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Planning

## **For the provision of Internal Health and Safety Service**

Lee Valley Regional Park Authority

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-031211

Procurement identifier (OCID): ocds-h6vhtk-030162

Published 15 December 2021, 10:55am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Lee Valley Regional Park Authority

Enfield

EN2 9HG

#### **Contact**

Genevieve D'Souza

#### **Email**

[LVRPAProcurement@leevalleypark.org.uk](mailto:LVRPAProcurement@leevalleypark.org.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

## **Internet address(es)**

Main address

<https://www.visitleevalley.org.uk/>

## **I.3) Communication**

Additional information can be obtained from the above-mentioned address

## **I.4) Type of the contracting authority**

Regional or local authority

## **I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

For the provision of Internal Health and Safety Service

Reference number

LVRPA2021/14

#### **II.1.2) Main CPV code**

- 85000000 - Health and social work services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

This Prior Information Notice (hereinafter "PIN") has been published in relation to the supply of Health and Safety Service for the Lee Valley Regional Park Authority (hereinafter •the Authority•). The Authority currently has a contractual arrangement for its Health and Safety Service which expires on 30th September 2022. Therefore, the

Authority has published this PIN to alert suppliers within the supply market of this forthcoming contract opportunity.

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 85000000 - Health and social work services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

The Health & Safety Service will comprise (this list is not exhaustive and is expanded within the specification):

- an Internal Health and Safety provision delivering an effective service that will on develop and enhance the on-going Health and Safety requirements and operation of the Authority,
- proactively maintaining, monitoring and providing interpretive management information on all accidents and incidents within the Authority and facilities or services run by a third party on the Authority's behalf with detailed analysis of Accidents reported to the Health & Safety Executive (HSE) (RIDDOR form).
- Act as main point of contact for personal injury insurance claims on behalf of the Authority
- To undertake insurance claims investigation and provide information (both written and visual) to the Authority's insurers;
- Provide regular periodic information to insurers on reported accidents and incidents that have occurred within the Authority;
- Provide active liaison between the Authority, insurers and solicitors preceding and during litigation; and
- Maintain internal communication with regard to new and outstanding insurance claims and maintain the Insurance PI Claims Summary/Tracker.
- Assist in the ongoing development, maintenance and implementation of the Authority's Health & Safety Policy as directed by the Authority Representative (AR) and Senior Management Team.
- Provide advice and information to the AR, Members, Senior Management Team, managers and staff on all Health & Safety related matters.
- Assist the AR to identify, develop and deliver either directly or via a third party the Health and Safety training needs of Authority staff and to organise and provide such training as appropriate by agreeing an annual training matrix for all staff, suggesting required training on a site by site or service basis to ensure all staff have the necessary training for their job role
- Act as lead for the Food Safety Policy, processes and procedures.
- Provide advice and support for the Authority's Events team.
- Review and pro-actively develop the Authority's general and

specific risk assessment programmes for Services and such Facilities that are present within the Authority's remit from 1st October 2022, as required by existing and emerging legislation, liaising with facility/department managers and senior managers to ensure that suitable and sufficient assessments are completed for all Authority sites and facilities. The primary objective will be to develop a true collaborative relationship with the Chosen Supplier, and to share our vision and values to create a safe working environment for staff and for visitors to facilities and parklands. For the avoidance of doubt, the annual estimated outline budget for this contract is 150,000 to 200,000 GBP per annum. Please note that the estimated contract value identified separately below is for initially a seven (7) year period with an option to extend, up to a further three (3) years. Interested suppliers may have the option to be invited to attend an Industry Open Day, week commencing 14th February 2022 but this will be Covid-19 dependant. Further information on the Industry Open Day will be supplied at a later date once registered interest has been received. Participation or non-participation is without prejudice to any resulting procurement process which will be conducted competitively and this will be subject to a separate Find a Tender Service Contract Notice. The Authority envisages that the separate Find a Tender Service Contract Notice will be published March 2022. NOTE: To register your interest in this notice and the planned open day. Please email [LVRPAProcurement@leevalleypark.org.uk](mailto:LVRPAProcurement@leevalleypark.org.uk) no later than midday 21st January 2022. Estimated cost between 1,050,000 and 1,400,000 Currency: GBP

### **II.3) Estimated date of publication of contract notice**

15 December 2021

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

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## Section VI. Complementary information

### VI.3) Additional information

Interested suppliers may have the option to be invited to attend an Industry Open Day, week commencing 14th February 2022 but this will be Covid-19 dependant. Further information on the Industry Open Day will be supplied at a later date once registered interest has been received. The Authority will use this Industry Open Day to:

- Identify the key challenges of the contract and its requirements respectively;
- Provide a guided tour of some of the Park's selected sites which will include some of our Open Spaces and Facilities; and
- Obtain the views of the market in order to develop and finalise the Tender documentation and technical requirements accordingly.

Please note, that this PIN and the Industry Open Day is not part of the Authority's procurement process. Participation or non-participation is without prejudice to any resulting procurement process which will be conducted competitively and this will be subject to a separate Find a Tender Service Contract Notice. The Authority envisages that the separate Find a Tender Service Contract Notice will be published March 2022. The Authority's main objectives of the Health & Safety Service are:

- to lead and enhance the Authority's Internal Health and Safety standards and meet its current and future requirements.;
- To deliver an effective service that will enhance the on-going Health and Safety requirements and operation of the Authority;
- To maintain the Authority's independently rated 5\* organisation status in terms of its own Health & Safety by the British Safety Council; and
- To provide Health & Safety advice and inspections on the Leisure Service Contract (covering several legacy Olympic facilities) along with support and advice at a range of national and international events.

• To ensure the effective and safe management of all Events held within Authority facilities and open spaces ensuring compliance with relevant legislation.

NOTE: To register your interest in this notice and the planned open day please email [LVRPAProcurement@leevalleypark.org.uk](mailto:LVRPAProcurement@leevalleypark.org.uk) no later than midday 21st January 2022.