

Award Form

Particulate Matter (PM) 2.5 Site Establishment – Project Delivery.

Ref C23736

October 2024

This Award Form creates the Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier's contact details.

1.	Buyer	The Environment Agency (the Buyer). Its offices are on: Horizon House, Deanery Road, Bristol, BS1 5AH
2.	Supplier	Name: Bureau Veritas UK Limited Address: Unit 206 Fort Dunlop, Fort Parkway Birmingham, B24 9FD Registration number: 01758622 SID4GOV ID:
3.	Contract	This Contract between the Buyer and the Supplier is for the supply Particulate Matter (PM) 2.5 Site Establishment – Project Delivery.
4.	Contract reference	Atamis Contract No. Project C23736
5.	Deliverables	Particulate Matter (PM) 2.5 Site Establishment – Project Delivery. See Schedule 2 (Specification) for further details.
6.	Buyer Cause	Any breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier.
7.	Collaborative working principles	The Collaborative Working Principles apply to this Contract. See Clause 3.1.3 for further details.
8.	Financial Transparency Objectives	The Financial Transparency Objectives do not apply to this Contract.
9.	Start Date	September/October 2024
10.	Expiry Date	September/October 2026

11.	Extension Period	<p>Further period up to September 2029</p> <p>Extension exercised where the Buyer gives the Supplier no less than 3 Months' written notice before the Contract expires.</p>
12.	Ending the Contract without a reason	<p>The Buyer shall be able to terminate the Contract in accordance with Clause 14.3. Upon any termination in accordance with Clause 14.3, the Buyer shall pay to the Supplier the costs that the Supplier has incurred directly as a result of the early termination of the Contract which are unavoidable, reasonable and not capable of recovery as long as the Supplier provides a fully itemised and costed schedule with evidence. The maximum value of this payment is limited to the total costs which would have been paid to the Supplier as part of the Charges if the Contract had not been terminated.</p>
13.	<p>Incorporated Terms</p> <p>(together these documents form the "the Contract")</p>	<p>The following documents are incorporated into the Contract. Where numbers are missing we are not using these Schedules. If the documents conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"> a) This Award Form b) Any Special Terms (see Section 14 (Special Terms) in this Award Form) c) Core Terms d) Schedule 36 (Intellectual Property Rights) e) Schedule 1 (Definitions) f) Schedule 6 (Transparency Reports) g) Schedule 20 (Processing Data) h) The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> a. Schedule 2 (Specification) b. Schedule 3 (Charges) c. Schedule 4 (Tender) d. Schedule 5 (Commercially Sensitive Information) e. Schedule 7 (Staff Transfer) f. Schedule 9 (Installation Works) g. Schedule 10 (Service Levels) h. Schedule 11 (Continuous Improvement) i. Schedule 12 (Benchmarking) j. Schedule 13 (Contract Management) k. Schedule 14 (Business Continuity and Disaster Recovery)

		<ul style="list-style-type: none"> l. Schedule 16 (Security) m. Schedule 17 (Service Recipients) n. Schedule 21 (Variation Form) o. Schedule 22 (Insurance Requirements) p. [Schedule 23 (Guarantee)] q. Schedule 24 (Financial Difficulties) r. Schedule 25 (Rectification Plan) s. Schedule 26 (Sustainability) t. Schedule 29 (Key Supplier Staff) u. Schedule 30 (Exit Management) v. Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its absolute discretion), in which case that aspect of the Tender will take precedence over the documents above.
14.	Special Terms	<p>Special Term 1 -</p> <p>[REDACTED]</p>
15.	Sustainability	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability).
16.	Buyer's Environmental Policy	https://www.gov.uk/government/organisations/environment-agency/about/procurement#procurement-strategy
17.	Social Value Commitment	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, to deliver the Social Value outcomes in Schedule 4 (Tender) and provide the Social Value Reports as set out in Schedule 26 (Sustainability).
18.	Buyer's Security Policy	Schedule 16 (Security)
19.	Commercially Sensitive Information	Supplier's Commercially Sensitive Information: Schedule 5 (Commercially Sensitive Information)
20.	Charges	Details in Schedule 3 (Charges)

21.	Reimbursable expenses	None
22.	Payment method	<p>Invoices must be sent as an email to APinvoices-ENV-U@gov.sscl.com (unless notified of a change of address) and AQmonitoringUK@environment-agency.gov.uk. The invoices shall include:</p> <ul style="list-style-type: none"> ▪ Unique invoice number; ▪ Date of issue; ▪ Purchase order and reference to correct Purchase Order Line if Purchase Order extended; ▪ Date of delivery of services; ▪ Agency contract number; ▪ The Environment Agency project officer; ▪ Qualitative description of the work being done; ▪ Excluding VAT unit price and total amount; ▪ Supplier contact name and details; ▪ Payment information for supplier; ▪ Register company information; ▪ VAT registration number;
23.	Service Levels	<p>Service Credits will accrue in accordance with Schedule 10 (Service Levels)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
24.	Insurance	Details in Annex of Schedule 22 (Insurance Requirements).
25.	Liability	<p>In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) [REDACTED]</p> <p>In accordance with Clause 15.5, the Supplier's total aggregate liability in each Contract Year under Clause 18.8.5 is no more than the Data Protection Liability, [REDACTED]</p>
26.	Cyber Essentials Certification	<ul style="list-style-type: none"> • Not required

27.	Progress Meetings and Progress Reports	<ul style="list-style-type: none"> • The Supplier shall attend a kick off meeting for the Contract virtually • The Supplier shall attend Progress Meetings every 2 weeks. This call is with the Buyer and will be via Video call. • The Supplier shall provide the Buyer with Progress Reports every 2 weeks see Transparency Reports section.
28.	Virtual Library	<p>In accordance with Paragraph 2.2. of Schedule 30 (Exit Management)</p> <ul style="list-style-type: none"> • the period in which the Supplier must create and maintain the Virtual Library, is as set out in that Paragraph; and • the Supplier shall update the Virtual Library every 6 months • The Supplier needs to provide a detailed register of all Supplier Assets (including description, condition, location and details of ownership and status as either Exclusive Assets or Non-Exclusive Assets and Net Book Value) and Sub-contracts and other relevant agreements required in connection with the Deliverables.
29.	Supplier Project Manager	<div>████████████████████</div>
30.	Supplier Authorised Representative	<div>████████████████████</div>
31.	Project Manager	<div>████████████████</div> <div>██</div> <div>████████████████████████████</div>
32.	Deputy Project Manager	<div>████████████████</div> <div>██</div> <div>████████████████████████████</div>
33.	Principal Contractor	<div>████████████████████</div> <div>██</div>

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Signed for and on behalf of Supplier:	Signed for and on behalf of the Buyer:

GLOSSARY

TERM	MEANING
“Air Quality Standards Regulations (AQSR)”	The Air Quality Standards Regulations 2010, and amendments (separated for England, Wales, Scotland and Northern Ireland, in legislation), where the AQD 2008 is transposed into UK legislation.
“AMCT”	The Annual Mean Concentration Target ('concentration target') - a maximum concentration of 10µg/m ³ to be met across England by 2040 as defined at: (Air Quality Targets in the Act - Defra, UK)
“Affiliate sites”	AURN sites that owned by Local Authorities but complying with the siting criteria for AURN network. Defined as used i
“AURN”	Automatic Urban and Rural Air Quality Monitoring Network
“CDM Regulations”	The Construction (Design and Management) Regulations 2015
“CDM Designer”	Those who (within CDM regulations) as part of a business, prepare or modify designs for a building, product or system relating to construction work.
“CDM Principal Contractor”	Those that plan, manage, monitor and co-ordinate A principal contractor is the health and safety contractor with control over the construction phase of a project involving more than one Supplier.
“CMCU AURN LOT 1”	The Central Management and Co-Ordination Unit for the Automatic Urban and Rural Network, that is a pre-existing Contractor and delivers the AURN network in it's current form under 'Lot 1' of a pre-existing Contract arrangement.Existing Supplier.
“CMCU AURN LOT 3”	The Central Management and Co-Ordination Unit for the Automatic Urban and Rural Network, for Automatic London Network sites, that is a pre-existing Contractor and delivers the AURN network in it's current form under 'Lot 3' of a pre-existing Contract arrangement. Existing Supplier.
“CMCU AURN PM_{2.5}”	The Central Management and Co-Ordination Unit for the Automatic Urban and Rural Network, that is being tendered and will manage the ~100 new PM _{2.5} sites coming on stream. New Contract 3 of the Procurement Figure 1 – Flow Diagram of Contract Profile for work on the Project
“COLD”	Certificate of Lawful Development
“DA”	The Devolved Administrations (DAERA, SG, WG)

“DEFRA”	The Department for Environment, Food and Rural Affairs in England.
“DAERA”	The Department of Agriculture and Rural Affairs in Northern Ireland.
“DNO”	The electrical Distribution Network Operator
“EET”	Electrical Equipment Testing regime (formerly Portable Appliance Testing)
“ESU”	Equipment Support Units.
“Fully Funded Sites”	Fully funded sites are directly under the control of the Authority and managed by the relevant CMCU suppliers “CMCU AURN PM _{2.5} ” and “CMCU AURN LOT 1” Term used widely in Annexes.
“FPM Regs”	The Environmental Targets (Fine Particulate Matter Regs) (England) Regulations 2023
“GANTT”	A bar chart that illustrates the schedule of works and dependency relationships between activities and current schedule status.
“GPR”	Ground Penetrating Radar – a type of survey used to establish exact position of underground services.
“Highway Licenses”	If you want to place an object on or around a road or pavement, you must apply for the correct licence or permit.
“LA”	a Local Authority
“KPI’s”	Key Performance Indicators
“PAT”	Portable Appliance Testing – now referred to as Electrical Equipment Testing as defined above
“PCI”	Pre Construction Information
“PERT”	The Population Exposure Reduction Target ('exposure target') - a 35% reduction in population exposure by 2040 (compared to a base year of 2018)
“PM”	Particulate Matter
“QAQC”	The Quality Assurance Quality Control Services
“SE”	Site Establishment
“SG”	The Scottish Government
“Responsible Officer”	An officer nominated and responsible by the Authority as the supervising contract manager for this contract
“UK”	The United Kingdom
“UK AIR”	The website where government-based UK air measurements, modelling and reporting data can be accessed - https://uk-air.defra.gov.uk
“WG”	The Welsh Government
“Zones & Agglomerations”	The UK is divided into forty-three (43) zones for air quality assessment. There are twenty-eight (28) agglomeration zones (large urban areas) and fifteen (15) non-agglomeration zones.

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Deliverable 11 - Deliver invoicing on time and accurately within fifteen (15) working days of the end of each month.	14
Deliverable 12 - Manage issues log, Risk Assessment and Obligations during projects and share with Authority for contract delivery. Update as required within 5 working days.	29
Deliverable 13 – Provide all necessary CDM paperwork during the Project to the Authority standards for review by Authority’s Resident Principal Designer, and the Authority as client. Major revisions / new documents are required within 20 working days, minor amendments and revisions are within 10 working days.	32
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1. Introduction

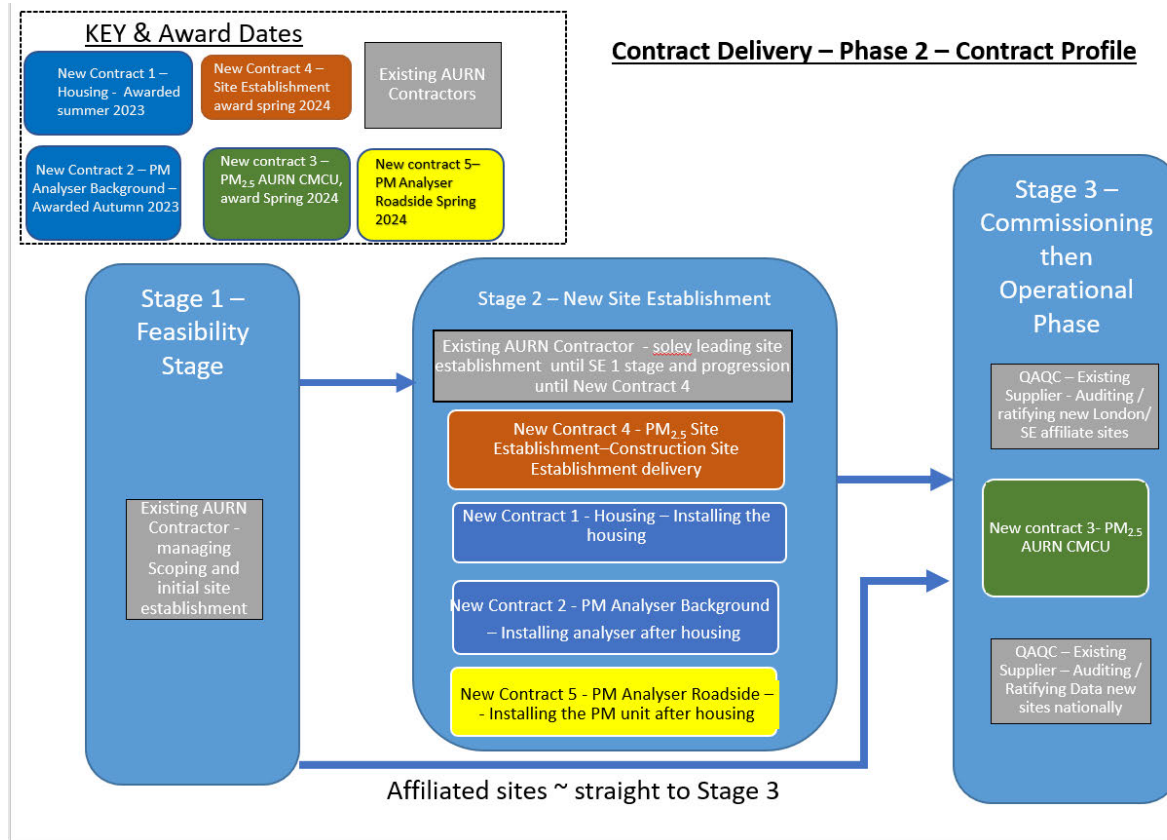
- 1.1. The Authority develops, manages and maintains the UK's national air quality monitoring networks including the Automatic Urban and Rural Network (AURN) to meet the requirements of UK legislation, via our Supply chain. The air quality monitoring stations are located around the UK within the existing Zone and Agglomeration reporting areas as defined previously from European legislation and are housed in standalone enclosures; or are incorporated into existing buildings and structures owned by third parties (typically local authorities) of varying sizes.
- 1.2. During 2024 to 2026 a programme of works described here as 'The Enhancement' is being undertaken to expand the current capacity of fine particulate (PM_{2.5}) monitoring within the AURN. The Authority is now seeking a Site Establishment Supplier to deliver 'the Enhancement'.
- 1.3. The Sites once operational will be visible once operational to the Public – as a single AURN service, however the Authority will deliver the "Enhancement" once completed with the new CMCU AURN PM_{2.5} Supplier. Please refer to Annex 1 – PM_{2.5} Site Establishment Supporting Roles for greater depth understanding of the support role.
- 1.4. The enhancement of a larger PM_{2.5} network has been driven by the adoption of the Environment Act 2021 into law in November 2021. New legally binding PM_{2.5} targets were published through The Environmental Targets (Fine Particulate Matter) (England) Regulations 2023 (legislation.gov.uk) which came into force on 30th Jan 2023:
 - Annual Mean Concentration – a target of 10µg/m³ to be met across England by 2040;
 - and Population Exposure Reduction Target – a 35% reduction in population exposure by 2040 (compared to a base year of 2018).
- 1.5. "The Enhancement" is to cover Urban Background, Urban Traffic and Urban/Suburban Industrial monitoring locations as defined on UK-AIR (Site types - Defra, UK) to determine compliance with the PM_{2.5} targets set within the 2023. The project is being delivered to a target date of March 2026 for completion, and the Supplier must be focused to deliver the work at pace to set milestones and timescales, flag emerging risks and resolve any issues as soon as possible during the Contract term to keep delays to an absolute minimum. The Project Board may extend the target time for completion.
- 1.6. The CMCU AURN Lot 1 Supplier has led the PM_{2.5} Site Establishment work up until now to at least the SE (Site Establishment) 1 stage defined in this Specification and will deliver Site Establishment phases SE 2 – SE 6 until this Contract is awarded. It will be then at the Authorities ultimate discretion to handover Site Establishment work to the Supplier on a site-by-site basis. The Authority will handover at least 10 sites of the sites to the Supplier as a minimum number for the Contract. A maximum number of sites number of sites to be handed over is 70 in the first two years. Variation on this number is based on Authority's budget and programme delivery governance, and the main deciding factors include budget agreement and when the legal agreement via a lease with the landowner has been achieved.

- 1.7. "The Enhancement" are to be located across the English zones and agglomerations. They are also required to meet the new sampling requirements as stated in Schedule 2 of the Environmental Targets (Fine Particulate Matter (FPM Regs) (England) Regulations 2023 and the existing Air Quality Standard Regulations (AQSR).
- 1.8. The Authority is looking for a Supplier who can provide a call off delivery of "The Enhancement" by taking forward the CDM Principal Contractor role for the site establishment phase and deliver seamlessly into the existing PM_{2.5} AURN "Enhancement" site processes and Supporting Roles, and the Authority working practices for Construction detailed in this specification. Annex 1 provides a list of Supplier Roles already in place to deliver the Business As Usual Network and PM_{2.5} Programme, and provides a diagram of how these Roles fit together for Project delivery of "The Enhancement".

Annex 1 – PM_{2.5} Site Establishment Supporting Roles

- 1.9. Figure 1 provides the Project contract Profile that demonstrates the position of the Site Establishment Contract in the delivery programme phase of 'The Enhancement'.

Figure 1 – Flow Diagram of Contract Profile for work on the Project



2. Main Objectives

2.1. The Principal Objectives of the Contract are set in Table 1:

Table 1 - Principal Responsibilities of the PM_{2.5} Site Establishment – Project delivery Supplier:

Role	Principle objectives include
PM _{2.5} Site Establishment Supplier – Tendered Role	<ul style="list-style-type: none">• Lead project management and delivery of new construction works for Air Quality Monitoring through Site Establishment Project Phases for PERT / AMCT PM_{2.5} sites SE stages 2-5 for The Enhancement.• Provide flexibility in the Programme as required, and work to agreed budgets and delivery timescales.• Co-ordinate and appoint your own Suppliers to deliver works, to the required Authority codes of practice as per Annex 8, Annex 13 and Annex 14. There is no need to appoint the Authority - New Housing Supplier.• Deliver the Construction Work required safely and to the minimum standards required in the Authority's Code Of Practice as per Annex 8.• Act as CDM 'Principal Contractor' under the definitions of the CDM regulations and to the Authority CDM processes as per Annex 15.• Engage, deliver and act upon Principal Designer instructions, as per the Authority processes.• Report and communicate regularly on project delivery to the Authority.• Manage project risk and cost and escalate as required any risks of delay and budget exceedance.• Receive handover from existing CMCU AURN Lot 1 Supplier who has managed feasibility and Site Establishment in the initial phase of "The Enhancement".

	<ul style="list-style-type: none">• Provide Handover to the CMCU AURN PM_{2.5} for the PM_{2.5} AURN Operational phase of “The Enhancement”.
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3. Project Delivery Detail

- 3.1. The Supplier must deliver from any of the following stages labelled the Site Establishment (SE) milestones stage 2 to stage 6 for individual progress of the 70 sites that are in progress. Each SE milestone stage must be completed prior to invoicing for each individual site, and therefore for each SE stage the relevant Deliverable applies ‘per site’.
- 3.2. The Supplier must hold an inception meeting with the Authority to discuss the details of the Contract objectives, required deliverables and confirm the Key Performance Indicators (KPIs). This Inception meeting shall take place virtually and is to be arranged by the Authority following the award of the Contract.
- 3.3. Regular Agenda meetings will be held to review progress with the output SE stages and discuss any issues every 2 weeks. The Supplier will provide the secretarial support for Contract meetings. It is expected that the Project Manager would answer Authority / Defra / DA queries within five (5) working days unless otherwise agreed and attend ad-hoc meetings as agreed.

Deliverable 1 – Respond to Queries with 5 working days.
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- 3.4. The Authority already has a contract (the CMCU AURN Lot 1 Supplier) to undertake Site Establishment and will use its discretion as the Authority to handover sites to the Supplier. There is no guarantee of handover, and it will be at the Authority’s ultimate discretion which sites will be handed over.
- 3.5. The Supplier will review and agree whether documents handed over by the CMCU AURN Lot 1 Supplier are complete and accepted. The documentation will be from the SE stage 1 ready to prepare the supplier for commencing SE 2 Annex 2 These are for only ‘Type 1’ sites which are sites listed which require construction and do not exist at present.

At the time of writing, it is indicatively expected ~54-70 sites will be available for handover from SE stage 1 in April 2023 onwards, subject to confirmation after Contract Award. Due to the nature of Construction work, if SE 2 stage has been started, it will not be possible to ‘handover’ a site from the CMCU AURN Lot 1 Supplier to the Supplier. It is therefore anticipated that sites already being worked on at SE2 stage or beyond will be completed by the existing CMCU AURN Lot 1 Supplier.

Annex 2 – Target Location List of New PM_{2.5} sites

- 3.6. Handover documents to be reviewed include;
- Lease document
 - PCI

- Buildability Statement
- Red Amber Green construction list
- COLD
- Wayleave
- Site layout plans and access plans
- GPR surveys (if produced)
- Redacted Heads of Terms
 - examples in Annex 3.

Annex 3 – Handover documents

3.7. The timing of the handover will be following the Authority Estates and Legal team's completing a signed lease (unless a S50 licence is required as site is on Highway land, in which case no Lease is required).

Deliverable 2 – Receive and Review handover documents from SE1 stage within 10 working days, unless delays agreed.

3.8. The following outputs must be provided in the SE2 stage – Housing Configuration milestone, prior to invoicing:

- confirm a housing configuration and plan timescales for completion of the work in liaison with the Authority;
- for the Authority Housing supplier to plan the final layout design of the housing ready for final fit out and installation.
- to confirm plinth design and specification in readiness to procure and commission groundworks for the site. The plinth design must include electricity duct access. The Authority Housing Supplier has stated their current roadside housing design requires this minimum technical requirement for foundations to their Housing 'Roadside Structure:'

"Assuming a well-draining ground with a hardcore surface of 3inches or more, a suitable base size for a PR5 would be 1600mm x 750mm and a depth of 150mm using a suitable concrete mix to support a Maximum load of 500Kg."

If during this stage another sized / designed or cabin will require the Supplier to co-ordinate dimension and specification of an appropriate foundation with the Authority Housing Supplier, and re-consider previous stages of the Feasibility and Leases, and a Work Order Process maybe required.

- the Distribution Network Operator to confirm the route power will need to enter the plinth and housing in readiness for groundworks to be completed and electrical connection works to be planned.

Deliverable 3 – Deliver SE2 Housing Configuration stage within 20 working days, unless delays agreed.

3.9. The following outputs must be provided in the SE3 stage – Construction Works Approval, prior to invoicing:

- Prepare the Construction Phase Plan (CPP) CDM documentation for Authority approval via our Principal Designer framework Supplier.

Deliverable 4 - Complete SE3 stage Construction Works Approval within 20 working days of SE2 being completed, unless delays agreed.

3.10. The following outputs must be provided at SE4 Groundworks Preparation / Installation, prior to invoicing.

- Prepare for Authority submission the information needed for approval for the Section 50 licence if required from the Local Authority Highways Department or Highways England.
- Organise all road traffic works order / pedestrian works orders required.
- Confirm with the Authority on final site location changes. The Authority has been through detailed work in Site Feasibility on site locations. The Authority has obligations to check it's Agency flood maps and hostile sites database for the Supplier, to help manage Climate Change impacts and minimise health and safety risks to Construction workers, and to change the Site Lease if we have to 'move' a site.
- Following approval of CDM documentation and installation plans, then undertake the groundworks and plinth works.

Deliverable 5 – Complete SE4 stage Groundworks Preparation and installation within 40 working days of SE3 being completed, unless delays agreed.

3.11. The following outputs must be provided SE5 Site installation (Planning:):

- Schedule and organise housing delivery & installation and electrical supply (DNO) works at site.
- Finalise CPP plan for cabin installation phase.
- Liaise with Authority team to plan the meter board connection plan for timescales, an Authority obligation.
- Plan new electrical installation testing and certification requirements.

- Deploy necessary safety signage (not provided) and Authority Construction sign (when provided by Client) with emergency information

Deliverable 6 - Complete SE5 stage Site Installation (Planning) within 60 working days of SE 4 being completed, unless delays agreed, or Authority Obligation delays the process.

3.12. The Supplier will need to provide the following SE6 - Site Installation.

- Undertake the necessary construction works on site for the housing with Authority Housing Supplier including necessary safety signage (not provided) and Authority Construction sign (when provided by Client) with emergency information.
- Liaise with Authority team to organise meter board connection to ensure that the works are completed to plan.
- Organise the necessary post meter installation electrical works, testing and certification.
- Co-ordinate and confirm a date with Authority PM analyser supplier regarding PM Analyser installation.
- Complete a Public Safety Risk Assessment and issue to the Authority. The PSRA minimum technical requirements are included in Annex 4 – Example PSRA and guidance document.

Deliverable 7 - Complete SE6 Installation within 40 working days of SE 5 being completed unless delays agreed, or Authority Obligation delays the process.

Annex 4 – Example PSRA and guidance document

3.13. The Supplier must deliver a final stage handover of all asset information to the CMCU AURN PM_{2.5} Supplier, to facilitate the site being operational onto UK Air consisting of the following two tasks;

- Complete the Health and Safety file and issue to the CDM Principal Designer and the CDM Client.
- Create and complete a new site establishment sheet with the information required for the later handover to the CMCU AURN PM_{2.5} Supplier.

Deliverable 8 – Complete documents Handover Site to CMCU AURN PM_{2.5} Supplier within 20 working days of SE 6 stage

- 3.14. For any additional project related Site Establishment work, a Work Instruction Process will be followed for use of uncommitted spend using the template, as per the commercial rates that will be evaluated in Schedule 2. The project work to be undertaken would include site establishment for the Authority on the AURN, or similar sites anywhere in the UK. The steps set out in the Specification are expected to be similar but would be set out by a supplier quotation during the Contract for the sites specific site establishment using Rates evaluated. This work remains un-committed unless notification occurs via Annex 5.

Annex 5 – Work Instruction Form

- 3.15. The Supplier is required to provide Site Establishment tracking Report every two weeks during the Implementation Phase until agreed with the Authority that the Implementation phase is complete. The content is listed in Schedule 6 Transparency Report. The Structure of the report is to align with existing processes of the Authority's team that are co-ordinating the expansion.

Deliverable 9 – Provide 2 weekly report during the Site Establishment phase within a 3-day window of the third week in which the report is due.

- 3.16. The Supplier will need to provide Sustainability Report as per Annex 6 annually by 30th June each Contract year for themselves and the supply chain involved in the site establishment stages, unless otherwise agreed.

Annex 6 – Sustainability Report

Deliverable 10 – Provide Sustainability reporting by 30th June each contract year for the preceding 12 month (1st January to 31st December period).

- 3.17. The Suppliers evaluated fixed site by site costs, pass through costs and unallocated spend costs can be re-assigned by the Authority as the project requires for any financial year including extensions and between the three elements during Project delivery. The Project timelines are subject to review and Supplier's will be flexible if the programme changes. As such the Authority reserves the right to bring forward or delay elements of the programme and annual pricing presented in this evaluation will change with the programme. Any Supplier costs of changes must be set out in you Exit Plan at the Contract Mobilisation stage.
- 3.18. The Supplier will manage and report transparent costings for the contract using a financial tracking sheet similar in nature to the costings sheet in Annex 7– Site by site costing for Project based work. Any Suppliers version will need to meet the Authorities approval as there is onward reporting internally. There is a requirement to forecast costs up to 3months in advance where possible, amend and provide savings and reductions from 'flow through' Supplier costs. Where revisions to the tracking spreadsheets used by the Authority or Supplier occur, the Supplier will be expected to adapt their financial tracking into newer versions of financial tracking templates without charge. Dip test checks on invoicing on flow through costs are to be provided when requested.

Annex 7 – Site by site cost sheet

- 3.19. The Supplier is expected to forecast any known costs, twelve (3) months in advance for all their costings to assist the Authority with budget management and present these three (3) monthly forecasts alongside monthly invoicing. The forward forecasts must be updated on a month-by-month basis to reflect any known changes which have occurred since the last reporting period.
- 3.20. Any increases / decreases above budget cost must be highlighted to the Authority to the Authority within 5 working days, to Authority in advance of the invoice being issued with justification and explanation, and agreement.
- 3.21. It will be necessary for the Supplier to provide the Authority with separate invoices for any capital related work (capital costs including staff planning and site installation of goods greater than £5000), and this is expected to be required for all of the SE 2 – SE 6 stage work, as they relate to the installation of the Cabin assets. Each invoice will need to be provided, under separate Purchase Orders for each site.
- 3.22. If repetition of a stage is required due to circumstances beyond the Supplier's control, for example the landowner requests a change to the site. the Authority recognise it has obligations to fund repeat tasks, following contract mechanisms such as the Work Order Process for agreement.
- 3.23. Ad hoc elements of the invoice must be agreed in advance of the invoice being finalised and sent.

Deliverable 11 - Deliver invoicing on time and accurately within fifteen (15) working days of the end of each month.

The Supplier will be required to meet the following deliverables summarised Table 2.

Table 2 - List of key deliverables

<i>DELIVERABLE</i>	<i>TIMESCALE</i>
Deliverable 1 – Respond to Queries with 5 working	Within 5 working days
Deliverable 2 – Receive and Review handover documents from SE1 stage within 10 working days, unless delays agreed.	Within 10 working Days of SE1 stage completion / or Contract Establishment
Deliverable 3 – Deliver SE2 Housing Configuration stage within 20 working days, unless delays agreed.	Within 20 working days, unless delays agreed.
Deliverable 4 - Complete SE3 stage Construction Works Approval within 20 working days of SE2 being completed, unless delays agreed.	within 20 working days, unless delays agreed.
Deliverable 5 – Complete SE4 stage Groundworks Preparation and installation within 40 working days of SE3 being completed, unless delays agreed.	within 40 working days, unless delays agreed.
Deliverable 6 - Complete SE5 stage Site Installation (Planning) within 60 working days of SE 4 being completed, unless delays agreed, or Authority Obligation delays the process.	within 60 working days, unless delays agreed, or Authority Obligation delays the process
Deliverable 7 - Complete SE6 Installation within 40 working days of SE 5 being completed unless delays agreed, or Authority Obligation delays the process.	within 40 working days, unless delays agreed, or Authority Obligation delays the process
Deliverable 8 – Complete documents Handover Site to CMCU AURN PM _{2.5} Supplier	within 10 working days, unless delays agreed, or Authority Obligation delays the process
Deliverable 9 – Provide 2 weekly report during the Site Establishment phase within a 3-day window of the third week in which the report is due.	Every 2 weeks within a 3 working day window
Deliverable 10 – Provide Sustainability reporting by 30th June each contract year for the preceding 12 month (1st January to 31st December period).	By 30th June each contract year (2025, 2026)
Deliverable 11 - Deliver invoicing on time and accurately within fifteen (15) working days of the end of each month.	15 Working Days

Deliverable 12 - Manage issues log, Risk Assessment and Obligations during projects and share with Authority for contract delivery. Update as required within 5 working days.	5 Working Days
Deliverable 13 – Provide all necessary CDM paperwork during the Project to the Authority standards for review by Authority's Resident Principal Designer, and the Authority as client. Major revisions / new documents are required within 20 working days, minor amendments and revisions are within 10 working days.	New documents / Major revisions within 20 working days, minor within 5 working days
Deliverable 14 – A health and safety risk register will be maintained to ensure safe method statements for site work, risk assessments for staff working on site, near miss and accident reports, training records for staff (including subcontractors) as appropriate for site work. The risk register must be updated and submitted to the Authority within one (1) month of Service Commencement, updated if any significant new risks occur and reviewed annually.	Within 25 working days of the Contract start date
Deliverable 15 – Health and safety reporting must be managed and reported in 2 weekly reports and escalated using Exception Risk Reports within five (5) working days if Authority action is	Within 5 working days

3.24. Site Feasibility is not required on this contract but for Background in understanding the Site Establishment stages it consists of

- Applying the guiding principles of site selection which is a process agreed with DEFRA and the Authority.
- Several candidate sites are identified via the relevant local authorities and through desktop mapping searches. This includes siting checks to be completed against AQSR siting criteria standards and potential for affiliation of existing local authority sites that already exist.
- The sites were scoped with space suitable for a 'roadside' style cabin,
- Sites reviewed by our QAQC supplier.
- Site visits undertaken by CMCU AURN Lot 1 in conjunction with QA/QC Supplier to check siting criteria and practicalities.
- Necessary land ownership and utility searches for the preferred option site to understand the potential constraints to establishing the site in the next phase of works "Implementation".

- Information will then be passed to the EA lease team for commencement of lease negotiations at the preferred sites.
- In the event that the initial land ownership and utility searches for the preferred option site determine that a site cannot proceed through to the Implementation phase, the second preferred site / location will go through the process. This will /was repeated as necessary until all preferred option candidate sites have been / were evaluated
- Final information sharing – meta data – all the work will be shared so anyone involved in the installation or review the site can have access as we move to the installation phase. The list of documents provided include:
 - Excel spreadsheet of candidate site appraisal
 - Mapping file and site location figure and coordinates
 - Photographs taken during site visits.
 - Land ownership and utility search findings

4. Staff Experience Requirements

4.1. The Authority require the minimum role for the Contract as defined and tasked below.

Role	Definition	Tasks and Experience / Skills
<p>Project Manager</p> <p>(Use of Construction Manager definition)</p> <p>International Standard Classification of Occupations (ISCO) - ILOSTAT</p>	<p>Construction managers plan, direct and coordinate the construction of civil engineering projects, buildings and dwellings, either as the manager of a department or as the general manager of an enterprise or organization that does not have a hierarchy of managers.</p>	<p>(a) interpreting specifications;</p> <p>(b) coordinating labour resources and procurement and delivery of materials, plant and equipment;</p> <p>(c) negotiating with building owners, property developers and subcontractors involved in the construction process to ensure projects are completed on time and within budget;</p> <p>(d) preparing tenders and contract bids;</p> <p>(e) operating and implementing coordinated work programmes for sites;</p> <p>(f) ensuring adherence to building legislation and standards of performance, quality, cost and safety;</p>

		<p>(g) building under contract, or subcontracting specialized building services;</p> <p>(h) establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources;</p> <p>(i) overseeing the selection, training and performance of staff and subcontractors;</p> <p>Experience / Skills - The minimum amount of experience for the role would involve Project management of installing Air Quality or similar network infrastructure over a minimum 6-month period.</p>
<p>Deputy Project Manager</p> <p>List of Deputy Project Manager Responsibilities and Duties (greatsampleresume.com)</p>	<p>Able to deputise for the Project Manager for short periods and deliver Project management at the operational level to support the Project Manager.</p>	<p>Lead if required and direct technical and administrative project team.</p> <p>Execute and monitor project activities required by the Project Manager</p> <p>Manage changes to scope, cost and schedule of project work.</p>

		<p>Prepare and update project plans and status reports.</p> <p>Provide updates on customer and corporate issues participating in scheduled operational meetings as in routine with team leads and employees.</p> <p>Coordinate cross-functional meetings of personnel related to project.</p> <p>Facilitate sessions to effectively resolve issues if any.</p> <p>Utilize corporate ISO processes to track project schedule and cost.</p> <p>Report status, develop project-related documentation and implement lessons learned.</p> <p>Manage project team responsible for document preparation, scanning, indexing and document OCR imaging.</p>
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<p>Principal Contractor</p> <p>(Definition Sourced from Authority Annex 8 – SHEWOP & Construction - Construction Design and Management summary of duties (hse.gov.uk))</p>	<p>Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>To assess and confirm the organisation capability of the contractors they appoint, and the Skills, Knowledge and experience of the individuals involved in delivering a project. The PC is expected to appropriately supervise sub-contractors to ensure they are following the written arrangements in place.</p> <p>To plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.</p> <p>Experience/ Skills – Evidence of continued competency for the Principal CDM Contractor role during the contract and when acting as Site Manager (section 4.2.1 of the SHEWCOP Annex 8 includes minimum requirements) must be</p>
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		<p>provided upon request to the Authority responsible officer ensuring that as a minimum the site managers have:</p> <p>Current CITB Site Management Safety Training Scheme (SMSTS) or IOSH Safety, Health & Environment for Construction Site Managers</p> <p>CIRIA, CITB or IEMA Construction Environmental Awareness course</p> <p>Have completed and gained certification for the Non-Native Species Secretariat eLearning modules;</p> <p>Module 1. Introduction to invasive non-native species o Module 2a Identification and recording Module 2b, 2c, or 2d depending on INNS risk, Module 3a. Biosecurity</p>
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<p>Designer -</p> <p>(Definition Sourced from Authority Annex 8 – SHEWCOP & Construction – Construction Design and Management summary of duties (hse.gov.uk))</p>	<p>Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>Tasks include – Designing the exact location of the cabin.</p> <p>Designing any measures required to reduce any risks to the public such as cages and fencing, and identifying those with expertise to design the actual measure (e.g. fencing contractor).</p> <p>Experience / Skills - Competence can be demonstrated through completion of suitable courses ‘Best Practice in Avoiding Underground Services’ (BPAUS) training or equivalent training on ‘Avoiding Services and Utility Plant’</p>
<p>Administrator –</p> <p>Definition sourced from International Standard Classification of Occupations (ISCO) - ILOSTAT</p>	<p>Data Entry Clerk, Keyboard Operators</p> <p>- Data entry clerks enter coded, statistical, financial and other numerical data into electronic equipment, computerized databases, spreadsheets or other data repositories using a keyboard, mouse, optical scanner, speech recognition</p>	<p>Tasks include - (a) receiving and registering invoices, forms, records and other documents for data capture; (b) entering numerical data, codes and text from source material into computer-compatible storage and processing devices; (c) verifying accuracy and</p>

[Subject to Contract]

Schedule 2 (Specification)– PM_{2.5} Site Establishment – Project Delivery

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	<p>software or other data entry tools. They enter data into mechanical and electronic devices to perform mathematical calculations.</p> <p>Other tasks of similar technical level required to deliver the work</p>	<p>completeness of data and correcting entered data, if needed; (d) operating bookkeeping and calculating machines; (e) importing and exporting data between different database systems and software.</p>
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4.2. The Authority requires a single point of contact “Contract Project Manager” to deliver the programme of works. The minimum amount of experience for the role would involve Project management of installing Air Quality or similar network infrastructure over a minimum 6-month period.

4.3. When appointing employees and sub-contractors, they must meet the minimum requirements set out in:

Annex 8 - Safety, Health, and Wellbeing (SHEW) Code of Practice

4.4. The Supplier shall ensure that Emergency First Aid at Work staff is available on site as part of their Site Manager role.

4.5. The Supplier will ensure they have a suitably qualified members of [NICEIC](#) (National Inspection Council for Electrical Installation Contracting) or [ECA](#) (Electrical Contractors Association) or [NAPIT](#) (National Association of Professional Inspectors and Testers, to be able to demonstrate electrical competence of Experience and competence in this kind of work, and associated environmental risks.

4.6. The Supplier will perform the role of Principal CDM Contractor and Designer (although two different named individuals are required for each role), in the installation of sites. The Authority will appoint the Principal CDM Contractor under its role as Client for each site location.

4.7. The Supplier will review any employees or sub-contractors regarding their competence as reference to the SHEWCOP in the relevant sections including but not limited to sections 2.16.4, 3.2, 4.2.1,, 4.2.2 and 4.2.5.

4.8. The Supplier must ensure all staff (including subcontractors) have produced and have been inducted on site specific risks and have based their own risk assessments and method statements prior to working on site. The Supplier will have reviewed these and ensured construction staff have completed them with based on latest Pre-Construction Information. Staff on each site have received and understood site inductions.

5. Anticipated Risks and Uncertainties

5.1. Due to the challenges of delivery with 3rd party bodies (notably landowners, planning authorities, and Legal advisors regarding landownership and Wayleaves), the Programme of works will need be re-assessed and re-profiled by the Authority, and delivery timescales may change.

5.2. Risks that are inherent to the programme and will need managing by the Supplier with the Authority are:


- on site specific delivery issues that will delay the delivery programme or identifying site construction obstacles leading to specific sites having to be rescoped through the process.
- cross cutting health and safety learning on issues that affect all the sites going forward.
- need for funding changes for Financial Year Budgets if work becomes back loaded towards delivery in one particular year (the Authority budgets in April – March Financial years).
- delays in commencing site establishment due to lease delays by Local Authority estates teams.
- timing of DNO and meter connections where lead in times are more elongated than expected and are to some degree beyond the 3 Authorities and Suppliers control.

5.3. The Supplier will need to liaise with both Authority managed Contractors listed in Table 3 and manage the risks of delivery associated with them via our Contract Officers, all other sub-contractors are to be delivered and managed by the Supplier.

Table 3 – Authority Suppliers that require Co-ordination and Escalation of Key Risks via Authority Contract Officers

Supplier	Key Information
CMCU AURN LOT 1 (Existing Supplier)	Currently managing the Enhancement and will be required to assist with any handover enquiries from 'Feasibility and SE 1' stages. Key contact details and latest stages of project status will be provided at the Site Implementation stage.
Housing Supplier (New Contract 1)	Call off supply Contract to supply a 'Roadside' style cabin for all Enhancement sites. Contact and supplier details to be provided at Kick-Off.

	<p>Supplier will provide personnel, lifting equipment, cabin, accessories, fit out and on-site installation but will need 'Principal Contractor' documentation to co-ordinate on site works via the Supplier.</p> <p>For larger housings contact the Authority regarding use of other Housing Supply contracts options in place.</p> <p>The Supplier's Contract includes key deliverables to provide</p> <p>Storing pre-ordered Authority roadside cabins prior to installation phase.</p> <p>Site Layout/ Electrical Design/ Cabin layout drawings within 1 month.</p> <p>There is a 3 day fit out and Quality Assurance timescale once the cabin layout is agreed.</p> <p>There is a maximum agreed timescale of 2 months for them to deliver their installation programme once notified by the Supplier.</p> <p>Photo of typical 'Roadside' style housing for information</p>
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PM _{2.5} Analysers (Background) – New Contract 2	<p>Call off supplier supplying PM_{2.5} analysers to be installed after the Construction work for Urban Background sites in the Enhancement.</p> <p>Analysers are purchased prior to installation and will be tested prior to storage, safely stored, and installed and tested by the New Contract 2 Call off Supplier.</p> <p>Supplier in place, autumn 2023.</p>
PM _{2.5} AURN CMCU - New Contract 3	<p>New supplier to implement communications following Construction and to co-ordinate with existing QAQC contractors before going live to UK air.</p> <p>The Supplier will manage the sites once implemented for the first period of Contract, to integrate into UK-air.</p>

	Supplier sought Spring 2024.
PM _{2.5} Analysers (Roadside) – New Contract 5	Call off supplier supplying PM _{2.5} analysers to be installed after the Construction work for Urban Traffic (Roadside) sites in the Enhancement. Analysers are purchased prior to installation and will be tested prior to storage, safely stored, and installed and tested by the Call off Supplier. Supplier sought Spring 2024
Electrical Metering for ongoing Supply – Defra Group Framework	Metering installation to be provided by Authority once notified of an MPAN reference, and a project team reference from the DNO. 1 month window for installation Information on power supply information to be confirmed by the Supplier prior to Authority obligation.

5.4. The Supplier is expected to produce and maintain a project risk assessment to identify and minimise risks to the delivery of the project.

A template project risk assessment is provided in:

Annex 9 - Project Risk Assessment template

5.5. The Supplier will maintain an Issues Log, Obligations log to identify and minimise issues, deliver obligations and manage Contract risks of the project as a whole. Using:

Annex 10- Issues Log and obligations template.

The updates will be reviewed together with the Authority within the 2 weekly progress meetings.

Deliverable 12 - Manage issues log, Risk Assessment and Obligations during projects and share with Authority for contract delivery. Update as required within 5 working days.

6. Policies and Processes

Electrical Standards

- 6.1. The Authority requires an Electrical Safety Agreement (ESA) to be issued to the Supplier's nominated competent person by the Authority, before undertaking any electrical works on behalf of the Authority. The process required to achieve an ESA is described in Annex 16 - LIT 13133 Code of Practice for Electrical Safety (CoPES) Part 2. If not already in place, the Supplier will be expected to work with the Authority to achieve a National ESA within the first three (3) months of contract unless notified by the Authority this is no longer required. Acting in this role the Supplier's competent person shall assure and manage electrical safety during the Site Establishment work in the Contract.
- 6.2. The Supplier's ESA will be reviewed every three (3) years by the Authority.
- 6.3. The primary purpose of the ESA is to confirm that the Supplier has:
- A competent person specifically appointed to manage electrical safety for the Supplier and any sub-contractors working on Authority assets. This person must be deemed to be competent to accept an ESA by the Supplier's senior management.
 - A set of Contactor electrical safety rules or Code of Practice equal or better than the Authority's Code of Practice for Electrical Safety (CoPES) in Annex 13 - EA COPES Part 1 and Annex 14.
- 6.4. To be able to be issued with an ESA the Supplier must complete and confirm compliance with the requirements detailed in the:

Annex 11- ESA Questionnaire

- 6.5. The Supplier must make reference to the conditions section of the CoPES part 2 and the requirements regarding competencies of their organisation and the organisation's employees in their ESA submission. The completed questionnaire will be reviewed by the national Mechanical Electrical Instrumentation Control and Automation (MEICA) Senior Manager as part of their assessment in completing the ESA process. If the ESA is not obtained the Authority will reserve the right to re-contract the Electrical Safety Management to other parties who can be approved.
- 6.6. The Suppliers electrical safety rules and policies must be deemed by the Authority in their ESA review (not to be reviewed during the Tender evaluation) to be equal or better to the Authority's code of practice including but not limited to:
- Electrical authorisations
 - Drawings and documentation for Electrical Works
 - Appointment of Suppliers to carry out Electrical Works

- Detailed working procedures, in the form of risk assessments and method statements that will ensure safe working on any system or piece of electrical equipment.
- Working with low voltage installations
- Isolation of electrical equipment
- Working in confined spaces
- Testing of fire alarm and emergency lighting systems
- Working with overhead lines and underground cables
- Lightning Protection

6.7. The Supplier shall undertake testing of fixed electrical installations in accordance with LIT 13128 and in accordance with the IET guidance note 3 in SE 6 stage. The document is included in:

Annex 12 – LIT 13128 MEICA-ASSURANCE Periodic Inspection and testing

6.8. The Supplier is also required to meet the Authority's Code of Practice for Electrical Safety in their delivery of the work.

Annex 13 - EA COPES Part 1

Annex 14 - EA COPES Part 2

Construction Design and Management

6.9. The Supplier will perform the role of Principal CDM Contractor and Designer (although two different named individuals are required for each role), in the installation of sites. The Authority will appoint the Principal CDM Contractor under its role as Client for each site location.

6.10. The process of CDM within the Authority that must be followed unless otherwise agreed is shown in the process which includes the key steps of CDM, included in:

Annex 15 – Draft CDM process for Principal CDM Contractors

The Supplier must recognise if they are enacting the role of a Designer when delivering the Site Establishment and if so, the Authority processes require two distinct individuals act as the role of CDM Designer and CDM Principal Contractor, to mitigate risk.

6.11. As Principal CDM Contractor, the Supplier is responsible for the duties outlined in CDM 2015 and Authority procedures, which includes but is not limited to:

- Following the Authority SHEW CoP

- liaising with the Client.
- preparing the construction phase plan.
- organising cooperation between Suppliers and coordinating their work.

The Principal CDM Contractor is responsible for:

- ensuring suitable site inductions are provided.
- ensuring reasonable steps are taken to prevent unauthorised access.
- ensuring workers are consulted and engaged in securing their health and safety.
- ensuring welfare facilities are provided.

6.12. The Principal CDM Contractor will send a final Health and Safety file to the Authority at the end of the Construction project.

Deliverable 13 – Provide all necessary CDM paperwork during the Project to the Authority standards for review by Authority’s Resident Principal Designer, and the Authority as client. Major revisions / new documents are required within 20 working days, minor amendments and revisions are within 10 working days.

6.13. For Background - The Authority is to undertake the role of ‘Client’ as part of the CDM Regulations 2015 as detailed in Annex 15.

Health and Safety

6.14. The Supplier must be ISO 45001 accredited (or working to an equivalent standard) and must comply with all relevant health and safety legislation and best practice. The Supplier must provide evidence of compliance if requested by the Authority. Health and Safety risks and associated liabilities are to be continuously monitored and new information relating to an existing risk and/or new risks shall be entered onto the Health and Safety database (co-ordinated by the Quality Assurance and Quality Control Supplier for the Automatic Urban and Rural Network) at:

<https://aurnhub.defra.gov.uk/hnsdb/auth/login> or any future replacement database which replaces it.

6.15. The Supplier must ensure all health and safety legislation, training and certification is maintained and up to date. Health and Safety risk assessments for key operational subcontractor duties must be maintained through the health and safety AURN database. The Supplier will be responsible for managing records of employees and Suppliers for sites where records need to be uploaded to the Health and Safety database, unless an equivalent health and safety system is proposed. Legal compliance of the following acts and regulations is required, and any others identified by the Supplier;

- Health and Safety at Work Act 1974

- Electricity at Work Regulations 1989
- Management of Health & Safety at Work Regulations 1999
- Construction Design and Management Regulations 2015 (CDM)
- Manual Handling at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002
- Working at Height Regulations 2005
- The Health and Safety (First Aid) Regulations 1981
- Regulatory Reform (Fire Safety) Order 2005
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

6.16. The Supplier will ensure risk assessments and method statements for site work are suitable and sufficient for the tasks being completed. All accidents and near misses shall be reported, and a report in the style of the Health and Safety Executives HSG 245 will be produced and provided to the Authority contract manager. All staff in the supply chain, will have up to date training records as appropriate for the work being undertaken on site.

Deliverable 14 – A health and safety risk register will be maintained to ensure safe method statements for site work, risk assessments for staff working on site, near miss and accident reports, training records for staff (including subcontractors) as appropriate for site work. The risk register must be updated and submitted to the Authority within one (1) month of Service Commencement, updated if any significant new risks occur and reviewed annually.

6.17. Health and Safety must be managed in accordance with the Annex 8 - Safety, Health, and Wellbeing (SHEW) Code of Practice and the UK Air Quality Health and Safety Guidance in:

Annex 16– Health and Safety for UK AIR

6.18. The Supplier must have mechanisms in place for receiving and reporting H&S issues at the new sites.

Deliverable 15 – Health and safety reporting must be managed and reported in 2 weekly reports and escalated using Exception Risk Reports within five (5) working days if Authority action is required.