

Cancer Centre Refurbishment Design and Access Statement

Royal Berkshire Hospital,
Reading.

Rev A – 12/06/2025

The Proposals

This proposal seeks Listed Building Consent for the boring of 3no 100mm diameter holes through the wall that adjoins North Block with the cancer centre extension built in 1998. Also included in the application is the temporary removal of a window, cill and the masonry below the window to create an access door to facilitate the works.

We also attach a full Heritage Report.

Design

The details of the proposal are set out in the attached drawings.

Access

These works do not affect accessibility to the building. The temporary access will allow entry to the building without disturbing the working of the cancer centre. Following completion of the works the removed window, cill and masonry will be restored and the surfaces made good.

Window Removal and Replacement Method Statement

1. Carry out a risk assessment prior to the works use to ensure hazards have been identified and risk reduced.
2. Liaise with Trust prior to the start of works to determine start dates and durations for the works. Contractor to advise the Trust of the hazards associated with the works and ensure all materials, parts and equipment have been ordered and are available for the start of works.
3. On Commencement of works, prepare the site for work by advising the Trust of the scope of works and the restrictions that will be placed upon the working area in terms of where the Trust and other contractors can and cannot go whilst the works are being undertaken, whilst also maintaining public safety and identifying routes of pedestrian traffic. Erect a secure hoarding around the site using Heras fencing and ensure the site is clearly signposted.
4. Ensure that all vehicles are considerably and safely parked and located withing a designated compound and no tools, materials or vehicles are left outside secure areas.
5. The works will be carried out in accordance with an agreed programme of works so it is known in advance on which day the window is to be replaced.
6. Carry out a visual inspection of the work area to ensure that the required works are as per the agreed details, and that no additional works or materials are likely to be required.
7. Review the Trusts asbestos register and check to see if any suspect substances, such as asbestos may be present on site. If additional works are required, or any suspicious substances have been identified, work is to stop and contact the site manager immediately and advise the Trust.
8. Deliver any required parts and materials to site, ensuring that appropriate care is taken when manual handling large, heavy or awkward shaped objects.
9. Ensure that the area of work where the window is to be removed is vacant for the duration of the works. Where applicable, cover all affected areas of flooring, soft furnishings, IT Equipment and other items with dust sheets or other appropriate protective sheets (where appropriate) to prevent any damage being caused to them during the works.
10. All works are to be carried out in strict accordance with the manufacturers' recommendations and in the sequence specified by the manufacturer. All work will also be carried out in strict accordance with Building Regulations requirements.

11. Internal furniture and wall fittings to be removed. Please note there is electrical/IT trunking running below the window that will need to be made safe and removed. Any internal coving and skirting should be removed and set aside for re-use where possible.
12. The existing window should have the internal security bars removed and then be carefully removed by removing the mechanism from the window frame/sash. The internal cill board should be removed and the existing window frame can then be removed from the wall; this will be done by removing the frame fixings where accessible and levering the frame work from the wall. Care should be taken to minimise any damage to the window to allow it to be re-installed at the end of the works.
13. Care must however be exercised when handling glass and care must be taken avoid breaking the glass as this increases the risks of injury.
14. The existing concrete cill and blockwork will need to be removed below the window to allow the opening of an access route into the building. The external stone blocks to be cut around the mortar joints and be carefully removed to ground level.
15. Temporary propping to be installed to avoid any risk of collapse of the opening during and once the masonry is removed.
16. For the windows, any repair work shall be carried out with proper materials which are appropriate for the circumstances in which they are used, and in a workmanlike manner. All building conservation materials and workmanship shall comply with the requirements of BS 7913:2013, Guide to the conservation of historic buildings. Repairs are to be carried out in situ where possible. Sliding sash can be removed for repair but will be carefully labelled and must not leave site. The window is to be safely covered and stored during the works in a secure, cool and dry place to minimise any further damage.
17. Window is to have any damaged paintwork removed as necessary and be repainted to match the existing finish. Any decay is to be cut out and new timber pieced (scarfed) in with matching mouldings/profiles using traditional carpentry techniques. Joint type and orientation will be chosen to achieve a successful long term repair, minimise the loss of historic fabric and reduce the chance of future water ingress.
18. Repairs to softwood windows and frames are to be in a high-quality matching timber with an absolute minimum of sapwood content. New timber is to be treated with a solvent borne preservative prior to fitting. Repair timbers should be chosen with similar moisture content and grain patterns. Grain orientation should be as close to the parent timber as possible to achieve successful repairs. Fixings to be to be A2 Stainless Steel screws and polyurethane adhesive. Where areas of decay are too small for 'piecing in' a proprietary resin-based system can be used such as Repair- Care.
19. Upon completion of the internal works, the masonry and the window is to be reinstalled as per the original specification.
20. The masonry wall is to be re-constructed using mortar to match the existing, including method of pointing. Concrete cill is to be reinstalled and the prior to the fitting of the new window and window frame, the walls must be checked to ensure that they are sound. Where sections of the wall have been damaged or are not suitable, the area should be made good or alternative fixings used.
21. Clean the area and prepare the recess for the installation of the window. Fit the window frame into position, ensuring a tight fit and ensuring that the frame is plumb and square.
22. Use packers where necessary to secure the frame in position and then drill through the frame into the masonry wall for the frame fixings. Assume a minimum of 2 frame fixings should be used on each element of the window frame.
23. Reconstruct the remaining window frame/sash, ensuring the frame and all beading is intact. Cill board to be re-fitted along with the security bars and ironmongery.
24. The windows should then be tested to ensure that they open and close smoothly without rubbing or catching, if necessary the hinges should be adjusted to ensure a suitable fit.
25. The internal wall is to be re-plastered to match the existing finish and the wall repainted in entirety to match the existing paintwork. All surfaces to be made good.
26. Upon completion of the works, the contractor is to ensure that all surfaces are made good, the site is left clean and clear and no waste from the works is left on site and disposed of appropriately. Thoroughly vacuum and clean through the area and all transit routes leaving the property in a clean and tidy state. The site compound is to be cleared and all fencing, equipment and materials are appropriately removed from site.