Soft Strip Works Methodology
Planning Condition 3
Condition Number 136161/LO/2023

GENERAL HERITAGE MANAGEMENT PRINCIPLES

All significant interventions notified and preceded through documentary research and detailed visual and if necessary, physical investigation.

Works will be planned to ensure minimum intervention and disturbance to the fabric of the building. Proposed works will be evaluated and for their potential impact on the fabric of the building and notified accordingly.

Intervention works have been carefully considered and justified in terms of its necessity as a repair, an adaptation which better reveals it's significance, or an enhancement which extends is sustainable use.

Interventions to the fabric which protect or better reveal the buildings heritage will be encouraged, and change which could cause unmitigated harm to the significance of the building will be avoided.

Every element of the works will be completed sympathetically by competent operatives with a proven track record of working within a Grade ll Listed environment. The project culture of care, consideration and preservation of the buildings heritage will be maintained.

This culture will be administered via contractor selection, induction, and relevant toolbox talks throughout the duration of the project.

If required, the heritage consultant will be engaged as works progress to mitigate any detrimental effect on the heritage components of the building.

Before any works commence, the management team will carry out a review of the work area to understand the building fabric within and adjacent to the space.

METHODOLOGY

Protection of Heritage Items

- Before any works are started a full photographic delapse survey will be undertaken and stored on Procore. All Heritage items will be clearly identified.
- Barriers will be erected around the areas to ensure only relevant contractors are working within the space. Adequate protection to the heritage items will be installed. This will include plywood protection to any heritage flooring along with corex sheeting to cover exposed wall tiles.
- Any ceilings which are exposed will be left untouched and repairs carried out in accordance with the repair strategy.
- Heritage joinery items such skirting, door frames and the like will be protected by corex during removal of other items within the area.
- Where possible, we will sheet off areas prior to commencement.

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Repair Works

Skirting Repairs

Where existing skirting is damaged or beyond repair, we will replace the affected section with a new piece of skirting matching the existing profile.

We will cut and remove the damaged section approximately 100mm either side of it before affixing the new skirting using a nail gun to minimise damage to the wall. Where a nail gun will not suffice, we will carefully pre drill the wall and insert a plug to enable the use of a woodscrew. The screw head will be filled and sanded to ensure a smooth finish ahead of decorations.

Cornice Repairs

Where cornice is missing or damaged we will carefully repair the affected section, starting approximately 100mm either side of the area. The original cementitious build up will be repaired using Fosroc to ensure longevity of the repair. The decorative elements will then be repaired using fibrous plaster to match the approved sample on site.

Wall and Ceiling Repairs

Where a section of wall or ceiling is damaged we will carefully repair the affected section. The original cementitious wall build up will be repaired using Fosroc to ensure longevity of the repair. The final finish will be fibrous plaster to match the existing heritage finish.

Parquet Repairs

Where any listed parquet flooring is uncovered and is required to remain, the following method will be applied:

1. Reclaimed flooring will be cut to size to infill any gape around the new partition.
2. A Lagler sanding machine is used to sand off the old floor finish and bring the wood to a suitable level, ensuring there is very minimal dust and no impact on Parquet.
3. Once the top layer had been penetrated and the parquet flooring is visible, we will then change the sanding discs from 24 grit to 40 grit to 80 grit to minimise damage and to focus on finish.
4. Then we apply two coats of filler; this is used by creating a resin-like substance with the existing parquet dust and a ‘Blanchon’ resin filler.
5. We mix the dust from the sanded floor with a compound to get a consistent resin like substance to fill the gaps in the flooring.
6. After the filler has dried, we sand back to bare wood with 100 grit and finished with orbital buffing in 120 grit ready for the primers & oil to be used.
7. 1 coat Bona Natural, buffing to remove grain rise and 1 coat Bona Traffic HD Matt (filled gaps)
8. Suitable flooring protection will be laid to allow breathability in the floor while also protecting it from any other works that may be required.

Tiling Repairs

Where original tiling is uncovered, the intention is to leave this in-stu with no repair works to be carried out. We will use a non abrasive detergent, applied using a soft cloth to clean the tiles. A grout brush will be used where required to clean the areas between the tiles.

Should heritage tiling being covered directly by a more modern tile, we shall leave that modern tile in place to prevent any further damage to the heritage items.

A report of these areas will be produced to allow for a discussion as to how the areas can be 'showcased' within the refurbished spaces.

Glazed Brick Repairs
Where original tiling is uncovered, the intention is to leave this in-stu with no repair works to be carried out. Should heritage tiling being covered directly by a more modern tile, we shall leave that modern tile in place to prevent any further damage to the heritage items.

A report of these areas will be produced to allow for a discussion as to how the areas can be 'showcased' within the refurbished spaces.

Window Repairs
The windows are covered under their own condition and have a separate repair strategy. See Consent 136161-LO-2023 Condition 5.

Scope of Works

Soft strip out as per marked up strip out drawings:
- Glass/internal glazing systems
- Partition walls
- Floor coverings
- Blinds
- Brick/block walls
- Ceiling lights
- Kitchens

Task to be undertaken with the use of hand and power tools. Waste to be transported via the staircases and on site goods lift before being removed from site.

During the soft strip out, we will also be carrying out some additional investigation works to the structure as noted below and extracted from the Structural Engineers report.

Training & Competence
All Company operatives are competent and sufficiently trained to carry out the tasks that are required as part of the project. Copies of individuals training certificates are available upon request

Legislation
Associated legislation:
- Construction (Design and Management Regulations) 2015.
- Environmental Protection Act 1990.
- First Aid at Work Regulations 1981.

- Health and Safety at Work Act 1974.
- Health and Safety (Signs and Signals) Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Provision and Use of Work Equipment Regulations 1998.
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Work at Height Regulations 2005
- Manual Handling Operations Regulations 1992
- The Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002

Access arrangements
All company operatives and sub-contractors will be inducted in before commencing work on site.

Access and egress from the site shall be via the designated entrance and exit routes provided by the Principal Contractor. The Site Manager or Delegate will be informed of any problems with access & egress routes should they arise.

Upon arrival, all company operatives and sub-contractors will sign in at the Site office (or other designated area) before accessing the working area. Before leaving the site, all company operatives and Sub-contractors will sign out.

Tools and equipment
All tools and equipment utilised throughout the project shall be in good working order and inspected according to any relevant statutory provisions explicitly placed upon the tool or equipment. The Accompanying risk assessment shall identify the control measures that all employees and contractors shall adhere to safely operate company (Including hired) tools and equipment while on site.

The use of specialised manual handling aids shall only be undertaken by trained and competent personnel who have received suitable information, instruction and training in the use of the equipment.

If any tool or item of equipment is found to be impaired or not suitable for the task for any reason, it shall be removed from service and a suitable alternative sourced.

Waste Management
In the event of any environmental incidents, including spillages, the Site Manager or Delegate must be informed immediately – Details of the actions to take in the event of an environmental incident shall form part of the initial site induction.

Before commencing with the work activity, a suitable route for transportation must be determined and understood by all members of the work party.

When transporting waste through internal thoroughfares, care shall be taken to ensure that interior surfaces are not contaminated or damaged by waste materials.

When handling waste, PPE is required according to site rules, or the specific COSHH assessment (If applicable).

All waste materials are to be deposited into the correct type of skip &/or waste bin according to the site waste management plan.

Hazardous waste
All hazardous waste generated on-site is disposed of according to the Site waste management plan - Any hazardous waste disposed of shall be reported to the Site Manager and the Site waste log completed as required.

Hazardous waste shall not be deposited into other waste skips under any circumstances.
All sharps shall be deposited into an appropriate type of bin for sharps manufactured according to BS EN ISO 23907. All sharps bins shall be secured at all time with any openings locked closed during transit.

Emergency procedures
Development and implementation of site emergency procedures is the responsibility of the Principal Contractor. Details of site emergency procedures are within the Construction phase plan.

Instruction and information related to site emergency procedures will take place during the site induction which all personnel are required to attend. In the event of uncertainty, all site operatives should discuss with the Site Manager or Health and Safety Representative.

If any of the site emergency procedures change, all operatives shall be informed of the changes in a timely manner to ensure they are up to date.

First aid provision
All Operatives shall refer to the onsite safety notice board for all first aid information; All operatives will be shown the location of the safety notice board during the site induction.

The quantity of site first aid boxes shall be proportionate to the number of operatives on site and stocked with contents according to BS 8599-1 unless a first aid assessment dictates otherwise The Principal Contractor shall be responsible for the sites first aid provisions.
The quantity of Site first aiders shall be according to the First aid at work Approved Code of Practice document L74; details are in the table below:

Welfare provision
First aiders on site guidance (Quantity)
Provision of welfare arrangements on site is the responsibility of the Principal Contractor.

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All welfare facilities shall be compliant with Schedule 2 of the Construction (Design & Management) Regulations - this includes the provision, as a minimum, of the following:

- Toilets (Including female facilities where required),
- Washing facilities,
- Clean, wholesome drinking water,
- A suitable supply of cups, drinking vessels or a water fountain,
- Arrangements for the provision of boiled water,
- Changing rooms and lockers,
- Heating,
- Rest facilities,
- Drying facilities.

All welfare facilities on site are required to be safe and hygienic.

Manual handling
All company operatives are given suitable and sufficient information, instruction and training to carry out their Manual Handling duties. Where possible, all equipment and materials shall be transported using mechanical means.
Where equipment and materials are to be lifted and carried, all company operatives shall adopt Kinetic lifting methods as depicted below:

Manual handling
Kinetic Lifting techniques

PPE requirements
Hi Visibility Clothing (Bs en 471)
Head protection (En 397)
Ear Protection (Bs en 352)
Protective Footwear (Bs en iso 20345)
Eye Protection - Safety Glasses (Bs en 166)
Protective Gloves
Respiratory Protection

Specific PPE requirements
All standard PPE required for site work shall be provided and used at all times by the Company's Staff and Contractors.

Task-Specific PPE
Details of all specific PPE requirements required out-with the standard identified above is within any accompanying COSHH assessment or specific risk assessments contained within this document.

Amendments and Authorisation
In the event of changes from the proposed work scope, the job will be stopped and re-assessed.

The Works Supervisor will notify the Company Director (or delegate) and Site Manager and inform them of the changes to the workscope.

If required, the RAMs document and other safety related documentation will be edited as necessary to reflect a significant change and re-submitted to the Site Manager or Delegate for approval.

MEWPS (Cherry pickers scissor lift etc)
MEWPS (Mobile Elevating Work Platforms) to include cherry pickers, Scissor lifts etc. Make sure that the MEWP selected is right for the job, eg make sure it can reach the area to be worked on without people having to stretch or reach beyond the platform barrier.

MEWPS will be supplied by a competent company, the site foreman will ensure that only competent, trained staff are allowed to use the MEWP. The area in which it is to be used must be free from overhead obstructions such as cables, power lines, girders, trees etc and the ground must be capable of taking the load. The ground must also be level. Where other activities are taking place in the area barriers will be placed to prevent contact with the MEWP.

Rescue Plan - MEWPS
To bring operatives down in case of an accident:
One operative to remain on the ground at all times to maintain a clear drop zone.
MEWP can be lowered in the event of a power failure by the ground operative.
In the event the MEWP cannot be safely brought to ground level, the operative on the ground will summon help or contact the emergency services.

Sequence of Works

Removal of existing vinyl flooring
- PPE shall be worn in accordance with risk assessment requirements
- Pre use check on all tools and equipment required to install the fixtures and fittings
- Erect barriers and display appropriate signage around the working area.
- Retract the knife blade as far as possible and secure in that position.
- Cut sections of vinyl flooring using retractable bladed knife.
- Remove cut sections of vinyl flooring using a floor scraper and place within waste bags.
- Remove all remaining adhesive and floor contaminants as required using a universal flooring machine.
- Vacuum all loose debris from the floor surface.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

Removal of existing carpet
- PPE shall be worn in accordance with risk assessment requirements
- Pre use check on all tools and equipment required to remove the carpet
- Erect barriers and display appropriate signage around the working area.
- Pull the carpet from the corner to release from the carpet grippers.
- Cut the carpet into suitable lengths.
- Roll up the carpet and dispose of accordingly.
- Lift the underlay.
- Use a claw hammer to release the carpet grips.

- Store the materials in a safe location away from access egress routes
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

Removal of existing joinery

- PPE shall be worn in accordance with risk assessment requirements
- Survey the area and identify the existing woodwork to be removed.
- Ensure that sufficient firefighting equipment is available for Class A fires.
- Erect barriers and appropriate signage around the work area.
- Mark up the woodwork that is to be removed.
- Commence with removing the woodwork no longer required.
- Remove any nails and screws form the old woodwork.
- Tidy materials and store in a designated area.
- Dispose of woodwork in accordance with the site waste management plan.

Removal of existing HVAC services and systems

- PPE shall be worn in accordance with risk assessment requirements
- Pre-use check on all tools and equipment required for work on the HVAC system.
- Determine the type of access equipment required to access the unit.
- Erect barriers and appropriate signage around the work area.
- Isolate power to the HVAC unit.
- Test the isolation to ensure that it is suitable.
- Erect access equipment in accordance with manufacturer's instructions.
- Make note of the safe working load of the access equipment.
- Remove the internal fan coil units.
- Remove all associated duct work and grills.
- Remove the exterior casing from the condensers.
- Lower all materials to ground level as required.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

Removal of existing electrical services

- PPE shall be worn in accordance with risk assessment requirements
- Obtain a permit to work as required ensuring that the correct isolations are applied & in place.
- Pre-use check on all tools and equipment required to undertake the activity.
- Erect barriers with appropriate signage around the work area.
- Prove dead all points of work prior to start.
- If cables are not confirmed, use of cable spike gun to be used.
- Disconnect and remove low voltage cabling
- Disconnect and remove all high voltage cabling.
- Disconnect and remove all redundant electrical cabling
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

Removal of stud wall/partition

- PPE shall be worn in accordance with risk assessment requirements
- Pre-use check on all tools and equipment required to remove the stud wall/partition.
- Erect barriers with appropriate signage around the working area.

• Inspect all isolations and ensure all power or water within the area is isolated if required.
• Confirm equipment that is required to access areas at height.
• Visually inspect work at height access equipment before use.
• Remove non original doors and windows from the partition.
• Transport removed materials to the designated storage area pending disposal.
• Remove all fixings from non original doors and windows.
• Remove all skirting boards, dado rails and architrave from the partition.
• Remove ceiling panels from the ceiling.
• Remove the non original ceiling frame.
• Remove plaster boards and associated materials from the partition wall and bag in suitable waste bags.
• Unscrew noggins from the frame of the partition/Stud wall.
• Unscrew and remove vertical studs from the partition/Stud wall.
• Unscrew base stud from the partition/Stud wall.
• Apply filler within any holes in the walls, ceiling of floor area.
• Tidy surplus materials and store in a designated area.
• Dispose of materials in accordance with the site waste management plan.

Removal of glazing or glazing systems
• PPE shall be worn in accordance with risk assessment requirements
• Pre-use inspection of all equipment required to undertake the task.
• Erect barriers and appropriate signage around the working area.
• Survey area and identify the materials to be removed.
• Commence removing the glazing from the frame.
• Remove glazing and transfer to the designated storage area.
• Store glazing within a pre-determined location and cover to prevent damage and injury.
• Remove existing frame.
• Tidy surplus materials and store in a designated area.
• Dispose of materials in accordance with the site waste management plan.

Demolition of brickwork and blockwork
• PPE shall be worn in accordance with risk assessment requirements
• Check of area to ensure that all services are sufficiently isolated.
• Barriers with appropriate signage to be erected around the perimeter of the work area including areas where projectiles may land.
• Inspect all tools and equipment prior to use.
• Route water hose and connect with cutting equipment in preparation of cutting activities.
• Install supports as determined within the demolition.
• Periodically clear debris from all walkways and emergency exits.
• Store all debris and materials within the pre-determined storage area.
• Commence with the demolition of structural supports under the supervision of the appointed Structural engineer.