**Tender NCCT43216**

**Provision of Fire Risk Assessments**

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**1. Introduction**

Norfolk County Council (NCC) seeks a provider who comprehends the critical nature of statutory compliance in fire risk assessments within our diverse property portfolio. The selected provider must demonstrate a deep understanding of fire risk inspections and regulations, and possess the expertise to carry out assessments, certification, and reporting in full compliance with current regulations. This will ensure the continued safety, health, and well-being of building occupants and staff, while maintaining NCC’s commitment to high standards of operational excellence.

The NCC estate covers circa 200 properties including libraries, museums, fire stations, residential and semi residential properties for Children’s and Adult Social Services, offices, Traveller sites, farms, surplus and vacant properties. For a full list of properties, please see annex 2.3.

**2. What’s in the Scope**

1. Conducting Comprehensive Fire Risk Assessments for all properties with due consideration to age, type, operational use and function.
2. Reviewing and Recommending Fire Safety Improvements.
3. **Note**: it will not be required for Assessors to check other statutory documentation as part of a fire risk assessment

**3. What We Expect**

**3.1 Planned Work:**

1. The requirement covers the planned Inspections to all NCC Properties as per annex 2.3
2. The Contractor shall provide a compliant, safe, and efficient inspection service that ensures the continuous, reliable, and legally compliant operation of NCCs properties portfolio
3. The service provider must hold all necessary accreditations to perform the required work. For fire risk assessments, particularly those involving heritage buildings.
4. BAFE SP205 accreditation is essential to work on NCCs estate. While this certification is not exclusive to listed buildings, it serves as a clear indication that the service provider has the expertise to manage the unique challenges and complexities that such properties present

**3.2 Monthly Reporting**

On a monthly basis the contractor is to provide a reporting summarising progress in the period and their planned works for the next two months. The report is to cover at a minimum:

1. Works planned for the period
2. Works achieved in the period
3. Explanation of any differences
4. KPI progress in period (response times, documentation issued, downtime etc)
5. Summary of any health and safety issues or actions
6. Any issues, information or other action required from NCC
7. Two months forward look on planned work

**4. Documentation and Certification**

1. We require that certification and inspection documentation be received no later than 10 working days following each planned inspection.

**5. Asset Identification**

Not needed for this tender.

**6. Instruction for Site Attendance and Health & Safety**

**6.1. Site Access and Attendance Instructions**

1. The Contractor must book all site visits in advance through the Council’s nominated representative or CAFM system, where applicable.
2. Upon arrival, engineers must report to site reception or designated contact, sign in and out, and comply with local access control procedures.
3. No site access is permitted without prior agreement except in emergency situations.
4. All personnel must carry:
   * Valid photo ID
   * Relevant trade and competency cards
   * Proof of DBS clearance where required (e.g., schools, care homes)
5. Operatives must be familiar with site-specific risk factors including asbestos registers, confined spaces, working at height zones, or vulnerable occupants.

**6.2. Hours of Work**

1. Normal working hours are 08:00–17:00, Monday to Friday, unless otherwise agreed.
2. Any planned works outside of these hours, including weekends and public holidays, require prior written approval.

**6.3. Health and Safety Requirements**

1. The Contractor shall ensure all works comply with the Health and Safety at Work etc. Act 1974, CDM Regulations 2015, and all other relevant UK legislation.
2. Prior to any works being undertaken, a site-specific Risk Assessment and Method Statement (RAMS) must be:
   * Submitted at least 48 hours in advance (for planned visits)
   * Approved by the Client’s representative before commencement
3. RAMS must cover all foreseeable hazards, including but not limited to:
   * Hot works, working at height, electrical safety
   * Manual handling, COSHH substances, pressure systems
   * Site-specific risks (e.g., asbestos, lone working, restricted access)
4. RAMS must include emergency procedures, first aid arrangements, and PPE requirements.

**6.4. Contractor Obligations**

1. All operatives must always wear appropriate PPE, including:
   * High-visibility clothing
   * Safety footwear
   * Gloves, eye protection, and face coverings where necessary
2. The Contractor is responsible for:
   * Maintaining a clean, safe working area
   * Minimising disruption to building users
   * Displaying appropriate warning signage and barriers
   * Reporting any near misses, incidents, or unsafe conditions to the Client immediately

**6.5. Witnessing / inspections**

1. During the works NCC will attend sites during planned activities to witness the works and check whether any permits are in place and whether RAMs are being followed.
2. It is anticipated for this to occur once per month, but the frequency may increase if frequent issues are found.
   1. **Portfolio and Property Changes**
3. The portfolios and properties that NCC manage will change over time and as new sites are added to this contractor, the parties will agree the additional scope of works and costs on a case-by-case basis.
4. For the avoidance of doubt the rates for new properties will be based upon the costs agreed for the most similar sites already priced as part of this tender.
5. If scope of work cannot be agreed at Value for Money Costs NCC reserve the right to buy from alternative sources without liability.