



## Flood Cell 06, Snape Maltings

**Volume 2: Scope**

On behalf of **East Suffolk Water Management Board**



Project Ref: 332611358/002 | Rev: B | Date: April 2025

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## Document Control Sheet




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<b>For and on behalf of Stantec UK Limited</b>				

Revision	Date	Description	Prepared	Reviewed	Approved
A	09/04/2025	Initial Issue	HA	MF	MF
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This report has been prepared by Stantec UK Limited ('Stantec') on behalf of its *Client* to whom this report is addressed ('*Client*') in connection with the project described in this report and takes into account the *Client's* particular instructions and requirements. This report was prepared in accordance with the professional services appointment under which Stantec was appointed by its *Client*. This report is not intended for and should not be relied on by any third party (i.e. parties other than the *Client*). Stantec accepts no duty or responsibility (including in negligence) to any party other than the *Client* and disclaims all liability of any nature whatsoever to any such party in respect of this report.

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## 1.1 S101 Purpose of the *Works*

- ## 1.2 S102 Location of the *Works*

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- A detailed map of the Aldebury area. The River Alde flows from the north towards the south, where it meets the sea at Aldeburgh. Key locations marked include Aldeburgh, Aldeburgh Beach, Slaughden, High Street, Iken, Iken Barns, St Botolphs Church, Snape, Snape Maltings, Gromford, Snape Watering, Blaxhall, Tunstall, Little Glemham, Stratford St Andrew, Mollett's Farm, Friday Street, Friston, Aldringham, Thorpeness, and Thorpeness Beach. Roads shown include A1094, B1049, B1078, B1353, and the A121. The map also shows various landmarks like the Red House, Aldeburgh, and the Waters Cold War Museum.

J:\332611358 Upper Alde & Ore Estuary, Flood Cell  
6-Snape Maltings\Contract Document\VOLUME  
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### 1.3 S103 Description of the *Works*

1.3.1 The scope of *Works* is described on the drawings and in separate specifications as outlined in Appendix A.

1.3.2 In summary, the scope of *Works* for the project includes (but is not limited to):

- Establish main site offices, compound, temporary services and access routes.
- Alliance House - Installation of approximately 20m of new demountable defences along the quay side with piled and concrete slab foundation;
- River Alde Quay - Installation of approximately 120m of new demountable defences along the northern quay side with piled and concrete slab foundation;
- Henry Moore Lawn - Improvement to approximately 80metres of earth flood embankment to be constructed in a passive fashion to provide improved flood protection and amenity and access value around the Henry Moore Lawn area terminating at the northeastern edge of the Concert Hall building; and
- Terrace Car Park - Improvement to approximately 100metres of earth flood embankment, incorporating pedestrian access provision, constructed from the River Cafe terrace area, terminating into the southeast car park area.

#### Alliance House Retaining Wall

1.3.3 The Alliance house retaining wall shall comprise of:

- Establish small compound area and segregate working area
- Clear Vegetation in the forecourt area
- Implement *Contractor* design measures to protect existing buildings and Highway Bridge
- Remove and store existing concrete paving slabs and other ancillary items for muck away or reinstatement
- Remove existing masonry wall and sand bags
- Manage 3<sup>rd</sup> party to take delivery, install and test demountable defences.
- Excavate and install piled foundations for demountable flood defence
- Install weep holes within existing quay wall.
- Install concrete pavement
- Reinstatement existing garden masonry wall, concrete block footpath and garden gate

#### River Alde Quay

1.3.4 The River Alde Quay *Works* comprise of:

- Establish small compound area and segregate working area
- Implement *Contractor* design measures to protect existing buildings



- Implement *Contractor* design measures to maintain guest usage to Woodfarm Barges and Suffolk River trips throughout the *Works*
- Remove existing gravel surfacing
- Remove and store existing concrete paving blocks
- Remove existing quayside concrete surfacing to facilitate proposed demountable flood defence foundations.
- Manage 3<sup>rd</sup> party to take delivery, install and test demountable defences.
- Excavate and install piled foundations for demountable flood defence
- Install weep holes within existing quay wall.
- Install new masonry retaining wall with guardrail
- Raise or lower existing chamber covers as required to suit finished levels
- Reinstate hardstanding areas comprising of both concrete surfacing, screeding and concrete paving block.

#### Henry Moore Lawn

1.3.5 The Henry Moore Lawn *Works* comprise of:

- Establish small compound area and segregate working area
- Implement *Contractor* design measures to remove and/or protect existing utilities and ancillary items (sculptures, benches and other furniture's)
- Clear Vegetation and general site clearance at Henry Moore Lawn and existing watercourse to be infilled
- Earthworks including material import, storage and placement
- Install proposed surface water drainage and flow control structures
- Install proposed lighting bollards including supply
- Install retaining walls including feature seating
- Pavement build ups, proposed surfacing, handrailing, baulstrades, kerbs, tactile paving and stairs
- Reinstate area including topsoil placement and seeding in soft landscaped areas

#### Terrace Car Park

- Establish small compound area and segregate working area
- Implement *Contractor* design measures to remove and/or protect existing utilities and ancillary items (sculptures, benches and other furniture's)
- Clear Vegetation and general site clearance

- Earthworks including material import, storage and placement
- Install proposed surface water drainage
- Install proposed lighting bollards including supply
- Install retaining walls including feature seating
- Pavement build ups, proposed surfacing, handrailing, baulstrades, kerbs, tactile paving and stairs
- Reinstate area including topsoil placement and seeding in soft landscaped areas

#### Specification for External Works and Landscaping

1.3.6 The specification for all external works and landscaping is included within the Volume 2 and shall be the following:

- 732-A\_FLD1\_Spec\_Flood Defences-T1
- 2402-UP-FL-D1-SP-L-0001-S4 Specification Rev 02

#### Specification of civil works

1.3.7 The specification for the civils works shall be the Civil Engineering Specification for the Water Industry (CESWI), 8th Edition, published by UK Water Industry Research Ltd in November 2023, and the information provided in the Scope. Copies of the CESWI specification can be obtained online or from WRc plc, Frankland Road, Blagrove, Swindon, Wiltshire, SN5 8YF.

1.3.8 In so far as any supplementary clause or information provided in the Contract scope may conflict, or be inconsistent, with any provision of the Civil Engineering Specification for the Water Industry, the supplementary clause or information shall prevail

### 1.4 S104 Works undertaken to date and information available

1.4.1 Work undertaken by the *Client* during the pre-contract stages and relating to the *Site* conditions is included in the *Site Information*.

1.4.2 The *Contractor* is to review and satisfy themselves that the Site Information is adequate for the construction of the *Works*. If any additional investigations are needed to pursue a potential value efficiency or mitigate risks that were unknown at the time of the contract commencement, these will be subject to agreement and instruction by the *Project Manager*

1.4.3 The *boundaries* and working areas of the *Site* are defined in the contract scope drawings:

- 65208756-SWE-XX-XX-D-C-1060-P02
- 65208756-SWE-XX-XX-D-C-1061-P02
- 65208756-SWE-XX-XX-D-C-1062-P02
- 65208756-SWE-XX-XX-D-C-1063-P03
- 65208756-SWE-XX-XX-D-C-1065-P02
- 732\_A\_CWP\_DRW\_02\_002\_P5

## **1.5 S105 Key Contacts**

### **Client**

- 1.5.1 East Suffolk Water Management Board, Peter Roberts, [pete.roberts@wlma.org.uk](mailto:pete.roberts@wlma.org.uk)
- 1.5.2 East Suffolk Water Management Board, Kari Nash, [kari.nash@wlma.org.uk](mailto:kari.nash@wlma.org.uk)

### **Project Manager & Supervisor**

- 1.5.3 Stantec UK Limited, Malcolm Fillingham, [malcolm.fillingham@stantec.com](mailto:malcolm.fillingham@stantec.com)
- 1.5.4 Stantec UK Limited, Haider Ali, [haider.ali@stantec.com](mailto:haider.ali@stantec.com)

### **Principal Designer**

- 1.5.5 SWECO, Debi Anderson, [debi.anderson@sweco.co.uk](mailto:debi.anderson@sweco.co.uk)

### **Landowner**

- 1.5.6 Britten Pears Arts (All communication during tender with Landowner to be directed to the *Project Manager*)
- 1.5.7 ASI Ltd. (All communication during tender with Landowner to be directed to the *Project Manager*)

### **Local Highway Authority**

- 1.5.8 Suffolk Highways, Bridge Maintenance Team, Stuart Heald, [stuart.heald@suffolkhighways.org](mailto:stuart.heald@suffolkhighways.org)

### **Demountable Flood Barriers Supplier**

- 1.5.9 Andrew Yates, Flood Control International, [andrew.yates@floodcontrolint.com](mailto:andrew.yates@floodcontrolint.com), 01822 619734

## 2 S200 General constraints on how the Contractor provides the Works

### 2.1 S201 General Constraints

- 2.1.1 The *Site* is located on land not owned by the *Client*. The *Client* is responsible for all liaison and applications for permissions from all third-party landowners within the *Site*. Further information is provided in S202.
- 2.1.2 The *Contractor* does not enter or use the *Sites* for any purpose not connected with the *Works*.
- 2.1.3 The *Contractor* is to not impede the Landowners access for commercial operations and visitors to the *Site*. Planned access routes agreed with the Landowner is identified within the Scope (Ref: 732\_A\_CWP\_DRW\_02\_002, Revision P5)
- 2.1.4 The *Site* shall remain operational for Landowners use with segregated access and pedestrian routes for commercial operations and visitors of the *Site* during the *Works*. Further information is provided in S202.
- 2.1.5 Delivery of the *Works* is to be sequenced to allow continued operation of the *Site* by the Landowner for commercial operations and minimise disruption to visitors.
- 2.1.6 The provision of a main compound and storage area to the west side of the B1069 is illustrated within the Scope drawings. The liability for any damage or disturbance caused whilst on such land rests with the *Contractor*. Further information is provided in S202.
- 2.1.7 The provision of a secondary access and materials/compound area to the south of the *Site* is illustrated within the Scope drawings. The *Contractor* is to submit a provisional sum only to include arrangements for using the land adjacent if available. Negotiations of using such land between the *Client* and Landowner are currently ongoing. Post Contract award, responsibility for obtaining permission to enter such land and liability for any damage or disturbance caused whilst on such land rests with the *Contractor*. Further information is provided in S202.
- 2.1.8 The *Contractor* shall not have use of any existing electricity or water supply on *Site* and must provide water bowzers and appropriately silenced electricity generators as required. Fuel supplies and generators shall be sited within bunded areas to prevent any accidental spillage to the ground or watercourse.
- 2.1.9 The *Contractor's* construction methodology shall demonstrate appropriate measures are implemented to mitigate disturbance to users of the *Site*, noise and vibration impacts in the execution of the *Works*.
- 2.1.10 The *Contractor* is responsible for the security of the Working Areas and *Contractor's* compound and works area for the duration of the *Works* and shall take reasonable measures to prevent theft, trespass or vandalism until *Completion*. The *Contractor* shall provide all reasonable security measures to avoid disruption to the *Works* and the programme.
- 2.1.11 A topographical survey is provided in the *Site Information* and has been used for designing the proposed *Works*. The *Contractor* shall establish and protect multiple robust temporary benchmarks for setting out of the *Works*, checked and coordinated with the survey provided, and shall undertake additional topographical survey as required to ensure good dimensional control.

- 2.1.12 A utilities and CCTV drainage survey is provided within the *Site Information*. The *Contractor* is responsible for locating all existing services and for protecting, diverting, and supporting them as required to facilitate the *Works*. Further information is provided in S215.
- 2.1.13 The *Contractor* is to remove all surplus materials and waste from the *Site* and shall maintain the *Site* in a clean and tidy condition at all times. All surplus materials removed from *Site* shall be disposed to a suitable licensed waste facility. The *Contractor* is to be responsible for keeping an accurate record of waste generated on *Site* in the form of a Site Waste Management Plan and shall comply with waste regulations.
- 2.1.14 The use of explosives is prohibited.

## **2.2 S202 Landowner permission and operations**

- 2.2.1 The *Site* is located on land not owned by the *Client*. The *Client* is responsible for all liaison and applications for permissions from all third-party landowners excluding the secondary access and materials/compound area to the south post contract award.
- 2.2.2 The provision of a main compound and storage area to the west side of the B1069 is illustrated within the Scope drawings. The *Client* has obtained the necessary permissions to enter such land. The liability for any damage or disturbance caused whilst on such land rests with the *Contractor*.
- 2.2.3 The provision of a secondary access and materials/compound area to the south of the *Site* is illustrated within the Scope drawings. The *Contractor* is to submit a provisional sum only to include arrangements for using the land adjacent if available. Negotiations of using such land between the *Client* and Landowner are currently ongoing. Post contract award Responsibility for obtaining permission to enter such land and liability for any damage or disturbance caused whilst on such land rests with the *Contractor*.
- 2.2.4 The *Site* shall remain operational for Landowners use with segregated access and pedestrian routes for commercial operations and visitors of the *Site* during the *Works*. *Contractor* working and compound areas have been agreed with the Landowner and denoted within contract scope drawings.
- 2.2.5 The *Contractor* is to not cause any interruptions to the power, water and telecommunications supply to the *Site* without prior agreement with the *Client*.
- 2.2.6 The *Contractor* is unable to use areas not shown within the contract scope drawings without prior acceptance by the *Project Manager*.
- 2.2.7 The *Contractor* is to take all necessary measures not to impede the discharge of flood waters and for the continued operation of all land drainage systems within the Working Areas.
- 2.2.8 The *Client* has advised the Local Highway Authority (LHA) of the proposed *Works* within close proximity of Snape Bridge. The *Contractor* is responsible for liaison with the (LHA) post contract award as required to agree methods of work, plant, and to obtain any permit or consents required for the *Works*.

## **2.3 S203 Access restrictions**

- 2.3.1 The *Contractor* shall take location referenced photographs depicting the condition of the whole *Site* and site access and shall provide a full set to the *Client* prior to commencement of any *Works*. The *Client* shall also be commissioning their own pre-works condition survey.
- 2.3.2 The *Contractor* is responsible for maintaining all roadways in good condition through construction and until *Completion* and handover. Prior to *Completion* they are to be

repaired/reinstated so that they are in no worse a condition than when construction commenced on *Site*.

- 2.3.3 The *Contractor* is to undertake all *Works* necessary to prevent mud and all other materials from being deposited by vehicles onto any access road, highway, or public rights of way. The highways and public rights of way should be checked at the end of each working day and shall be cleaned to a standard acceptable to Local Highway Authority during the same day if required.
- 2.3.4 The *Contractor* is not allowed to enter or use the *Site* for any purpose not connected with the *Works*. The *Contractor's* Working Area is detailed within the contract scope drawings. Any proposed extensions to the Working Area by the *Contractor* to incorporate facilities for delivering the *Works* are to be submitted to the *Project Manager* for acceptance.
- 2.3.5 The *Contractor* is to co-ordinate deliveries with the *Client* such that access is not obstructed by use of the Landowner and visitors.
- 2.3.6 Delivery of the *Works* is to be sequenced to allow continued operation of the *Site* by the Landowner for commercial operations and minimise disruption to visitors.
- 2.3.7 The *Contractor* is to allow continued guest access to the Woodfarm Barges and Suffolk River trips throughout the duration of the *Works*. Pedestrian management proposals are to be submitted to the Project Manger for *Acceptance*.
- 2.3.8 The *Contractor* is responsible for providing traffic management from the public highway and within the *Site*.
- 2.3.9 The *Contractor* will manage liaison with private property owners to the main compound west of the B1069 referenced within the contract scope drawings. Contact details shall be provided post contact award.

## 2.4 S204 Ecology and environment

- 2.4.1 The *Client* has prepared an Environment Action Plan (EAP) and is included within Volume 3. This is a live document and identifies actions specifically related to the pre-construction and construction phases. The Contractor shall be responsible for supporting any mitigation measures.
- 2.4.2 The *Client* shall appoint a suitably experienced Environmental Clerk of Works (ECoW) to monitor the *Site* set-up, the construction works and supervise any environmental surveys, or environmental mitigation works within the *Site*. The ECoW ensures that the *Works* are carried out in accordance with environmental best practice and the environmental requirements of the contract. The ECoW will report via the *Client*, *Project Manager* and *Supervisor*.
- 2.4.3 The *Contractor* shall be responsible for preparing and maintaining a Site Waste Management Plan as required in accordance with the Site Waste Management Plan Regulations, 2008.
- 2.4.4 At all times during the *Works*, the *Contractor* shall take care not to obstruct watercourses and drainage, and to allow for the normal discharge of flows.
- 2.4.5 No materials shall be placed within any watercourses during the construction of the temporary *Works* without agreement of the *Project Manager*, and any such materials and surplus shall be removed by the *Contractor* as soon as its function has been fulfilled.
- 2.4.6 The *Contractor* shall take all necessary precautions to ensure that no polluting discharge either of solid or liquids is made into any watercourse or to the ground and that no work



carried out in any watercourse is done in such a manner as to cause pollution. Any materials which may accidentally fall into any watercourse shall be removed immediately.

- 2.4.7 The *Contractor* shall ensure that all fuel, fuel hoses, lubricating oils or chemicals stored and used on the *Site* are located as far as reasonably possible, and in no case closer than 10m from any watercourse, and that such stores are sited on impermeable bases and surrounded with an effective and impermeable bund capable of holding the full contents of the store plus 10%. The drainage system of the bund shall be sealed with no discharge to any watercourse, land or groundwater. All stores shall be kept locked when not in use. All containers must be clearly labelled with their contents. A stock of oil absorbent material should be maintained on *Site* for use in an emergency.
- 2.4.8 The *Contractor* shall position all equipment using fuel and oil as far away as reasonably possible from any watercourse and shall surround them with oil-absorbent material in the event of any accidental spills or leaks. Refuelling of equipment shall be remote from any watercourse or drain.
- 2.4.9 The *Contractor* shall prevent the discharge or seepage of cement slurry from any concreting work, mixing plant or ready-mix vehicle into any watercourse.
- 2.4.10 The *Contractor* shall ensure that any imported fill or construction material is free from polluting or toxic substances where drainage from the material can directly enter surface or underground waters.
- 2.4.11 In executing the *Works* the *Contractor* shall take all necessary precautions to secure the efficient protection of all rivers, streams and waterways, together with water in underground strata, against silting, erosion and pollution.
- 2.4.12 Temporary pumping is not envisaged however; the *Contractor* shall inform the *Client* of any temporary pumping regime to discharge flows. The pumping capacity, management and start / stop level control will be set by the *Client*. The *Contractor* shall be responsible for obtaining any licences or permissions required for temporary pumping if proposed.
- 2.4.13 The *Site* and its surrounds have the potential to support various protected and notable species, including breeding, passage and wintering bird species
- 2.4.14 The *Contractor* complies with all relevant and current environmental restrictions or mitigations that may apply.

## 2.5 S205 Pre-commencement surveys

- 2.5.1 The *Contractor* is to undertake a detailed condition survey of the existing site, existing roads, buildings, highway bridge before commencing any site work activities that may cause vibration or damage. The survey shall include a condition assessment of all assets and a record of any pre-existing defects. The survey shall be recorded by location referenced photographs. The *Client* shall also be commissioning their own pre-works condition survey.
- 2.5.2 Records are provided from utility companies showing the approximate positions of buried services within the Working Areas. These may not be comprehensive or complete and the *Contractor* is responsible for locating and protecting all buried and overhead services and apparatus prior to commencement and during the *Works*.
- 2.5.3 A topographical survey, utilities trace and CCTV of the site has been completed and included in the *Site Information*. The *Contractor* is responsible for satisfying themselves that this *Site Information* is adequate for the construction of the *Works* and responsible for completing any additional surveys

## 2.6 S206 Working Hours

- 2.6.1 *Site* working hours shall be 08:00 to 18:00 Monday to Friday. No working will be permitted at weekends or public holidays unless otherwise agreed with the *Project Manager* and subject to any approvals required.
- 2.6.2 The *Contractor* is to allow for a two week period of no *Works* within the *Site* for the Snape Maltings Annual food festival scheduled for 27-28th September 2025 to allow for the festival set up and demobilisation.
- 2.6.3 The *Contractor* shall assume a complete shutdown during the period 01st December 2025 to 01st January 2026. No *Works* within both the Snape Maltings site and main compound is permitted.

## 2.7 S207 Planning Permission

- 2.7.1 East Suffolk Council have confirmed that the *Works* is deemed permitted development as defined in the Land Drainage Act 1991 Part 13, Schedule 2, Class C of the Town and Country Planning (General Permitted Development) Order 2015 (the GDPO). A copy of the permission is provided within the *Site Information*.

## 2.8 S208 Flood Risk Activity Permit

- 2.8.1 An Environmental Permit for Flood Risk Activities (FRAP) will be required for the *Works* to the Environment Agency flood embankment. The *Client* is responsible for submitting the FRAP application. The constraints and requirements imposed by the Environment Agency as part of the FRAP application approval shall be considered in the *Contractor's* design and construction methodology.
- 2.8.2 The *Contractor* is responsible for liaison with the Environment Agency as required to agree methods of work, plant, and to obtain the permit required for the *Works* and to comply with all permit conditions.
- 2.8.3 The *Site* includes part of the existing sea bank which is a critical tidal flood defence. The *Contractor* is to maintain at all times the flood protection integrity and any associated temporary works, to at least the height of the existing flood defence level as denoted below and shall work in accordance with the methods and constraints agreed in any consents and permits such as the FRAP.
- North Quay: 3.00mAOD.
  - Henry Moore Lawn North bank: 3.20mAOD.
  - Henry Moore Lawn East Wall: 3.00mAOD.
  - River Terrace: 3.90mAOD.
  - Embankment Terrace to South Car Park: 3.30mAOD.

## 2.9 S209 Listed Building Consent

The *Client* has been granted Listed Build Consent on the 19 August 2024 for the *Works*. There are no conditions that are required to be met by the *Contractor* other than building in accordance with the design drawings.



## 2.10 S210 Public Rights of Way

- 2.10.1 Public footpath No. 31 and 6 runs along the north and south boundary of the *Site* respectively. The *Client* has submitted an application to East Suffolk Council for diversions/closure of these routes. The *Contractor* shall be responsible for future liaison with East Suffolk County Council and provide the temporary routes, fencing, gates and signage for the duration of the *Works*. The *Contractor* shall liaise with the *Project Manager* as required.

## 2.11 S211 Water abstraction and transfer licenses

- 2.11.1 The *Contractor* is to apply for all water abstraction and transfer licences as required.

## 2.12 S212 Flood Defence Requirements

- 2.12.1 The *Contractor* is responsible for maintaining the integrity of the surrounding flood defence in their working area. See S208 for minimum defences levels to be maintained during the *Works*.

## 2.13 S213 Traffic management

- 2.13.1 The *Contractor* is responsible for producing all on- and off-site traffic management plans and obtaining all road space bookings, permits, diversions and closures ensuring continued access by the Landowner is maintained.
- 2.13.2 All traffic management proposals are to be agreed with the *Project Manager* for acceptance.

## 2.14 S214 Navigation requirements (restrictions, liaison)

- 2.14.1 The section of River Alde adjacent to the *Site* is not a navigable watercourse therefore there are no navigation requirements.

## 2.15 S215 Utility services management and liaison

- 2.15.1 A utilities and CCTV drainage survey is provided within the *Site Information*. The *Contractor* is responsible for locating all existing services and for protecting, diverting, and supporting them as required to facilitate the *Works*. The *Contractor* is also responsible for all liaison with utility companies to obtain necessary permissions. It is not anticipated this is required however, if it becomes evident that existing services must be diverted to facilitate the *Works*, the *Contractor* is responsible for implementing the diversions as required.
- 2.15.2 The *Contractor* is to confirm the physical locations of all services early in the *Works* so that diversions can be implemented without delay to the programme if required. The *Client* shall be responsible for the payment of all third-party utility services diversion and new supply costs

## 2.16 S216 Sustainability and carbon reduction

- 2.16.1 The project is part funded by DEFRA and it will be necessary to demonstrate carbon savings on *Completion*. The *Contractor* is to provide proposals of how carbon will be reduced in construction. Key considerations should include use of recycled materials, sourcing of materials, transportation (material, plant and labour), waste.
- 2.16.2 A carbon assessment for the developed design has been undertaken using the EA carbon calculator tools. The *Contractor* shall update the carbon calculator and submit to the *Project Manager* for acceptance at *Completion*.

## 2.17 S217 *Client* reputation

- 2.17.1 The *Contractor* is to mitigate risk of reputational damage to the *Client*. The *Client* has a very good baseline local and national reputation. The *Client* performs routine maintenance to a high standard, extreme weather events are well managed usually without significant flooding. The local councils are confident in their ability to deliver. The *Client's* Officers are regularly asked to speak locally and nationally at Flood & Coast events or sit on National Boards and Committees and to speak on flood risk matters by the local media (tv and radio).
- 2.17.2 The cause of any discontent and risk to reputation could be anything, but may come from the following factors:
- Increased traffic activity in local villages/country routes
  - Lack of regular liaison with the local landowner and stakeholders
  - Lack of access for dog walkers/public right of way
  - Claims of suspected environmental damage
  - Slow build progress against plan
  - Cost overruns reported in public forums
  - H&S incidents reported in public forums
- 2.17.3 The risk to this reputation may become public through a number of sources:
- Social media posts
  - Complaint letters/phone calls to the Board
  - Increased Freedom of Information requests
  - Reports in the local media etc
  - Word of mouth to/or by our Board Members

## 2.18 S218 Media and publicity

- 2.18.1 All media and publicity connected to the project shall be agreed with the *Client* in advance of publication or release.
- 2.18.2 The Contractor is to brief all employees and sub contractors that the posting of any of the *Works* on social media is strictly prohibited. Any such employee / sub contractor found to be undertaking in such activities is to permanently removed from site.
- 2.18.3 The Contractor shall facilitate project engagements with the local community, schools and professional bodies during the *Works*. The Contractor shall allow for a total of 5 visits. The Contractor is to submit a provisional sum only to include these arrangements and include within the Activity schedule.

## 3 S300 Contractor's design

### 3.1 S301 Contractor's design responsibility

- 3.1.1 The *Contractor* is responsible for all relevant design in order to Provide the *Works* in accordance with the Scope. The *Client* will not provide any further design relating to this contract after the Contract Date except where:
- The *Project Manager* or the *Contractor* has notified of becoming aware of an ambiguity or inconsistency in or between the documents which are part of the contract and the *Project Manager* states that resolving the ambiguity or inconsistency requires the *Client* to provide revised design.
  - The *Project Manager* or the *Contractor* has notified that they consider any part of the design provided the *Client* includes and illegal or impossible requirement.

### 3.2 S302 Design submission procedures

- 3.2.1 The *Contractor* shall submit to the *Project Manager* method statements that shall contain sufficient information to enable the *Supervisor* and Principal Designer to assess any likely detriment to either the proposed or the existing *Works* or to the *Client's* overall objectives

### 3.3 S303 Record drawings

- 3.3.1 The *Contractor* shall provide record drawings showing the 'As-Built' information and any other information required for inclusion within the Health and Safety File. The as-builts should note any Technical Queries raised and identify any deviations from the original design.
- 3.3.2 The as-built information will be issued to the *Project Manager* for acceptance.

### 3.4 S304 Temporary works design

- 3.4.1 The *Contractor* is provided with information on ground conditions in the *Site Information*. The *Contractor* shall be responsible for any additional investigations, including obtaining permissions and consents, required to facilitate their design of temporary works and selection of construction methodology. Any proposals for additional investigation shall be submitted to the *Project Manager* for acceptance.
- 3.4.2 The *Contractor* shall be responsible for the design and implementation of all temporary works necessary to facilitate construction of the *Works*.
- 3.4.3 The *Contractor* may propose to increase design specifications at their own cost to provide stronger platforms or working areas suitable for the use of heavy plant if desired.
- 3.4.4 The *Contractor* shall design and provide suitable temporary platforms and ramps within the Site as required to facilitate safe equipment movement, standing, lifting and other activities required to construct the *Works*.
- 3.4.5 Temporary works shall be removed on *Completion* and the ground reinstated to its finished level.
- 3.4.6 Any consents are the responsibility of the *Contractor* and the *Contractor's* temporary works shall not relieve the *Contractor* of their obligations under the Contract or infer any liability upon the *Client*.

### 3.5 S107 Temporary works and haul routes

- 3.5.1 The *Client* has agreed with the landowner, designated construction access routes and works areas as shown in the contract scope drawings. The *Contractor* shall not access land beyond these designated areas without prior *Client* approval. The *Contractor* shall be responsible for any reparations required for damages they have caused to land beyond these designated areas.
- 3.5.2 The *Contractor* is responsible for the design of temporary haul roads deemed necessary for the construction of the *Works*.
- 3.5.3 The *Contractor* is responsible for any temporary or permanent service diversions or removal of obstructions required to enable the construction of the *Works*.
- 3.5.4 The *Contractor* is to return the land used for temporary works back to a pre-works condition on *Completion*. Any existing roads or tracks used for temporary haul roads are to be reinstated to at least their original condition prior to the *Works* commencing on *Site*.

### 3.6 S106 Signage

- 3.6.1 The *Contractor* is to complete an operational and public safety risk assessment and provide safety signage to comply with industry standard regulations.
- 3.6.2 The *Contractor* is to provide all construction safety signage and safety information boards.
- 3.6.3 The *Contractor* is to provide all construction road traffic signs.
- 3.6.4 The *Contractor* is to provide all advertising signs and scheme information boards during construction at agreed locations with the *Project Manager*. Advertising signage and information boards should include reference to DEFRA's grant in-aid funding for the project.

### 3.7 S107 Landscape planting and seeding

- 3.7.1 All ground disturbed by the *Works* is to be reinstated with topsoil and grass seeded. The proposed grass seed mixes shall be Masterline PM50 by DFL UK if not specified within the contract scope documents. The *Contractor* may propose an alternative and is to be submitted to the *Project Manager* for acceptance.

### 3.8 S108 Site Compounds

- 3.8.1 For the duration of the *Works* and from the start, accommodation, welfare facilities and parking shall be made available on site for the use of the *Client* and their representatives.

## 4 S400 Completion

### 4.1 S401 Sectional Completion

4.1.1 The following are the requirements for sectional *Completion* to be certified:

- Electronic version of As-Built drawings (AutoCAD .dwg and .pdf format), reports, documentation.
- All temporary works have been removed.
- The *Site* is clear; with land restored to at least as good as prior to the start of the works and normal access is available to the public and/or normal users
- Post-*Completion* condition surveys completed and accepted
- The *Works* are complete and accepted by the *Project Manager*.

### 4.2 S402 Completion

4.2.1 The following are requirements for *Completion* to be certified:

- Electronic version of As-Built drawings (AutoCAD .dwg and .pdf format), reports, documentation.
- Issue Health and Safety File. The format of the Health and Safety File will be agreed with the *Project Manager*.
- All temporary works have been removed
- The *Site* is clear; with land restored to at least as good as prior to the start of the works and normal access is available to the public and/or normal users
- Post-*Completion* condition surveys completed and accepted with the *Site* clear and reinstated.
- Completed and accepted Site Waste Management Plan.
- *Completion* of carbon report (see S216 above) including updated Carbon Calculator (To be provided following contract award)
- Satisfactory *Completion* of all testing and inspections as per the Scope
- The *Works* are complete and accepted by the *Project Manager*.

4.2.2 The Contractor may agree with the *Project Manager* to exclude demobilisation and reinstatement of the west compound to achieve *Completion*. It is expected the Contractor is demobilised and has reinstated the compound within 3 weeks following *Completion* delivery of the works.

### 4.3 S403 Sectional Completion Definition

4.3.1 *Sectional Completion* of each of the sequenced areas is to be granted upon *Completion* of the *Works* excluding works along the River Alde Quay

- 4.3.2 For *Sectional Completion* at the River Alde Quay, all training as detailed in Section S404, commissioning and handover requirements are to have been satisfactorily completed.

#### 4.4 S404 Training

- 4.4.1 The *Contractor* is to co – ordinate with the supplier to provide, as a minimum, the following topics of training associated with installation of Demountable flood barriers :

- a. Familiarisation
- b. Installation procedures.
- c. Operation
- d. Troubleshooting
- e. Preventive maintenance
- f. Corrective maintenance
- g. Parts
- h. Local representatives

- 4.4.2 The *Project Manager* shall arrange for the Landowner to be present during training.

#### 4.5 S 405 Final clean

- 4.5.1 The *Contractor* is to undertake a final clean of the *Site*, including access routes, removal of temporary structures, materials, protection and tools, prior to *Completion*, to the acceptance of the *Supervisor*. Completed *Works* or parts thereof shall be fully cleaned prior to handover with all waste removed from *Site*.

#### 4.6 S 406 Correcting Defects

- 4.6.1 Any Defects found by either the *Project Manager*, *Client's* staff or the *Contractor* are to be reported to the *Supervisor* within 24 hours of any such Defect being found. The *Supervisor* will notify the *Contractor* of the Defect and confirm whether the Defect is considered to be critical and requires emergency correction within 24 hours. See NEC4 ECC Contract Data: Part 1 for defect correction period.

#### 4.7 S 407 Pre-Completion arrangements

- 4.7.1 The *Contractor* meets on *Site* with the *Project Manager*, the *Supervisor*, a representative from the *Client* and the *Landowner* a minimum of 6 weeks prior to the *Completion* Date to agree a list of outstanding Defects, routine and non-routine maintenance activities, and documentation, and confirm the arrangements for the final takeover of the *Works*.
- 4.7.2 The *Contractor* shall assist the *Client* with production of asset ownership, maintenance and responsibility plans to accompany landowner agreements.
- 4.7.3 The *Contractor* shall assist the *Client* with meetings to agree reinstatement with landowners.

#### 4.8 S 408 Handover information

- 4.8.1 The *Contractor* is to provide the following information to the *Client* and copy to the *Project Manager* before handover:
- a. Agreements
  - b. Licences, Assents
  - c. Health and Safety File, including as-built record drawings.

- d. O&M manual
- e. Warranties
- f. Digital models

## S500 Programme

### 4.9 S501 Programme requirements

- 4.9.1 The *Contractor* shall provide a detailed project plan in Microsoft Project and pdf format.
- 4.9.2 The electronic copy of the programme will be used by the *Project Manager* to assess early warnings and compensation events. The *Contractor* adopts appropriate version control on the programme so that there is an auditable trail of how the *Works* have evolved as compensation events materialise.
- 4.9.3 The *Project Manager* shall propose to and agree with the *Contractor* a working day in each calendar month during which a programme update is completed and agreed. The *Contractor* will attend a suitable virtual or face-to-face meeting and provide all relevant information in order to agree the programme. The *Contractor* is responsible for issuing this programme within two working days of the meeting.
- 4.9.4 The programme shall be submitted to the *Project Manager* for acceptance in accordance with the requirements of the Contract Data.
- 4.9.5 Where the *Project Manager* has comments on any submission, the *Contractor* must address any such comments to the satisfaction of the *Project Manager* prior to proceeding, unless otherwise agreed by the *Project Manager*.

### 4.10 S502 Programme arrangement

- 4.10.1 The tender programme shall be the accepted programme at contract award.
- 4.10.2 The *Contractor* produces the programme in a series of levels (summary to detailed) as agreed with the *Project Manager*.
- 4.10.3 The tender programme shall begin at the starting date and shall end at the *Completion Date* as stated in Contract Data.

### 4.11 S503 Methodology Statement

- 4.11.1 Method statements shall contain sufficient information to enable the *Supervisor* and Principal Designer to assess any likely detriment to either the proposed or the existing *Works* or to the *Client's* overall objectives. All communications to the *Contractor*, should there be any detriment to either the proposed or the existing *Works* or to the *Client's* overall objectives, shall be submitted as a *Project Manager's* Notification.
- 4.11.2 Method statements shall be submitted not less than seven calendar days in advance of the associated activities taking place in the form of a Notification. The *Contractor* shall undertake the work in accordance with the Method statement.



## 5 S600 Quality Management

### 5.1 S601 Quality management systems

- 5.1.1 The *Contractor's* Quality Management System (QMS) shall be outlined in a Quality Plan complying with ISO 9001 which shall be issued to the *Project Manager* for acceptance.
- 5.1.2 The objective of the quality system is assurance at all stages of the contract, that the *Works* is being carried out in accordance with the contract. The Quality Plan shall cover all stages of the contract, including design and construction.
- 5.1.3 Copies of the Quality Plan, quality records and other quality documentation shall be submitted to the *Supervisor* promptly and, in respect of imported Materials, before such Materials arrive on the *Site*.
- 5.1.4 The *Contractor* shall ensure an Environmental Management System (EMS) is in place for this contract. This EMS shall comply with the spirit of ISO 14001 although accreditation is not mandatory

## 6 S700 Tests and Inspections

### 6.1 S701 Tests and inspections

- 6.1.1 The *Contractor* provides all appropriate test equipment, measuring apparatus, access equipment and labour to facilitate the tests. Test and measuring equipment shall be sealed and have current calibration certificates issued by an official British Standard approved laboratory.
- 6.1.2 The *Contractor* is responsible for carrying out all testing and commissioning activities.
- 6.1.3 The *Contractor* is responsible for co-ordinating testing and commissioning associated with the installation of the demountable flood barriers with the *Client*, *Project Manager* and supplier. The *Contractor* shall assume factory testing has been undertaken by the supplier.
- 6.1.4 The *Contractor* is to obtain the manufacturers recommendations of installation for testing and commissioning of the demountable flood barriers and provide to the *Client* and *Project Manager* for acceptance.

### 6.2 S702 Management of tests and inspections and provision of samples

- 6.2.1 Within four weeks of the commencement of *Works on Site*, the *Contractor* shall compile and submit to the *Project Manager* for acceptance, a test and inspection schedule containing all relevant information. The schedule shall be updated every month and the revision submitted to the *Project Manager* for acceptance five working days before the scheduled Monthly Progress Meetings.
- 6.2.2 The *Contractor* is to notify the *Supervisor* of the date of any inspections, tests or commissioning of the demountable flood barriers a minimum of 5 working days beforehand unless otherwise agreed with the *Supervisor*.
- 6.2.3 The *Contractor* provides the *Supervisor* with the recorded data, results and/or any reports from the inspections, tests or commissioning within 3 working days thereafter unless otherwise agreed with the *Supervisor* beforehand.
- 6.2.4 Should any test fail, the faults or defects identified are to be rectified by the *Contractor* and the test shall be undertaken again until the *Supervisor* is satisfied that the requisite quality of workmanship and/or performance criteria have been met. The *Contractor* shall provide the monthly summary of tests to the *Supervisor*.
- 6.2.5 The *Contractor* shall provide sampling for all landscape finishes to the *Project Manager* for acceptance prior to installation.
- 6.2.6 The *Contractor* shall confirm seeding mixes to the *Project Manager* for acceptance prior to application.

### 6.3 S703 Covering up completed works

- 6.3.1 No operation shall be carried out or covered up without full and complete notice being given to the *Supervisor* by the *Contractor*, sufficiently in advance of the time of the operation to enable the *Supervisor* to make such arrangements as he/she deems necessary for inspection and checking.

- 6.3.2 During the execution of the *Works*, the *Contractor* shall submit to the *Supervisor* full and detailed particulars of any proposed amendments to the arrangements and methods submitted.

**6.4 S704 Supervisor's procedures for inspections and watching tests**

- 6.4.1 The *Contractor* shall notify the *Supervisor* when elements of the *Works* are ready for inspection. The *Contractor* shall not progress elements of the *Works* which are subject to inspection according to the test and inspection schedule until the *Supervisor* has undertaken his inspection. In the event that the *Supervisor* is not able to inspect the *Works*, the *Contractor* shall seek acceptance from the *Project Manager* to progress the *works*.

## 7 S800 Management of the Works

### 7.1 S801 Communications system

- 7.1.1 The *Client* provides a contract administration platform (FastDraft) to be used from the starting date. The *Contractor* provides a single point of contact as the contract administrator and user within the platform. All communications that this contract requires should be issued through the contract administration platform.

### 7.2 S802 Management procedures

- 7.2.1 The *Contractor* submits their organisation charts prior to the kick-off meeting. The *Project Manager's* written acceptance is obtained before any change is made to the structure. The *Contractor* updates and reissues organisation charts no later than one week from formal confirmation of any agreed change.

### 7.3 S803 Meetings

- 7.3.1 Progress meetings are held monthly and are chaired by the *Project Manager*. Dates to be proposed by the *Project Manager* to suit all Parties. The agenda is set by the *Project Manager* and includes health & safety, progress, programme, cost, risk, opportunity, reporting, change control, stakeholders, environmental and other project matters. The *Contractor* arranges for adequate representation to provide updates on the above matters.
- 7.3.2 Project board meetings are held quarterly, and the *Contractor* provides progress reports in advance of these meetings as agreed with the *Project Manager*.
- 7.3.3 Other meetings required include, but not limited to, early warning meetings, programme review meetings (prior and after submission), *Supervisor* and meetings to discuss specific matters. Requirements for these meetings to be established during kick-off meetings.
- 7.3.4 A Kick-off meeting is to be held within two weeks of the Contract Start Date. This is to be organised and chaired by the *Project Manager*. The key objectives of these meetings are to:
- Ensure Parties are up to speed with contractual position and expectations
  - Establish lines of communication amongst the team members, ways of working and effective collaboration
  - Review and agree format and methods of communication under the contract
  - Ensure the Parties have full understanding of each other's requirements
  - Review the programme and agree a sufficient level of detail for project control and co-ordination
  - Agree meeting and reporting schedule
  - Discuss any current risks and opportunities
  - Agree format and content of reporting
  - Any other matter that the *Project Manager* include on the agenda for discussion

## 7.4 S804 Reporting

- 7.4.1 The *Contractor* submits a project progress report to the *Project Manager* two days in advance of progress meetings. The progress report template is in a format to be agreed with the *Project Manager* prior to the first submission.
- 7.4.2 The *Client* will manage an efficiency register and will provide a template for recording those efficiencies. The *Contractor* is to report monthly on all efficiencies and aim to deliver against the DEFRA target of 10% savings.

## 8 S900 Working with *Client* and Others

### 8.1 S901 Sharing and working areas with others

- 8.1.1 The *Contractor* does not cause any detrimental impact on the Landowners continuous operation / standard of service.
- 8.1.2 The *Contractor* ensures that the *Client* and Others have access to undertake their duties in relation to commercial operations of the *Site*. The Landowner and *Client* has no planned operations in the working areas when the *Contractor* is in possession of the respective section of works.
- 8.1.3 The *Contractor* coordinates with others and facilitates their access to undertake their duties as below:
- a. Emergency services to launch craft into the River Alde
  - b. IDB operatives and for maintenance
  - c. Refuse collection service
  - d. Staff and visitors attending the *Site*
  - e. Emergency services to get to *Site*
  - f. Environment Agency for maintenance
  - g. Provision of access for the IDB for future flood banks works through the compound
  - h. Landowners access to workstream compounds (See 732\_A\_CWP\_DRW\_02\_002\_P5)

### 8.2 S 902 Co-operation

- 8.2.1 The *Contractor* co-operates with Others, including landowners and service providers to obtain information and necessary permits in relation to the *Works*.

### 8.3 S 903 Co-ordination

- 8.3.1 The *Client* advises through the *Project Manager* in advance the *Contractor* of any operational or maintenance activities that can impact the *Works*. The *Contractor* accommodates these activities as far as practicable.

### 8.4 S 905 Authorities and utilities providers

- 8.4.1 The *Contractor* arranges and manages all appropriate Highway Authority consents and road/footpath closures that are required.
- 8.4.2 The *Contractor* arranges and coordinates all *Works* by utility providers to enable water, telecommunication and power/electricity service connections necessary to provide the *Works*.
- 8.4.3 The *Contractor* enquires, coordinates, and procures any temporary or permanent service diversions required to be undertaken to provide the *Works*.

## **8.5 S906 Internal Drainage Board as Regulatory Authority**

- 8.5.1 The Internal Drainage Board's position as a regulatory authority and as the *Client* under the contract, are separate and distinct. Actions taken in one capacity are deemed not to be taken in the other.
- 8.5.2 An action by the Internal Drainage Board as regulatory authority is not in its capacity as *Client* and is not a compensation event.

## 9 S1000 Services and other things to be provided

### 9.1 S 1001 Services and other things provided by the *Contractor* for use by the *Client*, *Project Manager*, *Supervisor* or Others

- 9.1.1 The *Contractor* provides to their employees and workforce temporary offices, sanitary arrangements, stores, workshops, compounds, parking areas and the like necessary for the *Completion* of the *Works* and correction of Defects. The general siting and layout of these is to be submitted for acceptance by the *Project Manager*.
- 9.1.2 The *Contractor* is responsible for arranging and paying for utility services and facilities for their temporary compound as appropriate for providing the *Works*.
- 9.1.3 All temporary installations shall comply with statutory regulations and shall be in accordance with current best practice.
- 9.1.4 The *Contractor* provides the below for the use of *Client*, *Project Manager*, *Supervisor* and their staff,
- a. 2 Desks along with chairs
  - b. Access to Wi-Fi
  - c. Access to meeting room
  - d. Access to kitchen, kitchen equipment and potable water
  - e. Access to drying room and storage of site clothing
  - f. Access to flush toilet and wash hand basin
  - g. Car parking
- 9.1.5 The accommodation shall be provided with adequate heating, lighting, electric power supply and access to hot and cold-water services, including drinking water. The entrance door shall be lockable. The *Contractor* provides cleaning (including waste disposal), insurance and security fencing/access/gates as necessary.
- 9.1.6 Accommodation and services are removed by the *Contractor* on *Completion*, or at such other date as directed by the *Project Manager*. The *Contractor* is responsible for removing of all facilities and equipment and reinstate land on *Completion*. The *Contractor* makes due allowance for on-site Equipment such as generators, water bowsers etc.
- 9.1.7 The *Contractor* provides and maintains a supply of protective equipment for use by the *Project Manager's* staff and visitors. Protective equipment to be complete and appropriate for the *Site* and its H&S requirements.
- 9.1.8 The *Contractor* provides the services of competent surveying assistants as and when required by the *Supervisor*. The assistants undertake surveying and other associated duties as the *Supervisor* requires with the *Contractor's* own equipment. Attendance is directed by the *Supervisor* and provided within a reasonable time and not more than 24 hours of such request or at other periods of notice that may be agreed to by the *Supervisor*.



## **9.2 S 1002 Services and other things to be provided by the *Client* for use by the *Contractor***

- 9.2.1 The *Client* provides agreed access locations to the *Site* as shown in the contract scope documents.
- 9.2.2 The *Client* will facilitate the *Contractor* with access to the *Site* through issuing Notices of Intended Entry (NOIE) or licences as necessary and is responsible for agreeing all compensation payments to landowners (compensation payments will be the responsibility of the *Client*).
- 9.2.3 The *Contractor* supplies, erects and maintains, for the duration of the *Works*, four project signboards. The *Contractor* provides the signboards and their support as required. The *Client* provides content for the signboards and the *Project Manager* confirms to the *Contractor* these details, timing, and locations to be erected prior to the requirement. The *Contractor* does not erect any other signboards without the written consent of the *Project Manager*.
- 9.2.4 The sign boards are maintained in good condition throughout the period of the *Works* and removed by the *Contractor* on *Completion* of the *Works*. Where necessary, planning consent and/or all necessary permissions, approvals and consents for their establishment are obtained by the *Contractor*.

## 10 S1100 Health & Safety

### 10.1 S1101 Health and safety requirements

- 10.1.1 The *Contractor* shall ensure that all persons on the *Site* wear suitable personal protective equipment. Edge protection shall be provided to prevent falls from height and into water and persons working adjacent to water shall wear suitable lifejackets at all times. Suitable water rescue equipment shall be located at strategic positions in case of emergency and all operatives are to be trained in its use. No lone working shall be allowed near water or other hazardous conditions. Additional PPE and safety equipment is to be provided for a minimum of 3 visitors to the *Site* at any time.
- 10.1.2 The *Contractor's* attention is drawn to significant hazards associated with working near water, existing overhead and buried electric cables, operating plant and vehicles on sloping ground, soft ground conditions, and maintaining the integrity of the Tidal Flood Defence which provides flood protection against high tides. The *Contractor* is to take all reasonable precautions to ensure that persons are protected from these hazards.
- 10.1.3 The *Contractor's* attention is drawn to significant hazards associated with working near the public. Delivery of the *Works* is to be sequenced and segregated to protect the public from operating plant and vehicles hazards.
- 10.1.4 The *Contractor* shall provide regular toolbox talks to *Site* personnel to ensure that health and safety issues, the requirements of the contract and the design and the contents of method statements are communicated throughout the *Site* team. Topics should be specific to the type of *Works* being undertaken, examples include: environmental considerations, working near services, etc.).
- 10.1.5 The *Contractor* shall report any health and safety incidents on *Site* to the *Project Manager*, *Supervisor* and *Client*. This includes near misses where there is the potential for injury or property damage. The *Contractor* shall provide a written report within fourteen calendar days to the *Client*.
- 10.1.6 As the *Site* is under separate land ownership, the *Contractor* should comply with the landowners *Site* rules and the health and safety policy as provided within the Appendix C of this document.

### 10.2 S1102 Legal requirements

- 10.2.1 The Construction (Design and Management) Regulations 2015 (the CDM Regulations) apply to the *Works*.
- 10.2.2 The CDM Principal Designer is SWECO UK Limited. Contact details are provided in S105.
- 10.2.3 The CDM Principal Designer shall submit the F10 - Notification to construction project to the Health and Safety Executive (HSE).
- 10.2.4 From the award of construction contract, the *Contractor* shall be the *Principal Contractor*, and shall undertake all duties required by the Regulations, including managing coordination between themselves and all other *Contractors*. The *Contractor* shall provide a written undertaking they accept the appointment of *Principal Contractor* and the duties thereof in accordance with Regulation 13 of the CDM Regulations. A template is provided in Volume 0.

## 11 S1200 Subcontracting

### 11.1 S1201 Restrictions or requirements for subcontracting

- 11.1.1 The *Contractor* will procure subcontracts and Subcontractors in accordance with Clause 26 of the ECC contract.

### 11.2 A1202 Acceptance procedures

- 11.2.1 The *Contractor* shall submit to the *Project Manager* for acceptance any subcontract that requires a collateral warranty between the proposed Subcontractor and the *Client*.

### 11.3 S1203 Nominated Subcontractor/Supplier

- 11.3.1 The *Client* shall place a direct order with Flood Control International for the proposed demountable flood barriers. The *Contractor* is responsible for co-ordinating delivery following Contract award. The *Contractor* is responsible for taking delivery and providing suitable temporary storage until *Completion*. The programmed date for delivery is 30<sup>th</sup> January 2026.

## **Appendix A      Scope Document List**

Document Name	Document Reference	Date	Revision
332611358 - NEC4 Contract Scope, Volume 2	332611358/001	Apr-25	-
Scheme Plan	65208756-SWE-XX-XX-D-C-1050	28/02/2025	P03
Compound Layouts Sheet 1	65208756-SWE-XX-XX-D-C-1060	27/03/2025	P02
Compound Layouts Sheet 2	65208756-SWE-XX-XX-D-C-1061	04/04/2025	P02
Compound Layouts Sheet 3	65208756-SWE-XX-XX-D-C-1062	27/03/2025	P02
Compound Layouts Sheet 4	65208756-SWE-XX-XX-D-C-1063	04/04/2025	P03
Compound Layouts Sheet 6	65208756-SWE-XX-XX-D-C-1065	04/04/2025	P02
Typical Details Sheet 1	65208756-SWE-XX-XX-D-C-1070	08/04/2025	P04
Alliance House Site Clearance & Reinstatement	65208756-SWE-XX-XX-D-C-1101	04/04/2025	P05
Alliance House Setting Out & Levels Plan	65208756-SWE-XX-XX-D-C-1102	21/03/2025	P04
Alliance House General Arrangement Plan	65208756-SWE-XX-XX-D-C-1111	04/04/2025	P05
Demountables Site Clearance Plan Sheet 1	65208756-SWE-XX-XX-D-C-1201	28/02/2025	P03
Demountables Site Clearance Plan Sheet 2	65208756-SWE-XX-XX-D-C-1202	28/02/2025	P03
Demountables General Arrangement Plan Sheet 1	65208756-SWE-XX-XX-D-C-1211	04/04/2025	P05
Demountables General Arrangement Plan Sheet 2	65208756-SWE-XX-XX-D-C-1212	04/04/2025	P04
Demountables Surface Finishes Plan Sheet 1	65208756-SWE-XX-XX-D-C-1221	28/02/2025	P04
Demountables Surface Finishes Plan Sheet 2	65208756-SWE-XX-XX-D-C-1222	28/02/2025	P03
Demountables Proposed Levels Plan Sheet 1	65208756-SWE-XX-XX-D-C-1231	28/02/2025	P04
Demountables Proposed Levels Plan Sheet 2	65208756-SWE-XX-XX-D-C-1232	28/02/2025	P03
Demountables Setting Out Plan Sheet 1	65208756-SWE-XX-XX-D-C-1261	28/02/2025	P04
Demountables Setting Out Plan Sheet 2	65208756-SWE-XX-XX-D-C-1262	28/02/2025	P04
Demountables & Alliance House Detailed Construction Details	65208756-SWE-XX-XX-D-C-1281	28/02/2025	P05
Henry Moore Lawn Site Clearance Plan	65208756-SWE-XX-XX-D-C-1301	01/04/2025	P04
Henry Moore Lawn General Arrangement Plan	65208756-SWE-XX-XX-D-C-1311	01/04/2025	P04
Henry Moore Lawn Surface Finishes Plan	65208756-SWE-XX-XX-D-C-1321	01/04/2025	P04
Henry Moore Lawn Contours & Levels Plan	65208756-SWE-XX-XX-D-C-1331	28/02/2025	P03
Henry Moore Lawn Isopachyte Plan	65208756-SWE-XX-XX-D-C-1335	28/02/2025	P03
Henry Moore Lawn Drainage Plan	65208756-SWE-XX-XX-D-C-1341	28/02/2025	P03
Henry Moore Lawn Services Plan	65208756-SWE-XX-XX-D-C-1351	28/02/2025	P03
Henry Moore Lawn Setting Out Plan	65208756-SWE-XX-XX-D-C-1361	28/02/2025	P03
Henry Moore Lawn Construction Details Sheet 1	65208756-SWE-XX-XX-D-C-1371	17/09/2024	P02
Henry Moore Lawn Construction Details Sheet 2	65208756-SWE-XX-XX-D-C-1372	28/02/2025	P03
Henry Moore Lawn Construction Details Sheet 3	65208756-SWE-XX-XX-D-C-1373	28/02/2025	P01
Henry Moore Lawn Detailed Sections Sheet 1	65208756-SWE-XX-XX-D-C-1381	28/02/2025	P03
Henry Moore Lawn Detailed Sections Sheet 2	65208756-SWE-XX-XX-D-C-1382	28/02/2025	P03
Henry Moore Lawn Detailed Sections Sheet 3	65208756-SWE-XX-XX-D-C-1383	28/02/2025	P02
Terrace & Car Park Site Clearance Plan	65208756-SWE-XX-XX-D-C-1401	28/02/2025	P03
Terrace & Car Park General Arrangement Plan	65208756-SWE-XX-XX-D-C-1411	01/04/2025	P05
Terrace & Car Park Surface Finishes Plan	65208756-SWE-XX-XX-D-C-1421	01/04/2025	P04
Terrace & Car Park Contours & Levels Plan	65208756-SWE-XX-XX-D-C-1431	01/04/2025	P04
Terrace & Car Park Isopachyte Plan	65208756-SWE-XX-XX-D-C-1435	01/04/2025	P04
Terrace & Car Park Drainage Plan	65208756-SWE-XX-XX-D-C-1441	01/04/2025	P04
Terrace & Car Park Services Plan	65208756-SWE-XX-XX-D-C-1451	01/04/2025	P04
Terrace & Car Park Setting Out Plan	65208756-SWE-XX-XX-D-C-1461	01/04/2025	P04
Terrace & Car Park Construction Details Sheet 1	65208756-SWE-XX-XX-D-C-1471	28/02/2025	P03
Terrace & Car Park Detailed Sections	65208756-SWE-XX-XX-D-C-1481	28/02/2025	P04
River Alde Flood Def Ground Investigation Report 28th Jan 2025	65209126-Ground Investigation Report	28/01/2025	P01
Designer Risk Assessment	65208756-SWE-XX-XX-T-C-9901-P02-FC6 DRA	01/04/2025	P02
CDM Risk Register	65218756-003-SWE-ZZ-XX-HS-V-0011	24/03/2025	4
3d Visuals	732_A_FLD1_3d Visuals	N/A	N/A
General Arrangement Plan 1/2, Henry Moore Lawn	732_A_FLD1_DRW_90_001	04/02/2025	T1
General Arrangement Plan 1/2, Terrace to Carpark	732_A_FLD1_DRW_90_002	04/03/2025	T1
External Steps 1, Setting Out & Section Details	732_A_FLD1_DRW_90_110	11/02/2025	P1
External Steps 1, Elevation	732_A_FLD1_DRW_90_111	11/02/2025	P1
External Steps 2 - Concert Hall, Setting Out Plan	732_A_FLD1_DRW_90_120	11/02/2025	P2
External Steps 2 - Concert Hall, Section Details	732_A_FLD1_DRW_90_121	11/02/2025	P2
External Steps 2 - Concert Hall, Elevation & Section Details	732_A_FLD1_DRW_90_122	11/02/2025	P2
External Steps 5, Plan, Elevation & Section Details	732_A_FLD1_DRW_90_130	11/02/2025	P1
External Steps 4 - Bleachers, Plan, Elevation & Section Details	732_A_FLD1_DRW_90_140	11/02/2025	P2
External Steps 5, Plan, Elevation & Section Details	732_A_FLD1_DRW_90_150	11/02/2025	P1
BP1 External Terrace - Sheet 1	732_A_FLD1_DRW_90_210	11/02/2025	P2
BP1 External Terrace - Sheet 2	732_A_FLD1_DRW_90_211	11/02/2025	P2
BP1 External Terrace - Sheet 3	732_A_FLD1_DRW_90_212	11/02/2025	P2
Typical Balustrade Details	732_A_FLD1_DRW_90_701	11/02/2025	P2
Britten Pears Arts Capital Works, External Landscaping works Specification	732-A_FLD1_Spec_Flood Defences-T1	05/03/2025	T1
Contractor Compounds, BP1 and FLD2 Works	732_A_CWP_DRW_02_002	02/04/2025	P5
External Works, Proposed Site plan	2402-UP-FL-D1-DR-L-0002-S4 External Works Proposed Site Plan Areas A1 1to500 r08	04/03/2025	8
External Works, Typical Landscape Details, Planting Beds	2402-UP-FL-D1-DR-L-0103-S4 Typical Landscape Details Planting Beds A1 1to10 r01	03/03/2025	1
Planting Schedule	2402-UP-FL-D1-SH-L-0003-S4 FLD1 Planting Schedule for RIBA 4_r05	03/03/2025	5
Soft Landscape to Flood Defences Specification	2402-UP-FL-D1-SP-L-0001-S4 Specification Rev 02 - RIBA Stage 4-2025-03-04	04/03/2025	2
Health and Safety Policy	HealthandSafetyPolicyApril2024.pdf	N/A	N/A
Site Rules	N/A	N/A	N/A
Environmental Action Plan	Upper A&O Estuary Embknt. Imp. Works FC06 EAP v1.04	22/01/2025	V1.04
Specification for foundations	To be added		
Listed Building Consent	Available on request	19/08/2024	N/A
Certificat of Lawful use	Available on request		N/A

## **Appendix B     Site Information List**

Upper Alde Ore Estuary, Flood Cell 6-Snape Maltings  
Site Information v2

Document Name	Document Reference	Date	Revision
Breeding Bird Survey Report	N/A	Mar-24	V5
Assessment of the distribution and abundance of the Narrow-mouthed Whorl Snail - Vertigo angustior	N/A	04/03/2024	1
Factual Ground Investigation Report	FR23080	10/10/2023	1
Indicative Proposed Exploratory Hole Location Plan	65208756-SWE-XX-XX-D-GE-0001	06/07/2023	C03
Exploratory Hole Location Plan – Existing Site Layout	24.08.029a	N/A	N/A
Analytical Report Number : 25-005119	N/A	10/02/2025	N/A
Analytical Report Number : 25-005123	N/A	12/02/2025	N/A
Topographical Survey.pdf (includes utilities)	21256/TU/01-03	Jul-23	A
Topographical Survey.dwg (includes utilities)	21256/TU/01-03	Jul-23	A
21854_CCTV Drainage Survey Report_Surface Water	21854	10/05/2024	N/A
21256_CCTV Drainage Survey Report_Foul Water	21256	26/06/2023	N/A
21854-Utility Search Report	21854	Mar-24	N/A
1118ea.dwg (topo survey excluding utilities)	1118ea	N/A	N/A
Topographical Survey.dwg (includes utilities)	65208756-SWE-XX-XX-M-C-0002-FC06T005.dwg	N/A	N/A
Unexploded Bomb Risk Map	UXO Map - Zetica - FC06 GI	N/A	N/A
Public Right of Way Map	Snape 470	N/A	N/A

## Appendix C Landowner Site Rules and Health & Safety Policy

### Policy

1. The *Contractor* must adhere to BPA's Health and Safety Policy.
2. The *Contractor* must adhere to BPA's Safeguarding Policy and code of conduct.
3. The *Contractor* must adhere to BPA's Equity Diversity and Inclusion Policy.
4. The *Contractor* will prohibit the consumption of alcohol and drugs on site.
5. A smoking and vaping area will be agreed with BPA.
6. The *Contractor*, their employees and subcontractors will treat all users of the Snape Maltings site with dignity and respect.
7. The site and Snape Maltings is only to be used for the construction activities intended and the *Contractor* is not to use it to conduct any other business than set out in the construction contract.

### Vehicle movements

8. Snape Maltings has a one-way traffic system. Any movement that goes against this regular must be carefully planned.
9. Vehicle movements. Banksmen will be needed when vehicles are exiting the site via the main entrance.
10. Forklifts and other plant should have "white noise" reversing warning sounders rather than beepers.

### Site tenants

11. *Contractors* should be respectful of residential tenants needing to access Iken View and the underground car park.

### Adverse weather

12. Snape Maltings is not gritted by Suffolk County Council. The *Contractor* will need to create plans for snowy and icy weather conditions.

### Power outages

13. Snape Maltings does not have a back-up generator.

### Parking

14. Wherever possible, prime car parking spaces should be preserved for shopping customers and concert audiences. Private cars belonging to *Contractors* should be parked in the paddock area in a designated area to be agreed.

### Toilets

15. *Contractors* should not use the public toilets.



### Other

16. The *Contractor* must make BPA aware of its programme of pneumatic drilling.
17. The *Contractor* is to ensure that its employees / subcontractors are wearing appropriate personal protective clothing and equipment.
18. The *Contractor* must ensure that all of its employees and subcontractors are easily identifiable with identity cards or name badges.
19. The *Contractor* will make all reasonable efforts to ensure that the Snape Maltings Shops and cafes can operate as normal and avoid walking dirt, mud or the like through BPA areas.
20. Access to other BPA buildings is restricted and the *Contractor* should make all reasonable efforts to ensure staff, operatives and or site visitors do not go into other buildings unless agreed in advance.
21. Britten Pears Arts does not own the large fields to the south and south-east of Snape Maltings. The *Contractor* must ensure that its employees and subcontractors do not trespass.
22. The River Alde must not be polluted.
23. Snape Maltings has four electric car charging points. Access must be protected.
24. Perimeter hoarding and Heras Fence must be kept smart and presentable. The *Contractor* will support BPA's desire to use these hoardings for community and fundraising messaging.
25. All hoarding graphics must be agreed with BPA in advance.
26. Weekends are important trading periods for BPA and its tenants. *Contractors* will be expected to leave the site as clean and tidy as possibly.
27. Working hours. 8am – 6pm, Mon – Friday. No working at weekends or on bank holidays
28. There are public footpaths that pass through the Snape Maltings site, which should be respected and preserved. There is a permissive right of way from the paddock car park which should also be protected.
29. The *Contractor* should ensure that its staff and Subcontractors do not take photographs of the site's sculpture for use in promotion or merchandising.
30. The *Contractor* must be aware that Snape Maltings is vulnerable to tidal surges and should plan mitigation strategies and emergency procedures.
31. The derelict buildings at Snape Maltings are out of bounds.
32. The *Contractor* will cooperate to ensure that catering deliveries, fuel deliveries and waste removals have easy site access.
33. The *Contractor* will ensure easy and clear access for emergency vehicles.
34. The barge, River Trips and music Recordings will be in operation during the site construction period and all reasonable measures need to be undertaken by the *Contractor* to ensure these continue unaffected.

# Health and Safety Policy

This updated policy set out the steps taken by BPA to ensure the health, safety and welfare of its employees and visitors to its premises, in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

## 1. Policy Statement

Britten Pears Arts (BPA), including its trading subsidiary Snape Maltings Trading Ltd, aims to provide the safest and healthiest conditions possible for all its employees, volunteers and visitors.

In order to achieve this end, BPA have put in place proper procedures, and offer appropriate training to employees

BPA will, so far as is reasonably practicable, pay particular attention to:

- The control of the place of work, maintaining it in a safe condition for employees, volunteers and also its visitors;
- The planning and delivery of safe and healthy visitor destinations, activities, programmes and events;
- The provision and maintenance of plant and systems of work that are safe and healthy;
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- The provision of such information, instruction, training and supervision to ensure the health and safety at work of employees and others;
- The provision of a safe means of access to and egress from the place of work, including in emergency situations;
- The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.

## 2. Responsibility

It is the responsibility of the board of trustees to ensure that BPA has an up-to-date Health and Safety Policy, which is rigorously observed throughout the organisation. Day-to-day responsibility is delegated as follows:

- The Chief Executive (CEO) has overall responsibility to the board for the Health and Safety Policy.
- The Chief Operating Officer (COO) is responsible to the CEO for advising on and monitoring the development and implementation of the Health and Safety Policy, including the training of employees.
- The Head of Property Management is responsible to the COO for the efficient and effective operation of the Health and Safety Policy in practice.
- Members of the Senior Leadership Team are responsible for the organisation of their areas of responsibility to ensure they operate within the company's policies.
- It is the responsibility of all employees to observe and implement the Health and Safety Policy and to ensure that all work is carried out in the context of a culture of safe working practices. Every employee should take responsibility and reasonable care for their own health and safety and that of other people who may be affected by

their acts or omissions, and report to the Head of Property Management any serious danger or shortcomings in the procedures.

- All contractors working on BPA's premises will be required to observe the company's Health and Safety Policy.
- The Health and Safety Committee will meet at least quarterly, with the function of reviewing practices and procedures in the light of developing policies and determining priorities for further development.

### The H&S Committee

The committee is chaired by the COO.

The Head of Property Management administrates the meetings.

At 4/12/23 other members of the H&S Committee currently include the Head of the Red House, the Deputy Head of Property Management, the Head of Production, and the Head of Hospitality and Events. Accepting an invitation to join the committee from January are the Garden Manager, the Head of Housekeeping, the Accommodation Manager, the Retail Sales Manager and a member of the HR department.

Matters relating to Health and Safety may be discussed or reviewed at any reasonable time with the Chief Executive.

## **3. Arrangements**

### Working conditions

BPA will provide working conditions for employees that enable employees, so far as is reasonably practicable, to work in a safe and hazard-free environment, without risks to health. This relates to the physical environment, tools and working equipment (including safety equipment) and hours of work.

### Risk Assessments

All work activities will be subject to risk assessments, carried out by relevant managers, which will be kept on file. Risk assessments will identify the nature of real and potential risks and identify appropriate action. Risk assessments will be reviewed on an annual basis to ensure that there are no significant changes. Any significant changes will be recorded and circulated as necessary.

It will be the responsibility of all employees to ensure that when undertaking work activities, safe working practices as identified in the risk assessments are strictly observed.

Risk assessments may identify that certain items of equipment may only be operated by, or under the supervision of, authorised employees, who will be given appropriate training.

Specific codes of practice will cover particular working procedures, e.g. manual handling, working with electricity, working at heights, noise at work, manual handling, Control of Substances Hazardous to Health (COSHH)

### Training

BPA acknowledges that this policy can only operate successfully if all employees are fully aware of their personal obligations and are competent to undertake tasks allotted to them safely. A training needs analysis will be reviewed on an annual basis, therefore, to identify the ongoing needs of the organisation, including that of new employees. Appropriate training will be sourced and supplied accordingly, and new employees will be given

appropriate induction in codes of practice. It will be the responsibility of all relevant employees to make themselves available for training, and to consider and identify their own needs in the context of the development of the organisation and changes in legislation or working practices.

#### Reporting of Accidents, near misses and First Aid

Any accident occurring on premises managed by BPA should be entered in an Accident Book, detailing the time and cause of the incident. The COO should be notified of all accidents and near misses, and they should be discussed at the next Health and Safety Committee meeting. Any accident involving employees and requiring hospitalisation will be notified by the COO to the Health and Safety Executive under the requirements of RIDDOR. Causes of accidents will be investigated, and where necessary action taken to eliminate or reduce the likelihood of a recurrence.

The Head of Housekeeping is responsible for ensuring that First-Aid boxes are kept stocked and accessible; and that contents are in date. Boxes to be checked 6 monthly.

Employees will be trained in First Aid with the aim that there should be a First-Aider available at all times. Procedures will be in place to ensure that if for any reason an employee First-Aider is not available, alternative provision can be made. An up-to-date list of employee First-Aiders will be kept in the Concert Hall Visitor Centre, at The Red House and Archive, and in the Retail Office for reference and posted on PlanDay.

The volunteer team will include a number of trained First-Aiders to deal with the public should this be necessary during performances. First-Aid training is offered annually to volunteers to maintain a pool of trained personnel. Experienced First-Aiders are recruited whenever possible to provide cover for performances that are deemed to be higher-risk.

#### Fire Precautions

The Head of Property Management (or in their absence, an appointed Deputy) has overall responsibility for undertaking fire risk assessments, and implementing appropriate fire precautions, fire drills and updating evacuation procedures. These are to be reviewed as and when required or at least annually. Key employees will be identified, who have the responsibility for ensuring that their area of work is cleared of all people in the event of an emergency evacuation, taking into account any specific needs (e.g. people with disabilities).

Smoking or vaping is not allowed in any part of BPA's buildings, unless required as part of a performance on stage.

A naked flame is not allowed on stage unless prior permission has been granted and a risk assessment has been carried out.

Adequate and appropriate extinguishers and other equipment will be supplied and maintained throughout the buildings. Training in their use will be offered to all employees on a rolling programme.

#### Maintenance

The Head of Property Management is responsible for arranging regular safety inspections of all equipment and ensuring that legal requirements are met. All equipment will have a maintenance schedule, and records kept.

It is the responsibility of all employees to notify the Head of Property Management through their Head of Department of any maintenance needs.

## **Specific Regulations**

The following section deals with various Health and Safety Regulations. Employees will be provided with information and guidance on the risk to which they are likely to be exposed, and training in the method of avoidance.

### Manual handling

The Manual Handling Regulations seek to prevent injury to employees caused by the manual handling of loads. Such operations include not only lifting, but also lowering, pushing, pulling and carrying by hand or other bodily force.

The prime objective for BPA employees is, where possible, to avoid manual handling operations to avoid the risk of injury. Where this is not reasonably practicable, a suitable and sufficient assessment must be carried out, with the aim of, where possible, mechanising the operation, and where this is not possible, determining measures to reduce the risk of injuries to the lowest reasonably practicable level. Employees have a duty to make full and proper use of any equipment or system of work provided to them and inform their line manager about any physical condition suffered which might reasonably be considered to affect their ability to undertake manual handling operations safely.

### Noise at Work

The Control of Noise at Work Regulations 2005 came into force in April 2008 in music and entertainment establishments. These regulations aim to protect people at work from the risk of damage to their hearing by excessive noise levels.

The regulations require that:

- The risks to employees from noise at work are assessed.
- Action is taken to reduce the noise exposure that produces those risks.
- Employees are provided with hearing protection if the noise cannot be reduced through other methods. Hearing protection will be available on request at 80 dB and must be worn at 85 dB.
- Employers must ensure that 87dB daily or weekly exposure or peak pressure of 140 dB (taking account of hearing protection) are not exceeded.

Personal Protective Equipment (PPE) will be issued as appropriate with information, instruction and training. The noise at work assessment will include a determination of the type and specification of equipment to be used for each task or post.

The Head of Property Management and the Head of Production (or their deputies) are responsible for ensuring that Hearing Protective Equipment is used, maintained and replaced as specified. Hearing protection is a requirement if using this equipment.

### Working at height

Work at height is defined as any work position from which a person would be injured falling from it, even if the position is at or below ground level. The Work at Height Regulations 2005 place duties on the BPA and its employees to prevent falls from height.

Managers have a duty to do all that is reasonably practicable to prevent anyone falling, by avoiding work at height if possible, using work equipment or other measures to prevent falls where working at height cannot be eliminated, and, as a last resort, using equipment or other measures to minimise the distance or the effect of a fall. All work at height should be properly planned, to take account of environmental conditions, including weather if working

outside; to involve only suitably trained/competent people; that the place where the work is to be done is safe; that all safety equipment is inspected; that fragile surface risks are controlled and that the risks from falling items are controlled.

Ladders are provided and will be regularly maintained. Only ladders appropriate for the job should be used and operated under supervision.

Access above stages, e.g. for rigging, are subject to separate guidelines.

Access to the roof areas of all buildings by employees is prohibited unless fully trained to do so.

Employees must not climb on top of vehicles or their loads.

### Asbestos

Under the Control of Asbestos at Work Regulations, BPA must manage asbestos within its premises and protect employees and others from the risks associated with asbestos. BPA has undertaken asbestos surveys within all its buildings, and these are held by the Property Services Department. Any work undertaken on the structure of any of the BPA buildings should include a review before working of these surveys along with a separate assessment of the presence of asbestos before any work is carried out, and appropriate precautions taken.

### Electricity

The Electricity at Work Regulations 1989 require precautions to be taken against the risk of death or personal injury in work activities. Unqualified employees shall not undertake any work to electrical equipment or systems. This applies to all minor electrical work such as the repair and replacement of plugs, fuses and cables. Employees should report to the Head of Property Management any apparent defect or damage to electrical equipment or installations and stop using the equipment until rendered safe by a competent trained person.

All electrical equipment, wiring and installations will be maintained by regular test and inspection procedures, in accordance with regulations.

No privately owned electrical equipment of any description should be brought into the workplaces by employees or visitors unless it has been PAT tested or otherwise checked by a competent member of BPA employees.

### Expectant mothers

Whilst new or expectant employee mothers do not have to inform their line manager that they are pregnant or breast feeding, it is important (for their and their child's health and safety protection) that they provide written notification to the HR Director as early as possible. Until then they must take action to ensure they are not exposed to any significant risks, other than those resulting from the risk assessment for all employees.

If it is determined that the working practices of the employee are likely to expose the employee to any specific new risks as a result of their pregnancy, all reasonable steps will be taken to amend the working practices accordingly.

### Lone working and Homeworking

There will be occasions when employees will be working on BPA business without any close or direct supervision, either internally (within BPA premises), externally or whilst working from home (WFH). This gives rise to specific issues relating to procedures e.g. in relation to fire, or personal accident. BPA requires its employees to undertake such precautions as are necessary to ensure their Managers have identified, evaluated and managed any risks associated with lone working, and that the individuals concerned are fully apprised of what steps to take in an emergency.

*Separate provisions are in place outlining procedures for employees and artists when working alone within the company's premises, to do with security, as well as fire safety.*

### Workplace transport

Controls of the hazards associated with workplace transport focus on three areas:

- site safety
- vehicle safety
- driver safety/competence.

When driving any vehicle on site, great care should be taken to observe pedestrians and other vehicles in the vicinity. Equally, pedestrians should be aware of the possibility of moving vehicles.

All vehicles owned by BPA will be regularly maintained by a competent mechanic. Any driver using a BPA vehicle will be required to complete the pre drive checklist in each vehicle. Any driver becoming aware of any fault should report this immediately to the Head of Property Management, who should take the vehicle out of service until the fault has been investigated and rectified.

BPA vehicles should only be used by employees properly trained in their use. In the case of the minibus, this requires having an existing qualification on the driving licence, or having taken an official training programme, and passed the appropriate test.

Mobile phones and earphones should not be used when driving. Employees who are known to be driving should not be contacted by mobile phone.

### Slips and Trips

The most common cause of non-fatal major injuries at work is a slip, trip or fall on the same level. Employees should give these potential hazards a high priority when conducting risk assessments.

Floors, grounds and traffic routes will be maintained in as sound condition as reasonably possible. All floors and traffic routes should be kept free of obstructions likely to cause a person to trip.

When floors are wet (e.g. through mopping) or may otherwise cause a temporary hazard, an appropriate notice should be displayed for the duration of the problem.

### Adverse weather

In the event that BPA's sites are unsafe or impassible due to bad weather, or due to an outage of heat or light, the Health and Safety Committee will appoint an Emergency Coordinator to manage the health and safety of employees and to issue communications.

## Personal Protective Equipment

Where a risk assessment for an activity determines that Personal Protective Equipment (PPE) should be worn (e.g. steel-capped footwear, or hardhats), BPA undertakes to provide such equipment, and employees will be required to wear such equipment for the duration of the job in question.

BPA will maintain an annual budget to enable PPE to be provided as required.

## Young persons and vulnerable adults

Employees under 18 years of age, and employed vulnerable adults, must have a specific risk assessment carried out, and the relevant manager must ensure that the employee is protected from additional health or safety risks.

If the young person is under school leaving age, it is necessary to ensure that the child's parents have a copy of the risk assessment, and their written approval.

## Visiting contractors and hirers of BPA's premises

Visiting contractors engaged to undertake work on BPA's premises will be required to observe the conditions of the Health & Safety Policy, and to demonstrate that they have their own policies towards working safely and within appropriate legislation.

This also refers to hirers of any of BPA's premises. Hirers will be required to demonstrate safe operating procedures and the competence of their own employees, and to have undertaken their own risk assessments.

## Records

BPA will keep records, analyses and inspection reports relating to the Health & Safety at Work Act available for inspection.

## Monitoring

BPA undertakes to monitor new developments and changes in legislation affecting health and safety at work and to regularly review its policy and procedures through meetings of the Health and Safety Committee.

## Consultation

BPA will consult with all employees as necessary on matters affecting their health and safety, and amendments to this statement.

## Breaches of Policy

Cooperation on the part of all employees is vital to the success of BPA's Health and Safety Policy. Serious or repeated breaches of the Health and Safety Policy will lead to the invoking of the disciplinary procedure and may lead to termination of employment.

Reviewed and updated by HY, 30 November 2023