

Work Package Information

Jubilee Hall Car Park, Bishops Waltham

20/06/16



This pack comprises the base documents for the tender of a Work Package under the Generation 3 Civil Engineering, Highways and Transportation Infrastructure Works Framework One 2016 to 2020

Contents

Section 1 – Invitation to Tender (ITT)

Section 2 – Contract Data

Section 3 – Tender Forms

Section 4 – Health & Safety Information and questionnaire

Invitation To Tender (ITT)

Work Package Invitation to Tender (ITT)

Work Package Ref: G3_1_WCC_004

Work Package title Jubilee Hall Car Park

The Employer is Bishops Waltham Parish Council for Winchester
City Council

Employer's internal project No. WCC/RPF/132

Introduction

The selection procedure as set out in Section 6 of the Framework will be used to determine the offering of a Work Package through the Generation 3 Civil Engineering, Highways and Transportation Infrastructure Works Framework One 2016 to 2020. The offering of a Work Package to any Framework *Contractor* is subject to both the quotation procedure (section 5 of the Framework) and selection procedure being used, in that order.

The selection procedure is used to introduce both the *Contractor's* financial and performance related competitiveness for each Work Package into the decision making process. The means by which performance related competitiveness is determined is described in Section 4 of the Framework: Performance Management

All aspects of the selection procedure are the responsibility of the Employer.

For each Work Package the Employer will issue Contract Data and a Health and Safety questionnaire.

Note terminology used in this ITT matches the terminology used in the NEC Engineering and Construction Short Contract (ECSC), the contractual conditions to which this Work Package relates.

Instructions for Completion

The *Employer* completes this Work Package information pack, which includes this Invitation to Tender, the Contract Data and the tender forms and the Health & Safety information and questionnaire then releases these to the *Contractor* as part of the Work Package tender documents.

The Contractor must complete and sign where necessary the Contractor's Offer section, the rates and total to the Price List - Supplementary Schedule of Rates, the Health and Safety questionnaire and the tender forms all contain within this document then return the whole document as its tender submission.

Note: Use of this document for tender returns is mandatory and all sections must be completed and signed. **Tenders not submitted using this document or are submitted incomplete will not be accepted.**

Procurement timeline

Issue of Work Package ITT	21/06/16
Work Package tender return date	12/07/16 2pm
Location to return tender	psf@rpfassociates.com
Contact for tender correspondence	Peter Fox
Work Package award date (Estimated)	20/07/16

Contract Data

Work Package Contract Data

Work Package Ref G3_1_WCC_004

Work Package title Jubilee Hall Car Park, Bishops Waltham

Employer's internal project number WCC/RPF/132

The *Employer* is

Name Bishops Waltham Parish
Council for WCC

Address Jubilee Hall, Little Shore
Lane, Bishops Waltham,
Hants SO32 1ED

Telephone 07813 691989

Fax

Email psf@rpfassociates.com
address

The *works* are

The *site* is Jubilee Hall Car Park, Bishops Waltham

The *starting date* is The first Monday which follows 4 whole weeks after
contract award

The *completion date* is 28/10/16

The *period for reply* is **3** weeks

The *defects date* is **52** weeks after completion

The *defect correction period* is **4** weeks

The *delay damages* are £200 per day

The *assessment day* is the **28th day** of each month

The *retention* is **nil**

Does the United Kingdom Housing Grants, Construction and Regeneration Act (1996) apply? **Yes**

The interest rate on late payment is **0.5** % per complete week of delay

The minimum amount of insurance cover for the third insurance stated in the Insurance Table is **£10,000,000**

The minimum amount of insurance cover for the fourth insurance stated in the Insurance Table is **£10,000,000**

The *Adjudicator nominating body* is **an appointed officer of the Institution of Civil Engineers**

The *tribunal* is **Arbitration**

If the *tribunal* is arbitration, the arbitration procedure is **the Institution of Civil Engineers' Arbitration Procedure (2006) or any amendment or modification in force when the Arbitrator is appointed**

The *conditions of contract* are the NEC3 Engineering and Construction Short Contract April 2013 and the following additional conditions.

Z Clauses Z1 to Z14 as set out in section 9.3 of the Framework.

The *Contractor's* Offer

The *Contractor* is

Name

.....

Address

.....

Telephone

.....

Fax

.....

E-mail address

.....

Total from Schedule of Rates (a) £

.....

Total from Supplementary Schedule of Rates (b) £

.....

Total of the Prices (a+b) £

.....

The *Contractor* offers to Provide the Works in accordance with the *conditions of contract* for an amount to be determined in accordance with the conditions of contract.

Authorised Person Name

.....

Signature

.....

Date

.....

The *Employer's* Acceptance

Refer to the Employer's offer acceptance letter issued to the *Contractor* separately.

Price List

- Schedule of Rates (enclosed separately)
- Supplementary Schedule of Rates (below)

ITEM	DESCRIPTION	QTY	UNIT	RATE	£
1 *	Allowance for site-specific requirements	1	ITEM		
2 *	Erect, maintain and dismantle Traffic Safety and Management as Chapter 8 (to include extensive pedestrian management and footway diversions in phases as required)	1	ITEM		
3 *	Preparation and production of CDM Health and Safety File	1	ITEM		
4	Liaise with SSE during the works regarding removal of existing fittings, cabling and provision of new lighting to walkway ceilings as indicated on Drawing No: WCC/RPF/132/005F	1	ITEM		
5	Type S2 (G) Soakaway to HCC standard detail HCC10/D/075 but 2.4m dia and 2.4m deep	1	NO		
6	Type S2 (G) Soakaway to HCC standard detail HCC10/D/075 but 3.0m dia and 2.4m deep	3	NO		
7	Disabled markings and hatching in yellow thermoplastic screed to 4 parking bays as shown Drg No: RPF/132/005F	1	ITEM		
8	Type 2 Street lighting drawpit to HCC Standard detail HCC10/L/075	7	NO		
9	EO surfacing overlay works for retention of existing road hump profile at car park entrance	1	ITEM		
10	Excavate and bury electrical supply cable (provided by others) including marker tape and reinstate with as-dug material and topsoil	137	m		
11	Provisional sum for concrete base and ducting for feeder pillar	1	ITEM	£250	£250
12	Provisional Sum for base to proposed car park ticket machine	1	ITEM	£300	£300

13	Provisional Sum for dayworks	1	ITEM	£5,000	£5,000
				Total	£0

* Preambles to the first three items listed in Supplementary Schedule are included within the document titled 'Preambles to the standard items in the Supplementary Schedule', which is available from the documents section of the GEN 3 highways web portal <http://se7highways.econtract.co.uk>

Note the total amounts generated from the Schedule of Rates and the Supplementary Schedule of Rates are based on quantities provided at tender stage and used for tender purposes only. The total of the Prices for this contract will be determined from the Price List rates multiplied by the total quantity measure up to Completion.

Works Information

1 Description of the Works

The scheme is to extend the existing car park into a grassed area currently used as a playing field. The existing car park is to be improved with a surfacing overlay, the drainage and entrance area is being improved and street lighting provided to the whole car park area.

The contractor will also have to allow for the movements of users of the hall via the existing car park whilst accessing the work and the careful phasing of the works must be considered to enable the hall's continued use during the majority of the construction period.

2 Drawings

List the drawings that apply to this contract

Drawing number	Revision	Title
WCC/RPF/132/005	F	Jubilee Hall Car Park, Bishops Waltham – Scheme Layout
WCC/RPF/132/006	B	Jubilee Hall Car Park, Bishops Waltham – Cross Sections

3 Specifications

List the specifications which apply to this contract

Title	Date or revision	Tick if publicly available
GENERATION 3 CIVIL ENGINEERING, HIGHWAYS AND TRANSPORTATION INFRASTRUCTURE WORKS FRAMEWORK ONE 2016 – 2020	October 2016	Yes – see link below http://www3.hants.gov.uk/roads/highways-developers/construction-standards/standard-details.htm

4 Constraints on how the *Contractor* Provides the Works

The contractor needs to construct the works starting in August and through September and October 2016. There are no off-peak restrictions on working hours. The contractor must consider how deliveries are made and the works carried out whilst maintaining access to the car park at Jubilee Hall. Short term closures of and restrictions in use of the car park will be permitted for works to the entrance and final surfacing subject to agreement with Bishops Waltham Parish Council.

5 Requirements for the programme

Basic programme information to be provided in simple written format listing operations and basic sequencing per week

6 Services and other things provided by the *Employer*

Item	Date by which it will be provided
None	

Site Information

The site is all contained within the existing public highway and land owned by the Client Bishops Waltham Parish Council. Existing services are located under the footways and carriageways in the vicinity of the works and these should be located prior to any works commencing on site. The successful tenderer will be provided with copies of all C2 returns requested from services companies under NRSWA to assist with this.

Tender Forms

Collusive Tendering

The essence of the public procurement process is that the Authority calling for these tenders shall receive *bona fide* competitive Tenders from all tenderers. In recognition of this principle, and in signing the Contractor's offer part of the Contract Data, I/we warrant that this is a *bona fide* Tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other party. I/we also confirm that I/we have not done and undertake that I/we will not do at any time any of the following acts:

Communicating to a party other than the Authority calling for these Tenders the amount or appropriate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the tender and/or insurance);

Enter into any agreement or arrangement with any other party that he/she shall refrain from tendering or as to the amount of any Tender to be submitted and

Offer or agree to pay or give or pay or give any sum of money inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused any act or omission to be done in relation to any other tender or proposed Tender.

In this certificate the word "person" includes any person, body or association; corporate or incorporate; and any agreement or arrangement includes any such transaction, formal or informal, whether legally binding or not.

Signed

On behalf of

Date

Note: This certificate must be signed and completed by the supplier and returned with the Tender.

Canvassing

I/we hereby confirm that I/we have not canvassed any member, officer, employee or agent of the Authority calling for these tenders or other contracting body in connection with the award of the Contract for the goods and services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/we further hereby undertake that I/we will not prior to the conclusion of the provider selection process canvass or solicit any member, employee, agent or provider of the Authority calling for these tenders or other Contracting body in connection with the award of the Contract for the goods and services or any proposed call off contract for the provision of the goods and services and that no person employed by me/us or acting on my/our behalf will do any such act.

I/we further acknowledge that, should I/we be appointed as a Provider to the Contract following the conclusion of the provider selection process, the Authority calling for these tenders will permit me/us to approach the Authority calling for these tenders and/or other contracting body directly in order to promote the Contract.

If you intend to sub-contract any of the goods or services you might supply to the Authority calling for these tenders, you should return a canvassing form completed by each sub-contractor, along with your own company's form.

Signed

Print Name

Date

Name and address of firm

PROMPT PAYMENT CERTIFICATE

1 Having examined the provisions of the *conditions of contract* designed to ensure the prompt payment of sub-contractors we certify that:-

- (1) Any sub-contract for works entered into by the *Contractor* shall provide for timely payment of the sub-contractor on terms comparable to those detailed in the NEC Engineering and Construction Sub-contract.
- (2) For any other contract for goods and/or services the *Contractor* shall pay its suppliers within 28 days of the receipt of a valid demand for payment, or within any other period as may be normal practice within the industry for the supply of such goods and services.
- (3) We understand that failure by us to comply with sections (1) and (2) above will be taken into account as provided for by the EC Works Directive when considering future tendering opportunities for our Company or any future Company which may be formed by us.

Dated this day of 20

Signature In capacity of

Duly authorised to sign tenders and certify acceptance of the provisions of the Prompt Payment Certificate for and on behalf of:-

Postal Address:-
.....
.....
.....

Fax No:- Telephone No:-

GOODS VEHICLE OPERATOR LICENSING CERTIFICATE

- 1 Throughout the whole of the period of the Contract we certify that:-
- (1) We shall ensure by inspection that:-
 - (a) any vehicle operator present on the Site or who has cause to enter upon the Site is in possession of a full and currently valid 'Goods Vehicle Operator License' - ('O'-License') - in compliance with all statutory requirements in force, or
 - (b) where, on rare occasions, an operator appears to be using a vehicle legitimately, but is unable to present a valid 'O'-License disc for that vehicle, evidence will be required to be produced that an application to the relevant Traffic Area Office has been made.
 - (c) We shall not permit any Vehicle Operator who does not have, or reasonably expect to have, possession of a currently valid 'Goods Vehicle Operator License' access to the Site.
 - (2) We shall ensure that any Vehicle Operator present on the Site for the purposes of carrying out the Works whose 'Goods Vehicle Operator License' is revoked for whatever reason will be immediately required by us to remove his personnel and vehicles from the Site, or act as otherwise directed by the appropriate enforcement authorities.
 - (3) We understand that failure by us to comply with sections (1) and (2) above and/or failure to act in accordance with the provisions herein and the *conditions of contract* will be taken into account as provided for by the EC Works Directive when considering future tendering opportunities for our Company or any future Company which may be formed by us.

Dated this day of 20

Signature In capacity of

Duly authorised to sign tenders and certify acceptance of the above provisions of the Goods Vehicle Operator Licensing Certificate for and on behalf of:-

Postal Address:-
.....
.....
.....

Fax No:- Telephone No:-

Pre-construction Health & Safety Information and questionnaire

Pre-construction Health and Safety Information


Work Package Ref. G3_1_WCC_004

Scheme Title: Jubilee Hall Car Park, Bishops Waltham

Client Authority: Bishops Waltham PC for Winchester City Council

Date: 20/06/16


Signatures:

Lead Designer:  Date: 20/06/16

Name: Peter Fox

Authorised check Engineer: JEM Rennie Date: 20/06/16

Name: James Rennie

Principal Designer's representative:  Date: 20/06/16

Name: Peter Fox

CONTENTS

1. Introduction	4
2. Description of Project.....	4
2.1 Project Title	4
2.2 Client project number	4
2.3 Location.....	4
2.4 Description of works	4
2.5 Client	5
2.6 Client Representative	5
2.7 Principal Designer	5
2.8 Principal Designer’s Representative.....	5
2.9 Lead Designer	5
2.10 Other Designers	5
2.11 Notification to Health and Safety Executive.....	6
3. Client’s Considerations And Management Requirements.....	6
3.1 Health and Safety and Welfare Objectives	6
3.2 Other Client Requirements	6
4. Environmental restrictions and existing on site risks	7
4.1 Health and Safety Hazards.....	7
5. Significant design and construction hazards	9
5.1 Arrangements for Handling Design Changes	9
5.2 Significant Risks Identified During the Design Stage.....	9
5.3 Materials Requiring Particular Precautions.....	10
6. The Health and Safety file.....	10

1. Introduction

This document is the Pre-Construction Information prepared in accordance with Regulations 9 and 11 of the Construction (Design and Management) Regulations 2015. The Principal Contractor for the works has the responsibility under Regulation 12 to develop and maintain a Construction Phase Plan drawing upon information contained within this document.

In accordance with Regulation 4, the construction phase cannot commence until the Principal Contractor has produced a Construction Phase Plan in accordance with Regulation 12 and has demonstrated that welfare facilities in accordance with Regulation 13 will be provided throughout the construction period.

2. Description of Project

2.1 Project Title

Jubilee Hall Car Park, Bishops Waltham

2.2 Client project number

WCC/RPF/132

2.3 Location

Just east of Bishops Waltham town centre off Shore Lane and then Little Shore Lane.

2.4 Description of works

The scheme is to increase the size of and improve the existing car park at Jubilee Hall, Bishops Waltham. The existing car park has little drainage and is currently not lit. This scheme will increase the size of the car park whilst improving the drainage and providing street lighting to the whole car park. A separate works order will be placed with SSE for the street lighting supply, cabling, columns and lanterns to the scheme.

2.5 Client

Bishops Waltham Parish Council

Jubilee Hall

Bishops Waltham

Hampshire SO32 1ED

2.6 Client Representative

Name: Lindsay Edge

Tel: 01489 892323

email: parishclerk@bishopswaltham-pc.gov.uk

2.7 Principal Designer

RPF Associates

Somerset Office

23 Belvedere

Bath BA1 5ED

Winchester SO238UD

2.8 Principal Designer's Representative

Name: Peter Fox

Tel: 07813 691989

email: psf@rpfassociates.com

2.9 Lead Designer

As 2.8

2.10 Other Designers

None

2.11 Notification to Health and Safety Executive

Notification not required.

3. Client's Considerations And Management Requirements

3.1 Health and Safety and Welfare Objectives

It is Bishops Waltham Parish Council's objective that the proposed works for the Jubilee Hall Car Park, Bishops Waltham are carried out within the contract timescale to the design and specification set out in the contract documents with due regard to the welfare of staff and without putting at an unacceptable level of risk their health and safety and that of others who may be affected by the project, particularly the public.

3.2 Other Client Requirements

3.2.1 Communications

i) Health and Safety

Health and Safety will be included as a specific item on the agenda at Progress, Traffic Management and Commissioning Meetings.

ii) Construction Phase Plan

In order for it to be assessed prior to work commencing on site the Principal Contractor is to submit the first issue of the Construction Phase Plan to the Principal Designer as soon as possible after the Contract/Works Package has been awarded. The plan should be developed in accordance with Appendix 3 of the HSE Guidance on the CDM regulations 2015 entitled "Managing Health and Safety in Construction".

3.2.2 Site Security

Site limits are the extent of the playing field and existing Jubilee Hall car park and public highway (Little Shore Lane) indicated in the contract documentation and include traffic and pedestrian management measures associated with the works.

Welfare facilities and storage areas (location to be agreed) should be secured using heras fencing during the works and any reinstatement to the ground in these areas must be carried out to the Supervisor's satisfaction. The contractor must allow for the free movement/access to all accesses and outbuildings adjacent to Jubilee Hall that could be affected by the works.

3.2.3 Welfare Provision

The Principal Contractor is to demonstrate in his Construction Phase Plan that adequate Welfare Facilities, as listed in Schedule 2 of the CDM Regulations, will be provided throughout the whole of the construction phase.

The welfare of the Supervisors staff will be the responsibility of the Supervisor.

3.2.4 Health and safety of the Client's employees, customers or those involved in the Project

The area and conditions noted in 3.2.2 above must be adhered to. Any facilities proposed on the public highway and car park area affecting the parking for or access to the adjacent Jubilee Hall must be agreed with the Supervisor and Client prior to being implemented. Contractor's staff and others visiting the site must not use areas outside of the designated works area or interact with the public at any time during the works.

4. Environmental restrictions and existing on site risks

4.1 Health and Safety Hazards

4.1.1 Adjacent Land Use

The August and early September period has been chosen within which to carry out the first stage of the works to minimise the effect of these works on the use of the existing car park and hall facilities. Works beyond this period will have to allow for more intensive use of the existing car park and hall.

The Contractors Construction Phase Plan should address the following issues:

- a) Management of pedestrians and traffic past the works and careful phasing of the works so as to minimise interaction with pedestrians and other vulnerable road

users during the works whilst maintaining access to the existing car park and hall facilities.

b) Working adjacent to the root protection zone of the large trees sited to the south west of the site, south of the hall.

4.1.2 Location of Existing Services

Details of existing services as provided by the relevant Statutory Undertakers are shown on C2 returns provided under NRSWA and copies of all of the returns will be provided to the successful tenderer and HCC's scheme Supervisor.

Special requirements of the Statutory Undertakers regarding health and safety matters are included in the Conditions of Contract in Volume 1 of the contract documentation.

4.1.3 Existing Traffic Conditions

The site includes public highways and therefore presents safety hazards associated with vehicular (motorised & non-motorised) and pedestrian/cycle traffic.

Little Shore Lane is a narrow route running east to west linking Shore Lane with the centre of Bishops Waltham. Volumes of traffic are light all day.

The Contractors Construction Phase Plan should address the following issues:

- a) Deliveries and pedestrian/vehicular management proposals for all phases of the works where required.
- b) The works to the entrance to the car park which will require a temporary closure of the car park to vehicles for a short period.
- c) Phasing of the surfacing works to the new car park area and overlay surfacing of the existing car park area whilst maintaining accessibility to the hall as much as possible.

4.1.4 Working Restrictions

There are no restricted hours working on this scheme Monday-Friday. Weekend working to be agreed with the scheme Supervisor. A section 171 license must be applied for to enable the works to tie-in the scheme to Little Shore Lane to proceed. The local area highway office at Bishops Waltham (contact Richard Sykes, tel: 01962 794701, email: richard.sykes@hants.gov.uk)

4.1.5 Ground Conditions

It is not anticipated that there will be any significant hazards associated with ground conditions.

4.1.6 Existing Structures

None

4.1.7 Structures designed by the Contractor

None

5. Significant design and construction hazards

5.1 Arrangements for Handling Design Changes

The Client and/or Designer shall immediately submit to the Principal Designer details of any significant amendment to design made during the Construction Phase. This information shall be submitted in the form of a letter or addendum to the Pre-Construction Information in sufficient time to enable consideration of health and safety issues and the effect on resources prior to commencement of the particular element of work on site.

Any such change in design shall comply with the requirements of Regulations 4 and 9 of the CDM Regulations and shall be subject to the same risk assessment procedure as applied to the initial design.

5.2 Significant Risks Identified During the Design Stage

While efforts have been made during the design process to eliminate or mitigate risks to health and safety, the proposed works will involve potentially hazardous

operations that cannot be avoided. Appropriate control measures must be implemented to ensure that residual risks to health and safety are acceptably low (if not eliminated). In particular, the Principal Contractor shall address the following issues when preparing risk assessments and safe working methods. The list only includes those hazards that are considered significant as defined in the glossary of the HSE Guidance on the CDM regulations 2015 entitled "Managing Health and Safety in Construction".

5.3 Materials Requiring Particular Precautions

The works require the use of materials normally associated with road construction/improvements/maintenance, which include the following hazards:

- a) Handling resin based materials.
- b) The use of hot macadam surfacing materials.
- c) Working at depth in drainage construction.
- d) The use of chemical paints.
- c) Handling cement products

The contractor's Construction Phase Plan should address the following issues:

None

The contractor is responsible for obtaining and implementing specific manufacturer's instructions regarding health and safety.

6. The Health and Safety file

Under Regulation 12 of the CDM Regulations, the Principal Designer is required to ensure that the Health and Safety File is delivered to the Client on completion of construction. The Principal Contractor is required under Regulation 13 to co-operate with the Principal Designer and provide relevant information for inclusion in the Health and Safety File.

The Health and Safety File must include any information relating to this scheme which may affect the health and safety of any person undertaking construction, maintenance, cleaning or demolition work on the constructed scheme at any time in the future.

For guidance as to what should be included in the Health and Safety File refer to Appendix 4 of the HSE Guidance on the CDM regulations 2015 entitled "Managing Health and Safety in Construction".

CDM Regulations: Principal Contractor Health and Safety Questionnaire

To be returned as part of tender

Work Package Ref. G3_1_WCC_004

Scheme Title: Jubilee Hall Car Park, Bishops Waltham

Client Authority: Bishops Waltham Parish Council for Winchester City Council

Date: 20/06/16

Note to Tenderers:

The information requested below **must be returned** with the Tenders.

Non compliance will invalidate the Tender.

- a) Submit a brief outline proposal demonstrating that Health and Safety has been adequately considered within your Tender with regard to: *
 - i) Pedestrian and Traffic Management
 - ii) Location and marking of existing services
 - iii) Protection of existing mature trees on the site
 - iv) Maintaining accessibility to adjacent hall and outbuildings

Contractor to insert response here, additional sheets may be used if require. Any additional sheets must be appended to this document when submitting Tender.

-
- b) Submit an outline specification of the resources you would employ to control and manage the following major Health and Safety risks:*
- i) Pedestrian and Traffic Management
 - ii) Location and marking of existing services
 - iii) Protection of existing trees on the site
 - iv) Maintaining accessibility to adjacent hall and liaising on a weekly basis with the Client (BW Parish Council) to maintain a working relationship during the works

Contractor to insert response here, additional sheets may be used if require. Any additional sheets must be appended to this document when submitting Tender.

Appendix A – Designer’s risk assessment - See below

1. Hazard Identification and Risk Assessment Sheet Page 15 of 34

Project:	Jubilee Hall Car Park, Bishops Waltham	SAP Code:	WCC/RPF/132
Project Manager:	Peter Fox	Date of issue:	June 2016
Assessing Designer(s):	Peter Fox	Design Stage:	Pre-Tender

Description of activity (including frequency and duration)	Significant hazards identified and people at risk during: Construction (C) Maintenance (M) or Use (U)	Initial Risk Rating (see note A on the last sheet)	What have you done as Designer or Project Manager to reduce their risk?	Residual Risk Rating (see note A on the last sheet)	What do you expect the Contractor to do to minimise or remove the risk Is a method statement to be submitted by the Contractor?	Further Action (✓ if to be included in document)	
						H&S Plan	H&S File
Working on/adjacent to busy carriageway and car park. For 35-40 working days	(C) Traffic at all times – Public and Workforce.	3	No restrictions on working hours for carriageway, car park and footway works. Agree phasing with Supervisor and Client	2	Contractor to adhere to stated working hours. Chapter 8 pedestrian and traffic management		
Working near services. For 40 working days	(C) multiple services in car park, footway and carriageway areas - Workforce	3	Utility information plans provided to contractor. Key services of concern identified in in works package information.	2	Conduct standard cable tracing measures. Conduct trial pits where required.		
Working on/adjacent to busy carriageway and car park. For 35-40 working days	(C) Pedestrian and traffic management required to existing car park and hall whist works are undertaken - Public	2	Contractor advised likely traffic levels and events and to manage for vehicles and pedestrians in and out of working hours.	1	Comply with Chapter 8 traffic management layouts. Phase construction in a planned and logical manner		

Note A

		H	M	L
Severity	H	3	3	2
	M	3	2	1
	L	2	1	1
		Likelihood		

SEVERITY

H – Fatality, major injury causing long term disability
M – Injury or illness causing short term disability
L – Other injury or illness

LIKELIHOOD

H – Certain, or near certain
M – Reasonably likely
L – Very seldom or never

RISK RATING

3 – High risk – Action required
2 – Medium risk – Action required unless good reason
1 – Low risk – No action