



NewquayCouncil

CorporateService

**Design, supply and installation of
playground equipment, landscaping and
surfacing at Mount Wise Gardens,
Newquay**

General Preambles and Specification



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SECTION 1 General Preambles

1.1 To the specific performance standards the Contractor/Designer accepts to comply with the below requirements as part of the contract:

- i. Furnish all labour, equipment and cleaning supplies and materials required to perform the work in accordance with the specifications contained herein and the provisions of the Contract.
- ii. Responsible for the Health and Safety of their employees and the public liability towards occupants to premises service users and the general public.
- iii. Supervise their staff appropriately to ensure that the performance standards are met, and to ensure that they perform their duties in a way that reflects positively on Council as commissioning organisation. This may, on occasion necessitate the need for spot checking by a manager or equivalent.
- iv. Keep a record of all risk assessments for the work being carried out, and to supply a copy to the Council upon request.
- v. Ensures that none of its employee's smoke or vape in any Council facility or in public whilst performing duties in connection with this contract.
- vi. Maintain its own public liability insurance for the duration of the Contract.
- vii. Ensure that all staff have the relevant training and ability to carry out the tasks set out on the specification.
- viii. Be solely responsible for breakage or theft by the Contractor/Designer's employees or agents. In addition, the Contractor/Designer will also be solely responsible for rectification of any damage resulting as a failure of their responsibilities.

Storage of Materials and Equipment

1.2 The Contractor/Designer will be required to liaise directly around storage for each site. The Council shall not be liable for loss of materials stored within these facilities.

Provision of Services

1.3 The Contractor/Designer shall be allowed free use of water and electricity (where available within the buildings being cleaned under this Contract) for Services related to the fulfilment of the Contract. The Contractor/Designer shall be mindful to use such services in an efficient and economical manner.

Access to Premises / Sites

1.4 Access to the site will be in agreement with the Council's appointed

representative.

- 1.5 The services provided are in operational facilities which are open during the day and therefore may have either staff, service users and / or general public. The Contractor/Designers Operatives are therefore required to be mindful of this and also be mindful working in locations where particular consideration is to be made to a range of stakeholders including:
- i. Vulnerable Adults;
 - ii. Visitors to the premises who may be unaware that work is being carried out;
 - iii. Persons with visual, hearing or mobility impairment;
 - iv. On occasions potentially violent, abusive or aggressive persons;
 - v. Persons with limited understanding of the English language;
 - vi. Persons with particular requirements because of their ethnic, religious or other backgrounds.

Security

- 1.6 As part of their day-to-day activity the Contractor/Designer's Operatives shall be required to report any suspicious situations or security concerns, and for these concerns to be relayed to the respective Council Authorised Personnel as soon as practically possible. If the situation or concern is deemed an emergency then the relevant emergency services should be called without delay.
- 1.7 The Contractor/Designer's Operatives will be required to ensure that they have ID visible during the time they are onsite either via an approved lanyard, or card holder clipped to the Operatives apparel.
- 1.8 By undertaking their duties, the Contractor/Designer's Operatives shall be mindful of their actions in a manner that prevents unauthorised persons access to materials and equipment that may cause harm, theft or damage as a result of their actions.

Apparel

- 1.9 Contractor/Designer Operatives will be required to look professional and presentable when working on Council premises. Apparel for Contractor/Designer Operatives will be practical for the Services performed, but readily distinguish the Operative as an appointed person to work on the premises.
- 1.10 To help provide clarity to others all Operatives should have the same outfit / uniform which includes clear reference to the Contractor/Designer's company name / logo, as well as a photo badge which also includes the name for the

individual Operative.

Materials

- 1.11 For the purposes of performing the Contract the Contractor/Designer will be responsible for the provision of all materials and equipment necessary,

Health and Safety matters

- 1.12 The Contractor/Designer is reminded of their obligations under the Health and Safety at Work Act 1974 and other supplementary Health and Safety Regulation that is relevant. The Contractor/Designer shall note the following and undertake due measures to ensure Health and Safety matters are duly undertaken and complied with in any resulting contract but not limited to, the following:

- i. Health & Safety at Work Act 1974
- ii. Management of Health & Safety at Work 1999
- iii. Provision & Use of Work Equipment Regulations 1998

- 1.13 The Contractor/Designer should inform the Council of any unsafe feature or any matter of cause of public concern at any location at which the services are being provided.

Trips, slips and falls:

- 1.14 The prevention of trips, slips and falls will be a key priority as part of the Services being performed, especially considering the Services being carried out in both operational and public settings. When undertaking Services, suitable warning signage shall be prominently displayed at approach points to the Services being carried out, along with suitable signage / protection being in place around, leads / cables to appliances that can cause hazards to others in the area.
- 1.15 To remain effective and ensure premises users do not become complacent, hazard warning signs must be removed as soon as practicable after the hazard is eliminated –Hazard signs left for an unreasonable amount of time after the hazard is eliminated will be removed by Corporate Health and Safety to be held until claimed.

Risk Assessment

- 1.16 Prior to commencing any work, a thorough risk assessment must be undertaken by the Contractor/Designer. This assessment should identify potential hazards, evaluate the risks associated with these hazards, and implement control measures to mitigate identified risks. The risk assessment must be documented and available for review by the Council's Authorised Officer upon request.
- 1.17 In addition, the risk assessment must be updated regularly or whenever there

are significant changes to the work environment, procedures, or following an incident.

- 1.18 Risk assessment must be made known and readily available to Contractor/Designer's Employees to refer to.

Reporting of Incidents and Hazards:

- 1.19 In the event that a Health and Safety incident occurs resulting in injury, or not, then this shall be reported as soon as practically possible by the Contractor/Designer to the Council's Authorised Officer. The Contractor/Designer will also be required to notify the Council of any damage or vandalism on the sites / facilities. This does not forgo any wider responsibilities and duties that the Contractor/Designer may have under the Health and Safety Legislation such as notifiable incidents.

Personnel Protective Equipment (PPE):

- 1.20 The Contractor/Designer will ensure that Employees are provided with, and use, in line with the risk assessments.

Electrical Equipment:

- 1.21 All electrical equipment used shall have suitable safety checks (including Portable Appliance Testing – PAT where they apply) and certification and used in compliance with manufacturer's instructions.

Training:

- 1.22 New and existing Operatives shall be suitable trained and have appropriate refresher training in relation to Health and Safety. In the event of lone working the Contractor/Designer shall have a clear policy in how this is to be operated.

Disposal of Waste

- 1.23 Waste arising from the Contractor/Designers operations in delivery of the Cleaning Service and the safe disposal of such waste will form part of the Contractor/Designer's responsibilities under the Contract.
- 1.24 If the Contractor/Designer wishes to dispose of this waste from their own depot facilities, they must ensure they hold an up to date Waste Carrier's Licence.

Contractor/Designer Employee Personnel

- 1.25 The Contractor/Designer will be responsible for providing suitably trained and qualified Operatives to fulfil the requirements of the Contract, this includes requirements around cleaning standards, Health and Safety, as well as vetting as required (e.g. Police Vetting and Data Barring Service DBS checks).

Welfare

- 1.26 Comply with the safety and welfare measures required by enactment or

regulation.

- 1.27 Comply with the Working Rules for the area as agreed by the Joint National Council for the Building Industry
- 1.28 Agree with employer to use sanitary accommodation in existence, as directed by employer, keep clean at all times, maintain on site, where directed, proper sanitary accommodation for use of workmen and keep in a thoroughly clean and sanitary condition for the duration of the Contract, and make good upon completion.

Existing Services

- 1.29 Check for the existence of services in the area of the work and locate and mark. The Contractor/Designer shall be responsible for damage to services occurring as a result of the work in the Contract, and any consequential damage arising therefrom, and bear all costs in connection therewith.

Electrical Works

- 1.30 Electrical works must only be carried out by qualified electrical technicians, in line with suitable trade body such as National Inspection Council for Electrical Installation Contracting (NICEIC) <https://niceic.com/>.
- 1.31 It is the responsibility of the Contractor/Designer the Operator to satisfy themselves as to the suitability of the people they employ. Prior to connecting with any electrical supplies all necessary checks and tests must be carried out.

Working at Heights:

- 1.32 All operations are to be carried out in a manner that wherever possible avoids the need for the operative to gain access to areas via means of steps, platforms cherry pickers, or other temporary vertical staging.
- 1.33 Where access is required by means of ladders, steps, platforms, cherry pickers or other temporary vertical staging means, then a work at height assessment should be carried out and agreement of the Council's Authorised Officer obtained. Access equipment for short duration (e.g. step ladders) must be provided by the Contractor/Designer and evidence of suitable training in correct use of equipment may be required. Contractor/Designers working unsafely at height will be instructed to leave the building.

SECTION 2: Specification

Objectives/Expectations (list is indicative but not considered exhaustive)

- 1.34 The Authority is seeking to work in partnership with a playground provider for the design, supply and installation of play equipment, and fencing at Mount Wise Gardens, Mount Wise, Newquay. The area is currently being devolved from Cornwall Council to Newquay Town Council, with successful transfer anticipated to be completed before anticipated works.
- 1.35 Mount Wise Gardens is a c.0.25ha open space off Mount Wise, Newquay. There is one central footpath that runs through the site from North to South. The Gardens naturally slope down from the South end, flattening to the North End. The South section side of the path is relatively sparse with a number of trees whilst the North section is more level however does have more scrubland and an abandoned small theatre style seating area. The Southern section of the Gardens is c.0.12ha (highlighted Red on Appendix 6) and would be the Council's preferred choice for the play equipment however the Council is equally open to bidders incorporating aspects of the designs in the Northern section which is also c.0.12ha (highlighted Blue on Appendix 6). There are two existing wooden benches with Concrete foundations within the Southern Section which the Council does not have any strong aspirations to retain if replacements can be incorporated into the design. All proposed play equipment and associated structures must be designed and constructed to withstand the maritime climate conditions specific to Newquay. As the site is exposed to the Atlantic coastal environment, it experiences high levels of moisture, salt exposure, and strong winds. Suppliers must therefore ensure that all materials, finishes, and fixings are suitable for such conditions and resistant to corrosion, decay, and weather-related deterioration. Preference will be given to durable, low-maintenance materials that are proven to perform well in harsh coastal environments.
- 1.36 The primary objective of the project is to secure the design of an attractive, imaginative and low maintenance new play space utilising the whole area. This would involve the installation of new play equipment for age range 0 to 12 years, with the focus primarily being segregation of the 0 to 4 year age demographic from the 5 to 12 year age group. There is an emphasis on ensuring there are more challenging aspects of the play equipment as well as sensory and tactile play opportunities where possible. Further community feedback will be provided in a separate 'Appendix 7 – Consultation Summary' document. The 0 – 4 year area should be enclosed with appropriate Wooden fencing and self-closing gate(s), which are wide enough to accommodate wheelchairs, prams, pushchairs and any maintenance equipment. The design needs to ensure an area is allocated outside the play park for seating.

1.37 The Authority would like to see well thought out proposals which will be low maintenance, including consideration of:

- i. Choice of safety surfacing (i.e. durable and appropriate to location/ground conditions and type of equipment). Surfacing must have an appropriate sub-base for the Contractor/Designers chosen product. Surfacing must be environmentally friendly and sustainable;
- ii. Equipment materials (i.e. durable and not prone to rapid deterioration); and
- iii. Parts which may require replacement (i.e. stock parts that are easy to source and replace).

The Authority welcomes incorporation of equipment or features which foster imaginative play (e.g. creative, dramatic, role play, etc) where this does not conflict with ROSPA guidance, or reduce the ease of maintenance or durability.

1.38 The Authority is inviting Contractor/Designer/Designer's to:

- i. Propose an initial design layout for the park to include new play equipment (including surfacing), landscaping and fencing;
- ii. Apply for Planning permission if required. The Contractor/Designer should satisfy themselves whether their chosen design requires Planning permission;
- iii. Supply and install the new play equipment and fencing in accordance with the final agreed design;

1.39 The Authority is not prescriptive about the type of play equipment to be provided. However, considerations should be given to the public consultation already undertaken for the site which has provided an insight into the type of equipment desired. A summary of the responses can be found in the 'Appendix 7 – Consultation Summary' document.

- i. The design should be innovative in order to make best use of space, including natural features and topography, and provide excellent play opportunities for children between the ages of 0 and 12.
- ii. The equipment needs to be of good value and with low running costs and maintenance requirements, however this should not mean an unimaginative play area without risk or challenge and at the expense of play value.
- iii. The equipment must be robust enough to withstand heavy use and possible anti-social behaviour.
- iv. A suitable warranty period will need to be provided, which will form part of the evaluation process.

- v. All play equipment, surfacing, and ancillary structures supplied and installed under this contract shall comply with BS EN 1176 (all relevant parts) and BS EN 1177. The Contractor/Designer shall also follow BS EN 1176-7:2020 for inspection, maintenance and operation.
- vi. Design and layout shall accord with the best practice guidance published by RoSPA, the Fields in Trust Guidance for Outdoor Sport & Play, and the National Model Design Code where relevant. Equipment shall be suitable for the intended age ranges, and safety zones and fall-heights in accordance with the relevant EN 1176 parts. Surfacing shall be impact attenuating and tested as per BS EN 1177.
- vii. The Contractor/Designer shall furnish test certificates, conformity statements for equipment/surfacing, and carry out risk-and safety assessments aligned with RoSPA Code of Good Practice.

1.40 In general:

- i. Natural / innovative / creative / imaginative / stimulating / challenging play opportunities are welcomed, particularly where they can balance this against a desire for low maintenance – accordingly they should be well designed, taking account of likely levels of use, grounds maintenance, sustainable surfacing, etc.
- ii. Risk should not be designed out of the play areas – the play areas must ensure there is not unacceptable risk, but must not be sterile, instead allowing children to develop in an environment with a level of risk and challenge.
- iii. The total area of the Mount Wise Gardens is c. 0.2,350ha however the proposed area to be used for the play area c. 0.1,167ha. The whole of the area is available for use and it is up to the play provider to come up with a suitable design to make the best use of the space available, taking into account site constraints.
- iv. Designs should aim to make the space appealing for families not just children, and create a place that will be valued by the community. Designs will need to consider ongoing maintenance and management regimes.
- v. The site slopes from South to North and use of the natural topography in the design will be welcomed. It is anticipated ground works would be required to level the area in order to allow for installation of the play equipment. Contractor/Designer should consider making use of the excess fill material rather than take it off site. The Contractor/Designer will be required to make good after construction through the use of turf ensuring appropriate fencing is used to protect the turf for 3-4 weeks to allow it to establish.

- vi. The Contractor/Designer shall ensure that any trees, shrubs, or other vegetation removed, damaged, or otherwise affected during the installation of the new play area and associated works are substituted with viable alternatives of a similar species, size, and quality. Replacement planting shall be carried out in suitable locations within or adjacent to the play area, to ensure no net loss of biodiversity or landscape value. All replacement planting shall be carried out in accordance with good horticultural practice and maintained by the Contractor/Designer for a minimum period of 12 months to ensure successful establishment.
- vii. Details of local services including National Grid, South West Water and Wales and West Utilities have been provided however it will be the responsibility of the Contractor/Designer on checking whether they are satisfied with these surveys or whether they wish to undertake any additional surveys to verify their accuracy. The surveys within the Tender package have been provided directly from the Utilities providers.
- viii. The Contractor/Designer will need to undertake appropriate grounds investigations to provide suitable drainage solutions if required. All surfacing shall be suitably edged and installed with suitable gradients to allow run off.
- ix. Surfacing will need to be carefully considered, environmentally friendly and sustainable. Options for the Contractor/Designer to consider, but not limited to are; recycled rubber mulch and/or tiles, natural bark or wood chips, cork surfacing, recycled plastic mats or tiles or grass reinforcement systems. Surfacing should have the minimum standard depth sub-base that is appropriate for the Contractor/Designers chosen product. The Contractor/Designer should give detailed information on their chosen sub-base and how it will appropriate for the site.

1.41 Materials guide:

Due to the desire for low maintenance and longevity, it is anticipated that designs in predominantly in hardwood will be preferred. The chosen materials will need to demonstrate appropriate warranties and design consistent with low maintenance (e.g. replacement of parts) and longevity. If wooden equipment is proposed to be installed into grass, steel footings will be preferable but not essential if the Contractor/Designer can give rationale as to why it isn't required.

Preferred Materials Specification – Wooden Equipment

Durability & Material Selection: Wooden equipment must be designed for long-term outdoor use and resistance to decay. Preferred option would be naturally durable hardwoods (e.g. Robinia).

Sustainability: All timber must aim to be sourced from sustainably managed forests with accredited certification (e.g., FSC or PEFC).

Service Life Expectation: Structural timber components (e.g., posts in contact with soil) must be designed to achieve a minimum in-ground service life of 15 years, verified by material selection, treatment specification, or protective detailing.

Protection Against Damage: Timber posts installed in grassed or trimmed areas should include protective steel or composite footings/guards to prevent trimmer and mower damage or the Contractor/Designer should suggest appropriate alternatives.

Alternative Materials: Where appropriate, hybrid solutions (timber above ground with steel or recycled composite footings) are welcome to be considered to further extend service life and reduce replacement needs.

- 1.42 The preferred Contractor/Designer will be appointed on the strength of their tender submission and initial design layout.