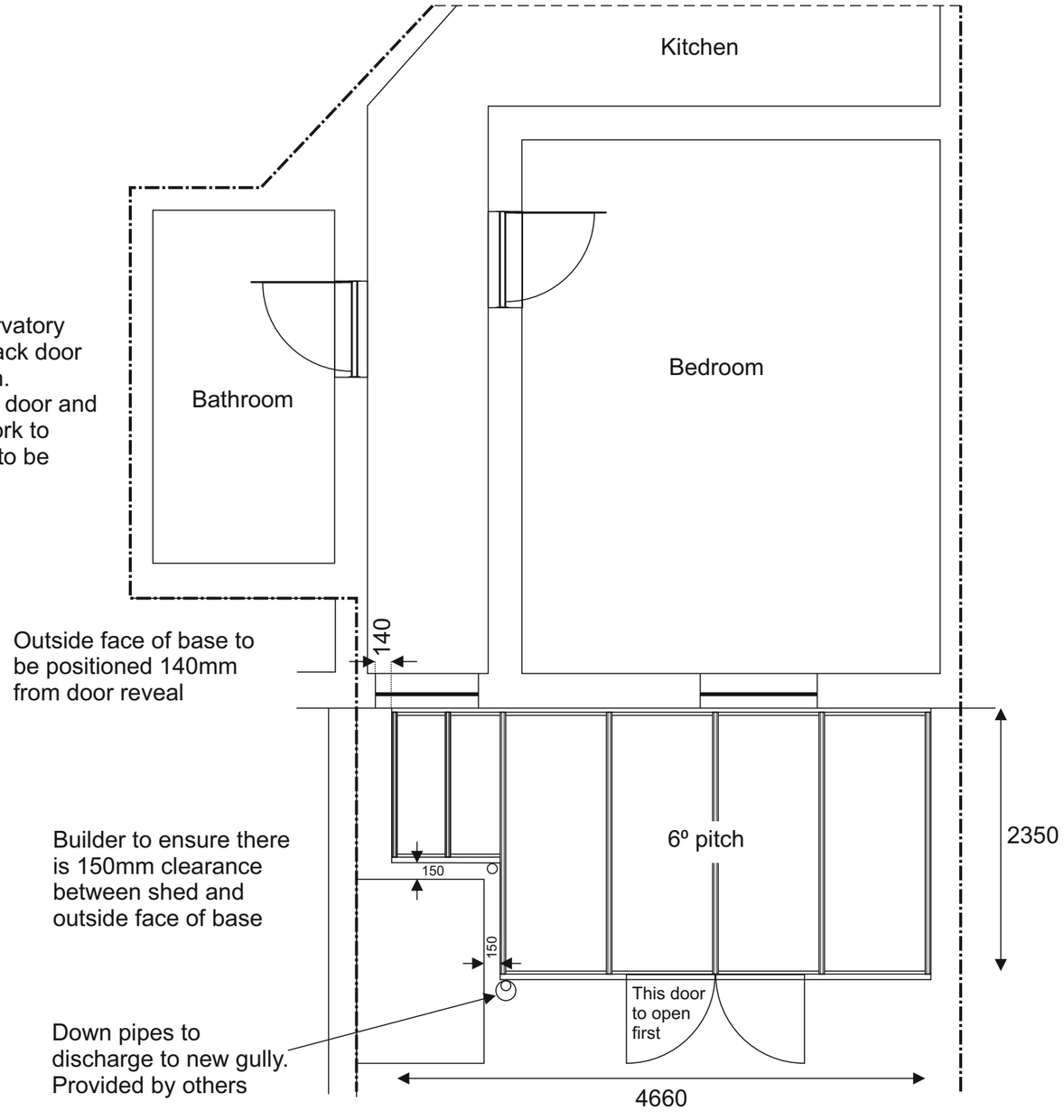
Side wall of conservatory will encroach on back door opening by 140mm. Replacement back door and appropriate studwork to reduce door width to be provided by others



All dimensions are to the internal ring beam i.e. the internal face of the window frames.

Installers to chase in vertical DPC.

White PVCu side frames with Pilkington K / Optiwhite, Intercept warm edge spacer with argon fill (1.1 W/m²K). Flat white panels where indicated. Minster obscure glass to boundary elevations.

Ultraframe Classic Roof. 6º pitch. Heatguard polycarbonate 25mm.

Firrings required.

White door and window handles.

Plaster house wall. Bullnose softwood skirting.

All to accept decoration by others.

1 light point, 2 double sockets.

The position of all electric points to be agreed between electrician and householder on the first visit and marked on the drawing.
I agree to the positions as discussed and marked on the drawing-

Signed_____ Name_____

Laminated flooring, Brecon Farm Oak. Skirting to be fitted with flooring.

Base construction by customers contractors. Glevum conservatories are unable to confirm suitability of base construction or correct faults with the product that arise from defects in the base.

Access for installers through property.

0 1m 2m 3m

Customer Signature :	PRINT TO A3	Drawing Number : 20240194	Property Elevation : Proposed Plan	Unit Elevation : Roof Plan	Scale : 1 : 50	Drawn : Graham Rose
					Date : 02/04/2024	

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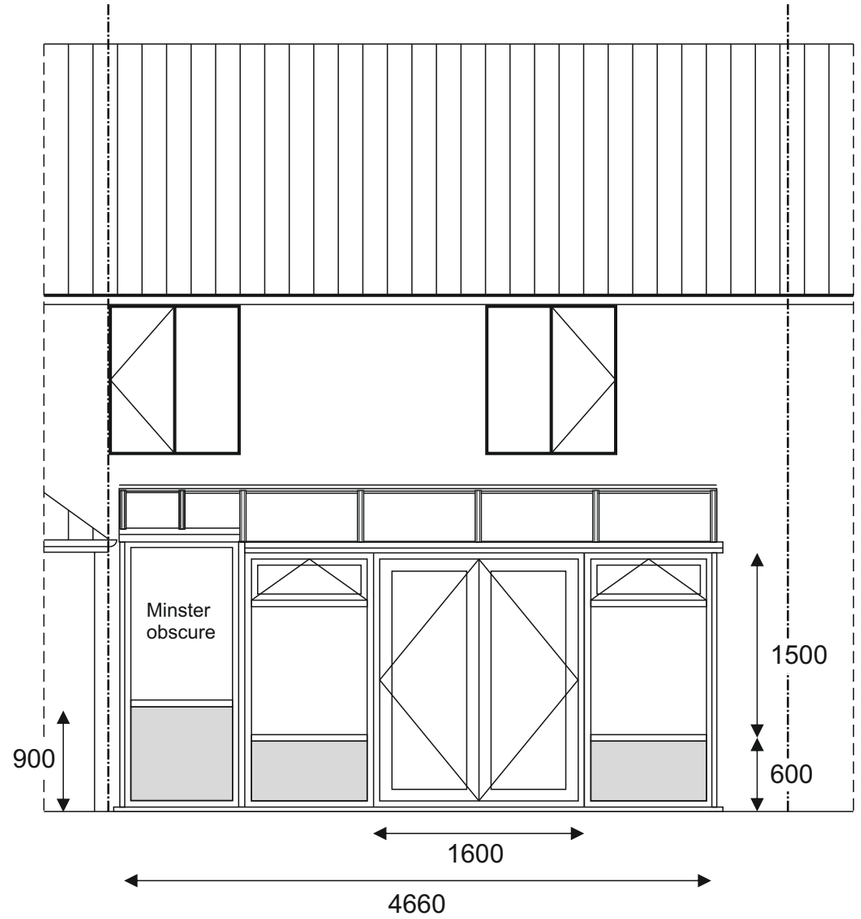
All Dimensions are to the internal ring beam

Flat white infill panel
where indicated

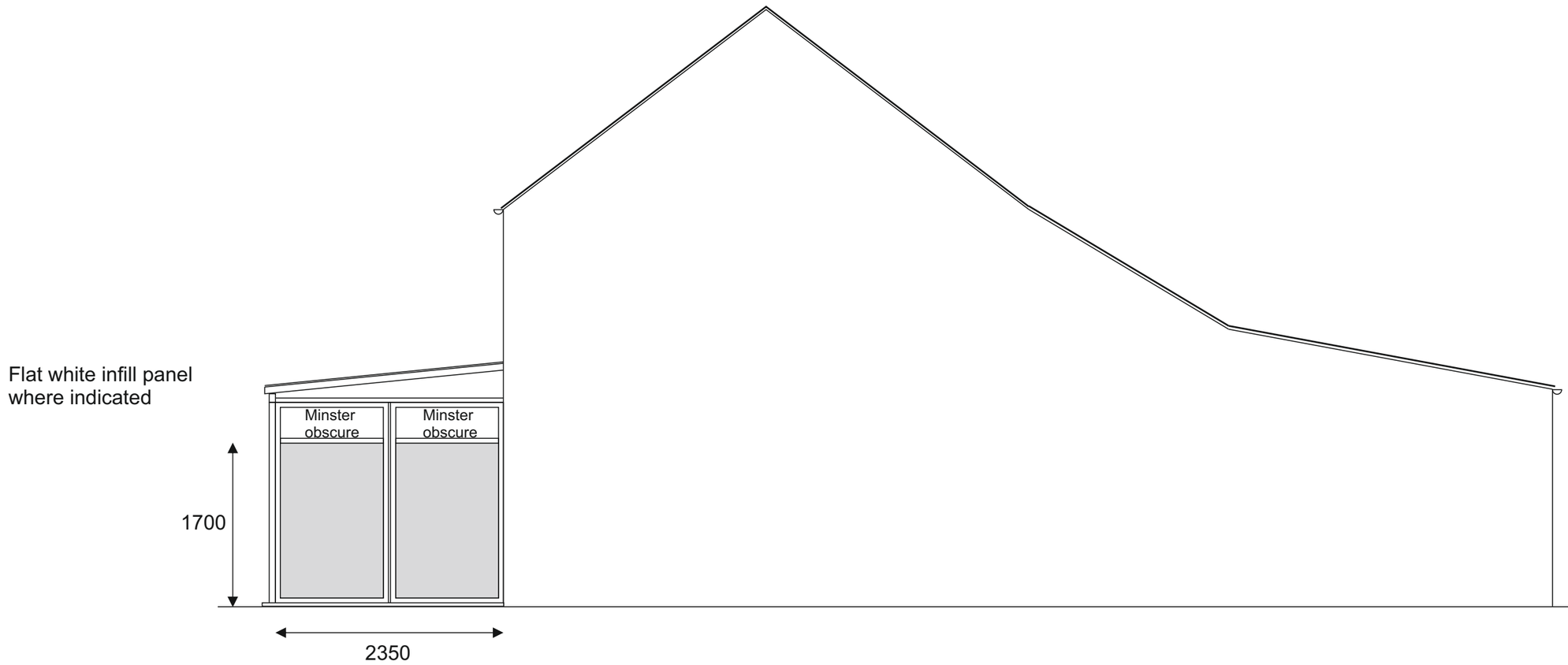


0 1m 2m 3m

Customer Signature :	PRINT TO A3	Drawing Number : 20240194	Property Elevation : Rear East	Unit Elevation :	Scale : 1 : 50	Drawn : Graham Rose
					Date : 02/04/2024	

GLEVUM

All Dimensions are to the internal ring beam

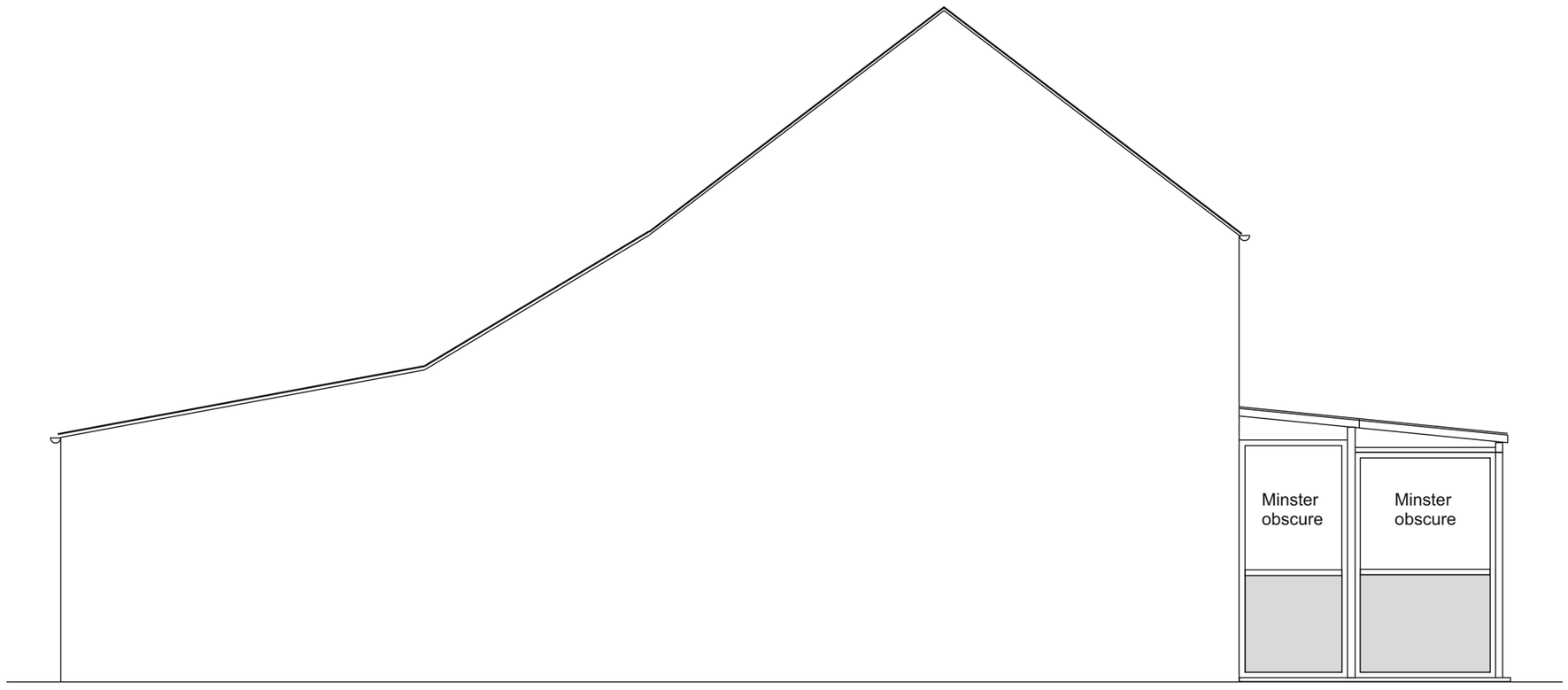


0 1m 2m 3m

Customer Signature :	PRINT TO A3	Drawing Number : 20240194	Property Elevation :	Unit Elevation : Side North	Scale : 1 : 50	Drawn : Graham Rose
					Date : 02/04/2024	

GLEVUM

All Dimensions are to the internal ring beam



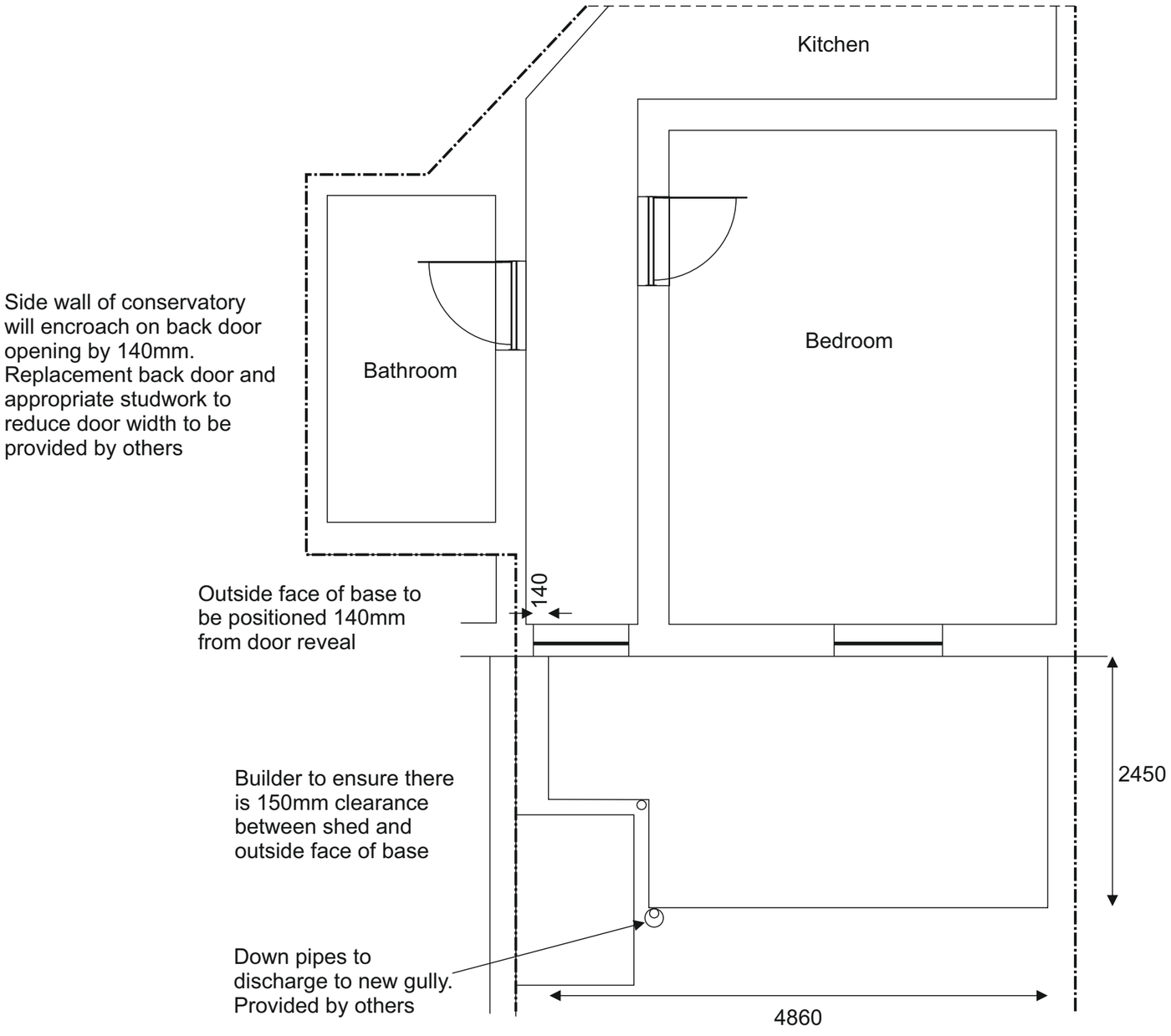
0 1m 2m 3m

Customer Signature :	PRINT TO A3	Drawing Number : 20240194	Property Elevation :	Unit Elevation : Side South	Scale : 1 : 50	Drawn : Graham Rose
					Date : 02/04/2024	

All base dimensions to be taken from this page

All dimensions are to the outside face of the base.

Finished base dimensions to be checked by Glevum Conservatories prior to conservatory manufacture.



0 1m 2m 3m

Customer Signature :	PRINT TO A3	Drawing Number : 20240194	Property Elevation : Proposed Floor Plan	Unit Elevation : Base Plan	Scale : 1 : 50	Drawn : Graham Rose
					Date : 02/04/2024	

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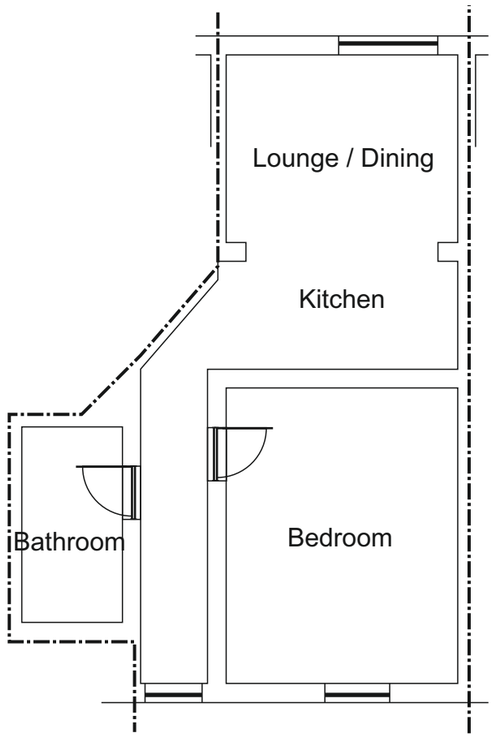
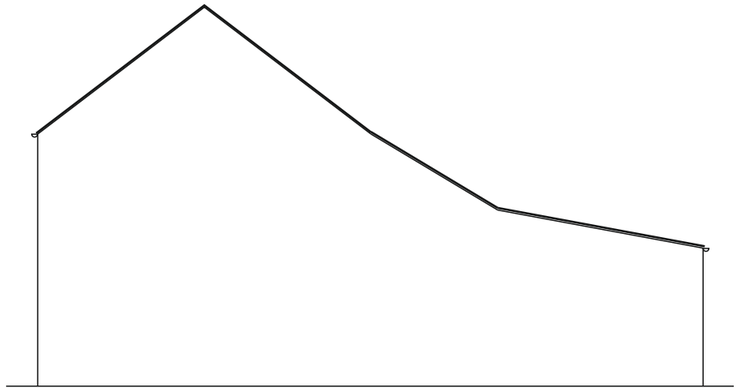
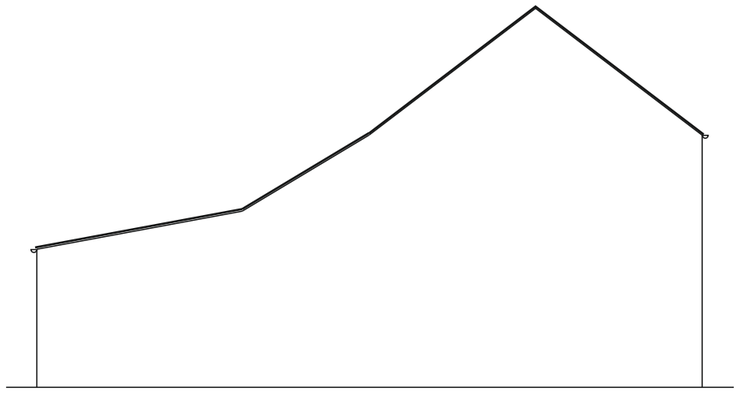


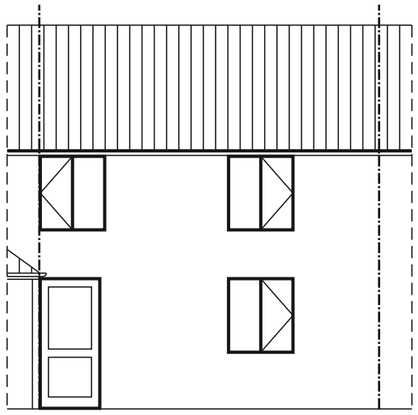
Floor plan



Side North



Side South



Rear East

0 1m 2m 3m

Customer Signature :	PRINT TO A3	Drawing Number : 20240194	Property Elevation : Existing	Unit Elevation :	Scale : 1 : 100	Drawn : Graham Rose
					Date : 02/04/2024	

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All dimensions include add-ons,
couplers and corner posts.
150 cill/welded cill
Low PVCu threshold
Restrictor to door
400mm fanlight transom drop

Customer Signature :		Drawing Number : 20240194	Property Elevation :	Unit Elevation :	Scale :	Drawn : Graham Rose
					Date : 02/04/2024	

Administration Notes

Planning	✔
B-Regs	
B-Over	
SAP	

Book in:

						Date Checked	Additional work	Date completed
Builder		Duration	Days					
Fitters	✔	Duration	3 Days	Team	PS			
Electric.	✔							
Plasterer	✔							
Plumber								
Render								
Flooring	✔							

Order:

Roof with poly	✔
Unglazed roof	
Roof glass	
Sides inc. glass	✔
Other	Flat white panel Laminated flooring (check with GR). Woodpecker

		Drawing Number : 20240194			Scale : 1 : 50	Drawn : Graham Rose
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Site Specific Risk Assessment

Description of hazard/ task/activity	Controls in place	Risk assessment without further control S	L	R	Additional action to reduce risk	Risk assessment with actions implemented S	L	R
Compact sub-base - noise	Wear ear protection	4	2	8	Ensure equipment is correctly maintained. Design structure to negate need for compaction.	3	1	3
Compact sub-base, disc cutter/grinder - HAVS	Limit time spent on machine to 20 minutes or 3 hours per day or in accordance with HSE HAVS calculator table. Use equipment with low vibration/emission.	5	2	10	Design structure to negate need for compaction. Keep warm. Stop work and report to office immediately if numbness or tingling is felt	4	2	8
Dust inhalation	Prevent or reduce dust using dust suppression or extraction. Wear CE marked FFP3 mask. Consult COSHH assessment and key control measures	8	2	16	Ensure mask is face fitted by qualified tested. Face to be clean shaven. Change mask regularly.	8	1	8
Work on sewers- gastroenteritis, weils disease, hepatitis, eye and skin infection	Wear appropriate PPE, abrasion resistant gloves, waterproof cover-all's, face splash guards Welfare and washing facilities on site. Use sterile wipes. Correct first aid kit.	8	4	32	Disposable PPE if appropriate. Appropriate training, HSE information cards. Clean tool and equipment after use.	8	2	16
Flooding of trench	Establish sewer routes and fit bungs to adjacent inspection chambers. Ensure work can be completed in adequate time	6	2	12	Establish sewer routes and fit bungs to adjacent inspection chambers. Ensure work can be completed in adequate time	5	1	5
Work in confined spaces	Never work alone, 1 operative to remain outside the confined space. Both operatives to be trained and competent. Escape plan required and familiar to both operatives.	5	3	15	Be aware of trapped gasses, air testing may be required. No sparking equipment to be used. Ensure adequate access and egress.	4	2	8
Excavate for foundations and drainage- trench collapse	All trenches deeper than 1 meter to be supported by trench supports. Granular soils battered to beyond the angle of repose.	8	3	24	Never enter an unsupported trench or one that is still being dug by an excavator.	7	2	14
Excavate for foundations and drainage- falls into trench	Barriers and warning signs to be used. Toe boards to be used. Unattended trenches to be covered with suitable boarding.	8	3	24	Plant to be used away from the trench edge. Do not load materials or place other loads on edge of trenches	6	2	12
Handling substances- silicone sealant, glass cleaner, superglue, expanding foam	Gloves to be worn. Cleaning rags to be disposed of carefully. Consult COSHH assessment and key control measures	4	2	8	Barrier cream to be used. Materials stored in a safe manner. Regular use of welfare facilities.	4	1	4
Back injury – pushing wheelbarrow	Competent operator	4	1	4	TBT on manual handling. Seek other means of moving materials.	4	1	4
Noise when using disc cutter, compactor and other equipment	Hearing protection worn	6	2	12	Limit exposure time to disc cutter and compactor	6	1	6
Struck by vehicle or plant when walking on site	Always use pedestrian walk ways. Observe site traffic plan	8	1	8	Listen and look for site traffic	8	1	8
Falling objects	Segregate area below work area. Stop work if anyone enters area.	6	2	12	Take minimum equipment and materials to high level and ensure all are secured.	4	1	4
Members of the public sustaining injury from materials / equipment	Store materials safely end lock unused equipment in van	4	3	12	Use barriers to working and storage areas. Ensure doors and gates are locked where possible	2	3	6
Householder or family sustaining injury from materials / equipment	Advise all to keep clear of the work area	4	4	16	Agree a method of comunication.	2	4	8
Pets	Ask householder to keep pets clear of working area	2	4	8	Keep all gates and doors closed where possible	1	4	4

Description of hazard/ task/activity	Controls in place	Risk assessment without further control S	L	R	Additional action to reduce risk	Risk assessment with actions implemented S	L	R
Working at height- scaffold tower	Trained personnel- BSG or PASMA qualified. All towers to have hand rail and be inspected daily or whenever moved. Inspection labels to be used.	8	2	16	Only competent personnel to work at height. Tower scaffolding to be used. No working outside scaffolding.	8	1	8
Working at height- ladder/step ladder	Ladders to be footed or tied at all times. Ladder for short term work only. 3 points of contact at all times otherwise another method of work to be found.	8	2	16	All ladders and step ladders to meet requirements of BS EN131 and be inspected for faults and wear on a weekly basis.	8	1	8
Manual handling All **conservatory** Wall frames are supplied unglazed No unglazed frames greater than 30 Kg to be manufactured	•For frame weights refer to section 4.2 Page 13 •2 man lifting required on items over 25kg •Mechanical materials handling equipment should be considered before any Manual Handling operations Commence. •Site lifting equipment is to be employed where possible e.g. Site Forklift •The above equipment can only be used by trained competent personnel.	4	4	16	•Specific manual handling assessment will be undertaken if over 25kg •Formal manual handling training required Tool Box Talks to be delivered on correct lifting techniques	8	1	8
Manual handling Lifting windows/components/ material/rubble	Trained personnel. Gloves to be worn	8	2	8	Seek assistance if lifting over 25 kg. Gloves to be worn when lifting glass. Adopt correct lifting position when removing debris/rubble.	4	1	4
Manual handling – dropped window/components	Safety helmet Safety footwear Gloves	4	4	16	Seek assistance if object is difficult to lift size unadied or due to weather / wind or footing conditions	4	1	4
Manual handling – cuts	Gloves to be worn at all times. Vehicle first aid box to be fully stocked and replenished.	4	2	8	Use shovel when lifting from ground – do not use hands. Regular use of welfare facilities.	4	1	4
Manual handling – Glass Storage	Safety helmet Safety footwear Gloves, Eye protection,	4	4	16	Glass is retained in glazing vehicle until required. PPE to be worn when moving glass.	4	1	4
Moving material – slip trip and fall	Safety footwear worn. Remove debris from work area. Keep all walk ways and ladder access clear of debris and material.	4	4	16	Remove debris or hazards that may be left by others or report to Site Agent. Clean as you go policy in place. Use boarding for storage and access in muddy conditions	4	1	2
Moving material - Animal / human feaces/Weir's disease	Glove to be worn	4	2	8	Wash hands prior to eating / smoking / toilet.	4	1	4
Vehicle movement.	Trained personnel. Comply with site traffic plan. Park in car park, confirm with Site Agent prior to parking by plots.	8	2	16	Reversing vehicle to be guided. If other vehicles on site in your work area further assessment required.	8	1	8
Handling substances- concrete, cement, mortar, bricks and blocks	Wear appropriate PPE including gloves and boots. Avoid contact with materials when possible. Inspect hands regularly for signs of dermatitis, seek treatment when required.	4	2	4	COSHH Assesment. Individuals given MSDS sheet of substances they are using. Use pre and post work hand creams. Regular use of welfare facilities.	4	1	4
110v generator-Electrocution - fire	Petrol in correct container- Drip Tray. Petrol in appropriate labelled container.	8	2	16	Correct procedure to be followed for using, transporting, filling and storing. No smoking. Regular inspection and servicing	8	1	8
Using water suppressed disc cutter – fire, amputation	Competent personnel – no smoking when using.	6	2	12	See training module in Glevum Manual	6	1	6
Services - Electrocution, fire, explosion.	Check services marked on map in site office. Confirm positions with CAT. Expose by hand dig.	4	2	8	Confirm positions with CAT. Expose by hand dig.	4	1	4

PRINT TO A3

Drawing Number : 20240194

Scale :

Drawn : Graham Rose

Date : 02/04/2024

Construction Phase Plan

Description:	Conservatory to rear elevation
Customer:	Mr A Cook
Address:	3 Winding Wheel Coleford Road Bream Gloucestershire GL15 6EU

Pre-Construction Information has been compiled in accordance with Regulation 20(2)(a) of the Construction (Design and Management) Regulations 2007 using information from the householder and Designer.
The document must be read in conjunction with the site specific risk assessment, working drawings and Conservatory Order Form.

Distribution list: Build Manager
Construction personnel
Installers
Electrician
Plumber
Flooring contractor
Plastering and rendering contractor

Welfare Provision
Householder to provide ☑
Portaloo ☐
Other ☐ _____

First Aid
First aid kit on company vehicles. All incidents to be reported to Glevum Health and Safety Officer.

Health and Safety goals for the project include:
No fatalities
No major injuries
No dangerous occurrences
No exposure to hazardous substances and processes
Minimise and or remove the risk of ill health or injury to employees and members of the public

Site personnel are expected to work to these goals as a minimum standard. Compliance should be monitored and reviewed on a regular basis and reports submitted in the instance of accidents and injuries.
All accidents and near misses to be reported verbally to the Contract Manager. A full investigation may be carried out by the Health and Safety Officer.

Pre-start meeting between key personnel and Contract Manager to be held prior to starting each stage of work. Regular contact to be maintained between Contract Manager, Build Manager and personnel on site including site meetings. Information to be shared regarding health and safety issues, work progress and adherence to quality standards.

Working drawings to be issued to all site personnel and retained by them for the duration of works. Clarify any points that aren't understood before starting work. Changes to the drawings or specification to be communicated by the Contract Manager and new drawings issued as required.

PPE appropriate to task being undertaken to be worn at all times. Consult Risk assessment and Method statement if required.

Site Security
Work area to be secured outside working hours. Vehicles to be locked. Plant and machinery to be immobilised and locked. Remove from site whenever possible. Ensure garden gates and sheds are locked if required.

Waste Disposal
Skip provided for spoil, building waste and old frames. All other waste to be returned to Glevum premises for disposal or recycling. All areas to be kept clean and free of debris. Clean work area at the end of each working day. Store materials, plant and equipment in a tidy manner clear of access routes. Protect vulnerable areas such as driveways, paving and existing doors.

Asbestos
Asbestos has not been found during site survey or disclosed by the householder. If asbestos is discovered or suspected at any time during works stop work immediately and report to the Contract Manager. Leave the work area and do not allow others into the work area.

Vehicles to be parked on the highway or driveway giving consideration to the householders and public requirements.

Plant and equipment to only be operated by competent personnel with the required qualifications and certificate.

Excavations
All excavations must be adequately supported to prevent collapse and guarded to prevent falls of operatives and materials. Excavations must be inspected in accordance with statutory requirements i.e. before each shift, after any event likely to have affected stability and after any fall of materials or once in any seven-day period. Entry of operatives into excavations must be avoided where possible e.g. by use of "trench fill" foundations. Where entry cannot be avoided, a permit system should be implemented and levels of oxygen and toxic/flammable gases (e.g. methane and carbon dioxide) monitored to ensure a safe working environment before entry and during the operation. Adequate emergency procedures should be prepared including rescue.

Noise
In accordance with the Control of Noise at Work Regulations 2005 (in force April 2006), the action levels at which noise controls are determined have changed. The new levels are:
Lower Exposure Action Value
Daily or weekly exposure 80dB
Peak sound pressure 135dB
Upper Exposure Action Value
Daily or weekly exposure 85dB
Peak sound pressure 137dB
Exposure Limit Value (these must not be exceeded)
Daily or weekly exposure 87dB
Peak sound pressure 140dB
You must estimate the level of noise employees are exposed to. This should be based on measurements, information from other reliable sources or information provided by suppliers of machinery. Where the assessment shows that an employee is subjected to more than 80dB(A), see the actions in the table below:

Daily Exposure Level - dB(A)	Action Required
<80	<Low level risk – reduce noise as far as reasonably practicable
Between 80 and 85	Make ear defenders available to all operatives
Above 85	Enforce the use of correct ear defenders Set up hearing protection zones and mark them correctly Provide information and training to employees

Certain equipment e.g. cartridge tools may exceed the peak sound pressure of 135dB (lower exposure value) 137dB (upper exposure value) and 140db (exposure limit) and use will require use of hearing protection even though the averaged daily exposure level may not be exceeded.

Working at height
In accordance with the Work at Height Regulations 2005, all work at height must be properly planned, supervised and carried out safely. Ensure risks from WAH are assessed and appropriate work equipment used. In accordance with HSE guidance:
Avoid work at height where possible
Where work at height cannot be avoided, use work equipment or other measures to prevent falls (e.g. scaffold)
personnel.
Provision of safe ladder access. Ensure ladders are secured and use restricted to access provision and works of short duration.
Provision of safe working platforms (correct fittings, bracing, ties, adequate width, boarding, guard rails, toe-boards, brick-guards).

Lifting operations
Lifting operations must be planned (by the "appointed person"), supervised and carried out by trained, competent persons. The level of planning and supervision should be proportionate to the risks associated with the operation. "Lifting plans" should be prepared taking into account issues such as weight/shape of load, ground conditions, proximity to adjacent structures etc. Loads must not be lifted or suspended above operatives.
Excavators used as cranes with an SWL above 1 tonne must be fitted with acoustic and visual warning devices and check valves on the main boom. Chains or slings for lifting must not be placed on or around bucket teeth – accessories for lifting may only be attached to a purpose-made point on the machine.
Inspection and maintenance of machines should be evidenced by reports.

Dust
Dust will be created during the construction works which, as well as being harmful to operatives may create environmental nuisance to local residents. Risk assessment should be undertaken in accordance with COSHH regulations and suitable PPE and RPE provided to operatives to avoid inhalation. Damping-down will mitigate dust generation.

Hand-Arm Vibration
Avoid use of vibrating equipment where possible e.g. hand-held breakers, angle grinders etc. Where use cannot be avoided, manufacturers guidance should be followed with regard to permissible usage times, vibration damped tools should be used and job rotation implemented whenever possible. Operations such as "chasing", "scabbling" etc should be avoided. Concrete breaking should be undertaken with suitable plant fitted with appropriate accessories.

Manual handling
Where possible, avoid manual handling of heavy or awkwardly shaped objects e.g. heavy blocks, kerbs, paving slabs, cills, lintels etc and utilise mechanical lifting methods. Where it is not reasonably practicable to avoid use of blocks over 20kg, provision should be made for mechanical handling or for handling and laying by two operatives. Manual handling risks are still significant with blocks weighing less than 20kg and should be reduced where possible e.g. by specification of lightweight blocks. Kerbs and paving slabs should be lifted by mechanical means e.g. vacuum lift systems (do not lift with 2-person "tongs" which add a further 15kg to the typical 67kg weight of a kerb or slab - already too heavy to be safely carried by 2 persons). All operatives should be trained in basic manual handling techniques and, following risk assessment, information on any residual risk should be conveyed to operatives and reinforced with toolbox talks.

Emergency Procedures
Escape routes to be kept free from obstruction and debris. Appropriate fire extinguisher to be available on site (recommended minimum requirement blue powder extinguisher). Site personnel to be trained in it's use. Services to be located and disconnected prior to work commencing.

The nearest accident and emergency hospital is:

Gloucestershire Royal Hospital
Tel: 03004 222 222
Great Western Road
Great Western Road
Gloucester
Gloucestershire
GL1 3NN

Principal Contractor: Glevum Conservatories Broadoak Newnham on Severn Gloucestershire GL14 1JF	**PRINT TO A3**	**Drawing Number :** 20240194		Contract Manger: Graham Rose Direct Dial: 01452 760027 Broadoak Newnham on Severn GL14 1JF		**Drawn :** Graham Rose
					Date : 02/04/2024	