

Stanley Park 3G Recarpet Tender

Artificial Turf Pitch (ATP) Refurbishment

Invitation To Tender (ITT)

Document Control			
Client	Chippenham Town Council		
Site Address	Stanley Park Sports Grounds Stanley Lane Chippenham Wiltshire SN15 3RP		
Project	Refurbishment of the existing artificial turf pitch		
SSL project code	SSL3337		
Document title	Invitation to Tender (ITT)		
Document control	Revision	By	Date
	First Issue	WLS	05-02-2024
	Second issue	WLS	19-02-2024

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, :LE15 9NY

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	2
2	Conditions of Contract	4
3	Warranty Requirements	12

1 Introduction

1.1 General Instructions

- 1.1.1 Chippenham Town Council (the Employer) invites tenders for the refurbishment of an Artificial Turf Pitch at:

Stanley Park Sports Grounds,
Stanley Road,
Chippenham,
Wiltshire.
SN15 3RP

- 1.1.2 This ITT document details the parameters for the proposed work and tenders to be invited from qualified sportsground contractors during a competitive exercise.

- 1.1.3 Tenders are to be invited for the Artificial Turf Pitch to be refurbished and works will be commissioned using a single contract. The successful contractor / tenderer shall be required to enter into a contract substantially in the form of that attached to this ITT, however the Employer reserves the right to make any reasonable amendment to the contract as they consider necessary.

1.2 Conditions of Tender

- 1.2.1 This ITT document shall form part of the Contract.

- 1.2.2 The Tender Supplier must ensure that they are fully familiar with the nature and extent of the obligations to be accepted by him if his tender is accepted.

- 1.2.3 The Tender Supplier's basic offer should be strictly in accordance with this ITT document, the described schedule of work and all other tender stage documents and drawings and should not be qualified in anyway.

- 1.2.4 Any such qualification is liable to result in a tender which is otherwise favourable not being considered. The Tender Supplier should ensure, therefore, that any explanatory or descriptive matter included in their tender submission does not constitute a qualification to the stated requirements and terms and conditions as stated in the tender documents.

- 1.2.5 All staff nominated by the Tender Supplier 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.

- 1.2.6 For the purposes of the Contract, the Contract Administrator shall be Surfacing Standards Ltd and / or any nominated sub-ordinate notified to the Tender Supplier by the Employer.

- 1.2.7 Should the Tender Supplier 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.

- 1.2.8 It is the responsibility of prospective Tender Supplier's to obtain for themselves at their own expense any additional information necessary for the preparation of their tender.

- 1.2.9 Recipients of ITT documents (whether they submit a tender or not) shall treat the details of the documents as private and confidential.

- 1.2.10 All documents requiring a signature shall be signed, where the Tender Supplier is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for that purpose.

- 1.2.11 No payment will be made for any expenses or losses that may be incurred by any Tender Supplier in the preparation of his tender.

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE15 9NY

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

- 1.2.12 The Tender Supplier must be submitted fully in accordance with the tender documents, and any tender which does not conform to the foregoing instructions may not be considered.
- 1.2.13 Any Tender Supplier who canvasses the Employer either directly or indirectly with regard to his tender will automatically result in his tender not being considered.

1.3 Tender Submission Requirements

- 1.3.1 Tenders are invited for the supply of goods or services as described within SSL3337 Part 3 Contract Specification & Schedule of Work.
- 1.3.2 Unless otherwise indicated in the schedule of work, tenders must be submitted for the whole of the goods or services and tenders for part only will be rejected.
- 1.3.3 The price on the tender shall be the nett amount after deduction of any discount or trade in allowance.
- 1.3.4 Tenders including all necessary documents must be returned duly completed to the following address.

CEO
(Existing 3G Recarpet Tender)
The Town Hall
High Street
Chippenham
SN15 3ER

- 1.3.5 Tenders must be submitted and received not later than the submission due date.
- 1.3.6 Tenders received after the submission due date will remain unopened and will not be considered for acceptance.
- 1.3.7 After lodgment, the tender must be open for consideration (unless previously withdrawn) for not less than twelve calendar weeks.

1.4 Technical Documents

- 1.4.1 Tender drawings and associated documents are listed as follows:
SSL3337 Part 1 Invitation to Tender
SSL3337 Part 2 Form of Contract
SSL3337 Part 3 Contract Specification
SSL3337 Part 4 Contract Sum Analysis
SSL3337 Part 5 Form of Tender

Drawings
SSL3337 01 Existing Site Layout
SSL3337 02 Proposed Site Layout

1.5 Project Delivery Timetable

- 1.5.1 The proposed project implementation schedule is as follows:

Project Stage	Date (2024 unless stated otherwise)
Procurement	
Receive Tenders	Friday 22nd March by 13:00hrs.
Complete Tender Evaluation / Recommendation	Wednesday 27 th March
Notify Unsuccessful Contractors	Friday 29 th March
Appoint Successful Contractor & Issue Letter of Intent to Enable Works Mobilisation	Friday 29 th March
Prepare / Exchange Forms of Contract	TBC
Construction	
Contractor Mobilisation	TBC by contractors (normally 3 – 4 weeks)
Commencement of Works	June / July 2024
Practical Completion	TBC
Post Construction	
End of Rectification Period / Payment of Retentions	TBC

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE15 9NY

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 Conditions of Contract

2.1 Form of Contract

The refurbishment of the Artificial Turf Pitch will be governed by the JCT Intermediate Building Contract with Contractor's Design (ICD).

Refer to SSL3337 Part 2 Form of Contract.

2.2 Indemnity

The Supplier will indemnify the Employer from and against all liabilities, damages, costs, losses, claims, expenses, charges, demands and proceedings in respect of any injury (except to the extent that such accident or injury results from or is contributed to by the negligence of the Employer) 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 and the compliance or non-compliance with them by the Supplier 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 Supplier or its employees or agents or their employees.

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

2.3 Insurances

The Supplier will at all times keep insured and indemnified its employees, its agents, the general public and the joint 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 |
| • Public and Products Liability | £5,000,000 |
| • Contractor All Risks | £750,000 |
| • Professional Indemnity | £750,000 |

Copies of the above insurances should be provided by the Supplier upon request, and copies of each Annual Renewal Notice for the life of the contract.

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

The Contract Administrator will notify the Supplier 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 Supplier will affect such insurance as does comply. If the Supplier fails to do this, the Employer may affect the insurance itself and the Supplier will pay to the Employer all costs (including administrative costs) which the Employer incurs in so doing.

2.4 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 Supplier.

The Supplier 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 Supplier 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 Employer 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 Supplier.

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 Supplier and the rights, powers and remedies reserved to the Employer by this Contract in the event of such failure or neglect shall apply accordingly.

Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE15 9NY

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

2.5 Health and Safety Compliance

The Supplier 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) Regulations 2015 (CDM) and the Health and Safety at Work 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 Supplier shall comply with the Employer's relevant Health and Safety Policy at all times.

The Supplier 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 Supplier 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 Supplier 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 Supplier 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 Supplier shall carry out a review and implement any revisions as a consequence thereof if required to do so at any time by the Contract Administrator.

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

The Supplier will be responsible for the correct use and wearing of all Personal Protection Equipment (P.P.E) by all its staff and sub-contractors.

The Supplier 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 Supplier 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 Supplier 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 Supplier 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 COSHH sheets.

Accidents and Injuries

The Supplier shall ensure that their entire staff reports all accidents, however small, to the Contract Administrator and also arrange for an "Accident Report Form" to be completed. A copy of this must be forwarded to the Contract Administrator immediately. The Supplier 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 (RIDDOR) 1985.

Existing Services

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

- Surface water drainage
- Foul / combined sewers
- Power supplies (electric / etc...)

The Supplier 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 Supplier 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.

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE15 9NY

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 accuracy and sufficiency of this information contained within this document and appendices is not guaranteed by the Employer or their representatives.

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

The Supplier should 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.

2.6 Equipment

The Supplier 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 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.

2.7 Security

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

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

2.8 Environmental Management

The Supplier 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.

2.9 Audit inspection

The Supplier 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 reasonably notice throughout this time for the Employer's auditors to inspect, as and when necessary.

2.10 Data Protection Act

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

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

The Supplier 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 Supplier 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 Supplier of this clause.

2.11 Site Inspection

Before tendering, the Supplier is strongly advised to 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, please contact:

Paul Harvey (Head of Leisure Services) T: 01249 463905 E: pharvey@chippenham.gov.uk

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE15 9NY

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

2.12 Access to the Site

All construction activities and movements must be contained within the site curtilage for site accommodation, storage of plant and materials, parking and maneuvering of site operatives and visitor's vehicles together with the loading and un-loading of goods vehicles.

All haulage routes must be maintained in a clean condition by the Supplier for the duration of the works, such that all roads and highways are kept free of soil, mud, stones and dust and other debris.

The Supplier should make allowances for a wheel wash facility for vehicles exiting site and road cleaning during the construction period, if deemed necessary.

No storage, parking or deliveries will be permitted to occupy, nor interfere with, any public highway.

The Supplier must consider and appraise site entry and movements whilst tendering for the works and make all necessary allowances.

Excessive noise must be avoided wherever possible and the works must be planned and implemented to avoid disruption to daily activities. It is possible that during periods of special events, or similar; any noisy works may be temporarily suspended by agreement.

Construction work on the development, including the movement of mobile and fixed plant and machinery shall only be carried out between the hours of:

Monday to Friday - TBC

Saturday - TBC

No works to be carried out on Sundays or Public Holidays

2.13 Construction (Design and Management) Regulations 2015

Construction (Design and Management) Regulations 2015 (CDM 2015) are effective from 06 April 2015 (replacing CDM 2007) and these regulations govern the management of health, safety and welfare when undertaking construction projects.

The Health and Safety Executive has published guidance is for those who have legal duties under CDM 2015, which explains what they must or should do to comply with the law.

Any actions required should always be proportionate to the risks in the construction project.

Duty Holders

The different duty holders associated with this Contract are described below and the necessary role with main duties to be fulfilled throughout this Contract:

CDM 2015 CDM Duty holders
<p>Clients are organisations or individuals for whom a construction project is carried out:</p> <p>Stanley Park Sports Grounds, Stanley Road, Chippenham, Wiltshire. SN15 3RP</p>
<p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work:</p> <p>Surfacing Standards Limited Office 2 Empingham House, Uppingham Gate, Ayston Road,</p>

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE15 9NY

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

Uppingham, Rutland, LE15 9NY
Principal designers** are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role: Surfacing Standards Limited Office 2 Empingham House, Uppingham Gate, Ayston Road, Uppingham, Rutland, LE15 9NY
** Principal designers replace the role undertaken by CDM co-ordinators under CDM 2007
Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor: The Supplier
Contractors are those who do the actual construction work and can be either an individual or a company: Controlled by the Supplier
Workers are the people who work for or under the control of contractors on a construction site: Controlled by the Supplier

Key Elements

Key elements to securing construction health and safety include:

- A. Managing the risks to health and safety by applying the general principles of prevention;
- B. Appointing the right people and organisations at the right time;
- C. Making sure everyone has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety;
- D. Duty holders co-operating and communicating with each other and coordinating their work; and
- E. Consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare

2.14 Designers Risk Assessment

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

General 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 Supplier shall develop a Construction Phase Health and Safety Plan and submit this for approval; which must be obtained before any site works commence.

It will be the Supplier's obligation to ensure that all works, actions and site conditions, conform to the requirements of The CDM Regulations 2015.

The Supplier shall carry out a review and implement any revisions to the Construction Phase Health and Safety Plan for the duration of the Contract.

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

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, :LE15 9NY

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 Supplier 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 Supplier will ascertain if any additional information is required to ensure the safety of all persons and the works.

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.

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.

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

Site Establishment

The Supplier must 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.

Any 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 gas or open flamed heater to be left switched on overnight.

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.

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE15 9NY

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

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.

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.

Pitch Base and Foundations

All comments relating to machinery operating on site are applicable specifically to this section, as vehicles will be tipping close to other operatives.

Use of vibrating plates 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.)

Artificial Grass Surfaces

Artificial grass 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 Supplier 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 involve 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 in the working area. (See notes on electrical equipment in general items.)

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.

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.

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.

liaison with occupiers is necessary, which may require a traffic plan.

General Items

At all times:

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE15 9NY

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 Supplier 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.
- 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-digging 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.

Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE15 9NY

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 Warranty Requirements

3.1 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 Grass Pitch	All workmanship 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: Federation Internationale de Football Association (FIFA) Quality Concept for Football Turf – Handbook of Requirements – January 2015 – FIFA Quality certification required (or equivalent IMS standard)	Performance – 5 years inclusive of materials and labour Player / Surface interaction – 8 years inclusive of materials and labour
Artificial Turf UV Stability	UV stability of synthetic materials	8 years inclusive of materials and labour
Artificial Turf Seams	All joints must remain secure and fit for purpose and with seam strength not less than stipulated in the above PQS.	Performance – 5 years inclusive of materials and labour

3.2 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 / electrical 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 pitch / facility.

End of document

Published by	Wayne Sexton, Consultant
Issued	19-02-2024

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 2024

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE15 9NY

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