



## **SPECIFICATION**

### **DUNANS CASTLE CLEARANCE & STABILISATION**

Dunans Castle Ltd  
Dunans Castle  
GLENARUEL  
Argyll  
PA22 3AD

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19 November 2014

## SPECIFICATION

**Project Particulars** Dunans Castle is a Category B listed building. Due to a fire in 2001, the roofs and most of the floors are missing, the ground floor is covered in debris and the structure has unstable high level masonry with the risk of falling stones and slates. The aim of the work is to clear the debris and leave the structure stable and safely accessible.

**Client** Dunans Castle Ltd, Dunans Castle, GLENDARUEL, Argyll, PA22 3AD. Contact: Charles Dixon-Spain, T 01369 820115, E [charles.dixonspain@gmail.com](mailto:charles.dixonspain@gmail.com). Pre-tender site visits should be arranged direct Client.

**Contract Administrator (CA)** Robin Kent Ltd, 29 Newtown Street, DUNS TD11 3AS, Contact: Robin Kent, T 01361 884401. M 07896093938, E [rk@robinkent.co.uk](mailto:rk@robinkent.co.uk).

**Quantity Surveyor (QS)** Brown + Wallace 22 James Morrison St. GLASGOW G1 5PE, Contact: Gordon Brown, T 0141 552 8881, E [G.Brown@brownandwallace.co.uk](mailto:G.Brown@brownandwallace.co.uk).

**Structural Engineer (SE)** David Narro Associates 34-36 Argyle Place EDINBURGH EH91JT, Contact: Steve Wood, T 0131 229 5553 x220, M 07969782223, [swood@davidnarro.co.uk](mailto:swood@davidnarro.co.uk).

**CDM-Co-ordinator (CDM-C)** GMO Consultancy, Kerchesters Farm, KELSO TD5 8HR, Contact: Gillian Clark, T 01573 224321, M 07932084223. E [Gillian@gmoconsultancy.co.uk](mailto:Gillian@gmoconsultancy.co.uk).

**Principal Contractor (PC):** To be appointed. The PC shall:

**Contract** Carry out all the works in accordance with the conditions of the Minor Works Contract for use in Scotland MW/Scot 2011 edition including conditions as follows: First Recital: Clearance and stabilisation at Dunans Castle. Second Recital: delete Bills of Quantities. Third Recital: delete Contract Bills. Fourth recital (CIS): The Employer is not a contractor. Fifth recital (CDM Regulations): The project is notifiable. Sixth recital (Framework Agreement): deleted. Seventh recital (Supplemental Provisions): deleted. Article 3 (Contract Administrator): Robin Kent Ltd. Article 4 (Quantity Surveyor): Brown & Wallace. Article 5 (CDM Co-ordinator): GMO Consultancy Ltd. Article 8 (Arbitration) deleted. Clause 1.1 (CDM Planning Period): 4 weeks. Clause 2.2 (Date for Commencement of the Works): is to be agreed. Clause 2.2 (Date for Completion): to be agreed. Clause 2.8 (Liquidated damages): £500 per week, calculated as the cost of professional fees and expenses incurred by the Employer in the event that the project is not completed by the agreed date for completion or extended date for completion authorised by the CA. Clause 2.10 (Rectification period): 1 year. Clause 5.3 (Percentage of total value etc.): 95 percent. Clause 5.4 (Percentage of total amount etc.): 97½ percent. Clause 5.11 and Schedule Part 2 (Fluctuations): deleted. Clause 6.3.2 (Contractor's insurance): £10M. Clause 6.4B and C (Insurance) deleted: 6.4A applies. The Contractor's 6.4A Policy shall recognise the Employer as joint insured in respect of the works. Clause 6.4A.1 (Percentage to cover fees): 20%. Clause 8.2 (Adjudication): Nominating body to be the Royal Incorporation of Architects in Scotland. Other Conditions shall be agreed by the parties prior to commencement.

**Approvals** Comply with relevant Planning legislation, Building standards, and other statutory instruments Materials and workmanship shall be in accordance with relevant BS, BSCP, CEN and Agrément standards, trade association and manufacturers' recommendations and to be suitable for the purpose. Argyll & Bute Council has confirmed that the clearance and stabilisation works do not require Listed Building Consent or Building Warrant. Approval by the CA or SE shall not remove the PC's normal liability in respect of materials and workmanship. Approvals shall be valid only in writing.

**Schedule** Price every item on the Works Schedule so that its omission or variation does not affect other items. Provisional sums shall only be expended if instructed by the CA. Variations must be costed and instructed in writing in advance of relevant works being commenced or orders placed.

**Insurances** Supply documentary evidence of all insurances prior to commencement.

**Programme** Provide a bar-chart programme prior to commencement detailing all operations and critical dates when approvals required. Notify the CA of any likely delays.

**Site Meetings** Attend site meetings called by the CA, who will chair and minute them to record progress and decisions. The CA and other consultants may in addition visit at other times.

**Preliminaries** Check the location and protect all existing services, drains, surfaces and adjacent property; make good any damage and leave the site tidy on completion. Agree location of parking and other areas and form secure storage compound and working area and provide safe access as required for carrying out the works. Welfare facilities, power and water are available at the house. Access is via a winding track over Dunans Bridge, which has a 10T gross weight limit which must not be exceeded.

**Control of Quality** Manage and supervise all aspects of the works and control quality and Health & Safety. Maintain a suitably qualified named person in charge on site at all times during the works with responsibility for the works who is able to take instructions on behalf of the PC. The role of the CA will be represent the Employer, monitor progress, check quality and issue instructions and certificates for payment in accordance with the conditions of contract. Instructions may also be issued by the SE.

**Health & Safety** Comply with relevant Health & Safety, CDM and COSHH regulations and the recommendations of the National Federation of Demolition Contractors. Supply everything necessary to carrying the works out in a way that minimizes risk and safeguards all personnel and the public. The works are notifiable (see Architect's Design Risk Assessment and CDM Pre-Construction Information).

**Propping** Assess the stability of all window and door openings, walls, gables and chimneys and brace, prop or shore up (eg cracked stone lintels) as required to preserve them from damage without dunting, and provide a reasonably safe working environment. Areas which the SE has identified as requiring long term propping or bracing are shown on the accompanying sketch plan and elevations numbered 14.366/01-/07. The PC shall include for this and also make his own assessment as part of tendering and include such additional temporary shoring and propping as he considers necessary for carrying out the works safely. The design and sequence of installing permanent propping shall be agreed with the SE in advance and be in full accordance with the accompanying SE specification: Scope of Structural Works.

**Vegetation** Cut and remove all woody vegetation from wall faces and wall heads (ie sapling trees) to enable wallheads to be weathered. Lower larger boughs carefully to avoid damaging masonry. (NB do not kill the Virginia creeper or pull out woody vegetation by the roots, to avoid damaging masonry).

**Wall heads** Make the wallheads window sills and other upper surfaces and scarcements safe prior to commencing clearance in each area by removing unsafe stones, loose slates, charred timbers etc., to minimize the risk of falling items (NB retain as much existing masonry fabric of the wall heads as possible and only down take where specifically approved). Temporarily weather wall heads and sills with suitable approved reinforced dpm or felt material lapped 100mm over edges to form drips each side, held down by continuous rows of sausage-shaped sandbags filled with gravel or other approved material. Ensure the sandbags are firmly placed and cannot slip.

**Dunting** Where approved for safety reasons, number and photograph masonry before carefully lowering and storing for future re-use.

**Clearance** Agree the extent of clearance for each area with the CA and SE in advance of commencement. Generally clear all ground floor surfaces and hanging debris and remove all timber remains to full height of building, leaving walls as clean masonry. Include removing stairs, landings, timber and plaster partitions and wall linings, and doors and windows without damaging existing stone surrounds.

**Lintels** Remove all rotten timber safe lintels as approved by the SE and replace with precast concrete, as specified by the SE (NB Do not remove sound timber lintels).

**Hazardous materials and areas** Comply with the Control of Asbestos Regulations 2012 and associated guidance. Take precautions, identify and immediately seek instructions in respect of any asbestos containing materials (ACMs) or other hazardous materials found in the course of the work. Prop and cover any voids, cavities or cellars found in the course of the work.

**Wildlife** Take precautions not to disturb any protected species and seek instructions if any evidence, nests or roosts are found.

**Nuisance** Take precautions to minimise noise, dust, smoke, obstruction and other disturbances to the adjacent house and owners. Do not work before 8.30am or after 6.00pm.

**Recording** Allow for photographic recording by others in advance of clearance works commencing in each area and progress recording during clearance, to ensure that important information about the original building is not lost. Do not commence clearing areas which have not been photographically recorded.

**Records** Record weather conditions and personnel on site on a day by day basis and make records available for inspection. Provide copy of site record on completion.

**Samples, doors and windows** Carefully set aside samples of wood and plaster mouldings, all doors and windows and any historic artifacts found, for record purposes.

**Salvage** Sort and stack stone, slate, metal and other materials approved for salvage as instructed. Agree locations for storage of salvaged materials in advance.

**Burning** Burn inflammable items not required by the Employer. Location for burning shall be agreed in advance. Carefully control burning in accordance with relevant regulations and guidance.

**Spoil Area** Dispose of all approved non-inflammable materials which are not required by the Employer by spreading in layers not exceeding 150mm in the agreed spoil area and consolidated with a vibrator. (see Ground Floor Plan, drawing 433/C1).

**Removal** Cart away all materials not required by the Employer or approved for burning or burial in the spoil area and safely dispose of at a licensed disposal site.

**WORKS SCHEDULE**

<b>1</b>	<b>Preliminaries</b>	
1.1	Allow for all preliminaries, facilities, access, co-ordination and administration including insurances and Health & Safety precautions and facilities and attendance on the Employer, CA, SE, QS and CDM-C.	
1.2	Allow for forming secure work area using Heras fencing or similar and for all temporary propping and protection as required for carrying out the works..	
<b>2</b>	<b>Stabilisation</b>	
2.1	Clear upper surfaces of loose materials retaining as much existing masonry fabric as possible and only duntaking where specifically approved for safety reasons.	
2.2	Weather all horizontal wall heads with approved dpm material and sand bags as specified.	
2.3	Coordinate closely with the SE and design and install long term structural support measures as diagrammatically indicated on SE sketches 14.366/01-/07 in accordance with SE Scope of Structural Works.	
2.4	Replace rotten timber safe lintels where approved, with precast concrete lintels (for pricing purposes allow for 1/3 of all lintels, to be adjusted).	
2.5	Brace window and door openings and prop all cracked stone lintels.	
<b>3</b>	<b>Clearance</b>	
3.1	Agree extent of duntaking and removal with CA and SE in each area prior to commencement.	
3.2	Remove Virginia creeper and cut and dispose of all vegetation growing on the walls.	
3.3	Remove all loose and unstable internal floors and walls, wall finishes, fire damaged timbers, finishes and clear all debris from areas shown on Contract drawing 433/C1, leaving floors clear.	
3.4	Carefully retain and if necessary protect from damage all stone walls, door and window surrounds, gables and chimneys.	
3.5	Set aside samples of timber and plaster mouldings and details for recording purposes.	
3.6	Remove and set aside all existing windows and doors and artifacts in debris required by the Employer.	
3.7	Sort, set aside and stack salvaged slates, stone and metalwork as required by the Employer.	
<b>4</b>	<b>Disposal</b>	
4.1	Burn approved materials in agreed location on site.	
4.2	Bury approved materials and consolidate in spoil area.	
4.3	Cart away and dispose of all other materials not required by the Employer.	
<b>Plus 20% Contingency (Provisional sum)</b>		
<b>TOTAL fixed price tender figure excluding VAT</b>		

## ARCHITECT'S DESIGN RISK ASSESSMENT

**Project Particulars** (see Specification and Drawings).

**Contract Period** Dates for possession and completion: Early in 2015.

**Maximum Number of Operatives on the Site** to be notified by the Principal Contractor (PC).

**Sub-Contractors' Names and Addresses** to be notified by the PC. The PC shall be responsible for site Health & Safety and coordination with subcontractors and specialists.

**Principal Contractor's Working Area, Welfare Facilities & Access** As drawing 433/C1. Locations for salvage, spoil and burning to be agreed prior to commencement. Welfare facilities are available at the house.

**Nature of the Work** The following operations with possible Health & Safety implications are required:

- Transporting equipment to site.
- Removing materials from site.
- Working at height: incl. access to wallheads.
- Clearance and dismantling of unstable floors and walls.
- Lifting props, lintels and stones.
- Wet and slippery uneven surfaces and changes in level.

### Nature of the Site

- Possible falling slates and stones.
- Possible voids (eg uncovered manholes, burrows, cellars).

### Materials Hazardous to Health

- Possible ACMs and other harmful materials.
- Sharps, rusty nails, possible zoonoses (eg. rats, bats, moulds, droppings, biting flies, poisonous vegetation).
- Broken glass and rusty metal, mortar and rubble, stone, wood, dust, mortar and plaster debris.

**Trespass, Arson, Vandalism** (Low risk) The site is a private dwelling in occupation and visitors, walkers and other members of the public may be present. The site and working areas must be kept secure at all times, eg with Heras fencing, notices etc.

**THE WORKS** (steps to be taken to eliminate, reduce or mitigate risks)

**Management of the Works** The PC shall comply fully with the current edition of *Managing construction for health and safety* (CDM Approved Code of Practice) and supply evidence of competence as set out in App.4 to *Managing health and safety in construction: Construction (Design and Management) Regulations 2007* Approved Code of Practice prior to appointment. The works are notifiable.

**Health & Safety Plan** The PC shall prepare and submit a Construction Phase Health & Safety Plan prior to commencement including risk assessments and method statements to the satisfaction of the CDM-C. Develop and keep the Construction Phase Health & Safety Plan up to date and available for inspection during the works, and provide all information required prior to Practical Completion to enable the CDM-C to compile the Health and Safety File.



**Waste Management** As part of the plan, the PC shall prepare and submit a site waste management plan detailing the methods of disposal of the various types of waste, addresses of disposal sites, means of transport, licences etc.

**Fire Safety** The PC shall comply with Fire Safety in Construction (HSG 168, HSE 2010) and ensure that sub contractors do not burn materials on site or undertake hot works without prior permission, risk assessment and a fire safety plan.

**Method Statements** The PC shall prepare and submit method statements detailing all hazards and risks, and means of avoiding or reducing risks to health and safety. During the course of the works further method statements shall be provided by the PC and submitted to the CDM-C in advance of the relevant work commencing. No extension of time or payment of loss and expense will be entertained due to inability to prepare satisfactory method statements.

**Sub-Contractors and Specialists** The PC shall satisfy himself of the competence and resources of all sub contractors and specialists and supply details on request.

**Information for the CDM-C** The PC and Client shall provide the CDM-C with all available information necessary to his function as soon as it becomes available.

**Information for the CA** All correspondence between the PC, CDM-C and Client shall be copied to the CA throughout the works to ensure cooperation.

**New Hazards / Risks** The PC shall immediately report any previously unidentified hazards to the CDM-C and evaluate them as soon as he becomes aware of them.

**Accidents** The PC shall report all accidents to the CDM-C and maintain full records.

**Other Measures** to eliminate, reduce or mitigate risks:

- Ensure all personnel are equipped with PPE and have up to date Tetanus immunization.
- Inform all personnel of risks. Ensure certificates are up to date, eg. FDC, IPAF, LOLER.
- Provide harnesses (withn certificates), ground mats, cones and spreader bollards if required.
- Secure site and work area from trespass, eg using Heras fencing or similar.
- Move with care on site.
- Clear wallheads and stabilise areas prior to clearance.
- Use mechanical means of access wherever possible.
- Ensure equipment is serviced and certified.
- Take special care in wet or windy weather or after frost.

## FORM OF TENDER

We certify that:

- This is a bona fide competitive tender, which has not been adjusted in agreement with, or disclosed to, any other person.
- We have carefully examined all the documents and visited the site, and are aware of the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works and we are satisfied about all matters relating to the nature, extent and conditions under which the works will be carried out.
- We are a competent Principal Contractor within the terms of the CDM Regulations 2007 and will supply evidence of competence as set out in App.4 to *Managing health and safety in construction: Construction (Design and Management) Regulations 2007* Approved Code of Practice prior to appointment.
- On this basis, I / we offer to carry out all the works described in the Specification and Contract Drawing 433/C1 in accordance with our priced Works Schedule and the SBCC Minor Works Building Contract MW/Scot Nov 2011.

for a fixed price tender cost of: £.....

(in words) .....excluding VAT

We will provide the fully priced Works Schedule within 7 days of request if not included with this tender. Our price will remain open for acceptance for 4 months. We understand that the Employer is not obliged to accept the lowest or any tender and is not liable for any costs incurred by tenderers.

### Contract Period

Having taken into account all delays due to normally expected weather conditions, holidays, order and delivery of materials and availability of labour and equipment, we could commence the works

by (date).....

and without working on Sundays, or on weekdays before 08.30am or after 18.00 hours, or undertaking dayworks or overtime, could complete them

within.....weeks

and agree to this period being inserted into the Contract.

Signed.....Date.....

Authorised on behalf of (Company name) .....

Please return to Robin Kent Architecture & Conservation, 29 Newtown Street, DUNS, Scottish Borders, TD11 3AS. E [rk@robinkent.co.uk](mailto:rk@robinkent.co.uk) by **1.00pm on Monday 22 December 2014** at the latest.



## Pre-Construction Information

## Pre-Construction Information

Clearance Works,  
Dunans Castle, Glendaruel

Client: Dunans Castle Ltd  
Dunans Castle  
Glendaruel  
Argyll  
PA22 3AD

Tel: 01369 820115  
07867 422070  
Email: charles.dixonspain@gmail.com

Contact: Charles Dixon-Spain

CDM-C: GMO Consultancy Ltd  
Kerchesters  
Kelso  
Roxburghshire  
TD5 8HR

Tel: 01573 224321  
Mobile: 07932 084223  
Email: Gillian@GMOConsulting.co.uk

Contact: Gillian Clark

Architect/CA : Robin Kent Ltd

<b>Issue No:</b>	2D		
<b>Date:</b>	14/11/14		
<b>Prepared by:</b>	GC		
<b>Approved by:</b>			

## Pre-Construction Information

## ISSUE SHEET

ISSUED TO	REV 1	REV 2	REV 3	REV 4	REV 5
Client	√				
Architect /CA	√				
Principal Contractor (Tender)	√				

## Pre-Construction Information

### **PART A            HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS**

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## Pre-Construction Information

### **PART A HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS**

#### **1.0 Introduction**

GMO Consultancy Ltd have been appointed as CDM Coordinator for the project;  
Clearance Works, Dunan Castle  
Principal Contractor:  
To be confirmed (tbc) post tender  
The main works are expected to start early 2015 (proposed completion 2015)

#### **2.0 Project Description**

The main objectives of the works are: To clear the Castle and to secure the Castle walls.

#### **3.0 Project Responsibilities Under CDM**

In respect of CDM the Primary Duty Holders for the project are:  
Client: Dunans Castle Ltd (Contact: Charles Dixon-Spain)  
Principal Contractor: tbc (tender)  
CDM Coordinator: GMO Consultancy Ltd – Gillian Clark

#### **4.0 Health and Safety Management Arrangements**

Principal Contractor (PC) for the project; in their Construction Phase Plan of work should include details of management hierarchy for the project and the health and safety management procedures to be employed on site to safely manage the work. PC will need to review Health and Safety documentation during the project and add any additional hazard information

4.1 Safety Goals for the Project - The PC will monitor their own safety on site

4.2 Welfare/Site Compound/Storage – Client has agreed welfare provision will be on site. Compound and PC vehicle parking to be agreed by the Client.

Public access area will need to be securely fenced away from the works area.

4.3 Adequate PPE must be provided to all personnel working on or around site. Inform all site visitors/ the CA in advance of all safety provisions and procedures

4.4 Fuelling for plant must be carried out under the strictest of conditions to avoid environmental contamination. Such precautions as spill kits, fuel stores having bunded areas etc must be in place

4.5 All compound areas and locations for overnight storage of plant/materials must be secure. Close and lock all gates and accesses. Do not use the site for any purpose other than carrying out the works

#### **5.0 Competence**

The various organisations engaged on the project will all be vetted by the Client and formally appointed to their roles

## Pre-Construction Information

5.1 Operatives shall be appropriately skilled and experienced for the type of work (and have relevant certificates). Any young or inexperienced workers must be supervised – detail to be included in risk analysis. PC to ensure suitable levels of supervision

5.2 PC to manage site operatives whose main language is not English; and ensure they are aware of emergency procedures

### **6.0 Provision and Issue of H&S Information**

Provision of Information - PC will undertake a project specific Risk Analysis on the whole scope of the project

6.1 Key hazards should be pointed out by site manager/foreman to all personnel, and should be regularly updated and relate to specifics of areas in which the operatives will be working

6.2 Lone working must be avoided at all times

6.3 Late working will only be permitted following agreement with the CA. If they do take place they must be controlled and working after dark must only be permitted if suitable lighting is provided. Working hours should be monitored to ensure that unreasonably long hours do not prejudice safety

6.4 Public Interface - The site must be managed and protected from members of the public and unauthorised persons gaining access. Provision must be made to keep access and surrounding roads clean each day.

NO public access to the construction site during clearance works.

### **7.0 Design Safety Management**

The CDMC is to be copied in with all information relating to the design and given reasonable time for review as the project proceeds

7.1 Design propping will be required for the project – PC to issue design detail for review, prior to works commencing

### **8.0 Liaison Arrangements with Stakeholders**

The PC will need to minimise disturbance and risks to the house. It will be necessary to display warning notices regarding construction activities, and showing a contact number for emergencies

8.1 It is recommended that tendering contractors visit site prior to lodging a tender – visits by arrangement only, with the CA. Before tender contractors are recommended to check local conditions and any restrictions which may affect the execution of the Works. In particular, methods of access to the site and provision of structural propping must be checked. The proposed access via the bridge must be detailed. The bridge is narrow and has a 10MT weight limit.

Before starting work check positions of existing services

## Pre-Construction Information

8.2 Site visits/surveys; reasonable access provision must be made for site visitors investigations that are deemed necessary, the safety of such personnel must be catered for in ongoing activities by the PC. These visits will only be by prior arrangement.

8.3 Accident and emergency – PC to provide emergency rescue provisions. PC to determine means of communications on site to be used for such requirements (if mobile phone is to be the means of communications please check for reception on site)

### 9.0 Site Logistics

All facilities, welfare provision, materials and stores must be contained within the area agreed with the Client/CA. Appropriate fencing is to be erected, to secure the site and identified areas. Warning and safety information signs including contractor contact details are to be erected at the perimeter of the site. Sites must be organised to maintain maximum security for both the contractor and the public. The contractor should position his site offices to allow him to monitor all movements to and from site

9.1 Before starting work check positions of existing services, and inform the CA. If services are present in the works area ensure they will not affect the works/protect the works and the services

9.2 Access routes must not be blocked by parked plant, vehicles, or deliveries. Access points are to be assessed for adequacy taking into account the size and weight of the plant and delivery vehicles to be employed. PC to review the access to site and detail how this will be achieved in the tender application. The access bridge is narrow and restricted to 10MT.

9.3 Parking and storage locations shall be agreed with the Client before commencement

9.4 Surface conditions are uneven grass. Ground surfaces should be protected from scaffold/support feet and no excavation carried out without specific approval and archaeological oversight. Voids may be present within and around the exterior of the castle

9.5 Ground surfaces should be checked prior to access with scaffold/vehicles. Ground protection/stabilisation to be provided as necessary

### 10.0 Principal Contractor (PC) Selection

The PC for the work will be selected by tender process

### 11.0 Construction Phase Plan

(No existing Health and Safety file) The PC will prepare a Construction Phase Plan covering these works and issue to the CDMC for formal review and comment. On agreement of the details the CDMC will write to the Client and confirm that the plan is sufficiently developed to allow work to commence on site



## Pre-Construction Information

- 11.1 The file is to be developed as the project progresses with relevant information provided to all parties copied to the CDMC

### 12.0 Asbestos

Any materials discovered in the course of the works which the contractor considers may contain asbestos should be immediately notified to the CA. Works in that area must be suspended pending the results of tests and thereafter proceed in accordance with the HSE recommendations for dealing with asbestos. Any related works must comply with the Control of Asbestos Regulations. The Client has not undertaken an asbestos survey due to the condition of the structure.

### 13.0 Working at Height /Lifting/Support During Works

The project involves work at height. PC risk analysis to review and detail methods of work; including protection to be provided; temporary propping, support, etc

- 13.1 All scaffolding/propping shall be erected, inspected, and maintained by competent experienced CITB certified staff members
- 13.1 Scaffold platforms shall be of width and load bearing sufficient to permit the storage of materials removed in the course of the works, without obstructing access. Working platforms to ensure safe working area and safe access. PC to ensure the access platforms are safe for use for investigation purposes (the platforms shall be boarded out to permit inspection works – as agreed with the CA). PC to ensure suitable access, carefully sited to avoid unstable ground areas
- 13.2 Any scaffold/temporary propping/support remaining in situ on site, at the end of the contract must be detailed on a drawing and full ongoing checking/maintenance detail listed for addition to the H&S file. This detail must be discussed with the CA/Client prior to PC leaving site
- 13.3 Lifting equipment must be suitable for the task; certified, tested. All lifting to be undertaken by competent/trained/certified persons. Lift areas to be cordoned off during lifting operations
- 13.4 PC to include inclement weather in risk analysis – consideration to site access and particularly working at height must be detailed
- 13.5 The nature and condition of the structure cannot be fully and certainly ascertained before it is accessed. The following risks may be present: unstable high level masonry and fire damaged materials, loose stones, uneven ground, vermin, dense vegetation, difficult site access, lack of guarding at steep drops, and the risk of bites from midges/adders.

When necessary, provide temporary support to prevent risk of uncontrolled collapse/ deformation/ excessive movement. Prevent access to unauthorised persons during clearance. Leave site secured outside working hours

## Pre-Construction Information

### 14.0 **Waste/ Storage**

Waste management plan detail to be provided by PC. Ensure all waste removed from site/burned on site in line with recommended codes of practice. PC to detail removal methods and materials for re-use or recycling. The site is to be kept tidy at all times

- 14.1 Storage – PC to make arrangements for the storage of materials and obtain the CA's prior written approval of them

### 15.0 **Noise/Dust**

PC to comply with recommendations to minimise noise levels. Fit all compressors, percussion tools and vehicles with effective silencers. (Hearing protection to be provided to operatives if required). Noise levels from the works are to be kept below 60dB(A) when measured from the site boundary. Do not use noisy appliances during the hours of 6.00pm and 8.30am without consent of the CA. Do not permit employees to use radios or other audio equipment in ways or at times which may cause nuisance or be hazardous to safety

- 15.1 Mobile phones will only be permitted for the work's foreman. (If mobile phones are the main method of communication for the site the Construction Phase Health & Safety Plan must detail the site mobile phone policy)

- 15.2 Dust – PC to contain all dust and clean work areas. Relevant PPE to be provided. Silica risk to be assessed and detail included in site risk assessments

### 16.0 **COSHH**

Ensure operatives are trained in safe operations for the types of potential contaminants/hazardous material in use. PC to ensure all hazardous materials are reviewed and detailed in the COSHH assessment. Residual hazard information/COSHH information will need to be detailed in the final Health and Safety File

- 16.1 Comply with the Control of Pollution Act 1974 and take all reasonable precautions to prevent pollution of the site, the works and the general environment. If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information

### 17.0 **Manual Handling**

Manual handling should be avoided where possible. PC to risk assess and to review movement of heavy materials such as stones, bagged products etc.. PC to detail use of barrows/trolleys, hoists, telehandlers and other plant or equipment so that manual handling is kept to a minimum. Staff to be trained/instructed in how to use lifting aids and other handling equipment safely. Staff to have been trained in how to lift safely

### 18.0 **On site Emergency procedure**

PC to detail on site emergency procedure. Arrangements must be in place to address emergency procedures, and to access the site for emergency services

## Pre-Construction Information

- 18.1 The site should be designated a no smoking site. Designated areas for smoking must be carefully controlled and equipped with fire fighting equipment and receptacles for the safe disposal of smokers
- 18.2 Burning on site of materials arising from the work will be in agreement with the Client/CA. PC to detail burning procedure in risk assessment.
- 19.0 The Health and Safety File**  
Appropriate information to be presented in a Health & Safety File by the PC for retention by the Client. File is to be presented in both paper and electronic (PDF) format. Drawings are to be provided in a CAD format. The PC shall obtain and handover the Health & Safety File detail to the CDM-C, as a requirement for achieving Practical Completion
- 20.0 Health and Safety Management Audit**  
The Client (CDMC) will at intervals audit the Site in order to satisfy himself that they are being conducted in a safe and environmentally sound manner

## SCOPE OF STRUCTURAL WORKS

### **Confirmation of Extent & Scope of Works**

The schedule below outlines the potential scope and extent of the proposed structural works. This schedule should be read in conjunction with all other Architect's and Engineer's schedules of work and specifications.

Prior to work being progressed in each area, the scope of work, in particular the extent of clearance, duntakings and removal of existing fabric, is to be agreed in detail with the Architect and Engineer BEFORE work proceeds. The Contractor is make allowance and facilitate recording (by others) of each area of the building prior to work starting in each area.

In general where removal of ceiling or wall structure & finishes are identified in the schedule below, removals should be limited to those elements that are loose, unstable or in danger of falling, or which present a risk in the future to people that may access the building. Fire damaged timbers and other finishes are also to be removed even if not at risk of coming loose, unstable or falling.

If the extent of removals is in any way unclear then the Contractor shall seek instruction from the Architect and Engineer BEFORE work proceeds.

### **Methodology, Sequence of Works and Design of propping**

The works include clearance of remaining fire damaged timbers, finishes and debris together with the making good and protection of the wall heads and installation of additional support structures to the surviving parts of the building, as considered necessary.

For each of the areas to be cleared the Contractor shall prepare a detail method statement and sequence of works for accessing these areas, clearing debris, duntaking damaged structure as agreed with the Engineer and for installing propping required to stabilise the structure that is to remain. The method statement should identify all temporary propping and protection required to allow the works to be carried out safely. The Contractor will remain entirely responsible for the method and sequence of working.

The scope of the permanent propping required to stabilise the structure shall be agreed with the Engineer. In this instance **permanent propping** means propping that will remain at the end of this contract until such time as permanent repairs and reinstatement works are carried out. The design of this permanent propping will be carried out by the Client's Engineer taking into account of the Contractor's proposed method and sequence of work. The design will be reviewed and agreed with the Contractor prior to work progressing in these areas. The Contractor shall allow time in his programme for the design of this permanent propping to be carried out and agreed, not less than 2 weeks from when he presents his preferred method and sequence of works for each area. The Contractor shall highlight any aspects of the design of the permanent propping that is in any way incompatible with his proposed sequence and method of working.

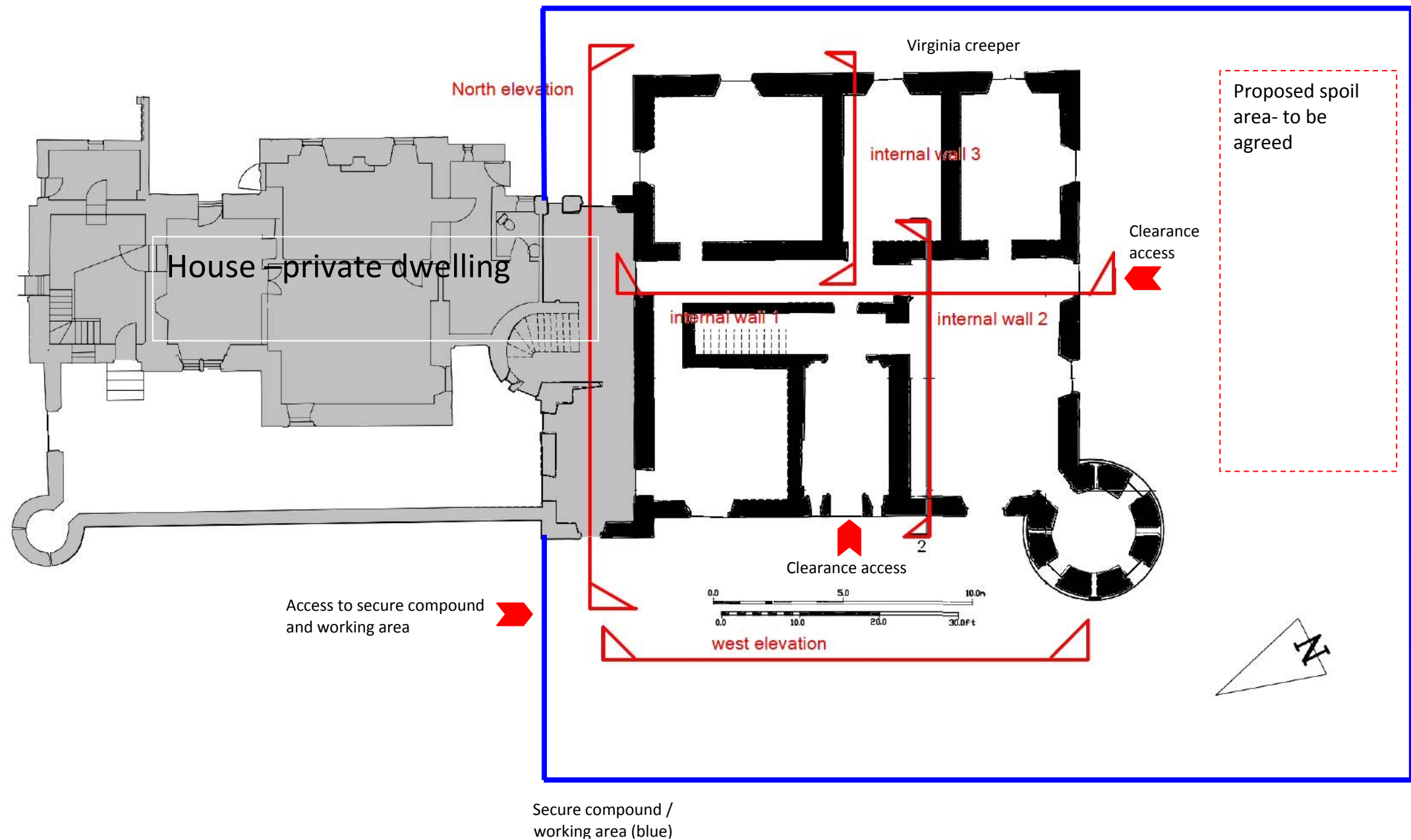
### **Contractor's Responsibilities**

The Contractor is to maintain the stability of all existing buildings and structures within and adjacent to the Works, from the date of possession of the site until the completion of the works. The Contractor shall take all necessary precautions to prevent damage to existing buildings and structures within and adjacent to the Works, including ensuring that he does not overload existing floors and supporting structure.

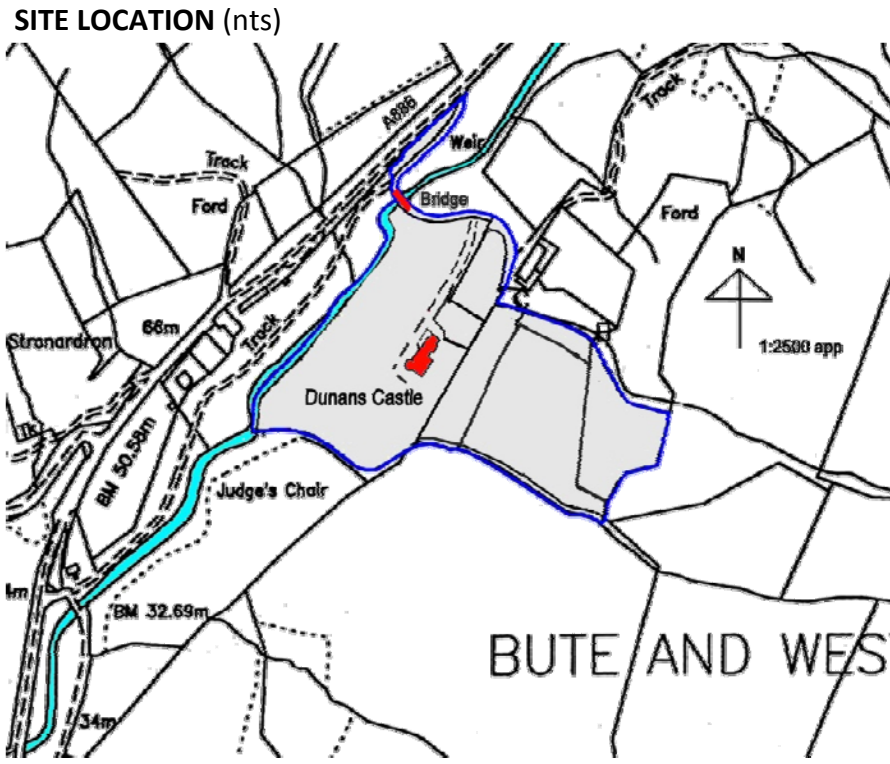
The Contractor shall design, install and maintain all necessary temporary support to comply with the above. This is to include any temporary propping & scaffolding required to access working areas. The Contractor shall submit details of temporary supports and scaffold proposals to the Contract Administrator (C.A.) prior to commencement of the Works. If requested he shall submit supporting calculations.

**Temporary support & propping** as referred to above means any temporary support that the Contractor's deems necessary to be installed in order to maintain the stability of the structure during the course of the work, but which can be removed once the works are completed.

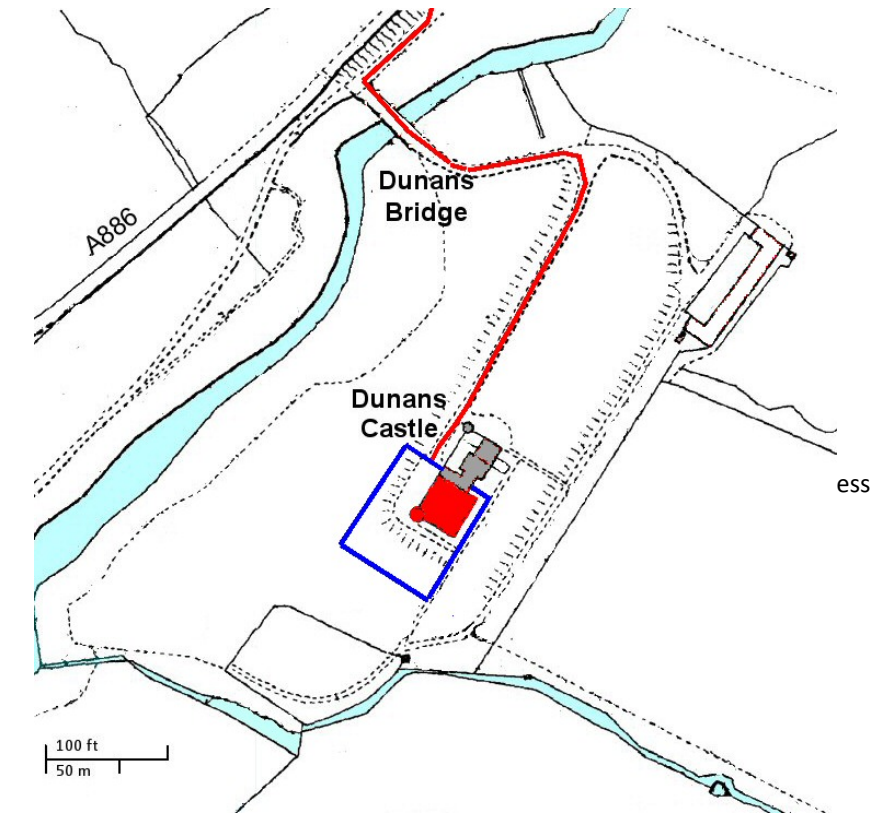
**GROUND FLOOR PLAN** (nts) Section lines key to SE sketches)



**NOTE**  
This drawing is copyright and not to be reproduced in whole or in part for any purpose without the Architect's permission. Do not scale from the drawing. This drawing has been prepared to provide guidance for clearance and stabilization of the castle only.



**SITE ACCESS** (nts) The access route and castle are shown in red. The only access to the site is via Dunans Bridge which the SE has advised a **max load limit of 10T gross**. The proposed secure compound and working area is shown in blue.



**DUNANS CASTLE CLEARANCE & STABILISATION**

For Dunans Castle Ltd, Dunans Castle, GLENDARUEL, Argyll PA22 3AD

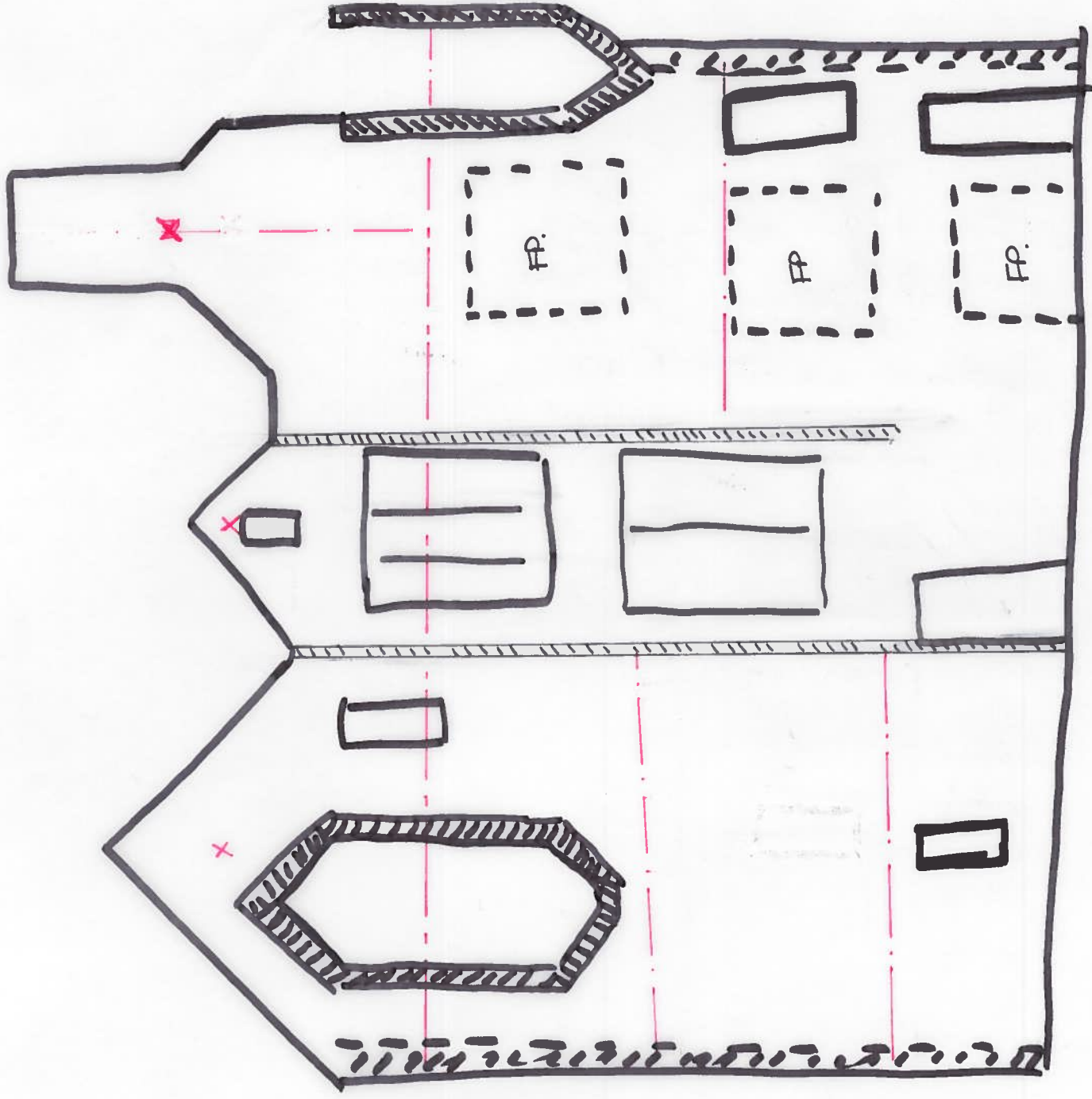
Drawing no 433/C1  
Date 14 November 2014  
Ref 433Clearance.doc

**ROBIN KENT** ARCHITECTURE & CONSERVATION  
Robin Kent Architecture & Conservation  
Robin Kent Ltd  
29 Newtown Street, DUNS, TD11 3AS.  
01361 884401  
www.robinkent.co.uk



THESE SKETCHES INDICATE IN DIAGRAMMATIC TERMS THE NATURE AND EXTENT OF LONG TERM SUPPORT TO THE BUILDING THAT IS TO BE INSTALLED AS PART OF ITS PROPOSED CLEARANCE. THIS SUPPORT IS INTENDED TO IMPROVE ITS STABILITY AND ROBUSTNESS UNTIL SUCH TIME AS FULL AND PERMANENT REPAIRS CAN BE CARRIED OUT. THE SKETCHES IDENTIFY IN GENERAL TERMS HOW THE SUPPORT MIGHT BE CONSTRUCTED; THE FINAL DESIGN AND DETAILS ARE TO BE AGREED WITH THE SE ON SITE. ALLOW TIME IN PROGRAMME TO AGREE DETAILS OF SUPPORT, INCLUDING 2 WEEKS FOR RECEIPT OF COMMENTS ON ANY DRAWING.

THE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH SCOPE OF STRUCTURAL WORKS AND ALL RELEVANT ARCHITECT'S DRAWINGS AND SPECIFICATIONS.



Key.

PLANAR BRACING

LATERAL SUPPORT

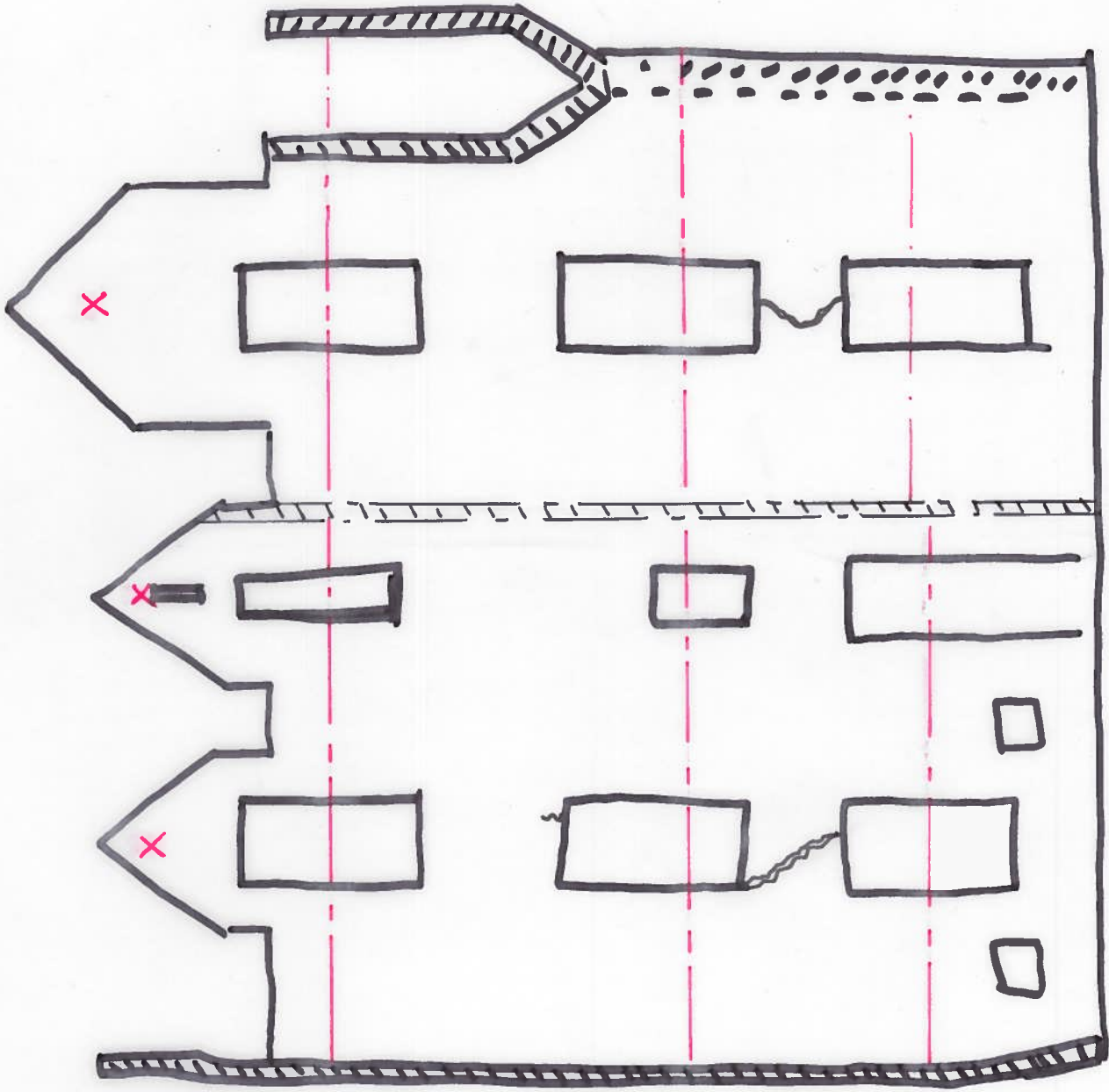
CRACKING

Assumed fire place

Sheet Title	Job Title	Drawn	Date	Client	Status	Description	Rev	By	Date
NORTH ELEVATION. LONG TERM SUPPORT WORKS	14 366. DUNANS CASTLE.	RS.	Nov 14	CHARLES DIXON JAMES Architect	TENDER.	david narro associates			
		Scale	Checked	ROBIN KENT.	Drawing No.	Consulting Structural & Civil Engineers 34-36 Argyle Place, Edinburgh, EH9 1JT T 0131 229 5550 F 0131 229 5590 W <a href="http://www.davidnarro.co.uk">http://www.davidnarro.co.uk</a> E <a href="mailto:mail@davidnarro.co.uk">mail@davidnarro.co.uk</a>			
		1:100.	SW		Rev.				
					14 336/01				



See ENGINEER'S DRAWING



KEY

## Planar Beating

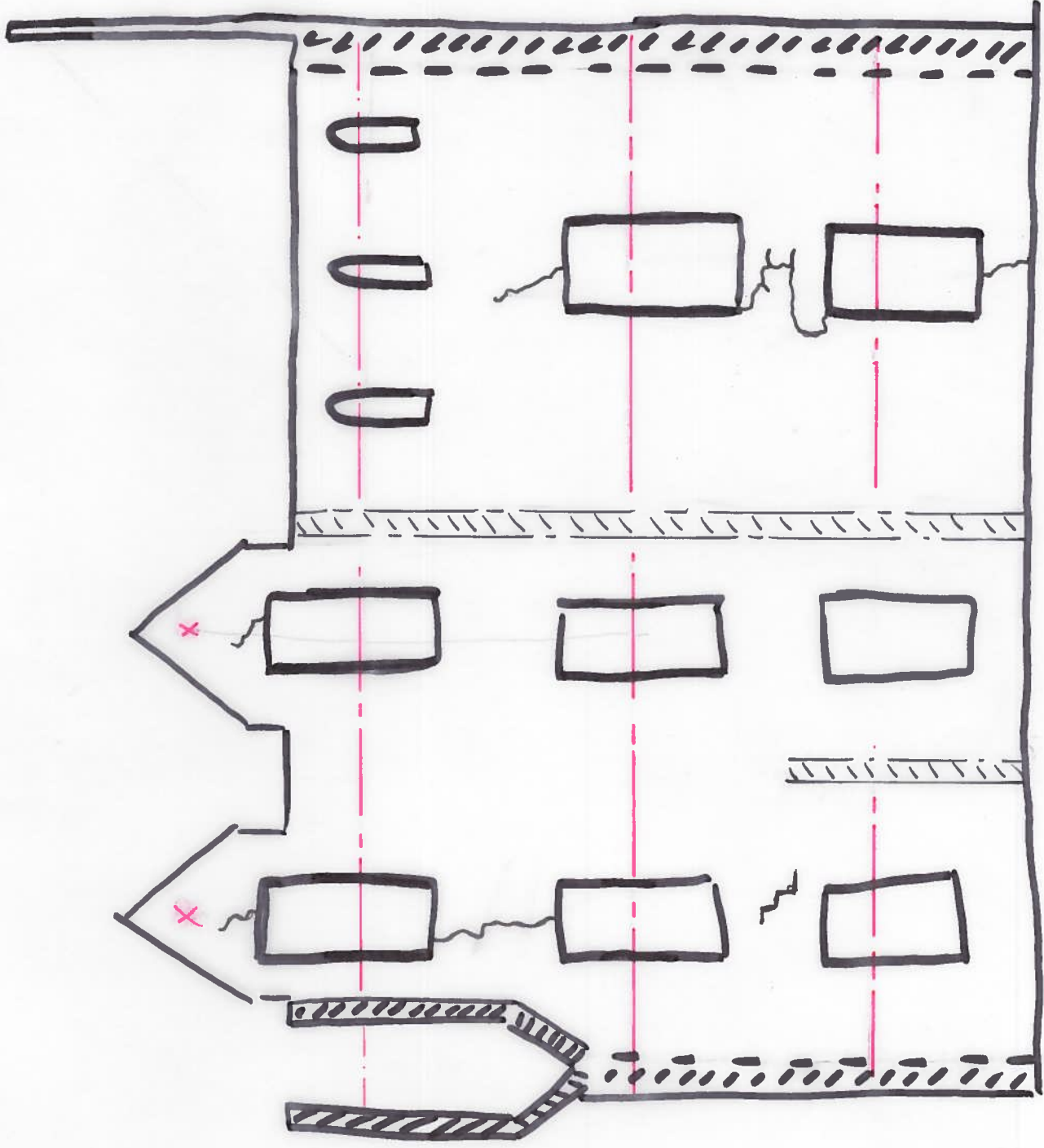
## Lateral Support.

## Cracking

Assumed free place.

Sheet Title	Job Title	Drawn	Date	Client	Status	Description	By	Date
SOUTH ELEVATION. LONG TERM SUPPORT WORKS.	14 366. DUNANS CASTLE.	RS	Nov 14	CHARLES DIXON STAIN.	TENDER.	david narro associates		
		Scale 1:100	Checked SW	Architect ROBIN KENT.	Drawing No. 14 336/02			
					Consulting Structural & Civil Engineers 34-36 Argyle Place, Edinburgh, EH9 1JT T 0131 228 5553 F 0131 228 5090 W <a href="http://www.davidnarro.co.uk">http://www.davidnarro.co.uk</a> E <a href="mailto:mail@davidnarro.co.uk">mail@davidnarro.co.uk</a>			

SEE ENGINEER'S DRAWING  
14 36601 for information.



Key

PLANAR BRACING

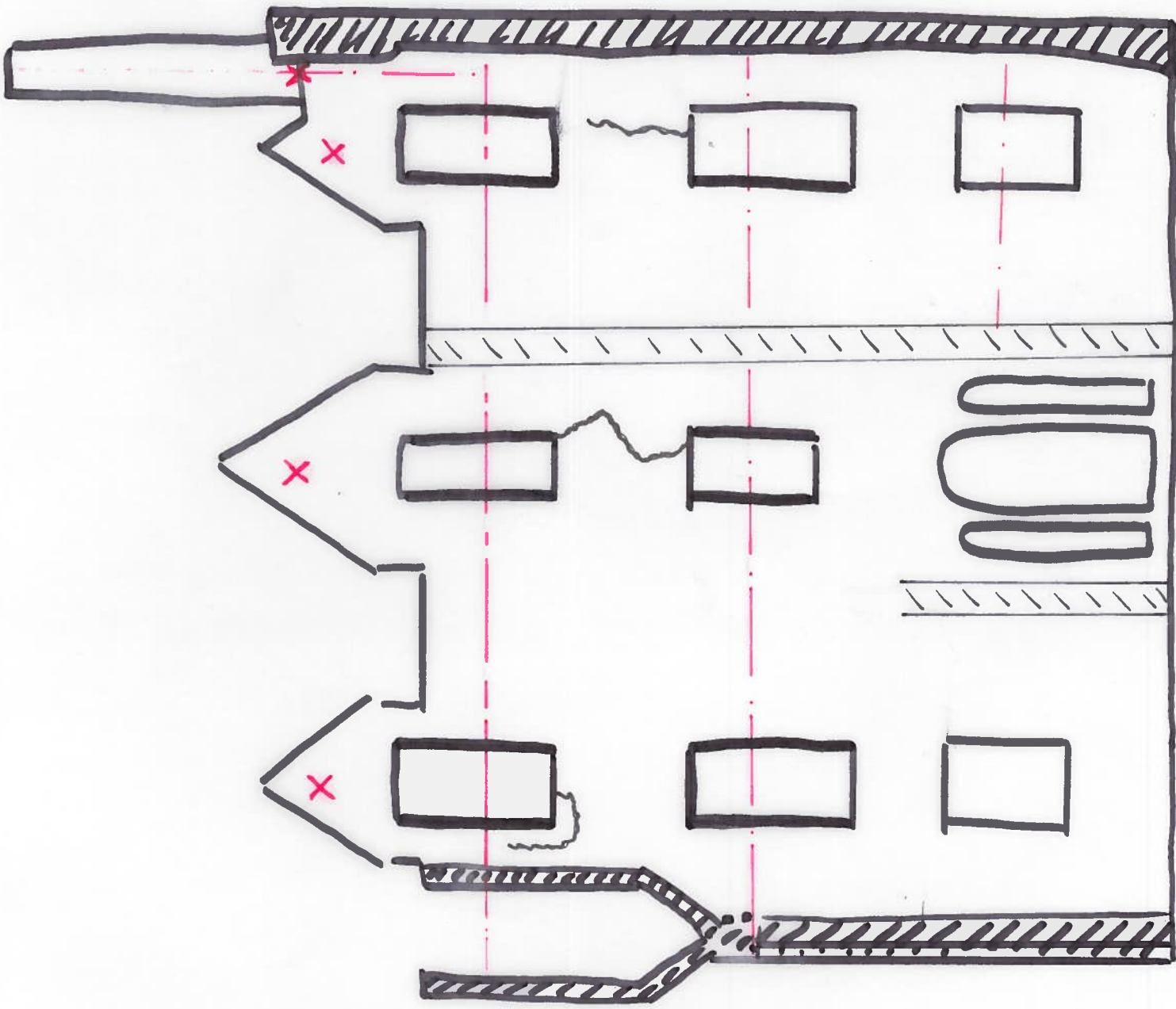
LATERAL SUPPORT

CRACKING

ASSUMED FIRE PLACE

Sheet Title	Job Title	Drawn	Date	Client	Status	Description	By	Date
EAST ELEVATION. LONG TERM SUPPORT WORKS	14 366. DUNANS. CASTLE.	RS	Nov 14	CHARLES DIXON SPAIN.	Tender.	david narro associates		
		Scale 1:100	Checked SW	Architect ROBIN KENT.	Drawing No. 14.366/03	Consulting Structural & Civil Engineers 34-36 Argyle Place, Edinburgh, EH9 1JT T 0131 229 5553 F 0131 229 5090 W <a href="http://www.davidnarro.co.uk">http://www.davidnarro.co.uk</a> E <a href="mailto:mail@davidnarro.co.uk">mail@davidnarro.co.uk</a>		

14366/01 for information.



Key

PLANAR BRACING

LATERAL SUPPORT

CRACKING

Assumed free face.

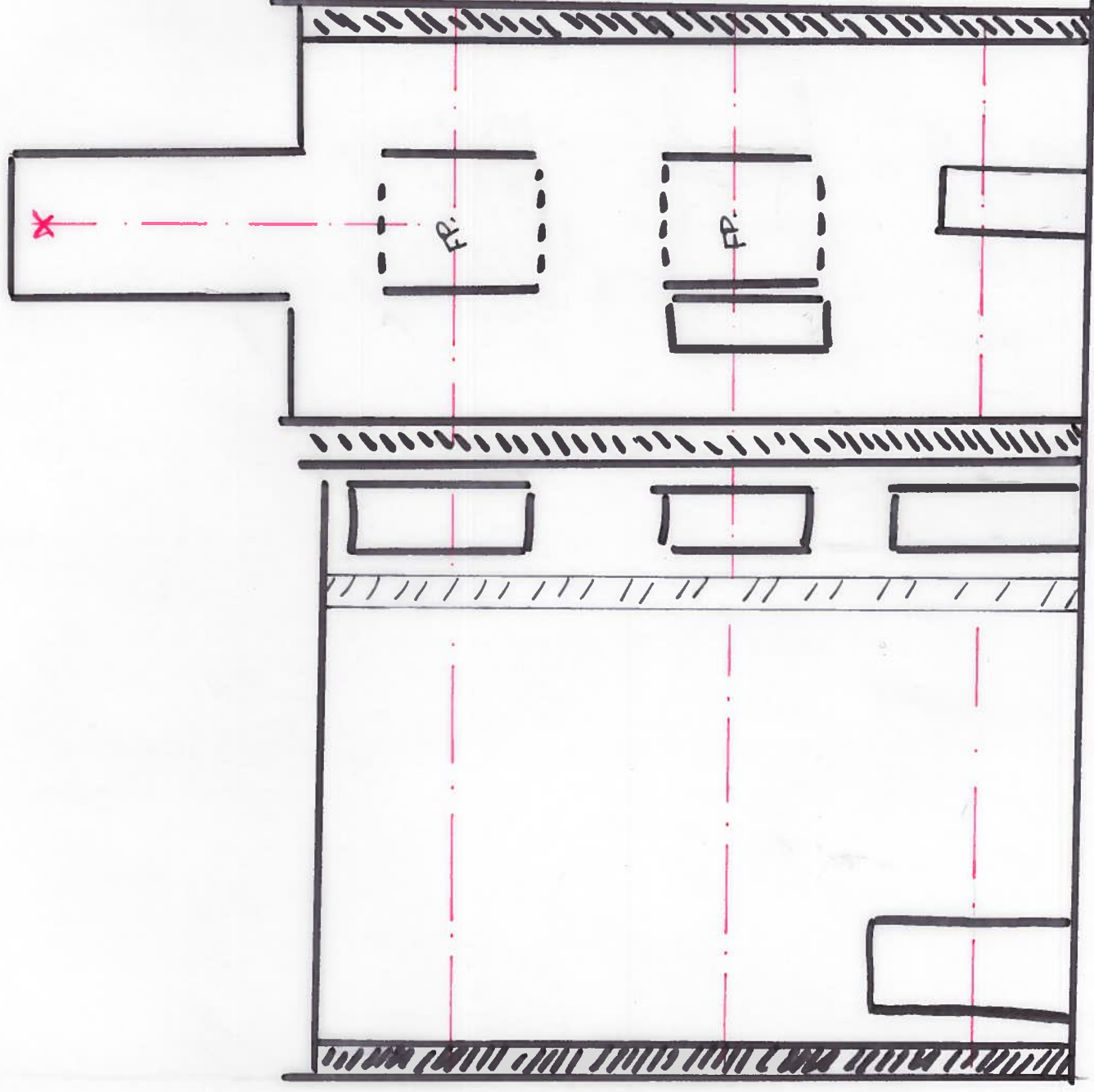
Sheet Title	Job Title	Drawn	Date	Client	Status	Description	By	Date
WEST ELEVATION.	14 366.	RS	Nov 14	CHARLES DIXON SPAIN.	TENDER.			
LONG TERM SUPPORT WORKS.	DUNANS CASTLE.	Scale	Checked	Architect	Drawing No.	Rev.		
		1:100	SW	ROBIN KENT.	14.336/04			

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 F 0131 229 5000  
 W <http://www.davidnarro.co.uk>  
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INTERNAL WALL 01.

GROUND FLOOR PLAN.



Key:

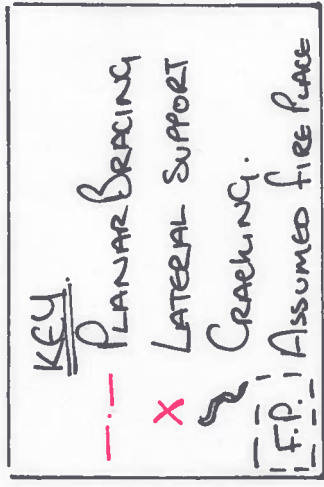
- PLANAR BEARING
- LATERAL SUPPORT
- CRACKING
- Assumed first floor

Sheet Title	Job Title	Drawn	Date	Client	Status	Description	Rev	By	Date
INTERNAL WALL 1.	14 366.	RS	Nov. 14	CHARLES DIXON-SPAIN.	TENDER.	david narro associates			
LONG TERM SUPPORT WORKS.	DUNNAN'S CASTLE CONSERVATION PROJECT	Scale 1:100	Checked SW.	Architect ROBIN KENT	Drawing No. 14 366/05	Consulting Structural & Civil Engineers 34-36 Apple Place, Edinburgh, EH9 1UT T 0131 229 5553 F 0131 229 5090 W <a href="http://www.davidnarro.co.uk">http://www.davidnarro.co.uk</a> E <a href="mailto:mail@davidnarro.co.uk">mail@davidnarro.co.uk</a>			

Hand-drawn ground floor plan of a building. The plan shows a central rectangular area with a complex internal wall structure. Two specific internal walls are highlighted with diagonal hatching and labeled:

- INTERNAL WALL 02:** Located in the lower right section of the plan.
- INTERNAL WALL 03:** Located in the lower left section of the plan.

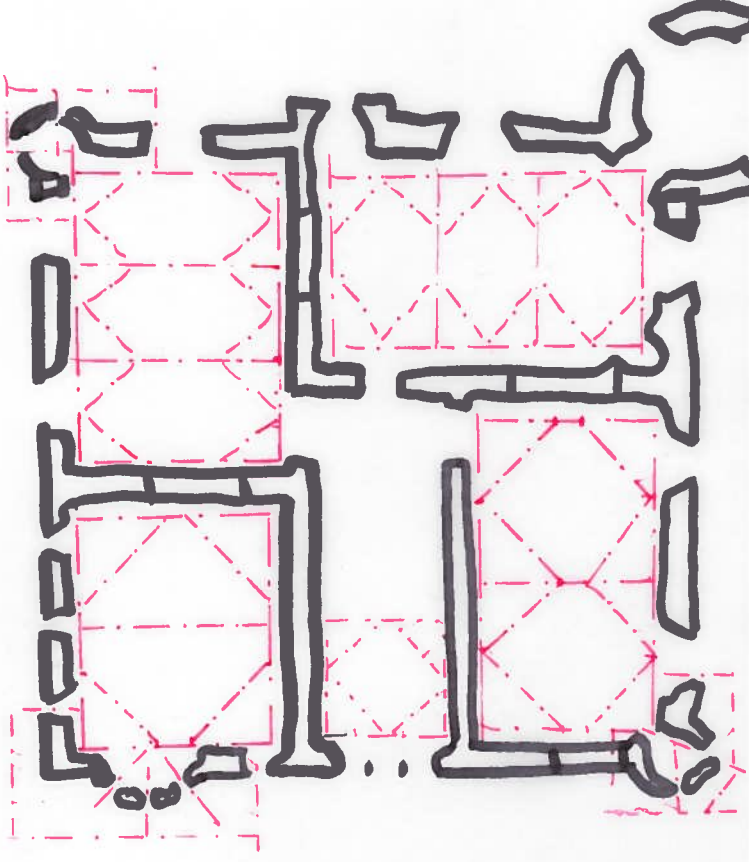
The plan also includes a circular feature in the upper right corner and various other structural elements like doorways and smaller rooms. The text "Ground floor plan:" is written vertically on the right side.



Sheet Title	Job Title	Drawn	Date	Client	Status	Description	Rev	By	Date
INTERNAL WALL 293.	14 366	RS	Nov 14	CHARLES DIXON SPAIN.	TENDER.	david narro associates			
LONG TERM SUPPORT WORKS.	DUNIAN'S CASTLE	Scale 1:100	Checked SW.	Architect ROBIN KENT	Drawing No. 14 366/06.	Consulting Structural & Civil Engineers 34-36 Argyll Place, Edinburgh, EH9 1JT T 0131 225 5553 F 0131 225 5090 W <a href="http://www.davidnarro.co.uk">http://www.davidnarro.co.uk</a> E <a href="mailto:mail@davidnarro.co.uk">mail@davidnarro.co.uk</a>			

SEE ENGINEER'S DRAWING

114 366 01 for information.



Scored free.

INDICATIVE ARRANGEMENT  
OF PLANTAR BREEDING (OTHER LEVELS SIMILAR)

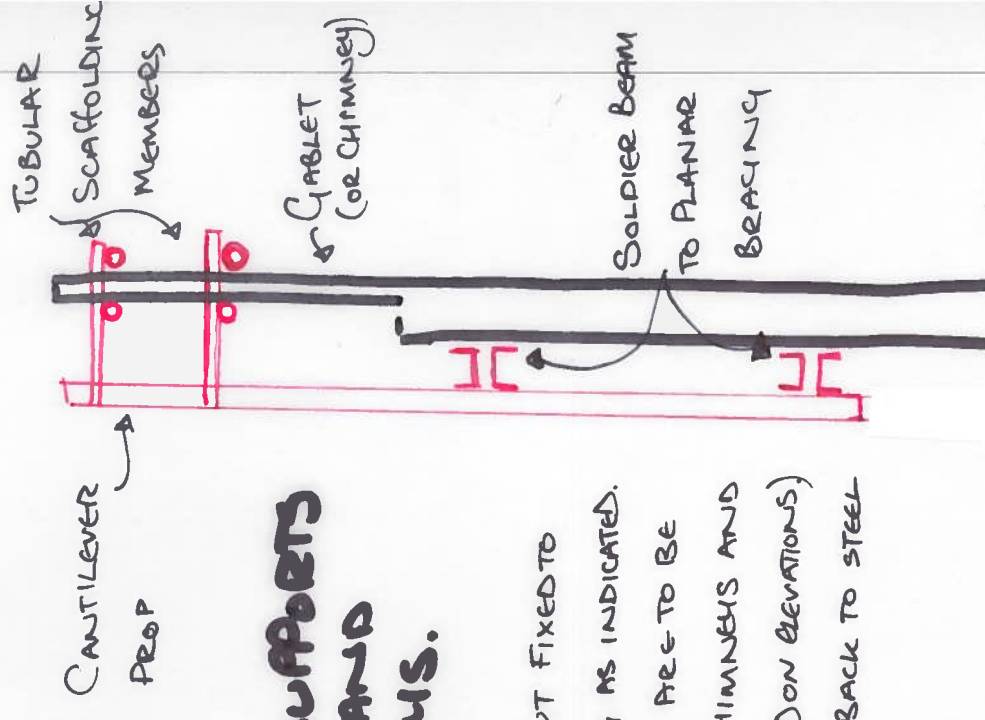
PLUMBER BRACING ASSUMED TO COMPRISE OF SOLIDICE BEAMS.

THE BEAMS ARE TO BE FIXED TO THE MASONRY

USING RESIN ANCHOR BOLTS.

TURRETS TO BE RESTRAINED USING SCAFFOLDING

Back to planar bracing as indicated.



# LATERAL SUPPORTS TO GABLETS AND CHIMNEYS.

VERTICAL STEEL STRUT FIXED TO THE PLATE BRACING AS INDICATED. SCAFFOLD MEMBERS ARE TO BE USED TO RESTRAIN CHIMNEYS AND GABLETS (AS INDICATED ON ELEVATIONS) SCAFFOLDING TO FIX BACK TO STEEL STRUT.

Sheet Title	Job Title	Drawn	Date	Client	Rev	Description	By	Date
PLANAR BRACING AND LATERAL SUPPORT DETAILS	14366 DUNANS CASTLE.	RS.	Nov'14	CHARLES DIXON SPAIN.	Status	TENDER	david narro associates	
		Scale NOT TO SCALE.	Checked SW.	Architect ROBIN KENT.	Drawing No. 14366/07.			
Consulting Structural & Civil Engineers 34-38 Argyle Place, Edinburgh, EH9 1JT T 0131 228 5553 F 0131 228 5060 W <a href="http://www.davidnarro.co.uk">http://www.davidnarro.co.uk</a> E <a href="mailto:info@davidnarro.co.uk">mailto:info@davidnarro.co.uk</a>								