

VOLUME 1 WORKS PACKAGE STANDARD DOCUMENTATION

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AVAILABLE PREDEFINED DOCUMENTS

Revision	Date	Description	Prepared By
15	October 2015	Fully revised document	C P Lucas
16	October 2016	Health & Safety, Sustainability and other minor amendments	C P Lucas
17	January 2017	Sustainability Section	C P Lucas
18	August 2017	Minor change to Document and Data Exchange	C P Lucas
19	May 2018	Changes to Appendix O and minor changes to section 13.0	A Hands
20	August 2018	Changes highlighted in yellow	A Hands
21	August 2019	Changes highlighted in yellow	A Hands
22	September 2019	Changes highlighted in yellow	A Hands

APPENDICES

- APPENDIX A – HEALTH & SAFETY
- APPENDIX B – SUSTAINABILITY
- APPENDIX C – PROJECT LOGISTICS
- APPENDIX D – QUALITY
- APPENDIX E – ELECTRONIC DOCUMENT & DATA EXCHANGE
- APPENDIX F – DRAWING & DOCUMENT PROCEDURES
- APPENDIX G – EXTRACTS FROM THE MAIN CONTRACT
- APPENDIX H – **NOT USED**
- APPENDIX J – WORKS-CONTRACT DOCUMENT & SCHEDULE OF AMENDMENTS
- APPENDIX K – COLLATERAL WARRANTY – **NOT USED** (SEE APPENDIX J)
- APPENDIX L – WORKS-CONTRACT GUARANTEE (ON DEMAND)
- APPENDIX M – (PARENT COMPANY GUARANTEE – SEE APPENDIX J – ANNEX A) **NOT USED**
- APPENDIX N – INSURANCE
- APPENDIX O – BIM REQUIREMENTS
- APPENDIX P – DAYWORKS
- APPENDIX Q – SECTIONAL COMPLETION SCOPE & DATES INFORMATION
- APPENDIX R – PLANNING REQUIREMENTS
- APPENDIX S – MATERIALS FRAMEWORKS
- APPENDIX T – 3RD PARTY AGREEMENTS

1.0 PROJECT PARTICULARS

1.1 Description of Project

The Victoria Square Woking (“the Project”)

The scope of the Project comprises principally

The works under the Main Contract include generally everything necessary for the design and construction of 429 residential units in two towers, a 189 bedroom four star hotel with associated conference facilities, approximately 120,000 ft2 of new retail, including a 50,000 ft2 M&S store, new parking decks, an Energy Centre and extensive public realm works, all linked into the two existing shopping Centre’s, the Peacock Centre and Wolsey Place and a multi-storey car park providing approximately 1330 car parking spaces.

The proposed Main Contract works also include associated ‘Section 278’ Highway works, the reconfiguration of the existing Toys R Us retail unit together with modification to the entrance to Bandstand Mall and other retail units of the Peacocks Centre.

The Main Contract Works are in 13 sections, (See Appendix Q For the details), the programming and phasing of the sections is to be determined by agreement and suitable proposals.

The contract may be extended to include additional works depending on available funding, satisfactory performance, planning approval and mutually acceptable agreement of cost.

1.2 Location of Project

The site is located within the various site locations illustrated on the tender drawings, these being Victoria Way, Cawsey Way and Commercial Way all within Woking Town Centre.

The existing site is bounded by Victoria Way to the West, the Southern boundary of the Debenhams Department store to the North, the existing Peacocks and Wolsey Place Shopping Centre’s and Export House Office Block to the East, and the existing railway embankment to the South. The site also extends to include road junction improvements to the West of the main site, including the junctions of Victoria Way and Goldsworth Road, Church Street West and High Street bus laybys etc.

1.3 Employer

Victoria Square Woking Limited

1.4 Employers Project Team

Under no circumstances shall contact be made with the Employers Project Team other than in accordance with the Contractor's agreed procedures.

Consultant	Name of Consultant
Architect/Contract Administrator	Gardiner and Theobald
Architect	Benoy
Structural Engineer	Doran Consulting
Building Services Engineer	TUV SUD
Quantity Surveyor	W H Stephens
Landscaping Consultant	Gillespie's LLP
Principal Designer	Gardiner and Theobald

1.5 Contractor

Sir Robert McAlpine Limited ('the Contractor') whose registered office is located at;

Eaton Court, Maylands Avenue, Hemel Hempstead, Herts HP2 7TR

Telephone:- (01442) 233444

The Contractors Regional Office is located at;

Midas House, 62 Goldsworth Road, Woking, Surrey, GU21 6LQ

Telephone: 0333 566 2100

The Contractors Project Site Office is located at;

9th Floor Export House, Cawsey Way, Woking, GU21 6QX.

Telephone [TBC]

Email 004597.VictoriaSquareWoking@srm.com

1.6 Contractors Project Team (CPT)

The CPT comprises the following team members. The professional consultants annotated with a * will be novated from the Employer to the Contractor as part of the Project.

Under no circumstances shall contact be made with the CPT other than in accordance with the Contractor's agreed procedures.

Consultant	Name of Consultant
Architect	Benoy
Structural Engineer*	Doran Consulting
Building Services Engineer	TUV Sud
Landscaping Consultant	Gillespie's

1.7 Construction Contract

- 1.7.1 The Form of Main Contract will be the JCT Management Building Contract (MC) 2011 Edition with Schedule of Amendments, a copy of which is included in Appendix G.
- 1.7.2
- 1.7.3 A copy of the Main Contract documents, excluding any commercially sensitive information including the detailed pricing and Contract Sum of the Contractor, is available for inspection by appointment at the Contractors Regional Office / Project Site Office. Arrangements for inspection are to be made with the Contractor's Project Commercial Manager.

MC

- 1.7.4 The Form of Works Contract will be the JCT Management Works-Contract (MC), 2011 Edition plus amendments. Refer to Appendix J for the Schedule of Modifications to the Works-Contract.
- 1.7.5 The Works-Contract will be executed as a Deed.

1.8 Performance Bond (PB)

- 1.8.1 The Works-Contractor may be directed by the Contractor to arrange completion of a Performance Bond in the form annexed to the Schedule of Modifications (see Appendix J), for a sum equal to 10% of the Works-Contract Sum / Tender Sum. The Works-Contractor warrants that it shall arrange to have the Performance Bond executed and returned to the Contractor within 14 days the subcontract being entered into.

1.9 Parent Company Guarantee (PCG)

- 1.9.1 The Works-Contractor may be directed by the Contractor to provide an ultimate Parent Company Guarantee in the form annexed to the Schedule of Modifications (see Appendix J) following the award of a Works-Contract. The Works-Contractor shall execute and return the PCG to the Contractor within 14 days of the subcontract being entered into.

1.10 Collateral Warranty Agreements

- 1.10.1 Unless rights are conferred by means of the Contracts (Rights of Third Parties) Act 1999, the Works-Contractor may be required to complete Collateral Warranty Agreements in favour of various third parties including the Employer, Fund, Purchaser and Tenant (who may be multiple in number) in the form annexed to the

Schedule of Modifications (see Appendix J).

- 1.10.2 Where required, warranty engrossments shall be prepared and issued by either the Employer or Contractor.
- 1.10.3 Upon receipt of a written request from the Contractor, the Works-Contractor shall provide to the Contractor the requisite number of Works-Contractor Warranties, duly executed, within 14 days of the date of such written request.
- 1.10.4 In the event that the Works-Contractor fails to provide the warranties within the specified period, the Contractor may execute the forms of collateral warranty acting as agent for the Works-Contractor and the Works-Contractor hereby gives the Contractor an irrevocable power of attorney to execute any such collateral warranty on its behalf. This shall be a condition within the Works-Contract Conditions Schedule of Modifications in Appendix J.

1.11 Right to Withhold Payment

- 1.11.1 The Contractor reserves the absolute right to withhold any payment due to the Works-Contractor until such time as the Works-Contract, Performance Bond and/or Parent Company Guarantee and Collateral Warranty Agreements directed to be completed have been properly executed and delivered to the Contractor by or on behalf of the Works-Contractor. This shall be a condition within the Works-Contract Conditions Schedule of Modifications in Appendix J.

2.0 MAIN CONTRACT PRELIMINARIES

2.1 Main Contract General Conditions/Preliminaries

- 2.1.1 Please refer to Appendix G for relevant extracts from the Main Contract General Conditions / Preliminaries.

3.0 THE REQUIREMENTS

3.1 Requirement Extracts

- 3.1.1 Please refer to Appendix G for relevant extracts from the Requirements.

4.0 HEALTH AND SAFETY

4.1 Compliance

- 4.1.1 The Works-Contractor, their employees, servants and/or agents and those of their own sub-Works-Contractors shall at all times comply with the Contractors requirements, including the Health and Safety requirements of current Acts of Parliament, Statutory Instruments, Working Time Directives, Euro & British Standards, Approved Codes of Practice, Health and Safety Executive Guidance Notes, the Contractor's Safety Management System, Project specific rules and the Construction Phase Health and Safety Plan, and any Client rules throughout the duration of the Works-Contract Works on site.

4.2 Construction (Design and Management) Regulations

- 4.2.1 The Works-Contractor shall make due allowance for discharging all of their obligations under these Regulations. Refer to Section 1 for details with regards to the Principal Contractor and the Principal Designer.

4.3 Competency (Skills, Knowledge, Experience and Capability)

- 4.3.1 The Contractor shall give preference to those Suppliers, Works-Contractor's and Consultant services who have committed to a Safety based Culture Change programme and can demonstrate their management scheme system has an accredited certification (e.g. OHSAS18001 or a Safety Scheme in Procurement (SSIP) as a means of demonstrating company competence). We will work with our supply chain to support achievement of externally accredited certification. Further project specific competence checks thereafter will be necessary.
- 4.3.2 In accordance with the CDM 2015 Regulations, please refer to the Health & Safety Executive's Guidance on the regulations - Managing health and safety in construction (L153). Particular cognisance to PAS 91:2013 (Publically Available Specification) Construction related procurement – prequalification questionnaires.
- 4.3.3 Works-Contractors should put together a package of information that shows how their own policy, organisation and arrangements meet these standards. The Works-Contractor is required to plan, manage and monitor the construction work under their control so it is carried out in a way that controls the risks to health and safety to their own employees and all others (including third parties).
- 4.3.4 The Contractor expects responses to reflect the size of your organisation, the scale of your operations and the risks which the work entails. The evidence you provide should focus on the work for which you wish to tender and be proportionate to the risks involved.
- 4.3.5 In addition to the Works-Contractors supplying competent/fully trained personnel to undertake all tasks under their direction with all personnel holding a valid skill card as recognised by Build UK. SRM require every Works-Contractor to complete a competence statement for every individual appointed to the project. The competence statement will be completed upon the CMP06 FM04 format which will be made available to every Works-Contractor.

The said form (CMP06 FM04 Rev 02) will need completing and submitting (uploaded to Datascope) along with current skill cards and evidence of current occupational health (Fit to Work certification) 48 hours in advance of personnel

attending site for their scheduled site induction. This includes all agency personnel required to work on behalf of the Works-Contractor.

Any employees, sub-Works-Contract employees and agency staff working for the Works-Contractor who cannot be deemed competent due to their current skill set, e.g. apprentices or student engineers who hold a “red CSCS Card” MUST be subject to a specific Risk Assessment which should identify the person responsible for the direct supervision of the individual.

The above also applies where the Works-Contractor is permitted to Works-Contract elements of their Works-Contract works.

4.4 H & S Information to be submitted

4.4.1 The Works-Contractor shall submit the appropriate Health and Safety information, identified below, to the Contractor with their Tender. This must be at least four (4) weeks prior to commencement of the Works-Contract Works on site, and throughout the time on site if any documents are revised, or additional documents produced. The Works-Contractor will not be permitted to commence any of the Works-Contract Works on site until this information has been commented upon, or accepted by the Contractor. All such information / documentation must take due account of the control of any of the Works-Contract Works which the Works-Contractor intends to sub-let. The information/documentation shall consist of, but not be limited to, the following;

- A copy of your Company Health & Safety Policy, together with details of how health & safety responsibilities are allocated at all levels within the organisation and how often this is reviewed.
- A description of your arrangements for the management of Health & Safety (i.e. procedures and processes in place at both company and site level). Advise on how these arrangements are reviewed and how their implementation is monitored and audited.
- A description of your arrangements for producing and monitoring risk assessments, method statements and for ensuring safe systems of work. Advise how the workforce is involved in this process.
- A description of the requirements of your Occupational Health procedure and how it is implemented at the site level. Ensure that all members of your workforce, including Works-Contractors and agency workers are in possession of a current Fit for Work Certificate relevant to their occupation. All safety critical workers are to be subject to annual Fit to Work occupational health reviews, with all other personnel to be subject to occupational health reviews dictated by risk assessment and in all instances at periods not exceeding three years.
- Details of how your company and individual projects obtain advice on health & safety i.e. in-house or external consultant and if specialist construction health & safety advice. Contractors will undertake independent safety inspection and audits by qualified health and safety practitioners at periods not exceeding fortnightly.
- Details of your arrangements for health & safety training, including refresher training, new technology or new legislation, etc.
- A description of how you ensure that your employees have the correct skills, knowledge, training and experience to carry out the task(s) for which they are appointed.
- A description of how you consult your workforce on health & safety matters.
- Details of how you ensure that your Works-Contractor's (and Design Consultants, if applicable) are competent and have satisfactory arrangements for any further Works-Contracting. How do you monitor their performance?
- (If undertaking design) identify a copy of the arrangements you have for meeting your

duties under Regulation 9 of CDM 2015.

- A description of your arrangements for risk assessments, method statements and ensuring safe systems of work. Including how the workforce is involved in this process and how do you deal with occupational health (OH).
- A description of your messages to ensure co-operation with others and ensure effective co-ordination of their work with other Works-Contractors.
- (If providing welfare facilities) a description of how they will ensure that appropriate welfare facilities are in place before works starts on site.
- Records of any RIDDOR reportable events over the last 3 years and advise how such events are reviewed and what action is taken. Such records must detail any over 3 day event for comparison purposes only.
- Records of any HSE enforcement action taken together with Notices of Contravention under the FFI regulations against your company over the past 5 years and the actions taken to remedy the matters. (Note: this will be checked against the HSE website for Notices and Prosecutions)
- COSHH Assessment(s) for the materials you intent to use to undertake the contracted works.
- Noise Assessment(s), for **ALL** operations likely to produce noise above 80MC(A)
- Copies of Plant Operators & other Skills Certifications (e.g. CSCS, CPCS, NPORS with CSCS logo cards etc.). The Works-Contractor is to complete a Certificate of Competence (SRM Form CMP06 FM04) for all staff and operatives including agency labour and submit it to the SRM site team two days prior to induction. The Certificate of Competence is to be signed by a Director of the Works-Contract company for all directly employed personnel, however this may be delegated to the Works-Contractors Project Manager for all new start and agency employees. Evidence of how trainees, graduates, students and other holders of red CSCS/CPCS cards are supervised should be included on this form. Please refer to the note about individuals who cannot be certified competent in paragraph 4.3.5.
- Copies of training certificates for any personnel employed to undertake works at height, involving the utilisation of a harness will provide evidence of training in the use of such equipment.
- Copies of Plant Certifications, including thorough examinations, daily pre-use checks, weekly statutory inspections, evidence of on-going maintenance and other related documentation shall be provided by the contractor. Evidence of thorough examination reports will be provided prior to plant and equipment being operated on site.

4.4.2 If your tender is of interest you will be invited to a post tender interview where the above questions will be dealt with in more detail and allow you to present your safe system of work to the Project Manager and their management team.

4.4.3 All of the above information / documentation must also be provided to the Site Supervisors, and Site Operatives where appropriate, and any Sub Works-Contractor's employed, and their employees who are assigned to work on the project.

4.4.4 Any sub-letting of work by the Works-Contractor must get formal agreement from the Contractor.

4.5 Site Rules

4.5.1 The Works-Contractor must comply with all Project Specific Site Rules, which are included in the Construction Health and Safety Plan and the Works-Contractor shall ensure compliance with these rules at all times. Site rules will be subject to on-going review with all updates being brought to the attention of all members of the supply chain to ensure full compliance is maintained.

4.6 Items of banned equipment

4.6.1 The Contractor has banned the following items of equipment on all the Contractors sites. This list may vary from time to time, therefore the Works-Contractor must confirm with the Contractor on each site if there are any other items banned or whether this list has been reduced in anyway.

- Semi- Automatic quick hitches (See 4.30.1)
- Podium steps with 4 wheels (See 4.32.1) - unless they are of the type where the wheels are dis-engaged when is use.
- Free standing Halogen lamps and halogen heaters(See 4.26.6)
- Single use lifting strops

4.6.2 The Contractor has lifted the ban on the following item of equipment on all the Contractors sites, however there is a restriction placed on this item of equipment as follows.

Note: We will only accept the Genie Z135/70 and derivatives on our sites if an additional boom head filter has been fitted.

4.6.3 This list may vary from time to time, therefore the Works-Contractor must confirm with the Contractor on each site if there are any other items banned or restricted or whether this list has been reduced in anyway. The Contractors Regional Health and Safety Advisor holds a current list of banned items.

4.6.4 Acetylene gas use will not normally be permitted on site, safer alternatives should be considered first. Strict control measures must be agreed with the Contractor and implemented if the use of acetylene gas is to be considered.

4.7 Construction Phase Plan (Health and Safety Plan)

4.7.1 Please refer to Appendix 'A' for a copy of **the Contractor's Project Construction Phase** Health and Safety Plan and Fire and Emergency Plan.

4.7.2 The Principal Contractor's Construction Phase Health and Safety Plan identifies the procedures and arrangements relating to the Health, Safety and Welfare of all persons working or visiting the Site. The Construction Phase Health and Safety Plan is a legal document and forms part of the Contractor's contract and must be adhered to.

4.7.3 The Works-Contractor shall take due notice, and make due allowance for complying with the provisions of the Contractor's Construction Phase Health and Safety Plan.

4.7.4 Compliance with these Plans shall not relieve the Works-Contractor of their own statutory obligations in respect of the Health, Safety and Welfare of their staff, visitors, Sub-Works-Contractors and others who may be affected by their works. The Works-Contractor shall also take notice of the specific information listed here in Section 4.0 of this document.

4.8 Fire Safety and Emergency Procedures

4.8.1 The Fire Safety Procedures are set out in the Project Construction Phase Health and Safety Plan, enclosed within Appendix 'A', and the Works-Contractor shall make due allowance for complying with the requirements contained therein.

- 4.8.2 The Works-Contractor shall appoint a competent individual(s), resident on site, to act as their Fire Safety Co-ordinator to maintain and test the fire precautions relative to their Works, and to work with the Contractor to maintain and test the fire precautions relative to the project in general. The Contractor must be made aware of this individual and their competence to undertake this role prior to the Pre Start Meeting. This individual is not to be replaced without the prior agreement of the Contractor.
- 4.8.3 The Works-Contractor shall ensure that all temporary site accommodation they provides complies in full with the current statutory requirements, and guidance notes in respect of fire safety, and particularly with the document noted in 4.8.5. The Works-Contractor shall also be responsible for the adequate provision, maintenance and removal of all fire pre-cautions relating both to the workplace, and their site accommodation, offices, stores, or compounds, whether provided by, or allocated for the use of the Works-Contractor. The Works-Contractor shall ensure that the Works are also protected. (see 4.8.6)
- 4.8.4 The Works-Contractor shall pay particular attention to fire prevention measures associated with the storage of flammable substances, and compressed gases, and general housekeeping issues.
- 4.8.5 The Works-Contractor shall identify the measures they will take to ensure compliance with the current editions of The Fire Prevention on Construction Sites by HSE and the Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation, paying particular attention to the removal of flammable packaging, removal of flammable redundant materials and rubbish and the storage of materials. Stored materials must be protected with fire retardant protection in accordance with the Code of Practice.
- 4.8.6 The Works-Contractor shall ensure, where applicable, the materials used on the project comply with the Fire (and Building) Regulations.

4.9 First Aid Provision

- 4.9.1 First aid equipment, together with the services of a person(s) trained to administer first aid, will be provided by the Contractor during normal working hours. The Works-Contractor is to provide their own arrangements and qualified First Aiders in line with their First Aid Risk Assessment to cover their own workforce should their requirements exceed those to be provided by the Main contractor during, or outwith agreed, normal site working hours. Evidence of personnel being fully trained to administer first aid must be provided.

4.10 Welfare

- 4.10.1 Statutory Health and Welfare facilities will be provided by the Contractor.
- 4.10.2 The consumption of food, and the use of personal radios or other audio equipment will not be permitted anywhere on site, except in authorised areas of the mess rooms.
- 4.10.3 In accordance with current legislation, smoking on site is banned (inclusive of electronic cigarettes), however specific site smoking arrangements will be provided. Use of Electronic cigarettes will be restricted to designated welfare areas but will not be allowed within enclosed spaces such as canteens or changing areas.

4.11 The Contractor's Health and Safety Principles and Aims

4.11.1 The aim of the Contractor is to provide a working environment that is both safe, and free from health hazards for everyone working on our sites, visitors and for members of the public. These principles and aims should be read in the context of "Re-thinking Construction, Respect for People and Revitalising Health and Safety".

4.11.2 The Contractor is committed to the following:

- Leading behavioural change on all our sites to eliminate accidents and incidence of ill health.
- A fully qualified workforce, (e.g. CSCS, CPCS, IPAF, CISRS, SMSTS, SSSTS, NPORS with CSCS logo, Gas Safe Registered ID Cards etc.), and carrying out 12 monthly audits to ensure continuing compliance with this commitment. All site personnel, in line with Build UK and CSCS's accepted/accredited schemes, will hold a current and valid CSCS card, or card affiliated/endorsed to/by the CSCS card scheme, relevant to the trade or task which they are employed to undertake. Personnel holding a labourer's card will be restricted to labouring duties only.
- An effective site specific induction process before anyone is allowed to work on site.
- All workers being consulted on health and safety matters in a way that engages them in improving health and safety, (e.g. three tier consultation process – at project, work gang and individual levels). Such consultation will include, but is not limited to, daily activity briefings, point of work risk assessments, Time out for Safety, attendance at behavioural workshops and any other consultation mechanisms used at site.
- Exchanging best practice and lessons learned in order to establish the root causes and elimination of incidents.
- Raising health and safety awareness and performance through Safety Leadership highlighting communication, co-ordination, competence and commitment. All contractors' personnel are to lead by example at all levels within the organisation.
- Reducing the incidence rate of work related ill health in the construction industry through good health risk management of eliminating, reducing, isolating and controlling risks where possible and supported by health surveillance, education and rehabilitation.

As part of our supply chain, we require all Works-Contractor's to work with us to meet the principles and aims noted above.

4.12 Site Induction

4.12.1 All employees, operatives, Works-Contractor's and visitors will be required to attend a formal site safety induction prior to commencing any works on site. To facilitate the induction process the Works-Contractor shall obtain from the Contractor and complete "site pass application form" for their personnel. These need to be fully completed and submitted and uploaded to Datascope 48 hours before attending the site induction and, where available, book their employees onto a site induction prior to arrival to site. The Contractor uses Datascope for access control the application form MUST be completed and submitted electronically via the Datascope system. The Site Induction will be provided by the Contractor, while Works-Contractors are required to undertake their own induction and method statement briefings to their personnel in advance of the main site induction with

4.13 Non-English Speaking Operatives

4.13.1 Where any non-English speaking (NES) personnel are employed by the Works-Contractor, or their Sub Works-Contractor, these individuals shall be identified to

the Contractor. The Works-Contractor shall make all necessary arrangements to ensure that these employees are fully conversant with the site induction and any other forms of documentation, (e.g. Risk Assessments and Method Statements), safe systems of work and any emergency arrangements before they are put to work. The Works-Contractor must ensure there are effective means of communication at the work place for such individuals i.e. among the immediate workforce and addressing any interface issues. The ratio of translators to NES will be determined by risk assessment, but will be no greater than 1 per gang or 1 per 6 NES for multiple gangs.

- 4.13.2 The Works-Contractor will be responsible for providing translation for such personnel at Inductions, Workforce Engagement Workshops, Time out for Safety and whilst any work activity is being undertaken.
- 4.13.3 In respect to Workforce Engagement Workshop presentations and all other safety briefings, where the Works-Contractor or their sub- Works-Contractors employs non-English speaking personnel, the Works-Contractor will provide suitable a candidate or candidates (see section 4:16:2 for resources) who are able to translate from English the contents of the Workforce Engagement Workshop presentation into the required foreign language. The identified candidate or /candidates will need to attend the Contractors Workforce Engagement Workshop Train the Trainer 3½ day workshop to ensure the contents of the Workforce Engagement Workshops are fully understood and that subsequent presentations are delivered to a high and consistent standard. Such resource to deliver the Workforce Engagement Workshops and all other safety briefings will be maintained or made readily available to fulfil translation as required; and to ensure all site personnel under the Works-Contractor's direction attend an effective Workforce Engagement Workshop within 2 weeks of commencement on the project.

4.14 Resources/Supervision

- 4.14.1 Prior to commencing the Works-Contract Works on site, the Works-Contractor shall notify the Contractor of the names of the Director responsible for Health and Safety in the Company, the Company Health and Safety Advisor / Officer / Manager, individual with overall responsibility for Health and Safety on site, and the names of Staff / Supervisors with specific Health and Safety responsibilities. The Works-Contractor will be required to demonstrate the experience and competence of these individuals to undertake the roles allocated to them. Once in place, the Works-Contractor shall not remove, or re-allocate these roles without the prior written agreement of the Contractor. The Works-Contractor shall ensure that appropriate Health and Safety supervision is provided for their employees and operations to be carried out including any works by your Sub Works-Contractor's at all times. There will be a minimum of 1 SMSTS qualified person on site at all times to supervise the work. Also a ratio of 1 SSSTS/SMSTS qualified person per 10 operatives or per gang (whichever results in more supervisors) will be applied as a minimum. The Works-Contractor is responsible for managing and supervising any Sub Works-Contractor's they engage. Works-Contractor management must be in attendance on site when their men are working. All supervisors/managers will attend an additional supervisor's induction at the earliest opportunity on commencement on the project.

Note: Although working supervisors embedded within a gang of less than 10 operatives is acceptable, if the gang is split between locations or levels, i.e. there is not effective supervision due to the supervisor working in one area, the supervisor

MUST be NON-WORKING or additional supervisors MUST be provided by the Works-Contractor. In addition, if the Risk Assessment identifies supervision as a control measure the supervisor MUST also be NON-WORKING.

- 4.14.2 The minimum level of qualification is SMSTS for management and SSSTS for supervision.

(See also Section 8 - Project Management Requirements).

4.15 Disciplinary Measures

- 4.15.1 The Contractor operates a Stop and Act Procedure, this will apply where any breach of health and safety requirements is observed which places a person or persons at risk. Work will be stopped immediately and appropriate action taken. A judgement will be made as to the severity of the situation and an assessment made of the role of the worker, their supervisor / manager and of the Works-Contractor who employs them. This may involve excluding persons immediately from site whether this is the worker/supervisor or manager. For Works-Contractor breaches our Regional Management/Purchasing Department will decide on the action to be taken.

All Works-Contractor's, including their supply chain, must be made aware of this on, or prior to, arriving on site.

Costs associated to the issuing of any Safety Improvement Notice and any subsequent delays, will be passed to the Works-Contractor.

4.16 Safety Leadership Programme

- 4.16.1 The Works-Contractor will participate in the Contractors Safety Leadership Programme or be working to their own Behavioural Safety Programme which has been accredited by the Contractor, along with SRM, Client and other Works-Contractor's involved in the project, they will not charge SRM for this participation or penalise their employees for taking part as defined in clauses 4.16.2 to 4.16.8.

- 4.16.2 The Contractor expects that the Works-Contractor and their employees will participate in the Contractor's Safety Leadership Programme. All employees will attend the Workforce Engagement Workshops (3½ hours). Supervisors will be expected to attend the Leadership Key Skills for Supervision workshop (1 day course). See table:

	Off Site Management, Project Managers, Directors.	On Site Management / Supervision (Black Hats)	On Site Operatives and admin staff
Key Skills for Supervision (1 Day)		√	
Workforce Engagement Training 3½ hours)	√	√	√
Workforce Engagement Train the Trainer (3½ Days)		1 per £2m of contract value, as required by the Contractor	

- 4.16.3 All the Works-Contractor's employees and those of their sub-Works-Contractors will be expected to attend a Workforce Engagement Workshop at the earliest opportunity following attendance at the Site Induction and in all cases within two weeks of attending, unless they can demonstrate that have attended a workshop on another of the Contractor's sites within the last 36 months in which case they will be exempt for the balance of the 36 months.
- 4.16.4 The Contractor and some of the Works-Contractor's employees will be required to assist in delivering these Workshop Engagement and Leadership Key Skills for Supervision workshops. Works-Contractors will nominate personnel to deliver Workforce Engagement Workshop as indicated in the above table.
- 4.16.5 The Contractor will provide training for the Works-Contractor's employees to carry out this task. This training will consist of a 3½ day Workforce Engagement Train the Trainer Course.
- 4.16.6 The Health and Safety Leadership Team act as the champions for health and safety on each project and conduct safety tours, chair safety meetings and provide safety mentoring. Members of the SLT establish target standards and set an example for the entire project to follow. The champions also act as the conduit through which site personnel can air concerns towards any health and safety issues that may concern them and that they will be listened to and responded to swiftly and effectively. This initiative has been very successful under the banner heading – Be Safe, Home Safe and our Build Sure philosophy.

- 4.16.7 As part of this programme, 'Time Outs for Safety' can be carried out at any time any project. This involves all work on site being suspended for approximately 1 hour whilst a presentation is given by the Project /Construction/Works Manager to everyone on site. These presentations are created around safety issues either relevant to the project, the Contractor as a Company or a HSE focus area.
- 4.16.8 All Works-Contractor employees are required to attend these 'Time out for Safety' presentations.

4.17 Method Statement and Risk Assessments

- 4.17.1 Any Works-Contractor working on site is expected to provide detailed risk assessments and where identified as a control measure, method statements for the proposed works to be undertaken. The risk assessment and method statements (RAMS) must be developed by a suitable competent person appointed by the Works-Contractor and then issued to the Contractor for approval prior to works commencing, such that the safe system of work can be reviewed against the Contractors policies and procedures to ensure it meets the required standard. Under no circumstances will any work be permitted to commence on site until the applicable documentation are received and accepted by the Contractor. The Contractor requires this to be effectively communicated to the workforce via method statement, risk assessment and a Daily Activity Briefing (DAB) before work commences and that the Works-Contract works will be properly supervised.
- 4.17.2 The Works-Contractor will meet with the Contractor on a weekly basis to review the risk assessments and method statements for the upcoming work to ensure they are current and relevant.
- 4.17.3 Any changes to the initial, or subsequent, works will require communication to all relevant personnel.

4.18 Training/Toolbox Talks/Daily Activity Briefings

- 4.18.1 The Works-Contractor will be required to organise a programme of Tool Box Talks for their employees, and those of their Works-Contractors. This programme is to be provided to and agreed with the Contractor prior to commencing the Works-Contract Works on site. Individuals nominated to deliver Tool Box Talks must provide evidence of their appropriate training at the time of submitting their programme to the Contractor. Toolbox talks will be given and recorded by the subcontractor on topics relevant to the current works or as required by the Contractor. Evidence of the delivery and attendance at such briefings will be provided to the Contractor.
- 4.18.2 A Daily Activity Briefing will be given to every employee prior to the start of each shift, to inform the workforce of the day's activities and other activities that may impact on the Works-Contractor's works. These will be recorded with a brief overview of the content indicated on the records.
- 4.18.3 The Contractor will be required to submit a register of attendance of all personnel attending their Tool Box Talk programme. At least one Toolbox talks is expected to be given to all employees on the project at least once in every two week period.

4.19 Accident Reporting

- 4.19.1 The Works-Contractor shall report ALL accidents, near misses, safety observations and dangerous occurrences to the Contractor immediately. In accordance with RIDDOR, all such RIDDOR incidents are to be investigated by the Works-Contractor and a copy of the Report, with associated documents, photographs, etc., shall be issued to the Contractor within 14 days unless agreed otherwise, which shall be agreed with the Contractor. This requirement applies to all over 3-day injuries.
- 4.19.2 A brief written synopsis of all RIDDOR incidents and over 3 day injuries must be provided to the Contractor within 24 hours. It is the responsibility of the Works-Contractor to ensure their RIDDOR Dangerous Occurrences are reported to the appropriate enforcing body following a review by the Contractor and copies given to the Contractor.
- 4.19.3 The Works-Contractor shall report all near misses / incidents/safety observations to the Contractor and co-operate with any investigation. A safety observation is any observation that the observer believes to be H&S related and can constitute an Unsafe Act or an Unsafe Condition/Situation.

4.20 Near Miss Reporting

- 4.20.1 As part of the Contractors 'Accident and Incident focus' to reduced accidents, the Works-Contractor shall assist the Contractor in reporting all Safety Observations, including near misses, in order that lessons can be learned, health and safety conditions on site be improved, and accidents in the future can be eliminated. This can be done formally through the accident reporting route or through other reporting mechanisms such as the site 'Have Your Say Boards/Cards' displayed on every site, our open door policy, daily activity briefings, consultation meetings, etc. The Works-Contractor can provide copies of any of their own "Safety Observation Cards" or similar on a weekly basis to aid the identification of trends etc.

4.21 Consultation Meetings

- 4.21.1 In conjunction with the Health and Safety Leadership Team initiative, the Contractor will undertake regular workforce consultation meetings ensuring the workforce are given the opportunity to raise any issues concerning site safety, welfare and health. Daily activity briefings will be conducted with cooperation and input from all site personnel (including contractors) prior to each working day. In addition, Point of Work Risk Assessments will be adopted by all appointed Works-Contractors. Daily point of work risk assessments and briefings are to be conducted to identify the need for any additional controls due to changes in circumstance. These are to be completed by the gang immediately before the works start as a final check and a means of giving them some ownership for their work area.
- 4.21.2 We operate an 'open door' policy towards consultation to ensure worker engagement is occurring and easily accessible to all. We expect our supply chain to support the workforce consultation meetings by ensuring employees (elected or volunteers) are available to attend such meetings.
- 4.21.3 The Works-Contractor will take part in site H&S walk rounds as required by the Contractor.

4.22 Health and Safety Co-Ordination and Progress Meetings

- 4.22.1 The Works-Contractor shall attend regular Health and Safety Co-ordination Meetings with the Contractor, and other Works-Contractors. The frequency of these and the attendees shall be advised by the Contractor. The Works-Contractor shall attend regular Progress Meetings with the Contractor, at which Health and Safety will be discussed, including poor Health and Safety KPI Scores.

4.23 Occupational Health

- 4.23.1 As part of the Contractor's on-going commitment to improve Health and Safety, the Works-Contractor will have in place the following minimum Occupational Health arrangements, these will be issued to the Contractor as part of the Tender :-
- Ensuring suitable and sufficient welfare arrangements are in place and maintained in good order throughout the project.
 - Each Works-Contractor shall demonstrate the Occupational Health risks that they are likely to encounter, how they will deal with these and monitor effectiveness.
 - Each Works-Contractor must demonstrate that they have systems and procedures in place to deal with Health Surveillance when identified in risk assessment or specific legislation. Where workers have been exposed, management arrangements must be in place for the rehabilitation of these workers.
 - Ensure Health Surveillance is implemented according to SRM procedures and current H&S Legislation and Guidance.
 - Toolbox Talks and other promotional materials on Occupational Health issues are to be used to improve the understanding of health risks to the workforce.
 - Each Works-Contractor will monitor Occupational Sickness absence.
- 4.23.2 The Works-Contractor shall work to meet these commitments with immediate effect with guidance and information being provided as required by the Contractor.
- 4.23.3 The Works-Contractor shall notify the Contractor if any employees, or Sub-Works-Contractor's employees have, or develop a medical condition which the Contractor should be aware of for Health & Safety reasons.
- 4.23.4 The Works-Contractor will provide evidence that all of their workforce, attending the Contractor's sites, are fit for their intended task (i.e. 'Fit for Work' confirmation). Evidence of all employees' Fitness to Work (Fit to Work Certificate) will be provided to the Contractor prior to completing the site induction.
- 4.23.5 Safety Critical Workers, Operators of mobile plant, and those controlling the movement of mobile plant and vehicles, and specific roles such as scaffolders, etc, must have completed a health assessment as specified by your Occupational Health Provider and be in possession of 'Fit to Work' certificate (See section 4.23.4) which must be presented prior to starting on site.
- 4.23.6 SRM's Definition: Safety Critical Workers are defined as workers where the ill health of an individual may compromise their ability to undertake a task defined as safety critical, thereby posing a significant risk to the health and safety of themselves and to others. A Safety Critical Worker will as a minimum fall into one of the following occupations / tasks:

- All mobile plant operators (e.g. excavators, dumpers, moxy's, dump trucks, cherry pickers, forklifts, telehandlers, ride-on rollers, MEWPs). All CPCS and IPAF Card Holders and other plant operator cards (as recognised by BuildUK/CSCS).
- Crane drivers (any type of tower crane, mobile crane, crawler crane, spider crane, lorry mounted cranes, etc. including remotely operated cranes)
-
- Others identified from risk assessments (e.g. banksmen, scaffolders, tower crane erectors, electricians, those in charge of utility installations, lift installations etc.).

Note: This list is not exhaustive and Works-Contractors may add or remove occupations to this list whom they deem to be safety critical workers in accordance with their own written procedures.

- 4.23.7 NOTE: Works-Contractors that have systems in place to implement, the guidance outlined within the Strategic Forum Plant Safety Group (SFPSG) guidance "Medical Fitness to Operate Construction Plant" will fulfil this requirement. All other operatives must have completed suitable health assessments as specified by your Occupational Health Provider and be in possession of a 'Fit to Work' certificate as defined in section 4.23.4 which must be presented prior to starting on site.
- 4.23.8 Further advice can be sought via the HSE document - "10 Top Tips for Purchasing Occupational Health Services" – which can be viewed on the HSE website - <http://www.hse.gov.uk/>, and alternative source of information is Constructing Better Health scheme – www.cbhscheme.com.

Note: if the Works-Contractor specifies periods between health assessments that are different from those stated above, providing these periods are identified in the Contractors Occupational Health Risk Assessment and the Contractors OH Policy and the provided the fit for work certificate proffered is within those stated periods they will be acceptable.

- 4.23.9 The Contractor is committed to providing a safe, healthy and productive working environment and to safeguarding the health, safety and welfare of all those affected by its operations. This includes ensuring that everyone working on the Contractor's projects or in their offices is fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse. All of the Contractor's employees and others working with us are expected to arrive at our workplaces fit to carry out their roles and to be able to perform their duties safely without any limitations due to the use or effects of alcohol or drugs.
- 4.23.10 Random, For Cause and Post Accident drugs and alcohol testing is carried out in accordance with the Contractor's Drugs and Alcohol Policy. This is in addition to any Works-Contractors or Sub-Works-Contractors own arrangements.
- 4.23.11 Random testing will be carried out at all the Contractor's sites and offices and any site personnel, including (but not limited to) Works-Contractor and Sub-Works-Contractor employees, may be tested. The Contractor will operate a zero tolerance policy in respect of illegal drugs and will observe the current legal drink drive limit in respect of alcohol depending upon the project location /country of testing, e.g. England, Wales & Northern Ireland or Scotland. The current drink

drive limits are:

England, Wales & Northern Ireland:

- 35 micrograms of alcohol in 100ml of breath, which is equivalent to
- 80 milligrams of alcohol in 100ml of blood and/or
- 107 milligrams of alcohol in 100ml of urine

Scotland:

- 22 micrograms of alcohol in 100ml of breath, which is equivalent to
- 50 milligrams of alcohol in 100ml of blood and/or
- 67 milligrams of alcohol in 100ml of urine

- 4.23.12 The results of tests for alcohol are available at the time of testing. A preliminary test result for drugs is available at the time of testing and may be negative or non-negative. In the event of a non-negative result for drugs, the individual will be removed from site pending the outcome of a laboratory test. . The Contractor will not be responsible for any costs for the Works-Contractor's employee during the suspension period. When the Contractor receives confirmation of the laboratory result, if negative, the individual will be allowed to return to work. In the event of a Positive result the individual will be excluded from SRM sites in line with the Contractor's current D&A Policy.
- 4.23.13 Any employee of the Works-Contractor or their Sub-Works-Contractors suspected of bringing intoxicating liquor or unlawful drugs onto the site will be immediately suspended from the site. The Contractor may also report the incident to the Police
- 4.23.14 Any person suspected of being under the influence of alcohol or drugs will be subject to a 'For cause' test and may be immediately suspended from the site depending upon the results. If a person's behaviour is such that the Contractor reasonably believes they should be removed from site, they will be removed pending an investigation. If such behaviour suggests they may be under the influence of drugs or alcohol, they will first be subject to a "For cause" test.
- 4.23.15 Anyone testing positive for drugs or alcohol will not be permitted to continue working on site and the Works-Contractor will be expected to produce a report on the individual testing positive. If the Works-Contractor wishes their employee to return to site, the Contractors will expect to see a report on the individual's rehabilitation programme and assurance from the Works-Contractor and the individual that they are no longer on drugs or alcohol.

4.24 PPE







- 4.24.1 The Works-Contractor is advised that the wearing of a safety helmet and reflective jackets/vests, protective footwear (with toe and mid-sole protection), light eye protection (for general tasks/activities) and suitable gloves are mandatory on site.

Note: Although the Contractor has a default position on PPE, this may also be 'risk assessed out', e.g. where the risk is increased due to the activity or weather conditions, etc. but must be justified and recorded in the risk assessment.

Light Eye protection be suitable for continuous use, i.e. Optical Standard Class 1 as noted in BS EN 166 and must not be considered as suitable for any tasks where there is a necessity to provide and wear more appropriate eye protection

(i.e. impact goggles, full face visors, etc.)

4.24.2 Safety Helmets

Build UK safety helmet colours are to be implemented on all SRM construction sites as follows:		
	Black	Supervisor
	Orange	Slinger/Signaller
	White	Site Manager Competent Operative Vehicle Marshal (distinguished by the wearing of a different coloured high visibility vest)
	Blue	All those coming to site who do not fall into any of the above categories.
Helmet Stickers		
	Green First Aider Sticker	First Aider
	Red Fire Marshal Sticker	Fire Marshal

All helmets must meet British Standard BS EN 397

Note: Network Rail's PPE standard only permits white and blue helmets on its infrastructure.

- 4.24.3 All other necessary personal protective equipment identified in the risk assessment for carrying out their task will be a requirement for all personnel during their time on site. To accord with this the Works-Contractor shall ensure that all of their operatives are issued with and wear a safety helmet displaying individuals name as they wish to be known, reflective jacket/vest (with their respective Company branding on the rear), suitable protective footwear (which includes a steel toe cap and midsole), gloves and safety glasses and all appropriate personal protective equipment at all times. All such Personal Protective Equipment shall carry identification labels, clearly bearing the name of the Works-Contractor. Where work is undertaken on Network Rail infrastructure, the PPE must bear the name of

the individual's Sentinel sponsor and must comply with Network Rail requirements. The need for further PPE/RPE and the type will be determined by the risk assessment process. Works-Contractors will be expected to identify the 'specific' PPE/RPE in their Risk Assessments and ensure the wearing of this equipment is maintained and monitored.

- 4.24.4 Where work involves the production of dust, all persons will be expected to wear suitable respiratory protective equipment (RPE). A 'FFP3' facemask will be the minimum standard to meet this requirement. Further to this, each person must be 'Face Fit Tested' for their particular face mask, prior to use.
- 4.24.5 When excavating adjacent to live or potential live services or where 'hot work' activities are being carried out, flame retardant / fire resistant clothing will be provided by the Works-Contractor and worn by the individual's assigned to the task to meet the requirements of the EN 11612 standard –Protective Clothing for Heat and Flame.
- 4.24.6 Where works are being carried out in an electrical environment area where there is a risk of an electric arc or blast as a result of a disruption (e.g. a short circuit) in an electric installation, the PPE being provided will meet the requirements of the EN 61482 standard – Protective clothing against thermal hazards of electric arc.

4.25 Plant, Equipment and Materials

- 4.25.1 All plant and equipment must be regularly serviced and maintained, with records, including test certificates, available on site for inspection. All Lifting Plant and Equipment must be regularly serviced and maintained in line with the manufacturer's recommendations with records, including a valid Thorough Examination Certificate, available on site for inspection.
- 4.25.2 The Works-Contractor should provide copies of all statutory plant test certificates to the Contractor before plant is put to work on site. The Works-Contractor must maintain appropriate records of scaffolding, lifting equipment/accessories, plant and equipment on site. The Works-Contractor is required to keep records of statutory inspections on site of all plant and equipment as required by the CDM, Provision and Use of Work Equipment and Lifting Operations and Lifting Equipment regulations, recording any defects and taking out of service any defective equipment. All mobile types of plant will display plant identification (Contractors details, supervisor's details, and thorough examination expiry date).
- 4.25.3 Users of plant and equipment must carry out and record appropriate pre-use inspections, taking out of service any defective items.
- 4.25.4 When selecting items of plant and equipment for the undertaking of any site specific task. Particular attention must be paid to the requirements of PUWER Regulation 4 (Suitability of work equipment) as follows:
- Work equipment is so constructed or adapted as to be suitable for the purpose for which it is used or provided.
 - Have regard to the working conditions and to the risks to the health and safety of persons which exist in the premises or undertaking in which that work equipment is to be used and any additional risk posed by the use of that work equipment.
 - The work equipment is used only for operations for which, and under conditions for which, it is suitable.

- Consideration must be made to ensure the selected item of plant/equipment can complete the required task whilst operating within manufacturers guidelines, e.g. to ensure the plant and equipment is not operated outside the manufacturers safe working gradients, etc along with all other restraints as defined by the manufacturer.

- 4.25.5 Only authorised and trained personnel in possession of an appropriate competency card (CPCS) may operate plant. Where no CPCS category exists, other cards, affiliated to CSCS or accepted by the Contractor, may be considered. All personnel shall be properly and correctly trained for the work they are employed. Similarly, all Plant and Equipment on site shall bear identification labels, clearly bearing the name of the Works-Contractor, and shall be suitably maintained in accordance with legislative requirements. Tool chests and tool boxes shall have damper arms to prevent sudden uncontrolled closure.
- 4.25.6 To prevent the unauthorised use of mobile plant, keys will be removed and plant isolated when not in use; this is to eliminate the common practice of plant being left running whilst the operator is not in attendance.
- 4.25.7 The Contractor has banned the use of free standing halogen lamps (but not those fixed onto structures) and halogen heaters on all the Contractors sites as past experience has identified them as a foreseeable fire risk. The Works-Contractor should source other alternatives.

4.26 Mobile Phones / Similar

- 4.26.1 All personnel (including the Works-Contractors' employees) associated with working with plant and equipment are to be prohibited from using mobile phones and MP3 players or similar whilst driving or working on site with plant and equipment (including listening to music and receiving both calls and texts).
- 4.26.2 Personnel must not jeopardise their safety or that of others whilst using a mobile phone or similar. Mobile phones or similar, should only be used from a mobile phone zone **ONLY**, unless there is a need to summon emergency services and it is safe to do so. The use of mobile phones outside of these areas may culminate in removal from site.
- 4.26.3 The use of hand held electronic equipment (e.g. for Priority 1 purposes, etc) are regarded as items of work equipment. They are not to be used as a mobile phone on site unless they are being used from a mobile phone zone. The main danger is that users can become so focused on working on a device that they fail to recognise the hazards and changes in working conditions taking place around them. Therefore the user is responsible for ensuring that they are used from a 'place of safety' by standing still and checking all around for hazards and operations that may pose a danger.
- 4.26.4 Whilst working at height, all hand held electronic equipment used as work equipment (e.g. tablets, etc.) will be tethered to the individual or their hi-viz vest/jacket.

4.27 MEWPS

- 4.27.1 The Works-Contractor will maintain a register of MEWPS that records the presence of a current 6 monthly Thorough Examination Certificate and the due date of the next Thorough Examination. Such information will also be displayed on

the MEWP in addition to the name of the organisation to whom the items of plant are on hire to and the appointed supervisor's contract details.

- 4.27.2 No MEWP will be allowed to work if it does not have a current Certificate of Thorough Examination on the machine.
- 4.27.3 An emergency rescue plan will be in place before any use of MEWPs commences. No one is allowed to operate a MEWP alone; a second person must be available to operate the emergency controls should the driver get into difficulty. Summoning assistance by phone/radio is not acceptable.
- 4.27.4 All MEWPs to be used on site, including scissor lifts, are to be supplied with a suitable harness anchor point for clipping on where appropriate by the operator or others being carried in the MEWP.
- 4.27.5 All MEWPs must be assessed for the risk of crushing by the Works-Contractor, and where the potential of crushing could exist, anti-crushing devices must be fitted before work commences.
- 4.27.6 All MEWP operators shall hold the appropriate IPAF/PAL/PAL/CPCS card for that particular category of MEWP.
- 4.27.7 The requirement for IPAF+ is mandatory for all Boom Type MEWPs.
- 4.27.8 The standard IPAF category/training is acceptable for platform type MEWPs where there is no increased risk of crushing.
- 4.27.9 This will be checked by the Contractor prior to any operation.
- 4.27.10 The Works-Contractor shall follow the Build UK standard for MEWP operations on all our sites. 'All net riggers and steel erectors, along with their associated trades, e.g. painters and welders working as part of erection, netting activities, or activities with an increased risk of crushing, operating mobile or static boom and platform MEWPs, shall hold IPAF PAL+ or CPCS Competent Operator Certification.
- 4.27.11 In addition, any new holders of the new IPAF/PAL cards or future renewals by existing IPAF/PAL operators are expected upgrade to the new IPAF/PAL+ category in addition to the standard IPAF card for the operation of any Boom Type MEWP or where there is an increased risk of crushing associated with the use of platform type MEWPs.
- 4.27.12 The use of any Genie Z135/70 MEWP's or derivatives is currently restricted on all the Contractors' sites. We will only accept the Genie Z135/70 and derivatives on our sites if an additional boom head filter has been fitted, the Works-Contractor should look at alternative MEWPs to carry out their work, if these modifications have not been made. The Genie Z135/70 MEWP is currently subject to the lifting of the initial ban, provided confirmation of an additional filter having been fitted to the head of the machine's boom.

4.28 Anti-Crush on Boom MEWPS

- 4.28.1 All boom type MEWP's will use anti-entrapment/crushing devices appropriate to the type of work being carried out. The emergency arrangements and the use of the MEWP will be assessed in the context of appropriate Planning, plant selection, training, instruction, information, supervision and monitoring, as described in the

Strategic Forum for Construction Plant Safety Group Best Practice Guidance for MEWPs "Avoiding Trapping / Crushing Injuries to People in the Platform"

- 4.28.2 All Boom Type MEWPs delivered to the Contractors' site will have anti-entrapment /crushing devices fitted. The type of device fitted will be determined within the risk assessment. Boom Type MEWPs will not be used on any projects without anti- entrapment /crushing devices fitted.

4.29 Quick Hitches

- 4.29.1 All SEMI-AUTOMATIC quick hitches are banned from the Contractors' sites.
- 4.29.2 Works-Contractor's are required to review their machines and take the necessary action to replace any semi-automatic quick hitches to comply with this requirement. Only fully automatic or fully manual quick hitch attachments are permitted upon our sites. Personnel operating quick hitch attachments must be in receipt of accredited training to utilise such appliances. Conventional manual attachments with pins are also acceptable.

4.30 Scaffolding

- 4.30.1 All Scaffold platforms, mobile scaffolds and podium type access equipment and including **ALL** leading edge protection must be subject to scaff tags being utilised at all times. All scaffolds, as above, will be subject to inspection after every 7 days of erection and recorded on the scafftags. General scaffolds and design scaffold must be inspected every 7 days and the inspection recorded in the Site Register.
- 4.30.2 The Works-Contractor shall provide all necessary safety scaffolding and other safety measures to protect their own and all other personnel during the course of their operations. The Works-Contractor will be required to stop work immediately and comply with the Contractor's instructions regarding any deficiency in this respect.
- 4.30.3 Works-Contractors responsible for the provision / erection of access / support scaffolding must comply with BS EN 12811-1 (Ref. NASC TG20:13 for scaffold tube and fittings) and shall conform in all respect with the NASC guidance booklet Note SG4:15 – Preventing Falls in Scaffolding Operations shall be used in conjunction with the Work at Height Regulations 2005 to ensure that safe systems of work are established to prevent and protect against falls from heights. Collective protection measures, (e.g. Advanced Guardrail Systems or similar), must be used ahead of personal fall protection equipment (e.g. harnesses). Mobile scaffold towers are to be constructed / dismantled / used in accordance with the PASMA Operators Code of Practice. All incomplete scaffolds must display appropriate signage to identify "incomplete – do not use" or scafftags. Works-Contractors erecting scaffold platforms will allow for all statutory inspections, unless directed otherwise by the site team. All scaffold platforms, mobile scaffolds and podium type access equipment must be subject to scafftags being utilised at all times.
- 4.30.4 Where stair access or temporary stairs cannot be utilised and scaffold ladders have to be used for access then Ladder Safety Gates must be used where appropriate.
- 4.30.5 All ladder and step ladders used on the projects must have a ladder tag attached showing the date of the last inspection by a competent person.

- 4.30.6 Supervision/Management of scaffold works- Trainee scaffolders will only be permitted to erect, dismantle or alter scaffold under the direct supervision of either an advanced scaffolder or a fully skilled scaffolder. Design scaffolds will only be erected, altered or dismantled under the direct supervision of an advanced scaffolder.

4.31 Podium Steps

- 4.31.1 Podium steps shall have a maximum of two wheels. Four wheel types are not allowed, unless they are of the type where the wheels are dis-engaged when in use. Podium steps without wheels are acceptable. Hop ups shall not be used unless they comply with a CE or BS. No CE mark or BS mark means they cannot be used.

4.32 Work at Height and other high risks

- 4.32.1 Works-Contractors must carry out detailed risk assessments for all high risk activities, e.g. work at heights, confined spaces, lift shafts etc. Works at height involving leading edges, e.g. falsework, metal decking, roof work etc. must be closely supervised with approved safe systems of work strictly adhered to. All tools used for work at height will be tethered unless a safe alternative method of protecting activities below is agreed with the Contractor.

4.33 Lift Shaft Protection/Works

- 4.33.1 The Works-Contractor shall provide all the necessary lift shaft protection and other safety measures to protect their own and other personnel during the course of their works. (e.g. the provision of proprietary doors over lift shaft openings as standard at the earliest opportunity during the construction works).

Note: In high rise construction, this protection MUST provide the correct fire rating as identified within "Fire Prevention on Construction Sites – the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation".

- 4.33.2 The Works-Contractor shall ensure that all employees have occupational health arrangements / fit for work certificates in place as per section 4.23. As part of the safe system of work, the Works-Contractor shall follow the Lift shaft Industry Best Practices including addressing issues of shaft protection and the prevention of 'Lone Working'.

4.34 Excavations/Buried Services

- 4.34.1 The Works-Contractor shall follow and apply the Contractors procedure (CMP09GN48) for ALL operations involving the possibility underground services, and for any works under the Contractors direction.
- 4.34.2 When dealing with buried services, this procedure applies to ALL EXCAVATIONS AND GROUND PENETRATIONS, e.g. any trial holes, topsoil or ground strip, driving of any pins or posts into the ground, fencing, barrier, shutter support or setting out; piling, boreholes, bulk excavations, construction of manholes, utility service installations, service pits, drainage runs, and any form of digging, etc.
- 4.34.3 ANY supervisor who is responsible for supervising/overseeing any excavation

works on site will be both SMSTS or SSSTS trained and holding a valid New Roads and Street Works Act (NRSWA) Supervisors Qualification when undertaking such works upon a highway and public footpath/verge and at least one operative in each gang will have NRSWA operatives training in addition to trade specific CSCS qualification. This supervisor will be responsible for overseeing and supervising the works to ensure the permit conditions are being followed and met, including but not limited to:

- scanning the work area to verify known service locations and check for any unknown services (CAT and Genny)
- ensuring all known and newly discovered services are surface marked prior to work commencing.
- updating as built service drawings.

4.34.4 Where excavation and ground breaking operations as detailed above are being undertaken within a site boundary and NOT upon a Highway, public footpath or verge then the requirement to hold Street Works Qualification can be relaxed with personnel attending and attaining a pass at a suitably recognised Service Locating Avoidance Course. To date the contractor has sourced the services of DCR Training to deliver such a course entitled- "HSG 47 Avoiding Underground Services". The Works-Contractor is required to ensure their employees attend this course or an equivalent standard. The course comprises of 2 modules:

- Module 1- Managers and Supervisors
- Module 2- Operatives

4.34.5 Successful completion of Module 1 will replace the requirement of a Street Works Supervisor for non highway/public realm works with Module 2 replacing the Street Works operatives requirement for non highway/public realm works.

4.34.6 The controls as defined within the Contractors Permit to Break Ground will be adhered with the above arrangements being adopted where the requirement for Street Works Supervisor/Operatives are stated, for any works which resulted in the surface of the ground being broken.

4.35 Permits to work:

4.35.1 Certain defined operations will be controlled by a written permit to work, i.e. excavations, hot works, confined spaces, out of hours working, lifting operations, pumping or any activity identified on a project specific basis as a permit to work activity. RM's permits will be the default system to be used, but where Works-Contractors wish to use their own permits to supplement the SRM systems, this must be agreed with SRM management and will require enabling permits to be issued by SRM which will specify the process and permits to be used.

4.35.2 Where the need for a permit to work is identified, the Works-Contractor must have in place a person with the knowledge, training and authority to assist in completion of the permit and to accept the conditions set out. This person must ensure that all requirements of the permit are in place and are maintained throughout the life of the permit.

4.36 Cyclist and Community Safety – All sites

- 4.36.1 In order to improve safety of cyclists and other vulnerable road users, the Contractor and many of its Clients are targeting HGV safety compliance. As part of the Contractor's supply chain, the Works-Contractor is required to support the Contractor in the following initiatives.
- 4.36.2 The Works-Contractor shall comply with the requirements contained within Construction Logistics and Community Safety (CLOCS) Standard. Further guidance can be found on line in the document "CLOCS Standard for construction logistics: Managing work related road risk" which is a construction initiative that has been developed to address safety issues surrounding construction traffic on public roads.
- 4.36.3 For those companies supplying goods or services to the Contractor's sites using vehicles over 3.5 tonnes gross vehicle weight the Contractor requires (as a minimum) its supply chain must ensure that:

- **Vehicle Operator Check**
Vehicle operators must be certified at minimum FORS (Freight Operator Recognition Scheme) silver level (FORS Silver fleet operator is compliant with CLOCS).
- **Vehicle Check**
All such vehicles delivering to the Contractor's sites will have the following safety kit fitted:
 - Prominent signage on the rear of the vehicle to warn cyclists of passing the vehicle on the inside or getting too close
 - All such vehicles will be fitted with appropriate safety devices subject to a risk assessment, e.g. Class V and VI Mirrors (to give the driver a better view of cyclists and pedestrians around their vehicle).
 - A method of minimising vehicle blind spots, e.g. blind spot proximity sensors and audible warning alerts for cyclists (that detects objects in a vehicle's blind spot and alerts the driver via in-cab visual and/or audio stimuli and which alerts other road users to the planned movement of the vehicle when the vehicle's indicators are engaged), fresnel lenses (plastic lens that is press fitted to a lorry window on the passenger side and allows the driver to see that which is in the vehicle's blind spot).
 - Side under-run protection on both sides (to protect cyclists and pedestrians being dragged under vehicles), etc.
- **Vehicle drivers must**
 - Show a valid driving licence for the vehicle they are driving.
 - Produce a certificate or card for approved vulnerable road user safety training.

4.37 Vehicles and Unloading

- 4.37.1 If access to the flat bed of any delivery vehicles is required fall prevention will be provided by the relevant supplier. Edge protection will be provided in accordance with The Work at Height Regulations.
- 4.37.2 Single use bulk bags should be destroyed following delivery of the materials contained therein. Single Use Bulk bags may only be lifted to height or over

persons once contained within a secondary lifting device (metal stillage or skip).

- 4.37.3 Materials must be loaded to ease off-loading and onward site handling (e.g. palletised goods, pre-slung reinforcing and mesh, stillages or crates for flat panels and glass) must clearly identify lifting / handling arrangements. Materials such as glazing, cladding panels etc. must be individually restrained on a suitable stillage to prevent any load shedding during panel / glass removal. All such stillages must be stored on firm and level ground. Large glazing or cladding panels must have suitable handling/movement risk assessments & a safe system of work in place before work starts. In addition, each panel must be individually secured to the stillage.

(See also section 12.3)

4.38 Single Use Straps

- 4.38.1 All single use straps/slings and other single use lifting accessories are prohibited upon our sites. However where possible loads should be pre-slung with certified lifting appliances to aid off loading at site.

4.39 Vibration Equipment

- 4.39.1 Where the use of vibratory hand tools cannot be avoided either by designing out or employing alternative systems of work, then the Works-Contractor must select tools, systems of work etc. to take account of vibration and noise levels to minimise affect to users and personnel in the vicinity. These must fully address the possibility of Hand Arm Vibration Syndrome and Noise Induced Hearing Loss; HSE guides, Reducing Noise at Work L108, Hand – Arm Vibration and Guidance to the Control of Vibration at Work Regulations - L140 apply respectively. Each tool must be tagged to identify its vibration limits.
- 4.39.2 Attention must also be given to personnel exposed to whole body vibration, ensuring that measures are in place to eliminate or reduce associated occupational health concerns. The HSE publication “In the Driving Seat” INDG-242 provides further advice on both hand/arm and whole body vibration. This is available at www.hse.gov.uk/vibration.
- 4.39.3 Where vibratory tools are in use, the trigger times of individuals must be monitored and recorded; this recording may be by automatic electronic means and should identify when an individual is near to the exposure action value and exposure limit values. Health surveillance must be carried out in accordance with statutory requirements.

4.40 Dust

- 4.40.1 Dust is a substance covered under the COSHH Regulations. The Works-Contractor is required to take account of and comply with the following requirements. The generation of dust can be avoided by using the hierarchy of controls noted below:
- Eliminate by design
 - Reduce need to cut by having materials delivered in correct sizes
 - Capture dust at the point of release using attachments, e.g. tool extraction with Type M filter.
 - Suppress the dust, i.e. with application of water

The decision not to use such attachments must be justified within the risk assessment.

- 4.40.2 Dust collection/suppression systems must be utilised to minimise exposure and long term occupational health concerns. Damping down is an alternative control method if dust capture/containment is not reasonable.
- 4.40.3 Where creation of dust is unavoidable personnel must use appropriate Respiratory Protective Equipment (RPE). **N.B.** RPE will often be required as an additional control measure, in conjunction with suppression and/or extraction at source, especially when wet cutting stone, concrete, plaster boards, timber, etc. Stringent control measures must eliminate, minimise nuisance factor to the general public in accordance with environmental requirements.
- 4.40.4 Where the creation of silica dust is a product of any operation, water suppression must be used. Personnel undertaking the operation or anyone in close proximity must use the appropriate Respiratory Protective Equipment (RPE).
- 4.40.5 Where RPE, such as face masks, is utilised as part of the safe system of work, **this must be FFP3 minimum protection; the wearer must also have been trained in its use and care and must have been Face Fit Tested on that particular mask.** Evidence of such fit testing to be made available to the Contractors' project management.
- 4.40.6 In order to provide evidence that protective measures are effective regular medicals will be required.

4.41 COSHH

- 4.41.1 The Works-Contractor is to conform to the COSHH Regulations at all times. In particular, the Works-Contractor, as detailed above, is required to notify the Contractor of the name of the Works-Contractor's COSHH representative and provide a written statement of all substances prior to their delivery to the site, which they intend to use in the Works-Contract Works that are toxic or dangerous to health. A 'COSHH Risk Assessment' declaration shall include the name and nature of the substance, the proposed method statement for handling, storing, using and disposing of the substance and the period over which such commodities will be present on site together with details of the training given to operatives. The information contained within the COSHH Risk Assessment shall be relayed to all persons involved with the substance via a RAMS briefing and re-iterated in the DAB briefings.
- 4.41.2 The Contractor reserves the right to charge for the supply of storage and/or disposal of COSHH materials.

4.42 Manual Handling

- 4.42.1 Wherever possible alternative methods of lifting should be used to eliminate manual handling.
- 4.42.2 Where manual handling is considered, a detailed risk assessment (using the HSE MAC tool as a basis) must be carried out and documented.
- 4.42.3 Where manual handling is unavoidable training of personnel in good manual handling techniques must be undertaken.

- 4.42.4 Large glazing or cladding panels must have suitable handling/movement risk assessments & a safe system of work in place. The weight of brickwork and blockwork specified should be less than 20kgs. Kerb laying and paving slabs etc. require the use of mechanical aids
- 4.42.5 Items of a significant weight should be marked with their weight and if asymmetrical their centre of gravity and where appropriate provided with lifting attachments / identified lifting points.

4.43 Asbestos and asbestos training

- 4.43.1 The Contractor will advise the Works-Contractor whether the project involves work to an existing structure built before 2000.
- 4.43.2 In such circumstances, the Works-Contractor must ensure that their employees provide proof that they have received suitable Asbestos Training (including decontamination procedures) for the work they are carrying out prior to being allowed to take the site induction. **This is an absolute requirement, otherwise entry to site to carry out work will be denied.**
- 4.43.3 The level of training required for each employee must be assessed be as follows
 - 4.43.3.1 Formal Asbestos Training Course - Where persons are physically carrying out demolition or refurbishment works **that involves asbestos**, they must attend a formal asbestos course.
 - 4.43.3.2 Asbestos Awareness Training (½ day course) - for those persons who are liable to encounter (knowingly or otherwise) or, potentially, disturb asbestos whilst carrying out their normal everyday work, or who may influence how much work is carried out, e.g. electricians, plumbers, joiners, demolition workers, ground workers, construction workers, roofers etc.

4.44 Health and Safety File

- 4.44.1 The Works-Contractor shall make due allowance for providing the requisite information to the Contractor for incorporation into the Health and Safety File (including Operation and Maintenance Manuals), in a timely manner.
- 4.44.2 The Works-Contractor will allow for the Health and Safety File to be provided in both electronic and paper formats.

See also section 13.5

5.0 INDUSTRIAL RELATIONS / EMPLOYMENT REQUIREMENTS

5.1 General Requirements

- 5.1.1 The Works-Contractor shall comply with all relevant legislation in respect of wages, holidays, working time and other employment matters. This includes obtaining and retaining proof of its workers entitlement to work in the U.K. in accordance with Home Office requirements and the Contractor reserves the right to inspect the Works-Contractor's records and to remove from site, or require the Works-Contractor to remove from site, any of its employees for whom it cannot produce the relevant document(s). The Works-Contractor must have in place a provision to

the same effect with Sub-Works-Contractor's, if any.

- 5.1.2 The Works-Contractor shall advise the Contractor at least four (4) weeks prior to the planned commencement of the Works-Contract Works on site of any Industrial agreement or wages agreement appropriate to their employees, operatives, sub-Works-Contractors and the like.
 - 5.1.3 The Works-Contractor shall comply, as a minimum, with all relevant Trade Union agreements in force in the area of the works to ensure the smooth operating of the Contract, and the Works-Contractor will be held responsible for any default in this matter.
 - 5.1.4 The Works-Contractor shall provide the Contractor with the names, addresses and dates of birth of all site employees and operatives, including those of Sub-Works-Contractors, at least 7 days prior to their starting on site.
 - 5.1.5 The Works-Contractor shall provide the Contractor with a copy of their Industrial Relations / Employment Policy and, if requested, a specimen copy of the Contract of Employment issued to employees.
 - 5.1.6 The Works-Contractor shall, where reasonably practical, seek to employ, train and provide appropriate job opportunities to people who reside locally to the works or who reside within the vicinity of the works. This is to ensure that the Contractor's corporate target of 40% of the workforce to be local to project is achieved.
 - 5.1.7 Save where the Works-Contractor is under a specific obligation to provide employment opportunities such as those provided for in any planning conditions, the Works-Contractor shall, where reasonably practical, seek to employ, train and provide appropriate job opportunities to local (within 20 miles) people.
 - 5.1.8 The Works-Contractor shall not offer employment to other Works-Contractor's operatives or employees working on the Project, without the permission of the other Works-Contractor.
 - 5.1.9 The Contractor reserves the right to have Works-Contractor's staff and employees, and those of Sub-Works-Contractors, removed from site. The circumstances under which this will happen are entirely at the Contractor's discretion and include, but are not limited to, the following:
 - Failure to observe or comply with safety requirements, regulations, legislation, and / or instruction.
 - Failure to observe or comply with environmental requirements, regulations, legislation, and / or instruction.
 - Physical violence or abuse.
 - Bullying, and / or harassment.
 - Under the influence of alcohol or drugs.
 - Smoking, urinating or similar activity outside of the designated areas or toilet facilities.
 - Malicious damage to property or materials.
 - Theft of property or materials.
 - Trespass or being in an unauthorised area.
 - Falsification of records.
 - Unauthorised access to information and records.
 - Disciplinary procedures.
 - Unsatisfactory workmanship.
-

5.1.10 The Contractor shall decide under what circumstances the individual will be permitted to return to the project or not, and if so, when.

5.2 Sub-Works-Contracting

5.2.1 Any supplier or Works-Contractor employed by the Works-Contractor during the course of the Works-Contract Works are to be offered similar payment terms, under their respective agreements with the Works-Contractor, to those that will exist within the Works-Contract and payments made by the Works-Contractor to such suppliers of Works-Contractors shall be processed in alignment with the progress of the Contractor's payments under the Works-Contract and effected so as to comply with any current statutory legislation. The Works-Contractor shall provide evidence of such payments made in accordance with the Schedule of Modifications and as required by the Contractor. Failure to do so, will result in payment for those works being withheld from the next interim valuation and any further valuation until such demonstration has been given.

5.2.2 In accordance with the conditions of the Works-Contract, the Works-Contractor is required to obtain written consent from the Contractor to Works-Contract the whole or any part of the Works-Contract Works, which shall include Works-Contracting design and any major suppliers of materials (as listed in Volume 2 of this Works-Contract). In order to allow the Contractor to assess and consider the request to sub-Works-Contract any part of the Works-Contract Works, the Works-Contractor shall provide the following information to the Contractor in support of a proposal to employ a sub-Works-Contractor / supplier. The Contractor will review the proposal and issue a response either approving or rejecting the proposal within 14 days of receipt by the Contractor. In the event that the Contractor does not respond within 14 days, the Works-Contractor shall assume the Contractor has consented to the proposal.

- Scope Description
- Health and safety competence assessment of the sub-let Works-Contractor
- Proposed Sub-Works-Contractor / Supplier (including full company name, registration number, address and telephone number)
- Order Value
- Outline programme (including period for offsite design and procurement, commencement date and on site duration)
- Have credit checks been carried out? If yes, please provide copies of reports.
- Is the Credit Limit of the proposed Sub-Works-Contractor / supplier greater than or equal to 30% of the Value of the Element to be Sub-Let? If the answer is no, please explain why consent to employ this sub-Works-Contractor / supplier should be granted.
- Is the Net Current Asset Value of the Sub-Works-Contractor / supplier greater than or equal to 50% of the Value of the Element to be Sub-Let? If the answer is no, please explain why consent to employ this Sub-Works-Contractor / supplier should be granted.
- Has the Sub-Works-Contractor / supplier been involved in any legal proceedings in the last 24 months? This includes any dispute resolution or insolvency matters. If the answer is yes, please explain why consent to employ this Sub Works-Contractor / supplier should be granted.
- State the proposed payment terms and frequency of payments.
- Provide payment terms and frequency of payments for directly employed labour and labour employed by the Sub-Works-Contractor.
- Person submitting the proposal on behalf of the Works-Contractor.
- Date of the proposal.
- Works-Contractor staff member(s) responsible for the management and on-site

supervision of the Sub-Works-Contractor.

The Contractor will review the proposal and issue a response either approving or rejecting the proposal within 14 days of receipt by the Contractor.

- 5.2.3 In the event that the Contractor approves the proposal the Works-Contractor commits to maintaining and / or engaging their own management and supervisory resource dedicated to the management and supervision of the Sub-Works-Contractor. Unless otherwise agreed with the Contractor this shall be, as a minimum, a ratio of 1 SSSTS/SMSTS qualified person per 8 operatives or per gang (whichever results in more supervisors). Should the Works-Contractor fail to do so the Contractor may engage additional resource in accordance with clause 3.2.3 of the Works-Contract in order to mitigate the risk of any impact to the progress or quality of the Works.
- 5.2.4 In the event that the Contractor rejects the proposal the Works-Contractor shall revert to the delivering the Works with their own internal resources or in line with the sub-letting strategy in Volume 2 of this Works-Contract. Should the Works-Contractor fail to do so the Contractor may engage additional resource in accordance with clause 3.2.3 of the Works-Contract in order to mitigate the risk of any impact to the progress of the Works.
- 5.2.5 In the event that the Contractor does not respond within 14 days, the Works-Contractor shall assume the Contractor has consented to the proposal.
- 5.2.6 Other than in exceptional circumstances and with the written permission of the Contractor any 'Sub Works-Contractors' shall not be permitted to further Works-Contract the whole or any portion of the Works-Contract Works. Any company or persons not approved and permitted by the Contractor may be requested to leave the site.
- 5.2.7 For each level of sub-Works-Contracting the ratio of working labour to non-working supervision for that element of works shall decrease by 2 (for example from 10:1 to 8:1 for the first level of sub-Works-Contracting and 8:1 to 6:1 for the next level). Should the Works-Contractor fail to meet and maintain this level of supervision the Contractor may employ additional resource in accordance with clause 3.2.3 of the Works-Contract to ensure compliance with the Works-Contract and to maintain quality and progress until such time as the Works-Contractor establishes the suitable level of non-working supervision or has proven to the satisfaction of the Contractor that the quality of work meets the contractual obligations. Any provision of additional management will not give rise to the transfer of risk of contracted obligations.
- 5.2.8 The Works-Contractor's proposed strategy for sub-letting of the Works on this contract is detailed in Volume 2 of this Works-Contract. The Works-Contractor shall not depart from this strategy without the express permission of the Contractor in line with the above requirements. The Contractor shall have full right of refusal in this matter.
- 5.2.9 When requested by the Contractor, the Works-Contractor shall allow the Contractor to check and shall provide evidence that the payment provisions are being complied with in accordance with the Schedule of Modifications and as required by the Contractor.

5.3 Living Wage

- 5.3.1 The Works-Contractor shall ensure that its employees employed on this contract are paid, where entitled, an hourly wage (or equivalent of an hourly wage) that is at least equal to the Minimum / National / London Living Wage, and shall use all reasonable endeavours to ensure that its Supply Chain also pay their employees employed on this contract, where entitled, an hourly wage (or equivalent of an hourly wage) at least equal to the National / London Living Wage.

6.0 QUALITY REQUIREMENTS

6.1 General

- 6.1.1 Sir Robert McAlpine implements a Quality Policy that requires the implementation of quality management systems on all of its contracts. Accordingly, all persons are required to cooperate and comply with that policy
- 6.1.2 The Contractor operates a Quality Management System in accordance with the requirements of ISO 9001: 2015. Details of the Contractor's Quality Management System will be made available to the Works-Contractor in Appendix D.
- 6.1.3 The Contractor operates a Zero Defects policy which requires that all elements of works, either off-site or on-site are completed without snags or defects prior to them being signed off as complete and payment authorised.
- 6.1.4 Works-Contractors shall appoint authorised, competent persons to supervise and monitor their element of the work. They shall ensure that all material, equipment, plant and personnel used are capable and have the capacity to ensure conformance with the contract specification and requirements.
- 6.1.5 Works-Contractors must have access to competent quality advice, either in house, or in the form of a consultant. The contact names and details of the provider of this advice must be provided to site management, prior to commencement of the works. Any changes to these arrangements should be notified as soon as possible.

6.2 Quality Leadership Programme

- 6.2.1 The Works-Contractor will participate in the Contractors Quality Leadership Programme, along with SRM, Client and other Works-Contractor's involved in the project.
- 6.2.2 The Quality Leadership Team (QLT) act as the champions for quality on each project and conduct quality tours, chair quality meetings and provide quality mentoring. The QLT assists culture change and influences the behaviour of individuals to help to achieve the required quality on the project. The champions also act as the conduit through which site personnel can air concerns towards any quality issues that may concern them and that they will be listened to and responded to swiftly and effectively. This initiative has been very successful under the banner heading – Taking Pride, Delivering Quality.

6.3 Works-Contractors Quality Management System

- 6.3.1 Works-Contractors shall be required to work to a Quality Management System which satisfies the requirements of ISO 9001: 2015. Where a Works-Contractor does not have a certified management system which meets the requirements of

ISO9001:2015 they shall work in accordance with the Contractors management system.

- 6.3.2 Where the Works-Contractor has a certified management system they shall provide details of the Quality Management System and Procedures that will be utilised for the Works-Contract works to the Contractor at least four (4) weeks prior to commencement of any Design Works off site, (where applicable), and at least four (4) weeks prior to commencement of the Works-Contract Works on site. The Works-Contractor will be permitted to commence the Works-Contract Works on site after this information has been received and accepted / commented upon by the Contractor.
- 6.3.3 The Contractor may at its own discretion visit the Works-Contractor's offices, both off-site and on-site, to audit and verify that the Works-Contractor is complying with their Quality Management System and the requirements of ISO 9001: 2015.

6.4 Inspection and Test Plan

- 6.4.1 Works-Contractors are required to produce an Inspection and Test Plan (ITP) for all element of their works. Verification documentation is to be agreed prior to commencement of works. Verification documentation is to be agreed prior to commencement of works. If proposed verification documents are not considered adequate the Contractor reserves the right to impose specific verification documents for use by the Works-Contractor or amend the proposed forms. A template is provided in Appendix D, but Works-Contractors may use their own template if agreed with the Contractor.
- 6.4.2 The content of the ITP and the verification documentation are to be fully agreed 2 weeks prior to commencement of any works (on or off-site) and the Works-Contractors will not be permitted to commence any works until the ITP has been approved by the Contractor.
- 6.4.3 The content of approved ITP's are to be communicated to the relevant members of the workforce, in an appropriate manner, to ensure the content is fully understood.
- 6.4.4 Works-Contractors will be required to submit verification documentation at the end of each week or as scheduled within the ITP and it will be subject to review and approval by Project Management prior to acceptance.

6.5 Surveillance Inspections, Tasks, Snags and Non-Conformance

- 6.5.1 Works-Contractors are responsible for assuring that their works meet the requirements of the specification, the contract and the Contractors Zero Defects strategy. Works-Contractors are responsible for inspecting their works, identifying any defective or incomplete works and taking action to addressing these before they are handed over to the Contractor for inspection.
- 6.5.2 The electronic Handover Record (QMP13 FM05) available through Fieldview (cloud-based mobile application that allows workers to capture, share and report data in the field) is to be initiated by Works-Contractors to request inspection of completed works or section of the works by the Contractor.
- 6.5.3 Surveillances inspections of the works will be undertaken by the Contractor and

where work is not to the required standard, non-conformance reports (NCR's), tasks or snags will be raised through Fieldview. Any rework will be undertaken at no cost to the Contractor. In the case of NCR's monies will be withheld from the Works-Contractor's valuation until the corrective action is complete and signed off.

6.6 Material / Quality Records

6.6.1 For all materials used in their works the Works-Contractor shall complete a Material Approval Request Form (QMP14 FM01) and provide copies of all relevant supporting information, as indicated below. The electronic Materials Approval Request Form available in FieldView is to be used for this purpose.

- Documentation confirming the original source of the materials including those supplied by their own supply chain.
- Original test certificates covering specification requirements.
- Inspection Certificates, e.g. in accordance with BS EN 10204 : 2004 Metallic Products – Types of inspection documents.
 - Certificate of conformity / Declaration of Performance
 - Test Certificate(s)
 - Product Data Sheet
 - Material Sample
 - Manufacturers Brochure
 - Manufacturers / Suppliers Unique Identification No.
 - COSHH Data Sheet
 - COSHH Assessment
 - Other Delivery/ Storage/ Handling
 - % Recycled Content
 - % Material as Waste (off-site disposal)
 - Packaging / protection
 - Maintenance Details
 - Spares list
 - Guarantees
 - Quantity
 - ISO 9001 (Quality) Certificate
 - Manufacturers responsible sourcing certification, i.e. BES6001, ISO14001, UK CARES SRS, FSC / PEFC, etc.
 - BREEAM (Chain of Custody)

6.6.2 Manufacturers and suppliers of CE Marked products are required to provide construction products with the appropriate CE Mark, the Declaration of Performance and any other supporting information.

6.6.3 The Deliverables Schedule in Appendix D details the minimum records that are required at specific times during the procurement process and Construction period, any project specific documents required by the Client will be agreed prior to commencement of works. The Contractor should make arrangements for providing these documents at the appropriate time.

6.7 Quality Briefings / Toolbox Talks

6.7.1 To support the Zero Snags and defects on the project, the Works-Contractor is required to deliver Quality Briefings to their Workforce. These briefings are to focus on project specific quality requirements of the work activity (quality best practice, inspections, tests, hold points, protection).

- 6.7.2 The Works-Contractor will be required to carry out Quality Toolbox Talks for their employees and those of their Works-Contractors. These Toolbox Talks are to be carried out regularly on a specific topic or item/activity which might pose a quality risk to the project.

Individuals nominated to deliver Quality Toolbox talks must be competent to deliver them. Evidence of the delivery and attendance at such briefings / Toolbox talks will be provided to the Contractor.

7.0 SUSTAINABILITY REQUIREMENTS

7.1 Employers Requirements

- 7.1.1 The Contractor requires the Works-Contractor to adhere to all legal obligations and therefore no legislative requirements have been stated in this document.
- 7.1.2 The Works-Contractor shall contribute to the projects sustainability targets, specific details of which are included in the Project Environmental Plan (PEP) and/or Volume 2 Works Package Specific Documentation.
- 7.1.3 The Works-Contractor will work in accordance with the control measures set out in the Project Environmental Plan (PEP).
- 7.1.4 The Contractor operates an Environmental Management System in accordance with the requirements of BS EN ISO 14001: 2015. The Works-Contractor shall be required to work in accordance with the detailed Procedures therein, or to work in accordance with their own Environmental Management System which shall satisfy the requirements of BS EN ISO 14001: 2015 or equivalent.

7.2 Sustainability Requirements

- 7.2.1 Works-Contractors shall comply with Sir Robert McAlpine's Sustainability Strategy and roadmap requirements. Specific guidance and details relating to these targets and reporting of them can be found in Appendix B.

7.3 Resource Management

7.3.1 Materials

- 7.3.1.1 The Works-Contractor is required to provide evidence of responsible sourcing for their materials and products from extraction to process for the following significant building materials as a minimum: concrete, plasterboard, brick and block, metal, aggregate, insulation, glass, dimensional stone (see subsequent section below) and timber (see subsequent section below).
- 7.3.1.2 Materials are deemed to be responsibly sourced where certification to the following two recognised responsible sourcing schemes is demonstrated:
- BES6001:2008 Framework Standard for Responsible Sourcing
 - BS EN 8902:2009 Responsible sourcing sector certification schemes for construction products – Specification. (E.g. Eco reinforcement, CARES

Sustainable Constructional Steel Scheme)

7.3.2 Timber

- 7.3.2.1 The Works-Contractor shall ensure that only timber or timber based products from demonstrably sustainable and legal sources as defined by the UK Governments Timber Procurement Advice Note (TPAN) are procured and incorporated into the Works-Contract works.
<https://www.gov.uk/government/publications/timber-procurement-advice-note-tpan-comply-with-tpa>

The two schemes approved currently are:

- Programme for the Endorsement of Forest Certification (PEFC)
- Forest Stewardship Council (FSC)

7.3.2.2 The Works-Contractor shall:

- 7.3.2.2.1 Ensure full chain of custody documentation with quantity and volume of timber (m3) is provided on the delivery note and invoice for any timber or timber based products both temporary and permanent. Where reused, recovered or reclaimed timber is available this shall be considered acceptable if appropriate documentation in compliance with chain of custody requirements can be provided.
- 7.3.2.2.2 In support of the Contractors commitment to the Grown in Britain scheme, the Works-Contractor shall give preference to the use of timber and timber products which are assured as 'Grown in Britain'. They must also be either FSC/PEFC full chain of custody certified.

7.3.2.3 Dimensional Stone

7.3.2.4 Works-Contractors shall demonstrate ethical stewardship of Dimensional Stone through:

7.3.2.5 compliance with a recognised responsible sourcing scheme, certified by a third party, or;

- active participation in the Ethical Trading Initiative (ETI Stone Group);
- the TFT Responsible Stone Program;
- the UN Global Compact;
- AND Membership of the Stone Federation GB.

7.3.2.6 Where the Works-Contractor is unable to source materials without a demonstrable responsible stewardship, they shall inform the Contractor prior to ordering any alternative product.

7.3.3 Water

7.3.3.1 The Works-Contractor is encouraged to identify and implement opportunities to conserve water.

7.3.4 Waste

7.3.4.1 Waste forecasts must be completed using the Contractor's Package Waste Schedule (See Appendix B) and be submitted prior to commencement of work on site.

7.3.4.2 Prior to removal of any waste from site the Works-Contractor must provide the Contractor with copies / evidence of the following:

- Waste Carriers Registration Licences
- Waste Management Licence/ Permit/Exemption relevant for all waste management operations
- Independent load test certificates for any skips with lifting lugs (if applicable)
- Waste Transfer Notes/ Hazardous Waste Consignment Notes are required to be provided for all waste leaving site.

7.3.4.3 The Works-Contractor shall segregate all waste streams as identified in the Resource Management Plan (RMP) and Site Waste Management Plan (SWMP) as notified throughout the project, the minimum requirements being plasterboard, concrete, timber and hazardous/special waste where relevant. Works-Contractor's identified to be contaminating segregated bins / skips / containers for recycling will be notified and any costs incurred as a direct result may be charged accordingly.

7.3.4.4 The Works-Contractor shall retain for a minimum of two years and be able to provide upon request copies of all Waste Transfer Notes for inert and non-hazardous waste removed from site. In addition, the Works-Contractor shall retain for a minimum of three years copies of all Hazardous Waste Consignment Notes for waste removed from site.

7.4 Natural Environment

7.4.1 Where the Works-Contractor is using or storing fuels, oils or any other polluting substances on site the Works-Contractor shall ensure suitable spill material provisions (e.g. pads, granules etc.) are provided, regularly inspected and maintained to enable the clean-up of the volume of all polluting substances on site.

7.4.2 The Works-Contractor shall ensure any hazards, near misses or incidents pertaining to sustainability aspects on site are reported to the Contractor including sufficient details and photographic evidence to allow an incident report to be raised.

7.4.3 Note that any major incidents must be reported immediately to the Contractor

7.5 Working Together & Community

- 7.5.1 The Works-Contractor will work with the Contractor to deliver local employment and skills opportunities, (including apprentices) and seek to employ the services of local suppliers. Package specific targets relating to these will be set out in Volume 2.

- 7.5.1.1 The Contractor defines “local” as within a 20 mile (32km) radius of the site, (unless otherwise stipulated).

7.6 Reporting Requirements

- 7.6.1 To assist The Contractor in reporting the project’s performance against Sustainability Strategy targets in Section 7.2, the Works-Contractor shall complete the Works-Contractor Monthly Sustainability Report (refer to Appendix B each month), and complete all sections of the report fully and to the best of their knowledge.

- 7.6.1.1 This report should be submitted to the Contractor by the 10th of the month following the reporting period, i.e. January’s report should be submitted to us by the 10th February. If the report is not completed on time, monies will be withheld from the Works-Contractor valuation until a suitably completed report is submitted. Guidance on completing these reports, is provided in the Guidance Note in Appendix B.

- 7.6.1.2 Where the Works-Contractor is responsible for managing the disposal of their own waste, they shall also provide the Contractor with a monthly waste report, (utilising the template in Appendix B, and submitting it with the Monthly Sustainability Report), identifying the waste streams and tonnages, treatment type and tonnes of waste diverted from landfill / landfilled.

- 7.6.2 The Works-Contractor shall provide a schedule, for review and approval by the Contractor, of toolbox talks or equivalent training to be delivered during delivery of the works. This shall include relevant environmental, social and economic training applicable to the project

8.0 PROJECT MANAGEMENT REQUIREMENTS

8.1 General Requirements

- 8.1.1 All correspondence, which shall be in English, shall be directed to the Contractor at the Project Address identified above, and is to be referenced by the Project Title, Package Number and Package Title.
- 8.1.2 The Works-Contractor shall not enter into direct correspondence with any member of the Employer or Contractor Project Team without the prior written consent of the Contractor.
- 8.1.3 For further information and details in respect of document exchange, please refer to Appendix E and F.

8.2 Supervision

- 8.2.1 The Works-Contractor shall maintain, in a full time capacity, a competent Manager / Supervisor on site throughout the period of the Works-Contract Works, who shall have the full authority to take instructions from the Contractor, and do everything

necessary for the proper execution of the Works-Contract Works. Once the proposed Manager has been accepted by the Contractor, the Works-Contractor shall not remove or replace that Manager without the prior written approval of the Contractor. Appointed Managers will hold as a minimum SMSTS certification with supervisors holding a current SSSTS qualification. Supervision will also have relevant skills, training, knowledge and experience in the work being supervised by them. Works-Contractors are to ensure full supervision / management are in attendance during all works under their direction.

- 8.2.2 Notwithstanding the above, the Works-Contractor shall provide all necessary, competent managerial and technical supervision during the progress of the Works-Contract Works to ensure completion in accordance with the Works-Contract, including attendance and participation at Site, Progress, Safety, Co-ordination or any other meetings as may be required by the Contractor.
- 8.2.3 The Contractor reserves the right to request the Works-Contractor to replace any Manager or Supervisor. Should the Contractor be required to provide additional management and supervision due to inadequate management, supervision or performance of the Works-Contractor, all costs associated with such additional provisions will be the liability of the Works-Contractor.
- 8.2.4 Evidence of competence through training and experience shall be provided for all managers and must be relevant to their responsibilities for the Works-Contract Works. Supervisors and managers should have the necessary health and safety training such as IOSH or the SMSTS 5 day managerial or supervisory health and safety training in addition to possessing an appropriate CSCS card. A two day SMSTS course is the minimum requirement accepted for site supervisors.
- 8.2.5 The Contractor supports the Build UK Training Standard. It will be standard practice for the Contractor to check that anyone arriving to undertake a construction occupation on the Contractors site meets this standard. Further details can be found at <http://builduk.org/wp-content/uploads/2016/07/Training-Standard-Build-UK.pdf>.
- 8.2.6 In addition to recognising card schemes carrying the CSCS logo and the supplementary training to operate specific machinery, plant, or tools, Build UK Contractor Members including the Contractor require additional health and safety training, as specified below, to be undertaken by the Works-Contractor for their direct employees and any Works-Contractors which they Works-Contract to.
- 8.2.7 Equivalent courses, or courses that exceed the core courses listed below, will be accepted where the proposer of the course can demonstrate that their course has been mapped against the designated CITB Site Safety Plus course or IOSH course. This mapping should be carried out and evidenced by the CITB or IOSH.
- 8.2.8 Directors – One of the following courses should be undertaken:
- 8.2.8.1 CITB Site Safety Plus Directors Role for Health and Safety Course
- 8.2.8.2 IOSH Directing Safely
- 8.2.8.3 IOSH Managing Safety for Senior Executives
- 8.2.9 Managers – One of the following courses should be undertaken:

8.2.9.1 CITB Site Safety Plus Site Management Safety Training Scheme (SMSTS)

8.2.9.2 IOSH Managing Safely in Construction

Industry courses which have been mapped as equivalent to the above are:

8.2.9.3 5 day CISRS Supervisors / Managers Course

8.2.9.4 5 day CCDO Demolition Managers Course and Assessment

8.2.9.5 Construction Skills Register Site Safety Supervisors Course

8.2.10 Supervisors – One of the following courses should be undertaken:

8.2.10.1 CITB Site Safety Plus Site Supervisors Safety Training Scheme (SSSTS)

8.2.10.2 FPS Piling Specialists Supervisor Training

8.2.10.3 CSR Site Safety for Supervisors Course

8.2.10.4 5 day CCDO Demolition Supervisor Course and Assessment

8.2.10.5 5 day CISRS Supervisors / Managers Course

8.3 Visitors

8.3.1 The Works-Contractor shall not allow any person(s) access onto the site for any reason other than activities necessary for the proper execution of the Works-Contract Works.

8.4 Advertising, Publicity & Photography

8.4.1 Advertising or any publication of any kind stating or implying any connection with the Project or Works-Contract Works will not be permitted without the prior written permission of the Contractor. No information concerning the Project or the Works-Contract Works, either written, verbal, photographs, video, DVD, or drawings shall be supplied by the Works-Contractor to any person, public or private body, for either private information or publication, without the prior written approval of the Contractor.

8.5 Building Control

8.5.1 The Works-Contractor shall be responsible for the completion of all design work as described within Volume 2 Works Package Specific Documentation and for the timely submission of all relevant documentation to discharge Statutory Requirements including Planning Conditions and Building Regulations. The Works-Contractor shall be responsible for addressing all questions in relation to the design of the Works-Contract Works where applicable, and shall also be responsible for assisting the Contractor with obtaining all necessary approvals in a timely manner. The Works-Contractor shall also be responsible for agreeing a timely regime of inspections to gain approval / sign-off of the Works-Contract Works. The Works-Contractor shall formally record all meetings, visits and

discussions with the Local Authority Building Control Department, evidence of which shall be provided to the Contractor.

9.0 PROGRAMME REQUIREMENTS

9.1 General Requirements

- 9.1.1 Refer to Volume 2 Works Package Specific Documentation for specific programme requirements.
- 9.1.2 The Works-Contract Works shall be executed concurrently with other trades and in conformity with the Contractor's programme, sequencing and generally in accordance with the regular progress of the Works. The Works-Contract shall be required to achieve all of the Programme requirements identified in Volume 2 in order for the Contractor to perform its obligations under the Main Contract.
- 9.1.3 Within 14 days of being awarded any Works-Contract, the Works-Contractor shall provide a detailed Design, Procurement and Construction Programme(s) for review and agreement by the Contractor.
- 9.1.4 The Works-Contractor's programme(s) shall follow and deliver the programme and sequencing requirements set out in Volume 2. The programme shall identify any critical periods, and / or lead-in times for design, design approvals, any testing, prototype and/or mock-up requirements, materials selection, materials & plant procurement, manufacture and fabrication, off-site and on-site testing and certification, delivery, installation, testing and commissioning, setting to work, and the provision of Operating & Maintenance Manuals, Operator Training, and As-Built Record Drawings. The Programme shall address both Temporary and Permanent Works requirements.
- 9.1.5 The Works-Contractor shall provide detailed Risk Assessments and Method Statements within the above 14 days, in support of their detailed Programme. Risk Assessments and Method Statements shall be provided in respect of both permanent and temporary works. Under no circumstances will the Works-Contractor be permitted to commence the Works-Contract Works on site until Risk Assessments and Method Statements are received by, and accepted by the Contractor.
- 9.1.6 The Works-Contractor shall re-submit the above documents to incorporate and reflect any comments received from the Contractor within one week of receipt of such comments.
- 9.1.7 The Works-Contractor shall submit with their programme and method statement (and any subsequent amended versions thereof) an associated detailed labour and plant histogram for both operatives and staff/supervision resources.
- 9.1.8 The Works-Contractor shall revise their programme to reflect any changes to the Works-Contract Works or when requested by the Contractor. Any revised programme shall be issued within 14 days of the event giving rise to the revised programme upon receipt of a written request from the Contractor. Any such revised programme shall also be accompanied by amended Risk Assessments and Method Statements and Histograms for comment and agreement by the Contractor.
- 9.1.9 The Main Contract Works are governed in respect of holidays and opening times

by the rules and decisions of the Construction Industry Joint Council Working Rule Agreement. The Works-Contractor shall be deemed to have allowed for complying with such holidays and opening times notwithstanding whether such periods are currently effective, promulgated or arise during the execution of the Works-Contract Works.

- 9.1.10 The Works-Contractor shall be deemed to have allowed for the number of visits required to comply with the Contractor's programme. If substantial mobilisation and demobilisation charges apply to a visit, the rates per visit shall be shown in the Works-Contractor's tender. Continuity of Works cannot be guaranteed and the Works-Contractor shall make due allowance for this.
- 9.1.11 The Works-Contractor shall note that there may be restricted access to their work areas, and that other Works-Contractors may be operating in the general area at the same time, and the Works-Contractor shall make due provision for this. The Works-Contractor will be required through the Contractor to co-ordinate and interface their activities fully with all other Works-Contractors, companies and statutory authorities working on the Project.
- 9.1.12 The Works-Contractor shall provide a minimum of five working days notice in respect of Requests for Inspection. The Works-Contractor shall at the same time provide evidence to demonstrate that their own requirements in terms of 'in-house' inspections and consequent actions have been completed.
- 9.1.13 The Works-Contractor shall include adequate periods of time within their programme for the execution of works associated with the expenditure of defined Provisional Sums identified elsewhere within the documentation and include dates on the Programme when instructions are required to incorporate the work identified in the Provisional Sum as part of the regular progress of the Works-Contract Works.
- 9.1.14 The Works-Contract Sum shall allow for all measures, costs or expense necessary to complete the Works-Contract Works within the programmed period(s) for completion.

9.2 Collaborative Planning & Delivery (CP&D)

- 9.2.1 The Contractor (SRM) will be implementing a programme of Collaborative Planning. The Subcontractor is required to provide full commitment to the process including attendance at Collaborative Planning Workshops.
- 9.2.2 Collaborative Planning Project Charter
- 9.2.3 The Project commits to working in a truly open and collaborative manner.
- 9.2.4 The signatures to the Charter commit to :
- *Adopt the collaborative behaviours detailed within the continuity pack*
 - *Regular attendance at collaborative planning meetings*
 - *Adequate preparation and input to those meetings*
 - *Openly share knowledge, output data and performance data etc.*
 - *All members will become team players*
 - *Commitment from all levels of the organisation, e.g. Director, Project Manager, Site Manager, Foreman, Supervisors and Operatives.*
 - *Bring a positive contribution to problem solving*
 - *Be prepared to hold each other to account when we do not achieve our commitments but in a supportive and non-confrontational manner*
 - *Contribute to the success of the team as a whole*
 - *Celebrate success collectively*

9.3 Site Working Hours

9.3.1 The Site Working Hours shall be assumed as follows;

- 8am until 6pm Monday – Friday
- 8am until 1pm Saturday

9.3.2 Working hours outside of these periods are subject to agreement with the local Environmental Health Officer (EHO).

9.3.3 Quiet periods may be required during the working day or at special times throughout the year to be advised by the Contractor.

9.3.4 Should the Works-Contractor require access to the site for any reason whatsoever outside of the above Site Working Hours, subject to the agreement of the EHO, the Works-Contractor may be liable for all reasonable costs and charges incurred by the Contractor. Such access shall be agreed with the Contractor prior to commencing the Works-Contractor Works on site, or immediately such a requirement becomes apparent.

9.4 Labour Returns

9.4.1 A daily labour return, in a format to be agreed with the Contractor, showing the grades and numbers of the Works-Contractor's personnel on site shall be issued to the Contractor by 10.30 am on the day recorded.

9.5 Progress Reports

9.5.1 The Works-Contractor is to provide a weekly progress report, (or as otherwise instructed by the Contractor), in a format acceptable to the Contractor covering progress on drawing production, testing, procurement, manufacturing, deliveries and construction and any other information requested by the Contractor. The Works-Contractor shall also identify information required from the Contractor.

9.6 Progress and Co-Ordination Meetings

9.6.1 The Works-Contractor shall provide a senior member of their management team to attend regular meetings to ensure co-ordination of the Works-Contractor's activities with those of the Contractor and other Works-Contractors.

10.0 COMMERCIAL REQUIREMENTS

10.1 Material Framework Agreements

10.1.1 The Contractor has undertaken a review of our second and third tier supply chains to ensure that the manufacturers, distributors and suppliers we are utilising on our projects, either directly or through our Works-Contractors and reliable organisations who can support us with innovation and new product development. The Contractor consider these organisations can deliver on time, to the required quality, health & safety and sustainability standards specified and have a demonstrable track record in this. The organisations detailed in the table in Appendix P, have satisfied the Contractor that they are appropriate to work within our supply chains and on our projects.

- 10.1.2 The Works-Contractor will be required to utilise the organisations contained on the list in Appendix P when pricing and undertaking works on our projects. Where there is a valid reason for not utilising any of the company's names listed in Appendix P, this must be agreed in writing, in advance by the Contractor.
- 10.1.3 The Works-Contractor will remain fully responsible for the performance of the organisations listed in Appendix P that they engage to carry out and completion of the Works-Contract Works.

10.2 Pricing Schedules

- 10.2.1 The Works-Contractor shall read and use all of the Works-Contract Documents together to determine the extent and scope of the Works-Contract Works.
- 10.2.2 Where a Lump Sum Tender is required based upon Drawings and Specifications, the Works-Contractor shall be fully responsible for verifying the correctness and sufficiency of the Pricing Schedule and any quantities therein. No entitlement for additional time or money will be entertained in respect of discrepancies or errors within or between the Pricing Schedule and the Drawings and / or Specifications.
- 10.2.3 Where a quantified Pricing Schedule is provided and the Works-Contract Works are to be remeasured, the remeasurement exercise to ascertain the final Works-Contract sum shall follow the same principles used as that in preparing the original Pricing Schedule. New descriptions or star rates will only be permitted where new items of work are created and do not relate to any existing item within the Pricing Schedule.
- 10.2.4 Any Pricing Schedule provided by the Contractor is not purported to comply strictly with any other standard method of measurement. The Works-Contractor shall be responsible for the adequacy and sufficiency of the Tender, which will be deemed to include all that is required to properly carry out and complete the Works-Contract Works. No claims for additional time, cost or expense will be permitted in respect of any inadequacies or insufficiencies. For the avoidance of doubt, the Pricing Schedule should not be construed as a 'Bills of Quantities' under the Works-Contract.
- 10.2.5 The rates within the Pricing Schedules shall apply irrespective of the number of visits to site which are required in order to comply with the programme requirements of the Works-Contract. Continuity of the Works-Contract Works is not guaranteed.
- 10.2.6 The Works-Contract Works may be carried out at various levels and positions and the Works-Contractor's rates shall include for work carried out at such levels and in such positions as may be described, specified and / or shown on the drawings.
- 10.2.7 The rates within the Pricing Schedules shall make due allowance for lifting, hoisting and placing in position all / any heavy and / or sizeable materials, plant and equipment. Where necessary, the rates shall allow for dismantling such materials, plant and equipment into more manageable weights and sizes.
- 10.2.8 Pricing Schedules shall be fully priced and extended as appropriate. Items not specifically priced within the Pricing Schedules shall be deemed to have been included for elsewhere.
- 10.2.9 Any scope of the Works-Contract Works mentioned in the Specifications and not

shown on the Drawings, or shown on the Drawings and not mentioned in the Specification, shall be deemed to be allowed for as if shown or mentioned on both.

10.2.10A full breakdown of the pricing of the Preliminaries, General and Special Conditions as appropriate shall be provided. The breakdown shall be split to identify fixed and time related elements.

10.2.11 Unless stated otherwise, all Provisional Sums are deemed to be Defined in accordance with the SMM7 for the purposes of pricing programme and preliminaries.

10.2.12 The Works-Contractor will include within their price for any areas where provision of services provided by the Contractor (e.g. Lifting, Plant, Labour) are identified as being payable by the Works-Contractor.

10.3 Turnover / Cash Flow Forecasting

10.3.1 Within 14 days of the award of the Works-Contract, the Works-Contractor shall provide to the Contractor a detailed turnover forecast for review and agreement by the Contractor. The Works-Contractor shall review and update the forecast on a monthly basis as part of the valuation process. Failure to issue a cash flow forecast for agreement by the Contractor within 14 days of Works-Contract award shall result in the Contractor withholding 25% of the gross valuation of any works undertaken until such time as this is provided in an agreeable format.

10.4 Cost Reporting

10.4.1 The Works-Contractor shall provide on a monthly basis with the Interim Application for Payment a 'rolling' Forecast Final Account in a format to be agreed by the Contractor.

10.5 Variations

10.5.1 With each Application for Payment, the Works-Contractor shall include an up-to-date Variation Schedule in a format to be agreed with the Contractor, identifying all variations to the Works-Contract Works, priced and unpriced, including those formally instructed and those requiring further discussion / consideration in relation to their qualification as a variation.

10.5.2 With the exception of Quotations, the Works-Contractor is to use their best endeavours to price all variations within 5 working days of receiving details of the variation. If the Works-Contractor is unable to give a fixed price, then a guaranteed maximum price may be acceptable as an interim measure, subject to the agreement of the Contractor.

10.5.3 If in the opinion of the Works-Contractor the comments and notations returned on drawings and / or documents submitted for comment made by or on behalf of the Contractor constitute a variation to the Works-Contract, this should be notified to the Contractor within 7 days of receipt of the comments. No additional payment or entitlement to an extension of time or loss and / or expense will be entertained unless this notification is given, thereby affording the Contractor the opportunity of either confirming or withdrawing the variation.

10.5.4 During the course of the Works-Contract Works, should the Works-Contractor consider that savings could be made without compromising the intent, quality and

appearance of the Works-Contract Works, they shall advise the Contractor who may agree with the Works-Contractor the value of any shared savings if any changes are implemented.

10.6 Interim Valuations

- 10.6.1 The Works-Contractor shall submit interim applications for payment as detailed within the 'Schedule of Applications and Payment Dates' incorporated within the Works-Contract.
- 10.6.2 The Works-Contractor shall provide any and all such documentary evidence as may be reasonably requested by the Contractor to satisfy the Contractor and the Employer that title to materials or goods included any interim payment certificate is not reserved and that the Works-Contractor has the right to pass on a good title.
- 10.6.3 The Works-Contractor is reminded that it is a statutory obligation to satisfy themselves that all sub-Works-Contractors of any tier are also holders of current certificates of registration with HMRC.
- 10.6.4 The Works-Contractor is to clearly identify any requirement for the payment of materials off site (fully completed and ready for incorporation into the Works-Contract Works) with their Tender for consideration by the Contractor. Although payment for materials off site is not usually permitted, the Contractor will consider such requests. Any agreement to pay for materials off site must be expressly stated within the Works-Contract. The Works-Contractor shall provide the Contractor with advance warning for the likely inclusion of such materials off site to be included in each interim application at least one month in advance of the application containing the materials off site being submitted. Any security or documentation reasonably required by the Contractor in respect of such materials shall be provided by the Works-Contractor at no cost to the Contractor. Any costs of visits to premises to view materials off site shall be solely borne by the Works-Contractor.
- 10.6.5 The Works-Contractor shall complete and return the Authenticated VAT Receipt provided with all payments made by the Contractor with ten days of its receipt by the Works-Contractor.
- 10.6.6 Where elements of the Works-Contract Works have been sub-let the Works-Contractor is required to demonstrate that those sub Works-Contractors have been paid for those works on a monthly basis and on payment terms commensurate with the Works-Contract. Failure to do so, will result in payment for those works being withheld from the next interim valuation and any further valuation until such demonstration has been given.

10.7 Daywork

- 10.7.1 For the avoidance of doubt, variation work will only be evaluated on a 'daywork' basis if so agreed and instructed by the Contractor's Project Manager in advance.
- 10.7.2 If the Works-Contractor considers a defined item of instructed work should be recorded for valuation on a time and materials basis, they shall notify the Contractor that they intend to record the actual resources employed for record purposes in advance of commencement. This is a condition precedent of the works being valued on a time and material basis.

- 10.7.3 The Works-Contractor shall submit completed daywork sheets every Monday immediately following the week during which any daywork related activity is undertaken.
- 10.7.4 The signing of a daywork sheet by the Contractor's authorised representative is acknowledgement that the sheet is an accurate record of the labour, plant and materials employed for record purposes only. Signature of a daywork sheet shall not guarantee payment of the resources detailed on that sheet or that the work will be valued as daywork.
- 10.7.5 If the Works-Contractor fails to give reasonable notice to the Contractor of their intention to value work on a daywork basis or if the recorded hours or materials are considered excessive, the record sheet will not be signed. In such situations, the Works-Contractor will be permitted to present the unsigned sheet as part of the application for payment for consideration by the Contractor.
- 10.7.6 Where the valuation of a variation to the Works-Contract Works on a daywork basis is rejected by the Contractor, this will not affect the Works-Contractors entitlement to a fair and reasonable valuation of the work performed.
- 10.7.7 The name, grade of each operative and total labour hours worked each day shall be shown. The daywork record sheet shall identify nett hours worked, excluding breaks, travelling time etc. Breaks, travelling time and the like are deemed to be included in the daywork rates quoted in the Tender and will not be considered for payment.
- 10.7.8 Unless notified otherwise the prime cost definition of dayworks shall be as defined in Sections 3 & 6 of the Royal Institute of Chartered Surveyors (RICS)
- 10.7.9 The quantity and a detailed description of the materials used shall be provided. Invoices will be required to substantiate the net cost of materials. All discounts will be to the benefit of the Contractor.
- 10.7.10 The make, model and total hours worked of the plant used shall be stated. Any down time, periods for maintenance etc shall not be included in the quantities. . Invoices will be required to substantiate the net cost of the plant claimed. All discounts will be to the benefit of the Contractor.
- 10.7.11 After appropriate authorisation, priced daywork sheets shall be submitted to the Contractor as soon as possible but in any event no later than with the next interim application for payment.

10.8 Risks and Opportunities

- 10.8.1 Within 14 days of award of Works-Contract the Contractor and the Works-Contractor shall attend a Risk and Opportunity Workshop specific to the Works-Contract Works. The Works-Contractor shall ensure appropriate attendance at the Workshops.
- 10.8.2 The Workshop will work to identify all package specific risks and opportunity, Action Owners, and put in place Actions Plans to ensure risks are mitigated and opportunities are maximised. Any time and cost implications of the risks and opportunities will also be considered. **Template?**
- 10.8.3 Thereafter the Risk and Opportunity Register will form part of the regular

Progress Meetings for ongoing monitoring and close out.

10.9 Financial Accounting

10.9.1 Sections of the final account shall be produced and submitted to the Contractor on a progressive basis to coincide with the regular progress of the Works-Contract Works.

10.10 Records

10.10.1 The Works-Contractor shall retain all relevant technical and commercial records for a period of not less than 16 years.

10.11 Licences and Fees

10.11.1 The Works-Contractor shall make due allowance for the payment of all Licenses, Fees, Statutory Notifications etc. necessary for the execution and completion of the Works-Contract Works.

11.0 LOGISTICAL ARRANGEMENTS

11.1 General Requirements

11.1.1 Please refer to Appendix C for details of the Project Logistics and arrangements.

11.1.2 In conjunction with any other Works Package specific requirements contained in Volume 2, the Works-Contractor shall make due allowance for complying with the requirements detailed therein.

12.0 FACILITIES AND ATTENDANCES

12.1 General Requirements

12.1.1 Refer to Volume 2 Works Package Specific Documentation for the Schedule of Facilities and Attendances to be provided by the Contractor. The Works-Contractor shall make due allowance for all other requirements necessary in order to carry out and complete the Works-Contract Works.

12.2 Use of Contractor's Temporary Plant and Equipment

12.2.1 Where the Works-Contractor hires, uses or benefits from the Contractor's provision of temporary plant or equipment, the Contractor's limit of liability shall not exceed the limit of liability of the Owner under the provisions of Clauses 12(a) and (b) of the Model Conditions for the Hiring of Plant, (effective from July 2001), published by the Contractors Plant Association.

12.2.2 Any Materials, Plant and Equipment of the Works-Contractor to be lifted, or hoisted utilising the Contractor's lifting and hoisting facilities shall be appropriately supervised, packed, palletised and protected, lifted and / or hoisting by and under the direction of the Works-Contractor. Responsibility for materials, plant and equipment damaged during the lifting and / or hoisting operations will not be accepted by the Contractor, save in respect of negligence.

12.3 Access/Storage/Accommodation/Deliveries/Egress/Off-loading

- 12.3.1 Access to the site will be via the designated main site entrance(s), the locations of which are noted on the drawing included within Appendix C. All labour, vehicles, deliveries etc. shall follow the Traffic Management Plan and use the designated entrance(s) to access and egress the Project site.
- 12.3.2 If delivery routes to the project involve driving through the Ultra Low Emissions Zone (ULEZ) in central London the Works-Contractor will have to ensure that the vehicles are Euro VI compliant or will be subjected to paying the daily Charge from Transport For London (TFL). For the avoidance of doubt any and all costs or time implications associated with the Ultra Low Emissions Zone (ULEZ) are to be borne by the Works-Contractor. There will be no adjustment to the Contract Sum in connection with any matters in relating to ULEZ.
- 12.3.3 Space for the storage of materials and plant on site will be determined and designated by the Contractor. The designated areas shall be kept clean and tidy by the Works-Contractor, and must be cleaned, cleared and tidied within 24 hours of the issue of a verbal or written request from the Contractor, unless imminent danger exists when the request will be actioned immediately. The Works-Contractor shall manage their material deliveries such that they are all capable of being stored within the Works-Contractor's designated storage area at any given time.
- 12.3.4 Unless expressly stated within Volume 2, the Works-Contractor shall provide for their own requirements all necessary offices, stores and other facilities within the areas designated by the Contractor. The Works-Contractor shall be responsible for the security of their own plant and materials, Such accommodation must be notified to the Contractor and shall be relocated at the Works-Contractor's expense as and when directed by the Contractor, and shall be removed from site immediately upon completion of the Works-Contract Works. All temporary accommodation shall be constructed to standards approved by the Contractor, and shall comply with all statutory requirements including the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation. The Works-Contractor shall pay all council taxes and other local and statutory authority charges in connection with their accommodation.
- 12.3.5 The Works-Contractor shall provide at least [two days] written notice to the Contractor of all deliveries, (with a seven day period required for over-sized deliveries), and shall co-ordinate delivery and unloading times with the Contractor. Delivery vehicles which arrive at unauthorised times may be refused entry, and will not be permitted to park on the adjacent streets. The Contractor will co-ordinate deliveries to the best of their ability, but is not able to guarantee delivery times, nor accept responsibility for any delays.
- 12.3.6 Materials must be loaded to ease off-loading and onward site handling (e.g. palletised goods, pre-slung reinforcing and mesh, stillages or crates for flat panels and glass) must clearly identify lifting / handling arrangements, with panels and glass sheets individually secured to stillage/crates where possible to prevent any load shedding during panel / glass removal. All such stillages must be stored on firm and level ground.
- 12.3.7 Limited storage areas will be allocated to each Works-Contractor. Unless otherwise agreed, materials are not to be delivered to the site more than two weeks prior to their intended use. The allocated areas are to be kept clean and tidy by the Works-Contractor, and relocated within 24 hours of a reasonable request from the Contractor without charge.

- 12.3.8 Measures must be in place to prevent drivers falling from vehicles including others who may need to go onto the vehicles. The Works-Contractor shall ensure that where vehicles come without fall prevention measures, that temporary measures are put in place.
- 12.3.9 All vehicles are to have properly cleaned wheels and body work so as to avoid depositing spoil and debris on neighbouring third party or public roads. Unless expressly stated with Volume 2, the Works-Contractor shall be entirely responsible for the cleanliness of their own vehicles and for the securing of all loads.
- 12.3.10 The Works-Contractor shall comply with all site specific traffic management arrangements that may be put in place by the Contractor.
- 12.3.11 The Works-Contractor shall comply with all reasonable directions of the Contractor for the arrival or departure from the site of all labour, plant, materials, equipment and vehicles, including the storage of the same on the site.

12.4 Site Security Arrangements

- 12.4.1 The Contractor will progressively introduce a site security strategy including a security swipe card pass system during the course of the Works. The Works-Contractor is to ensure that all of their personnel co-operate fully in the implementation of this strategy. This strategy will not relieve the Works-Contractor of their responsibility for the security of their own resources (labour, plant and materials, haulage etc.) or the submission of daily labour and plant returns to the Contractor. Depending upon the number of occurrences and volume of operative turnover, the administration and supply of an unreasonable quantity of additional and / or replacement cards may be charged to the Works-Contractor.

12.5 Temporary Water Supply

- 12.5.1 Supplies of water as necessary to carry out the Works-Contract Works will be provided by the Contractor to designated point(s). The Works-Contractor shall be responsible for the provision of water, as well as recording volumes utilised, from this designated point(s) to the workplace. Refer to Volume 2 for any further specific details,
- 12.5.2 The Contractor shall accept no responsibility whatsoever should the temporary water supply be unavailable for any reason.

12.6 Temporary Lighting and Power

- 12.6.1 Safety, access and escape lighting only will be provided by the Contractor. The Works-Contractor shall be responsible for all task and other lighting required, together with all necessary electricity plug in boxes and leads. For further details, refer to the Schedule of Facilities and Attendances with Volume 2.

See also section 4.26.

- 12.6.2 All power supplies and / or extensions to power supplies provided by the Works-Contractor shall be carried out, maintained and removed in strict accordance with the latest I.E.E. Regulations, and in a manner and position agreed by the Contractor.
- 12.6.3 The Works-Contractor must consider the routes of power supplies and associated

junction boxes (splitters), cables and extension leads so as not to cause any unnecessary hazards. The use of extension leads must be kept to a minimum and safely removed and stored

- 12.6.4 The Contractor shall accept no responsibility whatsoever should any temporary power supply provided be unavailable for any reason.

12.7 Housekeeping, Cleaning, Site Clearance and Waste Management

- 12.7.1 Refer to Volume 2 for responsibilities in respect of waste distribution and removal from site.
- 12.7.2 The Contractor has a legitimate and justifiable commercial interest in maintaining acceptable working conditions and standards on the project. This includes maintaining a healthy and safe environment for people to work and avoiding the risk of damage to property arising from unwanted materials and waste, all of which have the potential to cause delay, disruption and to cause parties to incur loss and/or expense.
- 12.7.3 The Works-Contractor shall therefore keep their offices, stores, working areas and any other areas in which they are working is clean and clear of rubbish and waste materials during the progress of the Works-Contract Works to the reasonable satisfaction of the Contractor.
- 12.7.4 Where there is a lapse of site cleanliness by the Works-Contractor, the Contractor may give a written notice to the Works-Contractor requesting that the Works-Contractor remedies the lapse within a reasonable time. Where in the opinion of the Contractor there is an imminent risk to the health and safety of persons and/or damage to property, the Contractor is entitled to remedy the lapse immediately.
- 12.7.5 If the Works-Contractor fails to remedy the lapse in cleaning within the time scale contained in the notice issued under paragraph 12.7.4, the Contractor may proceed to remedy the lapse and deduct all costs incurred from any sums due to the Works-Contractor.
- 12.7.6 Where the Contractor has cause to issue a written notice to the Works-Contractor described in paragraph 12.7.4, the Contractor shall be entitled to claim from the Works-Contractor a fee of **[£250]** per notice (provided that a maximum of one notice may be issued per day). This is in addition to any cleaning costs referred to in paragraph 12.7.5. The Works-Contractor acknowledges that this is a reasonable fee designed to encourage acceptable behaviour by the Works-Contractor on site.
- 12.7.7 The Works-Contractor shall progressively remove all surplus material, plant and equipment and shall leave each part of the site in a clean and tidy condition to the satisfaction of the Contractor. The Sub- Works-Contractor shall leave the site in a clean and tidy condition upon Practical Completion of the Works-Contract Works or any Section or part thereof to the satisfaction of the Contractor.
- 12.7.8 The Works-Contractor shall ensure that waste is minimised by the correct procurement of materials, storage and handling, and use. Waste must only be removed from site by licensed carriers and where practicable types of waste shall be streamed / segregated for recycling and / or disposal. For further information in this regard, refer to Section 7.0, and the SWMP / Resource Management Plan.

12.8 Protection

- 12.8.1 The Works-Contractor shall provide all necessary and appropriate weather protection required for the execution of the Works-Contract Works, across all seasons of the year.
- 12.8.2 The Works-Contractor shall provide suitable and robust protection to all of their finished work in a form to be agreed with the Contractor. It shall be fixed in a manner which is not detrimental to the protected item, and shall not obstruct, or be detrimental to adjacent materials and components, whether provided by the Works-Contractor, or by others. The Works-Contractor shall also provide all necessary appropriate protection to adjacent works where their Works-Contract Works are likely to cause damage, of any kind, to the adjacent works.
- 12.8.3 All protection shall comply with all relevant statutory requirements, including the current Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation.
- 12.8.4 The Works-Contractor shall return to site shortly before Sectional / Practical Completion of the Main Contract to remove the protection (from site for re-use) and finally clean down the whole of the Works-Contract Works so as to offer it for final acceptance.
- 12.8.5 The Works-Contractor shall be solely responsible for the safety and protection of the Works-Contract Works until Practical Completion of the Project, unless otherwise agreed in writing by the Contractor.
- 12.8.6 Setting Out - Refer to Volume 2.

13.0 DOCUMENT AND DATA EXCHANGE

13.1 General

- 13.1.1 Please refer to Appendix E for details of the Electronic Document & Data Exchange Standards and our requirements in this regard. The Works-Contractor is to make due allowance for compliance with the requirements contained therein including sub-Works-Contractors for whom the Works-Contractor is responsible.

13.2 Drawing and Document Submittal Procedures

- 13.2.1 Please refer to Appendix F for details of the Project Drawing and Document Submittal Procedures, and our requirements in this regard. The Works-Contractor is to make due allowance for compliance with the requirements contained therein including sub-Works-Contractors for whom the Works-Contractor is responsible.

13.3 Project Insurances

- 13.3.1 A synopsis of the Project Insurances is included in Appendix N.

13.4 Field View (Priority 1)

- 13.4.1 Field View (Priority1) is a software product used by the Main Contractor to capture and process paper based information directly at the construction workplace by using a PDA or Tablet device. This increases efficiency, accuracy and provides valuable management information which the Main Contractor uses to build better products more efficiently and effectively.

- 13.4.2 The Main Contractor will be using it for any or all of the following: recording and allocating tasks (e.g. snags, identifying outstanding works, variations), issuing notices, forms, permits and progress monitoring.
- 13.4.3 The Works-Contractor is required to manage the tasks and forms issued to them via the Field View website. The website address is www.priority1.uk.net.

13.5 Health and Safety File, Operating and Maintenance Manuals and As-Built Records

- 13.5.1 The Works-Contractor is responsible for producing Health and Safety File information together with O&M Manuals and record drawings / 3D Models in a format and timescale to be dictated by the Contractor and the Principal Designer and Client.
- 13.5.2 The Works-Contractor will be required to produce complete draft copies of all documents for comment at least 4 working weeks prior to the anticipated date for each Sectional Completion / Approval of Zone/Area of work / Practical Completion of the Works-Contract Works. The information is to be issued and uploaded at agreed iterative milestones throughout the project, and not a bulk issue upon completion. These milestones will be linked directly to the project construction programme. Practical Completion of the Project and the Works-Contract Works is dependent upon receipt all final copies of the documents, incorporating full commissioning results where applicable and any comments from the Contractor.
- 13.5.3 Works-Contractor shall supply a comprehensive list of anticipated handover documents for inclusion in the Operation and Maintenance Manual upon appointment.
- 13.5.4 The final Manual should be provided via the defined electronic platform (cloud based solution), not less than 4 weeks before Practical Completion of the Works-Contract works.

13.6 BIM Requirements

- 13.6.1 Please refer to Appendix O for BIM deliverables. All project requirements will be incorporated and outlined in the project specific SRM BIM Execution plan (BEP).
- 13.6.2 As defined by SRM and where applicable the use of object based 3D BIM software will be required with traditional 2D documentation being derived from the 3D model where applicable.
- 13.6.3 Delivery of maintainable asset information or required asset data (COBie or non COBie) from defined Works-Contractor will be a requirement to be delivered at agreed milestones (Data drops) to support final handover deliverables as detailed in the SRM BIM Execution plan (BEP).

14.0 PROJECT INSURANCE ARRANGEMENTS / REQUIREMENTS

- 14.1.1 The Project Insurance requirements for both the Main Contract and those required from the Works-Contractor are included in Appendix N. The following insurances are covered;
- Works Insurance
 - Public Liability

- Employers Liability
- Professional Indemnity
- Product Liability
- S/C's Plant & Temporary Buildings
- Any other "specialist" insurances required

In addition to the above summary a copy of the Main Project Insurance Policy Document is included in Appendix N. This document includes the various excess payments that the Works-Contractor will be required to cover should they make a claim against the project.

The Works-Contractor is to make due allowance for compliance with the requirements contained therein.

The Works-Contractor is required to complete the Works-Contractor Questionnaire included in Appendix N and return with their tender.

15.0 [OTHERS]

15.1