



RECORD OF INFORMATION EXCHANGE FOR CONTRACTORS

PROPERTY: Purbeck	LOCATION: Greenlands Mire off Ferry Road, Studland	
DESCRIPTION OF WORK: Install a variety of dams including heather bales, piling, timber board and log dams on a wet mire and in woodland.	NT SUPERVISING OFFICER: TBC	
	START DATE:	FINISH DATE:
CONTRACTOR: ADDRESS: TELEPHONE NO:	CONTRACTOR'S SITE SUPERVISOR:	
	NATIONAL TRUST TEL. NO:	
	NT EMERGENCY TEL. NO: 01929 450002 (NT Purbeck Office)	

ACCESS AND SITE HAZARDS	Describe agreed access routes and times (attach site map if necessary). Identify all known hazards that are not likely to be obvious to the contractor, e.g. hidden drops, mine shafts, unstable ground, steep slopes and edges, deep water, safe loading of bridges. Identify other hazards e.g. flood risk, weather conditions etc.	<p>Do not obstruct gateways as access may be required by emergency services at anytime. For gate locations and track accessibility see Studland emergency access map.</p> <p>Access for Greenlands Mire is off Ferry Road (<i>oasis.turned.reactions</i>), and onto gravel tracks that are in places are bridleways and on tracks that are used by the public for walking, cycling and horseriding.</p> <p>Wet heathland and mires contain areas of deep water/peat/sediment. There may be concealed rocks, pits, ditches within Molinia, Bog Myrtle and other vegetation.</p> <p>Appropriate machinery to be used on site e.g low ground pressure and bog mats.</p> <p>All routes to be agreed before start of works. Walk and establish access/exit/turning routes to/from work site from tracks prior to starting work.</p> <p>The Studland peninsula was used as a training ground for troops in WW11. There is a risk of finding Unexploded Ordnance (UXO's) anywhere on the peninsula, buried or lying on the surface. A EOD (Explosive Ordnance Disposal) engineer from Safelane Global will be contracted by the National Trust to undertake surveys and undertake a watching brief during works.</p> <p>Livestock on site may include cattle and ponies.</p>
OVERHEAD POWER LINES, UNDER-GROUND SERVICES	If applicable, identify these hazards, as far as is known (attach plan if necessary). 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.	
STORAGE OF MACHINERY, EQUIPMENT, MATERIALS	If applicable, identify where and how machinery, equipment and materials are to be stored to ensure no risk exists to Trust staff or the public, especially children. The contractor must supply their own tools and equipment. The	<p>Storage for vehicle, equipment and materials is available at Greenlands Farm (<i>chair.mixer.regarding</i>), off Ferry Road.</p> <p>Machinery and equipment can be left on site but must be parked on ground agreed by NT project staff</p>

	only exception being the use of tower scaffolds in historic houses or in exceptional circumstances with specific permission from the Insurance Office.	and on condition that the NT environmental site rules for contractors are adhered to at all times. All plant, vehicles and equipment must be immobilised when not in use, and present no risk to members of the public especially children.
HAZARDOUS SUBSTANCES	If applicable, identify hazardous substances that the Contractor intends to use. Ensure that they have assessed the risks, and has taken precautions for safe storage, application, protection against and action in the event of spillage, and removal from site. Advise the contractor if they are working in areas containing asbestos.	<p>Adhere to NT Environmental Site Rules (attached).</p> <ul style="list-style-type: none"> Fuel to be kept in appropriate non spill containers and double banded bowsters. Refuelling of plant to be carried out at agreed location on spill mats where a spill kit is located. All plant and vehicles to be maintained to a high standard to reduce chance of oil or hydraulic fluid leakages. All operators to have spillage kits readily accessible, and to use these if necessary. Any leakages must be reported to the NT Site supervisor immediately.
PUBLIC PROTECTION	Give details of all precautions required to protect public from the work in progress, i.e. road and path closures and diversions, warning signs, barriers, exclusion zones.	<p>There is public access to the work site and along access routes.</p> <p>Signage – hazard warning signs, barriers and exclusion signs must be used at all times.</p> <p>Safe working distances and exclusion zones from machinery must be maintained.</p>
BUILDINGS AND OTHER STRUCTURES	Identify any restrictions necessary to avoid danger or damage to property. Identify measures to protect water supplies, catchment areas and archaeological, nature conservation and environmental interests.	<p>Archaeology — there are no features <u>Historic tracks and a Post Medieval gravel pit have been identified but there are no features of importance and impacts are considered to be low.</u></p> <p><u>T</u>o avoid any damage to <u>these features or</u> potential finds:</p> <ul style="list-style-type: none"> Machines and vehicles should stick to established routes. Care should be taken not to disturb layers below peat unless it is a necessary part of the works. <p>Should unexpected archaeological remains be encountered during the works, work in the affected area should stop and the NT site supervisor should be contacted immediately so that mitigation plans can be agreed.</p>
FIRE SAFETY	Specify the Trust's prohibitions on hot work, smoking and other sources of ignition in or near to buildings. Identify whether fires are permitted, agree locations, times and what materials can be burnt.	N/A
BIODIVERSITY	Protected species and mitigation	<p>Protected wildlife including native reptile species may be on site. To eliminate the risk to protected species a suitably qualified ecologist will:</p> <ul style="list-style-type: none"> Carry out a walkover survey of the works area and access tracks immediately before machines are taken on site to reassess the required mitigation measures, in order to amend the advice to contractors, as appropriate. Give a toolbox talk to all contractors working on site covering ecological issues, including

		<p>protected species with a focus on reptiles and protection of reptile habitat.</p> <ul style="list-style-type: none"> Act as ecological clerk of works during the works programme. If common reptiles are found on site once work has commenced, a suitably qualified ecologist will relocate the reptile to the nearest suitable habitat. If a smooth snake is found on site during the works, works in that area will stop immediately and Natural England will be contacted. Only an individual with the appropriate smooth snake licence will handle this species.
OTHER REQUIREMENTS	<p>E.g. for insurance, security, environmental protection, nature conservation.</p> <p>Risk assessment(s) for work undertaken must be provided by the contractor.</p>	<p>Must adhere to NT Environmental Site Rules for Contractors (attached).</p> <p>Contractor to provide insurance certificates, risk assessments and RAMS, competency certificates, prior to starting work. The site is designated as SSSI, & part of Purbeck Heaths National Nature Reserve.</p> <p>The NT have consent from Natural England to undertake this work.</p> <p>The work will be subject to CDM.</p>
OTHER REQUIREMENTS	<p>Biosecurity, fuels.</p>	<p>Biosecurity - All personnel on site will ensure that they follow Clean, Check, Dry campaign advice to ensure that spread of non-native plants or aquatic animals is not imposed within our wet habitats, through a daily cleaning protocol on shoes, and equipment.</p> <p>Fuel – biofuel to be used in machinery and equipment e.g. Chainsaws</p>

Signature of Contractor's representative:	
Signature of National Trust representative:	Date: