



# **SPECIFICATION**

## **MHRA Small Works Framework C307782**



## Medicines & Healthcare products Regulatory Agency

The Medicines & Healthcare products Regulatory Agency (“MHRA”) regulates medicines, medical devices, and blood components for transfusion in the UK.

MHRA has around 1,270 staff, with a total budget of approximately £150 million. MHRA protects and improves the health of millions of people every day through the effective regulation of medicines and medical devices, underpinned by science and research.

The 13 acres site comprises off a mixture of laboratories and offices. The laboratories include high containment (CL3 & CL4), cleanroom and biological services.

MHRA requires a Framework Agreement with a duration of three (3) years with one (1) optional extension of twelve (12) months. The framework is arranged over 4 Lots of varying disciplines:

### **External Works Lot 1 – To cover all external buildings & other works, such as:**

- Fencing works
- Brickwork
- Car park – maintenance/repairs/tarmac
- Drainage works & groundwork.
- Repair of roof tiles, asphalt roof & defective gutters
- Chimney stack repairs
- Scaffold hire
- Paving works
- External repair/painting
- Drain Clearance
- Ground Maintenance (including trees)

### **Internal Works Lot 2 – To cover all general internal works, such as:**

- General painting / decoration
- General woodwork /carpentry
- Supply/repair of laboratory fire doors
- Supply/repair High Containment/Cleanroom etc doors
- Supply and fit laboratory furniture and fittings including TRESPA benching and shelving and cupboards
- Replace/repair flooring- Resin, Vinyl & carpet
- Install additional power supplies.
- Install trunking
- Refurbishment of Laboratories to MHRA standard
- Refurbishment of Offices to MHRA standard
- Repair/upgrade toilet facilities
- Window repair/glazing



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- Supply and fit of Racking and shelving

### **Mechanical Works Lot 3 – To cover all mechanical works, such as:**

- Pipework, ancillaries (i.e.. valves, tanks etc.) and lagging
- HVAC-AHU – installation/maintenance/overhaul/cleaning (i.e. chillers, split units, extract fans etc.)
- Sheetwork metalwork/fabrication
- Ductwork repair/install /cleaning
- Dampers (including fire dampers)
- Coded welding services
- Install/Remove Microbiological Safety Cabinet-MSC & Fume hoods.

### **Electrical Works Lot 4 – To cover all electrical works, such as:**

- Site wide PAT testing
- Site Wide Fixed Wiring test and inspection
- Supply and fit data cabling, both Cat 5 e and Cat 7 class F.
- Supply and fit Control panels
- Replace or upgrade lighting.
- Installation / upgrade works

### **Please note the requirements set out in this Specification are not exhaustive.**

The specific requirements will be refined by the MHRA to reflect the specific requirements for each piece of work or project (to the extent permitted and set out in the Framework) that will be detailed at Contract stage.

### **1.1 General Requirements**

The Provider shall carry out all works to recognised standards (for example BS 8000 or equivalent) within the construction industry. This will include workmanship, standard of materials and equipment used to carry out the works. The Provider will endeavour to match or better the quality and standard of workmanship and materials of the existing building and adjacent works.

The Provider will also have due regard to the items listed below but please note this is not an exhaustive list and all Works and workmanship must be carried out to the satisfaction of the MHRA: -

For all quotations, all costs must be included in the price and a breakdown of costs provided. This must include any costs for CDM, Health and Safety and any Welfare facilities. If anything is not included, it must be clearly set out on the quotation.



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South Mimms Site operating hours are Monday to Friday 9am to 5.15pm and all works is expected to be undertaken in these hours unless specifically agreed with the MHRA contract manager.

The Provider is expected to comply with all relevant regulations and associated guidance and codes of practice including CDM.

The Provider must be aware that there is noise sensitive equipment and areas, and any noise / vibration will need to be carefully controlled and planned in advance.

The Provider is expected to legally dispose of all waste and surplus materials resulting from any works unless specifically instructed in writing by the MHRA contract manager.

### **1.2 MHRA Security Checks**

All contractors working on site must undergo and pass the MHRA security check in advance. It is the service provider's responsibility to ensure their staff progress the security clearance in a timely manner and allow time for this to be undertaken in advance of any works.

### **1.3 Health and Safety**

The Health and Safety at Work etc. Act (1974) places a duty upon the MHRA for any actions by contractors or visitors which may affect the safety of MHRA staff. The MHRA will ensure that all contractors and visitors are made fully aware of all necessary site policies, procedures and rules that exist for the health, safety and welfare of themselves and other members of staff.

Dut to the nature of its work, the MHRA does not employ, use for work experience or other works persons under the age of 18. Persons under the age of 18 are not allowed to work on site unless permission has been granted by the MHRA following a suitable and sufficient risk assessment of the work to be undertaken.

The Provider has responsibility under the Act and subsequent regulations to ensure their employees are fully conversant with all matters relating to health and safety concerning the work being undertaken.

The Providers staff and any sub-contractors must be appropriately trained for the work they will be carrying out and evidence of this competency must be made available to MHRA on request.

#### Lone Working

A system of lone worker alarms operates on the MHRA site to cover certain high-risk areas, including plant rooms, cryogenic storage area and remote walk in freezers. These are held at Reception and each unit must be logged out and logged back in at



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the end of the working day. Further details and training will be provided as necessary by the MHRA contract manager.

A means of communication whilst on site must be agreed with the MHRA contract manager / host in advance. Radios may be issued as an additional safety measure if required.

### Permits to Work

The MHRA operates a Permit-to-Work system, and permits must be obtained from the MHRA contract manager or host before certain work can be undertaken. Permits are required for most work activities and specialist permits will be required for Hot Work, Electrical Work, Working at height, Confined Spaces and Excavations.

### COSHH, Risk Assessment and Method Statements

It is a legal requirement under both the Management of Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations, for contractors to carry out suitable and sufficient risk assessments for the work to be undertaken. Copies of these documents must be provided to the MHRA contract manager or host in advance of the work for approval.

Method statements or written procedures must also be provided to the MHRA contract manager or host in advance of the works for approval.

### Equipment

The Provider must supply all equipment and tools required for the job unless otherwise agreed with the MHRA contract manager in advance. All portable electrical appliances MUST be safety tested and confirmation of such tests properly recorded as required under the Electricity at Work Regulations. It is the Providers responsibility to ensure that such equipment is properly PAT tested and maintained prior to use on site. All electrically powered tools etc. must use 110v supply only.

### Personal Protective Equipment

The Provider must provide their own employees with suitable and sufficient personal protective equipment for the work to be undertaken.

All plant rooms and other similar areas are designated hard hat areas and are clearly indicated. The MHRA will provide free issue PPE for some specialist areas as required.

### Work Area

The Providers employees must not stray from the work in hand or enter any other rooms or areas without the express permission of the MHRA contract manager or host.



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Access to laboratory areas and equipment is controlled by an Authorisation for Access Form and this form defines the exact areas and equipment the contractors may access / work on.

ON NO ACCOUNT must the Providers employees enter rooms or buildings displaying the Biohazard, Lazer, Radiation or other warning signs without the necessary Permit-To-Work and Decontamination Certificate provided by the MHRA contract manager / host.

It is the responsibility of the Provider employees to ensure that the work area is kept clean, tidy and safe always, including once the work has been completed.

Hazardous materials must not be stored on the MHRA site unless permission has been granted in writing in advance by the Head of Site and Security and Health and Safety.

### Removal of, or Work in Connection with Asbestos

The Provider shall ensure that only Licensed Asbestos Removal Providers will be used for all (this includes non-licensed work activities) Works involving the removal of asbestos containing materials. These Providers will be Health and Safety Executive ("HSE") approved Providers and will be required to provide a copy of their HSE licence.

The Provider shall ensure that all works for asbestos removal and air monitoring/clearance testing to be undertaken in the provision of Works must be issued directly by the asbestos management team of the Customer to ensure that Customer records and asbestos registers are accurately maintained and updated.

### Reporting of Accidents

All accidents or dangerous occurrences affecting the Provider or Providers subcontractors during the provision of Works must be notified in accordance with the current statutory requirements. In addition, all accidents or dangerous occurrences on MHRA site must be notified to the MHRA contract manager or host.

### Scaffolding

All scaffolding required for the Works must be erected by, or under the supervision of, a competent scaffolder. The scaffolding will conform with the standards laid down by the British Standards Institution's Codes of Practice (or equivalent), and the provisions of the Construction (Design and Management) Regulations 2015.

The Provider will be responsible for the statutory inspection of scaffolding and for the keeping of the scaffolding register. Scaffolding must not be erected and used in the vicinity of overhead live electricity cables.