



Department
for Environment
Food & Rural Affairs

Conditions of Contract Short Form Enhanced

October 2021

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Jason Brown Contracting
Ferry Farm
Blankney Dales
Woodhall Spa
Lincolnshire
LN10 6X

Attn: [REDACTED]
By email to: [REDACTED]@hotmail.com

Date: 03/07/2023
Our ref: **C17581**

Dear [REDACTED]
Supply of Livestock fencing replacement and new livestock corral - Elm House Farm

Following your tender/ proposal for the supply of **Livestock fencing replacement and new livestock corral - Elm House Farm** to **Natural England**, we are pleased confirm our intention to award this contract to you.

The attached contract details ("**Order Form**"), contract conditions and the Annexes set out the terms of the contract between **Natural England** for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the deliverables. Please confirm your acceptance of the Conditions by signing and returning the Order Form which will be sent to you by email notification to execute electronically via Docusign and the authorities Atamis e-sourcing system, which will create a binding contract between us. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for the Order Form to be countersigned so that you have a signed copy of the Order Form for your records.

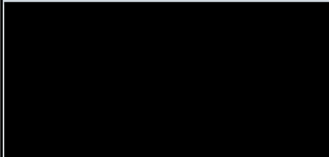


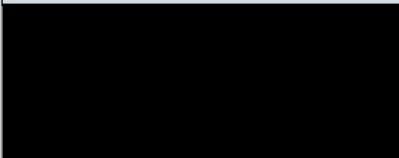

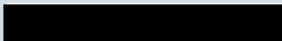
Yours faithfully,

Order Form

1. Contract Reference	C19902
2. Date	The date on which the signed Order Form is received by the Authority.
3. Authority	NATURAL ENGLAND of 4 th Floor, Foss House Kings Pool, 1-2 Peasholme Green, York, YO1 7PX
4. Supplier	Jason Brown Contracting Ferry Farm Blankney Dales Woodhall Spa Lincolnshire LN10 6X
4a. Supplier Account Details	Bank: [REDACTED] Sort code: [REDACTED] Account number: [REDACTED] Bank account name: [REDACTED] and [REDACTED] T/A Jason Brown Contracting
5. The Contract	<p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and any Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any inconsistency between the provisions of the Order Form, the Conditions and the Annexes, the inconsistency shall be resolved by giving precedence in the following order:</p> <ol style="list-style-type: none"> 1. Order Form, Annex 2 (<i>Specification</i>) and Annex 3 (<i>Charges</i>) with equal priority. 2. Conditions and Annex 1 (<i>Authorised Processing Template</i>) with equal priority. 3. Annexes 4 (<i>Tender Submission</i>) and 5 (<i>Sustainability</i>). <p>In the event of any inconsistency between the provisions of Annexes 4 and 5, Annex</p>

	<p>5 shall take precedence over Annex 4.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Authority and may delay conclusion of the Contract.</p>	
6. Deliverables	Goods	None
	Services	To be performed at [REDACTED] party's premises
7. Specification	The specification of the Deliverables is as set out in Annex 2.	
8. Term	<p>The Term shall commence on 10th July 2023 (the Start Date)</p> <p>and the Expiry Date shall be 31st August 2023 unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p>	
9. Charges	The Charges for the Deliverables shall be as set out in Annex 3.	
10. Payment	<p>The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order Number (PO Number), to:</p> <p>APinvoices-NEG-U@gov.sscl.com</p> <p>Alternatively, you may post to: Shared Services Connected Ltd DEF Procure to Pay PO Box 790 Newport Gwent NP10 8FZ</p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant with Annex 3 Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact the Authority's Authorised Representative(s).</p>	

11. Authority Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>[REDACTED] [REDACTED]@naturalengland.org.uk, [REDACTED]</p> <p>or, in their absence,</p> <p>[REDACTED] [REDACTED]@naturalengland.org.uk, [REDACTED].</p>		
12. Address for notices	<table border="1"> <tr> <td data-bbox="435 427 963 734"> Authority: NATURAL ENGLAND of 4th Floor, Foss House Kings Pool, 1-2 Peasholme Green, York, YO1 7PX Attention: Owen Beaumont Email: [REDACTED] [REDACTED]@naturalengland.org.uk </td><td data-bbox="963 427 1525 734"> Supplier: Jason Brown Contracting Ferry Farm Blankney Dales Woodhall Spa Lincolnshire LN10 6X Attention: [REDACTED] Email: [REDACTED] [REDACTED]@hotmail.com </td></tr> </table>	Authority: NATURAL ENGLAND of 4 th Floor, Foss House Kings Pool, 1-2 Peasholme Green, York, YO1 7PX Attention: Owen Beaumont Email: [REDACTED] [REDACTED]@naturalengland.org.uk	Supplier: Jason Brown Contracting Ferry Farm Blankney Dales Woodhall Spa Lincolnshire LN10 6X Attention: [REDACTED] Email: [REDACTED] [REDACTED]@hotmail.com
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13. Key Personnel	<table border="1"> <tr> <td data-bbox="435 734 963 1108"> Authority: NATURAL ENGLAND of 4th Floor, Foss House Kings Pool, 1-2 Peasholme Green, York, YO1 7PX Attention: Owen Beaumont Email: [REDACTED] [REDACTED]@naturalengland.org.uk </td><td data-bbox="963 734 1525 1108"> Supplier: Jason Brown Contracting Ferry Farm Blankney Dales Woodhall Spa Lincolnshire LN10 6X Attention: [REDACTED] Email: [REDACTED] [REDACTED]@hotmail.com </td></tr> </table>	Authority: NATURAL ENGLAND of 4 th Floor, Foss House Kings Pool, 1-2 Peasholme Green, York, YO1 7PX Attention: Owen Beaumont Email: [REDACTED] [REDACTED]@naturalengland.org.uk	Supplier: Jason Brown Contracting Ferry Farm Blankney Dales Woodhall Spa Lincolnshire LN10 6X Attention: [REDACTED] Email: [REDACTED] [REDACTED]@hotmail.com
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14. Procedures and Policies	<p>For the purposes of the Contract the Guide to Procurement Use of sustainable and legal timber policy is found in Annex 2 Specification.</p> <p>For the avoidance of doubt, if other policies of the Authority are referenced in the Conditions and Annexes, those policies will also apply to the Contract on the basis described therein.</p> <p>The Authority may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that they have a conviction that is relevant to the nature of the Contract, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Deliverables.</p>		
15. Limitation of Liabilities	<p>Level set in Clause 12.1.</p>		

16. Insurance	<p>The Supplier shall hold the following insurance cover from the commencement date for the duration of the Contract and continuing 6 years after the Expiry Date in accordance with this Order Form</p> <ul style="list-style-type: none">- Professional Indemnity insurance with cover (for a single event or multiple with an aggregate) of not less than NOT APPLICABLE- Public Liability insurance with cover (for a single event or multiple with an aggregate) of not less than £5 million;- Employers Liability insurance with cover (for a single event or multiple with an aggregate) of not less than £5 million;- Product Liability insurance with cover (for a single event or multiple with an aggregate) of not less than – NOT APPLICABLE
<p>Signed for and on behalf of the Supplier</p> <p>Supplier_Signature</p>  <p>Full Name: </p> <p>Job Title/Role: </p> <p>Date Signed: 04/07/2023</p>	
<p>Signed for and on behalf of the Authority</p> <p>Authority_Signature</p>  <p>Full Name: </p> <p>Job Title/Role: </p> <p>Date Signed: 04/07/23</p>	

Annex 1 – Authorised Processing Template

Contract:	NO PERSONAL DATA TO BE PROCESSED AS PART OF THIS AGREEMENT
Date:	NO PERSONAL DATA TO BE PROCESSED AS PART OF THIS AGREEMENT
Description Of Authorised Processing	NO PERSONAL DATA TO BE PROCESSED AS PART OF THIS AGREEMENT
Subject matter of the processing	NO PERSONAL DATA TO BE PROCESSED AS PART OF THIS AGREEMENT
Duration of the processing	NO PERSONAL DATA TO BE PROCESSED AS PART OF THIS AGREEMENT
Nature and purposes of the processing	NO PERSONAL DATA TO BE PROCESSED AS PART OF THIS AGREEMENT
Type of Personal Data	NO PERSONAL DATA TO BE PROCESSED AS PART OF THIS AGREEMENT
Categories of Data Subject	NO PERSONAL DATA TO BE PROCESSED AS PART OF THIS AGREEMENT

Annex 2 – Specification

Procurement Title: Livestock fencing replacement and new livestock corral - Elm House Farm

Procurement Reference Number C17581

Appendix 3 The Specification of Requirements

Introduction

Saltfleetby–Theddlethorpe Dunes National Nature Reserve (NNR) stretches for 8 km along the north-east coast of Lincolnshire between Mablethorpe and Saltfleet. The habitat includes saltmarsh, foreshore and embryonic dunes on the seaward side and the more stable dunes and marsh on the landward side. Saltfleetby-Theddlethorpe NNR is part of a suite of Natura 2000 network managed for rare and threatened species, and some rare natural habitat.

Scope of Works

This contract (location Elm House Farm, Saltfleetby) will be to remove approx. 1300m of old livestock fencing and to install like-for-like following the old, existing lines for 1100m of this, with the other 200m being 4 strand barbed wire fencing. The rest of the fencing on site is to be checked, with the worst areas to be 'made good' whereby barbed wire/livestock mesh/intermediate posts need replacing, but the fence line does not need to be fully replaced – estimated to be approx. 2 days work. A new corral is to be installed which sits between two existing grazing fields and over a hardcore track, so gates will be needed to access this from 4 sides. A site visit with Natural England staff is required for any quotes to be considered and accepted.

Methodology:

- Removal of c1300m of existing livestock fencing. Old materials - Barbed wire and livestock mesh is to be removed from site by the contractor, but any non creosoted posts are to be put at an agreed location in the Elm House Farm yard for Natural England to retain. Creosoted posts in good condition are to be re-used for the new replacement fence. Any gates removed are to be transferred to the storage barn at Elm House Farm yard for Natural England to keep.
- c1100m of livestock fencing to be installed using creosoted 7ft intermediate posts, livestock mesh down to a couple of inches above ground level (R6/81/22), topped with 2 strands of barbed wire (BS1722). The job will be carried out using materials already purchased by Natural England – this excludes consumables, but main fencing materials (intermediate posts, strainers, livestock mesh, barbed wire) are stored in the barn on site at Elm House Farm ready for use.
- C200m of barbed wire livestock fencing to be installed using creosoted 7ft intermediate posts with 4 strands of barbed wire (BS1722). The job will be

carried out using materials already purchased by Natural England – this excludes consumables, but main fencing materials (intermediate posts, strainers, livestock mesh, barbed wire) are stored in the barn on site at Elm House Farm ready for use.

- Installation of a new livestock corral suitable for holding cattle. The corral sits over an existing hardcore track between two grazing fields. Four-way access will be needed, with gates either end of the track sections for vehicular access, and gates installed on the sides to allow livestock to move from the fields into the corral. Materials for this corral are to be supplied by the contractor. The gates used will be 11ft pressure treated (not creosoted), rails will be 5'x2' creosoted and posts will be minimum 15cm x 15cm. Rails will be 5 rows high around the corral and be 1.4m in height total. The approximate total size of the corral will be 5.5m x 20m.
 - Installation of post and rail around the cattle corral to replace small sections of current livestock fencing. This will need c40m of post and rail in total, with creosoted 6'x4' posts and creosoted 4'x2' rails used. Materials for this post and rail are to be supplied by the contractor.
 - 'Make good' other existing fencing on site. Using Natural England livestock fencing materials (and contractor provided consumables), to repair existing fencing where a full replacement is not needed. Natural England staff will identify the main areas which need either livestock mesh, barbed wire or some post/strainer replacement. This will likely equate to 800-1000m of fencing which requires attention. Again, old mesh/wire is to be disposed of and old posts are to be transported to the yard at Elm House Farm. The job will be carried out using materials already purchased by Natural England – this excludes consumables.
 - Any removal or damage to the site infrastructure is to be repaired/replaced back to its original state, and any ruts are to be flattened immediately after works.
 - Usual access to the site is immediately off the B1200, and there are some hardcore tracks on the site which are suitable for vehicular use. There are a series of vehicle gates on site allowing access into the fields, but no set tracks are within these. Low ground pressure vehicles are recommended to minimize rutting, and contractors are asked to follow fence lines closely to keep to the edges of fields.
 - The fields are not accessed by public, but the main section of hardcore track allows permissive access to the bird hide. If this work is carried out before mid-April there will be no livestock on site and if carried out before the start of May, a majority of the work fields will also not have livestock present.
- All materials provided by the contractor must be compliant with British Standards. See annex 1 NE Guide to Procurement Use of sustainable and legal timber.

Timescales

The anticipated timescales are project commencement in early July with completion in one month.

Contract Management

The Construction (Design and Management) Regulations 2015
www.hse.gov.uk

The Construction (Design and Management) Regulations 2015 (CDM 2015) came into force on 6 April 2015, replacing CDM 2007. This publication provides guidance on the legal requirements for CDM 2015 and is available to help anyone with duties under the Regulations. It describes:

- the law that applies to the whole construction process on all construction projects, from concept to completion
- what each dutyholder must or should do to comply with the law to ensure projects are carried out in a way that secures health and safety

CDM 2015 is subject to certain transitional provisions which apply to construction projects that start before the Regulations come into force and continue beyond that date.

Dutyholders

Natural England will take the role of the Client/Designer. You, the applicant will be the Contractor.

For further information please visit CDM Regulation and summary of duties

<http://www.hse.gov.uk/construction/cdm/2015/summary.htm>

This contract shall be managed on behalf of the Authority by [REDACTED]

Natural England, [REDACTED]

Telephone [REDACTED]

Changes to project will be provided in advance of final tender.

We will raise a purchase order to cover the cost of the services and will issue to the awarded supplier following contract award.

The awarded contractor will be able to invoice Natural England for material cost or to the value of 40% of the total cost of the work once you have started; the remaining agreed cost can be invoiced once work has been completed.

Pre-construction Information

Welfare facilities will be provided by the contractor and can be situated in the car park adjacent to work area. Access by suitable vehicles/machinery to work site is through the entrance at the car park.

Annexes

- Annex 1 – NE Guide to Procurement Use of sustainable and legal timber
- Annex 2 – Site Risk Assessment
- Annex 3 – EHF 2023 – Access
- Annex 4 – EHF 2023 – Corral – Access
- Annex 5 – EHF 2023 – Corral
- Annex 6 – EHF 2023 – Fencing - Full Replace
- Annex 7 – EHF 2023 – Fencing – Make Good

Natural England

Guide to Procurement

Use of sustainable and legal timber Model Contract Condition - Timber and woodderived products

Version: 1.0

Approved by: [REDACTED]

Date: April 2010

Model Contract Condition - Timber and wood-derived products

Requirements for Timber

- 1.1. All Timber and wood-derived products supplied or used by the Contractor in performance of the Contract (including all Timber and wood-derived products supplied or used by sub-contractors) shall comply with the Contract Specification.
- 1.2. In addition to the requirements of clause 1.1 above, all Timber and wood-derived products supplied or used by the Contractor in performance of the Contract (including all Timber and wood-derived products supplied or used by subcontractors) shall originate from a forest source where management of the forest has full regard for:
- Identification, documentation and respect of legal, customary and traditional tenure and use rights related to the forest;
 - Mechanisms for resolving grievances and disputes including those relating to tenure and use rights, to forest management practices and to work conditions; and
 - Safeguarding the basic labour rights and health and safety of forest workers.

Requirements for Proof of Timber Origin

2.1 If requested by Natural England, and not already provided at the quotation/tender evaluation stage, the Contractor shall provide to Natural England evidence that the Timber and wood-derived products supplied or used in the performance of the Contract complies with the requirements of the Contract Specification. If requested by Natural England the Contractor shall provide to Natural England evidence that the Timber and wood-derived products supplied or used in the performance of the Contract complies with the requirements of the social criteria defined in section 1.2 above.

2.2 Natural England reserves the right at any time during the execution of the Contract and for a period of 6 years from final delivery under the Contract to require the Contractor to produce the evidence required for Natural England's inspection within 14 days of Natural England's written request.

2.3 The Contractor shall maintain records of all Timber and wood derived products delivered to and accepted by Natural England. Such information shall be made available to Natural England if requested, for a period of 6 years from final delivery under the Contract.

Independent Verification

3.1. Natural England reserves the right to decide whether the evidence submitted to it demonstrates legality and sustainability, or FLEGT-licence or equivalent, and is adequate to satisfy Natural England that the Timber and wood-derived product complies with the Contract Specification. Natural England reserves the right to decide whether the evidence submitted to it is adequate to satisfy Natural England that the Timber and wood-derived products complies with the requirements of the social criteria defined in section 1.2 above. In the event that Natural England is not satisfied, the Contractor shall commission and meet the costs of an "independent verification" and resulting report that will (a) verify the forest source of the timber or wood and (b) assess whether the source meets the relevant criteria. 3.2 In this Contract, "Independent Verification" means that an evaluation is undertaken and reported by an individual or body whose organisation, systems and procedures conform to *ISO Guide 65:1996 (EN 45011:1998) General requirements for bodies operating product certification systems* or equivalent, and who is accredited to audit against forest management standards by a body whose organisation, systems and procedures conform to *ISO 17011: 2004 General Requirements for Providing Assessment and Accreditation of Conformity Assessment Bodies* or equivalent.

Natural England's Right to Reject Timber

4.1 Natural England reserves the right to reject any Timber and wood-derived products that do not comply with the Contract Specification. Natural England reserves the right to reject any Timber and wood-derived products that do not comply with the requirements of the social criteria defined in section 1.2 above. Where Nature England exercises its right to reject any Timber and wood-derived products, the Contractor shall supply alternative Timber and wood-derived products, which do so comply, at no additional cost to Natural England and without causing delay to the Contract completion period.



Risk Assessment Template (H&S) NNRs

NNRs covered by this risk assessment:	Saltfleetby-Theddlethorpe NNR	Date completed:	Nov 2021
Assessment of (e.g. Activity, Equipment, Individual)	Site risk assessment for the use of contractor	Review date (max 1 year):	Nov 2022
Training required? Tick all that apply		Signed off by (SRM/ Line Manager):	
Training course:		Mandatory/Optional	Applicable? (✓)
		Optional	
		Mandatory	
Notes (e.g. mandatory safety precautions)	<ul style="list-style-type: none"> mobile phone coverage is good to moderate and there are locations on the site where there is no reception. Blank spots within the building, especially around the kitchen, can occur too. You should check your reception regularly and not work alone. Louth County Hospital, High Holme Rd, Louth, Lincolnshire, LN11 0EU – 20 40 mins depending on where on site you are 		
Minimum PPE/RPE requirements	<ul style="list-style-type: none"> You should monitor their health prior to going out and must stay home if unwell; check the NHS website for advice and if you have any C-19 symptoms please request a testing kit through the NHS. Test and trace will be in operation if you find yourself unwell within a 2 weeks period after volunteering for Natural England please inform naturalengland.org.uk Individual should regularly undertake dynamic risk assessment with regards to task even if the result is to abort a task or to reconvene at a later date when risk have been reassessed. Be prepared when coming on site with hand sanitiser The nearest public toilet is at Mablethorpe north end; please come to site prepared and take your rubbish with you. Do not work alone without a buddy, keep your buddy inform of you are. Use What3Word app to offer your buddy a geolocation. 		

1



Risk Assessment Template (H&S) NNRs

What are the hazards common to all?	Who might be harmed and how?	What precautions are you already taking?	What additional local precautions are required?
Slip and trip while on reserve - outdoors	Contractor	Suitable clothing, which allows free movement Steel toe-capped boots, where there is a danger of foot injury from hard objects, otherwise good walking boots worn Buddies informed of location change Journey planned, keeping to path and checking footing where possible When off track, observing for hazards and not multi-tasking First aid kit carried Mobile phone carried, with back-up personal mobile phone Position sharing enabled on mobile phone Whistle carried Emergency water and food carried	See Map areas where there are known hazards, such as old range buildings, ruins and defensive positions, areas of rabbit warrens
Slip and trip while at the work - base/office	Contractor	Wear suitable shoes that covers both office and workshop; Keep to good housekeeping – use and replace in correct location after use Check floor for hazards Mobile phone carried at all times	You must sign in when entering the building, clean your hand with the provided hand sanitiser
Assault while on reserve outside	Contractor	Buddy system always used Mobile phone carried at all times Whistle carried at all times Conduct a dynamic risk assessment before approaching individuals and during engagements Remain calm and polite at all times, approach people positively Do not approach individual known to be armed or aggressive Withdraw from the scene, if possible, as soon as any aggressive behaviour is encountered If withdrawal is impossible, remain calm, polite, and friendly and attempt to de-escalate, if possible If withdrawal is impossible, try to remain passive and non-aggressive, whilst trying to disengage and attract the attention of others Review map location of undesirable behaviour	Call the police if situation is threatening to self or others

2



Risk Assessment Template (H&S) NNRs

What are the hazards common to all?	Who might be harmed and how?	What precautions are you already taking?	What additional local precautions are required?
		<p>Record as many details as possible as soon as possible after any incident</p> <p>In extremis only and only when subjected to assault with no other option to withdraw, use military self-defence training to exert the minimum force possible to prevent further harm to self and subdue the individual / ringleader</p> <p>If assault continues, try to obtain potential DNA samples for use in any subsequent investigation, such as hair, skin and blood</p> <p>Under no circumstances will property be protected at the risk of injury</p>	
Stairs; constant up & down to downstairs facilities – trips & fall	Contractor	<p>Carrying mobile</p> <p>Wear appropriate footwear and clothing</p> <p>Hold the rail</p> <p>Only carry equipment that allows safe ascent and descent</p> <p>Ensure good housekeeping and report breaches to naturalengland.org.uk</p>	
Work base; catch & scratch from equipment	Contractor	<p>Keep to zones highlighted as walking routes</p> <p>Check risk around tractor and larger vehicles</p> <p>Keep an awareness of where you are and check for hazards</p>	
Spread of Covid-19 from people	Everyone	Obey all governmental and NE guidance on C-19 precautions, as applicable at the time	<p>If you have any of the main symptoms of coronavirus:</p> <ol style="list-style-type: none"> 1. Get a test to check if you have coronavirus as soon as possible. 2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
Spread of Covid-19 from equipment	Contractor	<p>Obey all governmental and NE guidance on C-19 precautions, as applicable at the time</p> <p>Potentially contaminated kit must be disinfected prior to sharing</p> <p>Equipment that cannot easily be clean must be quarantined for 72hrs; a bucket has been left on the bench in the parking</p>	



Risk Assessment Template (H&S) NNRs

What are the hazards common to all?	Who might be harmed and how?	What precautions are you already taking?	What additional local precautions are required?
		bay for that use. Label the time of usage.	
Coming into contact with virus - handling	Contractor	Wear gloves when suitable in order to minimise the risk of touching face, hair, glasses, etc Wash hands regularly when accessing the building. Staff have been issued sanitiser for hand and cleaning to use	
Coming into contact with virus – exposure to infected individual	Contractor	Keep 2m distance when speaking to public or meeting visitors Do not engage in confrontation with members of the public	
Collision with vehicles.	Contractor	Wear a reflective safety jacket or bib for clear visibility around the car park	
Weil's disease, Rabies, Tetanus infection, allergic reactions, stings	Contractor	Ensure good personal hygiene Do not disturb nests - regards all nests as occupied Only enter a building if it is safe to do so Remembering bats should not be disturbed or handled by anyone other than a licensed bat worker During the summer month ask staff to point out brown-tailed moth caterpillars Wear tick-resistant clothing Minimise entry to scrub areas Do not touch or move carcasses or disturb feeding predators	Rabies inoculation Tetanus jabs
Unexploded ordnance	Contractor	The individual is an ex-Army Ammunition Technical Officer, qualified and experienced in Conventional Munitions Disposal and is well-versed in the necessary procedures Minimise work in the old RAF Theddlethorpe range area Stick to established paths and clear areas (noting that there is always a danger of stray ordnance, given the area's history) Minimise walking through long grass or undergrowth. Do not touch or move any suspicious object, but mark it and report it to the police for subsequent Conventional Munitions Disposal Action If necessary, provide warning signs and try to prevent public access until the object has been cleared	Please review the UXO map



Risk Assessment Template (H&S) NNRs

What are the hazards common to all?	Who might be harmed and how?	What precautions are you already taking?	What additional local precautions are required?
		<p>In the event that a suspicious object is found, the immediate actions are:</p> <ul style="list-style-type: none"> • Mark the item. • Call the police with details, including location, size and markings of the object. • Evacuate the area to at least 300m and cordon where possible to prevent access, concentrating on blocking the approach routes. • Establish a safe rendezvous point, outside the cordon, to meet the police and bomb disposal team. <p>Carry first aid kit Location-finding enabled on mobile phones and shared with buddies Phone fully charged before leaving base Spare battery pack for phone carried</p>	
Exposure (hypothermia)	Contractor	<p>Wear appropriate clothing for the weather conditions on the day First Aid kit carried Return to base if exhibiting the signs of exposure A thermal blanket is to be carried if conditions warrant it. Aware of warning signs:</p> <ul style="list-style-type: none"> • Uncontrollable shivering (initially) – early warnings • Loss of coordination • Confusion • Slurred speech • Heart rate/breathing slow • Unconsciousness <p>Aware of immediate treatment:</p> <ul style="list-style-type: none"> • Call an ambulance. • Wrap in a thermal blanket. • Insulate the head from heat loss, but do not cover the face. • Give the victim warm, sweetened drinks, if alert. 	



Risk Assessment Template (H&S) NNRs

What are the hazards common to all?	Who might be harmed and how?	What precautions are you already taking?	What additional local precautions are required?
		<ul style="list-style-type: none"> Move to a warm, dry area. Use buddy system and lone-working procedures Location-finding enabled on mobile phones and shared with buddies Phone fully charged before leaving base Spare battery pack for phone carried	
Heat illnesses	Contractor	Water carried and regular drinks taken Frequent breaks taken when on the reserve and shade used whenever possible. Aware of the warning signs of heat illnesses: <ul style="list-style-type: none"> Heat stroke: <ul style="list-style-type: none"> Confusion Slurred speech Unconsciousness Seizures Heavy sweating or hot, dry skin Very high body temperature Rapid heart rate Heat exhaustion: <ul style="list-style-type: none"> Fatigue Irritability Thirst Nausea or vomiting Dizziness or lightheadedness Heavy sweating Elevated body temperature or fast heart rate Heat cramps: <ul style="list-style-type: none"> Muscle spasms or pain Heat rash: <ul style="list-style-type: none"> Clusters of red bumps on skin Aware of the immediate actions and treatment of heat illnesses:	

6



Risk Assessment Template (H&S) NNRs

What are the hazards common to all?	Who might be harmed and how?	What precautions are you already taking?	What additional local precautions are required?
		<ul style="list-style-type: none"> Call an ambulance (not necessary for heat rash alone) Move to shade Cool the victim by: <ul style="list-style-type: none"> Removing excess outer layers of clothing Cool with water. The most effective cooling comes from wetting the head, neck, trunk, armpits, and groin Immerse in the sea to cool in extreme cases Minor cases can drink normally; extreme cases should not drink excessively and should have fluid intake overseen by medical personnel 	
Uneven ground	contractor	Appropriate clothing worn for uneven ground, including ankle-high walking boots First Aid kit carried Avoid areas of rabbit warrens, thick grass and rough terrain where possible Lone-working requirements adhered to Location-finding enabled on mobile phones and shared with buddies Phone fully charged and a Spare battery pack	
Sea Buckthorn	Contractor	Avoid areas of Sea Buckthorn where possible Thorn resistant clothing worn Aware of the dangers of the Brown-Tail Moth caterpillar First Aid kit carried	
Military artefacts	Contractor	Minimise direct contact with areas of rubble, old iron, concrete and other military artefacts First Aid kit carried	
Getting lost	Contractor	Compass carried Spare water and food carried If lost: <ul style="list-style-type: none"> When South of TF 4699 9190 (beach access at Rimac), walk away from the beach until reaching the 	

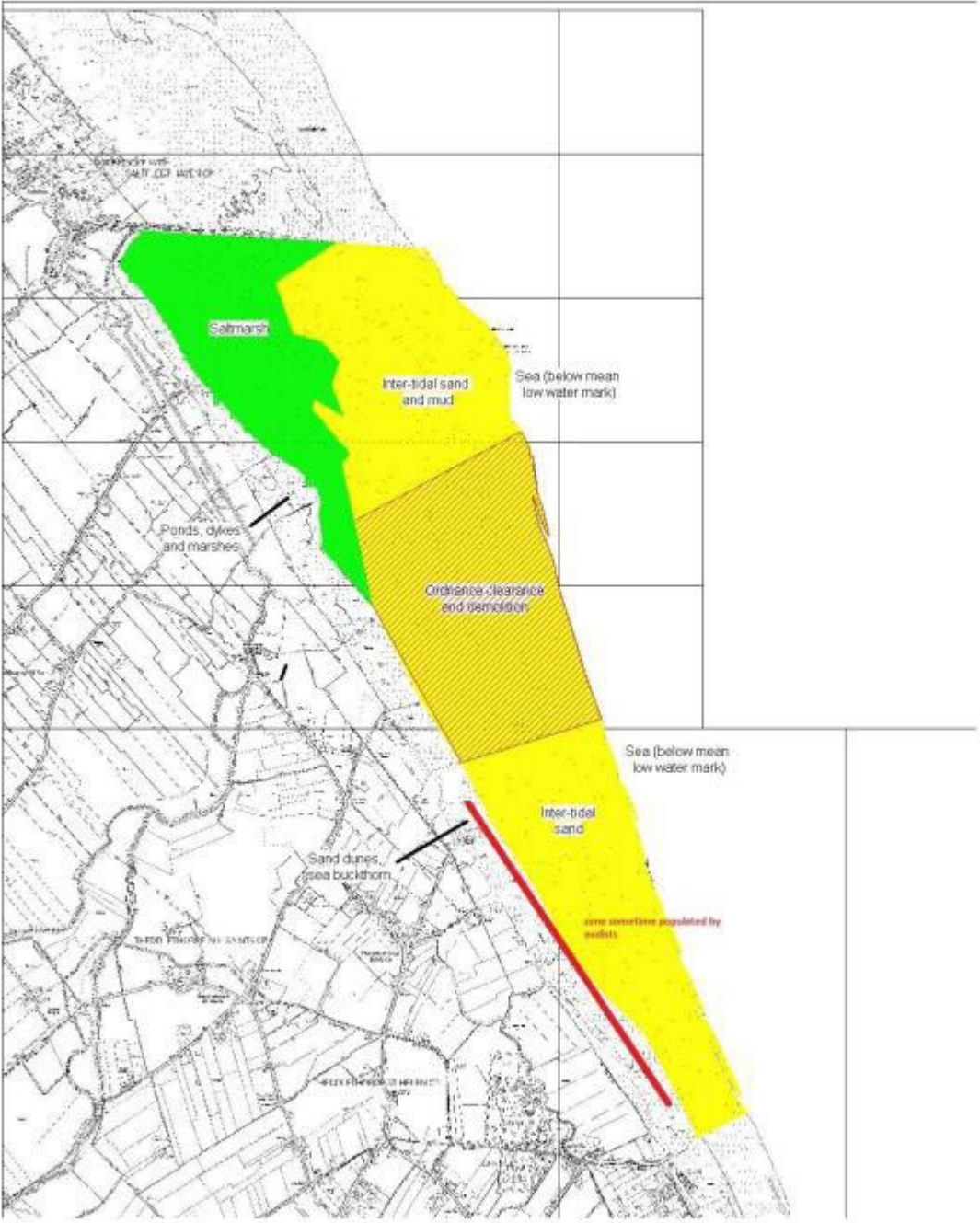
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Risk Assessment Template (H&S) NNRs

What are the hazards common to all?	Who might be harmed and how?	What precautions are you already taking?	What additional local precautions are required?
		<p>Great Eau (finding a safe way across the dunes and any fences), then to turn right along it and walk until the Eco Classroom and/or the Rimac car park is seen. Navigate to the NE Base from there, or call for help</p> <ul style="list-style-type: none"> • When North of TF 4699 9190 (beach access at Rimac), walk away from the beach until reaching the Great Eau (finding a safe way across the dunes and any fences), then to turn left along it and walk until the Eco Classroom and/or the Rimac car park is seen. Navigate to the NE Base from there, or call for help • Quarry Hill is a clearly visible feature, close to the Eco Classroom and Rimac car park, when in the North of the area • If working in the extreme South of the NNR, initially head East onto the beach, and then turn South and walk until Mablethorpe North End is reached. Call for help from there • If fog descends while on the beach, it is very easy to become disorientated. Using a compass, walk due West until the edge of the scrub and sand-dunes is reached. If saltmarsh is reached before the scrub, turn left (South to South-West) and walk along the edge of it until it meets the scrub and sand-dunes. At the edge of the scrub and sand-dunes: <ul style="list-style-type: none"> ◦ if originally working in the South of the NNR, turn South and walk along the edge of the scrub/sand-dunes until reaching Mablethorpe North End ◦ if originally working in the North of the area, turn North and walk along the edge of the scrub/sand-dunes until reaching Saltfleet ◦ Call for help from the safety of one of those locations 	

Risk Assessment Template (H&S) NNRs



DIO UXO Estate Intelligence – Theddlethorpe Bombing Range

Foreword

This document is not a risk assessment, it is a summary of UXO Estate Intelligence (UXO-EI) relating to potential UXO contamination at the former RAF Theddlethorpe Bombing Range. The purpose of the document is to provide information on the UXO hazard to duty holders and those conducting risk assessments for works or other activities conducted on or in the vicinity of the former range.

UXO

Unexploded Ordnance (UXO) is defined as explosive ordnance that has been primed, fused, armed, or otherwise prepared for use and used in an armed conflict or during training. It may have been fired, dropped, launched or projected and should have exploded but failed to do so. It also includes unexploded ordnance that may have been dumped, buried or otherwise discarded.

Background

RAF Theddlethorpe was a bombing and gunnery range believed to date back to 1935, it was mainly used by aircraft operating out of nearby RAF Manby. Targets were either on the beach, floating on the sea or towed behind aircraft. The range has been used for a wide variety of munitions, typically small arms, cannon rounds, rockets, practice bombs and large bombs. Since its closure in 1976 the site has been retained by RAF as an explosive demolition training area.

Range decommissioning

After range closure an RAF detachment commenced UXO clearance of the range. This proved to be a difficult task that was not fully achieved despite spending over 10 years on the task. UXO clearance certificates were issued for some areas of the range however, these need to be treated with a degree of caution, as air to ground ordnance can penetrate the ground to a considerable depth.

For UXO clearance purposes the site was split into smaller search areas A to F based on proposed sale/transfer of parcels of land, see Appendix A. Areas A, B, D & F were certified by RAF to have been cleared of UXO to the parameters of the Foerster 4015 locator. A later certificate was issued for Area C which was cleared to the parameters of the Foerster 4021 locator.

DIO have no evidence of any UXO clearance activity in Area E. The geophysical survey indicates that this is close to a former target/impact area, as such it must be assumed to be contaminated with UXO.

Geophysical Survey

DIO conducted a geophysical survey using a towed array of magnetometers over an area to the north of Area C. This was done to inform a site sampling exercise to assess the level of UXO contamination remaining in the area. A total of 19 anomalies were selected for investigation, none of these were found to be UXO, depth of anomalies varied from a few centimetres to in excess of 3 metres. The survey indicates that some UXO clearance was conducted up to 200 m to the north of Area C, thereafter it is apparent that no clearance activity has been undertaken, see Appendix B.

Potential UXO Hazard

As the range was used over a considerable period of time it is not possible to identify all types of ordnance that may have impacted the range. Some examples UXO known to have been recovered at Theddlethorpe are:

Projectiles 0.5", 20mm & 30mm
 Depth Charge MK17 (325lb)
 Fragmentation Bomb 20lb
 Fuzes Various
 Small Arms Ammunition
 Practice Bombs 25lb 11.5lb 10lb 8lb 28lb 14kg
 Incendiary 4lb, 30lb, 50kg (German WWII)
 Bombs 40lb GP, 250lb GP, 250lb TI (Target Indicator)
 20-30mm projectiles
 2" Mortars
 Rockets Various
 Rocket Motors 3"
 Rocket Head 60lb
 Smoke Float

It should be assumed that any of the above may be present and possibly other types. Most will be inert training variants or will have functioned as intended however, some will remain as UXO.

Accessibility

The level of UXO clearance was 'to the limits of the locator', either the Foerster 4015 or 4021, both of which are deep search instruments. This can give a false sense of security as on a beach site it is often difficult and sometimes impossible to extract deeper anomalies. It is reasonable to assume that where UXO clearance activity has taken place any remaining UXO is likely to be sub-surface and therefore not readily accessible. However, the action of the tide and costal erosion may lead to UXO appearing in some areas.

Sensitivity of UXO

The vast majority of ordnance impacted on this range will have been inert training variants. Where live ordnance was used most will have function as intended however, it is reasonable to assume a small percentage will have failed to function and become UXO. It is important to note that contact with UXO during normal site activity is very unlikely to lead to an energetic event. However, striking, hitting, attempted dismantling or similar activity will increase the likelihood of such an event.

Conclusions

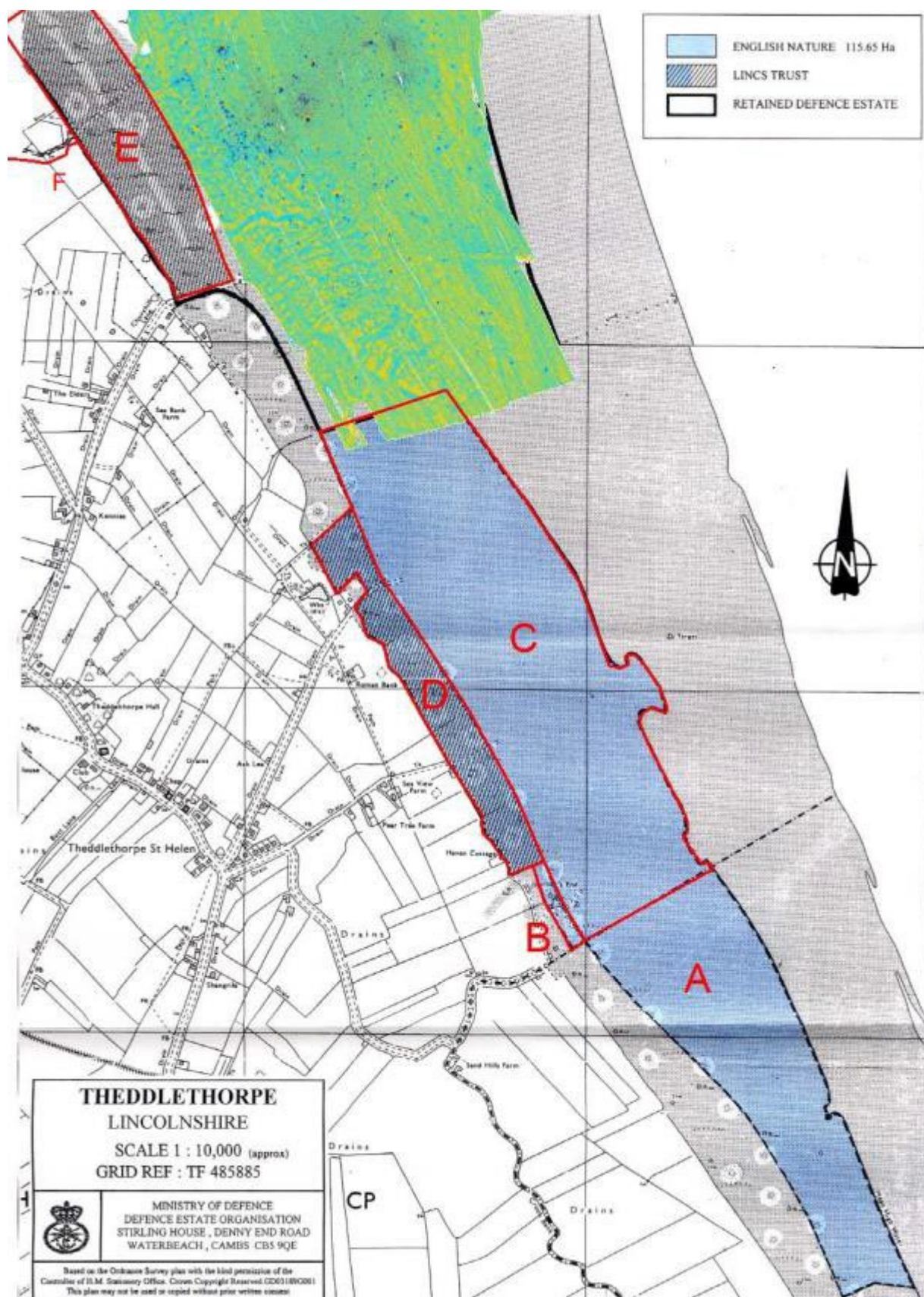
UXO clearance certificates have been issued for areas A, B, C, D & F. Due to possible tidal action and difficulties in digging it should be assumed to be clear to 1.5 m.

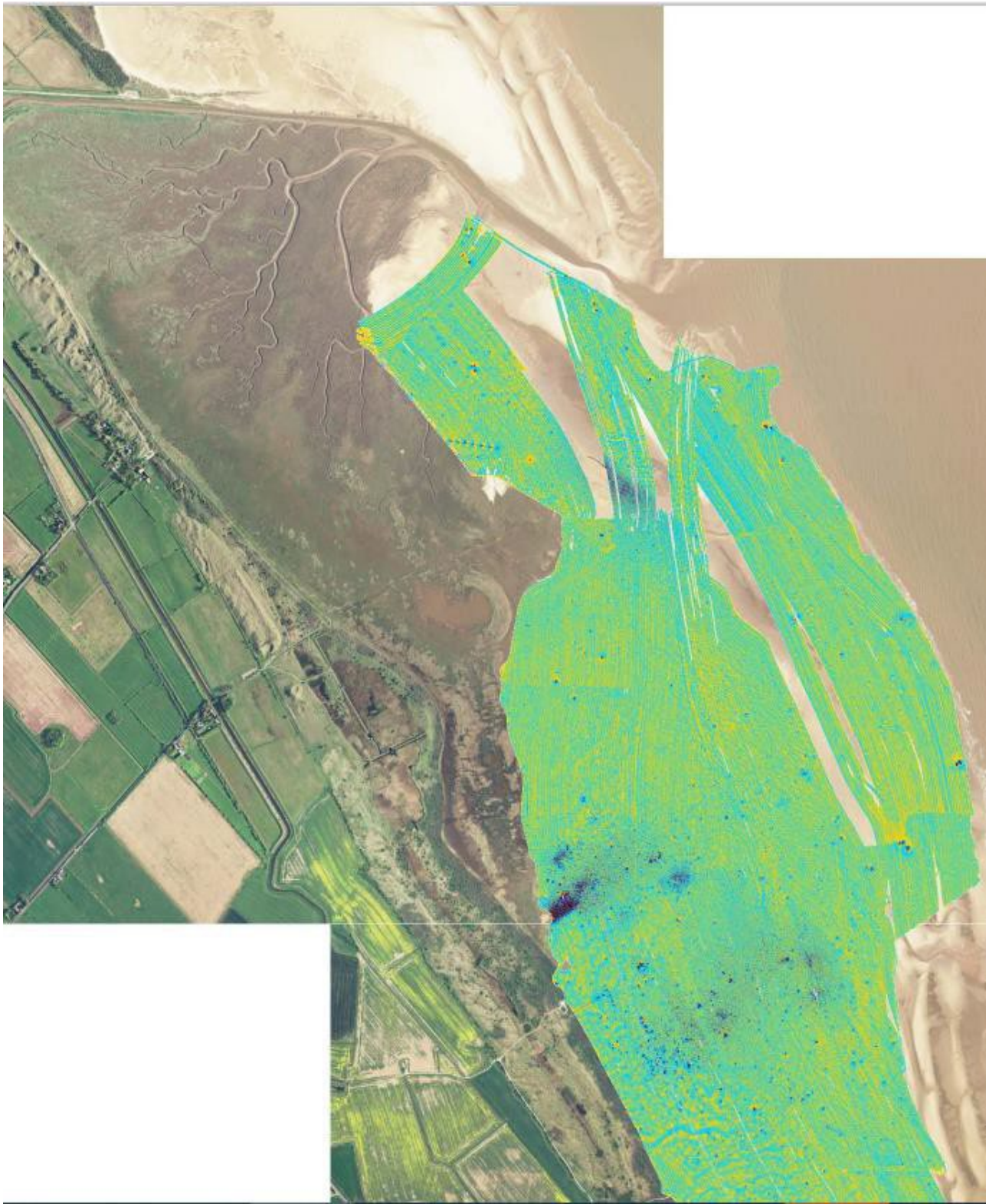
As there is no evidence of search for areas E it must be assumed to be contaminated with UXO.

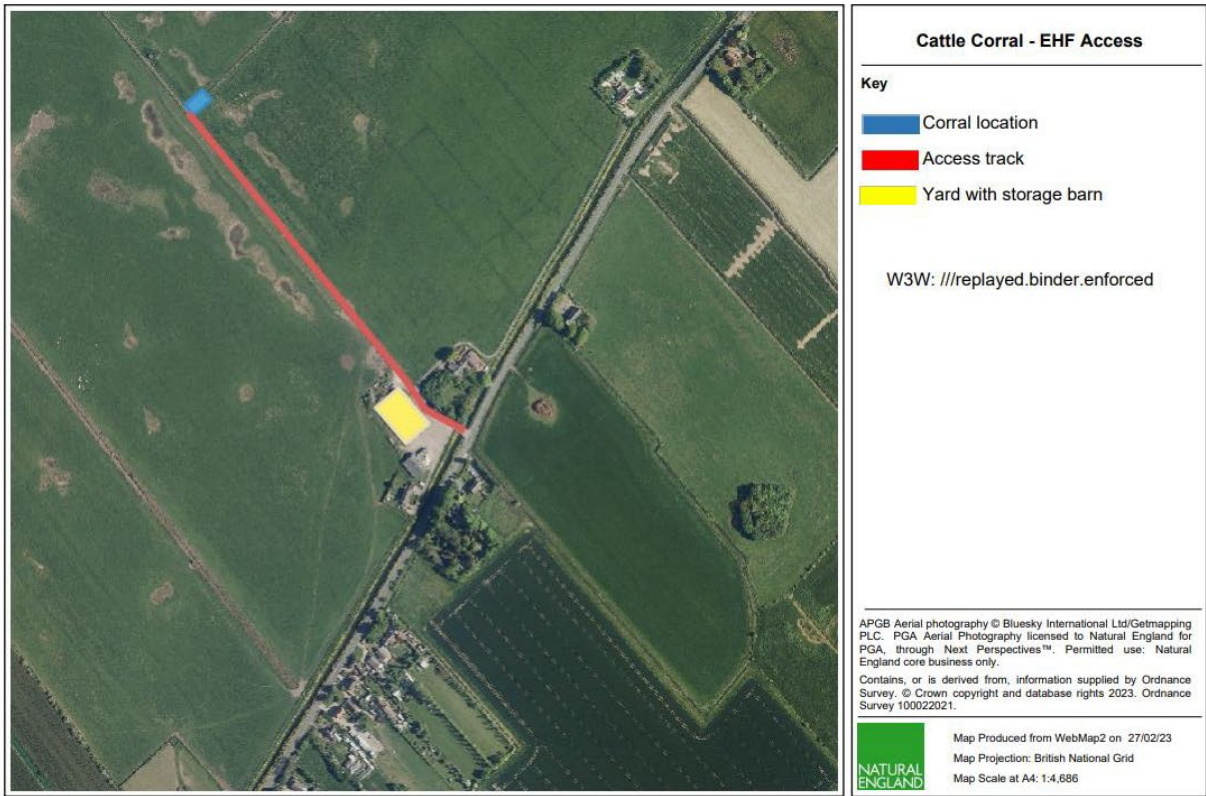
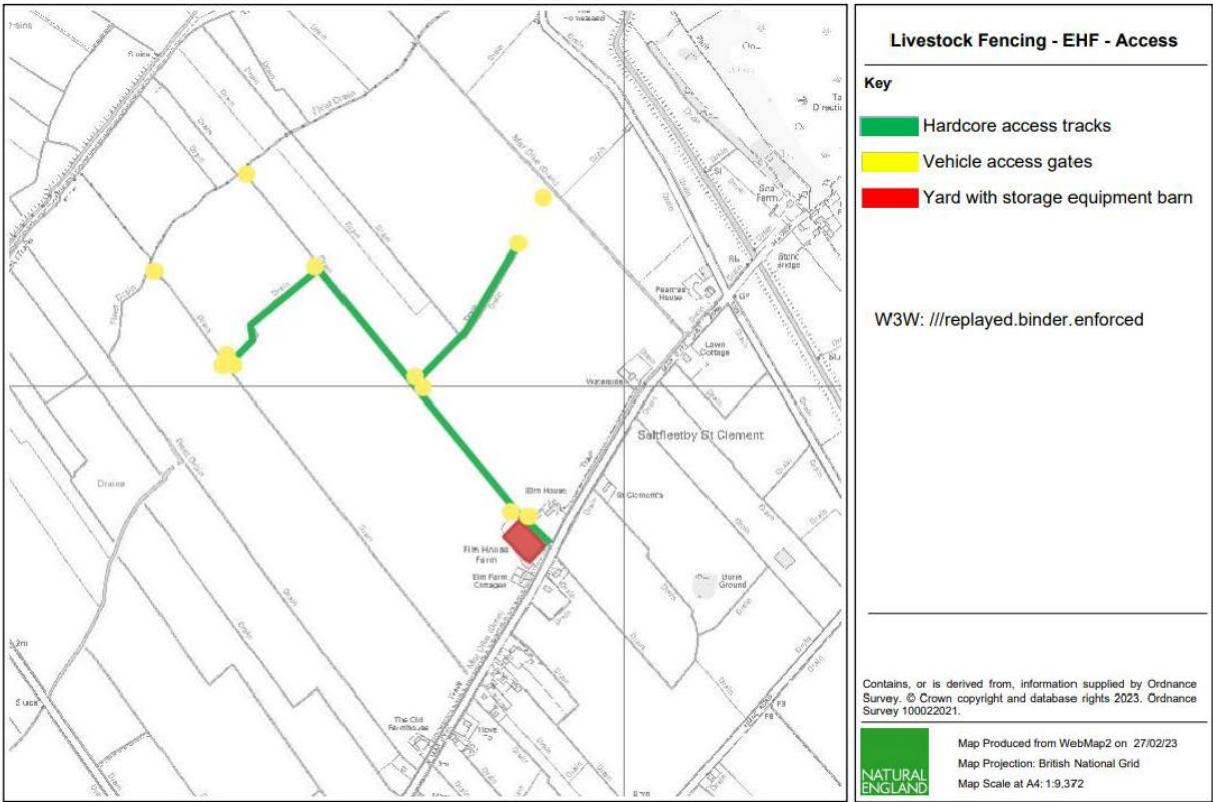
Geophysical evidence indicates the remaining areas to the north of areas E and C have not been subjected to UXO clearance and must be assumed to be contaminated with UXO.

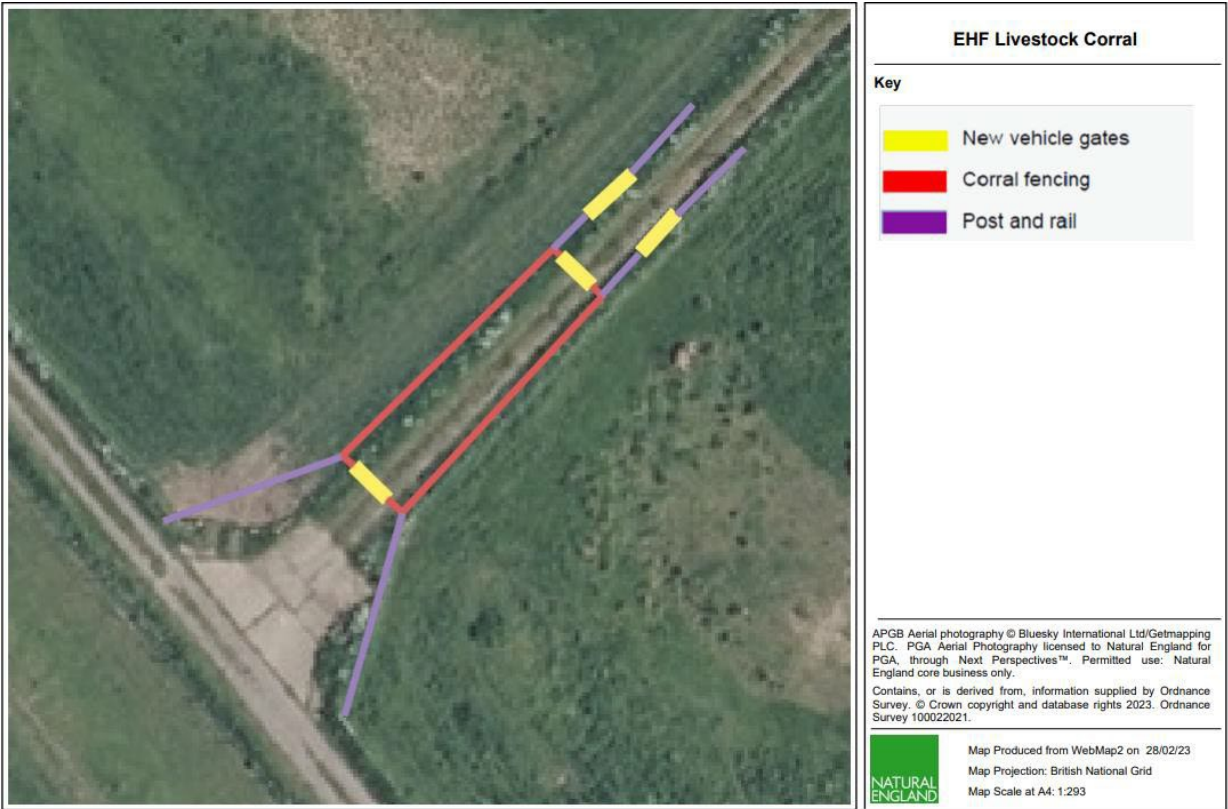
Recommendations

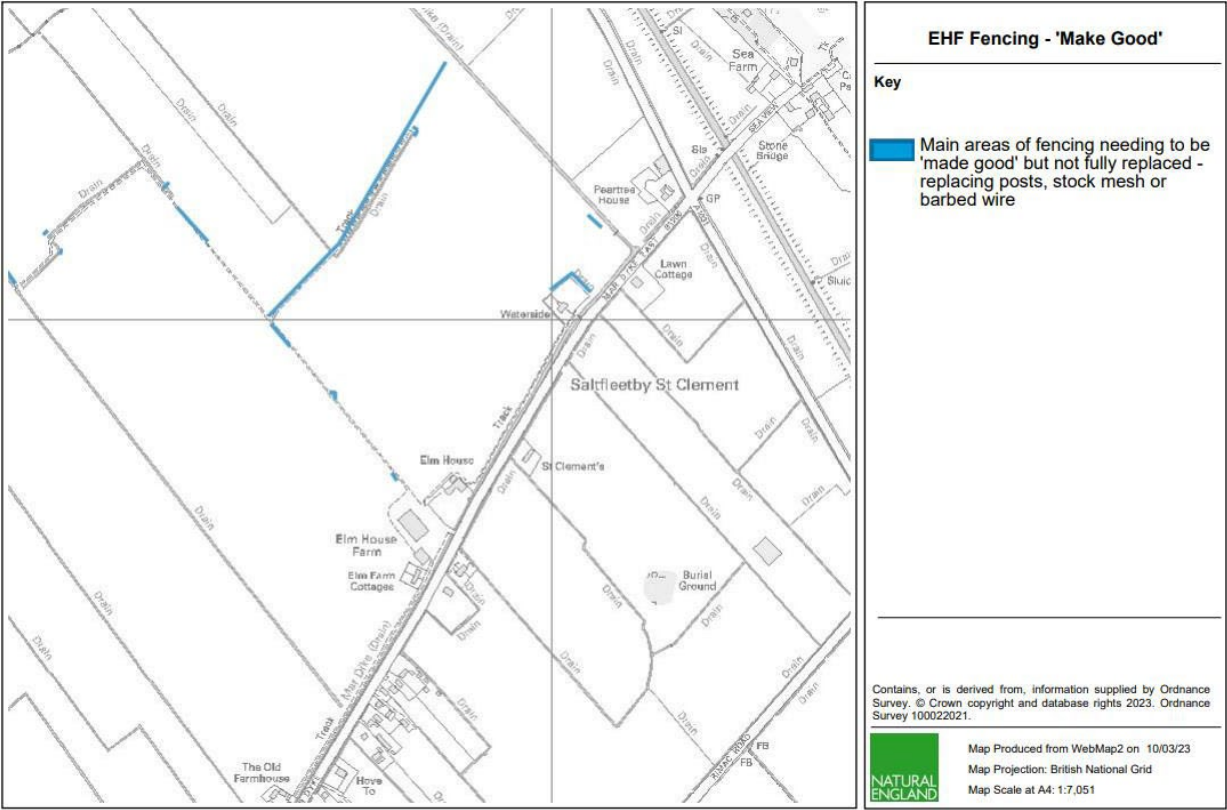
1. Intrusive works conducted in areas A, B, C, D & F consider UXO as a potential hazard when conducting deep excavations.
2. All other areas of the former range should be assumed to have the potential for UXO to be present, possibly on or close to the surface.











Annex 3 – Charges

Defined terms within this Annex:

E-Invoicing: Means invoices created on or submitted to the Authority via the electronic marketplace service.

Electronic Invoice: Means an invoice (generally in PDF file format) issued by the Supplier and received by the Authority using electronic means, generally email

1. How Charges are calculated

1.1 The Charges:

1.1.1 shall be calculated in accordance with the terms of this Annex 3;

2. Are costs and expenses included in the Charges

2.1 Except as expressly set out in Paragraph 3 below, the Charges shall include all costs and expenses relating to the provision of Deliverables. No further amounts shall be payable in respect of matters such as:

2.1.1 incidental expenses such as travel, subsistence and lodging, document or report reproduction, shipping, desktop or office equipment costs, network or data interchange costs or other telecommunications charges; or

2.1.2 costs incurred prior to the commencement of the Contract.

3. Rates and Prices

[illegible]

****Post tender Clarification questions confirmed the removal of 1300m of livestock fencing includes disposal and the price includes gate material.***

4. Currency

All Supplier invoices shall be expressed in sterling or such other currency as shall be permitted by the Authority in writing.

5. Variations

The Authority may make reasonable changes to its invoicing requirements during the Term after providing 30 calendar days written notice to the Supplier.

6. Electronic Invoicing

- 6.1 The Authority shall accept for processing any electronic invoice that it is valid, undisputed and complies with the requirements of the Authority's e-invoicing system:
- 6.2 The Supplier shall ensure that each invoice is submitted in a PDF format and contains the following information:
 - 6.2.1 the date of the invoice;
 - 6.2.2 a unique invoice number;
 - 6.2.3 the period to which the relevant Charge(s) relate;
 - 6.2.4 the correct reference for the Contract
 - 6.2.5 a valid Purchase Order Number;
 - 6.2.6 the dates between which the Deliverables subject of each of the Charges detailed on the invoice were performed;
 - 6.2.7 a description of the Deliverables;
 - 6.2.8 the pricing mechanism used to calculate the Charges (such as fixed price, time and materials);
 - 6.2.9 the total Charges gross and net of any applicable deductions and, separately, the amount of any reimbursable expenses properly chargeable to the Authority under the terms of this Contract, and, separately, any VAT or other sales tax payable in respect of each of the same, charged at the prevailing rate;
 - 6.2.10 a contact name and telephone number of a responsible person in the Supplier's finance department and/or contract manager in the event of administrative queries; and
 - 6.2.11 the banking details for payment to the Supplier via electronic transfer of funds (i.e. name and address of bank, sort code, account name and number);
- 6.3 The Supplier shall submit all invoices and any requested supporting documentation through the Authority's e-invoicing system or if that is not possible to: Shared Services Connected Ltd, PO Box 790, Newport, Gwent, NP10 8FZ; with a copy (again including any supporting documentation) to such other person and at such place as the Authority may notify to the Supplier from time to time.
- 6.4 Invoices submitted electronically will not be processed if:
 - 6.4.1 The electronic submission exceeds 4mb in size

6.4.2 Is not submitted in a PDF formatted document

6.4.3 Multiple invoices are submitted in one PDF formatted document

6.4.4 The formatted PDF is "Password Protected"

Annex 4 – Tender Submission

E01 Health and Safety

You must provide satisfactory assurances of commitment to health and safety while undertaking the work. To enable this assessment to be made, you must as a minimum provide a copy of your; • Health & Safety policies/certificates • Risk Assessments and Method Statements Please upload your documents with the file name
E01_Health&Safety_Policy_Jason Brown Contracting.pdf E01_RAMs_Jason Brown Contracting.pdf



Health and Safety Policy

Prepared by:

Jason Brown Contracting

Ferry Farm

Blankney Dales

Woodhall Spa

LN10 6XJ

Health and Safety Policy

Jason Brown Contracting, recognises its duties and responsibilities under the Health and Safety at Work Act 1974 and will comply with all statutory duties for Health & Safety to ensure as far as reasonably practicable, the health, safety and welfare of all employees and other parties who may be affected by our direct work activities.

Jason Brown Contracting, is aware of their individual responsibilities and what is required to ensure the health, safety and welfare of the company's workforce and anyone affected by our work activities. Employees will also be made aware of their responsibilities to ensure the health, safety and welfare of their own wellbeing and those effected by their actions through co-operation with the company.

Sufficient time and resources will be allowed for health and safety, and the company shall:

- **Training** – Ensure all employees are competent to do their tasks and give them adequate training.
- **Consultation** – Consult in the most appropriate manner with employees & co-workers on matters affecting their health & safety.
- **Cooperation & safety of others** – The company will have pre-site meetings with the client to be made aware of any hazards involved with the task at hand. Suitable signage will be used to ensure other parties are not put at unknown risk.
- **Monitoring, Audit & Review** – Review and revise its policy and procedures as required at regular intervals.
- **Accident Reporting** – The company will comply with RIDDOR and report all incidents where legally required. All accidents will be reported to management and will be recorded in the accident book.
- **Fire & Emergency Procedures** – The company will assess the risk of all fire hazards and will separate all combustible materials. In the case of an emergency, all staff will congregate at the designated meetings points and emergency services will be contacted.
- **First Aid** – First aid provision will be made available & issued to all staff for their place of work or prearranged with the client for external premises.
- **Manual Handling** – The company will assess the risk of manual handling where relevant. Training will be provided to ensure safe working practices.
- **Work Equipment** – Provide and maintain safe plant and equipment.
- **Asbestos** – If during the execution and/or undertaking of our normal work activities there is concern of asbestos being encountered/disturbed, the company will provide asbestos awareness training to ensure that asbestos can be identified. The asbestos register will be checked on client sites or will be made aware of its location before work commences.
- **PPE** – Personal Protective Equipment will be provided free of charge to all employees. This equipment will be suitable for the work undertaken and training will be provided for its use.
- **Welfare** – Maintain safe and healthy working conditions in addition to providing & arranging (client sites – where necessary) access to adequate welfare facilities such as toilets, washing facilities with potable drinking water.
- **COSHH** – Ensure safe handling, storage and use of all substances. An appropriate assessment will be made to ensure the risk of its use is measured.
- **Risk Assessment** – The company will be responsible for undertaking all risk assessments ensuring all associated hazards are identified with suitable control measure implemented. These risk assessments will be made available to all staff and reviewed amended as necessary.
- **CDM** – When involved in any construction related activity as defined under the Construction (Design and Management) Regulations the company will ensure that all works are sensibly planned so that the risks involved are managed from start to finish, engage with workers about the risks and the relevant controls necessary to manage them, provide information on how those risks are being managed, select the right people to undertake the works, cooperate and coordinate the works with others and communicate all relevant information effectively.

- Additionally, where the company acts a Principal Contractor for Non-notifiable projects, we will ensure that any sub-contractors used are competent to undertake the work, will be adequately monitored on-site and/or will always work under our direct supervision. Any site managers employed will be competent and have a full understand of their duties, all contractors will receive a suitable site induction prior to the commencement of the works and on an on-going basis via toolbox talks if required. A construction phase plan proportional to the risks involved in the project will be produced, with reasonable steps undertaken to prevent any unauthorised access to the site. Where possible we will make use of the client's facilities if they meet the requirements for that project. If this is not the case, we will ensure that adequate temporary welfare facilities are in place prior to the project starting,

Excavations

The main hazards from excavations are; collapse of the sides, materials, people falling into the excavations and the build up of dangerous gases in excavation.

- Spoil should not be dumped close to the sides. The general rule of thumb is that the spoil heap should be as far back as the excavation is deep (e.g. excavation = 1 metre deep, distance of spoil heap from edge of excavation = 1 metre).
- If excavations are found to be waterlogged they should be pumped out. Ensure that the sides are not undermined during pumping out.
- Use a ladder to get in and out of excavations. Do not climb up shoring.
- If whilst in the trench you smell rotten eggs (hydrogen sulphide or methane) or the sides begin to collapse – stop work and get out immediately.

Electrical services

When working in the vicinity of overhead electricity lines, the following procedures should be followed:-

- a) Prior to commencing work or moving machines, and after every break, check ahead for overhead lines. Do not work in a length unless you have visually checked ahead for overhead lines. As soon as you can see an overhead electricity line you should leave your machine and place a warning sign 20 metres from the line on the side you are working. You should never work/move within 100 metres of an overhead electricity line without carrying out this operation.
- b) When you reach the warning sign you should inspect the site to see whether you consider that it is safe to work/move under the wires. If you decide that it is safe to proceed, set and test the height limited on the machine, if fitted, and proceed with caution.
- c) If you have any doubts whatsoever about whether to proceed or not contact your supervisor for further advise.
- d) Particular care must be taken when carrying long metal objects such as level staffs, ladders, scaffold poles etc.

Underground Services

A locating device is used to determine if there are any Underground services. If services are detected locate the positions and routes.

Excavation may take place, with trial holes dug using suitable hand tools as necessary to confirm the locations. Excavate alongside the service rather than directly about it. Final exposure of the service by horizontal digging is recommended as the force applied to hand tools can be controlled more effectively.

Insulated tools should be used when hand digging near electric cables.

Alcohol & Drugs

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drug may impair the safe and efficient running of a business and/or the health and safety of our employees.

The effects of alcohol and drugs can be numerous:-

(These are examples only and not an exhaustive list).

- a) Absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc)
- b) Higher accident levels (e.g. at work, elsewhere, driving to and from work) and
- c) Work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes etc.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action / offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

Name:

[Redacted]

Signature:

[Redacted]

Date:

19th June 2023



Risk Assessment and Method Statement
For the
Livestock fencing replacement and new livestock corral
At
Elm House Farm

Prepared by:

Jason Brown Contracting

Ferry Farm

Blankney Dales

Woodhall Spa

LN10 6XJ



Method Statement

General (all sections of proposed works)

- Carry out Risk Assessment and discuss with site team at initial site briefing.
- Visit site with team, discuss and confirm the project brief and associated risk assessment.
- A welfare van will be provided for the duration of the works. This contains a WC facility, wash-hand basin and seating for site operatives. The van can be removed from site each night if required.

Removal of fencing

- Carry out the removal and disposal of old fencing.

Livestock Fencing

- Install strainer posts using post driver.
- Install strand of plain wire to establish a straight line guide for intermediate posts.
- Knock in intermediate posts using post driver.
- Install intermediate posts using a petrol powered hand held post driver if access/ground is not safe to use post driver.
- Install struts, spin out and tension 2 strands of barbed wire, one at a time.
- Unroll tension/barbed wire by hand if access/ground is not safe to use machinery.
- Stock net is wrapped onto strainer posts and spun out in the same way as the barbed wire.

Barbed wire Fencing

- Install strainer posts using post driver.
- Install strand of plain wire to establish a straight line guide for intermediate posts.
- Knock in intermediate posts using post driver.

- Install intermediate posts using a petrol powered hand held post driver if access/ground is not safe to use post driver.
- Install struts, spin out and tension 4 strands of barbed wire, one at a time.
- Unroll tension/barbed wire by hand if access/ground is not safe to use machinery.



Installation of new livestock corral

- Install posts using post driver.
- Screw/bolt rails to posts.
- Gates to be installed using post driver and handheld tools/petrol powered drill.

Post and Rail Fencing around cattle corral

- Install posts using post driver.
- Screw rails to posts.

Make good fence line

- Remove if needed livestock mesh / barbed wire or posts / strainers.
- Install posts / strainers with post driver.
- Install replacement livestock mesh / barbed wire.

Appendix A – Risk Assessment

Item No.	Hazard	Who Is At Risk?	Likelihood	Severity	Risk	Safeguards To Reduce Risk	Revised Risk
1	Struck by moving vehicle	Site Operatives, Public	Possible (2)	Catastrophic (3)	High	Appropriate PPE to be worn at all times by all site operatives; Banksman to be utilised as appropriate when using excavators and operative's vision is restricted;	Low
2	Struck by falling object	Site Operatives, Public	Possible (2)	Moderate (2)	Moderate	Appropriate PPE to be worn at all times by site operatives;	Low
3	Fall from height	Site Operatives	Rare (1)	Catastrophic (3)	Moderate	Safety harnesses to be worn when working at height; Only tested and certified man platforms to be used; Competent and trained operatives only;	Low
4	Trapped/injured by vehicle overturning	Site Operatives	Rare (1)	Catastrophic (3)	Moderate	Only trained and competent operatives to use machinery;	Low
5	Noise pollution	Public	Possible (2)	Insignificant (1)	Low		
6	Inhalation of fumes from use of hazardous chemicals e.g. paints, timber treatments etc.	Site Operatives, Public	Possible (2)	Moderate (2)	Moderate	Avoid use in public areas where possible; When necessary, use in well ventilated areas and as per Manufacturer's Instructions;	Low
7	Contact with skin irritants	Site Operatives	Possible (2)	Moderate (2)	Moderate	Appropriate PPE to be worn at all times by site operatives;	Low
8	Personal injury from handling sharp materials	Site Operatives	Possible (2)	Moderate (2)	Moderate	Appropriate PPE to be worn at all times by site operatives;	Low

9	Personal injury from handling large/heavy materials	Site Operatives	Possible (2)	Moderate (2)	Moderate	Appropriate PPE to be worn at all times by site operatives; Use mechanical lifting devices where appropriate;	Low
10	Dust pollution	Site Operatives, Public	Rare (1)	Moderate (2)	Low		
11	Striking underground services whilst carrying out excavation works	Site Operatives	Rare (1)	Catastrophic (3)	Moderate	Site surveys to be carried out prior to commencing any excavation works; Consult local authority/service providers for information on survey locations; Trained and competent operatives only;	Low
12	Personal injury from incorrect use of hand tools	Site Operatives	Possible (2)	Moderate (2)	Moderate	Appropriate PPE to be worn at all times by site operatives; Trained and competent operatives only;	Low
13	Unauthorised site access	Public	Possible (2)	Moderate (2)	Moderate	Segregate working site areas where possible; Appropriate barriers/guarding to be used to surround unattended excavations;	Low
14	Skin contact with hot or cold materials/equipment	Site Operatives	Rare (1)	Moderate (2)	Low		
15	Exposure to flooding	Site Operatives	Rare (1)	Moderate (2)	Low		
16	Drowning	Site Operatives	Rare (1)	Catastrophic (3)	Moderate	Client notification of hazardous areas prior to commencing work; Avoid lone working adjacent to significantly sized water courses;	Low
17	Lone working in isolated areas	Site Operatives	Rare (1)	Catastrophic (3)	Moderate	Avoid lone working when carrying out hazardous tasks; All operatives to carry mobile phones;	Low

18	Injury caused by livestock	Site Operatives	Rare (1)	Catastrophic (3)	Moderate	Client notification of locations of livestock prior to commencing work; Avoid lone working when no physical barrier between livestock and work area;	Low
19	Badgers (Tuberculosis)	Site Operatives	Rare (1)	Catastrophic (3)	Moderate	Client notification of any problematic areas prior to commencing work; Consult relevant person or Environmental survey (if available) prior to commencing work;	Low
20	Deep burrows/Ground Movement	Site Operatives	Possible (2)	Moderate (2)	Moderate	Site surveys to be carried out prior to commencing works; Trained and competent operatives only;	Low
21	Rats/Weil's Disease	Site Operatives	Possible (2)	Moderate (2)	Moderate	Anti-bacterial wipes made available to all site operatives;	Low
22	Ordnance	Site Operatives	Possible (2)	Catastrophic (3)	High	Competent and trained operatives only to use excavation equipment; Banksman to be utilised as appropriate; Consult any historic information or surveys of site in relation to ordnance before commencing works on site; Obtain written confirmation from the client that the site is safe to work on prior to any work commencing on site; All site work to be immediately ceased if ordnance is suspected	Low

23	Contamination of water courses from vehicle fuels/lubricants	Environment	Possible (2)	Moderate (2)	Moderate	Visual inspection of all machinery and equipment prior to commencement of works; 'Spill-kit' to be held in each working vehicle; Competent and trained operatives only;	Low
24	Spread of infectious diseases such as Covid-19	Site Operatives, Public	Possible (2)	Moderate (2)	Moderate	The latest government guidance will be adhered to. Site operatives will sanitise hands before and after touching any surfaces that may be used by other members of the public or staff e.g. gates on access routes;	Low

Key:

		everity		
		In sig nifi cant (1)	M od er ate (2)	Ca ta strophic (3)
Lik eli ho od	Rare (1)	1	2	3
	Possible (2)	2	4	6
	Likely (3)	3	6	9

Low Risk (*No significant hazards present*)

Moderate
Risk (*Potential
to cause
injury or ill
health*)

High Risk
(Potential to
cause serious
injury or
death)

E02 References

You must provide satisfactory assurance that the project will be delivered by a competent and experienced contractor. You must as a minimum provide. • An outline of two previous livestock fencing projects including corral. Please upload your documents with the file name

E02_References_Jason Brown Contracting.docx.pdf



References

For the

Livestock fencing replacement and new livestock corral

At

Elm House Farm

Prepared by:

Jason Brown Contracting

Ferry Farm

Blankney Dales

Woodhall Spa

LN10 6XJ



E02 – References

Lincolnshire Wildlife Trust
Banovallum House Manor House Street
Horncastle
Lincolnshire
LN9 5HF

Natural England
Saltfleetby-Theddlethorpe NNR
Sea View
Saltfleetby St Clement
LN11 7TR

E03 Approach and Delivery

Please submit an outline approach of how you propose to deliver the project. Evaluation Criteria Your response should include but is not limited to. • Demonstration of a clear understanding of the nature of the requirements. • Provision of a clear, practical, achievable, and cost-effective approach to deliver the requirements in the specification within the required timescales. (3000 character limit) If project Gantt chart is uploaded in support of your response in E03A this will not be included in the character limit.

Approach and Delivery General (all sections of proposed works) • Carry out Risk Assessment and discuss with site team at initial site briefing. • Visit site with team, discuss and confirm the project brief and associated risk assessment. • A welfare van will be provided for the duration of the works. This contains a WC facility, wash-hand basin and seating for site operatives. The van can be removed from site each night if required. Removal of fencing • Carry out the removal and disposal of old fencing. Livestock Fencing • Install strainer posts using post driver. • Install strand of plain wire to establish a straight line guide for intermediate posts. • Knock in intermediate posts using post driver. • Install intermediate posts using a petrol powered hand held post driver if access/ground is not safe to use post driver. • Install struts, spin out and tension 2 strands of barbed wire, one at a time. • Unroll tension/barbed wire by hand if access/ground is not safe to use machinery. • Stock net is wrapped onto strainer posts and spun out in the same way as the barbed wire. Barbed wire Fencing • Install strainer posts using post driver. • Install strand of plain wire to establish a straight line guide for intermediate posts. • Knock in intermediate posts using post driver. • Install intermediate posts using a petrol powered hand held post driver if access/ground is not safe to use post driver. • Install struts, spin out and tension 4 strands of barbed wire, one at a time. • Unroll tension/barbed wire by hand if access/ground is not safe to use machinery. Installation of new livestock corral • Install posts using post driver. • Screw/bolt rails to posts. • Gates to be installed using post driver and handheld tools/petrol powered drill. Post and Rail Fencing around cattle corral • Install posts using post driver. • Screw rails to posts. Make good fence line • Remove if needed livestock mesh / barbed wire or posts / strainers. • Install posts / strainers with post driver. • Install replacement livestock mesh / barbed wire.

E04 Business Continuity

Please submit your business continuity plan for the project.

Business Continuity Plan has been designed to prepare Jason Brown Contracting to cope with the effects of an emergency. This document will provide instructions so Jason Brown Contracting's business functions can be maintained or quickly resumed in the event of a major disruption. IT / System unavailability - Unable to access job information, emails, invoices - Backups are taken regularly. Access available on other devices. Key supplier goes out of business - Unable to source materials required to carry out jobs. - Good continuous stock levels held and multiple supplier contacts. Illness / injury - Job not completed in the required timeframe. - Labour only contacts available. Equipment breakdowns - Job not completed in the required timeframe. - Routine maintenance carried out to try and avoid breakdowns. Multiple machines / attachments are available to carry out tasks

E05 Environmental Management, Wildlife and Natural Features

How will you avoid critical and irreversible environmental damage to wildlife and natural features and minimise general damage to ecology on site (such as changes to water quality; destruction of places inhabited by plants and animals; interruptions to the movement of wildlife; non-target species damage through trampling by people or vehicles). Biosecurity. Plant and animal diseases, pests and invasive non- native species (INNS) can be spread between and within sites by visitors. Contractors must take adequate biosecurity precautions. Vehicles, equipment and clothes (particularly boots) must be clean before entering a site and cleaned again before leaving. CHECK, CLEAN, DRY. These basic precautions should be carried out as a matter of routine, but some sites may require additional biosecurity measures. The contractor must demonstrate an understanding of biosecurity risks in general, and of the good practice measures that will minimise risks from any specific threats they are informed of. Evaluation Criteria Please provide details of your policies/procedures regarding biosecurity and delivery of this project. Please upload your documents with the file E05_Environmental_Jason Brown Contracting.pdf



Environmental Management, Wildlife and Natural Features

For the

Livestock fencing replacement and new livestock corral

At

Elm House Farm

Prepared by:

Jason Brown Contracting

Ferry Farm

Blankney Dales

Woodhall Spa

LN10 6XJ



Environmental Management

In order to reduce emissions and noise impact, all plant and equipment will be switched off during periods when not in use. The amount of waste material generated will be minimised by the re-use of existing materials where possible and using prior design and calculation of exact quantities for delivery to site in order to prevent multiple delivery trips. Where extra materials are required as a result of breakages etc, these can be transported to site on a day-by-day basis within the site operative transport.

Wildlife and Natural features

All site operatives are aware of the risks associated with biosecurity. Precautionary measures are put in place to prevent the spread of plant and animal diseases, pests and invasive non-native species (INNS).

All vehicles are washed prior to commencement of any works. All loose mud is removed from any vehicles leaving site at any time. Tracks and wheels of any vehicles that have accessed the site are washed prior to leaving. Clothes of site operatives will be free of any loose mud and boots washed prior to leaving the site at any time. If necessary, Jason Brown Contracting can provide disinfectant spray to clean tracks and wheels of vehicles and boots of site operatives when leaving site.

It is proposed to minimise the amount fuel filling on site to reduce the risk of contamination. Should it be necessary to fill any equipment with fuel, a bunded fuel bowser will be utilised and a spill kit is available in the site operative vehicle to be used in the event of a spillage.

All generated waste and surplus materials will be removed from site by Jason Brown Contracting. Waste is sorted and re-used or recycled where possible or disposed of appropriately. It is Jason Brown Contracting policy to reduce waste in the first instance by re-using old materials wherever possible and accurately calculating the quantities of any new materials required.

Annex 5 – Sustainability

1 Sustainability

- 1.1 The Supplier must comply with the Authority's Sustainability Requirements set out in this Contract. The Supplier must ensure that all Supplier Staff and subcontractors who are involved in the performance of the Contract are aware of these requirements in accordance with clauses 8.1(c) and 13.2.
- 1.2 The Authority requires its suppliers and subcontractors to meet the standards set out in the Supplier Code of Conduct in accordance with clause 13.1(c).
- 1.3 The Supplier must comply with all legislation as per clause 13.1.

2 Human Rights

- 2.1 The Authority is committed to ensuring that workers employed within its supply chains are treated fairly, humanely, and equitably. The Authority requires the Supplier to share this commitment and to take reasonable and use reasonable and proportionate endeavours to identify any areas of risk associated with this Contract to ensure that it is meeting the International Labour Organisation International Labour Standards which can be found online - [Conventions and Recommendations \(ilo.org\)](https://www.ilo.org) and at a minimum comply with the Core Labour Standards, encompassing the right to freedom of association and collective bargaining, prohibition of forced labour, prohibition of discrimination and prohibition of child labour.
- 2.2 The Supplier must ensure that it and its sub-contractors and its [or their] supply chain:
 - 2.2.1 pay staff fair wages and
 - 2.2.2 implement fair shift arrangements, providing sufficient gaps between shifts, adequate rest breaks and reasonable shift length, and other best practices for staff welfare and performance.

3 Equality, Diversity and Inclusion (EDI)

- 3.1 The Supplier will support the Authority to achieve its [Public Sector Equality Duty](#) by complying with the Authority's policies (as amended from time to time) on EDI. This includes ensuring that the Supplier, Supplier Staff, and its subcontractors in the delivery of its obligations under this Contract:
 - 3.1.1 do not unlawfully discriminate either directly or indirectly because of race, colour, ethnic or national origin, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, marriage and civil partnership or age and without prejudice to the generality of the foregoing the Supplier shall not unlawfully discriminate within the meaning and scope of the Equality Act 2010;

- 3.1.2 will not discriminate because of socio-economic background, working pattern or having parental or other caring responsibilities;
- 3.1.3 eliminates discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Equality Act 2010;
- 3.1.4 advances equality of opportunity between people who share a protected characteristic and those who do not;
- 3.1.5 foster good relations between people who share a protected characteristic and people who do not share it;
- 3.1.6 identifies and removes EDI barriers which are relevant and proportionate to the requirement; and
- 3.1.6 shall endeavour to use gender-neutral language when providing the Deliverables and in all communications in relation to the Contract.

4 Environment

- 4.1 The Supplier shall ensure that any Goods or Services are designed, sourced, and delivered in a manner which is environmentally responsible and in compliance with paragraph 1.3 of this Annex;
- 4.2 In performing its obligations under the Contract, the Supplier shall to the reasonable satisfaction of the Authority ensure the reduction of whole life cycle sustainability impacts including;
 - 4.2.1 resilience to climate change;
 - 4.2.2 eliminating and/or reducing embodied carbon;
 - 4.2.3 minimising resource consumption and ensuring resources are used efficiently;
 - 4.2.4 avoidance and reduction of waste following the waste management hierarchy as set out in Law and working towards a circular economy;
 - 4.2.5 reduction of single use consumable items (including packaging), and avoidance of single use plastic in line with Government commitments;
 - 4.2.6 environmental protection (including pollution prevention, biosecurity and reducing or eliminating hazardous substances; and
 - 4.2.7 compliance with [Government Buying Standards](#) applicable to Deliverables and using reasonable endeavours to support the Authority in meeting applicable [Greening Government Commitments](#).

- 5.1 The Supplier will support the Authority in highlighting opportunities to provide wider social, economic, or environmental benefits to communities through the delivery of the Contract.
- 5.2 The Supplier will ensure that supply chain opportunities are inclusive and accessible to:
 - 5.2.1 new businesses and entrepreneurs;
 - 5.2.2 small and medium enterprises (SMEs);
 - 5.2.3 voluntary, community and social enterprise (VCSE) organisations;
 - 5.2.4 mutuals; and
 - 5.2.5 other underrepresented business groups.

Short Form Terms

1. Definitions used in the Contract

In this Contract, unless the context otherwise requires, the following words shall have the following meanings:

"Authority"	means the authority identified in paragraph 3 of the Order Form;
"Authority Data"	a) the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, including any of the Authority's confidential information, and which: i) are supplied to the Supplier by or on behalf of the Authority; or ii) the Supplier is required to generate, process, store or transmit pursuant to the Contract; or b) any Personal Data for which the Authority is the Data Controller;
"Authority Cause"	any breach of the obligations of the Authority or any other default, act, omission, negligence or statement of the Authority, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Authority is liable to the Supplier;
"Central Government Body"	for the purposes of this Contract this means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: <ul style="list-style-type: none"> • Government Department; • Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal); • Non-Ministerial Department; or • Executive Agency;
"Charges"	means the charges for the Deliverables as specified in the Order Form and Annex 3;
"Confidential Information"	means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is agreed by the Parties to be confidential;

"Contract"	means this contract between (i) the Authority and (ii) the Supplier which is created by the Supplier signing the Order Form and returning it to the Authority.
"Controller"	has the meaning given to it in the "UK GDPR";
"Crown Body"	means any department, office or agency of the Crown, including any and all Local Authority bodies;
"Data Loss Event"	any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach;
"Data Protection Impact Assessment"	an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
"Data Protection Legislation"	(i) the UK GDPR and any applicable national implementing Laws as amended from time to time; (ii) the Data Protection Act 2018 to the extent that it relates to Processing of personal data and privacy; (iii) all applicable Law about the Processing of personal data and privacy;
"Data Protection Officer"	has the meaning given to it in the GDPR;
"Data Subject"	has the meaning given to it in the GDPR;
"Data Subject Access Request"	a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;
"Date of Delivery"	means that date by which the Deliverables must be delivered to the Authority, as specified in the Order Form;
"Deliver"	means handing over the Deliverables to the Authority at the address and on the date specified in the Order Form, which shall include unloading and any other specific arrangements agreed in accordance with Clause 4. Delivered and Delivery shall be construed accordingly;
"Deliverables"	Goods and/or Services that may be ordered under the Contract including the Documentation;

"Documentation"	descriptions of the Services, technical specifications, user manuals, training manuals, operating manuals, process definitions and procedures, system environment descriptions and all such other documentation (whether in hardcopy or electronic form) that is required to be supplied by the Supplier to the Authority under the Contract as: a) would reasonably be required by a competent third party capable of Good Industry Practice contracted by the Authority to develop, configure, build, deploy, run, maintain, upgrade and test the individual systems that provide the Deliverables b) is required by the Supplier in order to provide the Deliverables; and/or c) has been or shall be generated for the purpose of providing the Deliverables;
"Existing IPR"	any and all intellectual property rights that are owned by or licensed to either Party and which have been developed independently of the Contract (whether prior to the date of the Contract or otherwise);
"Expiry Date"	means the date for expiry of the Contract as set out in the Order Form;
"FOIA"	means the Freedom of Information Act 2000 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;
"Force Majeure Event"	any event, occurrence, circumstance, matter or cause affecting the performance by either Party of its obligations under the Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control which prevent or materially delay it from performing its obligations under the Contract but excluding: i) any industrial dispute relating to the Supplier, the Supplier Staff (including any subsets of them) or any other failure in the Supplier or the subcontractor's supply chain; ii) any event, occurrence, circumstance, matter or cause which is attributable to the wilful act, neglect or failure to take reasonable precautions against it by the Party concerned; and iii) any failure of delay caused by a lack of funds;
"Goods"	means the goods to be supplied by the Supplier to the Authority under the Contract;
"Good Industry Practice"	standards, practices, methods and procedures conforming to the law and the exercise of the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged within the relevant industry or business sector;
"Information"	has the meaning given under section 84 of the FOIA;

"Information Commissioner"	the UK's independent authority which deals with ensuring information relating to rights in the public interest and data privacy for individuals is met, whilst promoting openness by public bodies;
"Insolvency Event"	occurs in respect of a legal person (for example an individual, company or organisation): i) if that person is insolvent; ii) if an order is made or a resolution is passed for the winding up of the person (other than voluntarily for the purpose of solvent amalgamation or reconstruction); iii) if an administrator or administrative receiver is appointed in respect of the whole or any part of the persons assets or business; or iv) if the person makes any arrangement with its creditors or takes or suffers any similar or analogous action to any of the actions detailed in this definition as a result of debt in any jurisdiction whether under the Insolvency Act 1986 or otherwise;
"IP Completion Day"	has the meaning given to it in the European Union (Withdrawal) Act 2018;
"Key Personnel"	means any persons specified as such in the Order Form or otherwise notified as such by the Authority to the Supplier in writing;
"Law"	means any law, statute, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, right within the meaning of Section 4(1) EU Withdrawal Act 2018 as amended by EU (Withdrawal Agreement) Act 2020, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body with which the Parties are bound to comply;
"New IPR"	all and any intellectual property rights in any materials created or developed by or on behalf of the Supplier pursuant to the Contract but shall not include the Supplier's Existing IPR;
"Order Form"	means the letter from the Authority to the Supplier printed above these terms and conditions;
"Party"	the Supplier or the Authority (as appropriate) and "Parties" shall mean both of them;
"Personal Data"	has the meaning given to it in the UK GDPR;
"Personal Data Breach"	has the meaning given to it in the UK GDPR;
"Processing"	has the mean given to it in the UK GDPR;
"Processor"	has the meaning given to it in the UK GDPR;
"Purchase Order Number"	means the Authority's unique number relating to the order for Deliverables to be supplied by the Supplier to the Authority in accordance with the terms of the Contract;

"Regulations"	the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires) as amended from time to time;
"Request for Information"	has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term "request" shall apply);
"Services"	means the services to be supplied by the Supplier to the Authority under the Contract;
"Specification"	means the specification for the Deliverables to be supplied by the Supplier to the Authority (including as to quantity, description and quality) as specified in Annex 2;
"Staff Vetting Procedures"	means vetting procedures that accord with good industry practice or, where applicable, the Authority's procedures for the vetting of personnel as provided to the Supplier from time to time;
"Start Date"	Means the start date of the Contract set out in the Order Form;
"Subprocessor"	any third Party appointed to process Personal Data on behalf of the Supplier related to the Contract;
"Supplier Staff"	all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any subcontractor engaged in the performance of the Supplier's obligations under the Contract;
"Supplier"	means the person named as Supplier in the Order Form;
"Sustainability Requirements"	means any relevant social or environmental strategies, policies, commitments, targets, plans or requirements that apply to and are set out in the Annex 5;
Tender Submission	means the Supplier's response to the invitation to the bidder pack (including, for the avoidance of doubt, any clarification provided by the Supplier).
"Term"	means the period from the Start Date to the Expiry Date as such period may be extended in accordance with the Order Form or terminated in accordance with Clause 11;
"UK GDPR"	means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) (United Kingdom General Data Protection Regulation), as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 (and see section 205(4);

"VAT"	means value added tax in accordance with the provisions of the Value Added Tax Act 1994;
"Workers"	any one of the Supplier Staff which the Authority, in its reasonable opinion, considers is an individual to which Procurement Policy Note 08/15 (Tax Arrangements of Public Appointees) (https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees) applies in respect of the Deliverables;
"Working Day"	means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

2. Understanding the Contract

In the Contract, unless the context otherwise requires:

2.1 references to numbered clauses are references to the relevant clause in these terms and conditions and references to numbered paragraphs are references to the paragraph in the relevant Annex;

2.2 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;

2.3 the headings in this Contract are for information only and do not affect the interpretation of the Contract;

2.4 references to "writing" include printing, display on a screen and electronic transmission and other modes of representing or reproducing words in a visible form;

2.5 the singular includes the plural and vice versa;

2.6 a reference to any law includes a reference to that law as amended, extended, consolidated or re-enacted from time to time and to any legislation or byelaw made under that law;

2.7 any reference in this Contract which immediately before the IP Completion Day (or such later date when relevant EU law ceases to have effect pursuant to Section 1A of the European Union (Withdrawal) Act 2018) is a reference to (as it has effect from time to time):

- i. any EU regulation, EU decision, EU tertiary legislation or provision of the European Economic Area ("EEA") agreement ("EU References") which is to form part of domestic law by application of Section 3 of the European Union (Withdrawal) Act 2018 and which shall be read on and after IP Completion Day as a reference to the EU References as they form part of domestic law by virtue of Section 3 of the European Union (Withdrawal) Act 2018 as modified by domestic law from time to time; and

- ii. any EU institution or EU authority or other such EU body shall be read on and after the date of exit from the EU as a reference to the UK institution, authority or body to which its functions were transferred.

2.8 the word 'including', "for example" and similar words shall be understood as if they were immediately followed by the words "without limitation";

2.9 a person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality);

2.10 any Annexes form part of this Contract and shall have effect as if set out in full in the body of this Contract. Any reference to this Contract includes the Annexes; and

2.11 all undefined words and expressions are to be given their normal English meaning within the context of this Contract. Any dispute as to the interpretation of such undefined words and expressions shall be settled by reference to the definition in the Shorter Oxford English Dictionary.

3. How the Contract works

3.1 The Order Form is an offer by the Authority to purchase the Deliverables subject to and in accordance with the terms and conditions of the Contract.

3.2 The Supplier is deemed to accept the offer in the Order Form when the Authority receives a copy of the Order Form signed by the Supplier.

3.3 The Supplier warrants and represents that its Tender Submission and all statements made and documents submitted as part of the procurement of Deliverables are and remain true and accurate.

4. What needs to be delivered

4.1 All Deliverables

(a) The Supplier must provide Deliverables: (i) in accordance with the Specification and Tender Submission; (ii) to a professional standard; (iii) using all reasonable skill and care; (iv) using Good Industry Practice; (v) using its own policies, processes and internal quality control measures as long as they don't conflict with the Contract; (vi) in accordance with such policies and procedures of the Authority (as amended from time to time) that may be specified in the Contract (vii) on the dates agreed; and (viii) in compliance with all applicable Law.

(b) Without prejudice to the Specification the Supplier must provide Deliverables with a warranty of at least 90 days (or longer where the Supplier offers a longer warranty period to the Authority) from Delivery against all obvious damage or defects.

4.2 Goods clauses

(a) All Goods Delivered must be capable of meeting the requirements set out in the Specification and be either (i) new and of recent origin, (ii) reused or (iii) recycled.

(b) All manufacturer warranties covering the Goods will be assigned to the Authority on request and for free.

(c) The Supplier transfers ownership of the Goods on completion of Delivery (including off-loading and stacking) or payment for those Goods, whichever is earlier.

(d) Risk in the Goods transfers to the Authority on Delivery but remains with the Supplier if the Authority notices any damage or defect following Delivery and lets the Supplier know within three Working Days of Delivery.

(e) The Supplier must have full and unrestricted ownership of the Goods at the time of transfer of ownership.

(f) The Supplier must Deliver the Goods on the date and to the specified location during the Authority's working hours.

(g) The Supplier, its subcontractor(s) and supply chain must minimise packaging used whilst providing sufficient packaging for the Goods to reach the point of Delivery safely and undamaged. The Supplier must take back any primary packaging where it is possible to do so. Packaging must be 100% re-usable, recyclable or compostable, use recycled content where reasonably practicable and support the Government's commitment to eliminate single use plastic.

(h) All Deliveries must have a delivery note attached that specifies the order number, type, quantity of Goods, contact and details of traceability through the supply chain.

(i) The Supplier must provide all tools, information and instructions the Authority needs to make use of the Goods. This will include, where appropriate, any operation manuals which, unless specified otherwise, will be written in English and provided in electronic form.

(j) The Supplier will notify the Authority of any request that Goods are returned to it or the manufacturer after the discovery of safety issues or defects that might endanger health or hinder performance and shall indemnify the Authority against the costs arising as a result of any such request. Goods must be disposed of in line with the waste management hierarchy as set out in Law. The Supplier will provide evidence and transparency of the items and routes used for disposal to the Authority on request.

(k) The Authority can cancel any order or part order of Goods which have not been Delivered. If the Authority gives less than 14 calendar days' notice then it will pay the Supplier's reasonable and proven costs already incurred on the cancelled order as long as the Supplier takes all reasonable steps to minimise these costs.

(l) The Supplier must at its own cost repair, replace, refund or substitute (at the Authority's option and request) any Goods that the Authority rejects because they don't conform with clause 4.2. If the Supplier doesn't do this it will pay the Authority's costs including repair or re-supply by a third party.

(m) The Authority will not be liable for any actions, claims, costs and expenses incurred by the Supplier or any third party during Delivery of the Goods unless and to the extent that it is caused by negligence or other wrongful act of the Authority or its servant or agent. If the Authority suffers or incurs any damage or injury (whether fatal or otherwise) occurring in the course of Delivery or installation then the Supplier shall indemnify from all losses, damages, costs or expenses (including professional fees and fines) which arise as a result of or in connection with such damage or injury where it is attributable to any act or omission of the Supplier or, where related to the Contract, any of its subcontractors or suppliers.

4.3 Services clauses

(a) Late delivery of the Services will be a breach of the Contract.

(b) The Supplier must co-operate with the Authority and third party suppliers on all aspects connected with the delivery of the Services and ensure that Supplier Staff comply with any reasonable instructions including any security requirements.

(c) The Authority must provide the Supplier Staff with reasonable access to its premises at such reasonable times agreed with the Authority for the purpose of supplying the Services.

(d) The Supplier must at its own risk and expense provide all equipment required to deliver the Services. Any equipment provided by the Authority to the Supplier for supplying the Services remains the property of the Authority and is to be returned to the Authority on expiry or termination of the Contract.

(e) The Supplier must allocate sufficient resources and appropriate expertise to the Contract.

(f) The Supplier must take all reasonable care to ensure performance does not disrupt the Authority's operations, employees or other contractors.

(g) On completion of the Services, the Supplier is responsible for leaving the Authority's premises in a clean, safe and tidy condition and making good any damage that it has caused to the Authority's premises or property, other than fair

wear and tear and any pre-existing cleanliness, safety or tidiness issue at the Authority's premises that existed before the commencement of the Term.

(h) The Supplier must ensure all Services, and anything used to deliver the Services, are of the required quality and free from damage or defects.

(i) The Authority is entitled to withhold payment for partially or undelivered Services or for Services which are not delivered in accordance with the Contract but doing so does not stop it from using its other rights under the Contract.

5. Pricing and payments

5.1 In exchange for the Deliverables delivered, the Supplier shall be entitled to invoice the Authority for the charges in Annex 3. The Supplier shall raise invoices promptly and in any event within 90 days from when the charges are due.

5.2 All Charges:

(a) exclude VAT, which is payable on provision of a valid VAT invoice and charged at the prevailing rate;

(b) include all costs connected with the supply of Deliverables.

5.3 The Authority must pay the Supplier the charges within 30 days of receipt by the Authority of a valid, undisputed invoice, in cleared funds to the Supplier's account stated in the Order Form.

5.4 A Supplier invoice is only valid if it:

(a) includes all appropriate references including the Purchase Order Number and other details reasonably requested by the Authority as set out in Annex 3; and

(b) includes a detailed breakdown of Deliverables which have been delivered (if any).

Details of the Authority's requirements for a valid invoice at the Start Date are set out in Annex 3.

5.5 If there is a dispute between the Parties as to the amount invoiced, the Authority shall pay the undisputed amount. The Supplier shall not suspend the provision of the Deliverables unless the Supplier is entitled to terminate the Contract for a failure to pay undisputed sums in accordance with clause 11.6. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 35.

5.6 If any sum of money is recoverable from or payable by the Supplier under the Contract (including any sum which the Supplier is liable to pay to the Authority in respect of any breach of the Contract), that sum may be deducted unilaterally by the Authority from any sum then due, or which may become due, to the Supplier under the Contract or under any other agreement or contract with the Authority. The Supplier

shall not be entitled to assert any credit, set-off or counterclaim against the Authority in order to justify withholding payment of any such amount in whole or in part.

5.7 The Supplier must ensure that its subcontractors and supply chain are paid, in full, within 30 days of receipt of a valid, undisputed invoice. If this doesn't happen, the Authority can publish the details of the late payment or non-payment.

6. The Authority's obligations to the Supplier

6.1 If the Supplier fails to comply with the Contract as a result of an Authority Cause:

(a) the Authority cannot terminate the Contract under clause 11 on account of the failure to comply, provided this will not prejudice the Authority's right to terminate for another cause that may exist at the same time;

(b) the Supplier will be relieved from liability for the performance of its obligations under the Contract to the extent that it is prevented from performing them by the Authority Cause and will be entitled to such reasonable and proven additional expenses that arise as a direct result of the Authority Cause;

(c) the Supplier is entitled to any additional time needed to deliver the Deliverables as a direct result of the Authority's Cause;

(d) the Supplier cannot suspend the ongoing supply of Deliverables.

6.2 Clause 6.1 only applies if the Supplier:

(a) gives notice to the Authority within 10 Working Days of becoming aware of an Authority Cause, such notice setting out in detail with supporting evidence the known reasons for the Authority Cause;

(b) demonstrates that the failure only happened because of the Authority Cause;

(c) has used all reasonable endeavours to mitigate the impact of the Authority Cause.

7. Record keeping and reporting

7.1 The Supplier must ensure that suitably qualified (and authorised) representatives attend progress meetings with the Authority and provide progress reports when specified in Annex 2.

7.2 The Supplier must keep and maintain full and accurate records and accounts on everything to do with the Contract for seven years after the date of expiry or termination of the Contract.

7.3 The Supplier must allow any auditor appointed by the Authority access to their premises to verify all contract accounts and records of everything to do with the Contract and provide copies for the audit.

7.4 The Supplier must provide information to the auditor and reasonable co-operation at their request.

7.5 If the Supplier is not providing any of the Deliverables, or is unable to provide them, it must immediately:

- (a) tell the Authority and give reasons;
- (b) propose corrective action;
- (c) agree a deadline with the Authority for completing the corrective action.

7.6 If the Authority, acting reasonably, is concerned either:

- (a) as to the financial stability of the Supplier such that it may impact on the continued performance of the Contract; or
- (b) as to the sustainability or health and safety conduct of the Supplier, subcontractors and supply chain in the performance of the Contract;

then the Authority may:

- (i) require that the Supplier provide to the Authority (for its approval) a plan setting out how the Supplier will ensure continued performance of the Contract (in the case of (a)) or improve its sustainability conduct or performance (in the case of (b)) and the Supplier will make changes to such plan as reasonably required by the Authority and once it is agreed then the Supplier shall act in accordance with such plan and report to the Authority on demand
- (ii) if the Supplier fails to provide a plan or fails to agree any changes which are requested by the Authority or materially fails to implement or provide updates on progress with the plan, terminate the Contract immediately for material breach (or on such date as the Authority notifies).

8. Supplier staff

8.1 The Supplier Staff involved in the performance of the Contract must:

- a) be appropriately trained and qualified;
- b) be vetted using Good Industry Practice and in accordance with the instructions issued by the Authority in the Order Form;
- c) comply with the Authority's conduct requirements when on the Authority's premises including, without limitation, those Sustainability Requirements relating to Equality, Diversity & Inclusion (EDI) contained in Annex 5; and
- d) be informed about those specific requirements referred to in Clause 13.2.

8.2 Where an Authority decides one of the Supplier's Staff isn't suitable to work on the Contract, the Supplier must replace them with a suitably qualified alternative.

8.3 If requested, the Supplier must replace any person whose acts or omissions have caused the Supplier to breach clause 8.

8.4 The Supplier must provide a list of Supplier Staff needing to access the Authority's premises and say why access is required.

8.5 The Supplier indemnifies the Authority against all losses, damages, costs or expenses (including professional fees and fines) arising from claims brought against it by any Supplier Staff caused by an act or omission of the Supplier or any other Supplier Staff.

8.6 The Supplier shall use those persons nominated in the Order Form (if any) to provide the Deliverables and shall not remove or replace any of them unless:

- (a) requested to do so by the Authority;
- (b) the person concerned resigns, retires or dies or is on maternity, adoption, shared parental leave or long-term sick leave; or
- (c) the person's employment or contractual arrangement with the Supplier or any subcontractor is terminated.

9. Rights and protection

9.1 The Supplier warrants and represents that:

- (a) it has full capacity and authority to enter into and to perform the Contract;
- (b) the Contract is executed by its authorised representative;
- (c) it is a legally valid and existing organisation incorporated in the place it was formed;
- (d) there are no known legal or regulatory actions or investigations before any court, administrative body or arbitration tribunal pending or threatened against it or its affiliates that might affect its ability to perform the Contract;
- (e) it maintains all necessary rights, authorisations, licences and consents to perform its obligations under the Contract;
- (f) it doesn't have any contractual obligations which are likely to have a material adverse effect on its ability to perform the Contract; and
- (g) it is not impacted by an Insolvency Event.

9.2 The warranties and representations in clause 9.1 are repeated each time the Supplier provides Deliverables under the Contract.

9.3 The Supplier indemnifies the Authority against each of the following:

- (a) wilful misconduct of the Supplier, any of its subcontractor and/or Supplier Staff that impacts the Contract;
- (b) non-payment by the Supplier of any tax or National Insurance.

9.4 If the Supplier becomes aware of a representation or warranty that becomes untrue or misleading, it must immediately notify the Authority.

9.5 All third party warranties and indemnities covering the Deliverables must be assigned for the Authority's benefit by the Supplier.

10. Intellectual Property Rights (IPRs)

10.1 Each Party keeps ownership of its own Existing IPRs. The Supplier gives the Authority a non-exclusive, perpetual, royalty-free, irrevocable, transferable worldwide licence to use, change and sub-license the Supplier's Existing IPR to enable it and its sub-licensees to both:

- (a) receive and use the Deliverables;
- (b) use the New IPR.

10.2 Any New IPR created under the Contract is owned by the Authority. The Authority gives the Supplier a licence to use any Existing IPRs for the purpose of fulfilling its obligations under the Contract and a perpetual, royalty-free, non-exclusive licence to use any New IPRs.

10.3 Where a Party acquires ownership of intellectual property rights incorrectly under this Contract it must do everything reasonably necessary to complete a transfer assigning them in writing to the other Party on request and at its own cost.

10.4 Neither Party has the right to use the other Party's intellectual property rights, including any use of the other Party's names, logos or trademarks, except as provided in clause 10 or otherwise agreed in writing.

10.5 If any claim is made against the Authority for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Deliverables (an "**IPR Claim**"), then the Supplier indemnifies the Authority against all losses, damages, costs or expenses (including professional fees and fines) incurred as a result of the IPR Claim.

10.6 If an IPR Claim is made or anticipated the Supplier must at its own expense and the Authority's sole option, either:

- (a) obtain for the Authority the rights in clauses 10.1 and 10.2 without infringing any third party intellectual property rights;

(b) replace or modify the relevant item with substitutes that don't infringe intellectual property rights without adversely affecting the functionality or performance of the Deliverables.

11. Ending the contract

11.1 The Contract takes effect on the date of or (if different) the date specified in the Order Form and ends on the earlier of the date of expiry or termination of the Contract or earlier if required by Law.

11.2 The Authority can extend the Contract where set out in the Order Form in accordance with the terms in the Order Form.

Ending the Contract without a reason

11.3 The Authority has the right to terminate the Contract at any time without reason or liability by giving the Supplier not less than 90 days' written notice and if the Contract is terminated, clause 11.5(b) to 11.5(g) applies.

When the Authority can end the Contract

11.4 (a) If any of the following events happen, the Authority has the right to immediately terminate its Contract by issuing a termination notice in writing to the Supplier:

- (i) there is a Supplier Insolvency Event;
- (ii) if the Supplier repeatedly breaches the Contract in a way to reasonably justify in the Authority's opinion that the Supplier's conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Contract;
- (iii) if the Supplier is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied. Where a material breach is not capable of remedy, the Authority has the right to immediately terminate the Contract;
- (iv) there is a change of control (within the meaning of section 450 of the Corporation Tax Act 2010) of the Supplier which isn't pre-approved by the Authority in writing;
- (v) if the Authority discovers that the Supplier was in one of the situations in 57 (1) or 57(2) of the Regulations at the time the Contract was awarded;
- (vi) the Supplier or its affiliates embarrass or bring the Authority into disrepute or diminish the public trust in them;
- (vii) where a right to terminate described in clause 27 occurs;

(viii) the Supplier is in breach of any of its health, safety and well-being obligations under clause 28.1(a); and

(ix) where, in accordance with clause 33.3, there is or may be an actual or potential conflict of interest.

(b) If any of the events in 73(1) (a) to (c) of the Regulations (substantial modification, exclusion of the Supplier, procurement infringement) happen, the Authority has the right to immediately terminate the Contract and clause 11.5(a) to 11.5(g) applies.

11.5 What happens if the Contract ends

Where the Authority terminates the Contract under clause 11.4 all of the following apply:

(a) the Supplier is responsible for the Authority's reasonable costs of procuring replacement deliverables for the rest of the Term ;

(b) the Authority's payment obligations under the terminated Contract stop immediately;

(c) accumulated rights of the Parties are not affected;

(d) the Supplier must promptly delete or return the Authority Data except where required to retain copies by law;

(e) the Supplier must promptly return any of the Authority's property provided under the Contract;

(f) the Supplier must, at no cost to the Authority, give all reasonable assistance to the Authority and any incoming supplier and co-operate fully in the handover and re-procurement;

(g) the following clauses survive the termination of the Contract: 3.3, 7.2, 7.3, 7.4, 9, 10, 12, 13.3, 14, 15, 16, 17, 18, 19, 20, 32, 35, 36 and any clauses or provisions within the Order Form or the Annexes which are expressly or by implication intended to continue.

11.6 When the Supplier can end the Contract

(a) The Supplier can issue a reminder notice if the Authority does not pay an undisputed invoice on time. The Supplier can terminate the Contract if the Authority fails to pay an undisputed invoiced sum due and worth over 10% of the total Contract value or £1,000, whichever is the lower, within 30 days of the date of the reminder notice.

(b) If a Supplier terminates the Contract under clause 11.6(a):

(i) the Authority must promptly pay all outstanding charges incurred to the Supplier;

(ii) the Authority must pay the Supplier reasonable committed and unavoidable losses as long as the Supplier provides a fully itemised and costed schedule with satisfactory evidence - the maximum value of this payment is limited to the total sum payable to the Supplier if the Contract had not been terminated;

(iii) clauses 11.5(d) to 11.5(g) apply.

11.7 Partially ending and suspending the Contract

(a) Where the Authority has the right to terminate the Contract it can terminate or suspend (for any period), all or part of it. If the Authority suspends the Contract it can provide the Deliverables itself or buy them from a third party.

(b) The Authority can only partially terminate or suspend the Contract if the remaining parts of it can still be used to effectively deliver the intended purpose.

(c) The Parties must agree (in accordance with clause 25) any necessary variation required by clause 11.7, but the Supplier may neither:

(i) reject the variation; nor

(ii) increase the Charges, except where the right to partial termination is under clause 11.3.

(d) The Authority can still use other rights available, or subsequently available to it if it acts on its rights under clause 11.7.

12. How much you can be held responsible for

12.1 Each Party's total aggregate liability under or in connection with the Contract (whether in tort, contract or otherwise) is no more than the value of the Charges or £5,000,000 (five million pounds) [whichever is higher] unless specified in the Order Form.

12.2 No Party is liable to the other for:

(a) any indirect losses;

(b) loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).

12.3 In spite of clause 12.1, neither Party limits or excludes any of the following:

(a) its liability for death or personal injury caused by its negligence, or that of its employees, agents or subcontractors;

(b) its liability for bribery or fraud or fraudulent misrepresentation by it or its employees;

(c) any liability that cannot be excluded or limited by law.

12.4 In spite of clause 12.1, the Supplier does not limit or exclude its liability for any indemnity given under clauses 4.2(j), 4.2(m), 8.5, 9.3, 10.5, 13.3, 15.28(e) or 31.2(b).

12.5 Each Party must use all reasonable endeavours to mitigate any loss or damage which it suffers under or in connection with the Contract, including where the loss or damage is covered by any indemnity.

12.6 If more than one Supplier is party to the Contract, each Supplier Party is fully responsible for both their own liabilities and the liabilities of the other Suppliers.

13. Obeying the law

13.1 The Supplier must, in connection with provision of the Deliverables:

- (a) comply with all applicable Law;
- (b) comply with the Sustainability Requirements
- (c) use reasonable endeavours to comply and procure that its subcontractors comply with the Supplier Code of Conduct appearing at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf

13.2 The Sustainability Requirements and the requirements set out in Clause 27, 28 and 30 must be explained to the Supplier's Staff, subcontractors and suppliers who are involved in the performance of the Supplier's obligations under the Contract and where it is relevant to their role and equivalent obligations must be included in any contract with any suppliers or subcontractor that is connected to the Contract.

13.3 The Supplier indemnifies the Authority against all losses, damages, costs or expenses (including professional fees and fines) resulting from any default by the Supplier relating to any applicable Law to do with the Contract.

13.4 The Supplier must appoint a Compliance Officer who must be responsible for ensuring that the Supplier complies with the Law and its obligations under the Contract.

13.5 "Compliance Officer" the person(s) appointed by the Supplier who is responsible for ensuring that the Supplier complies with its legal and other obligations under the Contract.

13.6 The Supplier will provide such evidence of compliance with its obligations under this Clause 13 as the Authority reasonably requests.

14. Insurance

14.1 The Supplier must, at its own cost, obtain and maintain the required insurances as set out in the Order Form.

14.2 The Supplier will provide evidence of the required insurances on request from the Authority.

15. Data protection

15.1 The Authority is the Controller and the Supplier is the Processor for the purposes of the Data Protection Legislation.

15.2 The Supplier must process Personal Data and ensure that Supplier Staff process Personal Data only in accordance with this Contract.

15.3 The Supplier shall take all reasonable measures relating to the security of processing which are required pursuant to Article 32 of the UK GDPR including, without limitation, those security measures specified in this clause 15.

15.4 The Supplier must not remove any ownership or security notices in or relating to the Authority Data.

15.5 The Supplier must make accessible back-ups of all Authority Data, stored in an agreed off-site location and send the Authority copies every six Months.

15.6 The Supplier must ensure that any Supplier system holding any Authority Data, including back-up data, is a secure system that complies with the security requirements specified in writing by the Authority.

15.7 If at any time the Supplier suspects or has reason to believe that the Authority Data provided under the Contract is corrupted, lost or sufficiently degraded, then the Supplier must notify the Authority and immediately suggest remedial action.

15.8 If the Authority Data is corrupted, lost or sufficiently degraded so as to be unusable the Authority may either or both:

- (a) tell the Supplier to restore or get restored Authority Data as soon as practical but no later than five Working Days from the date that the Authority receives notice, or the Supplier finds out about the issue, whichever is earlier;

- (b) restore the Authority Data itself or using a third party.

15.9 The Supplier must pay each Party's reasonable costs of complying with clause 15.8 unless the Authority is at fault.

15.10 Only the Authority can decide what processing of Personal Data a Supplier can do under the Contract and must specify it for the Contract using the template in Annex 1 of the Order Form (*Authorised Processing*).

15.11 The Supplier must only process Personal Data if authorised to do so in the Annex to the Order Form (*Authorised Processing*) by the Authority. Any further written instructions relating to the processing of Personal Data are incorporated into Annex 1 of the Order Form.

15.12 The Supplier must give all reasonable assistance to the Authority in the preparation of any Data Protection Impact Assessment before starting any processing, including:

- (a) a systematic description of the expected processing and its purpose;
- (b) the necessity and proportionality of the processing operations;
- (c) the risks to the rights and freedoms of Data Subjects;
- (d) the intended measures to address the risks, including safeguards, security measures and mechanisms to protect Personal Data.

15.13 The Supplier must notify the Authority immediately if it thinks the Authority's instructions breach the Data Protection Legislation.

15.14 The Supplier must put in place appropriate Protective Measures to protect against a Data Loss Event which must be approved by the Authority.

15.15 If lawful to notify the Authority, the Supplier must notify it if the Supplier is required to process Personal Data by Law promptly and before processing it.

15.16 The Supplier must take all reasonable steps to ensure the reliability and integrity of any Supplier Staff who have access to the Personal Data and ensure that they:

- (a) are aware of and comply with the Supplier's duties under this clause 15;
- (b) are subject to appropriate confidentiality undertakings with the Supplier or any Subprocessor;
- (c) are informed of the confidential nature of the Personal Data and do not provide any of the Personal Data to any third party unless directed in writing to do so by the Authority or as otherwise allowed by the Contract;
- (d) have undergone adequate training in the use, care, protection and handling of Personal Data.

15.17 The Supplier must not transfer Personal Data outside of the EU unless all of the following are true:

- (a) it has obtained prior written consent of the Authority;
- (b) the Authority has decided that there are appropriate safeguards (in accordance with Article 46 of the UK GDPR);

(c) the Data Subject has enforceable rights and effective legal remedies when transferred;

(d) the Supplier meets its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred;

(e) where the Supplier is not bound by Data Protection Legislation it must use its best endeavours to help the Authority meet its own obligations under Data Protection Legislation; and

(f) the Supplier complies with the Authority's reasonable prior instructions about the processing of the Personal Data.

15.18 The Supplier must notify the Authority immediately if it:

(a) receives a Data Subject Access Request (or purported Data Subject Access Request);

(b) receives a request to rectify, block or erase any Personal Data;

(c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;

(d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;

(e) receives a request from any third party for disclosure of Personal Data where compliance with the request is required or claims to be required by Law;

(f) becomes aware of a Data Loss Event.

15.19 Any requirement to notify under clause 15.17 includes the provision of further information to the Authority in stages as details become available.

15.20 The Supplier must promptly provide the Authority with full assistance in relation to any Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause 15.17. This includes giving the Authority:

(a) full details and copies of the complaint, communication or request;

(b) reasonably requested assistance so that it can comply with a Data Subject Access Request within the relevant timescales in the Data Protection Legislation;

(c) any Personal Data it holds in relation to a Data Subject on request;

(d) assistance that it requests following any Data Loss Event;

(e) assistance that it requests relating to a consultation with, or request from, the Information Commissioner's Office.

15.21 The Supplier must maintain full, accurate records and information to show it complies with this clause 15. This requirement does not apply where the Supplier employs fewer than 250 staff, unless either the Authority determines that the processing:

(a) is not occasional;

(b) includes special categories of data as referred to in Article 9(1) of the UK GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the UK GDPR;

(c) is likely to result in a risk to the rights and freedoms of Data Subjects.

15.22 The Supplier will make available to the Authority all information necessary to demonstrate compliance with clause 15 and allow for and contribute to audits, including inspections, conducted by the Authority or another auditor appointed by the Authority.

15.23 The Supplier must appoint a Data Protection Officer responsible for observing its obligations in this Contract and give the Authority their contact details.

15.24 Before allowing any Subprocessor to process any Personal Data, the Supplier must:

(a) notify the Authority in writing of the intended Subprocessor and processing;

(b) obtain the written consent of the Authority;

(c) enter into a written contract with the Subprocessor so that this clause 15 applies to the Subprocessor;

(d) provide the Authority with any information about the Subprocessor that the Authority reasonably requires.

15.25 The Supplier remains fully liable for all acts or omissions of any Subprocessor.

15.26 At any time the Authority can, with 30 Working Days' notice to the Supplier, change this clause 15 to:

(a) replace it with any applicable standard clauses (between the controller and processor) or similar terms forming part of an applicable certification scheme under UK GDPR Article 42;

(b) ensure it complies with guidance issued by the Information Commissioner's Office.

15.27 The Parties agree to take account of any non-mandatory guidance issued by the Information Commissioner's Office.

15.28 The Supplier:

- (a) must provide the Authority with all Authority Data in an agreed open format within 10 Working Days of a written request;
- (b) must have documented processes to guarantee prompt availability of Authority Data if the Supplier stops trading;
- (c) must securely destroy all storage media that has held Authority Data at the end of life of that media using Good Industry Practice;
- (d) must securely erase or return all Authority Data and any copies it holds when asked to do so by the Authority unless required by Law to retain it;
- (e) indemnifies the Authority against any and all losses, damages, costs or expenses (including professional fees and fines) incurred if the Supplier breaches clause 15 and any Data Protection Legislation.

16. What you must keep confidential

16.1 Each Party must:

- (a) keep all Confidential Information it receives confidential and secure;
- (b) not disclose, use or exploit the disclosing Party's Confidential Information without the disclosing Party's prior written consent, except for the purposes anticipated under the Contract;
- (c) immediately notify the disclosing Party if it suspects unauthorised access, copying, use or disclosure of the Confidential Information.

16.2 In spite of clause 16.1, a Party may disclose Confidential Information which it receives from the disclosing Party in any of the following instances:

- (a) where disclosure is required by applicable law, permitted in respect of an audit pursuant to clause 7.3, or by a court with the relevant jurisdiction if the recipient Party notifies the disclosing Party of the full circumstances, the affected Confidential Information and extent of the disclosure;
- (b) if the recipient Party already had the information without obligation of confidentiality before it was disclosed by the disclosing Party;
- (c) if the information was given to it by a third party without obligation of confidentiality;
- (d) if the information was in the public domain at the time of the disclosure;
- (e) if the information was independently developed without access to the disclosing Party's Confidential Information;

- (f) to its auditors or for the purposes of regulatory requirements;
- (g) on a confidential basis, to its professional advisers on a need-to-know basis;
- (h) to the Serious Fraud Office where the recipient Party has reasonable grounds to believe that the disclosing Party is involved in activity that may be a criminal offence under the Bribery Act 2010.

16.3 The Supplier may disclose Confidential Information on a confidential basis to Supplier Staff on a need-to-know basis to allow the Supplier to meet its obligations under the Contract. The Supplier Staff must enter into a direct confidentiality agreement with the Authority at its request.

16.4 The Authority may disclose Confidential Information in any of the following cases:

- (a) on a confidential basis to the employees, agents, consultants and contractors of the Authority;
- (b) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any organisation that the Authority transfers or proposes to transfer all or any part of its business to;
- (c) if the Authority (acting reasonably) considers disclosure necessary or appropriate to carry out its public functions;
- (d) where requested by Parliament; and/or
- (e) under clauses 5.7 and 17.

16.5 For the purposes of clauses 16.2 to 16.4 references to disclosure on a confidential basis means disclosure under a confidentiality agreement or arrangement including terms as strict as those required in clause 16.

16.6 Information which is exempt from disclosure by clause 17 is not Confidential Information.

16.7 The Supplier must not make any press announcement or publicise the Contract or any part of it in any way, without the prior written consent of the Authority and must take all reasonable steps to ensure that Supplier Staff do not either.

16.8 Where essential to comply with or carry out their statutory functions the Authority may disclose Confidential Information.

17. When you can share information

17.1 The Supplier must tell the Authority within 48 hours if it receives a Request For Information.

17.2 Within the required timescales the Supplier must give the Authority full co-operation and information needed so the Authority can:

- (a) comply with any Freedom of Information Act (FOIA) request;
- (b) comply with any Environmental Information Regulations (EIR) request.

17.3 The Authority may talk to the Supplier to help it decide whether to publish information under clause 17. However, the extent, content and format of the disclosure is the Authority's decision, which does not need to be reasonable.

18. Invalid parts of the contract

If any part of the Contract is prohibited by Law or judged by a court to be unlawful, void or unenforceable, it must be read as if it was removed from that Contract as much as required and rendered ineffective as far as possible without affecting the rest of the Contract, whether it's valid or enforceable.

19. No other terms apply

The provisions expressly incorporated into the Contract are the entire agreement between the Parties. The Contract replaces all previous statements and agreements whether written or oral. No other provisions apply.

20. Other people's rights in a contract

No third parties may use the Contracts (Rights of Third Parties) Act 1999 (CRTPA) to enforce any term of the Contract unless stated (referring to CRTPA) in the Contract. This does not affect third party rights and remedies that exist independently from CRTPA.

21. Circumstances beyond your control

21.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under the Contract while the inability to perform continues, if it both:

- (a) provides written notice to the other Party;
- (b) uses all reasonable measures practical to reduce the impact of the Force Majeure Event.

21.2 Either party can partially or fully terminate the Contract if the provision of the Deliverables is materially affected by a Force Majeure Event and the impact of such event lasts for 90 days continuously.

21.3 Where a Party terminates under clause 21.2:

- (a) each party must cover its own losses;

(b) clause 11.5(b) to 11.5(g) applies.

22. Relationships created by the contract

The Contract does not create a partnership, joint venture or employment relationship. The Supplier must represent themselves accordingly and ensure others do so.

23. Giving up contract rights

A partial or full waiver or relaxation of the terms of the Contract is only valid if it is stated to be a waiver in writing to the other Party.

24. Transferring responsibilities

24.1 The Supplier cannot assign the Contract, or any rights under it, without the Authority's written consent.

24.2 The Authority can assign, novate or transfer its Contract or any part of it to any Crown Body, any contracting authority within the meaning of the Regulations or any private sector body which performs the functions of the Authority.

24.3 When the Authority uses its rights under clause 24.2 the Supplier must enter into a novation agreement in the form that the Authority specifies.

24.4 The Supplier remains responsible for all acts and omissions of the Supplier Staff as if they were its own.

24.5 If the Authority asks the Supplier for details about its subcontractors and/or supply chain, the Supplier must provide such details as the Authority reasonably requests including, without limitation:

- (a) their name;
- (b) the scope of their appointment; and
- (c) the duration of their appointment.

25. Changing the contract

25.1 Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by both Parties. No oral modifications to the Contract shall be effective. The Authority is not required to accept a variation request made by the Supplier.

26. How to communicate about the contract

26.1 All notices under the Contract must be in writing and are considered effective on the Working Day of delivery as long as they're delivered before 5:00pm on a Working Day. Otherwise the notice is effective on the next Working Day. An email is effective when sent unless an error message is received.

26.2 Notices to the Authority or Supplier must be sent to their address in the Order Form.

26.3 This clause does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

27. Preventing fraud, bribery and corruption

27.1 The Supplier shall not:

- (a) commit any criminal offence referred to in the Regulations 57(1) and 57(2);
- (b) offer, give, or agree to give anything, to any person (whether working for or engaged by the Authority or any other public body) an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or any other public function or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any other public function.

27.2 The Supplier shall take all reasonable steps (including creating, maintaining and enforcing adequate policies, procedures and records), in accordance with good industry practice, to prevent any matters referred to in clause 27.1 and any fraud by the Supplier, Supplier Staff (including its shareholders, members and directors), any subcontractor and the Supplier's supply chain in connection with the Contract. The Supplier shall notify the Authority immediately if it has reason to suspect that any such matters have occurred or is occurring or is likely to occur.

27.3 If the Supplier or the Supplier Staff engages in conduct prohibited by clause 27.1 or commits fraud in relation to the Contract or any other contract with the Crown (including the Authority) the Authority may:

- (a) terminate the Contract and recover from the Supplier the amount of any loss suffered by the Authority resulting from the termination, including the cost reasonably incurred by the Authority of making other arrangements for the supply of the Deliverables and any additional expenditure incurred by the Authority throughout the remainder of the Contract; or
- (b) recover in full from the Supplier any other loss sustained by the Authority in consequence of any breach of this clause.

28. Health, safety and wellbeing

28.1 The Supplier must perform its obligations meeting the requirements of:

- (a) all applicable Law regarding health and safety;
- (b) the Authority's current health and safety policy and procedures while at the Authority's premises, as provided to the Supplier.
- (c) the Authority's current wellbeing policy or requirements while at the Authority's premises as provided to the Supplier.

28.2 The Supplier and the Authority must as soon as possible notify the other of any health and safety incidents, near misses or material hazards they're aware of at the Authority premises that relate to the performance of the Contract.

28.3 Where the Services are to be performed on the Authority's premises, the Authority and Supplier will undertake a joint risk assessment with any actions being appropriate, recorded and monitored.

28.4 The Supplier must ensure their health and safety policy statement and management arrangements are kept up to date and made available to the Authority on request.

28.5 The Supplier shall not assign any role to the Authority under the Construction (Design and Management) Regulations 2015 (as amended) (the 'CDM Regulations') without the Authority's prior express written consent (which may be granted or withheld at the Authority's absolute discretion). For the avoidance of doubt so far as the Authority may fall within the role of client as defined by the CDM Regulations in accordance with CDM Regulation 4(8) the parties agree that the Supplier will be the client.

29. Business Continuity

29.1 The Supplier will have a current business continuity plan, which has assessed the risks to its business site/s and activities both directly and with regards to reliance on the supply chain and will set out the contingency measures in place to mitigate them and adapt. As part of this assessment, the Supplier will take into account the business continuity plans of the supply chain. The Supplier's business continuity plan must include (where relevant), an assessment of impacts relating to extreme weather, a changing average climate and/or resource scarcity.

29.2 The Supplier's business continuity plan will be reviewed by the Supplier at regular intervals and after any disruption. The Supplier will make the plan available to the Authority on request and comply with reasonable requests by the Authority for information.

30. Whistleblowing

30.1 The Authority's whistleblowing helpline must be made available to the Supplier and Supplier Staff, subcontractors and key suppliers in the supply chain in order to report any concerns.

30.2. The Supplier agrees:

- (a) to insert the following wording into their whistleblowing policy and communicate to all staff:

“If you feel unable to raise your concern internally and it relates to work being carried out for which the ultimate beneficiary (through a contractual chain or otherwise) is Defra group, please email Whistleblowing@Defra.gov.uk.”

(b) to ensure that their Sub-contractors have free access to the Authority’s whistleblowing policy.]

31. Tax

31.1 The Supplier must not breach any tax or social security obligations and must enter into a binding agreement to pay any late contributions due, including where applicable, any interest or any fines. The Authority cannot terminate the Contract where the Supplier has not paid a minor tax or social security contribution.

31.2 Where the Supplier or any Supplier Staff are liable to be taxed or to pay National Insurance contributions in the UK relating to payment received under this Contract, the Supplier must both:

- (a) comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, the Social Security Contributions and Benefits Act 1992 (including IR35) and National Insurance contributions;
- (b) indemnify the Authority against any Income Tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made during or after the Term in connection with the provision of the Deliverables by the Supplier or any of the Supplier Staff.

31.3 If any of the Supplier Staff are Workers who receive payment relating to the Deliverables, then the Supplier must ensure that its contract with the Worker contains the following requirements:

- (a) the Authority may, at any time during the term of the Contract, request that the Worker provides information which demonstrates they comply with clause 31.2, or why those requirements do not apply, the Authority can specify the information the Worker must provide and the deadline for responding;
- (b) the Worker's contract may be terminated at the Authority's request if the Worker fails to provide the information requested by the Authority within the time specified by the Authority;
- (c) the Worker's contract may be terminated at the Authority's request if the Worker provides information which the Authority considers isn't good enough to demonstrate how it complies with clause 31.2 or confirms that the Worker is not complying with those requirements;
- (d) the Authority may supply any information they receive from the Worker to HMRC for revenue collection and management.

32. Publicity

32.1 The Supplier and any subcontractor shall not make any press announcements or publicise this Contract or its contents in any way; without the prior written consent of the Authority.

32.2 Each Party acknowledges to the other that nothing in this Contract either expressly or by implication constitutes an endorsement of any products or services of the other Party and each Party agrees not to conduct itself in such a way as to imply or express any such approval or endorsement.

33. Conflict of interest

33.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Staff are placed in the position of an actual or potential conflict between the financial or personal duties of the Supplier or the Supplier Staff and the duties owed to the Authority under the Contract, in the reasonable opinion of the Authority.

33.2 The Supplier must promptly notify and provide details to the Authority if a conflict of interest happens or is expected to happen.

33.3 The Authority can terminate its Contract immediately by giving notice in writing to the Supplier or take any steps it thinks are necessary where there is or may be an actual or potential conflict of interest.

34. Reporting a breach of the contract

34.1 As soon as it is aware of it the Supplier and Supplier Staff must report to the Authority any actual or suspected breach of Law or breach of its obligations under the Contract.

34.2 Where an actual or suspected breach is notified to the Authority under clause 34.1, the Supplier will take such action to remedy any breach as the Authority may reasonably require. Where the breach is material, the Authority has the right to terminate under clause 11.4.

34.3 The Supplier must not retaliate against any of the Supplier Staff who in good faith reports a breach listed in clause 34.1.

35. Resolving disputes

35.1 If there is a dispute between the Parties, their senior representatives who have authority to settle the dispute will, within 28 days of a written request from the other Party, meet in good faith to resolve the dispute.

35.2 If the dispute is not resolved at that meeting, the Parties can attempt to settle it by mediation using the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure current at the time of the dispute. If the Parties cannot agree on a mediator,

the mediator will be nominated by CEDR. If either Party does not wish to use, or continue to use mediation, or mediation does not resolve the dispute, the dispute must be resolved using clauses 35.3 to 35.5.

35.3 Unless the Authority refers the dispute to arbitration using clause 35.4, the Parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:

- (a) determine the dispute;
- (b) grant interim remedies;
- (c) grant any other provisional or protective relief.

35.4 The Supplier agrees that the Authority has the exclusive right to refer any dispute to be finally resolved by arbitration under the London Court of International Arbitration Rules current at the time of the dispute. There will be only one arbitrator. The seat or legal place of the arbitration will be London and the proceedings will be in English.

35.5 The Authority has the right to refer a dispute to arbitration even if the Supplier has started or has attempted to start court proceedings under clause 35.3, unless the Authority has agreed to the court proceedings or participated in them. Even if court proceedings have started, the Parties must do everything necessary to ensure that the court proceedings are stayed in favour of any arbitration proceedings if they are started under clause 35.4.

35.6 The Supplier cannot suspend the performance of the Contract during any dispute.

35.7 The provisions of this clause 35 are without prejudice to the Authority's right to terminate or suspend the Contract under clause 11.

36. Which law applies

36.1 This Contract and any issues arising out of, or connected to it, are governed by English law.

36.2 The courts of England and Wales shall have jurisdiction to settle any dispute or claim (whether contractual or non-contractual) that arises out of or in connection with the Contract or its subject matter or formation.