



Bovey Tracey Town Council



# Devon Contractors

Contract: -Bovey Tracey  
Community Centre










Contractor's Monthly Report Number: 05







Date: Wednesday 11<sup>th</sup> of March 2020  
Week Number: 21



## **Contents**

-  Health & Safety
-  Progress and Programme Review
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-  Environmental Issues
-  Statutory Authorities
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-  CVI/RFI
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## **Appendix**

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-  Progress Photographs
-  RFI Schedule



## **1.0 Health and Safety**

- ◆ There have been no new near misses
- ◆ Construction H&S plan is being regularly reviewed as works progress/updated weekly
- ◆ Method Statements & Risk Assessments are being reviewed on regular basis prior to sub-contractors starting on site
- ◆ SSG visit 10<sup>th</sup> of February 2020

## **2.0 Staff**

The Following Devon Contractors Staff are working on the Project:

Toby Shaddick	Site Manager	Site based Manager
Matt Pike	Quantity Surveyor	Visiting Site as required
Stuart O'Higgins	Contracts Manager	Visiting Site twice weekly

## **3.0 Programme Report**

### **3.1 Contract Overview**

Report Date	Wednesday 11th of March 2020
Start Date	Monday 21 <sup>st</sup> October 2019
Contract Completion Date	Monday 20 <sup>th</sup> July 2020
Contract Duration	39weeks
Delay to programme	Approx 2 weeks for Steel Frame, weather delay to be confirmed
Target Completion Target	TBA
DC Programme Rev	0001 Rev A

### **3.2 Weather**

- ◆ On the main building we have lost approx. 6 days due to inclement weather on the blockwork since the last progress meeting

### **3.3 Works Since last Meeting**

See site photos;

- ◆ Superstructure masonry nearing completion
- ◆ Flat roof timber work completed
- ◆ Gable end timber works complete
- ◆ Internal blockwork continues
- ◆ Scaffolding has been erected to roofing lift
- ◆ Safety nets erected
- ◆ Stonework underway
- ◆ Main Roof underway



### **3.4 Work being undertaken before next meeting**

- ◆ Superstructure Masonry completed
- ◆ Metal deck completed with slating underway
- ◆ Flat roof underway
- ◆ Window & door installation underway
- ◆ External Rendering
- ◆ Internal builders work complete
- ◆ M&E 1<sup>st</sup> fix underway
- ◆ 1<sup>st</sup> fix carpentry underway

### **3.5 Progress**

- ◆ See drop line programme

### **4.0 Quality & Handover**

- ◆ WAC tests carried out
- ◆ Inspection & Test Plans are in place for the works being undertaken

### **5.0 Building Control**

- ◆ No new visit from building control but in the process of arrange one

### **6.0 Environmental Issues**

- ◆ Spill kits deployed on site
- ◆ Waste removal from site is via Coastal Recycling
- ◆ Spoil removal is via BT Jenkins
- ◆ No Environmental incidents to report

### **7.0 Statutory Authorities**

- ◆ DC awaiting further information

### **8.0 Neighbour Interface**

- ◆ A complaint about the height of scaffold and the building along the back boundary.

### **9.0 Client Liaison**

- ◆ Ongoing



## **10.0 Commercial**

### **10.1 Contract Documentation**

Letter of intent issued 16<sup>th</sup> October for the full contract value.  
Contract now executed.

### **10.2 Sub-Contractors Procurement**

Procurement to Date;

<b>Trade</b>	<b>Sub-Contractor</b>
Groundworks	Devon Contractors
Site Accommodation	Pickering Plant
Soil Testing	ACS Testing
Brickwork	Lovelock & Mitchell
Mechanical	Mitie
Electrical	Mitie
Steelwork	Steel Fabrications
Beam & Block Flooring	CBS
Attenuation Tank	SDS
Sub structure	Devon Contractors Small sub-contractor
Roofing	Western Counties Roofing
Windows & Doors	Nordic
Scaffolding	Rapid scaffolding
Carpentry	Bob Barry Carpentry
Stone Mason	Riviera Stone

Next Packages to be Procured;

Screeding	
Removable Wall	



### **10.3 Summary Valuation Sheet**

Valuation Date.	DC	Employer	DC	Date	
	Gross. Application	Gross Cum. Certified	Gross Cum. Received	(Red when Overdue)	
£	-	-	-	Employer Payment Due	DC Payment Rec'd
18/11/2019	£56,120.35	£56,120.35	£56,120.35	2/12/2019	Yes
18/12/2019	£158,708.63	£158,708.63	£158,708.63	01/01/2020	Yes
18/01/2020	£228,583.46	£228,583.46	£228,583.46	03/02/2020	Yes
18/02/2020	£319,267.34	£319,267.34	£319,267.34	03/3/2020	Yes
18/03/2020	£404,422.52				

### **10.4 Projected Final account**

Main works	£981,343.70
Reduce foundations and replace with blockwork	£ 0.00
Change to roof joist size and layout	TBC
Work to KB2 Specification	£ 0.00
Change to attenuation design	£ 0.00
Transport of stone to BTCC site	£ 0.00
Drainage; connection to main line	£ 1,443.78
Boxing to roller shutter	£ 325.08
In ground Obstructions	£ 2,034.45



BT Openreach	£ 1,862.40
Current Projected Final Account	£987,009.41
Minor Works Workshop	£31,004.06
WAC Testing	£ 2,030.04
Asbestos disposal	£ 162.00
Drainage; Aco to personal door	£ 630.12
Electrical Prov sum uplift	£ 450.00
Projected Final Account	£34,276.22

### **10.5 Progress with Payments / Valuations**

#### Main Works

- Valuation 1 agreed
- Valuation 2 agreed
- Valuation 3 agreed
- Valuation 4 agreed
- Valuation 5 submitted 11<sup>th</sup> March

#### Workshop

- Valuation 1 agreed
- Valuation 2 agreed
- Valuation 3 agreed
- Valuation 4 agreed, including half retention release

### **10.6 Instructions Received**

Ref.	Main Contract
CAI 1.01	KB2 Specification
CAI 1.02	Change in foundations
CAI 1.03	Flat roof timber changes
CAI 1.04	Instructed attenuation drainage change
CAI 1.05	Transportation of stone
CAI	
CAI	



Ref.	Minor Work Workshop
CAI 1.01	WAC testing
CAI 1.02	Disposal of asbestos
CAI 1.03	Confirmation of drainage
CAI 1.04	Omit Electrical Prov sum
CAI 1.05	Add in Mitie electrical works
CAI	
CAI	

Please see below for contract CVIs

### **11.0 Drawings For Approval etc.**

Please see the following reports;

- ◆ At the time of writing this report we are waiting for approval/ comment on the internal door sets schedule to ensure it is in line with the design

### **11.3 Samples**

- ◆ Slate has now been agreed

### **11.3 RFI's**

- ◆ See RFI Tracker

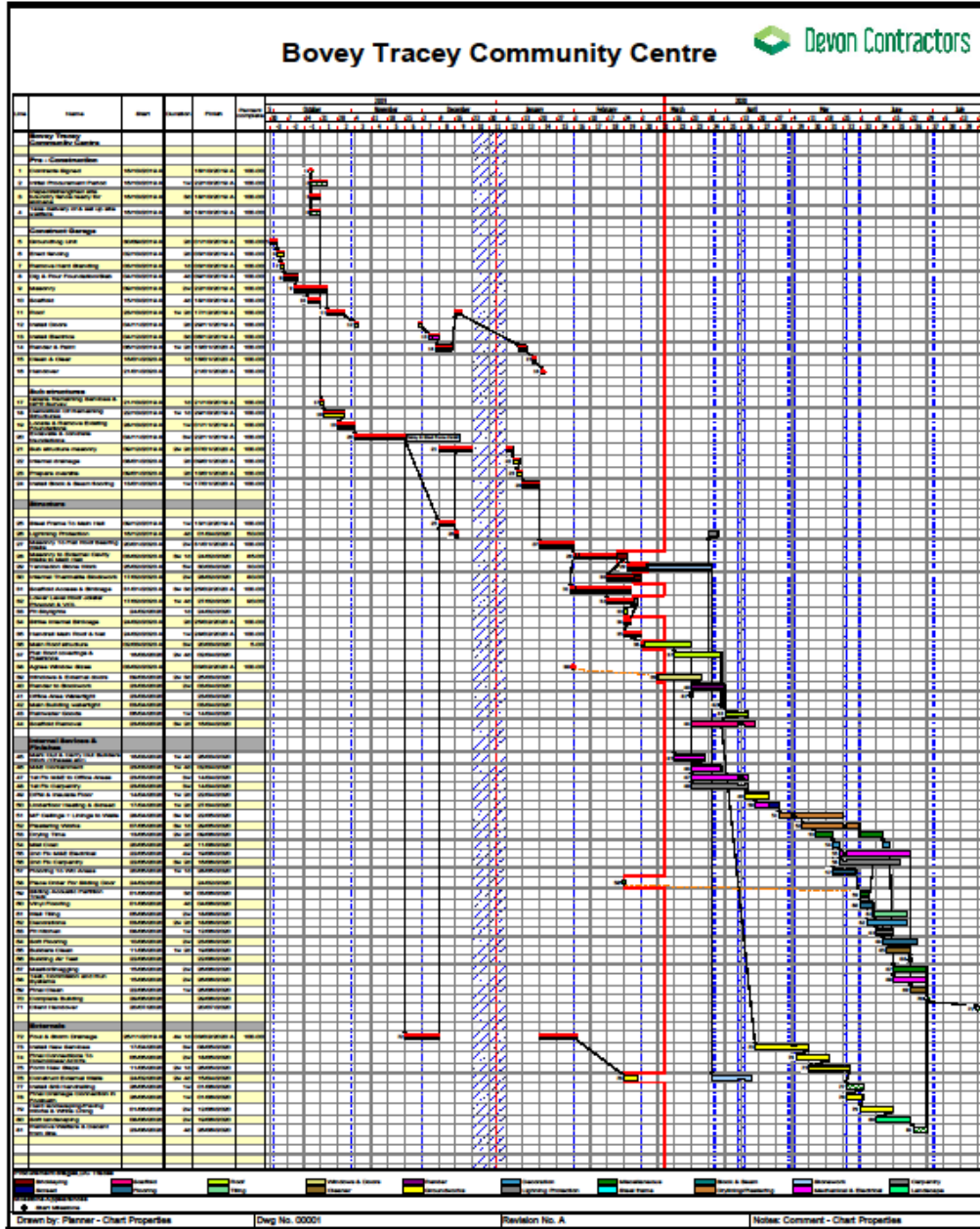
### **11.4 CVI's**

- ◆ CVI1 – instruction on concrete day joints
- ◆ CVI2 – Wall plate addition to workshop roof
- ◆ CVI3 – Instruction to move walling stone
- ◆ CVI4 – change of height to the brick plinth





# Appendix | Dropline Programme





## Appendix | Progress Photographs





# Appendix | RFI Schedule Attached



# Appendix | SSG Report + Actioned Report



## Site Inspection Report

Head Office: Valley House  
Valley Road  
Plympton  
Plymouth, PL7 1RF  
Tel: 01752 201616

Company: Devon Contractors	
Site: Bovey Tracey	
Site Contact: Toby Shaddick	Inspected by: Darren Atkins
Site Contact Email: Toby.shaddick@devoncontractors.co.uk	Date: 06/03/2020

Items Assessed (Mandatory Considerations)							
<b>1. Construction Phase Health &amp; Safety Plan:</b> <ul style="list-style-type: none"> <li>Present</li> <li>Relevant</li> <li>Updated</li> <li>Proactive</li> <li>Management culture</li> <li>Supervisory resources adequate</li> </ul>	Y	<b>2. Risk Assessments, Method Statements:</b> <ul style="list-style-type: none"> <li>All site activities covered</li> <li>Documents signed.</li> <li>Appropriate level of detail</li> </ul>	Y	<b>3. Communication:</b> <ul style="list-style-type: none"> <li>Inductions</li> <li>Tool Box Talks</li> <li>Competence records</li> <li>CSCS, CPCS</li> <li>RAMS / Safety Briefings</li> <li>Safety information displayed</li> </ul>	Y	<b>4. Health Issues:</b> <ul style="list-style-type: none"> <li>Noise</li> <li>Vibration HAV / WBV</li> <li>Asbestos</li> <li>Hazardous substances</li> <li>Respiratory protection</li> <li>Wellbeing</li> <li>Skin protection</li> </ul>	Y
<b>5. Emergency Procedures:</b> <ul style="list-style-type: none"> <li>Fire detection / control</li> <li>First Aid</li> <li>Spill Control</li> <li>Statutory Services</li> <li>Accidents on site</li> </ul>	Y	<b>6. Traffic and Pedestrian Management:</b> <ul style="list-style-type: none"> <li>In evidence on site</li> <li>Plan displayed</li> <li>Pedestrian segregation</li> <li>Slips and trips</li> </ul>	Y	<b>7. Plant / Work Equipment:</b> <ul style="list-style-type: none"> <li>Inspections documented</li> <li>Beacons / proximity sensors, ROPS, FOPS, Tyres, Keys removed</li> <li>Occupational health checks submitted</li> </ul>	Y	<b>8. Work at Height:</b> <ul style="list-style-type: none"> <li>Scaffolds</li> <li>Access Equipment, Platforms</li> <li>Potential Falls – personnel or materials</li> <li>Inspections</li> </ul>	Y

Items Assessed (if Applicable)							
9. Protection of the Public and Others	Y	10. Electricity	Y	11. Lifting Operations	Y	12. Personal Protective Equipment	Y
13. Site Security	Y	14. Environmental	Y	15. Manual Handling	Y	16. General Site Safety Issues	Y
17. Statutory / Site Safety Inspections Completed	Y	18. Demolition / Dismantling	-	19. Excavations – Support / Inspections / Edge protection	-	20. Temporary Works	Y
21. Confined Spaces	Y	22. Housekeeping, Storage of Materials, Equipment and Fuels	Y	23. Welfare Facilities / Site Accommodation	Y	24. Access and Egress to and from Site and Working Areas	Y

Risk / Action Required		
H	High Risk	Serious and/or Imminent Danger, Potential Prohibition Notice / Prosecution <b>Immediate Action Required</b>
M	Medium Risk	Breach of Legislation, Potential Improvement Notice <b>Action Required</b>
L	Low Risk	Potential Minor Injury, Poor Practice, Minor Breach of Legislation <b>Action Required</b>
GP	Good practice / Compliant with Legislation	<b>No Action Required</b>
N	No issues identified	<b>No Action Required</b>

Recommendations from Previous Report Not Addressed	Risk Level
Advisor's Signature: <i>D. Atkins</i>	Site Inspection Completion Time 11.30





## Site Inspection Report

Head Office:  
Valley House  
Valley Road  
Plympton  
Plymouth, PL7 1RF

Tel: 01752 201616

Site: <b>Devon Contractors Bovey Tracey</b>		Date: <b>06MAR</b>		
Item No.	Recommendations / Future Considerations	Risk / Action Level	Actioned	
			Date	By
4	On arrival at site personnel not wearing respiratory protective equipment on mixing mortar. Suggest signs are displayed at the mixing area to remind personnel to use their masks.	High		
12	Bricklayers not wearing head protection on scaffold.	Medium		
8c	A surveyor/contracts manager from the carpentry company had accessed the flat roof area where potential leading edge fall potential exists. Ensure personnel carrying out these activities are fully briefed on areas of current risk and signs are displayed to warn of temporary unsafe areas under/awaiting adaption. (Scaffolders have now arrived on site to bring the scaffold platform to a safe level for the roof access).	High		
8d	Arrange for net inspections to be carried out by competent persons. (FASET trained)	Future Requirement		
8c/5	Ensure that a net rescue plan is submitted by the roofing contractor prior to work taking place at roof level.	Future Requirement		
20	Provide approved designs for roof edge protection at gable ends	Future Requirement		
2	Risk assessments and method statements have been supplied for work taking place on site and checked by the site manager.	N		
8d	Ensure that handover certificates supplied by the scaffold contractor reference the standard design compliance sheet also provided.	Low		
8d	Where scaffold inspections are carried out by the scaffold contractor who installs the equipment consider accompanying the contractor to ensure that the inspection is thorough and company standards/expectations are being satisfied.	Low		
10	The connection certificate for electrical supplies to the canteen and offices could not be located. Ensure that a copy is held on site.	Low		
23/22	Remove all fixings and tools from the site welfare area to a safe storage location. Consider the provision of a storage container.	Low		
8c	A guardrail, midrail and toeboard system should be provided with trestle access equipment. Fall potential exists at dorways and openings. If the access equipment is incomplete mark it as such and display 'Do Not Use' signs.	Medium		
8a	At the rear of the site a scaffold standard is not fully supported. Review the scaffold configuration to provide ground bearing support as stated on the Compliance Sheet (14.3kN).	Low		



# Site Inspection Report

Head Office: Tel: 01752 201616  
 Valley House  
 Valley Road  
 Plympton  
 Plymouth, PL7 1RF

Site: Devon Contractors Bovey Tracey		Date:06MAR		
Item No.	Recommendations / Future Considerations	Risk / Action Level	Actioned	
			Date	By
5	Provide proprietary fire point support trolleys and resource with all required fire precautions – fire alarm(horn), extinguishers, fire point signs, layout plan, fire action instructions. Update the Fire Plan to maintain fire emergency arrangements as the project becomes enclosed.	Low		
20	The reconfigured boundary fence has been added to the temporary works register. Ensure a regular recorded inspection is made of the fence and its fixings.	Low		
8c	Place internal toeboards at window openings to prevent falling objects and provide internal fall protection for stonemasons at lowest lift level also at window openings.	Low		
8c/20	As a company establish a safe edge protection detail for temporary fall protection and access arrangements to flat roof/floor slab areas.	-		
6/22	The site layout drawing was amended to reflect the new extent of the storage compound on site during the inspection.	Low		
8a	Display the load capacity of the loading bay in terms of safe material load.	Low		
8c	Review the potential for materials and components to fall on pedestrians using the footpath alongside the site particularly with the raising of the scaffold to roof level. Provide a solution that avoids this potential.	Future Consideration		
13/3	Site signage and access remains in good state of presentation. Lockable entrance panels should remain closed during work activities.	N		
8c	Ensure blocklayers are reminded not to stack materials above guardrail height.	Low		
3	Carry out toolbox talk as soon as possible to cover the items highlighted on this report.	Future Consideration		