

Beach Gardens

Cauldon Avenue

Swanage

Dorset

BH19 1PG

Artificial Bowls Green

Invitation To Tender (ITT)

Client	Swanage Town Council Town Hall Swanage Dorset BH19 2NZ			
Project	Artificial Bowls Green			
SSL project code	SSL1949a			
Document title	Invitation To Tender (ITT)			
Document control	Revision	By	Checked	Date
	First Issue REV 1	WB SMD		25/07/17 28/07/17

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire. NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

Contents

Section	Title	Page no/s
1	Introduction	4
1.1	General Instructions	4
1.2	Submission Requirements	6
1.3	Technical Documents	8
1.4	Project Delivery Timetable	9
2	Main Contract Preliminaries with Special and General Conditions of Contract	10
2.1	Special Conditions	10
2.1.1	Indemnity	10
2.1.2	Insurances	10
2.1.3	Assignment and Sub-contracting	11
2.1.4	Health and Safety Compliance	11
2.1.5	Equipment	13
2.1.6	Security	13
2.1.7	Termination and other remedies	13
2.1.8	Environmental Management	13
2.1.9	Communications with media	13
2.1.10	Audit inspection	13
2.1.11	Data Protection Act	14
2.2	General Conditions	15
3	Quality Control, Warranties and Testing	19
4	Outline Designer's Risk Assessment	23

Surfacing Standards Ltd.
 1A Perth House, Corbygate Business Park,
 Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England & Wales under registration number 05154061
 VAT number GB 687834179

1 Introduction

1.1 General Instructions

- 1.1.1 Swanage Town Council (the Employer) invites tenders for the development of an Artificial Bowls Green at:
- Beach Gardens
Cauldon Avenue
Swanage
Dorset
BH19 1PG
- 1.1.2 This Invitation To Tender Document shall form part of the Form of Contract.
- 1.1.3 The Tenderer shall ensure that he is fully familiar with the nature and extent of the obligations to be accepted by him if his tender is accepted.
- 1.1.4 The Tenderer's basic offer should be strictly in accordance with this Invitation To Tender Document, the described constructional specification and all other tender documents and requirements, and should not be qualified in anyway.
- 1.1.5 Any such qualification is liable to result in a tender which is otherwise favorable not being considered. The Tenderer should ensure, therefore, that any explanatory or descriptive matter included in their tender does not constitute a qualification to the stated requirements and terms and conditions as stated in the tender documents.
- 1.1.6 All staff nominated by the Tenderer to be associated with the Contract shall act in a professional manner in accordance with generally accepted standards and display the necessary skills and experience to the satisfaction of the Contract Administrator.
- 1.1.7 For the purposes of the Contract, the Contract Administrator shall mean Surfacing Standards Ltd and / or any nominated sub-ordinate notified to the Tenderer by the Employer.
- 1.1.8 Should the Tenderer be in doubt as to the interpretation of any part of the tender documents, queries should be submitted to the Contract Administrator in writing and his decision will be given in writing and be binding and form part of the Contract.
- 1.1.9 It is the responsibility of prospective Tenderer's to obtain for themselves at their own expense any additional information necessary for the preparation of their tender.
- 1.1.10 Swanage Town Council publishes details of successful bids as part of the Government's transparency agenda to show how public money is being spent. We may also be required to release details under the Freedom of Information Act 2000 if requested. For these reasons, please do not put general confidentiality clauses in your tender as we can only accept them in very exceptional and narrowly defined circumstances. If you do consider any information to be confidential, please clearly set it out in a separate schedule (along with your reasons).
- 1.1.11 All documents requiring a signature shall be signed, where the Tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for that purpose.
- 1.1.12 No payment will be made for any expenses or losses that may be incurred by any Tenderer in the preparation of his tender.
- 1.1.13 If you can see a different way of approaching the requirement to the one we have described in our specification, you can submit an "alternative" tender. But if you do this then you must also submit a separate "primary" tender based strictly on our original specification. You must fully price both options showing clearly how and where costs differ.
- 1.1.14 Any Tenderer who canvasses the Employer either directly or indirectly with regard to his tender will automatically result in his tender not being considered.

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

1.1.15 The Tenderer may be required to provide the following information as to economic and financial capability to successfully implement the proposed works including:

- Banking statement/s;
- Statement/s of accounts;
- Statement/s of the overall turnover in respect of the provision of the services or goods of the type to be provided under the proposed contract, in the three previous financial years of the Tender.

1.1.6 The Tenderer may be required to provide the following information as to technical capacity:

- A list of the Contractor's professional qualifications where the Contractor is an individual and a list of such qualifications of the Contractor's managerial staff if any, and those of the person or persons who would be responsible for carrying out the works under the Contract;
- A list of works carried out over the past five years together with certificates of satisfactory completion for the most important of those works indicating in each case the value of the consideration received, when and where the works were carried out and specifying whether they were carried out according to the rules of the trade or profession and properly completed;
- A statement of the tools, plant and technical equipment available to the contractor for carrying out the work under the contract;
- A statement of the technicians or technical services which the Contractor may call upon for the carrying out of the work under the contract, whether or not the technicians or persons providing the technical services are independent of the Contractor.

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

1.2 Tender Submission Requirements

1.2.1 Tenders are invited for the supply of goods or services as described within the Contract Specification.

Refer to SSL1949a_Part 3_Contract Specification.

1.2.2 Unless otherwise indicated in the specification, tenders must be submitted for the whole of the goods or services and tenders for part only will be rejected.

1.2.3 The price on the tender shall be the net amount after deduction of any discount or trade in allowance.

1.2.4 Two (2no.) hard copy and two (2no.) electronic copy (disc or USB) of the tender including all necessary documents must be returned duly completed, signed and intact in a plain sealed envelope, using the submittal address label provided, which shall be unmarked by any indication whatsoever as to source, including franking, delivery service reference, recorded delivery stamp or labels of any kind; for the attention of:

Principle	Secondary
Martin Ayres Swanage Town Council Town Hall Swanage Dorset BH19 2NZ	Wesley Bugg Surfacing Standards Ltd 1A Perth House Corbygate Business Park Priors Haw Road Corby Northamptonshire NN17 5JG

1.2.5 Tenders must be submitted and received not later than **14:00pm Monday 14th August 2017**. Tenders received after the above submission deadline will be excluded from consideration

1.2.6 The method of tender evaluation and assessment which shall be followed to determine the offer which is the most advantageous is detailed within this document along with other appendices to cover the council's formal procurement system.

The right is reserved not to accept the lowest or any tender and the right is further reserved to accept the whole or part of any tender.

The method of evaluation will be as follows:

1. The evaluation process will consist of a desktop exercise utilising the content of the information provided by the Tenderers within their tender submission.
2. The first stage is an evaluation of Compliance in line with the Tender Requirements and Scope of Works, followed by an evaluation of Price and Quality issues. This may involve an interview to clarify questions, which would form part of the Quality evaluation.

Compliance

3. Any tender that fails to meet the mandatory Compliance thresholds shall be rejected. These are:

Information to be submitted with tender	Requirement/s
Compliance Submission	
Form of Tender	Correctly completed
Certificate of Bona Fide Tender	Correctly completed
Current insurance certificates	Confirmation of cover levels and renewal date/s including: <ul style="list-style-type: none"> • Employers' Liability • Public and Products Liability • Contractor All Risks

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

	<ul style="list-style-type: none"> Professional Indemnity
Contract Specification Pricing Summary	Correctly completed and individually itemised
Contract Specification	<p>Fully completed and individually itemized</p> <p>Sections that are not individually priced and broken down are considered non-compliant and the tender will be returned with the request of prices allocated to each item in the schedule of works. Failure to supply the information or delay in supplying the information will deem the bid and tender invalid and it will therefore be rejected.</p>

4. The scores from both Price and Quality are then combined to identify the most economically advantageous solution to the Employer.
5. 60% (60 points) of marks available will be awarded on price and 40% (40 points) on quality.
6. Any tender that ultimately fails to meet the minimum quality thresholds may be rejected.
7. The submitted Tender Price will be allocated points in accordance with the following process:

Price

8. Bids will each score 60 points less a percentage based upon variance to the lowest bid. The lowest monetary bid shall score 60 points and higher bids shall score fewer points relative to the monetary difference to the lowest bid.

By example, if the 2nd lowest bid is 10% higher than the lowest bid then this bid will score 60 – 6 (10%) = 54 points.

Quality

9. Scores for quality will be based upon the responses to questions shown within the evaluation criteria below.
10. Available scores up to 5 shall be awarded on the following basis:

Score	Description
0	No response received
1	Inadequate: seriously incomplete and largely not understanding the requirements of the procurement
2	Poor: missing key areas of information and failing to deal with the full scope of the requirement
3	Satisfactory: a competent proposal providing the minimum level of competency across all areas but with some issues requiring clarification
4	Good: a competent proposal indicating wide experience and knowledge of collaborative working and demonstrating added value or innovation through the arrangements
5	Outstanding: Comprehensive and thorough proposal that thoroughly convinces in all respects, with clear proposals, and with no reservations in adopting as supplier partner at this stage in the procurement

11. Available scores up to 10 shall be awarded on the following basis:

Score	Description
0	No response received
1-2	Inadequate: seriously incomplete and largely not understanding the requirements of the procurement
3-4	Poor: missing key areas of information and failing to deal with the full scope of the requirement
5-6	Satisfactory: a competent proposal providing the minimum level of competency across all areas but with some issues requiring clarification
7-8	Good: a competent proposal indicating wide experience and knowledge of collaborative working and demonstrating added value or innovation through the arrangements

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire. NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

9-10	Outstanding: Comprehensive and thorough proposal that thoroughly convinces in all respects, with clear proposals, and with no reservations in adopting as supplier partner at this stage in the procurement
------	---

12. Each of the quality category has been allocated a maximum number of points as follows:

Evaluation Criteria	Maximum points that can be awarded for each category	Requirement/s
Detailed programme of works to establish a critical path for the construction period and Code of Practice.	5	<i>The contractors are to determine the timescale of the works and the timetable is to show how the works will be completed within their chosen construction period</i>
Declaration of key staff and sub-contractors including vocational training accreditation to recognised construction industry standards and construction materials and components	5	<p>Statement to establish the construction and administration personnel and their appropriate qualifications. Detailed methodology of all the works to be carried out, the manner in which they will be carried out and by whom.</p> <p>Statement to establish the intended building material suppliers and compliance with the specification of works and specification qualities</p> <p>If sub contractors are not submitted through the tender process, then it will be assumed that the project has not been given the correct level of thought and due diligence having a significant impact on the selection process.</p>
Technical Details on elements highlighted and raised within the specification	10	Technical working drawings, specifications and illustrations on specific elements of the works that are raised within the specification of works highlighted as:
Warranties	10	<p>Production of a full list of warranties that will be provided for:</p> <ul style="list-style-type: none"> • All workmanship and materials will be to a standard that ensures the specified Performance Quality Standard (PQS) is fully retained for the warranty period • Stability of base construction to sporting requirements • Macadam layers / surfacing • Edgings and retaining details • Surfacing system • UV stability of synthetic materials • Playing / performance characteristics • Joints / Seams of surface • Submission of full terms and conditions of the warranty requirements

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire. NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

Artificial grass	10	<p>Technical details, confirmation of performance compliance with the specification with test data and product samples.</p> <p>Technical proposal including:</p> <ul style="list-style-type: none"> • Manufacturing data sheets • Lab Test results / report • Statement of performance / testing compliance • Product samples • References of previous projects
------------------	----	--

13. A tender will be recommended for rejection if the tender fails to meet the minimum quality threshold, which is 60% of available marks (18 points).
14. Each item will be scored during the desktop evaluation and ratified during subsequent evaluation stages including reference site visits and interviews as required.

Surfacing Standards Ltd.
 1A Perth House, Corbygate Business Park,
 Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England & Wales under registration number 05154061
 VAT number GB 687834179

1.3 Technical Documents

- 1.3.1 The tender drawings and associated documents to be read in conjunction with this technical specification are as follows:

Refer to SSL1949a_Part 3_Contract Specification.

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

1.4 Project Delivery Timetable

1.4.1 The proposed project implementation schedule is as follows:

Stage	Time Allocation	Completion Date
Invitation to tender	0.1 week	Monday 31 st July 2017
Receipt of tenders	2 weeks	Monday 14 th August 2017
Tender assessment and recommendation	1 week	Wednesday 16 th August 2017
Contractor appointment / Letter of Intent	1 week	Tuesday 22 nd August 2017
Procurement of materials (carried out concurrently with above stage)	1 weeks	Monday 4 th September 2017
Pre Start Meeting	0.1 week	Friday 8 th September 2017
Preparation / Exchange Forms of Contract	0.1 week	Friday 8 th September 2017
Contractor mobilisation	TBC	TBC
Commencement of works	TBC	TBC
Construction Period	TBC	TBC
Completion of works	TBC	TBC
Rectification period	TBC	TBC

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

2 Main Contract Preliminaries with Special and General Conditions of Contract

Based on the classification document: Common Arrangement of Work Sections for Building Works (CAWS)

2.1 Special Conditions

2.1.1 Indemnity

The Contractor will be liable for and hereby indemnifies the Employer and Stakeholders from and against all liabilities, damages, costs, losses, claims, expenses, demands and proceedings in respect of any injury (including fatal injury) or damage to any person or property due to or arising (whether directly or indirectly) from:

- The carrying out of the Services;
- The provisions of the Contract Documents and the compliance or non-compliance with them by the Contractor or its employees or any of its agents or their employees;
- Any breach or non-observance by the contractor or its employees or agents or their employees of any conditions or in the carrying out of the Services;
- Any act neglect or default of the Contractor or its employees or agents or their employees.

The Employer will not be liable for any damages or compensation in respect or in consequence of any accident or injury to any person employed by the Contractor (except to the extent that such accident or injury results from or is contributed to by the negligence of the Employer) and the Contractor hereby indemnifies the Employer against all such damages and compensation and against all claims, demands, proceedings, costs, charges and expenses in respect or in relation to such matters.

Subject to these Conditions, the Contractor will be liable for any loss suffered by the Employer as a result of the Contractor's act, negligence, fault or omission or breach of its obligations under this Contract.

2.1.2 Insurances

The Contractor will at all times keep insured and indemnified the Contractor, its employees, its agents, the general public and the Employer with an insurance office approved by the Employer in respect of the matters set out below for an amount not less than indemnity limits specified below which will apply to any one occurrence or series of occurrences arising from one cause:

- | | |
|-------------------------------|----------------|
| • Employers' Liability | £10,000,000.00 |
| • Public & Products Liability | £5,000,000.00 |
| • Contractor All Risks | £2,000,000.00 |
| • Professional Indemnity | £1,000,000.00 |

Copies of the above insurances should be provided with the Tender, and copies of each Annual Renewal Notice for the life of the contract.

The Contractor will, where instructed by the Employer; deal with any claims received in relation to the provision of the services by the Contractor and at the Contractor's own expense

The Contractor will provide the Contract Administrator with copies of any insurance policies, cover notes, premium receipts and other documents necessary to comply with these conditions, on request by the Employer.

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire. NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

The Contract Administrator will notify the Contractor in writing if any insurance policy does not provide enough cover to comply with this Condition or otherwise fails to meet the Employer's requirements.

Where this happens, the Contractor will affect such insurance as does comply. If the Contractor fails to do this, the Employer may affect the insurance itself and the Contractor will pay to the Employer all costs (including administrative costs) which the Employer incurs in so doing.

2.1.3 Assignment and Sub-contracting

The Employer may assign the benefit of this Contract or any part thereof to any statutory or other public body and shall give written notice of any such assignment to the Contractor.

The Contractor shall in no circumstances assign or purport to assign the whole or part of this Contract and/or the Services or any part thereof to any person or party whatsoever.

The Contractor shall not sub-contract any of the Services without obtaining the prior written consent of the Employer. If any of the Services are sub-contracted without permission, the Council may order the sub-contractor from the Employers premises and order the work to be carried out by any party that it so elects and the additional costs incurred by the Employer in arranging for the Services to be carried out by another party shall be borne by the Contractor.

Failure or neglect by a sub-contractor to comply with any of the Conditions shall be deemed to be the failure or neglect of the Contractor and the rights, powers and remedies reserved to the Employer by this Contract in the event of such failure or neglect shall apply accordingly.

The Employer reserves the exclusive right to refuse consent to the sub-contracting of any of the Services by the Contractor for any reason whatsoever. Where consent is given however the Contractor will supply the approved sub-contractor with a copy of the Contract Documents and will impose the provisions of them onto the sub-contractor.

2.1.4 Health and Safety Compliance

The Contractor shall at all times be responsible for and shall take all such precautions as are necessary to protect the health and safety of all persons employed by it or to whom a duty of care is owed and will comply with the requirements of Construction (Design & Management) 2015 (CDM) and the Health and Safety at Work etc. Act 1974 (and any amendments or re-enactments thereof and any regulations acts and codes of practice made there under) and of any other Acts Regulations or Orders pertaining to the health and safety of employed persons or to others.

The Contractor shall comply with the Employer's relevant Health and Safety Policy at all times.

The Contractor shall in addition operate its own Health and Safety Policy and will supply a copy of its Health and Safety Policy upon request, together with any revisions and amendments as and when they occur. The Contractor shall nominate a person to be responsible for health and safety matters as required by the Health and Safety at Work Act. Whilst on the Employers premises the Contractor shall require its employees to comply with the lawful health and safety requirements. In particular the contractor's attention is drawn to the requirement for comprehensive risk assessments covering all aspects of the proposed works.

The Contractor shall review its Health and Safety policy and safe working procedures as often as may be necessary and in the light of changing legislation of working practices or the introduction of new equipment. The Contractor shall carry out a review and implement any revisions as a consequence thereof if required to do so at any time by the Supervising Officer.

The Contractor will maintain a Health and Safety Log which will be available for inspection by the Council for the duration of the Contract.

The Contractor will be responsible for the correct use and wearing of all Personal Protection Equipment (P.P.E) by all its staff and sub-contractors in line with the Council's Health and Safety Policy.

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

The Contractor will be responsible for maintaining training records for all staff and sub-contractors including asbestos awareness and will be responsible for all training being adequate and up to date.

Chemicals

The Contractor shall exercise particular care in relation to the storage of any chemicals and equipment which can be dangerous in the event of fire and shall ensure that they are used and kept in a safe condition at all times in accordance with all relevant regulations and codes of practice and operatives.

The Contractor must not use aerosols containing Chlorofluorocarbons (CFC's) in the provision of the Services.

In order to comply with the requirements of the Control of Substances Hazardous to Health Regulations, 1988 the Contractor shall submit to the Client upon request a list of chemicals and products which will be used in the provision of the Services together with COSHH sheets.

Accidents and Injuries

The Contractor shall ensure that their entire staff reports all accidents, however small, to the Supervising Officer and also arrange for an "Accident Report Form" to be completed. A copy of this must be forwarded to the Project Manager immediately. The Contractor must provide, in addition, a Staff Accident Book, form B1510 as required by the Social Security Act 1975 and record all staff accidents therein. The Contractor shall pay particular attention to its responsibility under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

Existing Mains and Services

It should be expected that local utilities and private services are located around the development area and associated access / haulage routes including:

- Surface water drainage / sewers
- Foul sewers
- Utility services (electric / gas / etc...)
- Communications (telephone / IT / CCTV / etc...)

The Contractor should note that privately owned (local) services are not normally identified on desk-top utility searches, so local site plans are equally important to check.

For safety reasons, the Contractor should complete a comprehensive underground services detection survey of the entire working area and transport routes prior to the commencement of excavation works and then provide suitable protection as necessary to any and all vulnerable utilities, services, manholes and inspection chambers.

Health and Safety Hazards

The nature and condition of the site / building cannot be fully and certainly ascertained before it is opened up.

The accuracy and sufficiency of this information contained within this document and appendices is not guaranteed by the Employer or the Employer's representative.

Contractors should ascertain if any additional information is required to ensure the safety of all persons and the Works.

Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

2.1.5 Equipment

The Contractor will at its own expense provide all vehicles, mobile and fixed plant, equipment, materials, tools and appliances whatsoever which are required for the implementation of the scheduled works. All mechanical

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire. NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

plant shall be appropriately serviced, certified and taxed as appropriate. All electrical power tools must be either 110 volt or cordless. All laser equipped appliances shall be serviced and calibrated as required.

2.1.6 Security

The Contractor shall ensure that all requirements of the Employer regarding security arrangements are complied with in all respects.

The Contractor shall be responsible for the security of all materials and equipment used by the Contractor in or about the provision of the works and services.

2.1.7 Termination and other remedies

Refer to section A20 Form of Contract (JCT MINOR WORKS BUILDING CONTRACT 2011 EDITION).

2.1.8 Environmental Management

The Contractor shall adopt high standards of environmental protection and management throughout the delivery of this contract.

Measures to reduce waste and encourage recycling on site should be used wherever possible.

The adoption of ethical purchasing considerations and the use of environmentally sustainable products and materials should be used where possible.

2.1.9 Communications with Media

Positive Press Releases are encouraged by the Employer. The Contractor shall consult the Employer's Press Officer (via Contract Administrator) if he wishes to issue a press release relating (directly or indirectly) to services provided under the Contract. Where reasonably possible, this should be 10 working days before the desired date of the issue of the press release. The draft of any such press release must be submitted to the Employer's Press Officer for clearance. It must not be issued to the press before it is cleared. If requested, the Contractor shall supply additional information in connection with press releases to the Employer's Press Officer by any reasonable deadline given.

The Contractor shall co-operate with the Client in connection with the arranging and holding of press conferences and briefings, including attendance and the provision of information.

Where the Contractor considers that the circumstances are so exceptional and urgent that he considers it appropriate to respond immediately by releasing information or responding to a media enquiry without reference to the Employer's Press Officer, the Contractor shall inform the Employer's Press Officer immediately afterwards of the action taken and why contact was not made before the action was taken.

The Contractor shall maintain on an appropriate file a record of all contact and correspondence with the media.

2.1.10 Audit inspection

The Contractor shall retain copies of all documentation relating to this Contract for a period of twelve years from the date of the Final Certificate, which shall be available, subject to reasonable notice throughout this time for the Employer's auditors to inspect, as and when necessary.

2.1.11 Data Protection Act

The Contractor shall not without the written consent of the Employer during the Contract period or at any time thereafter save as may be necessary for the proper performance of the Contract make use of for its own purposes or disclose to any person (except as may be required by law) the following (all of which shall be deemed to be confidential information):

- Any information which comes into its possession in the course of providing or arising out of or in connection with the service / work.

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

- Any material provided to the Contractor by the Employer arising out of or in connection with the Contract or prepared by the Contractor pursuant to the Contract.

The Contractor shall neither dispose of nor part with possession of any such confidential information or material provided to the Contractor by the employer pursuant to the Contract or prepared by the Contractor pursuant to the Contract, other than in accordance with the express written instructions of the Employer.

The Contractor shall not, and shall ensure that its employees do not, divulge to any third party any information (including, without limitation, personal information) which comes into its or their possession in the course of providing the service / undertaking the work.

The Contractor shall indemnify and keep indemnified the Employer against all actions, claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of any breach by the Contractor of this clause.

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

2.2 General Conditions

PROJECT PARTICULARS

THE PROJECT

Name: Beach Gardens
Nature: Artificial Bowls Green
Location: Beach Gardens
Cauldon Avenue
Swanage
Dorset
BH19 1PG

Length of contract: **TBC**

*any improvement on this date would be beneficial to the client and be taken into consideration when

EMPLOYER (CLIENT)

Name: Beach Gardens
Address: Beach Gardens
Cauldon Avenue
Swanage
Dorset
BH19 1PG

PRINCIPAL CONTRACTOR

Name: To be confirmed
Address: To be confirmed

CONTRACT ADMINISTRATOR & PRINCIPAL DESIGNER

Name: Surfacing Standards Ltd
Address: 1A Perth House
Corbygate Business Park
Priors Haw Road
Corby
Northamptonshire
NN17 5JG

CONSTRUCTION (DESIGN AND MANAGEMENT) 2015

Name: TBC
Address: TBC
Contact: TBC
Tel: TBC

GENERALLY

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

The Employer may change any or all of the project personnel at any time with or without notice to the Contractor. Any such change shall not give rise to adjustment of the Contract Sum.

TENDER AND CONTRACT DOCUMENTS

TENDER DRAWINGS

Refer to SSL1949a_Part 3_Contract Specification section 1.2

CONTRACT DRAWINGS

The contract drawings are the same as the tender drawings.

OTHER DOCUMENTS

Refer to SSL1949a_Part 3_Contract Specification section 1.2

THE SITE / EXISTING BUILDINGS

THE SITE

The proposed development is situated at:

Beach Gardens
Cauldon Avenue
Swanage
Dorset
BH19 1PG



SITE INSPECTION

Before tendering:

Complete a site visit to ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the works.

To make necessary arrangements, contact:

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

Contact: Geoff Brookes

Mobile: 07967199690

DESCRIPTION OF THE WORKS

THE WORK

Refer to SSL1949a_Part 3_Contract Specification.

FORM OF CONTRACT

JCT MINOR WORKS BUILDING CONTRACT 2011 EDITION

Refer to SSL1949a_Part 2_A20 Form of Contract.

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

3 Quality Control, Warranties and Testing

During the course of the works, the Employer / Contract Administrator will carry out checks on the facility along with the contractors own compulsory testing.

3.1 Inspection / Testing Procedures (ITPs) for Works and Materials

The Contractor will provide a statement describing their proposed general and detailed arrangements and methods for carrying out the checking of the works and the order in which it proposed that these inspections / testing shall be executed.

Aim / Purpose

To ensure the facility is constructed to the highest quality levels, a programme of Inspection / Testing Procedures (ITPs) is required.

These ITPs must be completed at each critical stage of construction and throughout the sequential programme of works; all in accordance with the contract specification and Performance Quality Standard (PQS).

The absolute requirement of ITPs is to ensure that the completed works may be accepted by the employer with the reassurance that at the point of handover, the works contain no significant faults or omissions in the work which would require the Contractor to re-enter the site to carry out further works ('zero defects').

The Contractor is expected to carry out the following ITP schedule and report immediately to the Employer / Contract Administrator upon completion of each successive test:

Construction Stage	Requirement	Suggested Method
Formation	Longitudinal Slope / Lateral Slope / Symmetry	Laser Survey
	Adequate Compaction	CBR testing
	Appropriate Covering	Measure
Edgings	Material quality	Delivery Check
	Setting Out / Line / Level / Height	Measure
	Longitudinal Slope / Lateral Slope / Symmetry	Laser Survey
	Foundation Size / Stability	Measure
Sub Base	Material/s Quality	Delivery Check / Infiltration Test
	Constructed Depth / Level / Slope	Laser Survey
	Adequate Compaction	LWD / CBR
	Finished Consistency	Visual
	Smoothness / Surface Regularity	Laser Survey / Straight Edge
Macadam Base	Material/s Quality	Delivery Check / Infiltration Test
	Constructed Depth / Level / Slope	Laser Survey
	Finished Consistency	Measure
	Smoothness / Surface Regularity	Straight Edge
	As well as internal testing the macadam base needs to be independently checked for WB compliance by a credited test house with regard to dimensions, regularity, deviation from design level, and porosity.	
Surface	Material Quality	Delivery Check
	Setting Out (As Producer Cutting Plan)	Desk Top
	Joint Quality	Visual
	Line Markings Position / Width / Straightness	Measure
	Infill Application	Depth Probe
	Finished Consistency	Measure
	Smoothness / Surface Regularity	Straight Edge

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire. NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

	Surface and Infill Technical Characteristics	Laboratory Test
	Performance Quality Standard	Field Test / Laboratory Test
Fencing	Material quality	Delivery Check / Measure
	Setting Out / Line / Level / Height / Symmetry	Measure
	Foundation Size / Stability	Measure
Site Furniture	Material/s Quality	Delivery Check
	Correct installation	Visual
Hard Standing Areas	Material/s quality	Delivery Check
	Setting Out / Line / Level / Height	Measure
	Constructed Depth / Level / Slope	Laser Survey
	Finished Consistency	Measure
	Smoothness / Surface Regularity	Straight Edge

Material Sampling

During the construction works, site samples of materials shall be provided by the contractor and retained on site for inspection.

The following records shall be included with all samples:

Date and time that the sample was taken
Sample identification
Intended application and location
All samples shall be coded as above so any defective materials can be identified and removed

For each particulate material (sand, gravel, etc...), used in the construction, 2kg representative samples will be retained by the Contractor for inspection.

Failure to do so may result in an entire section of work being replaced.

Material Identification

In order to ensure the components of synthetic turf system installed on a pitch are in accordance with BS EN 15330-1: 2013 approval / compliance, the initial field test shall include the material identification tests required within BS EN 15330-1: 2013 protocols.

Material sampling shall be as follows:

Component	Sample Size	No. Samples
Artificial turf	0.5 x 0.5m	1

The samples supplied should be representative of materials installed on different areas of the pitch.

The Contractor is responsible for ensuring samples submitted to the accredited testing institute conducting the laboratory tests comply with this requirement.

3.2 Code of Practice

The Contractor will supply a full and detailed Code of Practice and System of Works.

These will include details of all the works to be carried out and the manner in which they will be carried out. These will include details of authorised persons, environmental restraints, appropriate Health and Safety requirements, training that personnel will, or have, undertaken prior to working on site, storage of materials and procedures for receiving and checking materials on site.

The Code of Practice shall indicate areas of work that will be sub-contracted and detail the Sub-Contractors that will be employed, and their relative experience.

All works shall be carried out using the Contractors submitted system of works. Unless changes to methods have been submitted to the client and /or their representatives and such changes have been accepted.

3.3 Materials

All materials liable to deterioration or damage shall be stored in such a way that they shall be in accordance with the specification at the time of use.

3.4 Inspection

The employers representative will have free access to carry out cross referencing random performance quality testing and access to the quality logs at such times as they or the client feel appropriate, following telephone notification of intended arrival on site.

3.5 Maintenance

Prior to completion of the works, the Contractor will provide a statement describing the general and detailed maintenance required on the newly developed facility. The statement shall include details of the maintenance programme and associated recording logs / forms necessary to maintaining warranty provisions.

It shall detail procedures to ensure the specified parameters are maintained, the appropriate climatic conditions in which work can be carried out, the appropriate health and safety requirements and training the personnel may require.

The Contractor will include in their tender price an appropriate cost to cover the training and advising of the grounds maintenance staff.

3.6 Warranty Requirements

The contractor will provide written statements on the validity and scope of any warranties given before commencement of works.

Collateral warranties may be required from suppliers and sub-contractors.

The minimum period of guarantees required is as follows:

Aspect	Requirements	Minimum cover
Artificial turf pitch (ATP)	All workmanship, requirements and materials will be to a standard that ensures the specified Performance Quality Standard (PQS) is fully retained for the warranty period, in accordance with: <ul style="list-style-type: none"> World Bowls Performance Standards for Flat Green Bowls Surfaces 	TBC by supplier

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire. NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

Artificial Turf Pitch	All joints must remain secure and fit for purpose and with seam strength not less than stipulated in the above PQS for the entire duration of the warranty period	TBC by supplier
Artificial Turf Pitch	UV stability of synthetic materials	TBC by supplier
Base Formation	Stability of base construction	TBC by supplier

3.7 Repairs under Warranty

The contractor shall undertake and complete fully to the satisfaction of the client and their representative/s; general repairs under warranty within 15 working days of notification in writing (or other agreed form of communication).

Specialist repairs shall be completed within 10 working days of notification in writing (or other agreed form of communication) to the full satisfaction of the client.

Emergency repairs (for example structural failures) shall be completed within 5 working days of notification in writing (or other agreed form of communication) to the full satisfaction of the client.

In all cases, identical materials to the original installation shall be used.

Furthermore, the contractor shall schedule any repair works to avoid detrimental impact to the Employer's planned programme of use on the facility.

3.8 Failure of Tests

Should any samples or intermediate stages of construction tested or formal performance testing be found, in the opinion of the Employer or Contract Administrator, to be unsatisfactory or likely to produce or has produced unsound work, the defective material or the consignment which the sample represents shall be removed from the site or suitable corrective action taken, as approved by the Employer or Contract Administrator, to achieve the specified performance outcome. Notwithstanding that, any sample or intermediate work stage, which has been accepted by the Employer or Contract Administrator, may subsequently be rejected if they shall decide that the quality has in any way deteriorated.

The Contractor shall, at his own expense, remove and replace all rejected materials, or correct any intermediate work stage shown to be outside specification. Any delays consequential upon the rejection of any sample or work stage shall not in any way relieve the Contractor from his responsibility with regard to completion within the Contract Period.

Work corrected or materials replaced for these reasons will be re-checked or re-tested by the Employer or Contract Administrator.

The additional costs of testing any material replaced for this reason or re-inspecting any work stage subjected to remedial works shall be recovered from the Contractor by an appropriate deduction from the contract sum.

4 Outline Designer's Risk Assessment

4.1 Outline Designer's Risk Assessment

4.1.1 The following observations are not the full risks associated with carrying out this contract; they are the designer's initial comments and observations.

4.2 Specific Noted Risks

4.2.1 Health and Safety Requirements

All aspects of the design and construction of the facility fall within the requirements of The Construction (Design & Management) Regulations 2015.

The Contractor shall develop a Construction Phase Health and Safety Plan and submit this to the Principal Contractor and CDM Coordinator for approval; which must be obtained before any site works commence. It will be the sports pitch contractor's obligation to ensure that all works, actions and site conditions, conform to the requirements of The CDM 2015.

The Contractor must co-ordinate the activities of all their sub-contractors and ensure they comply with the relevant health and safety legislation and with the developed plan.

The Contractor shall at all times be responsible for and shall take all such precautions as are necessary to protect the health and safety of all persons employed by it or to whom a duty of care is owed and will comply with the requirements of the Health and Safety at Work etc. Act 1974 (and any amendments or re-enactments thereof and any regulations acts and codes of practice made there under) and of any other Acts Regulations or Orders pertaining to the health and safety of employed persons or to others.

The Contractor shall comply with the Employer's Health and Safety Policy at all times.

Please refer to Control of Contractors 2013

The Contractor shall in addition operate its own Health and Safety Policy and will supply a copy of its Health and Safety Policy upon request, together with any revisions and amendments as and when they occur.

The Contractor shall nominate a person to be responsible for health and safety matters as required by the Health and Safety at Work Act.

Whilst on the Employer's premises the Contractor shall require its employees to comply with the lawful health and safety requirements. In particular, the sports pitch contractor's attention is drawn to the requirement for comprehensive risk assessments covering all aspects of the proposed works.

The Contractor shall review its Health and Safety policy and safe working procedures as often as may be necessary and in the light of changing legislation of working practices or the introduction of new equipment.

The Contractor shall carry out a review and implement any revisions as a consequence thereof if required to do so at any time by the Employer / Contract Administrator or any engaged CDM Coordinator.

The Contractor will maintain a Health and Safety Log which will be available for inspection by the Employer for the duration of the contract.

The Contractor will be responsible for the correct use and wearing of all Personal Protection Equipment (P.P.E) by all its staff and sub-contractors in line with the Employer's Health and Safety Policy including:

- Safety helmets to BS EN 397, neither damaged nor time expired.
- High visibility waistcoats to BS EN 471 Class 2.
- Safety boots with steel insole and toecap to BS EN ISO 20345.
- Disposable respirators to BS EN 149.FFP1S.
- Eye protection to BS EN 166.
- Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire, NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

- Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

The Contractor will be responsible for maintaining training records for all staff and sub-contractors including asbestos awareness and will be responsible for all training being adequate and up to date.

The Contractor shall ensure that their entire staff reports all accidents, however small, to the Principal Contractor and also arrange for an "Accident Report Form" to be completed. A copy of this must be forwarded to the Principal Contractor immediately. The sports pitch contractor must provide, in addition, a Staff Accident Book, form B1510 as required by the Social Security Act 1975 and record all staff accidents therein. The Contractor shall pay particular attention to its responsibility under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

The Principal Contractor should ascertain if any additional information is required to ensure the safety of all persons and the works.

4.2.2 Site Establishment

The Principal Contractor should ensure that all safety fences and barriers are checked not less than twice daily; once before commencing works and once before overnight or weekend shut down. Any adjustments to the fence to avoid unauthorised entry should be done immediately the fault is recognised.

All welfare or accommodation facilities provided should conform to all statutory regulations in particular in connection with washing facilities and preparation of food.

If the power source used within the accommodation is a diesel or petrol powered generator; this should be muffled and / or enclosed by the site cabins to avoid constant unnecessary noise.

No calor or open flamed heater to be left switched on overnight.

4.2.3 Site Clearance and Excavation

Safety helmets should be worn at all times whilst machines are operating.

All excavations should comply with current industry guidelines and risk assessments.

Adequate lateral support should be provided for the vertical sides of all deep excavations at this site in accordance with CIRIA Report 97 "Trenching Practice", with particular note being taken of the presence of loose granular deposits at relatively shallow depths.

All machinery carrying out excavations should be fitted with warning lights and audible reverse warning. A banks person should be in attendance wherever machinery is operating in close proximity of each other, or where pedestrian staff operating or any significant hazard exists.

Prior to carrying out excavations, the area should be checked with appropriate sensors.

4.2.4 Drainage Scheme

If a trenching machine carries out the excavation of channels, all safety guards should be fitted at all times. Any personnel operating close to the trenching machine, to avoid flying debris-causing injury, should wear specifically hard hats and goggles.

All drainage channels should be backfilled as soon as possible, to avoid potential risks of staff or machinery falling into channel.

4.2.5 Edgings

Good handling practices should be employed in moving any heavy items.

Appropriate PPE (gloves / steel-toe capped boots / etc...) should be worn whilst handling wet concrete, to avoid skin irritation.

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire. NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

4.2.6 Pitch Base and Foundations

All comments relating to machinery operating on site are applicable specifically to this section, as dumpers and / or lorries will be tipping close to other operatives.

Use of vibraplates and rollers should be carried out by staff wearing ear protectors and steel toes capped shoes.

(Steel-toe capped boots are mentioned in general items, applicable to the whole contract, but extra risks are present whilst using compaction equipment.)

4.2.7 Artificial Turf Surfaces

Artificial turf surface rolls are very heavy.

Care should be taken when lifting and positioning the rolls, only using appropriate lifting equipment. Re-positioning on the pitch should be carried out with scaffold poles and by sufficient staff to avoid injury.

The Contractor shall ensure all staff are instructed in good lifting techniques.

Steel toe capped shoes should be worn whilst carrying out lifting.

The cutting and seaming of the rolls involves the use of sharp knives. All staff should be provided with safety blades and kneepads for prolonged kneeling down. If hot melt is used, which is the preferred method of jointing, all staff should be instructed in what to do, if hot melt is dropped onto skin. Staff should be instructed on safe storage of glue and ventilation of the working area. (see notes on electrical equipment in general items.)

4.2.8 Ball-Stop Fencing

Safety helmets should be worn at all times whilst posts are being positioned and when working above head height.

Scaffold towers should be positioned on boards to protect the surface, so care should be taken that the uprights do not move on the steel or timber sheeting. All metal work should be cut in a controlled environment, with the operatives wearing suitable safety gloves, goggles and ear protectors.

Care should be taken to ensure no loose clips, wires or cut steel work is left on site, to avoid injury to staff and potential future users of the area.

4.2.9 Reinstatement

No known increased risks other than those already identified in utilising machinery are specifically applicable to this section.

All fertilisers should be stored and handled, in line with manufacturer's instructions.

4.2.10 Transport

All areas which pose a possible risk to occupiers and the public from machinery or vehicles moving either around the site or in and out the site must be controlled by means of hours of movement or have a banks person if needed.

4.3 Temporary Works

A widely used expression referring to an engineered solution used to enable construction of, protect, support or provide temporary access to the permanent works. Examples include but are not limited to: earthworks, excavation support, formwork, false work, propping, scaffolding, support to an item of plant such as crane bases, site hoarding, cofferdams, anchors and ties etc.

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire. NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

Temporary works to be undertaken, generally in accordance with the recommendations of BS5975 Code of Practice for temporary works procedures and permissible stress design of falsework, both for falsework and all other temporary works.

All persons involved in the management of temporary works are to have the relevant experience, formal temporary works training, qualification and authority to undertake their individual role.

4.3.1 Design Phase Schedule of Temporary Works

The Principal Contractor will need to develop temporary works procedures in line with industry guidelines during the ongoing design and construction phase.

Project		
Prepared by		
Number	Temporary Works Item	Relevant
1	Hoardings	Yes/No
2	Signage	Yes/No
3	Ground support	Yes/No
4	Foundations for Tower Cranes	Yes/No
5	Falsework support	Yes/No
6	Access and working scaffold	Yes/No
7	Vertical support to existing building/structures	Yes/No
8	Temporary lateral bracing to existing buildings/structures	Yes/No
9	Special structure e.g. temporary bridges	Yes/No
10	Lifting arrangements/operations	Yes/No
11	Trench/excavation support	Yes/No
12	Underpinning	Yes/No
13	De-watering	Yes/No
14	Through propping/back propping	Yes/No
15	Slope stability and sage batters	Yes/No
16	Hoists	Yes/No
17	Temporary platforms	Yes/No
18	Work adjacent to live services i.e. support, protection	Yes/No
19	Temporary roadway	Yes/No
20	Fencing	Yes/No
Other		Yes/No
Other		Yes/No

4.4 General Items

At all times:

- The Principal Contractor and Contractor should establish, adopt and maintain risk assessments and safe working practices to ensure that the works, including the work of subcontractors, comply with specified requirements.
- Full safety, accident and incident records should be developed during construction, which should be kept on site for inspection, with supplementary copies submitted on request.
- Reinforced safety footwear should be issued and worn by staff.

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire. NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179

- All electrical equipment used on site should be 110 volts or if 240 volts (glue guns) is used, they should be protected by suitable weather covers and automatic safety trip switches. Electrical equipment should not be used in adverse weather conditions.
- Any times operatives are using hand-dogging equipment; safety helmets should be worn when action involves lifting the digging implement above shoulder height.
- All staff must be adequately trained in the operation of all equipment.
- Any use of laser equipment should be controlled by suitable warnings and not setting lasers at eye level.
- Exercise particular care in relation to the storage of any chemicals and equipment which can be dangerous in the event of fire and shall ensure that they are used and kept in a safe condition at all times in accordance with all relevant regulations and codes of practice and operatives.
- Aerosols containing Chlorofluorocarbons (CFC's) must not be used in the provision of the Services.
- In order to comply with the requirements of the Control of Substances Hazardous to Health Regulations, 1988; the Principal Contractor shall submit to the Employer upon request a list of chemicals and products which will be used in the provision of the Services together with C.O.S.H.H sheets.

Outline Designer's Risk Assessment							
Ref. No.	Activities / Elements	Potential Hazards	Population at Risk	Risk Rating			Action required by the Contractor
				Key L: Likelihood S: Severity R: Risk Colour Key Low Medium High			
1.0	SITE WIDE						
1.1	Site Access / Egress	Pedestrians using the access / entrance road Vehicles	Public Visitors Contractor's staff	M	M	M	Strategy for access to site and method statement.
1.2	Site Deliveries	Contact with moving vehicle / plant	Public Visitors Contractor's staff	M	M	M	Strategy to manage interface with the public.
		Staff working on site	Contractor's staff	M	M	M	Clear strategy for delivery of materials and storage on site.
1.3	Site Compound	Unauthorised access to site	Public	M	M	H	Site security, access procedures and screening.
1.4	Traffic Routes	Pedestrians using access / entrance road Vehicles	Public	M	M	M	Clear strategy for delivery times and strategy to manage interface with the public.
1.5	Pedestrian Routes	Contact with moving vehicle / plant	Public	M	M	M	Strategy for access to site and strategy to manage interface with the public.
1.6	House Keeping	Slips and trips	Contractor's staff Visitors	M	M	M	Clear strategy for storage of materials on site.
1.7	Work Areas	Fire or other Emergencies	Contractor's staff Visitors	L	H	H	Fire and emergency procedure.
		Clashes of operations / trade	Contractor's staff	H	M	M	Clear strategy for delivery and storage of materials on site and a well-defined workspace for different trades.
1.8	Working Space / Working Platform	Falls from height	Contractor's staff	L	L	L	Safe working practice.
		Manual handling / Muscular-skeletal injuries	Contractor's staff	L	L	L	Safe working practice.

Surfacing Standards Ltd.
 1A Perth House, Corbygate Business Park,
 Priors Haw Road, Corby, Northamptonshire. NN17 5JG

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England & Wales under registration number 05154061
 VAT number GB 687834179

		Fire / emergency evacuation	Contractor's staff	L	M	H	Fire and emergency procedure.
1.9	Materials / Substances / Components	Manual handling / Muscular-skeletal injuries	Contractor's Staff	L	L	L	Safe working practice and First Aid procedures.
		Cuts and abrasions	Contractor's staff	L	L	L	Safe working practice and First Aid Procedures.
		Carcinogenic diseases	Contractor's staff	L	L	L	Safe working practice and make available and follow manufacturer's instructions and recommendations.
		Respiratory Injuries	Contractor's staff	L	L	L	Safe working practice and make available and follow manufacturer's instructions and recommendations.
		Skin diseases	Contractor's staff	L	L	L	Safe working practice and make available and follow manufacturer's instructions and recommendations.
1.10	Cutting / Welding / Hot work	Fire / explosion	Contractor's staff	L	H	L	Appropriate work gear.
		Dust	Contractor's staff	L	L	L	Appropriate work gear.
2.0	DEMOLITIONS, DISMANTLING						
2.1	Existing	Live services	Contractor's staff	M	H	H	Adequate survey before works.
		Falls from heights	Contractor's staff	L	H	H	Clear strategy of demolition and safe working practice.
		Dust	Contractor's staff,	M	L	L	Appropriate work gear.
		Noise/ vibration	Contractor's staff, public	M	M	L	Follow any noise or vibration restrictions.
		Fire / explosion	Contractor's staff,	L	H	H	Identify and record presence of any live gas / pipes / etc...
2.2	Mineral Fibres	Hazardous materials / substances	Contractor's staff	M	M	H	Adequate survey / testing and make note of any hazardous materials/ substances and notify.
3.0	FINISHES						
3.1	Coatings / Paints / Sealers / Adhesives / Wood / Wood Based Materials	Hazardous materials / substances	Contractor's staff	L	L	L	Follow safe working procedures and manufacturer's instruction. Appropriate work gear.
		Falls from heights	Contractor's staff	L	L	L	Safe working practice.
		Dust / fumes	Contractor's staff	L	L	L	Appropriate work gear.
		Fire	Contractor's staff	L	L	L	Adequate precautions. Follow fire procedures.

End of document

Published by	Wesley Bugg, Consultant
Signature	<i>W. Bugg</i>
Issued	25 th July 2017

This report has been prepared with all reasonable care, skill and diligence by Surfacing Standards Ltd and is confidential to our Client. Surfacing Standards Ltd accepts no responsibility whatsoever to third parties to whom this report, or any part thereof, is made known. Any such party relies upon the report at their own risk.

© Copyright Surfacing Standards Limited 2017

Surfacing Standards Ltd.
1A Perth House, Corbygate Business Park,
Priors Haw Road, Corby, Northamptonshire. NN17 5JG

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2008. Registration number GB18982
Member of Sports and Play Construction Association Professional Services Group
Registered in England & Wales under registration number 05154061
VAT number GB 687834179