RSPB Minsmere

Conditions of Contract and General Matters

Scrape enhancement
LEI / LIFE on The Edge
project

Date: July 2021
Rev: 1.2

RSPB Minsmere Nature Reserve,
Westleton, Saxmundham, Suffolk, IP17 3BY (Tel: 01728 648780)

CONDITIONS OF CONTRACT AND GENERAL MATTERS

Section

CONDITIONS OF CONTRACT AND GENERAL MATTERS
Minsmere – Scrape enhancement LEI/LoTE project

Principal Contractor in Accordance with the Construction (Design and Management) Regulations 2015

The Contractor appointed under this contract for the construction works at Minsmere Nature reserve, Saxmundham, will be required to take on the role of Principal Contractor until such point in time as the main civils works are complete.

The Contractor should be aware of and take full account of his duties as Principal Contractor under the CDM Regulations, in the planning, resourcing and management of his activities throughout the course of the contract.

The Contractor is required to complete the CDM Forms in the Appendix and return them along with the Tender submission.

TENDER INFORMATION AND PRELIMINARY

1 **Tender Procedure**

The Tender submission shall comprise the following:

a) Completed NEC 3 Engineering and Construction Short Contract – Contract Data
b) Completed Price List or activity schedule
c) Mobilisation time
d) Outline Works Programme (bar or GANTT)
e) Site Management Chart
f) Safety Management Systems including compliance with CDM
g) Programmes and Method Statements for Areas Identified in Section 5 of Contract Data –
   Work to sluices
   Plant and labour
   Refuelling of plant and equipment
   Materials storage
h) Schedule of Sub-Contractors and Major Suppliers
i) Details of similar work including any experience of working on sensitive sites.
j) References

The Contract is to be the NEC 3 Engineering and Construction Short Contract with the Contract Data as detailed in Appendix 1.

Within the Tender period, queries concerning Contract Conditions, and commercial matters should be addressed to Annette Salkeld - annette.salkeld@rspb.org.uk and Robin Harvey – robin.harvey@rspb.org.uk

Urgent matters shall be dealt with by telephone and subsequently confirmed in writing.

Tenders shall remain open for acceptance for 180 days from the date specified for return of Tenders.

The Employer does not bind himself to accept the lowest or any tender and will not be responsible for any expense incurred in tendering. The tender returns will be assessed using the matrix system below

	RSPB Minsmere - Scrape Enhancement Works		
	Pre-Qualification Evaluation Matrix		
	Evaluation by:		
	Scores : 5 (high) to 0 (low)		
Item	Criteria	Max Weighted Score	Weighting

TENDER INFORMATION AND PRELIMINARY

1.	**Experience and Track Record**	0.5	10%
	Experience of similar work		
	Experience of working on sensitive sites		
	Quality of past projects and references		
2.	**Proposed team and timescale**	0.5	10%
	Resource Availability		
	Mobilisation time		
	Construction time		
	Method statement		
	Management Structure		
3.	**Price**	3.5	70%
	Overall price		
	Accuracy in relation to identifying quantities in bill of rates		
4.	**Safety, Quality and Environmental**	0.5	10%
	Safety Management Systems including compliance with CDM		
	Environmental Management Systems		
	Method statement		
	Weighted Score	5	100%
	Rank		
	Evaluation Grading		
	0 No response		
	1 Unsatisfactory, does not comply and is unlikely to comply with project requirements		
	2 Not in compliance, however likely to comply with project requirements		

TENDER INFORMATION AND PRELIMINARY

	3 Complies with project requirements		
	4 Complies with minor enhancements to project requirements		
	5 Complies with major enhancements to project requirements		

TENDER INFORMATION AND PRELIMINARY

2 **Tender Return Particulars**

Tender submissions are to be returned by **5pm on Weds, 4 August 2021. Submissions can either be in hard copy by post or via email to annette.salkeld@rspb.org.uk**

3 **Tender Requirements**

The Contract will become a **Fixed Price Lump Sum Contract** – see Section 1 "Description of Works" in Contract Data.

Contractors should provide a fixed price lump sum for each of the three year's work shown on the Price List in Contract Data. Whilst the RSPB intends to contract with a company for the full three years, it reserves the right to alter the scope of work for years 2 and 3, or cancel either or both year's work, in which case the contract with the company will come to an end at the conclusion of year one work. In the event of the scope changing for years 2 or 3 the chosen company will be given the opportunity to revise their cost for those years, and, subject to agreement with the RSPB, a subsequent contract will be entered into for those years.

In the event of obvious errors in pricing or errors in arithmetic being discovered in the Price List before acceptance of the Contractor's offer these errors will be dealt with in accordance with the provisions of Section 6 Alternative 2 of the Code of Procedure for Single Stage Selective Tendering 1977.

Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed. Precedence: The specification and drawings shall override the measured quantities.

The contractor shall submit their designs for approval in the normal manner.

4 **Doubt or Obscurities**

If there is any doubt or obscurity as to the meaning of any of the Tender requirements, Conditions of Contract, including the Specification for Materials and Workmanship, or with the Tender drawings, which the Tenderer has not had explained to him satisfactorily before sending in this Tender, he is to set forth the particulars of such doubt in writing so that the obscurity may be removed before the acceptance of his Tender.

TENDER INFORMATION AND PRELIMINARY

5 **Inspection of Site and Tender Documents**

The Contractor shall be deemed to have inspected the Drawings, including Specification of Materials and Workmanship and Conditions of Contract and General Matters, and visited the site and informed himself as to the means of access, the extent and nature of the Site and Works, the conditions under which the work will be carried out and all other matters likely to affect his Tender. No claims on the ground of insufficient knowledge in any respect will be entertained.

Should the Tenderers need to make further arrangements for visiting the site again they should undertake this by contacting Annette Salkeld - Email: annette.salkeld@rspb.org.uk

6 **Environmental Conditions**

The Contractor shall ensure that this designated site is protected and kept free throughout the works of any contamination, spillages, silting or debris from the Contractor's or his Sub- Contractor's site activities. Detailed Method Statements for all activities that have the potential to contaminate, spill or damage the environment shall be submitted to the Project Manager prior to any work commencing on site.

7 **Equivalent Products:** Equivalent products will not be accepted unless prior approval of RSPB is given.

8 **Substitution of Products:** If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.

9 **Currency of Documents:** References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to tender.

10 **Workmanship Skills:** Operatives are to be appropriately skilled and experienced for the type and quality of work. Operatives must produce evidence of skills/qualifications when requested

11 **Quality of Products: Generally:** New. (Proposals for recycled products may be considered). Supply of each product: From the same source or manufacturer. Whole quantity of each product required to complete the Works: Consistent in kind, size, quality and overall appearance. Tolerances: Where critical, measure a sufficient quantity to determine compliance. Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

12 **Quality of Execution:** Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. Dimensions: Check on-site dimensions. Finished work: not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance. Location and fixing of products: adjust joints open to view so they are even and regular.

13 **Compliance:** Compliance with proprietary specifications: retain on site evidence that the proprietary product specified has been supplied. Compliance with performance specifications: submit evidence of compliance, including test reports indicating:

- Properties tested
- Pass/ fail criteria
- Test methods and procedures
- Test results
- Identity of testing agency
- Test dates and times
- Identities of witnesses
- Analysis of results.

14 **Related Work:** Details: Provide all trades with necessary details of related types of work. Before starting each new type or sections of work ensure previous related work is:

- Appropriately complete
- In accordance with the project documents
- To a suitable standard
- In a suitable condition to receive the new work
- Preparatory work: ensure all necessary preparatory work has been carried out.

15 **Manufacturer's Recommendations/ Instructions:** General: comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender. Changes to recommendations or instructions: submit details. Ancillary products and accessories: use those supplied or recommended by main product manufacturer. Agrément certified products: comply with limitations, recommendations and requirements of relevant valid certificates.

16 **Samples:** Products or executions: comply with all other specification requirements and in respect of the stated or implied characteristics either:

- To an express approval.
- To match a sample expressly approved as a standard for the purpose

17 **Approval of Products:** Submissions, samples, inspections and tests: undertake or arrange to suit the Works programme. Approval: relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained. Complying sample: retain in good, clean condition on site. Remove when no longer required.

TENDER INFORMATION AND PRELIMINARY

18 **Approval of Execution:** Submissions, samples, inspections and tests: undertake or arrange to suit the Works programme. Approval: relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed. Complying sample: retain in good, clean condition on site. Remove when no longer required.

19 **Appearance and Fit:** Tolerances and dimensions: if likely to be critical to execution or difficult to achieve, as early as possible either:

- Submit proposals; or

- Arrange for inspection of appearance of relevant aspects of partially finished

General tolerances (maximum): to BS 5606, tables 1 and 2

20 **Defects in Existing Work:** Undocumented defects: when discovered, immediately give notice. Do not proceed with affected related work until response has been received. Documented remedial work: do not execute work that may:

- Hinder access to defective products or work; or

- Be rendered abortive by remedial work

21 **Tests and Inspections:** Timing: agree and record dates and times of tests and inspections to enable all affected parties to be represented. Confirmation: one working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time. Records: submit a copy of test certificates and retain copies on site.

22 **Defective Products/ Executions:** Proposals: immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. Acceptability: such proposals may be unacceptable and contrary instructions may be issued.

23 **Work Before Completion:** General: make good all damage consequent upon the Works.

24 **Security at Completion:** General: leave the Works secure with, where appropriate, all accesses closed and locked. Keys: account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.

25 **Making Good Defects:** Remedial work: arrange access with Employer. Rectification: give reasonable notice for access to the various parts of the Works. Completion: notify when remedial works have been completed.

26 **Site Management Chart**

Details of proposed site management to be submitted with Tenders, together with a brief CV confirming their relevant experience.

27 **Proposed Method of Working**

The Tenderer is also required to provide with his tender, information regarding his proposed method(s) of working including outline proposals for significant temporary works, sequences of working and access thereto, taking full account of safety considerations, at all times.

None of the above requirements including provisions of the proceeding clauses shall relieve the Contractor of his obligations under the terms of the Contract.

28 **Schedule of Sub-Contractors and Major Suppliers**

Appendix 4 contains a Schedule of Proposed Sub-Contractors and Major Suppliers. Tenderers are required to complete this Schedule as far as possible and return it with their Tender submission.

GENERAL MATTERS

1 **Accommodation and Equipment for the Employer**

Surveying equipment should be made available as necessary to enable the Employer to undertake checking work.

2 **Fencing and Protection**

The Contractor shall be responsible for protection and security of the works, the access routes, Employer's personnel, other contractors and the public.

3 **Noise, Dust and Disturbance**

The Contractor is to take due account of the Sensitive Environment surrounding the site. The Works shall be carried out with minimum disturbance to the environment.

No noisy or disturbing activities will be permitted which in the opinion of the RSPB has the potential to cause disturbance, and they have the authority to suspend works if deemed necessary.

Compressors, all plant and equipment and percussion tools are to be fitted with effective silencers of the type recommended by the manufacturer of the equipment. No lighting to be used in the work area during the night.

4 **Water**

There is no readily available water supply on the site. It is expected that the Contractor will make his own arrangements to convey water from elsewhere and to store this as required.

5 **Electricity**

There is no ready available electricity supply on the site. It is expected that the Contractor will make his own arrangements for the provision of suitable temporary generators, transformers, distribution cables and the like, and clear these away on completion of the Works.

6 **Telephone**

The Contractor must make his own arrangements regarding site telephones and internet connections. Mobile phone signals are patchy on site.

7 **Existing Services**

The Contractor shall not interfere with the operation of existing services such as gas, water, electric light and power, telephones, overhead or buried cables, sewers,

drains and the like without the permission of the Employer and, in the case of services etc, of Statutory or Public Authorities, Public Undertakings and Private Owners without the permission of such Authorities, Undertakings or Owners.

Before commencing the Works the Contractor shall consult with The RSPB to ascertain the positions of the above-mentioned services. Any damage resulting from failure to obtain relevant information shall be the Contractor's responsibility.

GENERAL MATTERS

8 **Buried Ordnance**

The RSPB have commissioned an unexploded ordnance (UXO) desktop study which classes the works area as low risk. If munitions are discovered, then work should stop immediately and the Project Manager should be notified.

9 **Working Hours**

It is expected that the Contractor will arrange his labour and resources so that he only needs to work Mondays to Fridays. Any request from the Contractor to work on a Saturday will be considered but it should be noted that the Employer reserves the right to recover additional supervisory costs that will arise from granting such a request.

The Contractor's legal obligations to comply with the Working Time Regulations 1998 and any Planning Conditions will take precedence at all times.

10 **Additional Costs of Supervision, Design and Detailing Incurred by the Employer as a Result of the Contractors Activities**

If the Employer incurs additional supervisory costs resulting from the Contractor's actions, such as errors in construction, Contractor's alternative designs, details or materials, the Contractor may be liable to reimburse the Employer such costs.

11 **Maintenance of Roads and Sites**

The Contractor is to protect and keep clean, including removal of all loose soil and other material, all Public and Employer's roads and footpaths and the site including kerbs, approaches, fences, trees and planted areas. The Contractor is to make good any damage at his own expense and to indemnify the Employer against all claims including those of undue wear and tear to roads and paths.

12 **Nuisance from Vehicles on Highways**

All reasonable practical steps shall be taken to ensure that mud, clay or any other material adhering to the wheels or tracks of vehicles is removed before entering the highway and that vehicles shall be loaded in such a way that no loose gravel, sand or other materials fall on to the highway.

13 **Interference with Employer's Business**

The Contractor is to avoid interference with or interruption of the Employer's business in any way. Materials to be delivered and stored, surplus soil so placed, plant so sited and Contractor's and Sub-Contractors' vehicles so parked as to avoid interference with the business and the entry, exit and parking of vehicles belonging to the Employer or persons having business with the Employer. The Employer's vehicles shall have priority over those of the Contractor at all times.

14 **Site Meetings**

A pre-commencement meeting will be held at RSPB Minsmere, Saxmundham. Regular meetings with the Supervisor as required during the works.

A completion meeting will be held also at RSPB Minsmere, Saxmundham on completion of the works.

GENERAL MATTERS

15 **Clearing of Site on Completion**

The Contractor shall allow for clearing all surplus material and rubbish associated with the permanent works, temporary works and materials storage areas to the satisfaction of the Employer. This to be undertaken at the end of each work 'phase' as described in the Contract Data.

16 **Work During the Defects Correction Period**

The Contractor is to note that in addition to the normal maintenance to be carried out at the end of the 52-week defects correction period, the Employer reserves the right to instruct the Contractor to carry out maintenance of a critical or emergency nature at any time during the maintenance period.

17 **Setting Out**

The Contractor will provide and maintain on the site a temporary datum and base lines and shall be responsible for the setting out of the Works.

18 **Visitor Operation**

The Contractor is to note that Minsmere is an active nature reserve. As such both reserve machinery, vehicles and members of the public will be using the network of footpaths across the nature reserve. The site work area will not be accessible by the public during the construction period, however, the construction works will take place in close proximity to the visitor trails. Gates and barriers must be kept closed at all times to keep the public out of the work site. Working methods to minimise impacts on wildlife and public.

19 **Confidentiality**

The tender must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the tender documents, other than on an `In Confidence' basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the tender. Tenderers shall not at any time release information concerning the invitation to tender and/or the tender documents for publication in the Press or on radio, television, screen, internet or any other medium.

HEALTH AND SAFETY

1 **Compliance with CDM Regulations**

The Contractor will return with his Tender his risk assessments and method statements for the principal work activities to be undertaken under the Contract. These shall contain sufficient information for the Employer to assess the safety organisation of the Contractor, their commitment to Health and Safety and the individual operations which they may consider to be particularly hazardous taking account of the information contained in the pre-construction information provided. The method statements shall individually identify activities that are known to be hazardous, or those activities that are unfamiliar or unusual.

The Statements shall contain: -

i) Details of plant, temporary works and other equipment to be used.

ii) The nature, mobilization timing and where necessary, the segregation of activities of subcontractors or activity, to ensure that one activity will not create hazards for another.

iii) Details of training to be given.

iv) Risk to the Public/Client's employees/other operatives shall be given special attention.

v) Details of site access.

vi) Details of working space.

Before the Contract is awarded the Contractor will be asked to expand or add to the information he has given in the form of his outline Construction Stage Health and Safety Plan.

2 **Health and Safety Plan**

The Contractor shall be deemed to have made due allowance in his prices for complying with the CDM regulations currently in force, including all likely information to be added and contained in the Health and Safety Plan until the end of the construction phase.

In any event, Tenderers should be able to assess the particular hazards and risks associated with the project from the information contained in the General Matters section of this document when read together with the tender drawings.

APPENDICES

Appendix 1: NEC 3 Engineering and Construction Short Contract – Contract Data

Attached.

Short Contract

A contract between The Royal Society for the Protection of Birds .....
The Lodge, Sandy Bedfordshire SG19 2DL.
.....

.....

and .....

.....

.....

for Minsmere nature reserve, Westleton, Saxmundham, Suffolk

.....

.....

Contents **Page**

The *Employer* is

Name	The Royal Society for the Protection of Birds	
Address	The Lodge, Potton Road, Sandy, Bedfordshire, SG19 2DL	
Telephone	01767 680551	Fax 01767 692365
E-mail address:	Minsmere@rspb.org.uk	

The *works* are	Minsmere scrape enhancement project, Minsmere, Saxmundham, Suffolk IP17 3BY	
The *site* is	Shown on Map 1	
The *starting date* is	tbc	
The *completion date* is	28 February 2024	
The *period for reply* is	2	weeks.
The *defects date* is	52	weeks after Completion.
The *defect correction period* is	4	weeks.
The *delay damages* are	£150 per day.	
The *assessment day* is the	20th Day	of each month.
The *retention* is	5	%.
Does the United Kingdom Housing Grants, Construction and Regeneration Act (1996) apply?		~~Yes~~ / No (delete as appropriate)

The *Adjudicator* is

Name	Nominated by the RICS.....
Address	.....
	.....
Telephone	…… Fax ..……..……..
E-mail address	……. ……

The interest rate on late payment is …… % per complete week of delay.

Insert a rate only if a rate less than 0.5% per week of delay has been agreed.

The *Contractor* is not liable to the *Employer* for loss of or damage to the *Employer*'s property in excess of £10,000,000.00 for any one event.

The *Employer* provides this insurance N/A

The minimum amount of cover for the third insurance stated in the Insurance Table is £10,000,000.00

The minimum amount of cover for the fourth insurance stated in the Insurance Table is £10,000,000.00

The *Adjudicator nominating body* is Institution of Civil Engineers

The *tribunal* is Arbitration

If the *tribunal* is arbitration, the arbitration procedure is ICE Arbitration Procedure – (2012)

The *conditions of contract* are the NEC3 Engineering and Construction Short Contract (June 2005) and the following additional conditions

Only enter details here if additional conditions are required.

Any cost breakdown information submitted for Compensation Events shall be broken down to show rates for materials, plant, equipment, temporary works, labour and supervision in sufficient detail to enable the *Employer* to assess value for money

Delete clause 50.4 and replace with: "The *Employer* corrects any wrongly assessed amounts due and notifies the *Contractor*, within 7 days of the assessment day, of the correction. The *Contractor* then submits a correct invoice to the *Employer's* Transaction Processing Unit (address to be notified)."

Delete clause 51.1 and replace with: "The *Employer* pays by the end of the month following that in which a correct invoice (in accordance with the instructions on the Purchase Order) is received by the *Employer* at its Transaction Processing Unit"

Delete clause 60.1 (10) and replace with: "Compensation events are not weather, temperature, tidal, or marine related physical conditions which prevent the contractor from carrying out work or in gaining access/egress to the site.

Contract Data

The *Contractor*'s Offer

The *Contractor* is

Name .....

Address .....

.....

Telephone ..... Fax .....

E-mail address .....

The percentage for overheads and profit added to the Defined Cost for people is ..... %.

The percentage for overheads and profit added to other Defined Cost is ..... %.

The *Contractor* offers to Provide the Works in accordance with the *conditions of contract* for an amount to be determined in accordance with the *conditions of contract.*

The offered total of the Prices is .....

Enter the total of the Prices from the Price List.

Signed on behalf of the *Contractor*

Name .....

Position .....

Signature ..... Date .....

The *Employer*'s Acceptance

The *Employer* accepts the *Contractor*'s Offer to Provide the Works

Signed on behalf of the *Employer*

Name .....

Position .....

Signature ..... Date .....

Contract Data

Price List

Item number	Description	Unit	Quantity	R	Price

Sub Total					
Preliminaries					
		The total of the Prices			

Contract Data

Works Information

1 Description of the *works*

Contractor is to undertake all works (including Temporary Works) necessary to facilitate the construction of items scheduled in the above price list in accordance with the supporting drawings, schedules, specifications and tables.

Contractor is to provide all plant, equipment, labour and materials required to undertake the works.

Contractor to provide all necessary information required for the Health and Safety file as required under the CDM Regulations.

The Employer's key success criteria for this scheme are: - Safe and timely completion of the proposed works. Minimum disturbance to the general public and in particular the local ecology. The Contractor is to undertake a "pre-construction" survey of all the access routes that will be trafficked by plant and machinery during the course of the construction. A further survey will be required at the end of the construction period and any damages repaired. Initial survey information is to be supplied to the RSPB prior to work commencing.

The contractor is also required to make good any damage caused by works to access track and the site.

2 Drawings

List the drawings that apply to this contract.

Drawing number	Revision	Title

....

Contract Data

Works Information

3 Specifications

The objective of this project is to enhance the scrape at Minsmere by the rejuventation of existing islands, construction of new islands, constructing/removing/reprofiling bunds, installing new water control structures and creating variation in the topography of the bed of the lagoon.

To achieve this, 27 islands will be rejuvenated/created/enlarged, and 9 new sluices installed. 100m of new bund to be created, 220m removed and 400m built up. 620m³ reed rhizomes to be relocated. Spoil will be won from locations both inside and outside the scrape and which will have to be transported around the site (approx. 4168m³).
Please see the detailed plan of works for further information.

Title	Date or revision	Tick if publicly available
Civil Engineering Specification for the Water Industry	6th Edition	O
Addendum Specification Clauses & Supplementary Information (See Appendix 2) Ref. 4595/02	Version 1	

4 Constraints on how the *Contractor* Provides the Works

Contractor to undertake all works within the constraints of the RSPB requirements for preventing damage to wildlife and / or habitat.
Noisy activities and artificial lighting to be limited to between the hours of 08:00 and 18:00 (or as advised). Speed limit to be adhered to at all times.
See also "Record of Information Exchange for Contractors' Operations" document in Appendix 7.

Due to the ecology and status of the site's designations protected in law, the society reserves the right to terminate works at any given point either in part or whole should delays or weather-related events impinge upon the sites protected status. In this event the contractor should allow for leaving the site and remobilising at a later date to complete the outstanding works.

Contract Data

Works Information

5 Requirements for the programme

An overall programme for the works, in the form of bar (Gantt) charts, is required taking into consideration the constraints, site and works information. Programmes are to be revised on a weekly basis.

Due to the statutory conservation designation requirements to avoid disturbance to breeding birds works can only be undertaken outside of the period mid March – mid August with approval for works to be directed by RSPB and Natural England.

An outline work programme is required to be submitted with the tender return along with detailed method statements for the following items:

- Work to Sluices
- Plant and labour
- Re-fuelling of plant and equipment
- Materials Storage

A detailed work programme is required before any works take place on site.

See also "Record of Information Exchange for Contractors' Operations" document in Appendix 7.

6 Services and other things provided by the *Employer*

Item	**Date by which it will be provided**

Reference should be made to the Information Exchange for Contractor's Operations document in Appendix 7

Contract Data

Site Information

Geography

The Scrape was created in the 1960 as a series of lagoons – fresh water and brackish – isolated by shallow bunds and surrounded by reed fringes, rough grass and fen and willow/alder scrub.

Soil Information

There are no borehole or trial pit logs available for the site. It is thought that the scrape and surrounding area comprises a substantial deposit of silty clay loam, gradually changing to a sandy peat overlaying a heavy grey loam as one travels inland.

Ecology and Habitat

The site is located within the Suffolk Coast and Heaths Area of Outstanding Natural Beauty (AONB). It forms part of the Minsmere - Walberswick Site of Special Scientific Interest (SSSI) and is also designated as a Special Protection Area (SPA), Special Area of Conservation (SAC) and RAMSAR site. As noted above, the Scrape is a system of lagoons – fresh water and brackish – and islands isolated by shallow bunds.

Public

There are visitor trails and public rights of way across the reserve. The public are not permitted into the work area itself although access to the work area will be via the visitor trails so speed restrictions will apply.

See map 7 for location of public footpaths and visitor trails.

Flood risk

The scrape is sited in a flood risk area (zone 3) and is potentially vulnerable to tidal flooding.

The RSPB are signed up to the Environment Agency's flood warning alert system to keep track of the flood risk. If any flooding is forecast during the period of works, then people and machinery will be moved to a pre-arranged safe area of high, dry ground.

The reserve does also experience groundwater flooding at times of high rainfall due to the restrictions of all waterway's gravity draining through the Environment Agency's sluice.

Site Information (continued)

Archaeology

The previous works by RSPB to create shallow scrapes and Islands in this area have noted a depth of alluvium in the works area. This is to be expected given the low-lying character of the land on the marine edge. It is not expected that shallow excavations within alluvium in this low-lying area will have an impact on above ground or below ground archaeological remains. Were there to be deeply buried river channels in this area, the proposed shallow excavations would not disturb any lower fills where one might expect to find organic remains. The earthwork remains of craters and other WW2 features recorded by Suffolk CC on historic air photos are no longer extant in this area so will not be harmed.

UXO

The RSPB have commissioned an unexploded ordnance (UXO) desktop study, the works area is classified as an area of low risk.

If munitions are discovered, then work should stop immediately and the Project Manager should be notified. See appendix 11 for North Suffolk Coast emergency response plan – UXO.

Restrictions to working

Disturbance to wildlife to be kept to a minimum. This is to be achieved by working outside the bird breeding season (working window available - September to end of February).

Lighting of the works area at night is not permitted.

There will be restrictions on the size and type of machinery able to access certain areas within the work site due to the topography and terrain of the area. Contractor to ensure all machinery/ equipment is suitable for the task.

A work compound can be created at one of two locations shown on map 6. Location 1 is larger and already has a hard standing in situ. Location 2 is smaller, with no hard standing but is closer to the work area.

The construction of the sluices will need to be carried out offsite.

Biosecurity

The RSPB's code of practice (appendix 13) relating to biosecurity on reserves will be adhered to during the works.

Underground and overhead services

A mains electric supply runs to the scrape to provide power for the electric fence. See map 8 for location.

RSPB Minsmere Works

information –

Outline Design Plan

Scrape enhancement

LEI/ LIFE on The Edge (LoTE) Project

Date: July 2021
Rev: 1.2

RSPB Minsmere Nature reserve, Westleton, Saxmundham, Suffolk, IP17 3BY (Tel: 01728 648780)

Summary:

The aim of the project is the rejuvenation of the iconic Minsmere 'Scrape' to benefit a range of breeding and wintering birds. The Scrape is old: the lagoons lack topographical variation and there are large areas of 'dead ground' (e.g. lagoon edge and encroaching reedbed) that are unsuitable for use by key species. Islands available for breeding birds are very small and make up a small proportion of the total scrape area. Hydrological management of the lagoon is a challenge at present and causes disturbance to wildlife, especially during the breeding season. There is a need to modify these and install new structures to increase hydrological flexibility in flooding and draining the lagoons and achieving optimum salinity.

The project will make improvements to 24 ha of lagoon, by rejuvenating and enlarging islands, improving hydrological control and increasing the amount of lagoon habitat. Larger, remodelled islands will provide more nesting habitat for Sandwich Tern *Sterna sandvicensis*, Common Tern *S. hirundo*, Mediterranean Gull *Larus melanocephalus* and Oystercatcher *Haematopus ostralegus.* The topography of the larger islands will vary, with some higher areas sloping down into lower areas to allow more island to become exposed as the water level draws down over the breeding season. In general, these lower areas will be tilted towards the hides to maximise opportunity for the birds to be observed. It will also ensure a muddy feeding edge for wader chicks throughout the season. It will be important to work closely with RSPB staff throughout the creation of these islands to ensure that they are fit for purpose.

The project will be carried out over three years, starting in the autumn of 2021. The ideal working window for this each year is end of Aug – mid November. This is due to nesting birds in the spring and early summer and the ground conditions which can deteriorate rapidly from mid-November, or earlier if we have a wet autumn.

A summary of the yearly works is provided below:

Year 1 – Autumn 2021:

East Scrape-

- Scrape back reed edge in East North East - will probably need a long reach digger, slubbings can be spread on the bank nearby.
- Remove area of reeds (0.31ha) in corner of East South. Any material containing reed rhizomes will need to be removed from the area and spread thinly in the area north of the scrape (see Map 2 for spoil locations. It is area 4.) once all the spoil required for the islands has been moved. Approximately the top 0.2m – 620m³ - of the reed area will need to be taken away. Some of this area will become a new island, the remaining 567m³ can be used to build up islands in the area.
- Rejuvenating or enlarging existing islands or creating new islands on all three sections of East Scrape. See Spoil location map (Map 2). Spoil can be taken from the area to the north of the scrape, just outside the scrape fence(4); from removal of small islands or from the area of reed to be scraped back (8) or from the foundations of the East Hide extension. If extra spoil is needed then it can be taken from the centre bank (3)
- Install four new water control structures within East Scrape, locations shown on Map 3. Further details of sluice design can be found below.
- Dig out the foundations of the East Hide extension – approx. 3.85m (W) x 6.5m (L)x 1.0m (D) – 25m³. This element will be overseen by RSPB warden Katie Fairhurst. Any spoil arising from this can be used to create the gradual slope in front of East Hide and some islands on east south.

- Create a gradual slope down into the water in front of East Hide to link in with the new hide extension. Approx 15m (L) x 2m (W) x 0.3m (D) = 9m³ of spoil to be used.
- Create topographical variation in the bed of each lagoon.

Year 2 – Autumn 2022

North Girder –

- Shingle on the unshingled half of 4 islands, approx. 100 tonnes of Suffolk beach style shingle (approx. 20-25mm diameter). This can be stockpiled on the field behind the work centre, before moving onto site.
- Pedestrian gate to be installed in southern corner of North Girder. Further details on the design can be found below.
- Install new sluice in the Leiston Drain see below for details. Spoil to create the culvert can be taken from the 'plateau' south of East hide (number 7 on spoil locations map)

Year 3 – Autumn 2023

West Scrape –

- Remove current 'horseshoe' bank and create smaller replacement with a double sluice closer to the hide. Further details on the sluice design can be found below.
- Excess spoil to be used to build up bunds and islands in the surrounding area.
- Extend dividing bund to new horseshoe.
- Create fewer, larger islands with varying topography across the two sections of lagoon.
- Remove spoil bank between West North and the reedbed pool.
- Pull reed edge back on Western edge of lagoon.
- Create topographical variation in the bed of the lagoon.

Detailed plan of planned works:

East Scrape

Reprofile bund

Bund running NW-SE (approx. 200m): Build up the existing bund to approx. 1m wide at top, 3m wide at bottom to height of approx. 0.45m. Assuming the existing bund is 1m (W)x 200m (L) x 0.3m (H), then approx 120m³ of extra spoil is required.

Reprofile bund

Bund running SW-NE (approx. 195m): Build up the existing bund to approx. 1m wide at top, 3m wide at bottom to a height of approx. 0.45m. Assuming the existing bund is 1m (W) x 195m (L) x 0.3m (H) then approx 129m³ of extra spoil is required.

New sluice – No. 1

New sluice to be installed – multilock plastic piling with 300mm Ultra3 drainage pipe through with 90° elbow and upstand. A line of capping to be installed over the top of the plastic piling.

New sluice – No. 2

New sluice to be installed – multilock plastic piling with 300mm Ultra3 drainage pipe through with 90° elbow and upstand. A line of capping to be installed over the top of the plastic piling.

New sluice – No. 3

New sluice to be installed – multilock plastic piling with 300mm Ultra3 drainage pipe through with 90° elbow and upstand. A line of capping to be installed over the top of the plastic piling.

New sluice – No. 4

New sluice to be installed – multilock plastic piling with 300mm Ultra3 drainage pipe through with 90° elbow and upstand. A line of capping to be installed over the top of the plastic piling.

Extend area of lagoon by removing block of reed – Southern corner of East South

Remove approx. 0.31ha of reed. The rhizomes are to be stripped off first (approx. 20cm depth) and removed from the scrape. They can be spread on spoil location 4 once the spoil we are planning to use has been removed. A further 25cm of spoil then to be excavated from most of this location to increase the area of water on the scrape; the spoil to be used for island/bund creation. A section of this area will remain and be reprofiled to create a new island.

Remove reed fringe

Remove approx. 0.07ha of reed fringe by scraping off the rhizome layer (approx. 20cm depth).

Remove reed fringe

Remove approx. 0.02ha of reed fringe by scraping off the rhizome layer (approx. 20cm depth).

Slub out ditch

Slub out East scrape outlet ditch.

East hide extension foundations

Dig foundations for the East hide extension – this section of work will be overseen by RSPB Warden Katie Fairhurst.

Reprofile in front of East hide

The area in front of East hide is to be reprofiled to give a gradual slope down into the water.

North Girder

Shingle half of 4 existing islands

Install new culvert with 2x 300mm twinwall pipes with elbows to creat new sluice in Scot's hall drain.

Pedestrian gate to be installed in the scrape fence according to the specification below.

Further details on the pedestrian gate design:

Metal pedestrian gate will be covered with non-electrified, predator proof metal weld mesh to cover and block the gate, create both additional height (30cm) and an outward-facing overhang (minimum 30cm in width) above the gate. The gate will be sited above a T-shaped (in profile) concrete pad. These measures have been designed to prevent predator access over, under or through the gateway. See picture above.

The strainers are to be set and meshed off on both sides. The gateway will need to have electric fencing bungee cords or equivalent to ensure an electric current across the gateway that can be turned off/detached when the gateway is in use. An electric supply will need to be routed through a conduit around each gateway to ensure a continuous supply of electricity around the entire perimeter whilst one or more of the gates are open.

West Scrape

New bund linking existing bund to new horseshoe bund

New bank (approx. 95m in length, 1m wide at top, 3m wide at bottom to a height of approx. 0.5m). Approx 95m³ of spoil required.

New horseshoe bund

New horseshoe bank (approx. 40m): build up to approx. 1m wide at top, 3m wide at bottom to a height of approx. 0.5m. Approx 40m³ of spoil required.

Remove old camera hide bank

Remove camera hide bank (approx. 930m²) by 50cm, winning approx. 465m³ of spoil that can be used for island /bank creation.

Remove horseshoe bund

Remove horseshoe bund by approx 30cm, winning approx. 150m^3 of spoil that can be used for island / bank creation.

New Sluice – No. 6/7

New sluice to be installed – 2x 300mm twinwall pipes with 90° elbows and upstands. 1 pipe on each side of the dividing bank across the lagoon.

New sluice – No. 8

New sluice to be installed – multilock plastic piling with 300mm Ultra3 drainage pipe through with 90° elbow and upstand. Plastic piling to be capped.

New sluice – No. 9

New sluice to be installed – multilock plastic piling with 300mm Ultra3 drainage pipe through with 90° elbow and upstand. Plastic piling to be capped.

Details of sluice specifications:

Please note that for sluices 1, 2, 3, 4, 6, 7, 8 & 9 a drainage channel will need to be created/ deepened to accommodate the sluice. A sump may need to be dug out on some of these to allow for the 90º bend to turn.

Sluice	Specification	Explanation
1	Replace existing hole in bank with multilock plastic piling with capping 2.5m stretch, approx 0.5m of this on either side keyed into the bank. Extra spoil will be needed to achieve this. Sluice to be fitted into centre panel of plastic piling using 300mm drainage pipe with 90º single socketed bend and double socketed coupler. Exact level of pipe to be agreed with RSPB on site. 90º bend to be fitted to allow the bend to be twisted to a horizontal position*. Example image of 300mm pipe fitted into multilock plastic can be found below	Single directional flow moving water from the triangle into East North West.
2	Replace existing hole in bank with multilock plastic piling with capping 2.5m stretch, with at least 0.5m keyed into the bank on either side. Extra spoil will be needed to achieve this. Sluice to be fitted into centre panel of plastic piling using 300mm drainage pipe with 90º single socketed bend and double socketed coupler. Exact level of pipe to be agreed with RSPB on site. 90º bend to be fitted to allow the bend to be twisted to a horizontal position*. Example image of 300mm pipe fitted into multilock plastic can be found below	Single direction flow from the triangle into East North East.

3	Replace existing hole in bank with multilock plastic piling with capping 2.5m stretch, with at least 0.5m keyed into the bank on either side. Extra spoil will be needed to achieve this. Sluice to be fitted into centre panel of plastic piling using 300mm drainage pipe with 90º single socketed bend and double socketed coupler. Exact level of pipe to be agreed with RSPB on site. 90º bend to be fitted to allow the bend to be twisted to a horizontal position*. Example image of 300mm pipe fitted into multilock plastic can be found below	Single direction flow from East North West to East South
4	Replace existing hole in bank with multilock plastic piling with capping 2.5m stretch, with at least 0.5m keyed into the bank on either side. Sluice to be fitted into centre panel of plastic piling using 300mm drainage pipe with 90º single socketed bend and double socketed coupler. Exact level of pipe to be agreed with RSPB on site. 90º bend to be fitted to allow the bend to be twisted to a horizontal position*. This area is overgrown and the existing hole in the bank and drainage channel have mostly disappeared. Work will be needed to improve this area. Example image of 300mm pipe fitted into multilock plastic can be found below	Single directional flow from East North West to East South
5	Sluice to be created using 2x 300mm twinwall pipes with 90º bend and upstands on the Southern side through an earth bank. Material to construct the bank can be taken from location 7	Two directional flow allowing fresh water from the area to the north of the scrape and from East scrape to continue south to the main sluice. Also allows us to control this flow and direct fresh water from the north onto East South if necessary.
6	Piped sluice through new horseshoe bund. 300mm twinwall pipe with 90º bend and upstand which can be twisted to a vertical or horizontal position*.	Single direction flow from the new horseshoe compartment onto West North
7	Piped sluice through new horseshoe bund. 300mm twinwall pipe with 90º bend which can be twisted to a vertical or horizontal position*.	Single direction flow from the new horseshoe compartment onto West South

8	Replace existing hole in bank with multilock plastic piling with capping 1.5m stretch, keyed into the bank at least 0.25m on either side. Sluice to be fitted into centre panel of plastic piling using 300mm drainage pipe with 90º single socketed bend and double socketed coupler. Exact level of pipe to be agreed with RSPB on site. 90º bend to be fitted to allow the bend to be twisted to a horizontal position*. Example image of 300mm pipe fitted into multilock plastic can be found below	Two directional flow – fresh water flowing from West North into West scrape boundary ditch and sea water from west scrape boundary ditch onto West North.
9	Replace existing hole in bank with multilock plastic piling with capping 1.5m stretch, keyed into the bank at least 0.25m on either side. Sluice to be fitted into centre panel of plastic piling using 300mm drainage pipe with 90º single socketed bend and double socketed coupler. Exact level of pipe to be agreed with RSPB on site. 90º bend to be fitted to allow the bend to be twisted to a horizontal position*. Example image of 300mm pipe fitted into multilock plastic can be found below	Two directional flow – fresh water flowing from West South into West scrape boundary ditch and sea water from west scrape boundary ditch onto West South.

* The 90º bend will need to be secured to the pipe through the piling to ensure it doesn't fall off over time, whilst still allowing free movement so it can be twisted into a horizontal position.

An example of a 300mm pipe being inserted through the multilock plastic piling can be seen in the picture below.

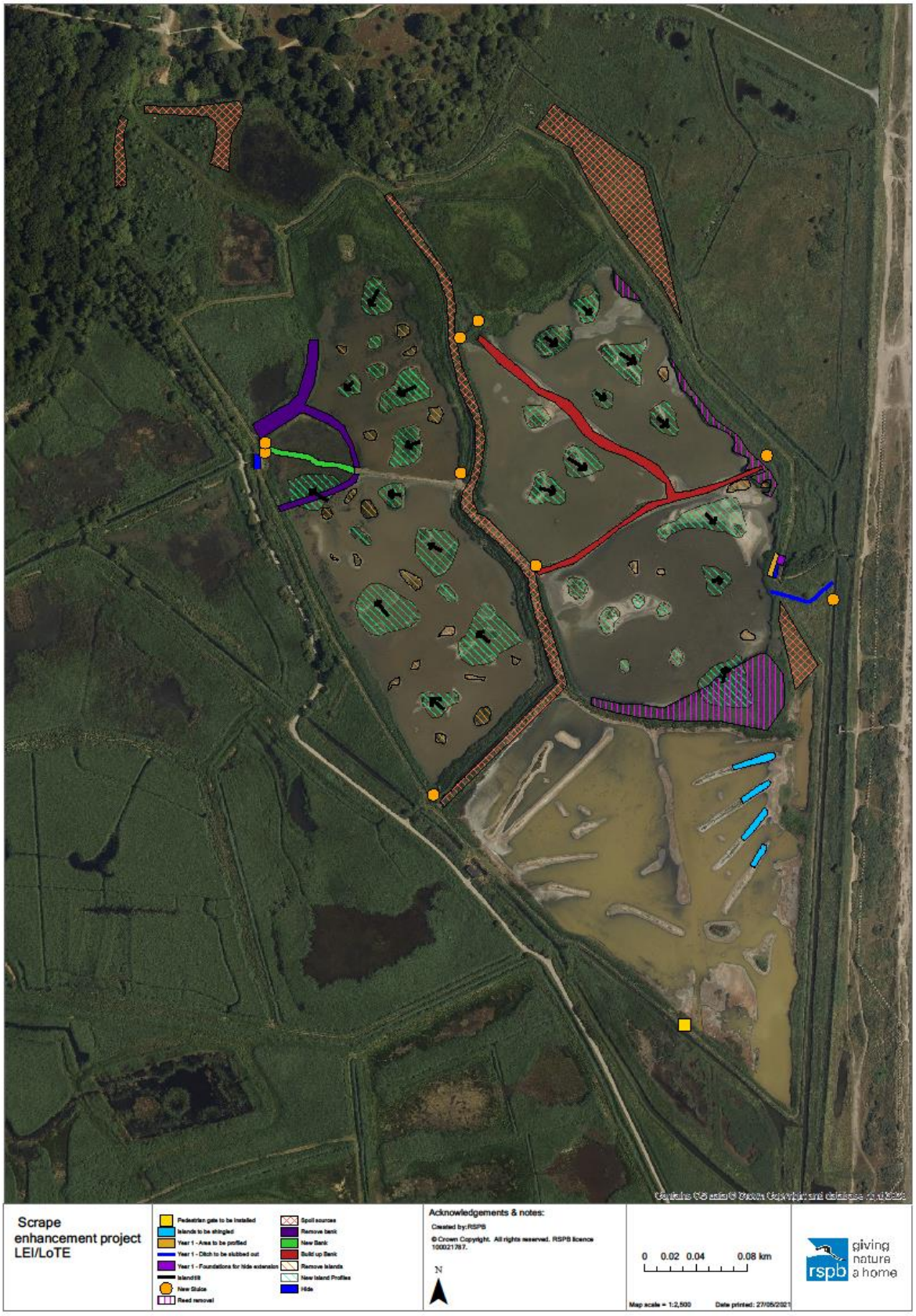
Photo courtesy of David Coley – www.plasticpiling.co.uk

Below: Capping on top of plastic piling – photo courtesy of www.plasticpiling.co.uk

Site clearance:

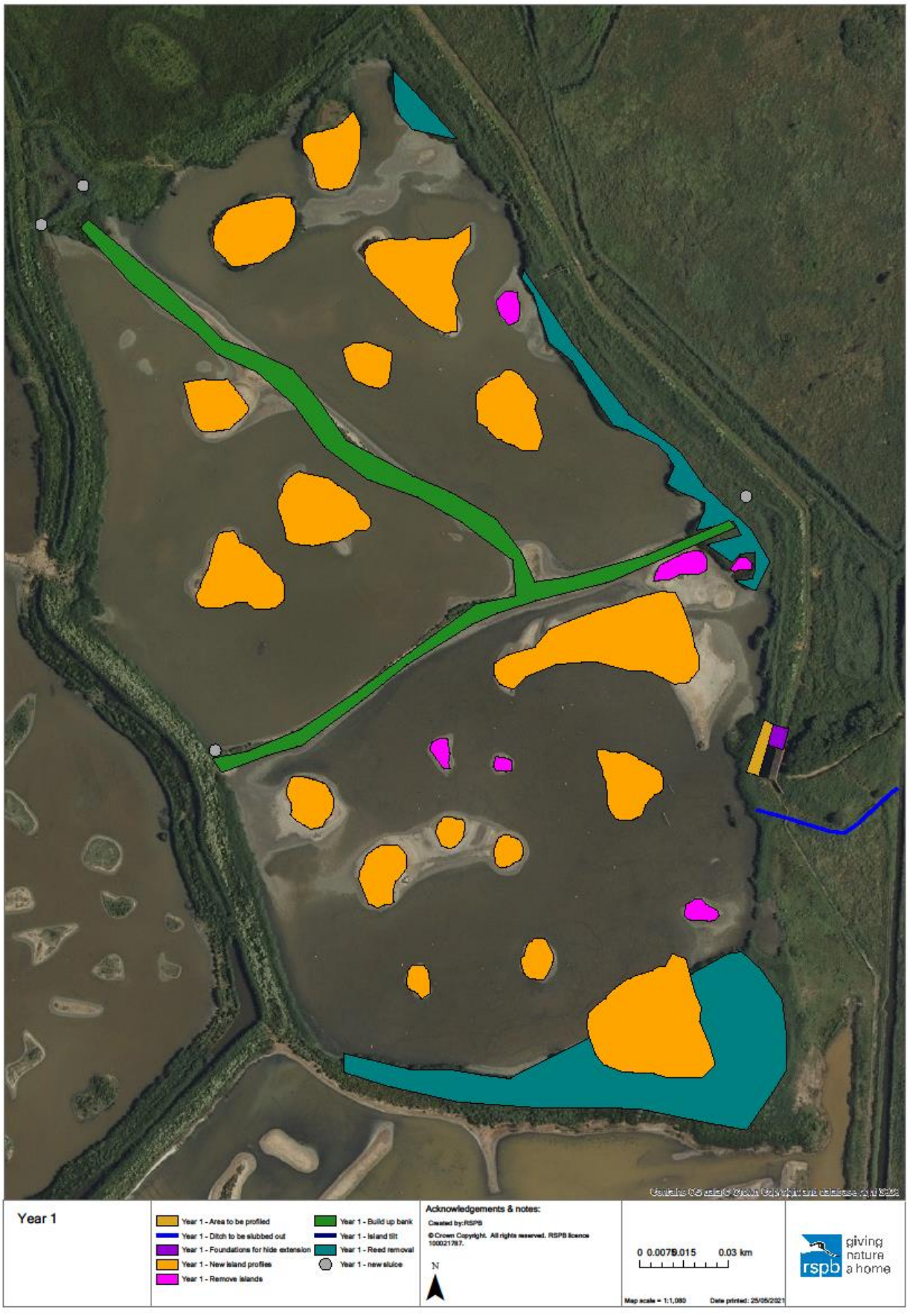
The Contractor shall allow for clearing all surplus material and rubbish associated with the permanent works, temporary works and materials storage areas to the satisfaction of the Employer.

Map 1 – Scrape enhancement project – overview of works



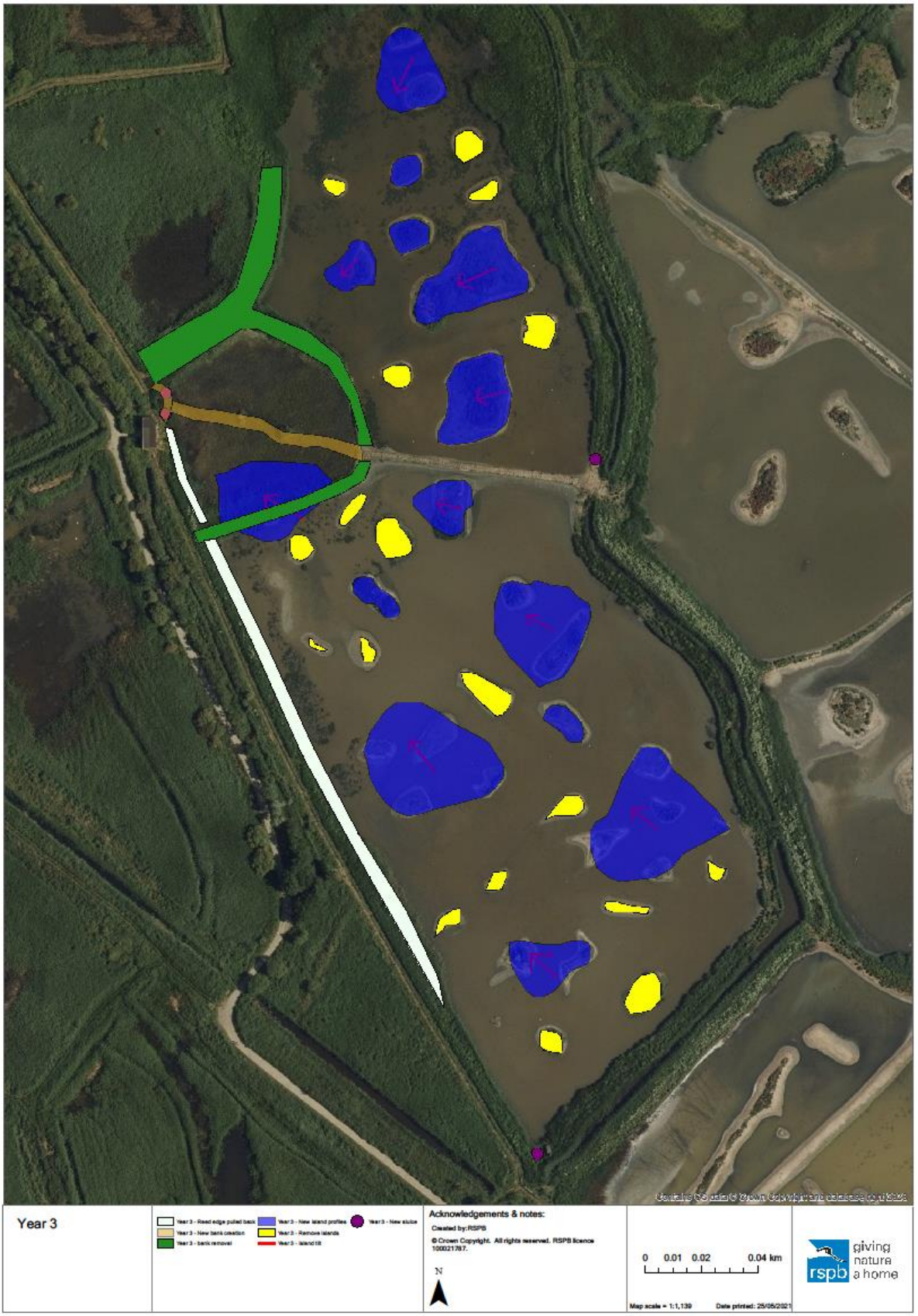
Map 2 – Spoil location areas

Map 3 – Project map year 1

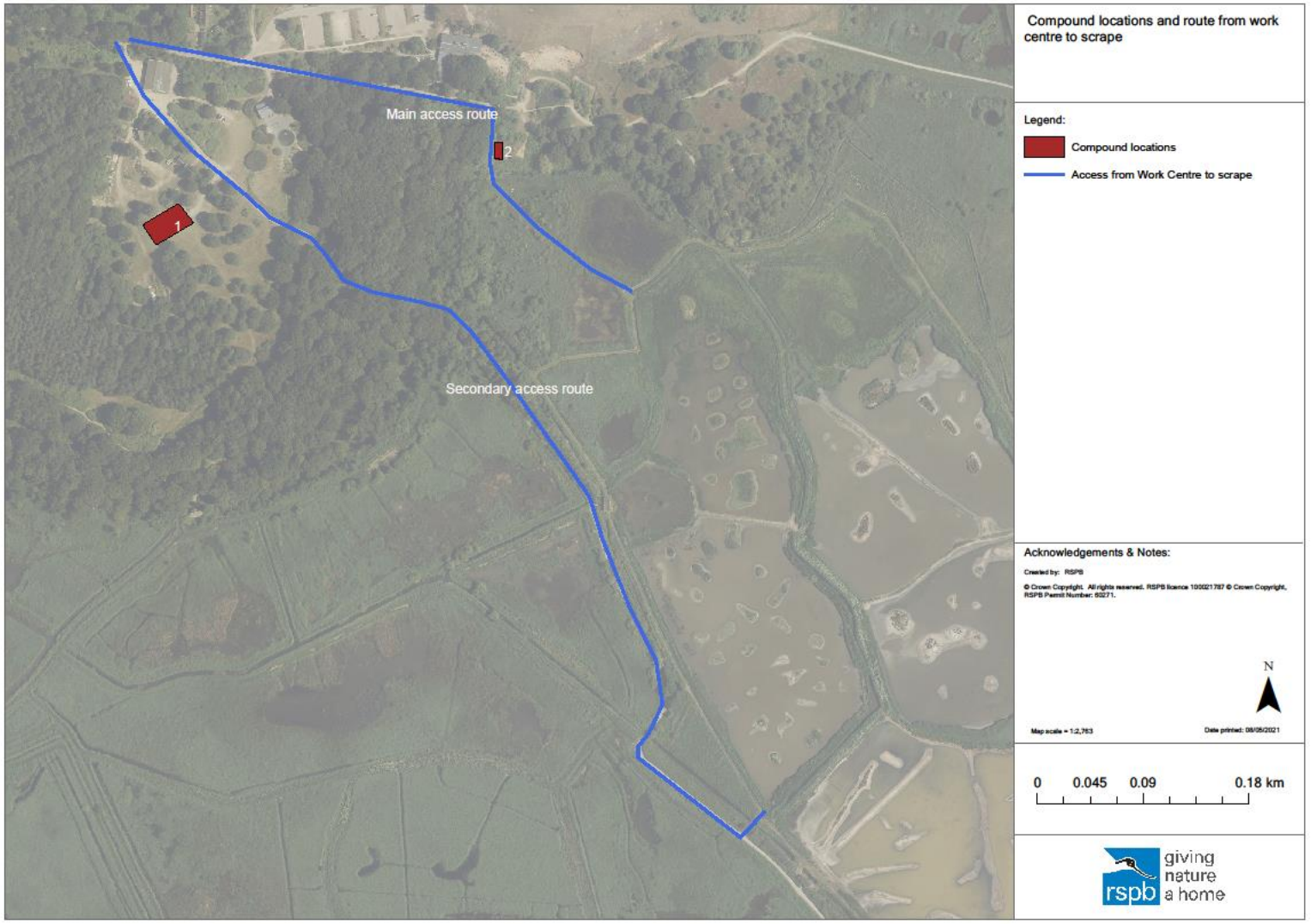


Map 4 - Project map year 2

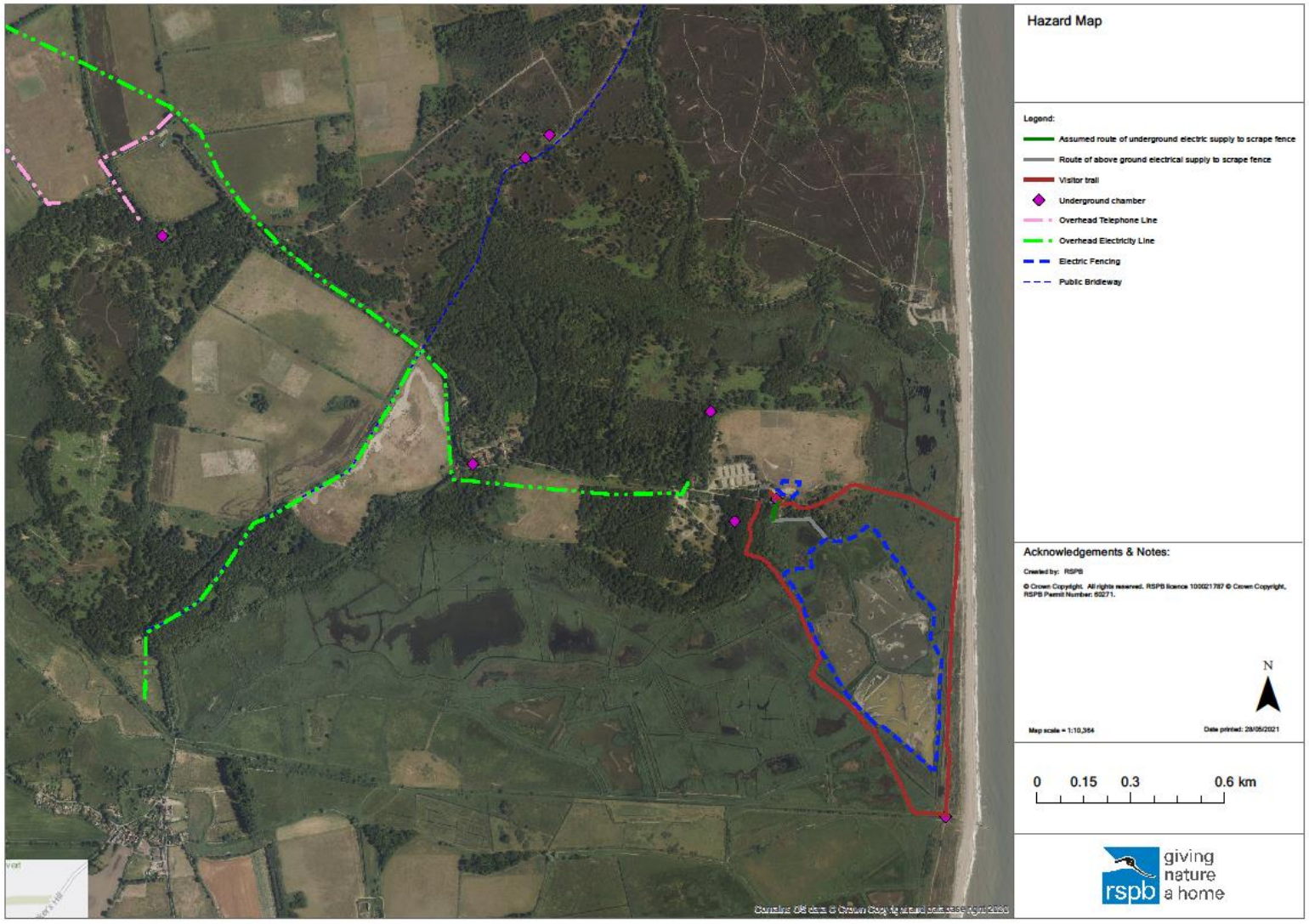
Map 5 - Project map year 3



Map 6 – Compound location and access routes map



Map 7 – Hazard map



Map 8 – Route of the electric supply to scrape fence

Map 9 – Scrape locations name map

Areas of the scrape

Acknowledgements & notes:

Created by:RSPB

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N

0 0.03 0.06 0.12 km

Map scale = 1:3,522 Date printed: 04/05/2021

rspb giving nature a home

Appendix 2: Addendum Specification Clauses & Supplementary Information

RSPB

Scrape enhancement LEI/ LoTE project

Addendum Specification Clauses & Supplementary Information

Clauses contained within this document are supplementary to the clauses within the Civil Engineering Specification for the Water Industry (CESWI) 6th Edition 2004

Ref: 4711
Date: May 2021
(Version 1.0)

Minsmere Scrape enhancement

Addendum Specification Clauses & Supplementary Information

Contents

Minsmere Scrape enhancement

Addendum Specification Clauses

MATERIALS

Any materials used in this project should be suitable for use in a marine environment and for the transportation of sea water unless specified otherwise.

Polyethylene Pipes and Fittings

Polyethylene pipes for culverts and sluices shall be UV stable Black PE and suitable for a minimum static head of 5.0m of water. All pipe materials and installation is to be suitable for use in a marine environment and for the transportation of sea-water. All joints to be butt-welded or electro-fusion welded in accordance with the manufacturer's recommendations. All dimensions for pipes given on drawings are nominal internal diameters and appropriate pipe sizes and wall thicknesses should be selected to give the required internal diameter.

All polyethylene fittings and valves (if required) shall be UV stable and suitable for a minimum static head of 5.0m of water (on or off face). All fittings, components and materials are to be suitable for use in a marine environment and for the transportation of sea-water.

Minsmere Scrape enhancement
EXCAVATION, BACKFILLING AND RESTORATION

Excavation and General Earthworks

Any excavation cut deeper or wider than is necessary or required under the Contract shall be made up to the correct line and level.

The Contractor shall include for all spoil heaps and other intermediate operations that he may require to complete the works.

No soil or fill material shall be moved onto land which is under a different ownership than the land from which that soil or fill material originated without the permission of the Client.

The Contractor shall be responsible for maintaining the nature of acceptable material so that when it is placed and compacted it remains acceptable in accordance with the Contract.

Unless otherwise directed, the following tolerances on specified levels shall apply:

(a) Excavation below water: +50/- 100mm

(b) Excavations for cuttings not below water: +25mm/-50mm

(c) Excavations of formation for structures and embankments: +nil/-30mm

Unless otherwise specified no excavated surface shall exhibit an abrupt irregularity of more than 30mm, nor, when measured over a test length of 5m any gradual irregularity of more than 1 in 100.

Minsmere Scrape enhancement

TOPSOIL FOR RE-USE

Topsoil shall mean the top layer of soil that can support vegetation and comprises mixed mineral organic matter at or near the soil surface, but excluding material that is solely of clay or sand.

All topsoil over the working area as necessary to complete the works shall be stripped after completion of temporary fencing and prior to excavation and stored on site in heaps not exceeding 1.5 metres high. Topsoil shall not be unnecessarily trafficked by machinery. Suitable measures shall be taken as necessary to minimise damage to soil structure during occupation. On completion of works the topsoil shall be replaced and the land restored as closely as possible to its original condition.

The Contractor shall replace any topsoil which is lost, removed or temporarily stacked elsewhere with new topsoil equal in quality and quantity to that excavated, and shall carry out the reinstatement with such new topsoil to the entire satisfaction of the Contractors Project Manager.

DEALING WITH WATER

Water described in this clause shall include water from any source.

The Contractor shall be responsible for maintaining regular contact with the Environment Agency to get flood warning information so that the works are kept clear of water (including during high tides) when construction work is in progress. The site is marshland which is prone to flooding.

Earthworks operations shall be carried out in a manner which will not block or impede the natural flow of water in rivers, streams or through existing drains, pipes and culverts. No material shall be stockpiled, or existing ground disturbed, such that it may slide or fall into a water course or in front of a drain, pipe or culvert inlet.

Any temporary diversions of watercourses shall be agreed with the Client in advance of work commencing.

Minsmere Scrape enhancement

TEMPORARY DRAINS & LAND DRAINS

Temporary drains or any other drain which the Contractor may wish to install below the Final Surface of any excavation, may be incorporated only with the prior acceptance of the Client.

Any existing land drains encountered need not be reinstated because they are redundant in the new scheme.

BACKFILLING

Any tests which require visual examination of pipe joints, wall surfaces and the like shall be completed to the satisfaction of the Client before backfilling commences.

The surfaces of all excavations shall be dry and free from unsuitable material before backfilling is commenced.

Should backfilling material, while acceptable at the time of selection, become unacceptable to the Client for any reason the Contractor shall remove such material and replace it with fresh accepted material.

All trenches through private roads, and within unsurfaced roads and the like shall be backfilled and surface reinstated to its previous condition.

Trench backfill shall be compacted to the same dry density as the adjoining soil. Compaction of general backfilling shall be adequate to maintain the required stable ground surface levels.

Where directed by the Supervisor, supports to excavation shall be left in position. Surfaces shall be restored by replacing the materials in their original order and by compacting them to such a level as will ensure that after settlement is complete the surface level of the refilled trenches shall be within 30mm of that of adjacent undisturbed ground. The Contractor must top up and make good trenches where settlement takes place.

Minsmere Scrape enhancement

REINSTATEMENT OF UNPAVED LAND

The full extent of all working areas, whether affected by the *works* and accesses shall be reinstated as soon as possible after completion of earthworks.

Reinstatement operations shall generally comply with the requirements of BS 4428. All areas shall be cleared of all materials associated with the Contract including hard standing areas, unused materials and buried temporary services. Subsoil contaminated with fuel or other materials shall be dug out and disposed of off site to a licensed tip.

Topsoil shall be reinstated to its original depth unless stated otherwise, placed in layers not exceeding 150mm.

Topsoiling

Strip topsoil from all excavation sites, work areas, haul routes or storage areas before commencement of use or work. Delineate areas not stripped with fencing or other suitable marking to prevent vehicle incursion.

Do not work or move topsoil when frozen, during rain or when saturated.

Store topsoil in heaps no higher than 2 metres when loose-tipped.

Do not track vehicles or machines over heaps.

Minsmere Scrape enhancement

FILLING ABOVE GROUND and FORMATION PREPARATION FOR EMBANKMENT AND SLUICE CONSTRUCTION

No frozen or ice bearing material shall be used in construction of embankments. Filling shall cease if the air temperature falls below -1°C.

No topsoil or fill materials shall be removed from the site without the permission of the Supervisor.

Interim and final earthwork levels shall be sealed to prevent surface water ingress and deterioration of the fills. The surface shall have an overall fall to prevent ponding and be sufficient to allow water to run-off. Individual compacted layers shall be keyed together.

Minsmere Scrape enhancement

Placement of Materials

A General

Where the embankment is to be placed directly on the natural ground it may be raised to the full design height shown on the Drawings without a prescribed pause in construction.

No frozen or ice bearing material shall be used in construction of the embankments. Filling shall cease if the air temperature falls below -1°C

B Ditch Filling

The section of ditch to be infilled is to be kept dry with temporary bunding and pumping during the infilling work.

The finished level shall be at the same level as the adjacent ground.

Appendix 3: Designer’s Risk Assessment

RSPB, Minsmere
Designer's Risk Assessment

CONSTRUCTION PHASE				
Item / Activity	**Identified Specific Significant Design Hazard**	**Suggested Risk Control Measures by Designer**	**Residual Risks**	**Cleaning & Maintaining Information**
General Working	Protection to Public	All work areas to be suitably cordoned / barriered off and demarked with hazard identification signage. No members of the public to be allowed within the work area. All vehicular movements within areas accessed by the public are to be controlled and appropriate measures (e.g. banksmen) to be employed whilst manoeuvring.	Providing proper precautions are put in place to segregate public from the works, the residual risks are considered to be low.	Not applicable
General Working	Protection to Wildlife and Habitats	Contractor to adhere to Client's requirements for protecting wildlife and habitats. Adhere to the RSPB's biosecurity code of practice at all times. Work areas, storage and traffic routes to be agreed. Client to advise of areas that require additional measures / protection during the works.	Client to monitor residual risk and advise Contractor as necessary.	Not applicable
Plant and Equipment	Vehicular Movements	Vehicular movements around Minsmere are to be planned and suitable routes to be agreed. Where possible, vehicles are to keep to designated tracks. Care to be taken when moving across landscaped areas. Potential for vehicles to become stuck or 'bogged down'. Care to be taken not to disturb any wildlife and / or cause damage to habitats. Banksman to be used during manoeuvring of vehicles	Providing adequate precautions are taken, there should be a low residual risk.	Not Applicable

RSPB, Minsmere
Designers Risk Assessment

CONSTRUCTION PHASE				
Item / Activity	**Identified Specific Significant Design Hazard**	**Suggested Risk Control Measures by Designer**	**Residual Risks**	**Cleaning & Maintaining Information**
Working Near Water	Drowning or being swept away	The areas of work are adjacent to existing watercourses and marshland. Contractor to provide suitable PPE for operatives working near water. Dangers of working near water and correct procedures to be adopted to be discussed during inductions.	Providing adequate precautions are taken there should be a low residual risk.	Not Applicable
Working Near Water	Weils Disease	Appropriate PPE and washing facilities to be provided to prevent the risk of infection.	Providing adequate consideration is given, there should be a low residual risk.	Not Applicable
Remote Site Location	Emergency Procedures	Due to remote nature of site, Contractor is to make provision for Emergency Procedures should they arise. Adequate First Aid equipment should be available on site to cope with potentially long response times by emergency services. Contractor to put in place procedures for dealing with emergencies.	Potential long response time for emergency services.	Not applicable

RSPB, Minsmere
Designers Risk Assessment

CONSTRUCTION PHASE				
Item / Activity	**Identified Specific Significant Design Hazard**	**Suggested Risk Control Measures by Designer**	**Residual Risks**	**Cleaning & Maintaining Information**
Excavation	Excavating near or on top of existing buried services	To the best of our knowledge there are no unidentified buried services within the areas of works. Contractor to undertake searches with Statutory Undertakers and follow good practice protocol (scanning etc.) prior to excavation.	The likelihood of finding an unknown buried service is considerably low.	All known buried services and previously unknown services which are discovered during the works must be recorded on the 'As Built' drawings.
Excavation	Working in and around excavations	The ground conditions on the site vary from firm clays to sandy peat. Where practicable, operatives are not to enter excavations. Where this is not practical the sides are to be 'battered' back to a suitable slope or the excavation is to be supported using temporary works.	Provided an adequate system of temporary Works is employed, the residual risk of collapse should be minimal.	Not applicable
Excavation	Contaminated ground	No testing of soils for contamination has been undertaken. No known contamination issues on site (nature reserve since 1940's). If contamination is expected, the Contractor is to stop work and the area is to be tested prior to work re-commencing.	Risk of injury to Personnel through exposure to contaminated ground.	The findings from any soil testing should be added to the Health and Safety File

RSPB, Minsmere
Designers Risk Assessment

CONSTRUCTION PHASE				
Item / Activity	**Identified Specific Significant Design Hazard**	**Suggested Risk Control Measures by Designer**	**Residual Risks**	**Cleaning & Maintaining Information**
Excavation	Unexploded Ordnance	Minsmere was used as a military training ground during World War II, although most of the training was carried out on the higher ground (now heathland), there is a risk of unexploded ordnance within the site. Refer to CIRIA Guide C681 "Unexploded Ordnance (UXO) – A Guide for the Construction Industry". No known incidence of UXO's on this site, but Contractor is to be made aware and to be cautious over any suspicious objects. Specialist advice to be provided by Client on procedures for identifying and dealing with unexploded ordnance.	The likelihood of discovering an UXO is relatively low.	Locations of any UXO's uncovered during the works to be recorded and provided to the Client.
Excavation	Buried structures/tanks	The Client has provided the team with all the available information on the relevant area of land and there does not appear to be any evidence of buried structures or tanks that may affect this development.	None	All previously unknown buried structures or tanks, which are discovered during the works, must be recorded on the 'As Built' drawings.
Concreting	Handling Cementitious material	The correct PPE and handling of in situ concrete should be adopted.	None	Not applicable

Appendix 4: Schedule of Sub-Contractors & Major Suppliers

SCHEDULE OF PROPOSED SUB-CONTRACTORS AND MAJOR SUPPLIERS

The Tenderer shall list below the parts of the Works he proposes to sub-let with the names of the proposed sub-contractors/major suppliers (or alternatives as necessary). Acceptance of the tender will not imply consent to these proposals.

Parts of the Work	**Approximate Value**	**Sub-Contractor/ Major Supplier**

Appendix 5: Activity schedule

Activity schedule

Please include prices for each element and details of how that figure was calculated. Eg 4 days work at £X per day or moving 50m³ spoil at £X/m³.

	Item	Description	Price	Calculation	Other comments
	1	Mobilisation of plant and site establishment. Demobilise and make good site after construction has finished.			
	2	Duties under CDM			
	3	Scrape back the reed edge on North Eastern edge of East scrape to the specification provided in the works information.			
	4	Remove area of reeds (0.31ha) in corner of East South. Arisings to be used/ disposed of as specified in the works information.			
	5	Enlarging and creating topographical variation on existing islands and creating new islands on East North East as specified in the works information.			
	6	Enlarging and creating topographical variation on existing islands in East North West as specified in the works information.			
	7	Enlarging and creating topographical variation on existing islands and creating new islands on East South as specified in the works information.			
	8	Install sluice 1 at northern end of East scrape as specified in the works information			
	9	Install sluice 2 at northern end of East scrape as specified in the works information			

	10	Install sluice between East North West and East South to the specification in the works information			
	11	Install sluice between East North East and East South to the specification in the works information			
	12	Create topographical variation in the bed of East scrape			
	13	Create a gradual slope down into the water in front of East hide including the area in front of the proposed hide extension. See works information for further details			
	14	Slub out east scrape outlet ditch			
	15	Prepare foundations for East hide extension as specified in the works information			
Sub-total of items 3-15					
	16	Mobilisation of plant and site establishment. Demobilise and make good site after construction has finished.			
	17	Transport to site and distribute 100 tonnes shingle on islands on North Girder as specified in works information.			
	18	Pedestrian gate to be supplied and fitted as detailed in the works specification.			
	19	Install new sluice in Scots Hall Drain as specified in the works information			
Sub-total of items 16 -19					

	20	Mobilisation of plant and site establishment. Demobilise and make good site after construction has finished.			
	21	Remove current 'horseshoe' bund as per works information			
	22	Install small horseshoe divider with sluices as per works specification.			
	23	Construct extension of existing dividing bund as specified in the works information.			
	24	Create fewer, larger islands with topographical variation on West North as specified in the works information			
	25	Create fewer, larger islands with topographical variation on West South as specified in the works information			
	26	Remove spoil bank between West North and the reedbed pool			
	27	Pull back reed edge on Western edge of West scrape			
	28	Install sluice at West North outlet according to the works specification			
	29	Install sluice at West South outlet according to the works specification			
	30	Create topographical variation in the bed of the lagoon.			
Sub total (items 20-30)		-	-	-	
Total (all items)		-	-	-	

Appendix 6: Pre-construction information

PRE-CONSTRUCTION INFORMATION

PROJECT DETAILS

Project	**Minsmere Scrape enhancement LEI/LoTE project**
Client	RSPB The Lodge Sandy Bedfordshire SG19 2DL
Principle Designer	**N/A**
Designer(s)	Annette Salkeld, Warden. RSPB North Suffolk Coast Reserves.
Site location	RSPB Minsmere Reserve, Westleton Saxmundham, Suffolk IP17 3BY
Description of works	Enhancement works to the scrape: 1. Creating new islands and reprofiling existing islands. 2. Installing new sluices. 3. Removing an existing bund, building up two existing bunds and constructing one new bund. 4. Shingling half of 4 islands 5. Adding a pedestrian gate to the scrape fence
Key dates, including start and completion of construction phase	End of Aug 2021 to End of Feb 2024. Working window August to Feb to avoid breeding bird season.
Minimum time allowed between appointment of principal contractor and start of construction phase	**3 weeks**
Will the structure be used as a workplace?	**No**
Extent and location of existing records and plans	**N/A**

CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

Arrangements for:

• Planning and management	The Principal Contractor will maintain the works programme and liaise as necessary with any

	appointed specialists.
• Communications between client and others	The contractor will nominate a named individual as site foreman who will provide the main point of contact during the construction phase of the project. The client will be represented by Annette Salkeld, Warden 07971 600 428. Annette will coordinate written correspondence and site meetings.
• Security	The contractor is expected to take responsibility for all their own equipment, materials and tools.
• Welfare provision	The contractor shall make provision for adequate welfare facilities in accordance with HSE information sheet 'Construction information sheet 59'.
Requirements relating to the health and safety of the client's employees and others:	
• Site hoarding	To be confirmed
• Site transport, including vehicle restrictions	The contractor will agree in advance of works, location of parking for his employees, welfare facilities and storage of materials. Any significant deliveries are to be notified in advance. Care should be taken not to impede access into the site. Great care to be exercised when accessing the site. speed restrictions are to be enforced. The Principal Contractor shall address this in their Construction Health and Safety Plan.
• Client permit-to-work systems	**N/A**
• Fire precautions	Burning on site is not permitted
• Emergency procedures	See : Minsmere Emergency Action Plan Minsmere Fire Plan Minsmere Pollution Incident Response North Suffolk Coast UXO Emergency Response Minsmere Severe Weather Action Plan
• No-go areas	The site is a nature reserve and therefore the contractor and their employees should remain in previously agreed areas for their own safety and for the protection of wildlife.
• Confined spaces (as designated by the client)	**N/A**
• Smoking and parking restrictions	Smoking is not permitted in work areas.

ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

Safety hazards, including:

• Boundaries and access, including temporary access	See site plan
• Restrictions on deliveries or waste collection or storage	It is expected that deliveries will be made during the normal working day and not at weekends. It is expected that the storage of materials, welfare and plant when not in use will be in a compound, location to be agreed. Note that access trails run adjoining this area. There is to be no bulk storage of fuel or oil at the site of the works, only that required for a daily operation is to be allowed at the worksite.
• Adjacent land use	**Farmland/ nature reserve**
• Existing storage of hazardous materials	**N/A**
• Location of existing services, particularly concealed services	**See hazard map**
• Ground conditions, underground structures or water courses	Ground conditions can deteriorate quickly during wet weather. In extreme conditions the worksite could potentially become flooded. Site staff will advise if flooding becomes a risk to the worksite.
• Information about existing structures, ie stability, or those containing fragile or hazardous materials	**N/A**
• Previous structural modifications	**N/A**
• Fire damage, ground shrinkage	**N/A**
• Difficulties relating to plant and equipment, eg overhead gantries whose height restricts access	Note comments on site conditions when the site is wet.
• Health and safety information contained in earlier design and construction information	**N/A**
Health hazards, including:	
• Asbestos, including results of surveys, etc	**N/A**
• Existing storage of hazardous materials	**N/A**
• Contaminated land, including surveys	The contractor's attention is drawn to the presence of rats on site and therefore risks associated with Weil's disease/leptospirosis
• Existing structures containing hazardous materials	**N/A**
• Health risks arising from the client's activities	Staff, volunteers and visitors using the reserve for access along public footpaths/trails and use of hides adjoining the scrape.

SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS	
Design assumptions, suggested work methods, sequences, etc	N/A
Arrangements for co-ordination of on-going design work and handling design changes	N/A
Risks identified during design	Ground conditions especially in wet conditions.
Materials requiring particular precautions	**N/A**
THE HEALTH AND SAFETY FILE	
Description of its format and any conditions relating to its content	**N/A**

Appendix 7: Record of Information Exchange for Contractors

Annex A Information exchange for contractor's operations

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The Royal Society for the Protection of Birds

Project/Reserve/Office: Minsmere Nature Reserve, Suffolk	Location of work: Minsmere Nature Reserve, Westleton, Saxmundham, IP17 3BY Central point TM472672.
Description of work: Rejuvenation of the Minsmere Scrape through installing new water control structures, modifying and enhancing existing islands and varying the topography of the bed of the lagoons.	RSPB Manager: Annette Salkeld RSPB Tel. No(s): 07971 600428 Office: 01728 648780
Contractor/Principal Contractor*: Address: Telephone No: Subcontractor/s: Task/s: Address: Contact person: Telephone No:	Start date: Sept 2021 Finish date: Feb 2024 Contractor's Supervisor (work or site): Telephone No: Purchase Order no. RSPB contract register no. Statutory consents? CDM: Designer - Principal Designer - Contractor(s) –
Relevant emergency contact details (e.g. Building's alarm company, Network Rail, Police, Environment Agency, site graziers)	See contact phone numbers above. Minsmere main office no: 01728 648780 Police: 01473 613500 Environment Agency: 01473 683498
EL Insurance – date and company?	PL insurance – date and company?
Professional Indemnity insurance (where appropriate) – date and company	

Quick check – supply relevant details on next page of form

Risk assessment/ method statements?	Evidence of training, competence seen?
Asbestos present? No	Legionella? No
Underground services? See hazard map	Overhead lines? See hazard map
Fragile roofs and working at height? No	Hot work permission? No

Fire site identified? No	UXO info? See attached Emergency response plan
Protected species? See below	First aid provision?

Protected Species

Work should be carried so that the potential impact on European Protected Species and species protected by the Wildlife and Countryside Act is minimised (eg. undertaking all work outside the breeding season). Badgers are also protected under the Badgers Act (1992).

No work should be undertaken if there is a danger that an offence will be committed. If the work is essential and disturbance is unavoidable a relevant licence must be in place before work commences. If protected species are unexpectedly ecountered during contractor operations, work should cease and the RSPB manager in charge should be informed **immediately.** The RSPB manager will advise the contractor on how to proceed.

The relevant European protected species on North Suffolk Coast Reserves are:

All bat species

Common Otter *Lutra lutra*

Natterjack toad *Bufo calimata*

For the animals listed, it is an offence to:

• deliberately capture, kill or injure a European Protected Species.

• deliberately disturb wild animals of any EPS, including in particular disturbance which is likely to:

(i) impair its ability to survive, breed or reproduce, rear or nurture their young.

(ii) in the case of hibernating or migrating species, impair its ability to hibernate or migrate.

(iii) affect significantly its local distribution or abundance.

• deliberately take or destroy its eggs

• damage or destroy (and obstruct access in Northern Ireland) its breeding site or resting place.

The relevant species protected by the Wildlife and Countryside Act, Shedule 5 are:

Startlet sea anemone *Nemastostella vectensis* (9.1, 9.4);

Lagoon sand shrimp *Gammarus insensibilis* (9.1, 9.4);

Norfolk hawker dragonfly *Aeshna isocelles* (9.1, 9.4);

All reptile species – grass snake, adder, slow worm, common lizard (9.1);

Natterjack toad (9.4);

All bat species (9.4);

Water Vole (9.1, 9.4);

Otter (9.4).

Section 9.1 – *Animals which are protected from killing and taking*

Section 9.4 - *Animals which are protected from disturbance*

Badgers are protected under the protection of badgers act (1992). It is an offence to:

- Intentionally or recklessly damage or destroy a badger sett, or obstruct access to it.
- Disturb a badger when it is occupying a sett.

Work should be carried so that the potential impact on European Protected Species is minimised (e.g. undertaking all work outside the breeding season).
No work should be undertaken if there is a danger that an offence will be committed. If the work is essential and disturbance is unavoidable a relevant licence must be in place before work commences.

ACCESS AND SITE HAZARDS	Describe agreed access arrangements. For reserves, attach site hazard map showing access routes. Identify all known hazards which are not likely to be obvious to the Contractor, e.g. Asbestos panels, hidden drops, mine shafts, unstable ground, deep water, safe working load of bridges. Also identify other hazards, e.g. flood risk, weather conditions, underground services (e.g. drainage).
Access between suggested site compound and work area is partly on tracks which are public access, care needed when joining and navigating tracks as used by pedestrians. Hazards are as per attached map. All working areas are in wetland where there is a risk of hidden water features and uneven ground. All routes should be checked prior to being driven. Please be aware of livestock fencing present on the site, water control structures and the electric feed to the scrape fence.	
OVERHEAD POWER LINES, UNDER-GROUND SERVICES	Identify the location of these hazards, as far as is known (attach map). The Contractor must devise a safe system of work, incorporating safe working distances from the hazard, barriers, warning signs and other forms of physical protection.
Overhead cables are located along the Minsmere entrance roads and around the Work Centre (see map 7). Scrape fence electric supply (see map 8).	
MACHINERY AND EQUIPMENT	List equipment being brought onto site. Identify where and how machinery and equipment are to be stored to ensure no risk exists to RSPB staff or the public, evidence of competence of contractor operatives.
Contractor to have read and understood COP E10 – Biosecurity on RSPB Reserves. Machines, equipment and clothing to be fully cleaned before arriving at site, and before leaving the site to prevent spread of invasive and non-native species. There is extensive public access on site and along transportation routes. Warning/information signs should be erected by the contractor in areas of highest potential risk.	
STORAGE OF MATERIALS	Supply details of materials being brought to site, how and when delivered and storage arrangements.
Access to the works area is by the agreed access routes as discussed with Annette Salkeld.	
HAZARDOUS SUBSTANCES	Identify hazardous substances to be used during the work. Ensure an assessment of the risks has been made, and agree precautions for safe storage, application, protection against and action in the event of spillage, and removal from site (including the separation of used materials and recycling where possible).
Standard agricultural fuels and oils will be used. The contractor will have a spill kit available with machines at all times. All spills should be dealt with as soon as possible after the incident. If there is a requirement to store fuel on site it should be kept in a double bunded fuel store.	
PUBLIC PROTECTION	Give details of all precautions required to protect the public from the work in progress, i.e. road and path closures and diversions, warning signs, barriers, exclusion zones.
The Minsmere entrance roads and tracks are public access trails used by visitors. Be aware of pedestrians and cyclists and in particular children. See above comment re signage.	

SAFEGUARDING	Occasionally, when working on RSPB reserves, you may meet and come into contact visitors to those site(s), and very, very rarely these may be lost children or vulnerable adults. If this is the case, then they may need safeguarding, and it is requested that you contact an RSPB member of staff asap to inform them of the issue. Additionally, you should do nothing which would put you or them at risk, and you should avoid being alone with them if at all possible.		
COVID 19	Give details of how the workforce and the public will be protected from the transmission of this infectious disease.		
Please ensure you keep to current government guidelines on social distancing and wearing of face masks in enclosed spaces. Be aware of any changes to these guidelines during the course of the works.			
BUILDINGS, OTHER STRUCTURES AND SENSITIVE SITES	Record any restrictions necessary to avoid danger or damage to property, including effluent treatment plants and associated structures such as soakaways. Identify measures to protect water supplies, catchment areas and archaeological, nature conservation and environmental interests.		
The area of work is a highly designated site for wildlife. All work should take account of the sensitive nature of the habitat. Damage to the ground surface and existing dykes and drains should be minimized as far as is practicably possible. Damage to the visitor trails should also be minimised. Great care should be taken around water control structures.			
FIRES AND HOT WORK	Identify whether fires are permitted, agree locations, times and what materials can be burnt. The Contractor must ensure that the fire is not left unattended and is extinguished at the end of the working day unless agreed otherwise. Information on pipes, canisters and other risks for any permitted hot work. Hot work permit system to be implemented.		
Fires are not permitted unless agreed by Annette Salkeld.			
EMERGENCY DETAILS	Nearest A&E Department or other medical facilities	Location of emergency stop cocks, gas and electrical isolation equipment	Type of emergency services access e.g. 4WD, air or routine
A&E: Ipswich Hospital, Heath Rd. 01473 712233 James Paget Hospital, Great Yarmouth. 01493 452452		The power supply for the current electric anti- predator fence is located in the wooden hut near the “old car- park pond”	4WD or air ambulance may be required to access some remote areas of the reserve.
ANY OTHER REQUIREMENTS	First aid provision (risk based) Take measures to reduce the risk of mud and other debris being deposited on reserve visitor trails and access roads.		

Signature of Contractor's representative:	
Signature of RSPB representative:	Date:

Appendix 8: Minsmere emergency action plan

giving nature a home

Emergency Action Plans – Contractor Version

Minsmere Nature Reserve

What is an emergency?

Accidents or serious illness	**Accident and Illness action plan**
Fires in buildings	**North Suffolk Coast Fire Plan**
Large countryside fires either on our own or adjoining land	**North Suffolk Coast Fire Plan**
Severe weather: - **Serious flooding** - **Significant snowfall or prolonged freezing conditions** - **Very high winds**	**North Suffolk Coast Severe Weather Action Plan**
Prolonged failure of services, e.g. power cuts/ water.	**Loss of power action plan**
Unexploded ordnance: bombs, shells, grenades etc.	**North Suffolk Coast UXO Emergency Response Plan**
Missing person	**Lost person procedures**
Pollution incidents: oil spill, chemical contamination	**Pollution incident response plan**
Criminal activity: vandalism, burglary, assault	**Criminal Damage Response Plan**
Terrorism: bomb threats, postal attacks, nuclear incident	**Crisis response plan flowchart and major incident response plan (see end of this document) if necessary**
Serious animal welfare issue	**Emergency contacts for RSPB stock 2021**
Safeguarding issue	**RSPB Safeguarding Policy** **Procedure for recording a safeguarding incident**
Discovery of a body	**Crisis response flowchart and major incident response plan (see end of this document) if necessary**

Who is responsible for identifying emergency situations?

- **The first staff member or volunteer on the scene.**
- **The "Emergency Response Team" (ERT) led by the "Incident Responder".**

The Incident Responder (and ERT) in order of responsibility is:

1. **Senior Site Manager**
2. **Site Manager**
3. **Visitor Operations Manager**
4. **Operations Officer**
5. **Duty Manager/ Warden (if different from the above)**

Who is responsible for coordinating the response?

- **The first staff member or volunteer on the scene.**
- **The "Emergency Response Team" (ERT) led by the "Incident Responder".**

The requirement for all or part team involvement for each emergency is to be determined by the most senior staff member present, the "Incident Responder". Other staff members may be required to join the ERT during periods of senior staff absence and at weekends.
Area Manager and Country Directors will form part of the ERT in certain High-Severe and Severe Emergencies (see Crisis Response flowchart).

The **ERT** will:

- Appoint a lead to be known as the "Incident Responder";
- Confirm actions in advance of anticipated emergencies, e.g. severe weather - MRT to agree an action plan when an unexpected emergency arises;
- Contact, liaise with and assist emergency services and other agencies as appropriate;
- Help sustain life and prevent further injury to any person until the emergency services arrive;
- Take action to minimize the impact of all hazardous situations;
- Prevent access to hazardous areas. This may include partial or full closures of the reserve(s);
- Prevent or minimize damage to RSPB and others' property;
- Prevent or minimize any environmental impact;
- Ensure all staff, volunteers, contractors and other RSPB-related user groups are accounted for.
- Communicate via regular updates to site staff, volunteers, visitors, contractors, adjacent landowners and the wider RSPB as appropriate;

- Ensure appropriate RSPB media specialists are appraised of the situation if necessary.
- Make decisions on closing part or whole reserve(s) and communicate this to all affected parties.
- Ensure all emergencies are adequately reported, reviewed and lessons learnt adopted.
- Ensure plans are in place to allow reserves to function post-emergency.

Updated: May 2021

Key contacts/site information:

Emergency Response Team (ERT)

Role	Who	Radio call sign	Desk phone ext.	Mobile	Home phone
Senior Site Manager	Nick Forster	Avocet Red	8085	07548 152449	01502 450572
Site Manager	Robin Harvey	Avocet Black	8072	07813 821163	01986 784261
Visitor Operations Manager	Bryony Tuilj	Avocet Silver	8083		
Operations Officer	Sue Green	Avocet Amber	8070	07720 761828	01502 578280
Duty Manager	Various	Avocet Brown	3008/8096		
Suffolk Area Manager	Adam Rowlands	Avocet Yellow	8078	07753 776396	

Emergency Services	**Telephone 999 or 112** (ask for the service you require and supply all supplementary information required). **Minsmere Visitor Centre** **Location reference points:** Ordnance Survey Grid reference: **TM 472672** Post Code: **IP17 3BY** (Scott's Hall)
Ipswich Hospital	Heath Road, Ipswich, **IP4 5PD.** **Telephone: 01473 712233**
Police (non emergency)	Telephone: **101** or **01986 835300**
Fire Control Centre	Telephone: **01480 444500**
Minsmere Visitor Centre	Telephone: **01728 648281** (9am to 5pm daily; 9am to 4pm November to January inclusive). After hours use: Events telephone: **01728 648301** Retail Store Phone: **01728 648086**
Minsmere Work Centre	Telephone: **01728 648780**
Minsmere Volunteers Chalet	Telephone: **01728 648800**
EDF (Power cuts)	Telephone: **0800 783 8838**

Reviewing and reporting

Remember all emergencies must be reported to a senior member of staff (Senior Site Manager or Site Manager) and following the event a written account (with photos) produced (attach to Prime report).

- The incident responder should keep notes of details, times, names, contact names and numbers and, if possible, take photographs to help complete a detailed incident report.
- All accidents/ near misses, no matter how trivial, must be recorded on the RSPB online reporting system Prime Safety. This is a legal requirement. In the case of serious accidents to staff or volunteers, the incident may need to be reported under RIDDOR - consult with Site Managers if in doubt. Prime Safety can also be used to record environmental and other incidents and near misses.

Updates

Created by Robin Harvey	March 2018
Updated by Louise Gregory	July 2018, November 2018, August 2019
Updated by Nick Forster	November 2019
Updated by Nick Forster	May 2021

Updated: May 2021

Major public incident response plan

First few hours checklist

1) Nominate a lead

- This should be a senior person – **Director** or **Head of Department** is best.
- If the lead is not physically on site, you may need a coordinator / co-lead at the office
- Use Flowchart A to contact the relevant Communications Team.

2) Reassure staff and instruct them to remain in the premises

Staff should remain in the premises until instructed otherwise – we need a clear picture of the situation and may need their help to locate people.

3) Quickly plan how to respond

- Remember to **keep notes** of what is happening.
- Get a **clear picture of what has happened** including:
  - Details of the incident, when, where etc. see police website, Twitter feed
  - What are the implications on our people / wildlife & livestock / property?
  - Have the emergency services been notified? What is their current advice?
  - Which access / transport links are closed / open?
  - Are there any external communication needs? Is the media involved?
  - What are the internal communication needs? Who is likely to want to know what has happened? E.g. Chief Exec, Trustees, Board, managers or family members who may be concerned.
- **Decide your approach** – key actions in priority order are:
  1. Locating staff
  2. Keeping everyone calm & informed – across all locations affected, and the wider organization.
  3. Deciding when to leave office.

4) Update staff at the premises and ask them to help

- **Reassure** them we have a coordinated approach and will keep them updated.
- The top priority is locating staff – **ask people not to leave** until this is underway and we can review when to leave safely.
- **Ask them to help where necessary.**

5) Locate staff across the affected area

- **Send email to all key managers (identify in list below),** asking them to:

- Identify any of their team in the affected area that day; - Contact them to locate them; - Report back to you when they have done this. You may need to follow up with a call if you don't hear from them. • Check off teams on a central list, as they have been accounted for. If you can't get hold of someone: • Report to emergency services and act on their advice on next steps. • Their manager may need to contact their next of kin - can they get hold of them? Do they have any alternate contact numbers?	
6) Send people home / close the office if appropriate When all staff are accounted for, or if those in the office are in danger, decide if you need to close the office and send people home. • Take advice from emergency services updates. • Follow emergency evacuation procedures for offices. • Notify an unaffected RSPB office so they can notify the organization.	
7) Remember to keep people in the wider organization updated	

After the event

Raise an **Prime Report** (on the intranet) and discuss with the Health and Safety Adviser – Review of response and lessons learnt shared. – Any insurance implications?	
Consider longer term staff welfare Debrief soon after the event for those involved. Highlight EAP as support service. Consider longer term implications – remember that news stories, anniversaries etc. may bring difficulties for staff after the event.	

Updated: May 2021

List of people to locate

Name	Role	Location	Who is locating them?	Spoken to? Y/N	Action (i.e. are they returning to the office, going home etc.)

Log

Time	Summary of activity	Actions	Complete

Appendix 9: Minsmere Fire Plan

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Fire Plan (for contractors)

Minsmere RSPB Reserve

1.1. 1 Site information

Site name: Minsmere RSPB Nature Reserve

Westleton, Saxmundham, Suffolk IP17 3BY

Reserve contact names & telephone numbers:

Nick Forster (radio call sign Avocet Red) North Suffolk Coast Senior Site Manager	01728 648085 07766 441873 (mobile)
Robin Harvey (radio call sign Avocet Black) North Suffolk Coast Site Manager	01728 648072 07813 821163 (mobile)
Wardens' Office	01728 648780 (daytime/answerphone)
Visitor Centre/shop	01728 648281 (daytime/answerphone)
Volunteers' Chalet	01728 648800
Adam Rowlands Suffolk Area Manager	07753 776396 (mobile)

Off-site contact names & telephone numbers:

In an emergency call 999

Suffolk Fire Control Centre	01480 444500
National Trust, Dunwich Heath	01728 648501
Sizewell B (has its own small fire tender) Reception	01728 653653
RSPB Headquarters - The Lodge, Sandy, Bedfordshire SG19 2DL	01767 680551

Administrative body:

The Royal Society for the Protection of Birds

HQ – The Lodge, Sandy, Beds SG19 2DL **01767 680551**

(ask for Reserves Division)

Location:

On Suffolk coast, lying between Westleton, Dunwich, Eastbridge and Sizewell

Grid reference for Visitor Centre Car Park – **TM474672**

Area: 981 ha/2423 acres

Vehicular Access:

i) From Westleton, off B1125, following brown Tourist Board signs to RSPB Minsmere. Join reserve entrance road at Crossbill Corner (**TM452680**)

ii) From Eastbridge (off B1122 Leiston to Yoxford), follow road leading North from Village. Join reserve entrance road at Hangman's Corner (**TM452667**)

Key habitats:

Heathland and acid grassland

Heath - High fire risk; Acid grassland - Moderate fire risk in high summer.

Fen/swamp

High fire risk in late autumn/winter, moderate to low risk at other times.

Coastal lagoons

Low fire risk.

Dunes

High fire risk, especially in summer

Grazing marsh

Low fire risk

Woodland and scrub

Moderate to high fire risk

1.2. 2 Internal access and infrastructure

All roads and made up tracks are passable by fire tender but woodland rides liable to have soft sections, especially after rain.

Access points (see map provided with this plan). All access points, hydrants and emergency water supplies are marked on the map by their reference points:

1.3. Tarmac roads

1.4. 1	1.5. Crossbill Corner (TM452680) to Scott's Hall (TM463673)	1.6. 1.5km
1.7. 2	1.8. Hangman's Corner (TM452667) to Scott's Hall (TM463673)	1.9. 1.2km
1.10. 3	1.11. Scott's Hall (TM463673) to Visitor car park (TM474672)	1.12. 0.9km

1.13. Gravel tracks

1.14. 4	1.15. Visitor Centre (TM469669) to Minsmere Sluice (TM479662)	1.16. 1.4km
1.17. 5	1.18. Clay Lane - Crossbill Cnr (TM452680) to Hangman's Cnr (TM452667)	1.19. 1.3km
1.20. 6	1.21. Nr Walkbarn Bungalow (TM456680) to bridleway (TM465684)	1.22. 1.3km

1.23. Firebreaks/rides

1.24. 7	1.25. Bridleway off Westleton entrance road (TM461677) to near Grimstones Belt (TM468688)	1.26. 1.3km
1.27. 8	Woodlands – compartments 16-19 access points at TM463679 (off bridleway), TM466673 (Beech ride), TM470673 (car park entrance)	1.28.
1.29. 9	Along Southern edge of North Marsh (compartment 51) from TM476675	1.30.
1.31. 10	1.32. Around Sheepwash Spinney – access from Work centre (TM4686720)	1.33.

1.34. Other

1.35. 11	To Mount Pleasant Farm via gravel track at (TM467698)	1.36.
1.37. 12	To Raceground House via track at (TM466697)	1.38.
1.39. 13	To Sawmills Pit area via padlocked gate at (TM450693)	1.40.
1.41. 14	To compartment 20 (padlocked gate) along western edge of compartment 21 off Westleton road at (TM446684)	1.42.
1.43. 15	To compartment 6 along northern headland of compartments 61, 62 and 63 from gateway at (TM450689)	1.44.
1.45. 16	To southern boundary of Minsmere Levels (at TM 468653) via Upper Abbey Farm, just off B1122 at (TM449645) long track through Upper Abbey Farm Yard to Levels	1.46. 2.2km
1.47. 17	To western boundary of Levels (at TM465660) around Lower Abbey farm, accessed from Eastbridge at (TM453658)	1.48. 1.8km

Fire hydrant locations (marked FH on map)

i	Dunwich road junction (NW corner of compartment 3) 3inch hydrant no. 654	TM450694
ii	Along Dunwich Road approx. 1.9km to east of (i) 3inch hydrant no. 655	TM459697
iii	Eastern end of Black Slough 6inch hydrant no. 821	TM446685

Emergency water supply points (EWS on map)

a	Pond in `Old Car Park' near Visitor Centre	TM472672
b	Pool in SW corner of compartment 18 along Beech Ride	TM467676
c	Docwra's Ditch – northern border of North Marsh	TM469678 to TM479676
d	Minsmere River/New Cut at Eastbridge	TM453664
e	Ditch alongside entrance road just SW of Scott's Hall	TM461672

NB: There are numerous other points within the South and West of the reserve where access to a water supply is possible.

1.49. Relevant machinery and equipment – stored at Minsmere Work Centre

Two tractors – both with loaders and/or bucket and grab

Three rotary toppers

Two flail toppers

Rotovator

Portable 4" Honda Pump

Portable 2" Honda Pump

2100 litre bowser

Several 1000 litre palletised tanks

Seven chainsaws and seven brushcutters

Fire beaters

Honda Foreman ATV

John Deere Gator

2 x 4x4 trucks

Vauxhall Astra estate car

Two-way radio system with c.20 handsets

Procedure in the case of a fire

On the Reserve

Use radio to inform all staff (If no radio available, find a telephone and call 999, also inform Reserve Staff of situation as soon as possible and any contractors working onsite).

- Determine who can call Fire Brigade if required. They will need to stay near the telephone.
- Make the best assessment of:
    - Exact location of fire
    - Size and type of fire
    - Risk of fire spreading.
- Unless fire is very small, arrange for Fire Brigade to be called and give precise location of fire and suggested access route for Fire Tender
- If the fire is small, or a `holding operation' is required to slow spread, summon assistance from other staff. Fire beaters are at the Work Centre. Take no personal risks. If in any doubt call for Fire Brigade. If a fire is tackled, it is vital that it is fully extinguished, such that there is NO risk of re-ignition. If appropriate, re-visit the site after an interval to confirm this is the case.
- If anyone else is present upon discovery of fire, and it is safe to leave the site, send someone to the appropriate access point to meet and guide Fire Brigade to fire.
- Maintain radio/mobile phone contact to give/receive updates on state of situation, ETA of Fire Brigade etc.

1.50. Use of fire beaters

Fire beaters, stored at the work centre, are designed to put out small fires or slow the spread of fire. The correct method is to smother the flames by pressing the rubber matting head flat to the ground and moving it from side to side. Vigorous beating can fan flames and cause burning material to drift, thus spreading the fire.

UPDATES

Created by Mel Kemp	July 2015
Updated by Andy Needle	May 2007
Updated by Katie Bliss	July 2008
Updated by Scott Paterson	August 2009
Updated by Andy Needle	September 2010
Updated by Sue Rendell-Read	May 2011
Updated by Robin Harvey	June 2011; August 2011, July 2012, November 2012
Updated by Nick Forster	October 2019
Reviewed by Nick Forster	May 2021

Appendix 10: Minsmere Reserve Pollution Incident Response plan

Pollution Incident Response Plan

Minsmere Nature Reserve

Summary Information

Company name	**RSPB**
Address	**RSPB Minsmere** **Sheepwash Lane, Westleton, Suffolk, IP17 3BY**
Main business activities	**Nature conservation and visitor attraction**

Steps to take in an emergency

1 **Remain calm** and think clearly. **Do not panic.**

2 **Danger? Assess the situation:** Do not compromise your safety and/or the safety of others.

3 **Do you have any casualties?**

If so, please follow the procedures outlined in Accident and Illness\North Suffolk Coast Accident and Illness Emergency Action Plan.docx

Objectives of the Plan

This plan has been prepared to minimize the risk of pollution and outline the response process to any pollution incident, following Guidance from the Gov.uk website https://www.gov.uk/guidance/prevent-groundwater-pollution-from-solvents#prepare-for-emergencies-create-a-pollution-incident-response-plan . The North Suffolk reserves have national and internal designations due to the importance of their wetland habitats.

Contact List

External:	
Police/Fire Ambulance	**999 or 112**
EA Hotline	**0800 80 70 60**
Wildlife Incident Investigation Scheme	**0800 321 600**
East Suffolk District Council	**0333 016 2000**
Internal:	
Adam Rowlands – Suffolk Area Manager	**01728 648078**
Nick Forster – Minsmere Senior Site Manager	**01728 648085**
Robin Harvey – Minsmere Site Manager	**01728 648072**
Annette Salkeld - RSPB Warden	**01728 648073**

Action to be taken in the event of a pollution incident:

RSPB Senior Site Manager and the Environment Agency are to be informed of the incident and measures taken to minimise environmental damage. If the incident is serious, the senior RSPB member of staff on-site will arrange an Emergency Response Team involving other RSPB colleagues to co-ordinate the response.

Contractor, if involved, or wardening staff will ensure that adequate procedures and spill kits are available and all their staff working on site are aware of these procedures and where spill kits are stored.

Drainage arrangements on the sites

There are no connections on either site to main drainage systems which are at risk of pollution from our activities.

Emergency Response Equipment

Having evaluated the scale and nature of any spill, the Contractor must ensure that the emergency response equipment:

- can deal with the maximum spill that’s likely to occur
- is maintained in good working order
- is clearly identified on the site plan attached
- is clearly marked, with directions for its use clearly displayed

The contractor must ensure that staff are trained to use emergency response equipment.

Spill kits must available in areas where spills and leaks are likely to occur.

Spill kits should include:

- absorbent materials
- shovels
- drain bungs or covers

Emergency procedures:

- are tailored to the needs of the site
- can deal with the worst-case scenario

As part of the emergency procedure The Contractor will:

- tell RSPB staff about the incident immediately
- evacuate the site safely
- tell your emergency contacts
- notify and evacuate any properties affected in the surrounding area

The Contractor's plan must outline how the Contractor will:

- handle both small and large spills
- assess priorities in an emergency
- make sure staff know their responsibilities in an emergency
- safely handle and dispose of any waste caused by the incident
- clean and decontaminate personal protective equipment
- dispose of fire-fighting water

Product inventory

Product inventories must be provided, which set out:

- all solvents and chemicals (and any other products you consider relevant) that are used and stored on the site
- product quantities
- where products are stored
- the environmental behaviour and mobility of solvents on the site
- the SDS for each product
- the location of emergency response equipment

Site layout plan

The Contractor must keep a plan of the work site's layout which is checked regularly to ensure that it is up to date. RSPB will provide base maps to facilitate this plan. This will show:

- the general layout of buildings and equipment on the site
- any roads around the site
- any areas for emergency services - make sure these are clearly marked
- the routes of pipework - clearly identify any underground pipework
- the routes of known or suspected buried services (including water and gas)

It also shows the location of:

- storage areas
- waste storage areas

- spill kits and emergency clean up equipment
- bunded storage and secondary containment areas.

Activities that May Cause Pollution to Water Bodies

1. Bed lowering – in reedbeds
2. Construction of new sluices
3. Ditch Widening and creation of new feeding ledges
4. Creation of islands
5. Excavation of new ponds and deepening of existing water bodies.

Potential Pollutants from the Works

1. Silt – potentially released from bed lowering, island creation and deepening of existing water bodies, ditch widening and putting in new feeding ledge
2. Concrete – fresh concrete and cement in sluice construction and other works adjacent to water
3. Oil and fuel from machinery used in works

Pollution Prevention

1. Silt

Contractors will be required to devise and implement working methodologies which prevent the sudden rush of sediments into waterbodies and courses.

Work on ditch systems has the potential to cause a negative effect on oxygen levels in the system. Oxygen levels will be checked regularly throughout any works in ditches and work will stop if levels fall below 40% until they recover. Work will also be stopped immediately if any fish are seen “gulping” for air on the surface. This will be an ongoing requirement that will require monitoring during all ditching works. Contractors must be made aware of this obligation during the tendering process.

2. Concrete

Cement, aggregate and sand will be stored in designated hard-standing areas and on no account near water.

Contractor will ensure good seals on all formwork.

3. Oil and Fuel from Machinery Use

Any fuel stored on site will be in a bunded storage tank which will be kept locked overnight and at any time when contractors are not working on site. The bunded storage tank will be kept in the hard-standing area designated by RSPB.

Preferably, biodegradable hydraulic oil will be used by the contractor.

Any spillage will be contained using absorbent clay, diatomaceous clay or other suitable absorbent material. This material will be disposed of safely.

Contractor must always have a spill kit available.

All machinery left on site overnight must be immobilized to prevent tampering. It will be left such that risks to safety and of pollution are minimised.

All machinery to be inspected regularly and maintained according to manufacturer's recommendations.

All machinery to be washed down on designated hard standing area.

All refuelling of mobile plant will take place on an area of hard ground away from any waterbody or course.

7 Emergency service arrival

The RSPB Emergency Response Team (ERT) will ensure that the emergency services are met on arrival. They will arrange 4x4 vehicles if required and escort them to the scene of the incident.

8 Communication

All emergencies should be reported to the **ERT** who will ensure appropriate communication with all relevant stakeholders.

9 Reviewing and reports

All emergencies must be reported to a senior member of staff (Senior Site Manager or Site Manager) and following the event a written account (with photos) must be produced (RSPB staff to attach to Prime report)

- All accidents/ near misses, no matter how trivial, must be recorded on the RSPB online reporting system Prime Safety. This is a legal requirement. In the case of serious accidents to staff or volunteers, the incident may need to be reported under RIDDOR - consult with Senior Site Manager if in doubt. Prime Safety must be used to record environmental incidents and near misses.

UPDATES

Created by Nick Forster	26 May 2021

- # Chemical Spillage Plan - Minsmere

Aaron Howe, 09/05/2005

1.	**BEFORE** taking chemicals out of any containers or stores, ensure that an adequate **SPILL KIT** is available and ready for use.	
2.	In the event of a spillage, **CONTAIN** the spill by placing absorbent socks around it.	
3.	Using soak up mats and/or sand/sawdust, **ABSORB** the spilled chemicals. **DO NOT HOSE SPILLED CHEMICAL INTO DRAINS, SOAKAWAYS OR STREAMS.**	
4.	**ISOLATE** the area where the spillage has occurred using barrier tape. Turn off electric supplies. Do not smoke, eat or drink near this area.	
5.	Is there any danger to a nearby **WATERCOURSE** or **GROUNDWATER?** If there is, contact the Environment Agency on 0800 80 70 60 immediately.	
6.	**CLEAN UP & DISPOSE** of the absorbed chemical/absorbent agent in a sealed container. Seal, label and store this container in a dedicated area pending collection.	
7.	Contact a **SPECIALIST WASTE DISPOSAL CONTRACTOR** to dispose of any contaminated materials. You are not allowed to transport this waste yourself, by law. Local contractors' addresses are set out below (there are others available):	
	• **W.A.S ltd.** 48 Sea View Rise Hopton-on-sea Great Yarmouth Tel: 01502 732850	• **Cleanaway** Contact: Malcolm Gray Tel: 0151 348 5169
8.	Contact the **ENVIRONMENT AGENCY** to report the spillage. They will guide you on further actions to take. EA can issue a Special Waste Consignment Notice, available from their Ipswich Office (£16.35). EA tel: 0800 80 70 60.	
9.	**REPORT** the spillage to your line manager. Don't forget to **RE-ORDER** and **REPLACE** any items used from the spill kit.	

Appendix 11: Minsmere UXO plan

Emergency Response Plan – Unexploded Ordnance

North Suffolk Coast Reserves

NATURE OF HAZARD

All of the North Suffolk Coastal Reserves have a history of WW2 military activity which could lead to an UXO incident:

- Training which included live firing exercises
- Anti-invasion defences (including minefields)
- Recorded incidents of enemy aircraft dropping bombs.

The following conditions could lead to the detonation of an UXO:

- Direct impact onto the main body of the UXO (grenades and mortars) such as from large and violent mechanical excavation or surface activities.
- Ground vibrations or moving or treading on UXO.
- Re-starting the clock timer in the fuse (ticking bomb) although unlikely due to the effects of corrosion - presents a small possibility of this occurring due to direct contact or vibration.
- Initiating the fuse explosive as a result of seasonal changes in temperature and general degradation over time which causes the explosive compound to exude out from the main body of the UXO (which may only require limited mechanical action to initiate) and then initiates the high explosive charge. This is the most likely cause of detonation during construction activities on a site.
- Controlled bonfires or wildfires caused accidentally by contractors or construction activities, deliberately by members of the public or naturally in periods of drought.

Effects of a Detonation

- When a bomb detonates in the soil the resulting shockwave can cause damage to building foundations some distance from the explosion. Trenches, tunnels and underground basements may collapse. Sewers and pipes may crack and split although plastic piping and underground cables may not be as badly affected. Factors affecting the level and extent of damage include the mass of the high explosive, ground conditions and distances from the explosion. As well as the effects on people,

structures and plant and equipment consideration should be given to the environment, which (although unaffected from a detonation event) may suffer secondary effects from potentially contaminating materials.

- A detonation event has the potential to be highly disruptive in terms of delays, closures, rebuilding and repairs which may also involve third party infrastructure and negative publicity.

People at Risk

The following people could be at risk from a UXO incident:

- Staff
- Volunteers
- Visitors
- Contractors
- Neighbours (including the staff/interns who lives on site)
- Emergency Services.

Infrastructure at Risk

The following infrastructure (including services such as electricity) could be at risk from an UXO incident:

- Visitor Centre
- Discovery Centre
- Work Centre
- Visitor infrastructure such as paths and hides etc.

Equipment Needed

- Radio and mobile phones
- High vis jackets for staff enforcing any Exclusion Zone

ACTION TO BE TAKEN FOR ANY UXO (OR SUSPECTED UXO) INCIDENT

Responsible Persons

The Duty Manager will be the incident leader for any UXO / suspected UXO incident. The Duty Manager will nominate a team of responsible persons and allocate roles as required to ensure that the Emergency Response Plan is fully carried out.

Roles to be carried out are:

- Liaising with emergency services
- Liaising with staff/visitors/contractors/media and Regional Staff
- Evacuation of UXO site
- Enforcement of Exclusion Zone.

Lines of Communication

The nominated responsible person will contact the police in the first instance. The police will arrange the identification of the UXO by a bomb disposal specialist. The responsible person for the UXO site must ensure that all site staff are informed of the incident and are kept fully up to date at all stages of the incident. The responsible person will liaise/ brief the relevant emergency services and the following as necessary:

- Local residents
- Local business
- Local media

The responsible person will also ensure the following are notified of the incident:

Nick Forster (radio call sign Avocet Red) North Suffolk Coast Senior Site Manager	01728 648085 07766 441873 (mobile)
Robin Harvey (radio call sign Avocet Black) North Suffolk Coast Site Manager	01728 648072 07813 821163 (mobile)
Visitor Centre/shop	01728 648281 (daytime/answerphone)
Adam Rowlands Suffolk Area Manager	07753 776396 (mobile)

Site Evacuation Plan

On discovery of a UXO, or suspected UXO, the following actions must be taken:

- Cease all work in the immediate area.
- Evacuate all staff/visitors/volunteers/contractors from the immediate area. The evacuation route should **never** be towards or past the UXO.
- Raise the alarm by contacting the Duty Manager immediately by radio or mobile phone when any UXO or suspected UXO is discovered. **Do not** use mobile phones in the immediate vicinity of the UXO

If a UXO, or suspected UXO, is handed in to the Visitor Centre, Work Centre or Discovery Centre, the building must be evacuated **immediately**.

In **all** cases a UXO must not be moved or handled, even when handed in as a visitor find. Also any suspect UXO's **must** be treated as actual UXO until confirmed as otherwise by an appropriately qualified person.

Should a contractor discover, or suspect, a UXO during work on site, the contractor must cease all works immediately, inform other workers and inform a member of staff. The member of staff will immediately inform the Duty Manager who will initiate the Emergency Response Plan outlined above. Should a UXO be discovered in a digger bucket the bucket should be slowly and gently lowered but the UXO should not be removed. If discovered in a dumper bucket it should not be tipped out. Plant operators should apply the "Safe Stop" procedure if safe to do so, gently leave the cab and follow the site evacuation plan. These instructions must be provided to contractors before work starts in Exchange of Information procedures.

Establishment of Site Exclusion Zone

A safety cordon of 500 metres must be established around the UXO. The Duty Manager will nominate responsible persons to supervise the cordon / exclusion zone and ensure that no one re-enters the zone.

Small Arms Ammunition

If SAA (e.g. .303, .300 and 9mm rounds) is handed into the Visitor Centre, it should be securely stored until it is convenient to take it to the Police Station at Leiston. If possible, get an accurate description of where the visitor found it so that records can be updated.

Recording the incident

After any UXO incident the following actions must take place:

- Update Form A Record of Information with details of the incident (date, location and type of UXO) and action taken.
- Update Reserve UXO Hazard Map to show location of UXO
- Review and update Task Risk Assessments such that the risk from the UXO is identified and mitigated.
- Review and update the Visitor Risk Assessment
- Ensure all staff and volunteers are informed about the incident

Reviewed:

Updated by Robin Harvey	January 2018, August 2019
Updated by Nick Forster	October 2019
Updated by Nick Forster	May 2021

Appendix 12: Minsmere severe weather plan

giving nature a home

Severe Weather Action Plan

Minsmere Nature Reserve

The recommended source for up to date information and guidance on severe weather is the Met office website. https://www.metoffice.gov.uk/

Actions to take with Met Office warnings (for more detail see 'Guidance for Site Managers and TSAs')

Red warnings: Close reserves to the public

Amber warnings: When impact and likelihood dictate, post warning signs at the entrances to reserves.

Yellow warnings: When impact and likelihood dictate, consider posting warning signs at the entrances to reserves.

2. Potential effects of severe weather

3. High wind

Strong winds can lead to damage to buildings, which may include falling roof tiles. Electricity cables, branches or even whole trees may also fall on entrance roads and some of the footpaths. To safeguard visitors, staff, volunteers, contractors and equipment, the reserve may be subject to full or partial closure until conditions improve.

4. Periods of high rainfall

Parts of the nature reserve, which consist of reedbed, coastal lagoon, wet grassland, open water and fen, are prone to freshwater flooding to varying extents under normal conditions. Areas of flooding may occur on trails, footpaths, and boardwalk leading to Island Mere Hide. To ensure public safety and to prevent damage to the reserve's habitats and tracks etc., areas of the reserve may be closed to visitors, staff, volunteers and both reserve and contractors' machinery thus curtailing works until conditions improve.

Surge tides/coastal flooding

Parts of the reserve are vulnerable to saltwater flooding during surge events.

These include the frontage between the primary and secondary sea defences from just below Dunwich Heath to just north of Minsmere Sluice. Partial closure of the reserve may be necessary in extreme cases.

5. Wintry weather

Icing of paths, car parks and entrance roads can occur at any time during the winter. Snowdrifts may occur during periods of prolonged snow combined with high winds. Public roads leading to and from the reserve can become impassable when drifting occurs.

6. Hot weather

In very hot weather, fire is a risk, particularly on the drier parts of the reserve, especially heathland and dune areas.

6.1. Precautions in response to severe weather

7.	**8. If condition occurs during centre opening hours**	**9. If condition occurs during hours when centre is closed**
10. High winds	***11. The Senior Site Manager (or if he is offsite, the Duty Manager in consultation with the most senior staff member present) will decide on whether to close the reserve where the risk is considered too high.*** Habitat management work may have to be curtailed and contractors stood down if, in the opinion of site staff, there is a high likelihood of danger to either personnel or machinery.	***12. Assuming it is safe to do so, the first experienced site staff present will make a check of areas likely to have been affected,*** *making appropriate use of a 'buddy'* ***. Any concerns are to be referred to the Tree Safety Advisor. The Senior Site Manager (or if he is offsite, the Duty Manager in consultation with the most senior staff member present) will use this information to decide whether to close the reserve.***
13. Periods of high rainfall	***14. The Senior Site Manager (or if he is offsite, the Duty Manager in consultation with the most senior staff member present) will decide on whether to close the reserve where risk is considered too high; e.g.***	***15. As above.***

	where there may be deep flooding or fast running water on the trails. Habitat management work may have to be curtailed and contractors stood down, if in the opinion of site staff, there is high likelihood of danger to either personnel or machinery or of the reserve fabric being damaged by heavy machinery.	
16. Surge tides/ Coastal flooding	Flood alerts and warnings will be received on the main Work Centre phone number and via e-mail to the general Minsmere address. Flood alerts and warnings will be received via text and e-mail by key site staff including the Senior Site Manager and Site Manager. ***17. It is the responsibility of the Senior Site Manager (or an agreed stand-in) to ensure that this message is relayed to other members of the team.*** ***18. The Senior Site Manager (or if he is offsite, the Duty Manager in consultation with the most senior staff member present) will decide on whether to close the reserve where the risk is (or is predicted to become) too high, e.g. where there may be deep flooding or fast running water on the trails and/or PRoWs, or on any part of the reserve accessible to the general public.*** The Senior Site Manager (or if he is offsite, the Duty Manager should ensure any contractors working on site are advised of the flood alert via any dedicated radio system, by phone or in person. ***19. Temporary closures of parts of the reserve may be necessary. These must be supported by appropriate signage and barriers.*** **If a serious surge is predicted:** During 9am to 5pm Monday to Friday the EA's Flood Incident Duty Officer (FIDO) will telephone Minsmere to request that the North Marsh Sluice penstock be fully closed. Whoever receives the call must tell the site manager or warden in charge so that arrangements are made for the immediate	***20. As above.***

	closure of the penstock. The EA's Flood Incident Duty Officer will telephone Minsmere when the flood event is over so that the penstock can be re-opened. The coastguard should be informed of any full or partial reserve closures. **Coastguard** (non-emergency) - **01493 851338** **The Ipswich Incident Room**, (staffed during flood incidents) can be contacted on **0300 200 3196**. The **Flood Warning Duty Officer Mobile**, available 24 hours a day is **0300 200 3196**. Both of these numbers are not for the general public. **Public numbers:** **To report flooding or other incidents:** **Environment Agency Incident Hotline:** **0800 80 70 60** **For flood enquiries: Floodline:** **0345 988 11 88**	Outside of 9am to 5pm Monday to Friday ***or if no-one is available from the Minsmere staff*** the EA's Flood Incident Duty Officer (FIDO) will instruct EA Operations staff to close the penstock.

21. Wintry weather	***22.*** *Paths* ***23. The Duty Manager will ensure that enough gritting is undertaken in the Welcome Zone to ensure surfaces remain safe to use whilst the Visitor Centre is open. All pathways: leading from the car park (including steps); around the visitor centre (including pathway at back of VC); round the toilet block and down to the bottom of the steps and ramp near the pond are to be gritted. The car park entrance and the route from here to the Discovery Centre should also be treated*** ***24. During potential bad weather spells, it will also be the responsibility of the Duty Manager to check on daily weather forecasts and, if deemed necessary, organise for the pathways to be gritted in the evening.*** The gritting bin, spreader and appropriate tools are situated at the back of the Visitor Centre. The Duty Manager will inform the Land Management Team when there is a need to order more grit. The Land Management Team will ensure that enough grit is available to allow two days of coverage. **Entrance roads:** The conservation team will monitor weather and road surface condition and will inform the Senior Site Manager and Duty Manager if there is a need to deploy signage. If the Senior Site Manager (or if he is off site, the Duty Manager in consultation with the most senior staff member present) makes the decision to close the reserve. “Reserve closed” signs will be placed on the road in from Westleton near powerlines ride and on the road in from Eastbridge at Hangmans Wood.	***25.*** ***26. As above.*** In cases of extreme winter weather, it will be the responsibility of the Senior Site Manager (or if he is off site, the Duty Manager in consultation with the most senior staff member present), to contact staff if it is deemed unsafe for them to travel to the reserve.

	If the reserve remains open but the roads are dangerously icy “Caution: Icy roads” signs will be placed at the following locations: Vault Hill, Scott’ s Hall junction, Sheepwash Lane hill and car-park entrance. Grit bins have been installed at the locations detailed above and the conservation team will treat the road surface when this is required to assist staff and visitors to leave the site in inclement weather.	
27. Prolonged hot weather leading to fire risk	***28. The Senior Site Manager (or if he is off site, the Duty Manager in consultation with the most senior staff member present) will decide whether to close parts of the reserve to visitors to reduce the risk of fire.***	***29. N/A – decisions regarding fire risk will be taken during the periods of opening.***

30. Contacting emergency services

Staff on site should assess the need for emergency services and call them out as appropriate. In an emergency police, ambulance or the fire-rescue services can be contacted by dialing “999” or “112”.

In the event of vehicles being involved in an incident without injury, visitors may wish to call out their own vehicle recovery company.

31. Staff & volunteer activities that are to be curtailed

Outside work, practical tasks or survey and monitoring will be curtailed if the weather is unsuitable and resumed when conditions improve.

If a public event is to be cancelled due to severe weather, the event organiser will take the decision to cancel in consultation with the most senior staff present

Updated by Nick Forster (Senior Site Manager)	May 2021

Appendix 13: RSPB biosecurity code of practice on and off reserves

LAND MANAGEMENT CODE OF PRACTICE E10

Biosecurity on and off reserves

What is this about:	Setting out standards of biosecurity for staff on our reserves, as well as those partaking in research and/or advice off reserves
Who should read this:	Reserves staff (including volunteers), Reserves Ecologists, Conservation Scientists, Land Agents, Advisors, Conservation Officers, External visitors (including contractors)
When does it take effect:	Immediately from date of publication
Contact Point:	Regional Reserves Ecologists
Contents:	1. Introduction 2. Who is this CoP directed at? 3. Levels of risk 4. Risk levels and biosecurity measures 4.1 Low Risk 4.2 High Risk 5. Disinfectants 6. Reserve facilities 7. Contractors 8. Activities requiring 'high risk' level status 9. Further information and guidance
Sensitivity	RSPB & CONTRACTOR USE ONLY

1.0 Introduction

Biosecurity threats come in a wide range of forms from animal and plant diseases, pests and parasites, to invasive non-native species (INNS). Some of these diseases and pests are also legally notifiable under existing national legislation with the possibility of costly compulsory control orders. The impacts biosecurity threats impose on reserves can however be felt at levels beyond just economic costs (e.g. man-hours, financial resources), with potential ecological (e.g. biodiversity loss) and even social costs (e.g. reduced visitor access/experience). Given that many of these pests, disease-causing agents and INNS are not immediately visible or predictable, taking appropriate biosecurity measures may be the best way to minimise any future impacts.

This Code of Practice is designed to advice RSPB staff and visitors on ways to prevent unnecessary costs to the organisation under varying levels of biosecurity risk. Under some circumstances (for instance during an outbreak of a notifiable disease such as Foot and Mouth) additional specific advice may be provided by external sources (e.g. statutory bodies, local authorities or government agencies) for which staff will be advised as and when is necessary.

2.0 Who is this CoP directed at?

This CoP should be read by any person(s) taking part in **land management operations** or **ecological surveying/monitoring/research** on land owned and/or managed by the RSPB. This includes all RSPB staff, volunteers, external visitors and contractors. It should also be read by anybody who will be visiting areas of RSPB land not normally open to members of the public including **fishermen and graziers**. RSPB staff visiting non-RSPB sites as part of their role (e.g. providing advice to other landowners/land managers) should also follow this CoP. This CoP does not cover specific issues regarding the direct handling, health and welfare of grazing livestock or other animals, advice for which can be found elsewhere on the Intranet (**LINK**). Neither does this CoP cover the protection of staff and/or visitors from potential zoonoses (e.g. Leptospirosis, Lyme Disease), advice for which can be found on the Health & Safety pages of the Intranet (CoP 8 Occupational Hygiene). If requested, please provide copies of this additional advice to any non-RSPB visitors.

3.0 Levels of risk

Biosecurity threats pose different levels of risk depending on the likelihood of them occurring and their potential impacts. This CoP suggests a series of simple biosecurity measures to minimise any potential costs from activities categorised as either low or high risk. Low risk activities are those activities with a limited chance of either introducing new biosecurity threats or assisting the spread of an existing threat. They require only a minimum level of biosecurity as set out in the measures below. High risk activities are those activities which either elevate the risk of introducing a novel biosecurity threat, or else assisting the spread of an existing threat. They may require additional biosecurity measures to be carried out depending on the circumstances. The list in the Appendix will help you to decide what level of risk your activity falls under. This CoP does not set out to cover all eventualities. If in doubt, use common sense and adopt a precautionary approach. Note that activities may also move from low to high risk depending on specific circumstances. For example, a woodland bird survey would be considered a low risk activity, but would be raised to

high risk if *Phytophthora* sp. were present or thought to be present in the wood, with subsequent changes in the biosecurity measures required.

4.0 Risk levels and biosecurity measures

4.1 Low Risk

The following measures are the standards we expect all of our staff to maintain whilst on our reserves or whilst visiting non-RSPB sites as part of our work.

Arrive clean, leave clean!

a) Ensure that any footwear and outer clothing (e.g. over trousers) are free of accumulated vegetative matter (including leaf litter) and **excess** mud/soil. Boots can be easily washed off in a puddle or wiped on nearby vegetation. Where practical clean footwear, etc at the end of the day with a brush and clean water.

b) Ensure that any equipment and machinery being used is clean and free of excess mud and vegetative material. Remember, clean and well-maintained equipment and machinery works better and lasts longer!

c) Ensure that vehicles are cleaned of accumulated vegetative matter and excess mud/soil on a regular basis (at least once a week). Pay special attention to wheels, wheel arches and mudguards where such materials are likely to accumulate.

d) **Wherever possible try and leave excess mud and vegetative fragments at their place of origin**. This might not always be possible on remote reserves or fragmented sites but a handy stick can be used almost anywhere to clean off the worst excesses!

Check, Clean, Dry!

e) Be vigilant in aquatic situations. All equipment (e.g. boats, nets, sampling containers) and clothing (e.g. waders) that have made contact with the water should be checked and cleaned of any vegetative material, excess mud and aquatic organisms. **This is especially important if you are travelling between water bodies.** Pay particular attention to seams which may retain debris and associated organisms for longer periods of time. Some invasive aquatic organisms like *Dikerogammerus* shrimps can persist for up to 15 days in damp conditions and 2 days in dry conditions so it is important to ensure, where practical, that all such equipment/clothing is thoroughly dried between visits.

f) Be particularly vigilant around pond-dipping areas. Such places can form focal points for the arrival of unwanted species through the dumping of aquarium and pond material by the general public. Ensure anyone participating in pond-dipping activities (including the public) is aware of the need for biosecurity measures. It could be used to raise public awareness about the dangers of dumping pond or aquarium contents into the wider countryside.

Advisors/surveyors/researchers

g) If visiting multiple sites over the course of a day be particularly vigilant about minimising the amount of mud and vegetative material you are transporting from one site to the next. This is especially true where you are moving between reserves or between landholdings.

Arriving clean not only gives the right impression but reduces the risks of you spreading threats.

h) Follow any additional instructions provided on land not managed/owned by the RSPB. For instance, ask farmers/land owners whether they have any specific biosecurity protocols in place.

i) Consider carrying a makeshift Biosecurity "kit" in your vehicle if visiting multiple sites or sites that have no washing facilities. Such a kit could include a water container, stiff brush, basin/bucket large enough to take a boot, disposable footwear covers and spare outer clothing. A spray bottle of freshly prepared disinfectant would also be useful as an emergency measure.

Site managers/wardens

j) Where practical minimise the number of vehicle movements that occur off surfaced tracks, especially around sensitive areas. If such movements are necessary try and use a similar route so as to limit potential spread of any biosecurity threats.

k) Provide a focal parking area to minimise the extent of vehicle movements

l) Make neighbours and other parties who have access rights through our land aware of our biosecurity measures

m) At sites with visitor facilities consider displaying biosecurity signs for members of the public to highlight the value of simple biosecurity measures. Such signs may be of particular use around sites that have open access land.

4.2 High Risk

In addition to the measures outlined in the Low Risk category the following four measures should also be applied in the specific case of a confirmed or suspected case of a notifiable plant or animal disease, or similar disease that is spread through contaminated soil or water:

a) All footwear, equipment, and machinery should be cleaned of mud and vegetative material and **disinfected** (see notes on disinfectants below)

b) Vehicle tyres, wheel arches and mudguards should also be cleaned of mud and vegetative material and **disinfected**

c) Cleaning should occur **at the site of origin** wherever possible. Remove as much mud and vegetation as possible using a stick or brush, before leaving a site, to minimise the amount of potentially contaminated material being moved around. For remote sites or those sites without washing facilities give a more thorough clean and disinfect at the earliest opportunity.

d) Wear (disposable) gloves where practical and/or wash hands using hot soapy water or hand sanitizer.

The following measures also apply to **any** situations considered to represent a High Risk

4.2.1 Site managers/wardens

e) Minimise access to areas with known infections/infestations, particularly vehicle/machinery movements. If practical cordon off areas or otherwise let staff know that such areas are out of bounds until further notice. If visits to areas with known infections/infestations are not avoidable plan to do them at the end of the day to minimise the risk of spreading problems wider.

f) Where controlling/managing highly invasive non-native plant species that disperse and spread via vegetative fragments (e.g. New Zealand Pygmyweed, Floating Pennywort) use appropriate machinery/equipment (i.e. not flail mowers or strimmers) and put measures in place **before** work starts to minimise the potential spread of any fragments (e.g. sluice screens, barriers, filters). This is particularly important for invasive aquatic plant species. Similar measures should also be put in place **prior** to the disposal of any arisings from such work.

4.2.2 Advisors/surveyors

g) If visiting multiple sites during a single day be particularly vigilant around cleaning **between** visits. Consider wearing disposable footwear covers, or taking a spare set of outer clothing if necessary. Store cleaned equipment and clothing separately in containers/bags to avoid potential cross-contamination. Where practical plan your visits so that those sites posing the greatest risk are visited last

5.0 Disinfectants

Some disinfectants can be harmful to the environment so should be used sparingly and wherever possible away from water courses and storm drains. For general disinfecting purposes, use either dilute household bleach or Virkon S to clean footwear, vehicle tyres, equipment, etc. Note that these disinfectants are not effective against some animal diseases (e.g. BTb) and fungal pathogens with hard walled spores (e.g. *Phytophthora*). If such diseases/pathogens are present or suspected to be present then use suitable alternative disinfectants. For fungal pathogens such as *Phytophthora* the Forestry Commission GB recommends a 70% solution of IMS (e.g. Klercide 70/30 IMS spray or Propellar). Always follow manufacturers instructions when using disinfectants, particularly in relation to solution strength, time of immersion and safe disposal. Check that the disinfectant you are using is suitable for the item you are disinfecting. Health and Safety procedures surrounding the use of disinfectants can be found at the following Cop 12 Control of Hazardous Substances

6.0 Reserve facilities

As a minimum standard we expect reserves with the appropriate infrastructure to provide staff and visitors (away from public areas) with access to water and a brush for washing footwear, equipment and vehicles. Where suitable areas exist washdown facilities should also be provided for cleaning equipment, machinery and vehicles. This should be ideally on a hard flat surface, away from any water bodies or storm drains. Where no facilities exist make sure staff/visitors are aware so that they can make alternative arrangements if necessary (e.g. personal biosecurity "kit", spare clothing, etc).

Reserves may wish to nominate a member of staff who will be responsible for ensuring biosecurity protocols are adhered to on reserves. This is especially important where contractors/external surveyors are visiting reserves as it will be this person's responsibility to ensure that any machinery and equipment being brought onto a reserve reaches our expected standards of cleanliness.

7.0 Contractors

All contractors must be given a copy of the Code of Practice to read. All contracts to have a clause written into them advising the undersigned that they are to follow RSPB Biosecurity protocols and

that they are responsible for ensuring that any footwear, equipment, machinery and/or vehicles they bring onto site are suitably cleaned, and disinfected where necessary, **before** and after a visit. Any contractors arriving on site with inadequately cleaned footwear, machinery, equipment or vehicles will not be allowed on site.

8.0 Activities requiring 'High risk' levels of Biosecurity

The following activities (listed under four broad categories) require the additional "high risk" levels of biosecurity.

Ecological surveys/monitoring/research
Presence or suspected presence of notifiable animal or plant disease (additional specific instructions may be required in such circumstances so the high-risk recommendations should be seen as a minimum requirement unless instructed otherwise)
Presence or suspected presence of non-notifiable animal or plant disease for which contaminated soil is a known vector
Direct handling of animals including amphibians, and fish (**including angling**)
Work in or around water where there is a known or perceived threat from animal diseases (e.g. Crayfish Plague, Chytrid Disease)

Land management
Control/management of highly invasive non-native plant species that spread via vegetative fragments (disinfection of equipment/clothing not required in this case)
Control/management of diseased or suspected diseased animal or plant species
Presence or suspected presence of animal or plant disease for which contaminated soil is a known vector
Direct handling of grazing livestock and dead animals

Recreational activities
Presence or suspected presence of animal or plant disease or parasite
Presence of highly invasive non-native plant species which spread via vegetative fragments
Direct handling of animals (e.g. fish)

Advisory
Visiting farmland where livestock or arable crops are present (exception would be where only visiting farmhouse unless farmer directs otherwise)

9.0 Further information and guidance

Author:
Andrew Skinner – Field Ecologist

Peer Review Group:
Vivienne Booth, Regional Ecologist (South-East England)
Tim Strudwick, Site Manager (Strumpshaw Fen/Mid Yare Valley)
Norrie Russell, Senior Site Manager (Forsinard Flows)
Michael Coplestone, Site Manager (Beckingham Marshes/Langford Lowfields)
Andy Stokes, Head of Safety Management