Contents

Revision Status:

Rev	Originator	Approved	Date
Draft	Andy MacKenzie		31/03/08
A	Andy Mackenzie	Project Board	04/04/08

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1. Introduction

1.1 Scope of the Project Execution Plan

The purpose of this Project Execution Plan (PEP) is to define the strategy for the management of the new North Reddish primary school Project beyond RIBA Stage D. The PEP provides project specific information between the key project stakeholders. It also identifies and communicates the project controls and an agreed strategy including risk management, financial management, design management and change control procedures.

The PEP is a dynamic document and will be updated throughout as the project develops.

1.2 Issue Status

This PEP is the first draft for comment only.

The PEP will remain a live document throughout the project and will be subject to amendments as necessary and as the project develops. The PEP and any amendments will be distributed electronically unless specifically requested otherwise. It is requested that the PEP and subsequent updates/amendments should, where practicable, be used for reference in its original electronic format and not printed to paper.

1.3 Document Control and Distribution

The PEP is a controlled document and will only be issued to the individuals listed on the distribution list who will be responsible for any internal distribution within their respective organisations. Only those included on the distribution list will receive subsequent amendments, changes and updates.

The Pep is to be prepared, managed and revised by the Project Manager.

2. Project Directory

The current project Directory is attached at Appendix A; this will be updated throughout the project as required.

3. Project Definition

The proposal to develop a new Primary School at Harcourt Street has been a long and challenging one. There is a full set of papers relating to the development but for the purposes of this paper the key stages can be presented as follows:-

3.1 Background

At the meeting of 30th August 2005 the Executive considered a report advising that the Department for Education and skills has granted the Council £2.2M to build a new primary school in the North Reddish area. The report contained the results of a comprehensive consultation exercise to amalgamate Fir Tree Primary School, North Reddish Infant School and North Reddish Junior School into a new building incorporating a children's centre on the site. This would require the co-location of Fir Tree Primary School to be developed as the Children's Centre. The report also evaluated the various options for a suitable site upon which to develop.

The Executive gave approval to:-

(i) the amalgamation of Fire Tree Primary School, North Reddish Infant School and North Reddish Junior School in a new building subject to planning approval on the Harcourt Street site (which has been allocated for the building of a new school in the North Reddish area for over 30 years);

(ii) notices being published of the council's intention to:-

(a) close Fir Tree Primary School, North Reddish Infant School and North Reddish Junior School with effect from a date (no later than 31st August 2008 to be agreed with the Shadow Governing Body;

(b) open an all-through primary school at Harcourt Street with effect from a date (no later than 1st September 2008) to be agreed with the Shadow Governing Body;

(c) make provision for twelve special educational needs resourced places for children with severe learning difficulties; and

(d) co-locate in the new building, Fir Tree Nursery School developed as a Children's Centre for the North Reddish area;

(iii) the capital financing of these proposals as set out in Section 5 of the report. This section stated that "Although precise estimates cannot be provided at this stage, the overall cost of the proposed project is expected to be in the region of £5.5 million. The DfES grant together with the Children's Centre capital allocation amounts to approximately £2.5 million. Valuations on the disposal of the Fir Tree Primary and Nursery Schools site are estimated at £1.2 million. The North Reddish infant and Junior School's site has been valued at £0.6million but is currently subject to a listed building assessment by English Heritage. Depending on its outcome, this could have some impact on the valuation. It is proposed that a contribution toward the full cost of the scheme, to the value of £1.8 million be met initially through Council prudential borrowing. It is an expectation that the cost of the borrowing will be met through sales of the vacated sites, which if all sold could realise a similar level of funding. The balance could be met from the Education Services capital programme phased over the three year life of the development project.

(iv) The Corporate Director – Finance and Property Services (Designate) being authorised to report on the potential use and value of surplus land as a result of these proposals.

The decision was called-in for consideration by the Lifelong Learning, Leisure and Cultural Services Scrutiny Committee. The Scrutiny Committee had requested the Executive to reconsider the decision with particular regard to:-

(i) the safety issues regarding increased traffic and subsequent pollution in the area;

(ii) the need to further investigate the site to confirm whether or not any contamination existed; and

(iii) the possible need for a comprehensive environmental impact assessment on the site.

The Committee also requested the Executive to consider a report by the north Reddish Action Group.

The Executive decision Report dated 30th August 2005 stated that "The Executive on the 26th September 2005 reaffirmed the original decision subject to:-

(1) Further detailed site investigations including site wide bore holing and an environmental impact assessment being undertaken by qualified independent consultants before planning approval is sought;

(2) The completion of a traffic assessment; and

(3) The corporate director C&YP ensuring that the surveys are completed without delay and the results made publicly available.

3.2 Planning Application

Tame Valley Area Committee – 30th July 2007 received the initial planning application. They requested that the Planning and Highways Regulation Committee be requested to undertake a site visit to assess the impact of the proposals on the residential amenity of local residents.

The Planning and Highways Regulation Committee of 23rd August 2007 granted permission with a statement that the application would be referred to Secretary of State.

At the Planning and Highways Regulation Committee of 17th January 2008 the application was granted in accordance with the conditions outlined in the report.

3.3 Scheme Budget

The total approved scheme costs are £9,939,077.00

4. Roles and Responsibilities

4.1 Common Responsibilities for All Project Team Members

4.1.1 Contractual Relationships

(AJM to add graphic)

4.2 The Client is Stockport Council. Where appropriate the decision making duties of the client have been allocated to the Project Board.

4.2.1 Schedule of approvals required from the Client

The Client's specific approval and authorisation is required on the overall programme for the design, construction, adaptation and equipment works for the new North Reddish Primary. This will apply through all key stages and elements within the development and realisation of the project. In particular the Project Board's approval is required at the points outlined below if applicable to the specific project(s).

Approval to the Project Brief and budgetary estimated costs, in meeting the aims and objectives of the School. This has been reported in the 'Commit to Invest. The Project Manager's Project Execution Plan.

The choice of contractual method (including arrangement to secure compliance with OJEC and other European and domestic legislation) as applicable.
The plans, areas (including a schedule of accommodation), specifications and costs of building works: (at RIBA Stage D), demonstrating value for money, design co-ordination and compliance with all briefing (development) requirements and programme. Pre-tender approval on detail designs and likely tender costs. Arrangements for the selection and appointment of all contractors engaged in the capital works.

The acceptance of tenders, placing of orders for the works, and copies of the contractor programme for the completion of the works.

The Contract Sum, once approved will not be exceeded without prior approval of the project board. The Client is committed to ensuring that the implications of any significant proposed changes to the scope and content of the cost plan and programme are fully understood and assessed for approval before implication.

Arrangements for supervision the progress of capital works on a day to day basis, including the appointment of a named individual.
al completion has been achieved.
Notification of the official handover of the building once practic

Notification of the likely date for the issue of Certificate of Making Defects.
Approval and breakdown of the Final Account.

4.2.2 Architect design leader role

Directing the design process.

Co-ordinating the design of all constructional elements, including work by any other Consultants, specialist or suppliers.

Establishing the form and content of design outputs, their interfaces and a verification procedure.

Communicating with the client on significant design issues.

4.3 The Project Team

4.3.1 Project Manager – NPS (Brian Byland)

The Scope of Works for the PM's role is detailed in the appended Service Level Agreement.

4.3.2 Architect/Employer's Agent and Lead Design Consultant – NPS (Chris Woolard)

All as standard RIBA appointment and scope of services.

4.3.3 Mechanical and Electrical Engineer – NPS (John Buxton)

4.3.3.1 Building Services Engineer's Services

All as standard CIBSE appoint and scope of services.

4.3.4 Structural and Civil Engineer – SMBC (Alex Bremner)

All as standard A.C.E. appointment and scope of services.

Special studies on durability and longevity issues and the maintenance of environmental impact.

The Consulting Engineer shall obtain the prior agreement of the Client to the arrangements which he proposes to make as agent for the Client for the performance by others of any of the services specified above.

4.3.5 Quantity Surveyor – NPS (Kevin Henshall)

4.3.5.1 Quantity Surveying Services

All as standard RICS appointment and scope of services.

4.3.4 CDM Co-Ordinator – Watts and Partners

4.3.4.1 The CDM Co-Ordinator (CDMC)

The CDMC has been appointed under the Construction (Design and management) Regulations 2007. Perform the Services necessary for completion of the Work Stages in line with the published Regulations and Approved Code of Practice.

5. Communications

The Project Manager will be the focus for all communications from and to the Project Board and Head Teachers, from and to the Consultant/Contractor team.

5.1 Verbal Communications

Conversations either direct or by telephone between the parties involved will be encouraged to expedite progress of the Project. However, the Project Manager must be made aware in writing and without delay of the content of the conversation when it impinges on the Project.

5.2 Information Request

5.2.1 Information Requests

All project Team Members should make information requests for Client related information through the Lead Design architect who is to co-ordinate and manage the process. The Project Manager is to be copied in on all requests and responses. The information request process is to be fully auditable and track the requests through to sign off or conclusion.

5.3 E-Mails

Copies of all relevant emails between all parties must be forwarded to the Project manager for information.

6. Meetings

6.1 General Frequency and Schedule

The number and frequency of planned meetings and the list of regular attendees to each will be kept to the minimum required to ensure satisfactory reporting and action. Regular meetings will be timetabled and will use standard agendas.

The identified chairperson or stated nominee for each meeting will be responsible for the preparation and issue (within 5 working days) of minutes of each meeting, which should include copies of documentation formally issued at the meeting.

It is recognised that non-routine meetings will be required and these are encouraged to discuss specific issues. The Chairperson of such meetings is to forward minutes of meeting and documentation to the Project Manager.

Title	Attendees	Chair	Objectives	Frequency
Project Board	D Sager L Elias (N Lawford or A MacKenzie) B Byland C Woolard C Thompson John Hill R Rosewell	DS	Review Programme and progress, Agree short term targets, Identify interface problems, Initiate and close out actions, Identify outstanding information, Review budget/cost plan. Review Risk Register	Monthly
Project Review Meetings	PM (BB) Arch (CW) (AJM)	PM	Review Project Managers' Reports	Monthly (one week before Project Board)

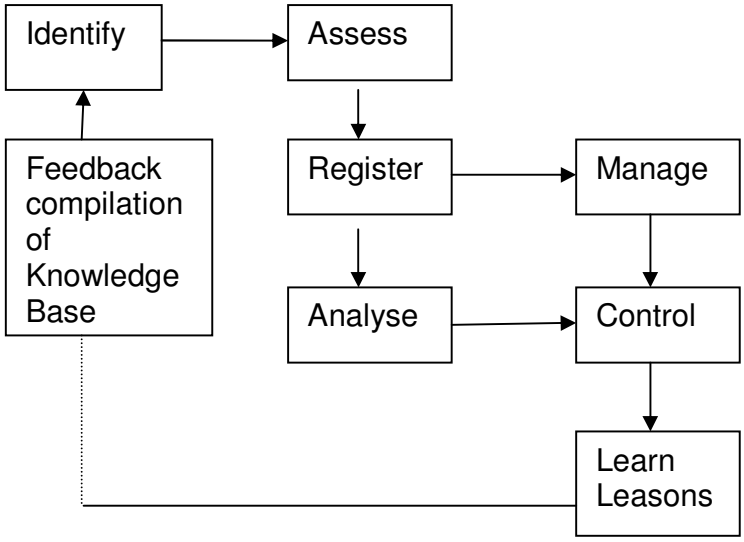
Title	Attendees	Chair	Objectives	Frequency
Design Team Meeting	Design Team PM (BB) Headteachers	Arch (CW)	Receive designers reports, Review Programme and progress, Agree short term targets, Identify interface problems, Initiate and close out actions, Identify outstanding information, Review budget/cost plan.	Monthly
Site Meetings (Post Contract)	PM Design Team Main Contractor Key stakeholders	CA	Receive the main Contractor's report Receive the Design Team reports Cost reporting Statutory undertakings Approvals and consents RFI's Change control	Monthly
Risk meetings (can be held as part of Design Meeting)	PM Design team	PM	Risk identification and mitigation	Monthly

6.2 Meeting Schedule

The schedule of meetings will be issued separately.

7. Risk Management

The management of risk on the project is very important and the following identifies the process of risk identification, assessment and management.



Identification – a schedule of risk will be compiled with the input of the whole Project Team. This schedule will be distributed to the Project Team members for comment and expansion.

Assessment – Each potential risk will be given a probability rating, ie how likely is it that the perceived risk will occur, and an impact rating, ie if the risk did occur, what would be the consequences.

The "Ownership" – of the potential risks will be considered in terms of which risks the Client is prepared to accept, which should be transferred (if practicable) and which could be insured against or removed.

Priorisation – The probability rating and impact ratings are used to determine the priority which should be attached to each risk identified and to set aside any risks which are not thought to have a significant impact on the project objectives.

Evaluation – A methodology for the evaluation of the impact of risks on the project will be established in conjunction with the quantity surveyor. This will be used to objectively set a level of contingency.

The Risk Register will be issued separately and be included in the montly reports to the Project Board.

8. Reports

8.1 Introduction

A structured reporting and review process will be implemented to determine how work is progressing and to identify where problems exist and where action is required.

Consultant Reports shall be structured in such a way that they can be simply aggregated to provide the data required for presenting in the Manager's Report to the Project Board.

All reports are to be sent via e-mail in their original electronic format (eg MS Word, MS Excel etc) to the PM unless requested otherwise. Distribution to other parties can be in pdf format, again unless specified otherwise.

Programmes are to be distributed via email in pdf format.

8.2 Project Manager's "Highlight" Report

The PM will provide a Monthly "Highlight" Report to the Project Board to include (if and when necessary) the following:-

A copy of the current updated Project Programme.

A short review of the past month's principal activities.

A review of the Project Team's Report.

An explanation of reported departures from, and updated forecasts, for the performance, programme, and budget objectives.

A short review of the most important problems requiring solution.

A forecast of principal actions to be undertaken during the following month particularly those which involve the client.

A list of changes to the Brief and the cost implications made with reference to the Change Control Process;

A list of outstanding information with reference to Information Requests.

The purpose of this document is to up-date Project Board regarding the status of all aspects of the construction project. This Monthly Report is intended to form the basis of discussion between the Members Project Board.

8.3 Design Team Monthly Reports

All Design Team members shall submit a Monthly Progress Report to the Project Manager; this is to be in an electronic format. This is to include the following:-

A review of progress since the last report.

A full and up to-date drawing/document issue register.

Detail of departures from the agreed Programme.

A forecast of difficulties foreseen and suggested solutions.

A list of information outstanding and received with reference to Information Requests.

A list of information outstanding and received with reference to Information Requests.

A list of Change Requests issued with reasons.

A forecast of the following month's progress.

A list of outstanding information.

8.4 Quantity Surveyor's Reports

8.4.1 Monthly Cost Reports

The Quantity Surveyor shall submit Monthly Reports to the PM. The PM will incorporate the information into the report to the Project Board. The purpose of the Monthly Cost Report is to update the Project board via the PM on all aspects of cost and to indicate any changes from the previous month's report.

The format of the Quantity Surveyor's report should be clear and concise and is to include where appropriate the following:-

Effectively demonstrating both the current and previous month's cost and the reasons for change, if any.

Providing a summary of the current estimated final cost compared with the approved budget and a statement of changes that month.

Providing a detailed breakdown to the level as agreed with the Contraction Project Manager as the Project progresses that clearly identifies all exclusions, which must be kept to a minimum.

An up to-date list of Change Proposals received identifying any yet to be cost checked.

Showing a Cash Flow forecast indicating anticipated monthly expenditure.

Give an estimate highlighting any anticipated claims for extra payment by Contractors.

All specific reports detailed below will be issued in accordance with the Master Programme.

8.4.2 Value Management Reports

These will be prepared in line with the Master programme and the requirements of the PM.

8.5 Contractor's Report – (TBC)

The Quantity Surveyor will ensure that the contract preliminaries request monthly written reports (in line with site meetings) to be prepared by the Contractor for submission to the CA and CPM at least four days prior to the site meetings.

The Contractor will be required to submit a copy of the proposed format of these reports for approval at the Pre-commencement Meeting (Pre-Start Meeting).

The content of these reports shall include, but not limited to the following information:-

The activities begun and completed since the previous report (with dates) for both design and construction.

The expected remaining duration of all design and construction activities begun but not yet completed.

Additional design or construction activities with expected duration, methods, resource requirements and sequence assumptions.

Any changes to expected duration, methods, resource requirements and sequencing assumptions of future activities (including design).

Forecast completion date for all design and construction works and slippage or advance upon the contract completion date and intermediate milestone dates.

Copies of Progress Photographs required by the Tender Documents.

Details of any reportable incidents and accidents, in line with CDM requirements.

Outstanding information.

Progress is to be demonstrated both by an updated programme and in a form as shown in the table below.

Activity	Planned %	Actual %	Planned Completion Date	Actual/Forecast Completion Date	Comments/Reasons for Delay

9.0 Change Control Procedure

9.1 Introduction

The procedure detailed in this section must be utilised by all parties in order to control all changes, which may arise during the Design and Construction Stages of the project. In addition and as detailed in the previous section, if any Request for Information (RFI) is perceived to have a likely cost effect, this must also be ratified under the Change Control Procedure.

This procedure does not cover the Contractor Design Portions (CDP's) within the contract; these are dealt with through the normal design development managed through the Contract Administrator.

9.2 Change Categories

9.2.1 Client Change

A Client Change is a change to the Project that varies the Brief or Employers Requirements, in terms of quality, Performance, Cost or Time, with the change being initiated by the Client. Examples are changes in the agreed brief specification, changed completion date(s) required etc. Any such variation post contract award would be the subject of a Contract instruction.

9.2.2 Design Change

A Design Change is any change initiated by the Design Team which results in a change to the design or specifications previously agreed or set out in the Contract or which affects the programme or agreed cost plan.

9.2.3 Construction Changes

A Construction Change is a change affecting agreed time, cost, methodology or design/quality issues resulting from unforeseen construction issues arising on site and which could not reasonably have been foreseen during the Design and Tender Phases. This change may be completely unforeseen or a clarification of an item against which some allowance had been made in the tender. It should be noted that a Construction Change Proposal would also result from a Contractor's proposal for savings against Time or Cost.

9.3 Procedure

The purpose of the Change Proposal Form (CPF), enclosed in Appendix B, is to provide a method of notification of change, giving details of consequent cost and programme effect. It also ensures the Client is fully aware of any change and affords the opportunity for the PM to ascertain if the proposed change is acceptable in terms of the business case. It also enables the Quantity Surveyor to monitor and report cost changes where they affect the outturn cost and project contingencies.

Wherever possible, any available drawings or relevant information should accompany the form to provide sufficient information to allow the CA and Design Team to fully assess the proposed change and any impact to the project. The Change Proposal Form with all relevant information is to be distributed to the Design Team, Quantity Surveyor and Contractor to complete the comments, cost and time implications.

If the value of the single change is under £5,000 then authorisation can be given by the Employer's Agent and PM under their appointment. This financial authority requires confirmation of the Project Board.

If the value of the change is over £5,000 then the EA/CPM is to seek approval from the project Board. Once a decision has been made on a proposed change the EA/PM will inform the team accordingly. This decision is to be made in sufficient time to avoid any additional cost or time to the project.

Changes can be originated by the Client, Project Manager, Designers, Cost Consultant or Contractor. The procedure for Change Control is summarised as follows:-

a) The change originator must complete the Change Proposal Form and inform the PM who will issue a change Control Number (CCN). Once a CCN has been issued the form and all the relevant information is to be distributed to the CA, Design Team/quantity Surveyor and CPM to consider the implications to the project. This will allow the team to appraise the change before issue to the client team for consideration/approval.

b) The Project Quantity Surveyor and Contractor shall agreed the cost and time implications of the proposed change including any resultant delay or disruption arising and report to the CA and PM. If the change request involves elements of the LEA funded works the CPM and CA are to be alerted.

c) The change and its consequential impact, will be discussed, challenged and then agreed, revised or rejected by the Design Team/Construction Team prior to any recommendations to the Project Board, this is to be completed within 5 working days of issue.

d) Once the change has been interrogated and agreed by the Design Team, the PM/EA will forward on to, either the Project Board and/or client for approval. Any changes will be presented to the Project Board for consideration and approval/rejection at the next available meeting if appropriate or via email.

e) If the Change is approved, the Change Proposal Form will be signed by a representative of the Client Team authorised by email.

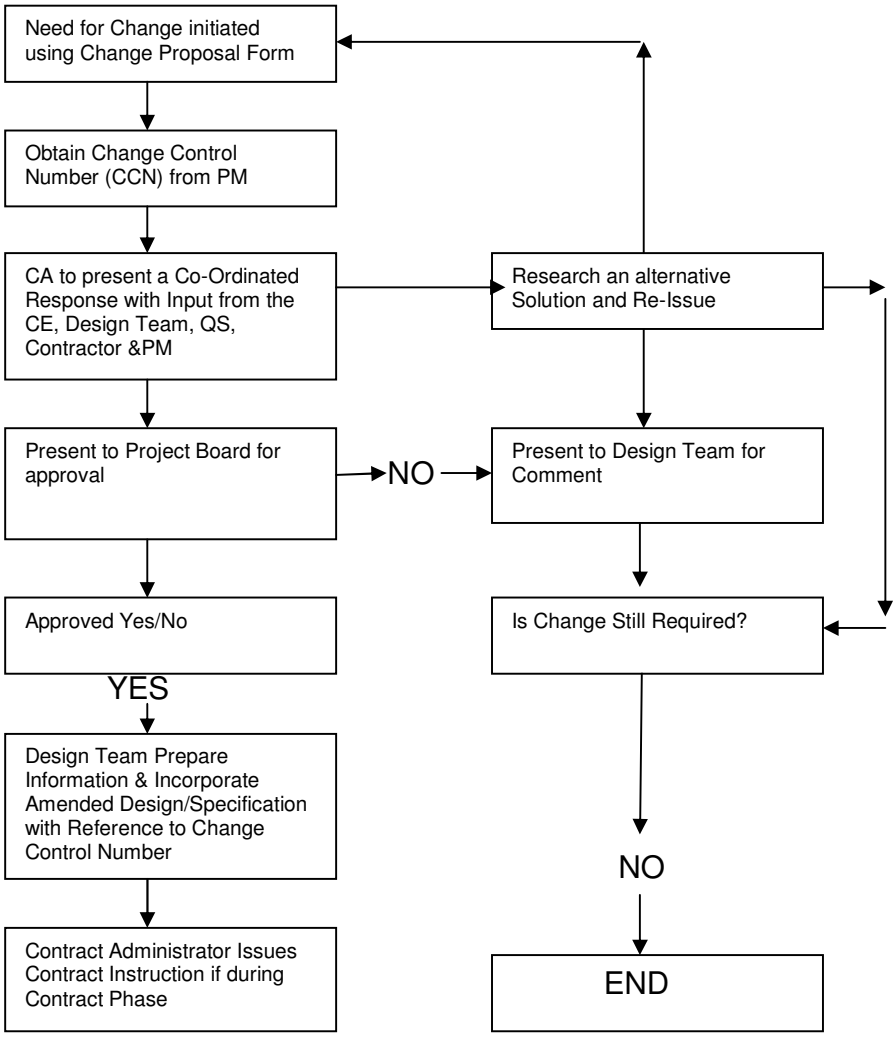
f) Once the change has been approved the Contract Instructions is to be issued by the Contract Administrator.

9.4 Example Proforma's

The following example Proforma's for use with the Change Control procedure described above are provided overleaf.

The Change Proposal Form is included in Appendix B.

Change Control Process



10. Programme and Progress Control

10.1 General

The Project Manager will co-ordinate and compile a monthly Progress Report for the Project Board and review the Project at the Project Review Monthly.

10.2 Master Programme

The Master programme has been included Sub-Programmes will be developed for specific activities.

The Master Programme (the baseline programme) will be compiled from a schedule of the main activities' milestones and constraints applicable to the Project.

The Project Manager will update the Master Programme, throughout the Project, or on a monthly basis, to ensure that the Programme accurately represents the plan for the remaining works.

10.3 Construction Programme

The Master programme will include a period for construction, which will be agreed by the Project Manager.

The successful Main Works Contractor will be required to prepare, issue and update a Contract Works programme to ensure the control of the works.

10.4 Programme Changes

The Project Manager will decide adoption or rejection of proposals made during the Project after discussion with the members of the project mea and the consideration of the effect on the timetable, cost and quality. The Project Manager will seek the Project Board's endorsement, as appropriate, if change arises.

As an Appendix. Please not there are two programmes. One showing the 'soonest' planned route (with no CPO call in) and an alternative scenario with the CPO going to public consultation.

10.5 Progress Control

The Project Manager will monitor progress generally against the Master and other Programmes and report at the Project Review Meetings. To facilitate progress control, he may also maintain an action list, to which other parties must respond.

Reports on progress shall highlight departures from programme giving an adequate explanation and intended corrective action.

10.6 Contractor Programme

The Project Manager and Quantity Surveyor will ensure that a clause is inserted in the tender documentation requiring the Contractor to provide a programme, with a network upon which the Programme is based and also show resource details. The programme will be required to be updated monthly for submission to the construction Project Manager four days prior to Design Team meetings. The Programme should show the current situation as on site and should reflect the Contractors' intention for future work. The Programme will be in Microsoft Project or ASTA TEamplan format.

10.7 Early Warning

Members of the Project Team must give early warning to the CPM of any matter, which may in their judgement adversely affect the timing, quality or cost of the project.

10.8 Progress Photographs

The Contractor will be responsible for taking progress photographs at regular (weekly) intervals from specific locations, as specified in the contract documentation and agreed with the PM. They will also be required to photograph special occurrences in between the scheduled record, for example:-

- scene of accidents;
- special deliveries of equipment;
- damage to property or the works.

A full set of digital photographs are to be kept on site for record purposes.

The Contractor is to provide progress photographs at monthly intervals in a digital format to the following on request:-

- the Client
- Project Manager

11. Cost Control

11.1 Responsibility for Cost Control

Project Control and Cost Control in particular is the joint responsibility of all members of the Project Team including the Project Board and Contractors' Teams.

However, the Project Quantity Surveyor has specific responsibilities to manage, monitor and report on cost status throughout the project cycle.

The Quantity Surveyor is responsible for maintaining a forecast of the total cost of the Project outturn including, but not limited to the following:-

- Agreeing the Cost Plan with the PM.
- Carrying out the financial risk analyses.
- Implementing cost management, reporting and approval procedures.
- Monitoring and reporting changes in the Cost Plan to the PM and for recommending control measures to be implemented to secure cost objectives.
- Ensuring the cost of the building and environmental engineering work 9with assistance from the appropriate Design Team members) conforms to the cost limit approved by the Project Board or if this is not possible, for informing the PM, promptly and making recommendations for appropriate action.
- Ensuring that appropriate cost estimates are prepared and delivered at each reporting stage.
- Advising the PM on their financial commitments.

11.2 Cost Plan

The format for the Cost plan and all associated cost reports for the Project Board shall be agreed as the initial Cost Plan is prepared. The preparation of the overall Cost Plan shall commence as soon as practically possible. It shall be as comprehensive as possible and shall include all project costs, not just construction costs. As more precise information becomes available the Cost Plan shall be developed in detail and refined as appropriate.

11.3 Contingency Management

A contingency sum shall be identified based on the project risk analysis carried out. This shall be reviewed at appropriate stages of the project.

The Design Team contingency items in the Cost Plan are to be used to manage fluctuations in the Cost Plan during the development of the design from the Design Brief and subsequent variations in the procurement and construction stages.

If a variation is found to be necessary, the Quantity Surveyor will estimate the cost effect of the variation. The Project Manage will confirm the appropriate transfer of contingency to be made as required.

The Quantity Surveyor will maintain in the Cost Plan a schedule of all such transfers and keep the Cost Plan up to date to reflect all variations as soon as they have been approved. He will prepare and issue a monthly statement of cost or savings against the contingency to the Project Manager.

11.4 Cost Monitoring

Cost monitoring is to be carried out throughout the Project by the Quantity Surveyor working with the Project Manager. Estimates for elements are to be reviewed and if necessary adjusted as soon as a reasonable amount of new information can be obtained. Emphasis is to be placed on providing the Project manager and other Design Team members with the earliest possible warning of likely cost variations to facilitate decision making. Adjustments between elements are to be strictly controlled and the Quantity Surveyor must provide the Project manager with tabular documentation providing a clear auditable history of the cost changes.

11.5 Cost Reporting

The Project Manager's monthly report to the Project Board will include a financial section.

The Quantity Surveyor is to report monthly to the Project Manager any significant change to forecast cost against any item in the Cost Plan. The format of the report is to be approved by the Project Manager. The Cost Report will form the basis of the Project Manager's financial reports.

The Quantity Surveyor will also prepare the following reports at specific stages of the Project:-

- Feasibility Cost Estimate
- Design Cost Estimate
- Pre-Tender Estimate
- Tender Report
- Tender Analysis

12. Health and Safety

12.1 Project Pre-Tender Health and Safety Plan

The Planning Supervisor (CDMC) will prepare and issue with input from the Design Team, an Pre-Tender Health and Safety Plan, which must be considered and applied by all parties, concerned with this project. The Pre-Tender Health and Safety Plan is to be included within the tender documents.

12.2 Construction Health and Safety Plan

The Principal Contractor will develop the Outline health and Safety Plan and produce a Construction Health and Safety Plan prior to commencement of the works. This is to be in accordance with the requirements of the Construction (Design and Management) Regulations 1994.

The Principal Contractor shall ensure compliance at his own expense with the safety, health and welfare requirements of all enactments, regulations or the working rules of any industry involved in the construction works. The Planning Supervisor shall ensure that the Principal Contractor has informed the HSE of the details for the project via the relevant form F10.

12.3 Information To Be Provided Prior To Commencement On Site

The Principal Contractor (CDMC) should provide to the Planning supervisor with the following documents or information either before or at the Initial Safety Meeting.

- Health and Safety Plan
- Principal Contractor's Safety Policy
- Fire Management Plan
- Employer's Liability insurance Certificate
- Work Method Statements and Risk Assessments (where applicable)
- The name of the individual appointed as Site Safety Supervisor for the Principal Contractor.
- Calculations relating to falsework/temporary works (where applicable)
- Young Persons (ie under the age of 18 years). Where young persons are permitted on site they must only work under the close personal supervision of a competent supervisor.
- All other statutory Documents and Registers.

12.4 Project Health and Safety File

The Principal Contractor will assemble the file during the course of the project and hand the complete file over at the completion of the commissioning phase, in accordance with agreed format and content. The Planning Supervisor will co-ordinate the production of this, review and issue in its completed form to the Client.

The Project Health and Safety file will form part of the handover documentation at Practical Completion (PC).

12.5 Safety Reports

The Contractor will report all accidents and dangerous occurrences in line with procedures to be identified in his Construction Health and Safety Plan.

Details of accidents and dangerous occurrences are to be reported to the Project manager immediately following occurrence and at the monthly site meetings and recorded in the minutes.

12.6 Visitors to Site

The Contractor is responsible for all visitors to site during the construction phase of the project. The Contractor is to ensure that all visitors to site report to the Contractor's offices upon arrival and follow the procedures if outlined in the tender documents; this is to include signing the Visitors Book. The contractor is to ensure that all visitors to site must at all times wear the appropriate safety equipment. The Contractor is responsible for the issue of safety equipment on site to all visitors and operatives and is to ensure that equipment is worn correctly.

12.7 First Aid Facilities

The Contractor is responsible for the provision of trained First Aiders and suitable First Aid facilities within the site.

12.8 Security

Site security will be the responsibility of the Contractor within the confines of the construction site.

The detailed procedures for the site security and control including access arrangements are to be set out in the tender documents and will be agreed with the successful contractor. This section shall be updated to reflect agreed procedures.

12.9 Fire Management

The Principal Contractor shall be responsible for the fire management of the site for the duration of the construction phase until the site is handed over to the client.

12.10 Safety Reports

The Principal Contractor is required to issue a Safety Report with his Progress Report at every Project meeting.

The Principal contractor will report all accidents and dangerous occurrences as laid down in the above regulations.

Details of accidents and dangerous occurrences are to be reported to the Construction Project manager at the site meetings and recorded in the minutes.

The Principal Contractor will comply with the requirements of the Health and Safety Plan, including the provision of risk assessments, method statements and any other reporting requirements.

12.11 Principal Contractor Responsibilities

The Principal Contractor has responsibility for the following in relation to the site activities within the confines of the site and the contract:

- Site safety inspections
- RIDDOR
- Sub-Contractors'
- Provision of PPE

13. Handover

13.1 Generally

It is the responsibility of the Contract Administrator, with appropriate conformation from the Design Team to determine that the works are satisfactory to meet contract requirements before accepting the building and agreement of Practical Completion.

Arrangements for handover should provide for an orderly and comprehensive transition of responsibilities from the main contractor to the Building Operator. Handovers will be effected upon practical Completion and are to be arranged to allow the Building operator to take possession of the works at the time indicated on the master programme.

All maintenance, M&E manuals, the H&S file and “as built” drawings are to be made available prior to handover.

These manuals etc to be further developed to incorporate pre-handover inspections; phased handovers and contractor snagging.

13.2 Practical Completion

The term Practical Completion shall be understood to mean complete in every detail, ready for immediate occupation with all necessary tests and inspections made and clearance given by Statutory Authorities.

13.3 Testing and Commissioning

Prior to completion of the works Contractors will be required to complete a thorough Testing and Commissioning Procedure in line with requirements identified by the Design Team.

Operational and maintenance manuals will be issued to the Headteacher at or before Practical Completion for all equipment and key services in the building. They will include a schedule of materials and trade names used in the building, together with any maintenance methods/schedules specifically required by Suppliers.

13.4 Health and Safety File

Health and Safety file shall be provided to the Headteacher at or before Practical Completion, including “as-built” drawings.

13.5 Keys

The Contractor shall, at completion of handover, give a minimum of three sets of suitably labelled keys to the Headteacher. Actual number and labelling of keys to be determined by the Design Team prior to tender.

A APPENDIX

Project Directory

B APPENDIX

Change Control Form

C APPENDIX

Master Programmes

D APPENDIX

Project Cost Plan