



CODDENHAM PARISH COUNCIL

**The Church of St. Mary, Church Road, Coddendam, IP6 9PZ
(Churchyard Boundary Wall Repairs)**

Tender Analysis Report

August 2025 – v.01



Wright | Consulting

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Quality Assurance

Site name: The Church of St. Mary, Church Road, Coddenham, IP6 9PZ

Client name: Coddenham Parish Council

Type of report: Tender Analysis

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Signed



Date 19 August 2025

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1. Introduction

- 1.1 Following our visual appraisal of the walls, we produced a Schedule of Works and a competitive tender process was held for the recommended repair works. The purpose of this Tender Appraisal is to outline the tender process undertaken, describe the extent of works, methods of pricing and provide some commentary on the Tender Returns. This report concludes with making recommendations on the next steps to appointing a Principal Contractor to undertake the repair works.

2.Existing Condition and Extent of Works

- 2.1. The boundary wall to this churchyard has been constructed over many years and subsequently been adapted for different uses as the village has developed. Generally, the walls need a regime of repointing and local dentistry repair as part of good maintenance. The replacement and re-bedding of the coping and improvements in the weathering details of the walls will enable the walls to continue in use for years to come.
- 2.2. Repairs are to be completed using complementary materials to the bricks, copings and mortar present and in a conservation manner with a view to retaining as much of the existing construction as possible, whilst minimising the visual impact of the repair works. Careful choice of the bricks, copings and mortar to be used will be necessary at the commencement of the project by the use of sample panels for agreement and to act as a template for future repairs and workmanship.
- 2.3. The Tender Return documents prepared by the tendering contractors were based on our Schedule of Works and Specification document. A copy of this document is included in Appendix C.

3. Tender Process

3.1. Tender documents were issued to three Contractors on 17 June 2025. The three tendering Contractors were F A Valiant & Son Ltd, Herringbone Restoration Ltd and N. D. Willan Building Contractors. Two full and qualifying tenders were received from F A Valiant & Son Ltd and Herringbone Restoration Ltd by the return deadline of 25 July 2025. However, N. D. Willan Building Contractors returned their tender late on 18 August 2025.

3.2. All tenderers visited site.

3.3. After the tenders were returned, Wright Consulting have undertaken limited Tender queries with the three Tenderers and the commentary provided below indicates our perception of the prices submitted.

3.4. A Tender Comparison sheet has been prepared and is attached in Appendix A, summarising the Tenders returned by the Contractors. Following queries with the Tendering Contractors, this is felt to be a fair comparison of the Tenders and a reflection of the overall project cost.

4. Commentary on Tenders

4.1 F A Valiant & Son Ltd

A 7 week construction period for the repair works has been noted and a 6 weeks availability to start has been included for the works.

Generally, F A Valiant & Son Ltd's cost appears to be competitive, but slightly higher than the lowest tender return. Their percentage increases for additional work are the lowest noted. However, it should be noted that they have excluded all costs related to obtaining Highways permits and the related traffic management. This cost is likely to be in the region of £5,500.

F A Valiant & Son Ltd were the only tenderer to supply all other documentation requested within Section 8 of our Schedule of Works document (i.e. Insurance Certificates, H&S Policy, CIS Certificate etc.).

Overall, F A Valiant & Son Ltd's tender is the second lowest submitted.

4.2 Herringbone Restoration Ltd

No detailed programme for the works or availability to start date has been included in the return, but a 10 week construction period for the repair works has been noted.

Herringbone Restoration Ltd have provided a cost breakdown within their return, outlining exactly how each price is made up. This has allowed us to see that for most of the works on an item by item basis, they are cheaper than the other tenderer.

Herringbone Restoration Ltd did not supply a detailed programme for the works or the other documentation requested within Section 8 of our Schedule of Works document (i.e. Programme, Schedule of Staff, Insurance Certificates, H&S Policy, etc.).

Overall, Herringbone Restoration Ltd's tender is the lowest submitted.

4.3 **N. D. Willan Building Contractors**

A 20 week construction period for the repair works has been noted and a 20 weeks availability to start has been included for the works.

N. D. Willan Building Contractors had higher costs in all elements of the project and were almost triple the lowest returned price overall. They did not provide basic trade rates or percentage increase rates for additional works.

N. D. Willan Building Contractors did not supply a detailed programme for the works or the other documentation requested within Section 8 of our Schedule of Works document (i.e. Programme, Schedule of Staff, Insurance Certificates, H&S Policy, etc.).

Overall, N. D. Willan Building Contractors' tender is the highest submitted.

5. Discussion and Recommendations

5.1 Discussion

F A Valiant & Son Ltd were the only tenderer to supply all documentation requested within Section 7 of our Schedule of Works document (i.e. Schedule of Staff, Insurance Certificates, H&S Policy, etc.).

Comparing the three received tenders, the prices proposed by N. D. Willan Building Contractors are not competitive in relation to the other tender return. This is largely due to the inclusion of higher 'Preliminaries' (i.e. welfare facilities, scaffolding, storage, etc.) and repair costs. In addition, they have estimated the project to take 20 weeks compared to the 7 and 10 weeks noted by the other tenderers. They were also three weeks late in returning the tender and did not provide all information/costs requested.

It should be noted that although F A Valiant & Son Ltd and Herringbone Restoration Ltd were closer in price (£12,682.02 difference), F A Valiant & Son Ltd did not include for any costs related to obtaining Highways permits and the related traffic management. This would therefore be an unknown risk/cost to the Client until they were appointed.

Of the remaining two tenderers, F A Valiant & Son Ltd were the only tenderer to include allowances for both the construction programme (6 weeks) and lead-in period (7 weeks). In comparison, Herringbone Restoration Ltd (lowest tenderer) has a construction programme of 10 weeks, but no lead-in period noted. Both contractors returned their tenders on time.

We have included for a contingency sum of 10% of the Contract value in our comparison of costs. However, given the range of tender prices, this figure varies from £5,629.50 to £14,828.80. We believe that a figure between these two amounts for the contingency for unforeseen circumstances would be sufficient at this time and would therefore recommend a £7,500 contingency sum.

5.2 Recommendations

Further to the discussion above, it is our recommendation that Herringbone Restoration Ltd be instructed to undertake the works. Further discussions would be required with the chosen tenderer, with a view to refining a Method Statement/Detailed Programme for the works and a completion of the pre-tender CDM Co-ordinator/Principal Designer requirements are also required. However, it is our recommendation that should you wish to proceed with the project and should the Method Statement and all other questions in relation to the project be answered sufficiently, a Contract be entered into with Herringbone Restoration Ltd to undertake this work for the value of circa £63,795.00 plus VAT (including a 10% contingency of £7,500).

We would wish to obtain clarification from the chosen contractor for:

- A detailed programme for the works (including expected start date).
- A detailed Method Statement for the works.
- Clarification on CDM Co-ordinator and relevant license approval matters.
- Receiving a copy of all insurance certificates, qualifications, staff and H&S information.
- Further detail on potential cost savings and funding opportunities.

Appendices

Appendix A – Tender Comparison Sheet

St. Mary's Churchyard Wall, Coddendam (Repairs) - Tender Comparison Sheet

Tender Schedule Item	Tender Schedule Item Description	F A Valiant & Son Ltd	Herringbone Restoration Ltd	N. D. Willan Building Contractors	Comments
2.1 - 2.44	SECTION 2 - PRELIMINARIES Preliminaries, Site Set Up, Temporary Works and Contract Conditions.	£9,255.00	£5,220.00	£12,230.00	FAV not included for highways permit or traffic management.
3.1.1 - 3.1.7	SECTION 3 - RECORDING, PROTECTION & COMPLETION (PHASE 1) Photographical recording, mortar samples, herras fencing and completion.	£1,991.00	£4,770.00	£67,850.00	
3.2.1.1 - 3.2.1.18	SECTION 3 - PROPOSED WORKS (PHASE 2) Repair works to South East face of wall	£16,971.04	£13,664.00	£18,666.00	
3.2.2.1 - 3.2.2.19	Repair works to North West face of wall	£40,759.98	£32,641.00	£49,542.00	
Subtotal:		£68,977.02	£56,295.00	£148,288.00	plus VAT
Contingency (10%):		£6,897.70	£5,629.50	£14,828.80	plus VAT
GRAND TOTAL (Including Contingency):		£75,874.72	£61,924.50	£163,116.80	plus VAT
Basic Trades - % increases required on basic price of labour, materials and plant					
Labour		10%	15%	-	
Subtotal:		10%	15%	-	
Plant		10%	15%	-	
Percentage for profit and overheads required on specialist contractor's invoices		12.5%	15%	-	

Appendix B – Original Tender Returns

F A Valiant & Son Ltd

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www.favaliant.co.uk
Regd. In England No.1034645



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SUFFOLK. IP28 6NJ

Established 1945

F.A. VALIANT & SON LTD.

Building Contractors

Church Restoration Specialists

25th July 2025

Coddenham Parish Council,
The Church of St. Mary,
c/o Wright Consulting,
Unit 8 Quay Court,
Stow Cum Quay,
Cambridge,
CB25 9AU.

Dear Sirs,

Re: The Church of St Mary, Coddenham – Churchyard Boundary Wall:

We thank you for your client's kind invitation to tender for the above project and are pleased to confirm our estimate for the work in the sum of £75,874.72 excluding VAT.

When reviewing our estimate, please take account of the clarifications included in our submission.

We have attached the following documents in support of our tender as requested:

Form of tender
Confirmation of insurance
CIS Tax Certificate
Preliminaries breakdown
Priced schedule of work
Collection
Basic trade rates
Health & Safety Policy
Outline Method Statement

We trust that our estimate is of interest and assure you of our best attentions.

Yours faithfully
F A Valiant & Son Ltd


Daniel Reading
Senior Estimator

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The Church of St Mary,
Church Road,
Coddensham,
Suffolk,
IP6 9PZ.

Churchyard Boundary Wall – Tender Clarifications

1. We have included a construction period of 7 working weeks for the project and commencement would be subject to an agreed lead-in period.
2. We would require a minimum lead in period of 6 weeks to commence works on site.
3. Our tender is based on site working hours from 07:30 to 16:30 from Monday to Friday.
4. We have assumed that electricity and water, if available, will be “free issue” for the duration of the works.
5. We have allowed to use the existing space on site within the Churchyard for the location of our welfare facilities and storage area.
6. We have not allowed for any works in relation to Asbestos.
7. We have not allowed for any work in relation to existing services found during the course of construction.
8. We have not allowed for any work below existing ground level.
9. We were only able to make a limited inspection of the wall during our site visit and therefore have based our rates on the description and details provided in the Schedule of Repair Work.

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10. We have allowed for basic temporary propping and support locally to the work section. We assume that any additional temporary support would require design input following a site survey and this has not been included.
11. As agreed prior to our submission, we have assumed that the provision of a suitable traffic management scheme will be arranged by others, and this will include obtaining all necessary permits and licences.
12. We have not allowed for any non-productive time associated with the set-up, maintenance or management of traffic management works.
13. We have allowed for replacement saddleback coping bricks from Bulmer Brick and Tile Ltd, to match existing where specified. Depending on stock at the time of construction new units will take between 10-12 weeks to manufacture.
14. Our tender is open for acceptance for a period of 6 months, any increases after this period would be subject to agreement at the prevailing rate.
15. Unless otherwise stated all figures are exclusive of VAT.

F A Valiant Ltd

Preliminaries Breakdown

Project:-

Date:-

St Mary's Church Wall Repairs, Coddtenham

25 July 2025

Description		Weeks	Rate	Fixed	Time
1	Vans	7	£180		£1,260
2	Contracts Management	7	£315		£2,205
3	Quantity Surveyor	7	£50		£350
4	Towable Oasis welfare Unit	7	£185		£1,295
5	Delivery/Collection			£300	
6	Welfare consumables	7	£10		£70
7	Telephone	7	£25		£175
8	Temporary Electrical Supply	7	£50		£350
9	Fuel for generator	7	£20		£140
10	Temporary Water Supply			£200	
11	Heras Fencing & hoarding			£160	
12	Signboard & safety signs			£200	
13	Small Tools	7	£25		£175
14	Plant/materials delivery/collection			£800	
15	Bandstands, timbers for propping, etc	7	£25		£175
16	Protection			£400	
17	Skips			£700	
18	CDM Regulations			£300	
Subtotal				£3,060	£6,195
Total Prelims to Summary					£9,255

SECTION 3 - SCHEDULE OF REPAIR WORKS

Phase 1 – Recording, Protection & Completion

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.1	PHASE 1 – RECORDING, PROTECTION & COMPLETION				
3.1.1	Prior to the commencement of works, the finishes and construction in areas of work should be photographically recorded by the Contractor and any relevant details regarding brick bonding confirmed such that reconstruction can be undertaken to ensure the external appearance of the wall is repaired and reconstructed on a like for like basis with the new area of brickwork replicating the appropriate details.				£340.00
3.1.2	Allowances are to be made for 3no. mortar samples to be taken and laboratory tested to establish the mortar mix required to match the existing mortar. The final mortar mix should be agreed as part of the sample panel with the Conservation Officer and Contract Administrator.				£411.00
3.1.3	Allowance is to be made for the contractor to prepare 2no. 900mm x 900mm wide sample panels of bricks and mortar to be used with a view to agreeing the bricks, mortar colour and texture, along with pointing details.				£880.00
3.1.4	Allow for weighted/secured Heras fencing to be installed around each area of walling currently being worked upon.				£360.00
3.1.5	Allowance is to be made for the Contractor to obtain all relevant permits to work on the highway and to include for any traffic management required to undertake the works safely. It is assumed that the contractor will obtain relevant licences and coordinate with the local council to provide appropriate site protection and working area.				see clarifications
3.1.6	On completion of the works, allow to reinstate any surface finishes that are damaged by the works and leave the site clean and tidy.				noted
3.1.7	Allow for a Practical Completion Defect Inspection and rectification of any defects recorded.				noted

Phase 2 – Schedule of Repairs by Location

Below is a detailed and prioritised summary of the repairs required to the wall. Please refer to the following reference tables stating the specific defects and urgency of the repairs.

Defect Reference:	Description
D1	Isolated dentistry repairs and repointing required due to high degree of weathering or poor pointing.
D2	Local stainless steel bed joint repair to local movement of distress (cracks).
D3	Coping failing and requires rebedding or replacing.
D4	Embedded vegetation or moss growth requiring removal.
D5	Cementitious pointing to be raked out and replaced with suitable lime mortar.

Priority	Time Period
U	<i>Urgent</i> works requiring immediate action.
S	<i>Short-term</i> works requiring attention within 2 years.
M	<i>Medium-term</i> works requiring attention within 5 years
L	<i>Long-term</i> works requiring attention within 10 years
MAINT.	<i>Maintenance</i> works (of which STC denotes short term cyclical and LTC long term cyclical).
IMP.	Works desirable as an improvement.

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	PHASE 2 – SCHEDULE OF REPAIRS BY LOCATION				
3.2	To assist the client in making a final decision on the extent of works to be instructed at this point in time, please break down the total cost for the Phase 2 repairs into each of the priorities as noted below: U - S - M - L - MAINT. - IMP. -				

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2	PHASE 2 – SCHEDULE OF REPAIRS BY LOCATION					
3.2.1	South East Face of Churchyard Wall			General View		
3.2.1.1			D1 / D5	Repointing required to upper brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	£245.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	£51.50
3.2.1.2	 		D1	Repointing required to low level flintwork. Allow for 1m ² of repointing in accordance with the specification.	S	£314.50

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.3				No works required.		
3.2.1.4				No works required.		
3.2.1.5			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	£294.00
			D4	Remove and kill vegetation growing in wall.	MAINT.	£51.50

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.6			D1 / D5	Repointing required to brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	£245.00
3.2.1.7			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	£290.70
			D4	Remove and kill vegetation growing in wall.	MAINT.	£51.50
			D1 / D5	Repointing required to brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	£245.00
3.2.1.8			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	£266.00
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 2m ² of repointing in accordance with the specification.	S	£431.50

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.9	 		D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 30No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	U	£1,382.25
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 3m ² of repointing in accordance with the specification.	S	£647.25
			D4	Remove and kill vegetation growing in wall.	MAINT.	£51.50
3.2.1.10	 		D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£266.00
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	£212.56
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	£245.00
			D4	Remove and kill vegetation growing in wall.	MAINT.	£51.50
3.2.1.11			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£266.00
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	£245.00
			D4	Remove and kill vegetation growing in wall.	MAINT.	£51.50

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.12			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£484.50
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	£245.00
			D3	8no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	£451.95
			D4	Remove and kill vegetation growing in wall.	MAINT.	£51.50
3.2.1.13			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£290.70
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	£245.00
			D4	Remove and kill vegetation growing in wall.	MAINT.	£51.50
3.2.1.14			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 15No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£691.13
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 2m ² of repointing in accordance with the specification.	S	£431.50
			D4	Remove and kill vegetation growing in wall.	MAINT.	£51.50
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	£415.20

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.15			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 15No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£691.13
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 5m ² of repointing in accordance with the specification.	S	£960.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	£51.50
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	£415.20
3.2.1.16			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£266.00
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 8m ² of repointing in accordance with the specification.	S	£1,536.00
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	£212.56
			D3	15no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	£782.70
			D4	Remove and kill moss/vegetation growth.	MAINT.	£51.50

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.17			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 5m ² of repointing in accordance with the specification.	S	£960.00
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	£212.56
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	£415.20
			D4	Remove and kill moss/vegetation growth.	MAINT.	£51.50
3.2.1.18			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 4m ² of repointing in accordance with the specification.	S	£768.00
			D3	Allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	£231.45
			D4	Remove and kill moss/vegetation growth.	MAINT.	£51.50

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2	North West Face of Churchyard Wall			General View		
3.2.2.1			D1 / D5	Repointing required to upper brickwork and coping bricks where mortar has eroded. Allow for 2m ² of repointing in accordance with the specification.	S	£431.50
			D3	Allow for 1no. coping bricks to be rebedded with lime mortar.	U	£36.75
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25
3.2.2.2			D1 / D5	Repointing required where mortar has eroded. Allow for 3m ² of repointing of upper brickwork and 3m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	£1,662.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.3			D1 / D5	Repointing to lower flintwork required where mortar has eroded. Allow for 3m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	£1,014.75
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25
3.2.2.4			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 1.5m ² of repointing of upper brickwork and allow for 2m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	£1,044.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25
3.2.2.5			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of upper brickwork and allow for 2m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	£1,108.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.6			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 30No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£1,382.25
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	£1,667.50
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25
3.2.2.7			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£921.50
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3.5m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	£1,991.13
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25
3.2.2.8		 	D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£921.50
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	£2,192.25
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.9			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	£2,313.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25
3.2.2.10	 		D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	£2,313.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25
3.2.2.11			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	£2,313.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.12			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	£2,004.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25
3.2.2.13	 		D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	U	£2,004.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25
3.2.2.14	 		D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	U	£1,883.25
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.15			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 100No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	U	£4,132.50
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 8m ² of repointing of brickwork in accordance with the specification.	U	£2,472.00
			D3	Allow for 5no. coping bricks to be rebedded with lime mortar.	U	£183.75
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25
3.2.2.16			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£921.50
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of brickwork in accordance with the specification.	S	£1,014.75
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	£212.56
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25
3.2.2.17			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£484.50
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of brickwork in accordance with the specification.	S	£431.50
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	£212.56
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.18			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£484.50
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of brickwork in accordance with the specification.	S	£676.50
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	£212.56
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25
3.2.2.19			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 2No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	£107.50
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 1m ² of repointing of brickwork in accordance with the specification.	S	£367.50
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	£212.56
			D4	Remove and kill moss/vegetation growth.	MAINT.	£75.25

SECTION 5 - COLLECTION

SECTION 2 - PRELIMINARIES	£	9,255.00
SECTION 3 - SCHEDULE OF REPAIR WORKS	£	59,722.02
(Broken down into the below categories:)		
U - £		14,806.20
S - £		40,825.45
M - £		0.00
L - £		0.00
MAINT. - £		2,099.37
IMP. - £		0.00
Sub-total	£	68,977.02
Contingency @ 10%	£	6,897.70
Total ex VAT	£	75,874.72
=====		

SECTION 6 - BASIC TRADES

List of basic trade rates to be applied in the calculation of daywork. Charges for works described in the specification and for which provisional sums have been allowed.

Bricklayer	£50.00	Per hour £
Bricklayers Mate	not applicable	Per hour £
Other Operative	£44.00	Per hour £

Percentage increases required on basic price of labour, materials and plant.

Labour	10 %
Materials	10 %
Plant	10 %
Percentage for profit and overheads required on specialist Contractors' invoices.	12.5 %

SECTION 7 - FORM OF TENDER

Coddenham Parish Council
Repairs to The Church of St. Mary’s Churchyard Boundary Wall (Coddenham)

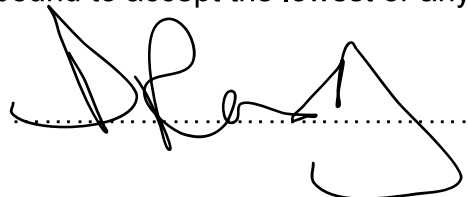
I/We having read the conditions of contract and specification delivered to me/us, do hereby offer to execute and complete in accordance with the conditions of contract the whole of the works described in the sum of:

£ 75,874.72 (plus VAT) (in words) Seventy Five Thousand, Eight Hundred and Seventy Four Pounds and 72p (plus VAT)

I/We confirm that we will complete the works within 7 weeks of possession.

I/We confirm that if this tender is accepted, we could commence on site within 6 weeks of acceptance.

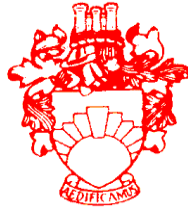
The employer is not bound to accept the lowest or any offer.

Signed		Date	25th July 2025
Position	Senior Estimator	Tel Number	01284 810297
Company	F A Valiant & Son Ltd	Email Address	daniel.reading@favaliant.co.uk
Address	The Forge Lower Green, Highham Bury St. Edmunds Suffolk, IP28 6NJ		

SECTION 8 - TENDER SUBMISSION CHECKLIST

The following is intended to act as a checklist for tenderers and tenderers are advised that failure to submit the following information may prejudice consideration of their submission.

- 1 Outline programme or works 7 weeks, details to follow in due course.
- 2 Schedule of staff/sub-Contractors to be appointed to the project to be confirmed in due course.
- 3 Form of Tender ✓
- 4 Current Insurance Certificate(s) if not previously submitted ✓
- 5 CIS Tax Certificate if not previously submitted ✓
- 6 Preliminaries breakdown ✓
- 7 Priced Schedule of Work ✓
- 8 Collection ✓
- 9 Basic Trade Rates ✓
- 10 Contractor's Health & Safety Policy ✓
- 11 Method statement is required upon completion of the tenders (outline) ✓
(This method statement will be required to demonstrate the Contractor's proposal for management of the works and outline the method statement for key elements.)



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Outline Method Statement for Repairs to The Church of St Mary, Churchyard Wall

1. Project Details

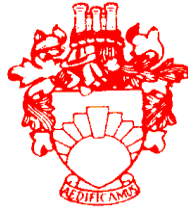
- **Location:** The Church of St Mary, Church Road, Coddendam, Suffolk
- **Client:** Coddendam Parish Council
- **Date:** 25th July 2025
- **Scope of Work:** Repairs to a churchyard wall adjacent to a busy road the B1078, involving re-pointing, resetting of flintwork, replacing individual bricks and saddleback coping bricks

2. Objectives

- To repair and restore the wall to a structurally sound condition.
- To ensure safety for both workers and the public.
- To minimise disruption to road traffic and ensure compliance with relevant regulations.

3. Health and Safety Considerations

- **Risk Assessment:** A full risk assessment will be conducted prior to the start of work.
- **Traffic Management:** Traffic control measures will need to be implemented due to the proximity to the busy B-road. These measures will be arranged by others as agreed and suitable liaison arranged.
 - Temporary traffic lights, and a single-lane closure may be required to complete the work and any defects rectification safely.
- **PPE (Personal Protective Equipment):** All personnel will be required to wear appropriate PPE, including if necessary:
 - High-visibility vests
 - Hard hats
 - Safety footwear
 - Protective gloves
 - Eye protection
- **Site Safety Barriers:** Safety fencing will be installed around section of work currently being worked on, and the site compound area for safety and security.
- **Emergency Procedures:** Emergency contact numbers and procedures for medical or accident response will be displayed on-site.



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4. Preparation Work

- **Site Setup:**
 - Establish site boundaries and access points.
 - Set up storage areas for materials, equipment and welfare provision
 - Install safety barriers and signage around the work area.
- **Survey:** Inspect the wall's condition, identify and agree areas requiring repair as detailed in the schedule of work with the Contract Administrator.
- **Mortar analysis:**
 - Obtain samples of mortar as agreed and send for laboratory analysis in advance of the work commencing.
- **Sample Panel**
 - Agree location and materials specification and construct sample panels for comment and approval

5. Method of Work

- **Recording Existing Construction**
 - The existing wall to be digitally photographed and recorded in sections
- **Removal of Damaged Sections:**
 - Carefully dismantle damaged sections of the wall, taking care not to disturb the surrounding structure.
 - If necessary, mark the position of the masonry units or flints to be removed and replaced to aid in the reconstruction process.
- **Rebuilding or Re-pointing:**
 - Replace any cracked or missing bricks or stones using similar materials to match the existing structure as directed and agreed with the Contract Administrator.
 - If re-pointing is needed, remove the old mortar to the required depth using hand tools, minimising any potential damage to the areas to be retained.
 - Apply a new lime mortar to agreed mix specification, ensuring proper bonding and alignment of the stones.
- **Stabilisation:**
 - If necessary, apply temporary timber supports to adjacent sections of the wall that require stabilisation during repair work.



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6. Quality Control

- **Material Checks:** Ensure that all materials used (bricks, mortar, etc.) are as agreed and match the existing wall in terms of appearance and structural integrity.
- **Work Inspection:** Ongoing inspections will be carried out during and after work to ensure the wall's structural stability and compliance with specifications.
- **Final Inspection:** Once repairs are complete, a final inspection will be conducted to ensure that the work meets both the aesthetic and structural requirements. Any snags or defects identified in the completed repairs will be rectified.

7. Environmental Considerations

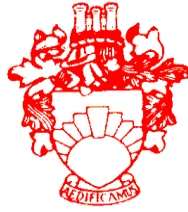
- **Weather Protection:** Protect the complete work from adverse weather conditions, during construction and curing period.
- **Waste Disposal:** All waste, including old mortar, bricks, and packaging, will be disposed of in accordance with local regulations and best environmental practices.
- **Dust and Noise Control:** Dust suppression methods (e.g., water spraying) will be used during the removal of old materials, and noise levels will be minimised to reduce impact on the surrounding environment.

8. Communication and Reporting

- **Daily Briefings:** Briefing will take place at the start of each workday to outline tasks, safety precautions, and weather conditions.
- **Regular Updates:** Provide updates to the client or project manager regarding progress and any issues.
- **Incident Reporting:** Any accidents, near misses, or damage will be reported immediately, with an investigation to prevent future occurrences.

9. Completion and Handover

- **Site Clean-up:** Once repairs are complete, the site will be cleaned, and all equipment and materials will be removed.
- **Client Handover:** A final handover meeting will be conducted to confirm that all repairs have been completed to satisfaction.



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- **Final Documentation:** Provide the client with record of the repair works completed, and the materials used to include the details of the supplier.

10. Post-Work Maintenance

- **Maintenance Recommendations:** Provide the client with a post-work care plan to ensure the wall remains in good condition, with advice on how to monitor for potential issues in the future.

Confirmation of Insurance

Date: 31 October 2024

To Whom it May Concern

Insured: F A Valiant and Son Ltd

Business Description: Restoration of Historical and Listed Buildings including Churches, General Builders and Property Owners

We act as Insurance Brokers for the above named Insured and write to confirm that the following cover is in force.

Employers Liability	
Insurer	Allianz Insurance plc
Policy Number	26/CS/29190063/10
Limit of Indemnity	£10,000,000 any one claim
Renewal Date	31 October 2025

Public Liability	
Insurer	Allianz Insurance plc & AXA XL via David Oliver Associates
Policy Number	26/CS/29190063/10 & DOA/XOL/7183014
Limit of Indemnity	£10,000,000 any one claim
Renewal Date	31 October 2025

Contract Works	
Insurer	Allianz Insurance plc
Policy Number	26/CS/29190063/10
Maximum Contract Value	£4,000,000 over 18 months
Hired in Plant	£250,000 any one claim
Renewal Date	31 October 2025

Professional Indemnity	
Insurer	Tokio Marine HCC
Policy Number	PI23J611350
Limit of Indemnity	£2,500,000 any one claim
Renewal Date	31 October 2025

This document is provided for information only. It does not make the person or organisation to whom it has been issued an additional insured, nor does it modify in any way the above policies. Any amendment can only be effected by specific endorsement. No obligation is accepted by Insurers or the undersigned to inform details of any amendments to the above policies subsequent to the date of issue of this document. We will be pleased to clarify any points arising.

Yours faithfully

S. Fletcher

Sophie Fletcher BA (Hons) Cert CII

Direct Dial: 01223 445 424

Email: sophief@alanboswell.com



F.A. VALIANT & SON LTD.
Building Contractors Church Restoration Specialists

Health & Safety Policy

F.A. Valiant & Son Ltd
The Forge
Lower Green, Higham
Bury Saint Edmunds
Suffolk
IP28 6NJ

Registered Company Number: 01034645

Policy Date: 18 November 2024

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1.0 General Statement of Intent

F.A. Valiant & Son Ltd is committed to ensuring the safety of its employees, customers, members of the public and anyone else who are affected by our operations.

The company commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations and all other current applicable regulations and codes of practice, so far as is reasonably practicable.

The management will ensure that significant risks are assessed and suitable and sufficient measures are adopted to allow each employee/contractor to carry out his/her duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

The company shall strive to achieve continuous improvement in Health & Safety performance.

F.A. Valiant & Son Ltd Management will provide all necessary resources including time to ensure that all Health and Safety matters are adequately funded. This includes, training, personal protective equipment, adequate equipment/tools, maintenance for this equipment, external advice where necessary and any other resource necessary to ensure the Health and Safety of our staff.

Each employee/contractor will be made aware of his/her responsibility for his/her own health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the company will arrange or provide suitable training for both management and operatives, in particular where new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Managing Director. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy. The monitoring of all issues relating to this policy is the responsibility of the Managing Director.

Signed:

A P. Valiant

18 November 2024

Adrian Valiant
Managing Director

F.A. Valiant & Son Ltd

Please note that this document is current as of Monday 18th November 2024 . For the latest version of this uncontrolled document please consult the author

2.0 Roles and Responsibilities

Organisation and Managerial Responsibilities;

The company is owned and managed by Adrian Valiant who is directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

HS Direct Ltd (01284 747788) with the provisions of Health and safety documentation, risk assessments and method statements.

Norwich Building Safety Group provide specialist advice on Health and Safety. Their officers will also carry out site inspections and report their findings to us to ensure our sites remain safe.

The organisation of the workforce is the responsibility of Adrian Valiant, who holds the position of Managing Director and who is responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all site operatives.

Day to day management of the company's operations is the responsibility of Adrian Valiant who may be supported by site managers, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

Employee/Contractor Responsibilities;

Each and every employee/contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, it shall be the duty of all Employees/Contractors whilst at work:

To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work

To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures

To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment

To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act and the Environmental Protection Act (as amended), and all associated Regulations and ACOPs

To maintain good standards of housekeeping in our premises and on client premises

To report any accident or incident including near-misses (whether or not personal injury results) to the office

To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake

To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor

To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.

To undergo any Health, Safety, Environmental and operational training deemed necessary by the company

Staff Consultation;

If an employee/contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the MD or Site manager.

If an employee/contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, he/she will be encouraged to discuss any suggestions with the management.

Specific Safety Functions and Named Responsibilities;

Safety Function	Person Responsible
All aspects of Health and Safety	Adrian Valiant

3.0 Arrangements

This section defines our company arrangements and policies for dealing with our activities.

3.1 Accident Reporting & Investigation

It is the policy of F.A. Valiant & Son Ltd that **all** accidents, incidents and near misses are reported to the site and recorded into the company's accident record book which is kept online in our Safety First Package.

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

It will be the responsibility of the MD or their nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the:

Current - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

The following must be reported:

- Deaths
- Specified injuries to members of the public on our premises and taken to hospital.
- Over 7 day injuries – where an employee or self-employed person is injured at work and away from work or unable to perform their normal work duties for more than 7 consecutive days. This must be reported to the HSE using appropriate forms within 15 days of the accident.
- Some work-related diseases as per RIDDOR
- A dangerous occurrence – where something happens that does not result in an injury, but could have done.
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors / suppliers must report some flammable gas incidents

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the MD or their nominated representative. Depending upon the circumstances of the accident, the MD or their nominated representative may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes.

- When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.
- All accidents and incidents resulting in injury to employees and/or to any other persons or near misses on the premises or sites that F.A. Valiant & Son Ltd employees are working on must be reported immediately to F.A. Valiant & Son Ltd site foreman and or to the site Duty holder or PC and be recorded in the company Accident book and reporting systems.
- Where there is more than one person injured in the accident a separate page should be used for each person.
- All relevant questions must be completed for every accident resulting in personal injury.
- Care should be taken in completing the Accident Report Form and the F.A. Valiant & Son Ltd Supervisor wherever possible should ensure that the injured person reads the entries recorded on their behalf.
- Care should also be taken when stating the nature of the injury. Unless a medical certificate has been submitted.

3.2 Alcohol and Controlled Drugs

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in it's use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may effect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Manager.

3.3 Asbestos

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on site, staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary.

No disturbance such as drilling, breaking or cutting etc shall be carried out to any material suspected of containing asbestos fibres. Any suspicious material shall be reported to the site or building manager immediately.

A Management Survey should always be made available. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work.

Refurbishment and demolition surveys should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out.

F.A. Valiant & Son Ltd policy is that we will not generally work on asbestos products. Under limited circumstances and when authorised, F.A. Valiant & Son Ltd employees, with an appropriate current training certificate, will be allowed to work on non-licensed asbestos works as prescribed by the HSE. This type of work will be risk assessed separately from other tasks. Notifiable non-licensed work (NNLW) must be notified to the HSE before commencement of work. A copy of the RAMS must be signed by all employees when working with asbestos. F.A. Valiant & Son Ltd will record all projects involving NNLW and keep records of employee health checks for those working on NNLW, this must be carried out prior to the start of work and renewed on a 3 year cycle.

3.4 CDM Regulations

F.A. Valiant & Son Ltd recognises the requirements of these regulations and makes every endeavour to comply.

Briefly - The regulations call for:

Skill, Knowledge and Experience – (Competence of all)

A person must be capable of carrying out duties placed on them and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless they are either,

- Competent
- Under supervision of a competent person

The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained and personnel are encouraged to take on additional training in order to improve skills. Additional in-house training refresher sessions are provided in order to keep personnel up to date with current regulations.

Co-operation of employees, contractors and others

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure all may carry out works safely.

Similarly, they must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of themselves or others.

Supervisors have been appointed in order to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

Co-ordination of activities

All persons must co-ordinate their activities with one another in a manner such that, so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times.

It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

Prevention of accidents

Every person must ensure general principles of prevention are applied, so far as is reasonably practicable, to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

Duties of Contractors

All Contractors and Principal Contractors have specific duties placed upon them under these regulations and all must be aware and endeavour to comply.

The regulations spell out these requirements for both Contractors and Principal Contractors

The business is fully aware and endeavours to comply, so far as is reasonably practicable. All personnel have been made aware of these duties through in-house training

The current CDM Regulations apply to most common building, civil engineering and engineering construction work including Domestic Projects. In the case of a domestic project, if using more than 1 contractor a health and safety file must be produced. In any case, the Contractor must produce a Construction Phase Plan suitable for a Domestic Project.

In the event that a Project falls within the requirements of CDM, then the Principal Contractor must make provision for Welfare facilities as outlined under Schedule 2 of the CDM Regulations.

The appointed Principal Designer will be responsible for carrying out the CDM duties and ensuring the completion of the Project Health & Safety File.

On smaller projects where no PD is appointed, this role will be the responsibility of the Contractor when appointed by the client.

HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more than 20 workers simultaneously involved on site at any one time; or exceeds 500 person days of construction work.

If a Project fits into CDM by either of the above factors, then HSE should be notified on-line before construction work starts using form F10.

3.5 COSHH Assessments

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the MD or their nominated representative. A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets. A copy of relevant COSHH Assessment(s) will be communicated to the operative(s) providing instruction for safe use.

3.6 COVID-19

The spread of COVID-19, commonly referred to as the Coronavirus, is an exceptional circumstance with ongoing ramifications for F.A. Valiant & Son Ltd, employees, individuals and clients that may be affected by our work. As the situation continues to develop and change, F.A. Valiant & Son Ltd will provide updated advice, resources and guidance in line with current Government guidance to support our employers.

3.7 Communication with workers

The company uses a variety of methods to communicate information with employees and sub-contractors. A monthly informal meeting is held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the head office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods;

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Use an interpreter; this may be a trained work colleague.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues.

3.8 Contractors and Sub-Contractors

All contractors and sub-contractors who are working for the company will comply with the company;

1. Health & Safety Policy.
2. Emergency procedures.
3. Hazard/accident reporting procedures.

All accidents and near misses need to be reported and recorded in the Accident Book located in main office.

The company's health and safety policy can be found on company notice boards which are situated in the office.

All contractors must complete the contractor's competence form before commencing work.

The MD or their nominated representative is responsible for assessing and controlling contractors and subcontractors working for or on behalf of F.A. Valiant & Son Ltd.

3.9 Display Screen Equipment (DSE)

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health. F.A. Valiant & Son Ltd will carry out risk assessments and provide information, instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience.

3.10 Electricity at Work

All work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations.

Only competent and qualified electricians are permitted to work on electrical equipment and systems including changing of fuses, carrying out repairs or maintenance of electrical equipment and installation of accessories.

A Permit to Work will be required when live working or testing and must only be carried out by competent and trained persons. Lone working is not allowed when live work takes place.

3.11 Environmental Protection

F.A. Valiant & Son Ltd has a policy to comply with the current Environmental Protection Act, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the firm's environmental policy and complying with the control measures in place. This may include compliance with the requirements of a Site Waste Management Plan where relevant. The policy is on display on the Company Main H&S notice board and is also available to interested parties on request.

3.12 Environmental Waste Management & Pollution Control

F.A. Valiant & Son Ltd recognises the importance of meeting their legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible. Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes: Building and demolition materials; Substances/chemicals (toxic or otherwise); Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc.

F.A. Valiant & Son Ltd management shall identify potential waste disposal requirements of a project and make adequate provision to ensure its suitably managed disposal in accordance with the current Controlled Waste Regulations.

Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken, that appropriate safe working procedures are devised and suitable containment of waste confirmed. Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the Controlled Waste (The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations). Where contract carriers, are to be engaged to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

F.A. Valiant & Son Ltd shall:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- To coordinate each activity within the waste management chain.
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of wastes on site
- Provide appropriate training for staff, on waste management issues.
- Where the site waste is the responsibility of the principal contractor the company will cooperate with the site rules as applicable.

3.13 Equipment Inspections & Records

The User must carry out a daily visual inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the Supervisor.

The Responsible Person will arrange 6 monthly inspections of all company equipment to include ladders, other access to height, PPE, tools, machines etc, and will keep a record of such inspections in compliance with PUWER.

Works transport will be visually checked by the designated person on a regular frequency to ensure correct operation of all functions and maintenance of fluid and pressure levels.

Servicing and MOT testing will be carried out in compliance with manufacturer recommendation and current vehicle regulations. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the MD/ Site Manager to ensure that the equipment is not used until such time as a suitable repair has been effected. If the equipment is beyond repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

3.14 External Health and Safety Consultants

F.A. Valiant & Son Ltd use HS Direct Ltd who will provide:

Advice of any new safety legislation or changes in existing legislation.

Provide general assistance to F.A. Valiant & Son Ltd to aid in the fulfillment of its obligations and duties as set out in statutes.

Assist, where required or requested, with the initial implementation of the changes required by changes in safety legislation.

It is the responsibility of F.A. Valiant & Son Ltd to ensure that the safety consultants are notified whenever assistance or support is needed.

F.A. Valiant & Son Ltd also use the services of the Norwich Building Safety Group. This Company carry out site inspections and prepare Site Inspection Reports. These are acted upon as required.

3.15 Fire Safety

In the event of a fire in F.A. Valiant & Son Ltd premises the MD is the Responsible Person (RP) alternatively in their absence their nominated representative will take charge, in their absence the most senior person on site will assume the responsibility

On a clients site where F.A. Valiant & Son Ltd are responsible for the site, it is the responsibility of F.A. Valiant & Son Ltd RP or their nominated representative on site to ensure that all fire safety procedures are implemented in client buildings and on client sites and are communicated to staff.

Where a hot work permit is raised all F.A. Valiant & Son Ltd site operatives are expected to adhere to its requirements.

Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

Means of Escape

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises.

All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum width) and employees must observe any line markers to indicate areas which must be kept clear.

Stairways in buildings must be free from any risk of fire or spread of fire eg unauthorised portable heater, combustible material etc.

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

3.16 First Aid Arrangements

The MD or their nominated representative will ensure that as a minimum the organisation has an Appointed Person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary. Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/contractors required to work in or on such premises.

F.A. Valiant & Son Ltd first aid names will be displayed on the office notice board.

3.17 Guidance

The company commits to operating to the very highest standards of Health Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations. This best practice will be reviewed on an annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner. Guidance documents are kept at head office and will be made available to staff and other interested parties.

3.18 Hand Arm Vibration Syndrome (HAV)

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the more common forms of HAVS.

The company will ensure that staff are not subjected to excessive vibration through power tools etc, the company will endeavor to source low vibration tools and limit exposure to such tools. The company will also provide adequate information instruction and training to its staff and contractors on the risks of HAVS.

3.19 Health & Safety Records

All records will be kept by the MD, in written form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records

In addition to the above general records, the following contract specific records will be maintained for each major contract.

- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe systems of work.
- Accident Record Book

3.20 Health & Safety Training

F.A. Valiant & Son Ltd will provide training and refresher training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff. During staff induction and upon any job transfer, safety training will be provided to ensure that the staff are trained in Health & Safety matters to a level appropriate to their responsibilities.

Induction Training

Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, arrangements for first aid, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained in our online system. Copies of training records are available for clients upon request.

3.21 Health Surveillance

All employees of F.A. Valiant & Son Ltd are encouraged to carry out personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should F.A. Valiant & Son Ltd have any concerns regarding the well being of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues F.A. Valiant & Son Ltd will pay for conducting relevant medical surveillance were appropriate.

3.22 Lone Working

Where work is carried out in the customer's premises, the MD or their nominated representative will ascertain the procedures to be followed in case of emergency, e.g. lone worker injury etc. and details will be provided to all company employees/contractors required to work in or on such premises.

3.23 Machinery Maintenance

All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection by a competent person, who will withdraw damaged or unsuitable equipment from service immediately. A record of the inspection and actions will be made and filed for reference. All machinery shall also be subject to maintenance and service as per the manufacturers instruction and maintenance schedule OR at least annually and records held.

3.24 Machinery Operation

All employees/contractors who are required to operate machinery or plant will have the appropriate training and be assessed to determine competency. Where required, the individual will hold a current license to operate such machinery or plant. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

3.25 Manual Handling Assessments

The MD or their nominated representative will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Where practical, manual handling should be avoided by utilising mechanical means to minimise the risks arising from manual handling.

Manual handling assessments will consider the load to be handled, e.g. tools, equipment, materials etc, its size and weight, the individual, the task and the environment in which the task takes place.

The assessment will also consider the possibility of kinetic lifting techniques to assist the movement of an object and to minimise the risks arising from manual handling.

3.26 Method Statements (Safe Operating Procedures)

Work Instructions (Method Statements) will be developed for all company operations. Information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff, the work instructions will be reviewed and updated either periodically or when something significant changes. Method statements are written using our online system and are made available to customers prior to works commencing.

3.27 Noise

Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out when ever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives likely to be affected. Information and advice to use hearing protection will be issued.

Where noise levels are at 85db (a) or above, where possible, the company will take measures to reduce the exposure of noise to its employees by means other than hearing protection. The wearing of suitable hearing protection shall also be enforced.

3.28 PAT Testing

The term 'portable' is used to mean portable, movable or transportable. Portable equipment is not part of a fixed installation but when used is connected to a fixed installation (or a generator), by means of a flexible cable, plug and socket. It includes equipment that is hand held or hand operated while connected to the supply.

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the site manager to ensure that all equipment provided is suitable for the task, including any provided by a Customer.

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to MD/Site Manager.

3.29 Personal Protective Equipment

The need for Personal Protective Equipment will be determined through risk assessment and will be provided by F.A. Valiant & Son Ltd free of charge. The relevant PPE must be worn at all times whilst carrying out work and in compliance with any mandatory requirements of specific sites. Details of the correct PPE will be made available to employees within the risk assessments and method statements relevant to the works. No employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each contract manager and their site foreman to monitor the wearing of PPE on sites under their control. Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures which may include ejection from site.

3.30 Pregnant Workers

The company recognises that pregnant workers are more vulnerable to injury and as such will carry out specific risk assessments where a worker notifies them of a pregnancy. Such assessments will consider the worker's duties, working conditions and hours. Where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced to minimise that risk.

3.31 Purchase Policy

The Health and Safety at Work Act as amended imposes duties upon F.A. Valiant & Son Ltd and those providing goods and services to the company. Health & Safety legislation affects purchasing decisions including the use of sub-contractors or out-sourced activities. This also includes the purchase of new or hired equipment, maintenance services and goods; but is not limited to such legislation as The Supply of Machinery (Safety) Regulations as amended, The Provision and Use of Work Equipment Regulations (PUWER) and The Control of Substances Hazardous to Health Regulations. When purchasing or hiring machinery/equipment F.A. Valiant & Son Ltd will make sure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance. All suppliers of services will be competent and trained. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked; it will be maintained in line with current legal requirements, and manufactures/suppliers guidance or ACOPS ruling at the time of use.

3.32 Risk Assessments

The MD or their nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff.

The MD or their nominated representative will carry out site specific risk assessment for new sites where company employees/contractors are obliged to work. Such assessments will consider the health and safety of employee/contractors and the public on site. In particular the company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls. The MD therefore will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced using our online management system and are made available to all clients upon request. Employees should have a copy of risk assessments for the work they carry out.

3.33 Safety Audits and Monitoring

At regular intervals the MD or their nominated representative will carry out a health & safety audit. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where the MD considers it necessary in order to maintain the desired level of health & safety, they may seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

3.34 Serious or Imminent Danger

These procedures are in line with Regulation 8 of the current Management of Health & Safety at Work Regulations.

It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without adequate controls, safety procedures, training and personal protective equipment being in place to minimise that risk.

F.A. Valiant & Son Ltd authorises any employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the risk has been minimised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of fire fighting equipment etc prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

3.35 Transport & Company Vehicle Safety

It is the policy of F.A. Valiant & Son Ltd to only employ drivers who are competent.

Driver approval and competence

A person may only operate company vehicles if he or she;

1. Has held a full UK license for a minimum of 2 years
2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
3. Holds the correct license for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties.

Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence.

3.36 Welfare

In most cases company employees/contractors will be able to use toilet/washing facilities within the customer's premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities.

Where work is carried out in peoples homes we will make a verbal request to use their washing facilities if required.

3.37 Working at Height

It is the policy of the company to comply with the current Work at Height Regulations. Work at height will be avoided wherever possible, where work at height can not be avoided; the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.

Where the risk of a fall can not be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

3.38 Young Workers

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations as amended. This includes young persons on job experience working within the business. There are also special provisions for young people in the Working Time Regulations concerning limits of hours of work, rest from work and annual holidays.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. The responsible person will therefore:

- Assess risks to young workers
- Take into account their inexperience, lack of awareness and immaturity
- Prohibit certain activities where higher risks are identified
- Not allow the young person to operate any machinery or equipment without proper supervision and training
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken
- Provide suitable supervision at all times
- Not employ any person under the age of 14 years for any paid or non paid employment

I have read and understood the contents of this Safety Policy.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Safety Policy and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date[illegible]



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F A VALIANT & SON LTD
36 BURY ROAD
BARROW
BURY ST EDMUNDS
SUFFOLK
IP29 5AB

CIS Helpline
0845 366 7899

Date
01 April 2007

CIS is changing with effect from 6 April 2007 and Registration Cards, Tax Certificates and Vouchers will no longer be used.

You will not need to re-register as we will automatically transfer the company's current CIS record across to the new system.

Each **new** contractor for whom you work after 5 April 2007 must contact us to confirm the company's details and to find out whether you are to be paid gross or under deduction before making any payments to you.

We have detailed below the essential information that the contractor will need from you to be able to do this.

Please keep this information safe.

If you do not give these details accurately to any new contractor you work for this could mean contractors deduct 30% from your payments instead of either deducting the standard rate of 20% or making no deductions at all.

For further information please go to www.hmrc.gov.uk/new-cis

- **Company Unique Tax Reference (UTR):** 31290 06320
- **Company Name:** F A VALIANT & SON LTD
- **Company Registration Number:** 01034645

Herringbone Restoration Ltd

SECTION 2 - PRELIMINARIES

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.0	SECTION 2 - PRELIMINARIES				
2.1	This Schedule is to be read in conjunction with all contract documents and specifications.				
2.2	For pricing purposes, the Contractor is to ascertain the extent of works required and provide all safe access, lift, hoist, tower, scaffold, crane, or as deemed necessary. Scaffold design (if required) is to be in accordance with the scaffold specification attached to this Schedule of Works.				
2.3	If required, erect an independent tubular scaffold to provide safe access for the repair works where the overall height of the wall is above 2m from ground level. Ensure all permits and licences are obtained prior to erection. Provide calculations to justify scaffold design and maximum loads to be stored on the scaffold. The scaffolding shall conform to all current safety regulations and all items and clauses in the preliminaries. Allow for weekly inspections and provide scaftags.				
2.4	The Contractor is to provide all safety equipment to enable the works to be safely undertaken. This extends to the shrouding of all mains electrics, the necessary safety harness, lanyards etc. along with all netting and general protection from falling. (Please note that this list is not necessarily exhaustive).				
2.5	The Contractor is to establish the full extent of the works and is to provide all skips, site supervision, insurance, boarded, hoarding, protection etc. to the whole site.				660-00
2.6	There will be a designated area available for the location of a site compound, skips. Provide adequate warning notices and lighting and ensure the Contractor's compound area is secured. All items can be stored on site at the Contractor's own risk. The Contractor's compound will need to be confirmed and agreed with the Lead Consultant prior to works commencing.				150-00
2.7	It is the Contractor's responsibility to provide all welfare facilities as necessary.				660-00
2.8	Put in place and maintain security to the site boundary and to exclude all unauthorised access. The existing property is to be left safe and secure at the end of each working day. Maintain fire escape routes throughout works. The public location will dictate that any works are undertaken within the site boundary and undertaken in a manner that does not impact on the passing public. All works that are noisy or disruptive to adjacent residents are to be undertaken at a convenient time to minimise disruption.				
2.9	The Contractor is to assume that no hot works are to be undertaken on site.				
2.10	Take all necessary safety precautions to comply with Health & Safety Executive, Local Authority and manufacturer's guidelines, in particular with respect to the following: • Use of safety helmets and toe protectors • Safe transfer of waste to skips				

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	• Eye and respiratory protection • Undertake COSHH assessments when necessary.				
2.11	Work to include all necessary instruction, supervision and enforcement. Site safety method statements to be provided prior to work commencement. The Contractor is also required to undertake site induction prior to commencement of the works.				200-00
2.12	Provide and maintain all necessary temporary support(s).				
2.13	Provide and maintain all necessary temporary services. The Contractor is to make safe all services as required prior to starting on site.				
2.14	Mains electric may not be directly available on site. The Contractor is to establish themselves the extent of the exiting supply and is to provide their own generator(s), temporary supply, where necessary. The cost of this supply is the Contractor's own responsibility.				350-00
2.15	The Contractor is to ensure that a suitably qualified Site Manager is employed on a full-time basis on site to supervise and monitor throughout the course of the contract.				3,200-00
2.16	All quantified items are to be reviewed on site with the Contract Administrator at the first meeting on site. Costs that have been provided shall be adjusted on a pro rata basis.				
	Inspecting Site				
2.17	The contractor shall examine the drawings, inspect the site and be acquainted with the conditions and restrictions likely to affect the execution of the works, the working space, means of access and details of matters concerning the site prior to submitting a price. No claims arising from the failures to do so will be considered. Before submitting a price, the contractor must visit the site.				
	Services				
2.18	The contractor is to ascertain the position and condition of all existing services. The Client is unaware of any statutory services being present in the area of the works, but the Contractor is to undertake their own checks on the site and make the Client aware if any are found that effect the works.				
	Workmanship/Materials etc				
2.19	All works are to be carried out in accordance with British Standards and good conservation practice and in accordance with relevant statutory requirements.				
2.20	All materials, products and workmanship are to be suitable for the purpose of the work in accordance with good building practice for the conservation of historic buildings.				
2.21	Any damage caused by the contractor is to be reported to the Contract Administrator and made good to the satisfaction of the Contract Administrator at cost to the contractor.				

Item ref.	Work Required	Quantity	Unit	Rate	Cost £)
2.22	The Contractor will be held responsible for all damage to persons or property caused by or during the works and will therefore be liable for compensation and making good of all damage caused. Where necessary, the Contractor must provide suitable dust sheets, requisite tarpaulins etc to cover up and protect the existing construction, including any materials from the weather. The Contractor shall suspend all operations during climatic conditions which are in the client's opinion, detrimental to the works. The Contractor will be responsible for making good any work or damage arising from insufficient protection or the carelessness of workmen at his own expense.				
2.23	Good quality handmade bricks and coping bricks are to be assumed for all brick wall repair works. Where appropriate clay bricks are to be used, it is assumed that Bulmer Brick & Tile soft red facing bricks (or similar approved), and lime mortar will be used to match the existing masonry. Brick dimensions, mortar finish and brick bond all to match existing. A sample panel for the reinstatement of the brickwork is to be agreed with the Conservation Officer and Contract Administrator.				
	Clear & Tidy Site				
2.24	On completion of the works allow to reinstate any surface finishes that are damaged by the works and leave the site clean and tidy. Allow for preparing the soil and re-seeding the grass of the Churchyard where damaged.				
	Temporary Works Stability				
2.25	The Contractor is entirely responsible for the maintaining the stability of all existing structures, within and adjacent to the works, and of all the works from the date of possession of the site until practical completion of the works.				
2.26	The Contractor shall design, install and maintain all necessary temporary works and shall advise the Structural Engineer at least ten working days from commencement of the works, of his proposals for temporary supports and sequence of construction for the works. These proposals shall be supported by design calculations if requested.				
2.27	Under no circumstances will any structural alterations be carried out prior to the Structural Engineer commenting on the Contractor's temporary works proposals.				
2.28	The design of temporary works shall include an assessment of the loads to be resisted and is to be undertaken by a competent person. Due regard shall be given to lateral stability as well as to the support of vertical loads.				
2.29	The Contractor is to familiarise himself with the structure so that he is aware of the nature and magnitude of the loads to be supported.				
2.30	Particular care is to be taken to ensure that temporary props remain adequately seated and tightened so that support to the structure above is not allowed to yield during building operations.				
2.31	The Contractor is to ensure that a temporarily propped structure is adequately wedged, pinned or packed off the permanent works prior to removal of any temporary supports.				
2.32	The Contractor shall ensure that any completed or partially completed structural element is not overloaded. Details of design loads may be obtained from the Structural Engineer.				

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	Contract Terms, Conditions and Preliminaries				
2.33	It is assumed that these works will be undertaken under a JCT Minor Works Building Contract (Execution under hand) and there will be a 5% retention during the course of the works and a 2.5% retention until the end of the 12-month defects liability (Rectification) period.				
2.34	Any defects, shrinkages or other faults in the works which appear within 12 months of the date of completion of the works (the defect liability period) shall be made good by the Contractor entirely at their own expense within and no later than 14 days after the 12 month defects liability period.				
2.35	The Contractor will be obliged to carry out and complete the works with due diligence and in a good, proper and workmanlike manner, in accordance with the specifications and work orders to the satisfaction of the client and in accordance with all current statutory requirements including local authority and governing body regulations. The Contractor will be responsible for giving all notices required by such statutory requirements.				
2.36	The Contractor will be obliged to carry out the works, and the works shall comply with all relevant legislation, and in particular with The Health & Safety at Work etc Act 1974. The Contractor must agree to provide all necessary safety barriers and warning signs to establish work areas and to cordon off any areas as necessary in order to maintain safe pedestrian access and emergency escape routes.				
2.37	The Contractor must notify of any proposed domestic sub-contractors and must agree to be liable for the acts and omissions of domestic sub-contractors it has chosen.				
2.38	On providing a quotation for the works, the Contractor acknowledges that he is aware of and will duly comply with the Construction (Design and Management) Regulations.				
2.39	Upon receipt of order and prior to commencement of works the Contractor should provide a copy of any and all Method Statements and Risk Assessments.				
2.40	The Contractor will be required to warrant that all operatives, are supplied with the appropriate PPE. Special consideration should be given to working in loft voids, confined spaces, ducts and any other concealed areas.				
2.41	The Contractor will be required to indemnify the Employer against any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury or death; injury or damage to property breach of statutory regulations fines by a regulatory authority.				
2.42	The Contractor will be required to warrant that for the duration of the works: a. Such insurance as is necessary to cover the liability of the Contractor under the provisions of the contract for an amount of not less than £2,000,000 for any one claim; b. Employers' liability insurance not less than £5,000,000 in accordance with the provisions of the Employers Liability (Compulsory Insurance) Act 1969 or any statutory modification or re-enactment thereof.				

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.43	The contractor will be required to supply insurance for the works in joint names.				
2.44	Liquidated damages of £100 per week will apply.				

SECTION 3 - SCHEDULE OF REPAIR WORKS

Phase 1 – Recording, Protection & Completion

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.1	PHASE 1 – RECORDING, PROTECTION & COMPLETION				
3.1.1	Prior to the commencement of works, the finishes and construction in areas of work should be photographically recorded by the Contractor and any relevant details regarding brick bonding confirmed such that reconstruction can be undertaken to ensure the external appearance of the wall is repaired and reconstructed on a like for like basis with the new area of brickwork replicating the appropriate details.				250-00
3.1.2	Allowances are to be made for 3no. mortar samples to be taken and laboratory tested to establish the mortar mix required to match the existing mortar. The final mortar mix should be agreed as part of the sample panel with the Conservation Officer and Contract Administrator.				360-00
3.1.3	Allowance is to be made for the contractor to prepare 2no. 900mm x 900mm wide sample panels of bricks and mortar to be used with a view to agreeing the bricks, mortar colour and texture, along with pointing details.				400-00
3.1.4	Allow for weighted/secured Heras fencing to be installed around each area of walling currently being worked upon.				300-00
3.1.5	Allowance is to be made for the Contractor to obtain all relevant permits to work on the highway and to include for any traffic management required to undertake the works safely. It is assumed that the contractor will obtain relevant licences and coordinate with the local council to provide appropriate site protection and working area.				3,160-00
3.1.6	On completion of the works, allow to reinstate any surface finishes that are damaged by the works and leave the site clean and tidy.				300-00
3.1.7	Allow for a Practical Completion Defect Inspection and rectification of any defects recorded.				

Phase 2 – Schedule of Repairs by Location

Below is a detailed and prioritised summary of the repairs required to the wall. Please refer to the following reference tables stating the specific defects and urgency of the repairs.

Defect Reference:	Description
D1	Isolated dentistry repairs and repointing required due to high degree of weathering or poor pointing.
D2	Local stainless steel bed joint repair to local movement of distress (cracks).
D3	Coping failing and requires rebedding or replacing.
D4	Embedded vegetation or moss growth requiring removal.
D5	Cementitious pointing to be raked out and replaced with suitable lime mortar.

Priority	Time Period
U	Urgent works requiring immediate action.
S	Short-term works requiring attention within 2 years.
M	Medium-term works requiring attention within 5 years
L	Long-term works requiring attention within 10 years
MAINT.	Maintenance works (of which STC denotes short term cyclical and LTC long term cyclical).
IMP.	Works desirable as an improvement.

Item ref.	Work Required	Quantity	Unit	Rate	Cost(£)
	PHASE 2 – SCHEDULE OF REPAIRS BY LOCATION				
3.2	To assist the client in making a final decision on the extent of works to be instructed at this point in time, please break down the total cost for the Phase 2 repairs into each of the priorities as noted below: U - S - M - L - MAINT. - IMP. -				11,150 - 00 33,550 - 00 1,600 - 00

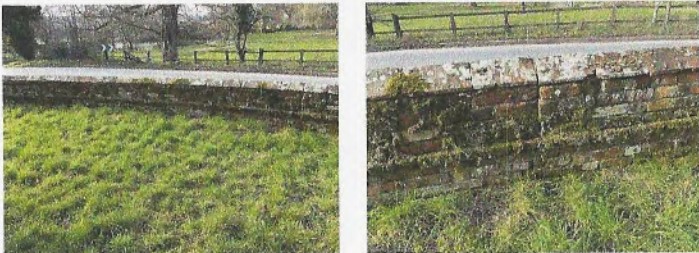
Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2	PHASE 2 – SCHEDULE OF REPAIRS BY LOCATION					
3.2.1	South East Face of Churchyard Wall		General View			
3.2.1.1			D1 / D5	Repointing required to upper brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	190 - ∞
			D4	Remove and kill moss/vegetation growth.	MAINT.	50 - ∞
3.2.1.2	 		D1	Repointing required to low level flintwork. Allow for 1m ² of repointing in accordance with the specification.	S	190 - ∞

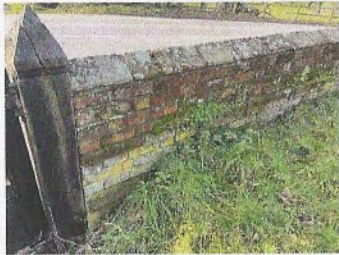
Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.3				No works required.		
3.2.1.4				No works required.		
3.2.1.5			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	198-∞
			D4	Remove and kill vegetation growing in wall.	MAINT.	50-∞

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.6			D1 / D5	Repointing required to brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	s	190-∞
3.2.1.7			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	s	198-∞
			D4	Remove and kill vegetation growing in wall.	MAINT.	50-∞
			D1 / D5	Repointing required to brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	s	190-∞
3.2.1.8			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	s	165-∞
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 2m ² of repointing in accordance with the specification.	s	380-∞

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.9			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 30No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	U	990 - ∞
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 3m ² of repointing in accordance with the specification.	S	570 - ∞
			D4	Remove and kill vegetation growing in wall.	MAINT.	50 - ∞
3.2.1.10			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	165 - ∞
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	240 - ∞
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	190 - ∞
			D4	Remove and kill vegetation growing in wall.	MAINT.	50 - ∞
3.2.1.11			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	165 - ∞
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	190 - ∞
			D4	Remove and kill vegetation growing in wall.	MAINT.	50 - ∞

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.12			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	330-∞
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	190-∞
			D3	8no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	360-∞
			D4	Remove and kill vegetation growing in wall.	MAINT.	50-∞
3.2.1.13			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	198-∞
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	190-∞
			D4	Remove and kill vegetation growing in wall.	MAINT.	50-∞
3.2.1.14			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 15No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	495-∞
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 2m ² of repointing in accordance with the specification.	S	380-∞
			D4	Remove and kill vegetation growing in wall.	MAINT.	50-∞
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	240-∞

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.15			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 15No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	495-00
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 5m ² of repointing in accordance with the specification.	S	950-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-00
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	240-00
3.2.1.16			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	165-00
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 8m ² of repointing in accordance with the specification.	S	1,520-00
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	240-00
			D3	15no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	540-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-00

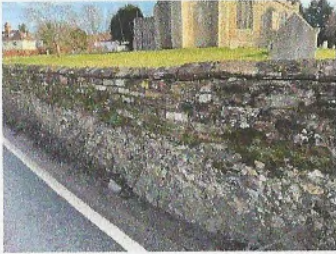
Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.17			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 5m ² of repointing in accordance with the specification.	S	950 - ∞
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	240 - ∞
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	240 - ∞
			D4	Remove and kill moss/vegetation growth.	MAINT.	50 - ∞
3.2.1.18			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 4m ² of repointing in accordance with the specification.	S	760 - ∞
			D3	Allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	90 - ∞
			D4	Remove and kill moss/vegetation growth.	MAINT.	50 - ∞

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2	North West Face of Churchyard Wall			General View		
3.2.2.1			D1 / D5	Repointing required to upper brickwork and coping bricks where mortar has eroded. Allow for 2m ² of repointing in accordance with the specification.	S	380 - ∞
			D3	Allow for 1no. coping bricks to be rebbeded with lime mortar.	U	30 - ∞
			D4	Remove and kill moss/vegetation growth.	MAINT.	50 - ∞
3.2.2.2			D1 / D5	Repointing required where mortar has eroded. Allow for 3m ² of repointing of upper brickwork and 3m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	1,380 - ∞
			D4	Remove and kill moss/vegetation growth.	MAINT.	50 - ∞

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.3			D1 / D5	Repointing to lower flintwork required where mortar has eroded. Allow for 3m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	690.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50.00
3.2.2.4			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 1.5m ² of repointing of upper brickwork and allow for 2m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	690.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50.00
3.2.2.5			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of upper brickwork and allow for 2m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	920.00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50.00

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.6			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 30No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	990-00
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	1,380-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-00
3.2.2.7			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	660-00
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3.5m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	1,725-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-00
3.2.2.8			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	660-00
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	1,840-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-00

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.9			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	2,070-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-00
3.2.2.10	 		D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	2,070-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-00
3.2.2.11			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	2,070-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-00

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.12			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	1,840-0
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-0
3.2.2.13			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	U	1,840-0
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-0
3.2.2.14			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	U	1,610-0
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-0

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.15			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 100No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	U	3,300-00
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 8m ² of repointing of brickwork in accordance with the specification.	U	1,520-00
			D3	Allow for 5no. coping bricks to be rebbed with lime mortar.	U	150-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	60-00
3.2.2.16	 		D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	660-00
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of brickwork in accordance with the specification.	S	570-00
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	240-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-00
3.2.2.17	 		D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	330-00
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of brickwork in accordance with the specification.	S	380-00
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	240-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-00

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.18			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	330-00
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of brickwork in accordance with the specification.	S	380-00
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	240-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-00
3.2.2.19			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 2No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	66-00
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 1m ² of repointing of brickwork in accordance with the specification.	S	190-00
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	240-00
			D4	Remove and kill moss/vegetation growth.	MAINT.	50-00

SECTION 5 - COLLECTION

SECTION 2 - PRELIMINARIES

£ 5,220-00

SECTION 3 - SCHEDULE OF REPAIR WORKS

£

(Broken down into the below categories:)

3.1.1 - 3.1.7 4,770-00

U-£ 11,150-00

S-£ 33,555-00

M-£

L-£

MAINT.-£ 1,600-00

IMP.-£

Sub-total £ 56,295-00

Contingency @ 10% £ 5,629-50

Total ex VAT £ 61,924-50

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SECTION 6 - BASIC TRADES

List of basic trade rates to be applied in the calculation of daywork. Charges for works described in the specification and for which provisional sums have been allowed.

Bricklayer	50	Per hour £
Bricklayers Mate	40	Per hour £
Other Operative	50	Per hour £

Percentage increases required on basic price of labour, materials and plant.

Labour	15 %
Materials	15 %
Plant	15 %
Percentage for profit and overheads required on specialist Contractors' invoices.	15 %

SECTION 7 - FORM OF TENDER

Coddenham Parish Council
Repairs to The Church of St. Mary's Churchyard Boundary Wall (Coddenham)

I/We having read the conditions of contract and specification delivered to me/us, do hereby offer to execute and complete in accordance with the conditions of contract the whole of the works described in the sum of:

£ 61,924 -50 (plus VAT) (in words) SIXTY ONE THOUSANDS NINE HUNDRED + TWENTY FOUR POUNDS FIFTY PENCE (plus VAT)

I/We confirm that we will complete the works within 10 weeks of possession.

I/We confirm that if this tender is accepted, we could commence on site within TBA weeks of acceptance.

The employer is not bound to accept the lowest or any offer.

Signed [Signature]

Date 15/07/2025

Position DIRECTOR

Tel Number 01487 842839

Company HERRINGBONE RESTORATION LTD

Email Address info@herringbonerestoration.co.uk

Address LANCIDE LODGE
FEW ROAD
PIDLEY
PE28 3DF

N. D. Willan Building Contractors

SECTION 2 - PRELIMINARIES

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.0	SECTION 2 - PRELIMINARIES				
2.1	This Schedule is to be read in conjunction with all contract documents and specifications.				
2.2	For pricing purposes, the Contractor is to ascertain the extent of works required and provide all safe access, lift, hoist, tower, scaffold, crane, or as deemed necessary. Scaffold design (if required) is to be in accordance with the scaffold specification attached to this Schedule of Works.				2900
2.3	If required, erect an independent tubular scaffold to provide safe access for the repair works where the overall height of the wall is above 2m from ground level. Ensure all permits and licences are obtained prior to erection. Provide calculations to justify scaffold design and maximum loads to be stored on the scaffold. The scaffolding shall conform to all current safety regulations and all items and clauses in the preliminaries. Allow for weekly inspections and provide scaffags.				/
2.4	The Contractor is to provide all safety equipment to enable the works to be safely undertaken. This extends to the shrouding of all mains electrics, the necessary safety harness, lanyards etc. along with all netting and general protection from falling. (Please note that this list is not necessarily exhaustive).				750
2.5	The Contractor is to establish the full extent of the works and is to provide all skips, site supervision, insurance, boarded, hoarding, protection etc. to the whole site.				2500
2.6	There will be a designated area available for the location of a site compound, skips. Provide adequate warning notices and lighting and ensure the Contractor's compound area is secured. All items can be stored on site at the Contractor's own risk. The Contractor's compound will need to be confirmed and agreed with the Lead Consultant prior to works commencing.				700
2.7	It is the Contractor's responsibility to provide all welfare facilities as necessary.				4500
2.8	Put in place and maintain security to the site boundary and to exclude all unauthorised access. The existing property is to be left safe and secure at the end of each working day. Maintain fire escape routes throughout works. The public location will dictate that any works are undertaken within the site boundary and undertaken in a manner that does not impact on the passing public. All works that are noisy or disruptive to adjacent residents are to be undertaken at a convenient time to minimise disruption.				1200
2.9	The Contractor is to assume that no hot works are to be undertaken on site.				—
2.10	Take all necessary safety precautions to comply with Health & Safety Executive, Local Authority and manufacturer's guidelines, in particular with respect to the following: • Use of safety helmets and toe protectors • Safe transfer of waste to skips				—

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	• Eye and respiratory protection • Undertake COSHH assessments when necessary.				
2.11	Work to include all necessary instruction, supervision and enforcement. Site safety method statements to be provided prior to work commencement. The Contractor is also required to undertake site induction prior to commencement of the works.				12,000
2.12	Provide and maintain all necessary temporary support(s).				-
2.13	Provide and maintain all necessary temporary services. The Contractor is to make safe all services as required prior to starting on site.				-
2.14	Mains electric may not be directly available on site. The Contractor is to establish themselves the extent of the exiting supply and is to provide their own generator(s), temporary supply, where necessary. The cost of this supply is the Contractor's own responsibility.				1200
2.15	The Contractor is to ensure that a suitably qualified Site Manager is employed on a full-time basis on site to supervise and monitor throughout the course of the contract.				16,500
2.16	All quantified items are to be reviewed on site with the Contract Administrator at the first meeting on site. Costs that have been provided shall be adjusted on a pro rata basis.				
	Inspecting Site				
2.17	The contractor shall examine the drawings, inspect the site and be acquainted with the conditions and restrictions likely to affect the execution of the works, the working space, means of access and details of matters concerning the site prior to submitting a price. No claims arising from the failures to do so will be considered. Before submitting a price, the contractor must visit the site.				700
	Services				
2.18	The contractor is to ascertain the position and condition of all existing services. The Client is unaware of any statutory services being present in the area of the works, but the Contractor is to undertake their own checks on the site and make the Client aware if any are found that effect the works.				900
	Workmanship/Materials etc				
2.19	All works are to be carried out in accordance with British Standards and good conservation practice and in accordance with relevant statutory requirements.				-
2.20	All materials, products and workmanship are to be suitable for the purpose of the work in accordance with good building practice for the conservation of historic buildings.				-
2.21	Any damage caused by the contractor is to be reported to the Contract Administrator and made good to the satisfaction of the Contract Administrator at cost to the contractor.				-



Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.22	The Contractor will be held responsible for all damage to persons or property caused by or during the works and will therefore be liable for compensation and making good of all damage caused. Where necessary, the Contractor must provide suitable dust sheets, requisite tarpaulins etc to cover up and protect the existing construction, including any materials from the weather. The Contractor shall suspend all operations during climatic conditions which are in the client's opinion, detrimental to the works. The Contractor will be responsible for making good any work or damage arising from insufficient protection or the carelessness of workmen at his own expense.				500
2.23	Good quality handmade bricks and coping bricks are to be assumed for all brick wall repair works. Where appropriate clay bricks are to be used, it is assumed that Bulmer Brick & Tile soft red facing bricks (or similar approved), and lime mortar will be used to match the existing masonry. Brick dimensions, mortar finish and brick bond all to match existing. A sample panel for the reinstatement of the brickwork is to be agreed with the Conservation Officer and Contract Administrator.				1
	Clear & Tidy Site				
2.24	On completion of the works allow to reinstate any surface finishes that are damaged by the works and leave the site clean and tidy. Allow for preparing the soil and re-seeding the grass of the Churchyard where damaged.				1500
	Temporary Works Stability				
2.25	The Contractor is entirely responsible for the maintaining the stability of all existing structures, within and adjacent to the works, and of all the works from the date of possession of the site until practical completion of the works.				2500
2.26	The Contractor shall design, install and maintain all necessary temporary works and shall advise the Structural Engineer at least ten working days from commencement of the works, of his proposals for temporary supports and sequence of construction for the works. These proposals shall be supported by design calculations if requested.				2500
2.27	Under no circumstances will any structural alterations be carried out prior to the Structural Engineer commenting on the Contractor's temporary works proposals.				—
2.28	The design of temporary works shall include an assessment of the loads to be resisted and is to be undertaken by a competent person. Due regard shall be given to lateral stability as well as to the support of vertical loads.				—
2.29	The Contractor is to familiarise himself with the structure so that he is aware of the nature and magnitude of the loads to be supported.				—
2.30	Particular care is to be taken to ensure that temporary props remain adequately seated and tightened so that support to the structure above is not allowed to yield during building operations.				—
2.31	The Contractor is to ensure that a temporarily propped structure is adequately wedged, pinned or packed off the permanent works prior to removal of any temporary supports.				—
2.32	The Contractor shall ensure that any completed or partially completed structural element is not overloaded. Details of design loads may be obtained from the Structural Engineer.				—

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	Contract Terms, Conditions and Preliminaries				
2.33	It is assumed that these works will be undertaken under a JCT Minor Works Building Contract (Execution under hand) and there will be a 5% retention during the course of the works and a 2.5% retention until the end of the 12-month defects liability (Rectification) period.				
2.34	Any defects, shrinkages or other faults in the works which appear within 12 months of the date of completion of the works (the defect liability period) shall be made good by the Contractor entirely at their own expense within and no later than 14 days after the 12 month defects liability period.				
2.35	The Contractor will be obliged to carry out and complete the works with due diligence and in a good, proper and workmanlike manner, in accordance with the specifications and work orders to the satisfaction of the client and in accordance with all current statutory requirements including local authority and governing body regulations. The Contractor will be responsible for giving all notices required by such statutory requirements.				
2.36	The Contractor will be obliged to carry out the works, and the works shall comply with all relevant legislation, and in particular with The Health & Safety at Work etc Act 1974. The Contractor must agree to provide all necessary safety barriers and warning signs to establish work areas and to cordon off any areas as necessary in order to maintain safe pedestrian access and emergency escape routes.				
2.37	The Contractor must notify of any proposed domestic sub-contractors and must agree to be liable for the acts and omissions of domestic sub-contractors it has chosen.				
2.38	On providing a quotation for the works, the Contractor acknowledges that he is aware of and will duly comply with the Construction (Design and Management) Regulations.				1200
2.39	Upon receipt of order and prior to commencement of works the Contractor should provide a copy of any and all Method Statements and Risk Assessments.				1200
2.40	The Contractor will be required to warrant that all operatives, are supplied with the appropriate PPE. Special consideration should be given to working in loft voids, confined spaces, ducts and any other concealed areas.				700
2.41	The Contractor will be required to indemnify the Employer against any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury or death; injury or damage to property breach of statutory regulations fines by a regulatory authority.				2700
2.42	The Contractor will be required to warrant that for the duration of the works: a. Such insurance as is necessary to cover the liability of the Contractor under the provisions of the contract for an amount of not less than £2,000,000 for any one claim; b. Employers' liability insurance not less than £5,000,000 in accordance with the provisions of the Employers Liability (Compulsory Insurance) Act 1969 or any statutory modification or re-enactment thereof.				6700

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.43	The contractor will be required to supply insurance for the works in joint names.				4500
2.44	Liquidated damages of £100 per week will apply.				

67,850

SECTION 3 - SCHEDULE OF REPAIR WORKS

Phase 1 – Recording, Protection & Completion

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.1	PHASE 1 – RECORDING, PROTECTION & COMPLETION				
3.1.1	Prior to the commencement of works, the finishes and construction in areas of work should be photographically recorded by the Contractor and any relevant details regarding brick bonding confirmed such that reconstruction can be undertaken to ensure the external appearance of the wall is repaired and reconstructed on a like for like basis with the new area of brickwork replicating the appropriate details.				600
3.1.2	Allowances are to be made for 3no. mortar samples to be taken and laboratory tested to establish the mortar mix required to match the existing mortar. The final mortar mix should be agreed as part of the sample panel with the Conservation Officer and Contract Administrator.				600
3.1.3	Allowance is to be made for the contractor to prepare 2no. 900mm x 900mm wide sample panels of bricks and mortar to be used with a view to agreeing the bricks, mortar colour and texture, along with pointing details.				1200
3.1.4	Allow for weighted/secured Heras fencing to be installed around each area of walling currently being worked upon.				3200
3.1.5	Allowance is to be made for the Contractor to obtain all relevant permits to work on the highway and to include for any traffic management required to undertake the works safely. It is assumed that the contractor will obtain relevant licences and coordinate with the local council to provide appropriate site protection and working area.				5280
3.1.6	On completion of the works, allow to reinstate any surface finishes that are damaged by the works and leave the site clean and tidy.				750
3.1.7	Allow for a Practical Completion Defect Inspection and rectification of any defects recorded.				600

12730

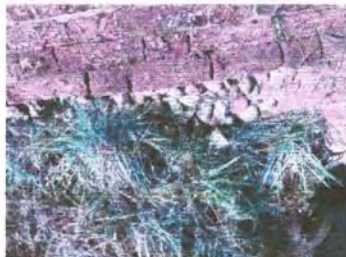
Phase 2 – Schedule of Repairs by Location

Below is a detailed and prioritised summary of the repairs required to the wall. Please refer to the following reference tables stating the specific defects and urgency of the repairs.

Defect Reference:	Description
D1	Isolated dentistry repairs and repointing required due to high degree of weathering or poor pointing.
D2	Local stainless steel bed joint repair to local movement of distress (cracks).
D3	Coping failing and requires rebedding or replacing.
D4	Embedded vegetation or moss growth requiring removal.
D5	Cementitious pointing to be raked out and replaced with suitable lime mortar.

Priority	Time Period
U	<i>Urgent</i> works requiring immediate action.
S	<i>Short-term</i> works requiring attention within 2 years.
M	<i>Medium-term</i> works requiring attention within 5 years
L	<i>Long-term</i> works requiring attention within 10 years
MAINT.	<i>Maintenance</i> works (of which STC denotes short term cyclical and LTC long term cyclical).
IMP.	Works desirable as an improvement.

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	PHASE 2 – SCHEDULE OF REPAIRS BY LOCATION				
3.2	To assist the client in making a final decision on the extent of works to be instructed at this point in time, please break down the total cost for the Phase 2 repairs into each of the priorities as noted below: U - S - M - L - MAINT. - IMP. -				18600 46,28 — — 3390 —

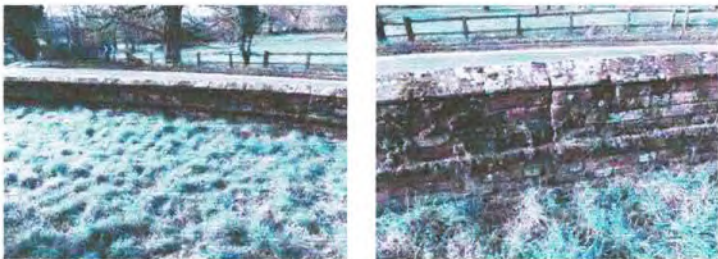
Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2	PHASE 2 – SCHEDULE OF REPAIRS BY LOCATION					
3.2.1	South East Face of Churchyard Wall			General View		
3.2.1.1			D1 / D5	Repointing required to upper brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	180.
			D4	Remove and kill moss/vegetation growth.	MAINT.	90
3.2.1.2			D1	Repointing required to low level flintwork. Allow for 1m ² of repointing in accordance with the specification.	S	390

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.3				No works required.		✓
3.2.1.4				No works required.		✓
3.2.1.5			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	132
			D4	Remove and kill vegetation growing in wall.	MAINT.	100

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.6			D1 / D5	Repointing required to brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	180
3.2.1.7			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	132
			D4	Remove and kill vegetation growing in wall.	MAINT.	160
			D1 / D5	Repointing required to brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	180
3.2.1.8			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	110
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 2m ² of repointing in accordance with the specification.	S	360

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.9			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 30No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	U	660
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 3m ² of repointing in accordance with the specification.	S	540
			D4	Remove and kill vegetation growing in wall.	MAINT.	100
3.2.1.10			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	110
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	446
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	180
			D4	Remove and kill vegetation growing in wall.	MAINT.	100
3.2.1.11			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	110
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	180
			D4	Remove and kill vegetation growing in wall.	MAINT.	100

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.12			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	220
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	180
			D3	8no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	1300
			D4	Remove and kill vegetation growing in wall.	MAINT.	100
3.2.1.13			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	132
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	180
			D4	Remove and kill vegetation growing in wall.	MAINT.	100
3.2.1.14			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 15No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	330
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 2m ² of repointing in accordance with the specification.	S	360
			D4	Remove and kill vegetation growing in wall.	MAINT.	100p
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	1100

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.15			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 15No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	330
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 5m ² of repointing in accordance with the specification.	S	900
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	1300
3.2.1.16			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	110
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 8m ² of repointing in accordance with the specification.	S	900
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	440
			D3	15no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	1750
			D4	Remove and kill moss/vegetation growth.	MAINT.	100

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.17			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 5m ² of repointing in accordance with the specification.	S	900
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	4400
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	1300
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.1.18			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 4m ² of repointing in accordance with the specification.	S	720
			D3	Allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	600
			D4	Remove and kill moss/vegetation growth.	MAINT.	100

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2	North West Face of Churchyard Wall			General View		✓
3.2.2.1			D1 / D5	Repointing required to upper brickwork and coping bricks where mortar has eroded. Allow for 2m ² of repointing in accordance with the specification.	S	360
			D3	Allow for 1no. coping bricks to be rebbed with lime mortar.	U	220
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.2.2			D1 / D5	Repointing required where mortar has eroded. Allow for 3m ² of repointing of upper brickwork and 3m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	1710
			D4	Remove and kill moss/vegetation growth.	MAINT.	100

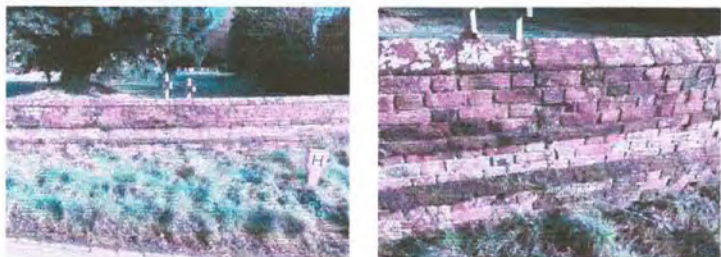
Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.3			D1 / D5	Repointing to lower flintwork required where mortar has eroded. Allow for 3m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	1170
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.2.4			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 1.5m ² of repointing of upper brickwork and allow for 2m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	1600
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.2.5			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of upper brickwork and allow for 2m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	1600
			D4	Remove and kill moss/vegetation growth.	MAINT.	100

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.6			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 30No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	660
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	2840
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.2.7			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	460
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3.5m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	3200
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.2.8			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	460
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	3640
			D4	Remove and kill moss/vegetation growth.	MAINT.	100

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.9			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	3820
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.2.10			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	3820
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.2.11			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	3820
			D4	Remove and kill moss/vegetation growth.	MAINT.	100

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.12			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	3200
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.2.13	 		D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	U	3200
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.2.14	 		D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	U	3020
			D4	Remove and kill moss/vegetation growth.	MAINT.	100

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.15			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 100No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	U	2200
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 8m ² of repointing of brickwork in accordance with the specification.	U	1440
			D3	Allow for 5no. coping bricks to be rebbed with lime mortar.	U	500
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.2.16			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	640
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of brickwork in accordance with the specification.	S	540
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	440
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.2.17			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	220
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of brickwork in accordance with the specification.	S	360
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	440
			D4	Remove and kill moss/vegetation growth.	MAINT.	100

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.18			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	220
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of brickwork in accordance with the specification.	S	360
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	440
			D4	Remove and kill moss/vegetation growth.	MAINT.	100
3.2.2.19			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 2No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	44
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 1m ² of repointing of brickwork in accordance with the specification.	S	180
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	440
			D4	Remove and kill moss/vegetation growth.	MAINT.	100

SECTION 5 - COLLECTION

SECTION 2 - PRELIMINARIES

£ 80,080.

SECTION 3 - SCHEDULE OF REPAIR WORKS

£ 68,202.

(Broken down into the below categories:)

U - £ 18,600

S - £ 46,218

M - £ —

L - £ —

MAINT. - £ 3,390.

IMP. - £ —

Sub-total £ 148,288

Contingency @ 10% £ 14,828.

Total ex VAT £ 163,116

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SECTION 6 - BASIC TRADES

List of basic trade rates to be applied in the calculation of daywork. Charges for works described in the specification and for which provisional sums have been allowed.

Bricklayer		Per hour £
Bricklayers Mate		Per hour £
Other Operative		Per hour £

Percentage increases required on basic price of labour, materials and plant.

Labour	%
Materials	%
Plant	%
Percentage for profit and overheads required on specialist Contractors' invoices.	%

SECTION 7 - FORM OF TENDER

Coddenham Parish Council

Repairs to The Church of St. Mary's Churchyard Boundary Wall (Coddenham)

I/We having read the conditions of contract and specification delivered to me/us, do hereby offer to execute and complete in accordance with the conditions of contract the whole of the works described in the sum of:

£ 163,116 (plus VAT) (in words) one hundred and sixty three thousand one hundred and sixteen (plus VAT)

I/We confirm that we will complete the works within 20 weeks of possession.

I/We confirm that if this tender is accepted, we could commence on site within 20 weeks of acceptance.

The employer is not bound to accept the lowest or any offer.

Signed



Date

18-8-25

Position

Director

Tel Number

07717418065

Company

N.D. O'Donoghue

Email Address

David.O'Donoghue@builders.co.uk

Address

Canston Cottages
Hydon Rd
Canston
WR6 4H2

Appendix C – Original Tender Document

STRUCTURAL REPAIR SCHEDULE OF WORKS & SPECIFICATION

The Church of St. Mary, Church Road, Coddenham, IP6 9PZ

Churchyard Boundary Wall

for Coddenham Parish Council

March 2025 – v.01



Quality Assurance

Site name:St. Mary’s Churchyard Wall, Coddenham

Client name:Coddenham Parish Council

Type of report:Schedule of Works and Specification for Repair Works

Prepared by:Josh Halton-Farrow BEng (Hons) MEng CEng MIStructE
Conservation Accredited Engineer
M. 07912577085 : E. jhf@awce.co.uk

Signed:

Date:11 March 2025

Issue Date	Rev.	Description
11/03/2025	v.01	Issued to Client for comment.

Contents

- Introduction
- Section 1 - Generally
- Section 2 - Preliminaries
- Section 3 - Schedule of Repair Works
- Section 4 - Specifications
- Section 5 - Collection
- Section 6 - Basic Trades Form
- Section 7 - Form of Tender
- Section 8 - Tender Submission Checklist
- Section 9 - Risk Assessment
- APPENDIX A - Site General Arrangement Plan

Introduction

Wright Consulting have been appointed as the Lead Consultant to prepare a Schedule of Repair Works and Specification for the conservation repair of the boundary wall where Church Road is directly adjacent to the churchyard of The Church of St Mary, Coddenham. Although the churchyard wall is generally stable, it is in a delicate state of repair, with areas of highly weathered bricks and delaminating surfaces which require urgent pointing, as well as local dentistry repair to maintain its overall stability. As a consequence, Coddenham Parish Council wish to appoint a conservation based Principal Contractor under a JCT Minor Works Contract to undertake careful repair of the boundary wall, with a view to reinstating its overall stability and aiding its future serviceability.

General Description, Historical Setting & Condition

The Churchyard walls of the Church of St Mary that are separating the churchyard from Church Lane enclose a significant area of the now closed Churchyard. The wall appears to have been constructed and maintained in an ad-hoc piecemeal manner during its life, with elements of the wall (particularly towards the northern end of the wall) appearing to have been repaired recently. The wall is generally freestanding (structurally cantilevering from its foundation) with no movement joints or laterally supporting piers. The wall acts as a 1.3m high retaining wall (at worst case location) for the adjacent highway, with the higher level being on the churchyard side.

Although a detailed historic study of the site has not been completed, a historic map of the area (Suffolk LXVI.2 – Surveyed 1883) shows a churchyard wall present in the current wall's location and arrangement. However, an earlier map (Sheet L [NW, NE, SW & SE Eye] – Surveyed 1816 to 1821) shows the churchyard boundary following a slightly different line. This leads us to believe that a wall has been in this location/arrangement for at least 142 years and could be up to 209 years old. Nevertheless, the change in construction materials along the length of the wall does suggest that the wall has been altered/rebuilt/realigned in the past to suit the development of the churchyard and village. Therefore, some elements of the wall may be newer or older than the ages noted above, and it may be that some of the walling (North end) predates 1816 and was retained whilst the rest of the wall was realigned.

It is our belief that the Churchyard's boundary walls are curtilage listed structures covered under the Listing of the Church of St Mary, Coddenham (List Entry Number: 1033267), a Grade I Listed building on the National Heritage List for England. The walls are therefore protected under the Planning (Listed Buildings and Conservation Areas) Act of 1990 as amended for its special architectural or historic interest. Further, the walls are within the Coddenham Conservation Area and protected under Planning legislation by Mid Suffolk District Council. The official listing is as follows: -

TM 1354 8/3

CODDENHAM Church Road Church of St. Mary

9-12-55

I Parish church. Medieval with major phases of mid C14 and late C15. Nave, chancel, north and south aisles and north-west tower. Organ chamber of c.1880. Flint rubble with freestone dressings; inclusions of brick rubble in both C14 and C15 work. Low-pitched leaded roofs to nave and aisles, partly with parapets. Chancel roof plaintiled; parapet gables throughout. Areas of C11/C12 rubble walling to north chancel, and perhaps west nave; in the former is a slit window. The chancel was extended eastwards in mid C13: good east and south windows with hoodmould and tracery; one window has a piscina with corner shaft, and another is reset with good matching doorway in the C19 organ chamber. Fine carved masks at the east gable kneeler stones. Plain early C14 tower, raised by two stages in early C16 with flushwork parapets. Nave and aisles rebuilt mid C14: arcades upon octagonal piers with moulded capitals, north and south doorways, windows with varied curvilinear tracery and a piscina in the south chapel, all with much hoodmoulding. The nave and aisles were remodelled to a high standard in mid or late C15: clerestory in 7 full and 2 half bays; traceried windows, the interstices entirely panelled with intricate flushwork, and above is an inscription "ORATE PRO ANIMAE JOHANNIS FRENCH ET MARGARETE"; fine roof with trusses of double hammerbeams and short kingposts, all members being enriched and the arch-braces carved; angels and wall-post figures much renewed, but one at least of the former is original; matching aisle roofs with arch-braced principals. Restored early C16 south porch, with flushwork panels, the doorway with label and lion corbels. Rood loft stairway with brick walls and two doorways. Some fragments of screen (now elsewhere) are dated 1534. Early C17 arcaded pulpit on C19 limestone plinth. Late C17 rails with barley-sugar balusters, at south chapel and at chancel arch. In the chancel are C15 choirstalls with misericordes, and 4 reused bench-ends. The limestone font in the C15 manner is probably a C19 renewal. Three good wall monuments in the chancel: to Philip Bacon (d.1666), to Revd. Baltazar Gardenau (d.1739) and Lady Catharine his wife (d.1757), and to Revd. Nicholas Bacon (d.1796). Over the Bacon vault in the chancel is a marble slab with achievements. In the south aisle is a floor slab with indents for brasses of C16 type. Six painted panels, mainly in the nave, have coats of arms.

Listing NGR: TM1327254160

The construction of the wall is relatively uniform along its length, with the only major change in detailing being a change from flint to brick wall retaining construction (i.e. lower half of wall) at the boundary's southern end. It is our belief that the wall has been altered/rebuilt in the past, with a general change in material from flint to brickwork. The brickwork at the northern end of the wall has likely been built on the original flint walling. The wall's parapet height (i.e. height above churchyard ground level) is relatively consistent, with a height of between 500-700mm. However, the retaining height of the wall varied along its length between 300-1300mm. Thus, the wall's height varies from approximately 1m to 1.8m

Most of the wall appears to be a single brick or 225mm thick above the churchyard ground level and increasing to two bricks or 445mm thick below. No piers are present to provide lateral restraint, but the wall does gently curve around the churchyard, thus providing a small amount of lateral resistance along its length. The wall generally appears to be vertical in its alignment, other than an occasional section which needs attention.

Clay coping bricks top the wall to reduce the rainwater entering the wall. However, there are numerous areas where the coping bricks and mortar are highly weathered. Therefore, moisture is entering the wall at high level and is becoming stained due to water ingress or moss growth.

In considering historic buildings and monuments (and in particular freestanding walls), it is worth remembering that they are not designed to meet current British Standard design criteria or the current Building Regulations. More often than not, the application of current Building Regulations or British Standard design criteria will prove the failure of these structures and therefore the assessment of their structural condition and long-term maintenance is their safeguard to future stability. Many historic structures have proven themselves and their resilience to local weather and loading conditions by simply existing and staying upright. However, changes in these loading patterns or their condition will adversely affect their long-term stability and should be avoided as these walls have proven their structural stability over time except where poorly maintained and the growth of a divisive and invasive plant has been allowed to propagate. That said, these structures will remain prone to periods of poor maintenance or local impact by isolated vehicles or the effects of local tree or vegetation growth. It is therefore important that the wall continue to be actively repaired and maintained in the future.

Having reviewed the British Geological Society's desktop viewer for the site, it is assumed that the wall has been constructed directly onto a Newhaven Chalk Formation (Chalk) bedrock, with a thin layer of a Lowestoft Formation (Sand and gravel) above the chalk bedrock at the eastern end of the wall (adjacent to war memorial). The results of a previously undertaken local borehole (BGS ID: 562757 : BGS Reference: TM15SW174) situated to the North East of the site notes that there is likely to be a 0.9m depth of Topsoil over a 1.8m depth of Sand and Gravel overlaying a Chalk formation. Adversely, another previously undertaken local borehole (BGS ID: 562757 : BGS Reference: TM15SW174) to the North of the site notes that there is likely to be a 0.6m depth of Topsoil over overlaying the Chalk formation. A detailed ground investigation on the specific site would need to be undertaken to confirm these soil conditions. If different soil conditions are found under the wall, it could lead to differential movement in the wall itself. However, there were no signs of differential movement during our appraisal of the wall.

The churchyard is designated as a 'Local Wildlife Site' by the Suffolk Wildlife Trust and therefore, all due care should be given by the Contractor to prevent disruption to the local wildlife and to protect the adjacent vegetation.

According to the Environment Agencies flood zone mapping, the site is within Flood Zone 1. Land and property in Flood Zone 1 have a low probability of flooding.

Description of Works

Generally, the wall needs a regime of repointing and local dentistry repair as part of good maintenance. The replacement and re-bedding of the coping and improvements in the weathering details of the masonry will enable the wall to continue in use for years to come.

Repairs are to be completed using complementary materials to the bricks, copings and mortar present and in a conservation manner with a view to retaining as much of the existing construction as possible, whilst minimising the visual impact of the repair works. Careful choice of the bricks, copings and mortar to be used will be necessary at the commencement of the project by the use of sample panels for agreement and to act as a template for future repairs and workmanship.

The following schedule of works outlines the required quantity of bricks and mortar anticipated in each location around the boundary wall of the churchyard. It is likely that the quantities given may vary once works commence on site and some careful dentistry repairs will be required. As a consequence, it is noted that a conservative number of bricks and copings needs to be purchased to ensure that the most highly damaged areas of the walling can be repaired.

Intention

Although it is the client's intention to carry out all works outlined in this Schedule of Works, once projected costs for the works have been returned, it may be that the scope of works will need to be reduced to suit the client's budget and therefore, the works have been designated a priority rating that will assist in this decision. The chosen contractor will be notified of the final extent of works at formal instruction stage.

SECTION 1 - GENERALLY

- 1.1 The wall is assumed to be within the curtilage of a Grade I listed building on the National Heritage List for England and is, therefore, protected as historic fabric of archaeological and architectural interest by the Planning (Conservation Areas) Act 1990. All works undertaken on the wall should be undertaken with the appropriate care, planning and suitably qualified labour to respect the walls as constructed and minimise the impact of any works on any historic fabric that is to remain. Accordingly, any demolition/dismantling is to be undertaken in a careful and planned manner with a view to minimising the impact on the historic fabric to remain. All demolition should be seen as a dismantling of the elements to be removed in a reverse order of construction with care to be taken to protect the structure to remain as a priority in the sequencing of the demolition. Temporary works are to be included for the support of the elements that are to remain where necessary. Protection and reinstatement of external finishes are a priority in the sequence of demolition to minimise water ingress or the potential vagrant or vandal access. All risk assessments and method statements for the work should clearly outline measures to be taken to protect the remaining historic fabric.
- 1.2 Given the Listed status of the structure, all elements of construction to be dismantled are to be recorded both photographically and digitally and a record passed to the local Conservation Officer and Conservation Engineer for archive purposes.
- 1.3 This Schedule of Works is to be read in conjunction with the project specification, and other project documentation including Preliminaries and General Conditions.
- 1.4 The Schedule of Works is not to be regarded as a Bill of Quantities but as a general description of the works required.
- 1.5 A price or rate shall be entered against each item within the Specification, including the Preliminaries to assist in any future assessment of interim valuations and any possible variations. Before a tender is accepted, an analysis of all prices in the Preliminaries shall be provided.
- 1.6 The Contractor is to assess the site and make due allowance for temporary works, access facilities and protection of tradesmen, site users and the public.
- 1.7 The Contractor is responsible for assessing quantities required for the complete execution of the works. The term 'provisional item' relates to work that will be re-measured on completion and may be deducted in whole, in part, or not at all, from the tender following agreement of measurements between the Lead Consultant and the Contractor. The Contractor is required to price all items in the specification and where not done so, it will be deemed to be included in the works. Those items shown and referred to in the contract drawings are also priced and assumed to form part of this project and tender.
- 1.8 All works are to be carried out in accordance with British Standards and good practice and in accordance with relevant statutory requirements.
- 1.9 All replacements shall be of the same colour, size, style, profile and pattern as the original unless otherwise stated. Where items are to be installed, renewed/removed, all finishes are to be made good. Damage to existing surfaces is also to be made good. Costs for all necessary making good should be included in the individual work items whether or not making good is specifically referred to.
- 1.10 Working hours to be 8.00 am to 5.30 pm during the normal working week. No radios permitted. No naked flames permitted.
- 1.11 The tenderer shall examine the numbers on each page of the specification and schedules of work and if any page is missing or duplicated or if any text or figures are indistinct, they shall notify the Contractor Administrator.
- 1.12 The tenderer shall not alter the tender documents without the written authorisation of the Contract Administrator. Any unauthorised amendment will be ignored.
- 1.13 Tenderers are to price and extend the specification and complete the tender documents in black ink that can be clearly reproduced.
- 1.14 The Employer is not bound to accept the lowest or any tender.
- 1.15 The Employer accepts no liability for any costs incurred in the preparation and submission of tenders.
- 1.16 Any obvious errors in pricing or significant errors in arithmetic shall be dealt with in accordance with the tender procedure specified in the Preliminaries.

- 1.17 Do not scale drawings or photographs provided - The Contractor is to check all dimensions on site before carrying out any works.
- 1.18 Any discrepancies are to be reported before proceeding with the works.
- 1.19 **CDM Regulations** - The contractor will be responsible for CDM management of all the operations on site, as Principal Contractor. A cost is to be entered against this requirement accordingly or will be deemed to have been included elsewhere in the total tendered sum.
- 1.20 **Tender** - The tenderer shall examine the numbers on each page of the specification and schedules of work and if any page is missing or duplicated or if any text or figures are indistinct, they shall notify the Contract Administrator. The tenderer shall not alter the tender documents without the written authorisation of the Contract Administrator. Any unauthorised amendment will be ignored. Tenderers are to price and extend the specification and complete the tender documents in black ink that can be clearly reproduced. The Client is not bound to accept the lowest or any tender.

SECTION 2 - PRELIMINARIES

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.0	SECTION 2 - PRELIMINARIES				
2.1	This Schedule is to be read in conjunction with all contract documents and specifications.				
2.2	For pricing purposes, the Contractor is to ascertain the extent of works required and provide all safe access, lift, hoist, tower, scaffold, crane, or as deemed necessary. Scaffold design (if required) is to be in accordance with the scaffold specification attached to this Schedule of Works.				
2.3	If required, erect an independent tubular scaffold to provide safe access for the repair works where the overall height of the wall is above 2m from ground level. Ensure all permits and licences are obtained prior to erection. Provide calculations to justify scaffold design and maximum loads to be stored on the scaffold. The scaffolding shall conform to all current safety regulations and all items and clauses in the preliminaries. Allow for weekly inspections and provide scaftags.				
2.4	The Contractor is to provide all safety equipment to enable the works to be safely undertaken. This extends to the shrouding of all mains electrics, the necessary safety harness, lanyards etc. along with all netting and general protection from falling. (Please note that this list is not necessarily exhaustive).				
2.5	The Contractor is to establish the full extent of the works and is to provide all skips, site supervision, insurance, boarded, hoarding, protection etc. to the whole site.				
2.6	There will be a designated area available for the location of a site compound, skips. Provide adequate warning notices and lighting and ensure the Contractor's compound area is secured. All items can be stored on site at the Contractor's own risk. The Contractor's compound will need to be confirmed and agreed with the Lead Consultant prior to works commencing.				
2.7	It is the Contractor's responsibility to provide all welfare facilities as necessary.				
2.8	Put in place and maintain security to the site boundary and to exclude all unauthorised access. The existing property is to be left safe and secure at the end of each working day. Maintain fire escape routes throughout works. The public location will dictate that any works are undertaken within the site boundary and undertaken in a manner that does not impact on the passing public. All works that are noisy or disruptive to adjacent residents are to be undertaken at a convenient time to minimise disruption.				
2.9	The Contractor is to assume that no hot works are to be undertaken on site.				
2.10	Take all necessary safety precautions to comply with Health & Safety Executive, Local Authority and manufacturer's guidelines, in particular with respect to the following:				
	• Use of safety helmets and toe protectors				
	• Safe transfer of waste to skips				

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	- Eye and respiratory protection - Undertake COSHH assessments when necessary.				
2.11	Work to include all necessary instruction, supervision and enforcement. Site safety method statements to be provided prior to work commencement. The Contractor is also required to undertake site induction prior to commencement of the works.				
2.12	Provide and maintain all necessary temporary support(s).				
2.13	Provide and maintain all necessary temporary services. The Contractor is to make safe all services as required prior to starting on site.				
2.14	Mains electric may not be directly available on site. The Contractor is to establish themselves the extent of the exiting supply and is to provide their own generator(s), temporary supply, where necessary. The cost of this supply is the Contractor's own responsibility.				
2.15	The Contractor is to ensure that a suitably qualified Site Manager is employed on a full-time basis on site to supervise and monitor throughout the course of the contract.				
2.16	All quantified items are to be reviewed on site with the Contract Administrator at the first meeting on site. Costs that have been provided shall be adjusted on a pro rata basis.				
	Inspecting Site				
2.17	The contractor shall examine the drawings, inspect the site and be acquainted with the conditions and restrictions likely to affect the execution of the works, the working space, means of access and details of matters concerning the site prior to submitting a price. No claims arising from the failures to do so will be considered. Before submitting a price, the contractor must visit the site.				
	Services				
2.18	The contractor is to ascertain the position and condition of all existing services. The Client is unaware of any statutory services being present in the area of the works, but the Contractor is to undertake their own checks on the site and make the Client aware if any are found that effect the works.				
	Workmanship/Materials etc				
2.19	All works are to be carried out in accordance with British Standards and good conservation practice and in accordance with relevant statutory requirements.				
2.20	All materials, products and workmanship are to be suitable for the purpose of the work in accordance with good building practice for the conservation of historic buildings.				
2.21	Any damage caused by the contractor is to be reported to the Contract Administrator and made good to the satisfaction of the Contract Administrator at cost to the contractor.				

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.22	The Contractor will be held responsible for all damage to persons or property caused by or during the works and will therefore be liable for compensation and making good of all damage caused. Where necessary, the Contractor must provide suitable dust sheets, requisite tarpaulins etc to cover up and protect the existing construction, including any materials from the weather. The Contractor shall suspend all operations during climatic conditions which are in the client's opinion, detrimental to the works. The Contractor will be responsible for making good any work or damage arising from insufficient protection or the carelessness of workmen at his own expense.				
2.23	Good quality handmade bricks and coping bricks are to be assumed for all brick wall repair works. Where appropriate clay bricks are to be used, it is assumed that Bulmer Brick & Tile soft red facing bricks (or similar approved), and lime mortar will be used to match the existing masonry. Brick dimensions, mortar finish and brick bond all to match existing. A sample panel for the reinstatement of the brickwork is to be agreed with the Conservation Officer and Contract Administrator.				
	Clear & Tidy Site				
2.24	On completion of the works allow to reinstate any surface finishes that are damaged by the works and leave the site clean and tidy. Allow for preparing the soil and re-seeding the grass of the Churchyard where damaged.				
	Temporary Works Stability				
2.25	The Contractor is entirely responsible for the maintaining the stability of all existing structures, within and adjacent to the works, and of all the works from the date of possession of the site until practical completion of the works.				
2.26	The Contractor shall design, install and maintain all necessary temporary works and shall advise the Structural Engineer at least ten working days from commencement of the works, of his proposals for temporary supports and sequence of construction for the works. These proposals shall be supported by design calculations if requested.				
2.27	Under no circumstances will any structural alterations be carried out prior to the Structural Engineer commenting on the Contractor's temporary works proposals.				
2.28	The design of temporary works shall include an assessment of the loads to be resisted and is to be undertaken by a competent person. Due regard shall be given to lateral stability as well as to the support of vertical loads.				
2.29	The Contractor is to familiarise himself with the structure so that he is aware of the nature and magnitude of the loads to be supported.				
2.30	Particular care is to be taken to ensure that temporary props remain adequately seated and tightened so that support to the structure above is not allowed to yield during building operations.				
2.31	The Contractor is to ensure that a temporarily propped structure is adequately wedged, pinned or packed off the permanent works prior to removal of any temporary supports.				
2.32	The Contractor shall ensure that any completed or partially completed structural element is not overloaded. Details of design loads may be obtained from the Structural Engineer.				

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	Contract Terms, Conditions and Preliminaries				
2.33	It is assumed that these works will be undertaken under a JCT Minor Works Building Contract (Execution under hand) and there will be a 5% retention during the course of the works and a 2.5% retention until the end of the 12-month defects liability (Rectification) period.				
2.34	Any defects, shrinkages or other faults in the works which appear within 12 months of the date of completion of the works (the defect liability period) shall be made good by the Contractor entirely at their own expense within and no later than 14 days after the 12 month defects liability period.				
2.35	The Contractor will be obliged to carry out and complete the works with due diligence and in a good, proper and workmanlike manner, in accordance with the specifications and work orders to the satisfaction of the client and in accordance with all current statutory requirements including local authority and governing body regulations. The Contractor will be responsible for giving all notices required by such statutory requirements.				
2.36	The Contractor will be obliged to carry out the works, and the works shall comply with all relevant legislation, and in particular with The Health & Safety at Work etc Act 1974. The Contractor must agree to provide all necessary safety barriers and warning signs to establish work areas and to cordon off any areas as necessary in order to maintain safe pedestrian access and emergency escape routes.				
2.37	The Contractor must notify of any proposed domestic sub-contractors and must agree to be liable for the acts and omissions of domestic sub-contractors it has chosen.				
2.38	On providing a quotation for the works, the Contractor acknowledges that he is aware of and will duly comply with the Construction (Design and Management) Regulations.				
2.39	Upon receipt of order and prior to commencement of works the Contractor should provide a copy of any and all Method Statements and Risk Assessments.				
2.40	The Contractor will be required to warrant that all operatives, are supplied with the appropriate PPE. Special consideration should be given to working in loft voids, confined spaces, ducts and any other concealed areas.				
2.41	The Contractor will be required to indemnify the Employer against any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury or death; injury or damage to property breach of statutory regulations fines by a regulatory authority.				
2.42	The Contractor will be required to warrant that for the duration of the works: a. Such insurance as is necessary to cover the liability of the Contractor under the provisions of the contract for an amount of not less than £2,000,000 for any one claim; b. Employers' liability insurance not less than £5,000,000 in accordance with the provisions of the Employers Liability (Compulsory Insurance) Act 1969 or any statutory modification or re-enactment thereof.				

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.43	The contractor will be required to supply insurance for the works in joint names.				
2.44	Liquidated damages of £100 per week will apply.				

SECTION 3 - SCHEDULE OF REPAIR WORKS

Phase 1 – Recording, Protection & Completion

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.1	PHASE 1 – RECORDING, PROTECTION & COMPLETION				
3.1.1	Prior to the commencement of works, the finishes and construction in areas of work should be photographically recorded by the Contractor and any relevant details regarding brick bonding confirmed such that reconstruction can be undertaken to ensure the external appearance of the wall is repaired and reconstructed on a like for like basis with the new area of brickwork replicating the appropriate details.				
3.1.2	Allowances are to be made for 3no. mortar samples to be taken and laboratory tested to establish the mortar mix required to match the existing mortar. The final mortar mix should be agreed as part of the sample panel with the Conservation Officer and Contract Administrator.				
3.1.3	Allowance is to be made for the contractor to prepare 2no. 900mm x 900mm wide sample panels of bricks and mortar to be used with a view to agreeing the bricks, mortar colour and texture, along with pointing details.				
3.1.4	Allow for weighted/secured Heras fencing to be installed around each area of walling currently being worked upon.				
3.1.5	Allowance is to be made for the Contractor to obtain all relevant permits to work on the highway and to include for any traffic management required to undertake the works safely. It is assumed that the contractor will obtain relevant licences and coordinate with the local council to provide appropriate site protection and working area.				
3.1.6	On completion of the works, allow to reinstate any surface finishes that are damaged by the works and leave the site clean and tidy.				
3.1.7	Allow for a Practical Completion Defect Inspection and rectification of any defects recorded.				

Phase 2 – Schedule of Repairs by Location

Below is a detailed and prioritised summary of the repairs required to the wall. Please refer to the following reference tables stating the specific defects and urgency of the repairs.

Defect Reference:	Description
D1	Isolated dentistry repairs and repointing required due to high degree of weathering or poor pointing.
D2	Local stainless steel bed joint repair to local movement of distress (cracks).
D3	Coping failing and requires rebedding or replacing.
D4	Embedded vegetation or moss growth requiring removal.
D5	Cementitious pointing to be raked out and replaced with suitable lime mortar.

Priority	Time Period
U	<i>Urgent</i> works requiring immediate action.
S	<i>Short-term</i> works requiring attention within 2 years.
M	<i>Medium-term</i> works requiring attention within 5 years
L	<i>Long-term</i> works requiring attention within 10 years
MAINT.	<i>Maintenance works</i> (of which STC denotes short term cyclical and LTC long term cyclical).
IMP.	Works desirable as an improvement.

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	PHASE 2 – SCHEDULE OF REPAIRS BY LOCATION				
3.2	To assist the client in making a final decision on the extent of works to be instructed at this point in time, please break down the total cost for the Phase 2 repairs into each of the priorities as noted below: U - S - M - L - MAINT. - IMP. -				

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2	PHASE 2 – SCHEDULE OF REPAIRS BY LOCATION					
3.2.1	South East Face of Churchyard Wall			General View		
3.2.1.1			D1 / D5	Repointing required to upper brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.1.2	 		D1	Repointing required to low level flintwork. Allow for 1m ² of repointing in accordance with the specification.	S	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.3				No works required.		
3.2.1.4				No works required.		
3.2.1.5			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.6			D1 / D5	Repointing required to brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
3.2.1.7			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	
			D1 / D5	Repointing required to brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
3.2.1.8			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 2m ² of repointing in accordance with the specification.	S	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.9			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 30No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	U	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 3m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	
3.2.1.10			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	
3.2.1.11			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.12			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
			D3	8no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	
			D4	Remove and kill vegetation growing in wall.	MAINT.	
3.2.1.13			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	
3.2.1.14			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 15No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 2m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.15			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 15No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 5m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	
3.2.1.16			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 8m ² of repointing in accordance with the specification.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D3	15no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.17			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 5m ² of repointing in accordance with the specification.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.1.18			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 4m ² of repointing in accordance with the specification.	S	
			D3	Allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2	North West Face of Churchyard Wall		General View			
3.2.2.1			D1 / D5	Repointing required to upper brickwork and coping bricks where mortar has eroded. Allow for 2m ² of repointing in accordance with the specification.	S	
			D3	Allow for 1no. coping bricks to be rebedded with lime mortar.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.2			D1 / D5	Repointing required where mortar has eroded. Allow for 3m ² of repointing of upper brickwork and 3m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.3			D1 / D5	Repointing to lower flintwork required where mortar has eroded. Allow for 3m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.4			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 1.5m ² of repointing of upper brickwork and allow for 2m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.5			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of upper brickwork and allow for 2m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.6			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 30No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.7			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3.5m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.8		 	D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.9			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.10	 		D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.11			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.12			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.13			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.14			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.15			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 100No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	U	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 8m ² of repointing of brickwork in accordance with the specification.	U	
			D3	Allow for 5no. coping bricks to be rebbed with lime mortar.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.16			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of brickwork in accordance with the specification.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.17			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of brickwork in accordance with the specification.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.18			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of brickwork in accordance with the specification.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.19			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 2No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 1m ² of repointing of brickwork in accordance with the specification.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

SECTION 4 - SPECIFICATIONS

4.1 General

- 4.1.1 THIS SPECIFICATION is to be read with Preliminaries/General Conditions.
- 4.1.2 DO NOT SCALE DRAWINGS. The Contractor is to check all dimensions on site before carrying out any works.
- 4.1.3 THIS SPECIFICATION together with the Structural Engineer's drawings are to be read in conjunction with Architect's and all other Consultants' drawings and specifications, which should be used to verify layout, setting out, finishes etc. Any discrepancies are to be reported to the Architect before proceeding with the works.
- 4.1.4 SETTING OUT details are shown on the Architect's drawings unless noted otherwise on the drawings.
- 4.1.5 WEIGHT OF MASONRY UNITS. Any element weighing more than 20kg should be lifted by double (or greater) handling or by using mechanical assistance. Although elements greater than 20kg have not been specified unless it has been appropriate to do so, the Contractor should make due allowance for the correct handling of heavier elements.
- 4.1.6 THE CONTRACTOR is to inform the Architect and Structural Engineer if the existing fabric, including foundations, is opened up and found to be inadequate, unsuitable to support the proposed works, or at variance from the details shown on the drawings.
- 4.1.7 ITEMS NOTED on the drawings or in the Schedule of Works 'to be verified on site' are to be exposed by the Contractor for inspection by the Structural Engineer at the earliest opportunity.
- 4.1.8 HOLES OR CHASES must not be cut through any structural members without the written consent of the Structural Engineer.
- 4.1.9 THE CONTRACTOR is to ensure that the Approved Inspector is notified to carry out his inspections prior to concreting new foundations, slabs etc., and other structural items prior to them being covered up.
- 4.1.10 FIXINGS for signs, balustrades etc., which have been designed by others, are to be installed in accordance with the manufacturer's details and specifications.
- 4.1.11 NOTHING included or omitted from this outline specification will relieve the Contractor of his duty to carry out the works in accordance with current standards of safety and good building practice.

4.2 Tolerances

- 4.2.1 ALL TOLERANCES are to be agreed with the Architect, and the Contractor will be responsible for ensuring that sufficient tolerances are provided and integrated throughout all elements of the works.
- 4.2.2 THE CONTRACTOR is to take account of tolerances detailed elsewhere on the drawings, appended specifications, and British Standards when complying with the above clause.

4.3 Materials

- 4.3.1 ALL ARTICLES materials and goods shall be new and of good quality, suitable for the required purpose and shall conform to the appropriate British Standard where such exists.
- 4.3.2 Where references to the above are made it shall be inferred that the latest edition applies, together with subsequent amendments, unless otherwise specified.

4.4 Temporary Works Stability

- 4.4.1 THE CONTRACTOR is entirely responsible for maintaining the stability of all existing buildings and structures, within and adjacent to the works, and of all the works from the date of possession of the site until practical completion of the works. The existing structure has been investigated visually only, it is the Contractor's responsibility to confirm the location of the existing structure is as drawn, the Structural Engineer should be notified immediately of any variations or discrepancy found on site.
- 4.4.2 THE CONTRACTOR shall design, install and maintain all necessary temporary works and shall advise both the Architect and Structural Engineer at least ten working days from commencement of the works, of his proposals for temporary supports and sequence of construction for the works. These proposals shall be supported by design calculations if requested.
- 4.4.3 Under no circumstances will any structural alterations be carried out prior to the Structural Engineer commenting on the Contractors temporary works proposals.
- 4.4.4 THE DESIGN of temporary works shall include an assessment of the loads to be resisted and is to be undertaken by a competent person. Due regard shall be given to lateral stability as well as to the support of vertical loads.
- 4.4.5 THE CONTRACTOR is to familiarise himself with the building and its structure so that he is aware of the nature and magnitude of the loads to be supported.
- 4.4.6 PARTICULAR care is to be taken to ensure that temporary props remain adequately seated and tightened so that support to the structure above is not allowed to yield during building operations.
- 4.4.7 THE CONTRACTOR is to ensure that a temporarily propped structure is adequately wedged, pinned or packed off the permanent works prior to removal of any temporary supports.
- 4.4.8 THE CONTRACTOR shall ensure that any completed or partially completed structural element is not overloaded. Details of design loads may be obtained from the Structural Engineer.
- 4.4.9 THE CONTRACTOR is to obtain all relevant licences and agreements required from the local Council and Highways Department for the erection of a suitable transport management, scaffold and hoarding to protect the works.

4.5 Masonry

- 4.5.1 All new BRICKWORK and MORTAR shall match the existing masonry on site. It is to be assumed all new bricks are to be Bulmer Brick & Tile soft red facing bricks of standard size laid in a traditional lime-based mortar. Joints are to be fully filled and finished with a flush joint brush finished when green to show the aggregate and grit.
- 4.5.2 WORKMANSHIP is to comply generally with BS 5628 Parts 1 & 3.
- 4.5.3 WEIGHT OF MASONRY UNITS Where possible, masonry walls have been designed to use units with a maximum weight of 20kg. Where this has not been possible, units must be lifted using mechanical assistance or double handling.
- 4.5.4 NEW brickwork if required is to match the existing.
- 4.5.5 BRICKWORK is to be laid properly bonded as agreed with the Structural Engineer and fully bonded into existing work or as specified otherwise on the drawings.
- 4.5.6 DO NOT lay masonry when the ambient air temperature is less than 5°C.
- 4.5.7 WHERE pinning up to soffits is required, completely fill the joint at the top of loadbearing walls with lime based dry pack, well rammed into position using temporary shuttering.
- 4.5.8 SAMPLE PANELS - Contractor to prepare 2no. 900mm x 900mm wide sample panels of bricks and mortar to be used with a view to agreeing the bricks, mortar colour and texture along with pointing details.
- 4.5.9 PROTECTION - In warmer weather the pointing should be wetted from time to time, approximately 4 times a day, to prevent it drying out too quickly and in sunshine or drying winds covered with wet sacking or polythene sheeting. In colder weather it must also be protected from frost by covering with sacking and during particular cold periods allow for sheeting the scaffolding to give protection and provide some heating such as a floodlight to maintain a higher temperature. During periods of cold weather the Lead Consultant may require that the mortar be tested with a phenolphthalein indicator solution for carbonation before scaffolding is struck. New mortar must also be protected from driving and heavy rain.
- 4.5.10 NO repointing or laying of new masonry will be carried out if the temperatures drop below 5 degrees and where mortar is curing and the temperatures drop, appropriate techniques (hessian blankets, heaters, etc.) must be put in place to protect the walls from frost damage.
- 4.5.11 No power tools permitted for removal of mortar or masonry units.

4.6 Repointing / Mortars

- 4.6.1 GENERAL - Careful and sympathetic repointing is of the utmost importance in preserving the colour, texture and general character of old rubble walling. Strong cement mortars are dark and harsh in colour; also they shrink and pull away the edges of the cobbles and brickwork. Flush pointing is unsuited to the irregularly shaped edges and faces of early brickwork and any form of struck pointing gives a hard and mechanical appearance to the wall. The following instructions are to be brought to the notice of every bricklayer and mason employed on the work and are to be carefully and fully carried out.
- 4.6.2 RECORDS OF MASONRY TO BE REPAIRED - Before starting work, use measurements and photographs as appropriate to record bonding patterns, joint widths, special features, etc. Identification of masonry units to be removed, replaced or repaired: Mark clearly, but not indelibly, on the face of the masonry units or parts of units to be cut out and replaced. Transcribe markings to drawings/ photographs.
- 4.6.3 PRE-CONTRACT MEETING -
- Purpose: To confirm type and extent of repair/ renovation/ conservation work shown on drawings and described in survey reports and schedules of work.
- Parties involved: - Contract administrator; Contractor's representative; Foreman Mason; Conservation Officer; Lead consultant.
- Timing: At least five working days before starting each section of work.
- Instructions issued during inspection: Confirm in writing, with drawings and schedules as required, before commencing work.
- 4.6.4 VEGETATION - Remove all vegetation including small shrubs from the face of the masonry. Grub out roots right into the wall as necessary and treating the pockets with a solution of sodium chlorate or an alternative approved weed killer. Wash this out thoroughly afterwards and build up to the surface using materials in the core and for the facing which match the original exactly.
- 4.6.5 RAKE OUT - All loose materials in the joints to a minimum depth of at least three times the width of the joint (unless it is clearly unsafe to do so) and to a greater depth where perished mortar or material remains loose and continues further back.
- 4.6.6 LIME: SAND MORTAR MIXES FOR ALL EXPOSED BRICKWORK - To match the existing mortar to a specification to be agreed with the Lead Consultant. Mortar to be mixed in the proportion of 3 parts very coarse sharp sand with a variety of grain sizes to 1-part mature lime putty (at least three months old) from suppliers. When using lime putty extra water must not be added to the mix. When knocked up on site for use add a tenth part of old mortar or chalk ground to a powder. Hydraulic lime (either feebly, moderately or eminently hydraulic) may be used for exposed brickwork such as parapets or copings but only by prior agreement and with the written consent of the Lead Consultant. Note:
- Type: Sharp, well graded with colour and grit content to match existing mortar test results.
 - Quality, sampling and testing: To BS EN 13139.
 - Grading/ Source: As specified elsewhere in relevant mortar mix items.

The quantity of mortar required for the work should be mixed in advance, stored for at least seven days and knocked up again before it is used and any pozzolanic additives added at this stage.

When the air temperature, at the time of application, is 5°C (41°F) or less it will be permitted to add to the total mix quicklime or pozzolans such as pozzolana, PFA or brick dust from lightly burned clay bricks, to help the mortar to carbonate (cure). The amounts added are to be agreed in writing with the Lead Consultant.

4.6.7 DENTISTRY REPAIRS - INSTALLING BRICK INSERTS

Pockets to receive inserts: Cut out accurately. Undercut sides of pocket where necessary to provide space for bonding material.

Adjust depth so that insert stands proud of existing brick for finishing in situ. Clean out thoroughly.

Inserts: Cut to the smallest rectangular shape necessary to replace the defective area and provide a firm seating. Install accurately and securely.

Exposed faces: Keep clear of bonding material.

Existing joint widths and bond: Maintain. Do not bridge joints.

4.6.8 PRIOR TO POINTING - Thoroughly wet the face of the wall to be pointed with clean water a small area at a time to avoid premature drying and making sure that water gets into the raked-out joints.

4.6.9 POINTING OF BRICKWORK - The pointing should be flush finished with a stick but not trowelled or tuckered. Where the arrises of bricks are rounded by erosion the joint is to be recessed slightly to maintain a width similar to that of the original joint.

4.6.10 POINTING FOR COPINGS - A mortar mix using a 1:3 mix of a hydraulic lime and sand should be used for all surface joints on copings which are horizontal or are especially exposed to the weather. NHL strength to be agreed with Lead Consultant on a location by location basis.

4.6.11 COLOUR VARIATION - Any variation in the colour of pointing is to be achieved solely by using different coloured sand or coloured stone dust instead of sand. No artificial colour additive is to be used without the agreement of the Lead Consultant.

4.7 Dismantling

- 4.7.1 THE DISMANTLING is to be carried out in accordance with BS 6187 and current relevant Health and Safety legislation and HSE guidance. Any dismantling undertaken should be undertaken carefully and with respect / consideration to the adjacent structure which is to remain. Allowances should be made for dismantling to be undertaken in a considered manner more in line with the dismantling of the construction than wholesale demolition. Separation of the elements to be dismantled from those to remain should be undertaken at the commencement of the works to minimize the disturbance to the elements to remain.
- 4.7.2 OPERATIVES should be appropriately experienced and skilled in this type of work, holding relevant CITB certificates of competence.
- 4.7.3 SITE STAFF responsible for supervision and control of work, should be experienced in the assessment of the risks involved and methods of deconstruction/dismantling/demolition to be used.
- 4.7.4 DISMANTLING is to be undertaken in the reverse order of construction. No part of the structure is to be left in an unsupported condition overnight or for long periods.
- 4.7.5 DISMANTLING is to be undertaken in a manner which avoids excessive noise and nuisance.
- 4.7.6 All work is to be well-watered to minimise dust. All material is to be carted away from site as soon as practicable.
- 4.7.7 RECYCLED MATERIALS arising from the demolition/deconstruction work can be reused elsewhere in the project subject to compliance with the appropriate specification and in accordance with the site waste management plan.

SECTION 2 - PRELIMINARIES £

(Broken down into the below categories:)

S - £

M - £

L - £

MAINT. - £

IMP. - £

Sub-total **£**

Contingency @ 10% £

Total ex VAT £

SECTION 6 - BASIC TRADES

List of basic trade rates to be applied in the calculation of daywork. Charges for works described in the specification and for which provisional sums have been allowed.

Bricklayer		Per hour £
Bricklayers Mate		Per hour £
Other Operative		Per hour £

Percentage increases required on basic price of labour, materials and plant.

Labour	%
Materials	%
Plant	%
Percentage for profit and overheads required on specialist Contractors' invoices.	%

SECTION 7 - FORM OF TENDER

Coddenham Parish Council
Repairs to The Church of St. Mary’s Churchyard Boundary Wall (Coddenham)

I/We having read the conditions of contract and specification delivered to me/us, do hereby offer to execute and complete in accordance with the conditions of contract the whole of the works described in the sum of:

£ (plus VAT) (in words) (plus VAT)

I/We confirm that we will complete the works within weeks of possession.

I/We confirm that if this tender is accepted, we could commence on site within weeks of acceptance.

The employer is not bound to accept the lowest or any offer.

Signed		Date	
Position		Tel Number	
Company		Email Address	
Address			
			
			
			

SECTION 8 - TENDER SUBMISSION CHECKLIST

The following is intended to act as a checklist for tenderers and tenderers are advised that failure to submit the following information may prejudice consideration of their submission.

- 1 Outline programme or works
- 2 Schedule of staff/sub-Contractors to be appointed to the project
- 3 Form of Tender
- 4 Current Insurance Certificate(s) if not previously submitted
- 5 CIS Tax Certificate if not previously submitted
- 6 Preliminaries breakdown
- 7 Priced Schedule of Work
- 8 Collection
- 9 Basic Trade Rates
- 10 Contractor's Health & Safety Policy
- 11 Method statement is required upon completion of the tenders

(This method statement will be required to demonstrate the Contractor's proposal for management of the works and outline the method statement for key elements.)

SECTION 9 - DESIGNER'S RISK ASSESSMENT

Phase/ Section / Activity	Identified Significant Residual Hazard	Who May Be Harmed	Potential Risk Level	Suggested Risk Reduction Measures	Actions To Be Carried Out By
Preliminary	Welfare facilities	Injury to workers	Low	Ensure welfare facilities meet health and safety requirements.	Contractor
Preliminary	Arrangement of access and egress	Injury to workers/public	Low	Make sure adequate safeguards are in place to ensure safe access and egress for workers and separation from the general public.	Contractor
Preliminary	Signage	Injury to public	Medium	Make sure clear signage is erected to notify public of potential hazards.	Contractor
Construction	Proximity to public space	Injury to public	High	Make sure adequate safeguards are in place to ensure that public do not enter the site or area of work and are protected during the works.	Contractor
Construction	Falling objects	Injury to public	High	Ensure adequate safeguards are in place to prevent falling objects and cordon off the areas of work.	Contractor
Construction	Dust	Injury to public	Medium	Make sure adequate safeguards are in place to warn and protect public and neighbours from dust.	Contractor
Construction	Noise	Injury to public	Medium	Make sure adequate safeguards are in place to warn and protect public and neighbours from noise.	Contractor
Construction	Disposal of debris	Injury to public	Medium	Make sure adequate safeguards are in place for the disposal of debris.	Contractor
Construction	Unforeseen construction	Injury to workers	Medium	Whilst every effort has been made to understand the existing structure, there is always a risk of unforeseen elements and changes having been made. Care will have to be taken on site to duly note any conflicts and to make the design team aware.	Contractor
Construction	Scaffolding arrangement for temporary support of existing structure during works	Injury to workers	High	Ensure a sensible scaffold arrangement is chosen to prevent potential hazards for workers below.	Contractor
Construction	Proximity to highway	Injury to workers	High	Ensure a suitable traffic management system is put in place to protect workers during the works.	Contractor

APPENDIX A - Site General Arrangement Plan

