

MAINTENANCE SERVICE CATEGORY

SERVICE SPECIFICATION

1.0 INTRODUCTION

- 1.3 This document outlines the services suppliers will be asked to deliver within for the following Service Categories for maintenance services e.g.: Tree Maintenance, Soft Landscaping, Hard Landscaping and Playground Maintenance and Playground Inspections.
- 1.4 The individual requirements put out to the supply chain for this Supply category will give the specific details of the services to be undertaken within each of the following Service Categories:
- Trees Maintenance
 - Soft Landscaping
 - Hard Landscaping
 - Playground Maintenance
 - Playground Inspection
- 1.5 Suppliers are required to deliver services in accordance with the individual requirements set out in each of the individual Service Category Service Specifications.
- 1.6 Sections 2.0 and 3.0 below applies to all service categories contained within the Maintenance Supply Category.

2.0 CONTRACT MONITORING AND QUALITY ASSURANCE

- 2.1 As a minimum requirement the Council will meet with suppliers who hold contracts with the Council, no more that on a quarterly basis, with every fourth meeting replacing the monitoring meeting with an annual review.
- 2.2 Policy documents that are submitted and self-certified by a supplier on the DPS will be assessed as part of the Council's Contract Management arrangements. Suppliers will be required to update their policies in accordance with new legislation and provide an updated copy to the Council.
- 2.3 The Council reserves the right to decrease or increase the level of monitoring based on the assessment of risk to the Council. In instances whereby the Commissioning Officer makes a decision to deviate from the minimum monitoring standards above the Commissioning Officer will inform the contracted supplier.
- 2.4 Key Performance Indicators will be set by the Commissioning Officer at the Pre-Contract Start meeting.

3.0 DISCIPLINARY, GRIEVANCE AND COMPLAINTS

- 3.1 The Supplier will ensure that they have a robust Disciplinary and Grievance Procedure.
- 3.2 Any formal complaints or grievances received by the Authorised Officer will require a written report from the Supplier as part of the formal investigation into the matter.
- 3.3 All complaints and incidents must be reported by the supplier to the Authorised Officer (or a member of his/her team within the Council) as soon as possible, and no later than 24 hours after the incident/complaint.

Tree Maintenance Service Specification

- 1.0 Timing of Operations
 - 1.1 The Supplier shall undertake all operations in an expeditious and timely manner to ensure that the works are completed within the required timescale.
 - 1.2 The Supplier will notify the Authorised Officer of the date of commencement and proposed completion date for all works. For all programmed works to street trees, one month's prior notification is required.
 - 1.3 The Supplier will seek the permission of the Authorised Officer to work weekends or public holidays.
 - 1.4 The Supplier shall not use noisy machinery outside of the following hours: 8am-8pm (weekdays) and 8am-1pm (Saturday) without the prior written permission of the Authorised Officer.
- 2.0 Access to the sites by the supplier
 - 2.1 Access to the sites will be by public roads or other defined routes which may be shown on plans, if provided. The Supplier will be responsible for ensuring that their Operative's vehicles, and those of suppliers and others employed on the Works, use only the agreed routes.
 - 2.2 The Supplier must ensure that where vehicular access has been gained to site by unlocking a gate or removing a barrier or bollard, the access is re-secured and locked where applicable immediately behind each of the Contractor's vehicles using the access.
 - 2.3 The Supplier shall ensure that site transport directly or indirectly involved in the works shall at all times when leaving the site be in a state of cleanliness to preclude the fouling of public or private roads adjacent to the site.
 - 2.4 The Supplier shall give a minimum of two working days' notice to the occupier of the land/location except in the case of an emergency or unless otherwise instructed by the council, prior to the commencement of the works.
- 3.0 Before commencing works
 - 3.1 Prior to the commencement of works in a public place the Supplier shall erect signs and if necessary, deliver letters notifying residents of programmed works, 7 days prior to start date. Notices must contain the following words: "Haringey Council, Tree works commencing on this date, included in the notice shall be the Contractor's name and contact number. An information board must also be secured to barriers clearly stating the Contractor's name and contact number.

4.0 Works on or adjacent to the public highway

- 4.1 The Supplier shall, at all times comply with the provisions of the New Roads and Street Work Act 1991 (NRSWA), and the Traffic Management Act 2004. They shall be responsible for liaison with the authorities, for obtaining the relevant and necessary permits and licences and the effective and proper observance of requirements in respect of road signing and the control of traffic.
- 4.2 The Supplier shall not cause any unnecessary interference with traffic on the public highway and shall keep open to the satisfaction of the Council all rights of way on or about the works.
- 4.3 The Supplier shall ascertain and comply with the requirements of the Metropolitan Police as to regulations, restrictions, directions or instructions concerned with the movement of traffic and like matters in and about the works, and shall inform the authorising officer of the outcome of any discussions.
- 4.4 The Supplier will be held responsible for any damage to the public highway, including roads, kerbs, channels, pavements, hard surfaces etc, caused by their acts or negligence, and they will make good any such damage as may be caused at their own expense.

5.0 Work Organisation

- 5.1 The Supplier will be responsible for all aspects of the works and on-site job organisation and will determine the tasks to be fulfilled, the techniques to be employed and their appropriate sequence, in order to complete the works according to the specification.
- 5.2 The Supplier will take all necessary measures to minimise nuisance resulting from the works to the public, including occupiers of adjacent properties and shall comply with any reasonable instructions given by the Authorised Officer in this respect.

6.0 Warning Signs and Barriers

- 6.1 The Supplier shall at their own expense supply and erect all necessary barriers, cones, and warning signs to warn and exclude members of the public from the work area, from identified hazards or in order to provide appropriate safety instructions to the public.
- 6.2 Barriers, cones and warning signs must conform to the Traffic Signs Regulations and General Directions 2002 and be erected by a suitably qualified operative and in accordance with the New Roads and Street Works Act 1991.
- 6.3 Upon completion of works, all barriers, cones, warning signs and arisings must be removed from site.

7.0 Statutory Undertakers Apparatus

7.1 Any damage to Statutory Undertakers apparatus caused by the Supplier in the course or in consequence of the works shall be made good at the Contractors own expense.

8.0 Damage

8.1 The Supplier shall immediately report to the Authorised Officer, any damage caused in the course of works to any trees, shrubs or other plants and grass and other land areas, walls, railings, buildings etc, and the Supplier shall make good any such damage at the contractors own expense.

8.2 The Supplier shall ensure that all of their supervisors and employees are aware of their responsibility to report to their manager all damage, how and when caused to allow full and timely reporting to the Authorised Officer.

9.0 Site Hygiene

9.1 The Supplier must clear away all arisings, rubbish and debris resulting from the works as they proceed. The Suppliers responsible for keeping the roadways, pavements and gulleys clear of obstructions to the satisfaction of the local highway's authority and Authorised Officer.

9.2 All work locations must be left clean, tidy and in a safe condition on completion of the works and any damage made good at the Contractors own expense.

9.3 The Supplier shall be responsible for the disposal of all arisings resulting from the works at their own expense.

9.3 If the required method of disposal of arisings is different to that given below, then the required method will be stated in the works specification document.

10.0 Disposal of Arisings

10.1 The Supplier must ensure that they comply fully with the provisions of the Controlled Waste ((Registration of Carriers and Seizure of Vehicles) Regulations 1991.

10.2 The Supplier shall be responsible for the provision of an authorised Green Waste recycling facility and for ensuring all arising are disposed of there.

10.3 No unauthorised tipping shall be carried out and the Supplier shall bear all charges, fees, transport and other expenses involved in the disposal of arisings.

10.4 The Supplier shall not burn any arisings on site, unless otherwise instructed by the Authorised Officer.

11.0 Stump Removal and Surface Reinstatement

- 11.1 The Supplier shall ensure that where appropriate tree stumps are left approximately 1.5m in height and wrapped in barrier tape, following the removal of the parent tree, so they are visible for safety reasons.
- 11.2 The Supplier shall seek a work permit prior to agreeing a date for stump grinding.
- 11.3 Once a work permit has been confirmed, the remaining stump shall be completely removed by grinding with an appropriate machine.
- 11.4 Tree stumps must be ground down to a finished surface at least 500mm below ground level, where possible, to allow for a replacement tree to be planted.
- 11.5 The Supplier shall be responsible for satisfying themselves as to the location of underground services and the like, and the repair of any damage resulting from the operation.
- 11.6 Following all stump grinding operations the Supplier shall remove all grindings and tree debris from site and leave the area secured with barriers and a top plate.
- 11.7 The Contract Manager shall notify the Authorised Officer by email or phone the same day of all sites where permanent reinstatement is required, following stump removal and the area being made secure.
- 12 Wildlife Legislation and Nature Conservation
- 12.0 The Supplier shall be aware of current wildlife legislation and adhere to the legislative requirements.
- 12.1 The basic principle of the Wildlife and Countryside Act 1981 (as amended) is that all wild birds, their nests and eggs, are protected. Trees must be inspected during nesting season and if nests are found, they shall be left undisturbed and all works postponed until later in the year.
- 12.2 The Wildlife and Countryside Act 1981 also protects all Bats and their roosts if bats are disturbed during works the appropriate Statutory Nature Conservation Organisation (SNCO) must be notified immediately.
- 12.3 The Supplier shall inform the Authorised Officer within 24 hours if works are postponed due to adherence to wildlife legislation.
- 13.0 Standard of Work
- 13.1 The finished work will be to the satisfaction of the Authorised Officer and will have been undertaken in a professional and safe manner in accordance with the principles of good arboricultural practice. The definition of an acceptable

standard will be largely based on the provisions of British Standard 3998 (2010) Recommendations for Tree Work or any amended / revised version

14.0 Temporary Suspension of Work

14.1 Haringey Council may require the Supplier to suspend operations forthwith, and may direct the Supplier or their operatives to vacate the work site, if the Authorised Officer is satisfied that:

- the Contractors operatives on site are not adequately equipped to perform the works.
- the work is being performed in a manner contrary to the job specification or a relevant code of practise.
- the standard of work exhibited by the Contractors is unacceptably poor.

14.2 It shall be the duty of the authorised officer to explain the reason for their decision to remove the operatives from site, either orally to the Contract Manager immediately, or alternatively, by email or letter addressed to the Contract Manager as soon as possible thereafter.

14.3 Temporary suspension of part of the works in accordance with this condition will not prejudice the carrying out of the remainder of the works and the Supplier shall be obliged to submit to Haringey Council an explanation within 7 days.

14.4 When the authorised officer is satisfied with the Contractor's assurance regarding the matters which gave rise to the temporary suspension, they will certify in writing to the Contractor, enabling the works temporarily suspended to recommence.

15.0 Site Access Categories

15.1 Open Access shall refer to any site location where work to a tree is unimpeded by the surrounding features.

15.2 Restricted Access shall refer to any site or location where access to a tree is restricted by a long distance of more than 100 m.

15.3 Confined Access shall refer to any site or location where tree works are restricted by impassable surrounding features and require equipment, materials and arisings carried through a building or over a barrier with a minimum height of 3 meters or where access is denied by neighbouring residents.

16.0 Tree Height Categories

Height Group 1 (HG1)	0-5m	Height Group 4 (HG4)	15-20m
Height Group 2 (HG2)	5-10m	Height Group 5 (HG5)	20-25m
Height Group 3 (HG3)	10-15m	Height Group 6 (HG6)	25m +

Haringey Soft Landscaping Service Specification

- 1.0 General Standards Applicable to All Works
- 1.1 For the avoidance of doubt and in the absence of any other higher specified standard all works shall be in accordance with BS 4428:1989 Code of practice for general landscape operations (excluding hard surfaces).
- 1.2 Services to be undertaken under this specification will include the following operations:-
 - General Land Drainage
 - Grading and cultivation
 - Seeding of grass areas
 - Turfing
 - Amenity Tree Planting
 - Woodland Planting
 - Planting of shrubs, herbaceous plants and bulbs
- 1.3 Any requirements for hard landscaping, within a soft landscaping project, will need to comply with the requirements of the Soft Landscaping Specification, as part of the Dynamic Purchasing System.
- 1.4 The Supplier is to note that the surrounding site will be in full to partial occupation throughout the course of the works, all access paths, roadways etc. Are not to be obstructed throughout the works. Public access to be maintained at all times with appropriate diversions in place.
- 1.5 The Supplier is to price each item separately. The requirements contain works related to different elements and each element is to be priced separately.
- 1.6 Items which are marked provisional are not to be carried out until written instructions have been received from the Contract Administrator.
- 1.7 If there is any doubt whatsoever with any aspect of the specification it must be brought to the attention of the Contract Administrator.
- 1.8 The Supplier is to undertake a full photographic schedule of the existing and surrounding areas before commencement of works to avoid any claims for damages at a later stage. Full condition schedule to be presented to the Contract Administrator before the commencement of works.
- 1.9 Site visits and site setup
- 2.0 The supplier will have been expected to have visited the site of any proposed Services as part of their preparation for any offers submitted in the bidding process.
- 2.1 Upon completion of the site visit, the supplier will have:

- Familiarised themselves with any hazards on the site and will allow within their submitted rates to carry out the services in a safe manner. Failure to visit the site will be completely at the Suppliers own risk.
 - Carried out an assessment of all measures required to secure the site by the means of suitable fencing appropriate to the scale and nature of the scope of the requirement.
- 2.3 The Supplier is to set up their site facilities within the compound of the site as agreed with the Contract Administrator on commencement of the works. They are to ensure the site is fully secure at all times, allowing for no unauthorised access to the site at any time.
- 2.4 Where it is identified that parking spaces will need to be suspended as part of the site setup the supplier shall make all necessary arrangements and pay all applicable costs.
- 3.0 Health and Safety
- 3.1 The supplier will display on any work site all necessary health and safety information as required along with a suitable sign giving details of the work, duration and contact details of the supplier. The supplier will take all necessary precautions to protect the public from harm.
- 4.0 Underground Utilities
- 4.1 The supplier satisfied themselves through whatever means necessary as to the presence of any underground utilities and shall plan their works in accordance not to interfere with any underground services. The supplier will be fully responsible for the cost of any damage to underground utilities as a result of their works.
- 5.0 Pre commencement documentation
- 5.1 Prior to commencing any works, the Supplier will submit the following pre commencement documentation for approval by the Council:-
- Final programme of works
 - Health and Safety Management Plan
 - Risk Assessments
- 6.0 Protected Species
- 6.1 It is anticipated that any services undertaken under this specification will not interfere with any protected species, However, the Supplier should be aware:
- that where tree or shrub clearance is required this should be carried out outside of the breeding bird survey season of March to August inclusive or following a nesting bird check by an appropriately qualified ecologist during the nesting season.

- This check must take place no more than 24 hours before the commencement of works. If during clearance a nesting bird is discovered, no services may occur within 5m of the nest until the young have fledged.

7.0 Protecting Existing Site Features

- 7.1 Suppliers shall be responsible for ensuring all sites that include existing features, such as paths, planted areas, turf, existing equipment, bins, benches, signs, buildings etc. are protected from damage during the course of the works. Including, where necessary fencing off all existing features to protect them.
- 7.2 Any areas not suitably protected and damaged during the course of the works will need to be reinstated by the supplier at their own cost.
- 7.3 Failure to do so will result in deductions for the cost reinstatements being made from final accounts.

8. Delivery, Storage, Security and Handling

- 8.1 Suppliers are responsible for ensure all materials and plants are packed, transported, and handled with utmost care to ensure adequate protection against injury or damage.
- 8.2 The supplier will be responsible for the security of all materials on site and will ensure that adequate protection is provided within the cost of the works to minimise theft and disruption to the works caused by theft or damage by others.
- 8.3 Suppliers shall ensure when transporting plants, they are:
- protected from excessive vibrations
 - are not thrown or bounced off a truck or loader to the ground.
 - not dragged, lifted, or pulled by the trunk or braces in a manner that will damage the branches or loosen the roots in the ball.
- 8.4 Plants material transported in vehicles shall be protected from wind whipping either by use of covered vehicle or secure tarps.
- 8.5 Failure to protect plants and materials during transport to the site will result in rejection of plants and other materials.

9.0 Inspection

- 9.1 The Council will make periodic inspections prior to and during the periods of the Work.
- 9.2 All plants, materials, furniture, and equipment shall be inspected upon delivery to the job site whereupon the Council reserves the right to reject unacceptable plants or materials,
- 9.3 Should materials, furniture and equipment, installation procedures, or other conditions be observed not in keeping with the council's requirements, the Council will direct the supplier to correct by repair, and/or replacement as appropriate.

- 9.4 The Client shall be the sole judge of the conditions of quality and acceptability and will direct all corrections in writing to the Supplier.
- 9.5 All rejected materials, furniture and equipment shall be immediately removed from the site and replaced with specified materials, furniture and equipment at no additional cost to the Client.
- 10.0 Topsoil
- 10.1 Topsoil should comply with BS 3882 and:-
- Soil to be screened for stones larger than 20 mm.
 - Stone content by dry weight (maximum): 2%.
 - Foreign matter: On visual inspection, free of fragments and roots of aggressive weeds, sticks, straw, subsoil, pieces of brick, concrete, glass, wire, large lumps of clay or vegetation, and the like.
- 10.2 Remove from site surplus topsoil remaining after completion of all landscaping work.
- 11.0 Compost
- 11.1 Compost should be in accordance with PAS 100 and have the following horticultural parameters:-
- pH (1:5 water extract): 7.0-8.7.
 - Electrical conductivity (maximum, 1:5 water extract): 200 mS/m.
 - Moisture content (m/m of fresh weight): 35-55%.
 - Organic matter (minimum): 25%.
 - Grading (air dried samples): 99% passing 25 mm screen, and 90% a 10 mm screen mesh aperture.
 - Carbon: Nitrogen ratio (maximum): 20:1.
 - Texture: Friable.
 - Objectionable odour: None.
 - Composting Association certification: Required.
- 11.2 Peat or products containing peat should not be used on any works required under this specification.
- 12.0 Grass Seed
- 12.1 Grass species and varieties should be selected according to the soil type, climate and the intended wear and mowing needs of the area. When a high-quality sward

is required, grass cultivars and varieties that are tolerant of regular mowing below 10 mm should be chosen.

12.2 Grass seed is sold in a variety of qualities: for landscape work “certified seed” should be used.

13.0 Turves

13.1 Turves should be in accordance with the recommendations given in BS 3969 and should be composed of grass varieties or cultivars suitable for the intended use of the area to be laid.

14.0 Amenity Tree Planting

14.1 All plant material must be produced in accordance with the following Industry best practice:

- Horticultural Trades Association - National Plant Specification and / or
- BS 8545:2014 Trees: from nursery to independence in the landscape (Sec 8: Nursery production & procurement, Sec 9: handling & storage and Annex D & E.

15.0 Woodland Planting

15.1 Trees for woodland planting should comply with BS 3936-4, which should be regarded as a minimum standard.

15.2 Plants with stem diameter larger than the standard given in BS 3936-4 may be suitable for use on reclamation sites.

15.3 Plants 150 mm to 250 mm tall are likely to be suitable on exposed sites or on ploughed ground, and plants up to 900 mm tall may be successful on sheltered fertile sites.

16.0 Plant Material

16.1 All shrubs, hedging plants, climbers, herbaceous plants and bulbs should comply with BS 3936 where applicable, should be of reasonable size and shape and in healthy conditions, and should follow the general quality and packaging requirements of BS 3936. Plant material sizes should be at least that specified.

16.2 Where the specified plant material is not available the Supplier should substitute the material for the next available size up or increase plant numbers to account for smaller plant material.

16.3 All plant material must be guaranteed for at least 12 months following planting. Any failures within 12 months must be replaced by the Supplier during the next planting season.

17.0 Mulch

17.1 Mulch shall consist of shredded bark mulch, or wood chips mulch as specified on the job requirements. Material shall be uniform in size, colour, quality, and overall appearance.

17.2 Mulch shall be free of material injurious to plant growth. Sources of mulch should be free of weeds and invasive plant parts or seeds. Sawdust, dirt, rubbish, or other debris mixed in the mulch is not acceptable. The Supplier shall submit two kilograms of proposed mulch for inspection by Client.

17.2.1 Wood Chips

- Wood chips shall consist of wood products having a size of no more than 65mm with a thickness not greater than 10mm. Wood chips shall be uniform in overall appearance, colour, quality, and size and are subject to approval by the Client. Wood chips are to be free of sawdust, dirt, twigs, excessive bark, or any other debris.

17.2.2 Shredded Bark Mulch

- Shredded bark mulch shall consist of shredded bark and wood. Maximum length of any individual component shall be 50mm and a minimum of seventy-five percent (75%) of the mulch shall pass through a 25mm screen. Mulch shall be free of germination-inhibiting ingredients. The bark mulch shall have the characteristics of retaining moisture, forming a mat not susceptible to spreading by wind or rain, and providing a good growth medium for plants. Shredded bark mulch may contain up to fifty percent (50%) shredded wood material. Wood chips are not acceptable. Bark mulch containing shredded wood shall be aged a minimum of one year prior to installation. Bark mulch shall be free of soil, rocks, and weeds.

18.0 Tree stakes, ties, and guards

18.1 Deciduous trees: The supplier shall provide two (2) stakes that are 1.8m in length and are 75mm diameter round. Stakes shall be pointed at one end.

18.2 Evergreen trees: The supplier shall provide three (3) stakes that are 1.8m in length and are 75mm diameter round. Stakes shall be pointed at one end.

18.3 Ties: Ties shall be 25mm or wider bands of nylon reinforced expanding rubber. Ties shall have a smooth surface and be flexible to allow some movement of the trunk without damaging the bark. Ties must be fastened to the two stakes using galvanised nails.

18.4 Guards: The supplier shall provide a one or two piece steel mesh tree guard that is a minimum 1.2m in height. It must be fastened to the two stakes using galvanised staples. Guards must be installed to ensure a gap of a minimum 200mm is left between ground level and the bottom of the guard.

19.0 Irrigation.

- 19.1 The supplier will be responsible for irrigating all newly planted, seeded, or turfed areas during the course of the works and prior to handover to the client. Irrigation should be to a suitable depth and duration such as to ensure the successful establishment of the newly landscaped areas.
- 19.2 The supplier shall be responsible for irrigating all newly planted trees as per the specification stated in any tender documents.
- 20.0 Fertilisers
- 20.1 The supplier will apply a slow release fertiliser to all areas to be seeded or turfed before the final cultivation at least three days and preferably five days prior to seeding or turfing taking place. Fertiliser manufacturer and product shall be approved by the Client prior to application and shall be applied at a rate of 70g/m² or other such rate recommended by the manufacturer.
- 20.2 The supplier will apply a slow release fertiliser to all areas to be planted before the planting takes place. The fertiliser will be Osmocote Standard 17 + 4.4 + 10 or such other equivalent manufacturer and product that shall be approved by the Client prior to application. The fertiliser shall be applied at a rate of 75g/m² spread evenly across the entire area to be planted or other such rate recommended by the manufacturer.
- 21.0 Maintenance Works
- 21.1 The supplier may be asked to maintain the new landscape works for up to a period of 12 months the details and specification for the required maintenance will be set out in the individual requirements that the supplier receives.
- 22.0 Notice of works
- 22.1 The supplier will give at least two days' notice of works before:-
- Setting out.
 - Applying herbicide.
 - Applying fertilizer.
 - Delivery of plants/ trees.
 - Planting shrubs.
 - Planting trees into previously dug pits.
 - Watering.
 - Visiting site during maintenance period.

Haringey Hard Landscaping Specification

- 1.0 General Standards Applicable to All Works
- 1.1 For the avoidance of doubt and in the absence of any other higher specified standard all works shall be in accordance with the relevant British Standards applicable to the work requirements.
- 1.2 Services to be undertaken under this specification will include the following operations:-
 - Paving, Kerbs and Tarmacing
 - Installation of Street Furniture
 - Fencing
 - Sports Court Maintenance works
 - Water play & water features maintenance
 - Painting of Park Furniture
- 1.3 Any requirements for soft landscaping, within a hard landscaping project, will need to comply with the requirements of the Soft Landscaping Specification, as part of the Dynamic Purchasing System.
- 1.4 The Supplier is to note that the surrounding site will be in full to partial occupation throughout the course of the works, all access paths, roadways etc. are not to be obstructed throughout the works. Public access to be maintained at all times with appropriate diversions in place.
- 1.5 The Supplier is to price each item separately. The requirements contain works related to different elements and each element is to be priced separately.
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- 2.2 Upon completion of the site visit, the supplier will have:

- Familiarised themselves with any hazards on the site and will allow within their submitted rates to carry out the services in a safe manner. Failure to visit the site will be completely at the contractors own risk.
 - Carried out an assessment of all measures required to secure the site by the means of suitable fencing appropriate to the scale and nature of the scope of the requirement.
- 2.3 The Supplier is to set up their site facilities within the compound of the site as agreed with the Council on commencement of the works. They are to ensure the site is fully secure at all times, allowing for no unauthorised access to the site at any time.
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 - This check must take place no more than 24 hours before the commencement of works. If during clearance a nesting bird is discovered, no services may occur within 5m of the nest until the young have fledged.

- 7.0 Protecting Existing Site Features
 - 7.1 Suppliers shall be responsible for ensuring all sites that include existing features, such as paths, planted areas, turf, existing equipment, bins, benches, signs, buildings etc. are protected from damage during the course of the works. Including, where necessary fencing off all existing features to protect them.
 - 7.2 Any areas not suitably protected and damaged during the course of the works will need to be reinstated by the supplier at their own cost.
 - 7.3 Failure to do so will result in deductions for the cost reinstatements being made from final accounts.
- 8.0 Delivery, Storage, and Handling
 - 8.1 Suppliers are responsible for ensure all materials, furniture and equipment are packed, transported, and handled with utmost care to ensure adequate protection against injury or damage.
 - 8.2 The supplier will be responsible for the security of all materials on site and will ensure that adequate protection is provided within the cost of the works to minimise theft and disruption to the works caused by theft or damage by others.
- 9.0 Inspection
 - 9.1 The Council will make periodic inspections prior to and during the periods of the Work.
 - 9.2 All plants, materials, furniture, and equipment shall be inspected upon delivery to the job site whereupon the Council reserves the right to reject unacceptable plants or materials,
 - 9.3 Should materials, furniture and equipment, installation procedures, or other conditions be observed not in keeping with the council's requirements, the Council will direct the supplier to correct by repair, and/or replacement as appropriate.
 - 9.4 The Council shall be the sole judge of the conditions of quality and acceptability and will direct all corrections in writing to the Supplier.
 - 9.5 All rejected materials, furniture and equipment shall be immediately removed from the site and replaced with specified materials, furniture and equipment at no additional cost to the Client.
- 10. Adverse Weather
 - 10.1 The supplier shall ensure that for all works involving mortar or concrete works should not be conducted if the temperature is below 3°C on a falling thermometer or 1° C on a rising thermometer. Adequately protect foundations, bedding and haunching against frost and rapid drying by sun and wind.
- 11. Paving, Kerbs and Tarmacing

- 11.1 Kerbs – Kerbs will be proprietary precast concrete edgings to planting beds/ pedestrian paths, kerbs used should be to BS EN 1340. Kerbs will be 50 x 150 x 915 mm finish as cast and in a natural colour. Kerbs will be bedded on a cement mortar with dry joints of no more than 2-3mm gap.
- 11.2 Carriageway Kerbs and drainage Channels systems to be constructed as per detailed specifications in the requirement documents.
- 11.3 Kerbs, edgings and channels will be laid with neat, accurate cuts without any spalling to form any necessary junctions. The units should be bedded and positioned so that they are on a true line and levelled along the top and front faces. The units will be bedded in mortar on accurately cast foundations or on a race of fresh concrete. After bedding units will be secured with a continuous haunching of concrete or on a race of fresh concrete with backing concrete cast monolithically.
- 11.4 The concrete for foundations, races and haunching shall be to BS 8500-2 and be a standard mix with low workability. Mortar bedding shall be a mix of Portland cement and sand in a ratio of 1:3. Portland cement to BS EN 197-1 and sand to BS EN 12620, grade 0/4 or 0/2 (MP). Bed thickness should be 12-40mm.
- 11.5 The units should be laid accurately with deviations of no more than:
- Level: ± 6 mm.
 - Horizontal and vertical alignment: 3 mm in 3 m.
- 11.6 The supplier may be required to undertake hot rolled asphalt paving to footpaths and roads these works will be detailed as per the engineer's specification in the requirements.
- 11.7 The supplier may be required to undertake the construction of gravel, hoggins, or woodchip roads and paving. The base layers and detailed specification will be as per the engineer's specification in the requirement documents.
- 11.8 All drainage falls and cross falls for sealed surfaces will be a minimum of 1:40. Cambers minimum 1:50. Unsealed surfaces will have a minimum fall of 1:30. Deviations from required levels, falls and cambers will be no more than ± 12 mm. During construction, all materials should be spread and levelled in layers of 100mm maximum. Each layer should be compacted as soon as possible after laying. During dry weather, the supplier should lightly water layers during compaction. Access by traffic and plant to newly constructed areas should be restricted to prevent damage.
- 11.9 Where Timber Edging is specified the supplier will ensure that timber is a softwood board measuring 150mm high and 38mm deep. The boards will be fixed to softwood pegs measuring 50mm x 50mm x 600mm long. Fixings between the boards and pegs
- will be by suitable galvanised nails. The softwood pegs shall be driven into the ground at 1200mm centres straight line and 500mm on radii of less than 6m. All softwood boards shall be either pressure treated or treated with a suitable preservative protection to protect the board from deterioration for up to 10 years.

12. Installation of Street Furniture

- 12.1 The supplier will ensure that all street furniture is installed as per the manufactures instructions or the specific instructions set out in the individual requirement documents.
- 12.2 Work under this item will include:-
- Gates
 - Bollards
 - Parking controls
 - Benches
 - Seats
 - Litter Bins
- 12.3 Where required the supplier will construct any bases for street furniture in accordance with the provisions of this specification relating to Paving, Kerbs and Tarmacing and to BS 8500-2.
- 12.4 Where items are to be set in concrete the supplier will ensure that they are accurately positioned and securely supported. Concrete will be fully compacted until air bubbles cease to appear on the upper surface and the finished to shed water and trowelled smooth.
- 12.5 Where timber products are used then any cutting or drilling shall be treated with two flood coats of an equivalent preservative as used by the manufacturer.
- 12.6 Where galvanised surfaces are used all areas of minor damage (including on fasteners and fittings) shall be treated with a low melting point zinc alloy repair rods or powders for this purpose or at least two coats of zinc rich paint to BS 4652.
- 12.7 Where painting on site is required the supplier will prepare surfaces and apply finishes as soon as possible after fixing.
- 12.8 After completion of the works the supplier will ensure that all works are left in a clean and tidy condition removing all left-over spoil and materials from site. All surfaces will be cleaned before handover. All fixings should be checked to ensure they are tightened before handover.
- 12.9 The supplier will ensure that all hinges, latches and closers are adjusted to provide a smooth operation and lubricate where necessary prior to handover.
- 13.0 Fencing

- 13.1 The supplier will supply and install fencing as required in any set of requirements this may be either timber or metal fencing as required. Where fencing is required this shall be supplied and installed in accordance with the relevant part of BS 1722 as set out below or otherwise as per the specifics of the requirements.
- BS 1722-1:2006 Fences. Specification for chain link fences
 - BS 1722-2:2006 Fences. Specification for strained wire and wire mesh netting fences
 - BS 1722-4:1986 Fences. Specification for cleft chestnut pale fences
 - BS 1722-5:2006 Fences. Specification for close-boarded fences and wooden palisade fences
 - BS 1722-7:2006 Fences. Specification for wooden post and rail fences
 - BS 1722-8:2006 Fences. Specification for mild steel (low carbon steel) continuous bar fences and hurdles
 - BS 1722-9:2006 Fences. Specification for mild steel (low carbon steel) fences with round or square verticals and flat horizontals
 - BS 1722-10:2006 Fences. Specification for anti-intruder fences in chain link and welded mesh
 - BS 1722-11:2006 Fences. Specification for prefabricated wood panel fences
 - BS 1722-12:2006 Fences. Specification for steel palisade fences
 - BS 1722-13:1978 Fences. Chain link fences for tennis court surrounds
 - BS 1722-14:2006 Fences. Specification for open mesh steel panel fences
 - BS 1722-16:2009 Fences. Specification for powder coatings used as a plastics finish to components and mesh
 - BS 1722-17:2006 Fences. Specification for electric security fences. Design, installation and maintenance
 - BS 1722-18:2011 Fences. Specification for free-standing temporary steel mesh perimeter fencing panels
- 13.2 The supplier will ensure that the specific heights, finish, post type, bar thickness, colour, gate types, self-closing mechanisms or locking mechanisms will be as per the individual requirements.
- 13.3 The supplier will ensure that they submit both manufacturers and installer's certificates of conformity to the applicable part of BS 1722.
- 13.4 The supplier will ensure that generally the alignment of all fencing will be either in straight lines or smoothly flowing curves. Tops of posts shall follow the profile of the ground and posts shall be set rigid, plumb and to the appropriate depth or greater where necessary to ensure adequate support. Concrete will be fully compacted until air bubbles cease to appear on the upper surface and the finished to shed water and trowelled smooth.

- 13.5 Where timber products are used then any cutting or drilling shall be treated with two flood coats of an equivalent preservative as used by the manufacturer.
- 13.6 Where galvanised surfaces are used all areas of minor damage (including on fasteners and fittings) shall be treated with a low melting point zinc alloy repair rods or powders for this purpose or at least two coats of zinc rich paint to BS 4652.
- 13.7 Where painting on site is required the supplier will prepare surfaces and apply finishes as soon as possible after fixing.
- 13.8 After completion of the works the supplier will ensure that all works are left in a clean and tidy condition removing all left-over spoil and materials from site. All surfaces will be cleaned before handover. All fixings should be checked to ensure they are tightened before handover.
- 13.9 The supplier will ensure that all hinges, latches, and closers are adjusted to provide a smooth operation and lubricate where necessary prior to handover.
- 14.1 Sports Court Maintenance works
- 14.2 The supplier will ensure where sports cleaning works are undertaken on tarmac or EPDM rubber surfaces that all dirt and contaminants are removed from the entire surface of the court and that when pressure washing is completed the court is left free from any debris, moss, leaf litter or other deleterious material.
- 14.3 The supplier will ensure that where cleaning and rejuvenation works are required on sand filled synthetic courts that cleaning involves drag brushing through the carpet fibres to remove dirt and redistribute the sand infill. Where applicable the supplier will top up the sand infill to the manufactures recommended level.
- 14.4 The supplier will ensure that any court painting or line marking is undertaking in accordance with the requirements and regulations of the appropriate sport(s) governing bodies.
- 14.5 ensure that all goals, posts, nets, backboards, kickboards etc are installed in accordance with the requirements of the manufacturer, sports governing body for the relevant sport and the provisions of this Hard Landscaping Specification.
- 14.6 The supplier will ensure that all works are in accordance with the following external guidance:-
- The SAPCA Code of Practice for the Maintenance of Synthetic Surfaces.
 - The SAPCA Code of Practice for the Construction and Maintenance of Tennis courts.
 - The SAPCA code of Practice for the Construction and Maintenance of Fencing Systems.
 - MUGA's (Multi Use Games Areas) - BS EN 15312 - Free Access Multi Sports

- 14.7 Where galvanised surfaces are used all areas of minor damage (including on fasteners and fittings) shall be treated with a low melting point zinc alloy repair rods or powders for this purpose or at least two coats of zinc rich paint to BS 4652.
- 14.8 Where painting on site is required the supplier will prepare surfaces and apply finishes as soon as possible after fixing.
- 14.9 After completion of the works the supplier will ensure that all works are left in a clean and tidy condition removing all left-over materials from site. All surfaces will be cleaned before handover. All fixings should be checked to ensure they are tightened before handover.
- 14.10 The supplier will ensure that all hinges, latches, and closers are adjusted to provide a smooth operation and lubricate where necessary prior to handover.
- 15.0 Water play& water features maintenance
- 15.1 The supplier will undertake maintenance required in accordance with the manufacture's recommendations. All parts will be sourced either direct from the original manufacturer or authorised distributor.
- 15.2 The supplier will be required to undertake works to water play areas at the beginning and end of the seasons and ensure that the facilities can operate in accordance with Pool Water Treatment Advisory Groups published guidance and Code of Practice.
- 15.3 After completion of the works the supplier will ensure that all works are left in a clean and tidy condition removing all left materials from site. All surfaces will be cleaned before handover. All fixings should be checked to ensure they are tightened before handover.
- 16.0 Painting of Park Furniture
- 16.1 Where required the supplier will undertake refurbishment of painted surfaces on such items of parks furniture that include, railings, fencing, benches, bins, bollards, gates, lamp columns and playground equipment.
- 16.2 The supplier will undertake sufficient preparations to remove all rust, flaking paint, dirt, grease etc to ensure that a sound and clean surface is produced before any painting works take place.
- 16.3 The supplier will ensure that at least two coats of zinc rich paint to BS 4652 are applied prior to applying any undercoat or topcoats.
- 16.4 All undercoats and topcoats will be supplied in sealed tins direct from the supplier and will be applied strictly in accordance with the manufacturer's instructions.
- 16.5 Where painting on site is required the supplier will prepare surfaces and apply finishes as soon as possible after fixing.
- 16.6 After completion of the works the supplier will ensure that all works are left in a clean and tidy condition removing all left-over materials from site. All surfaces will

be cleaned before handover. All fixings should be checked to ensure they are tightened before handover.

17.0 Maintenance Works

17.1 The supplier may be asked to maintain the new hard landscape works for up to a period of 12 months the details and specification for the required maintenance will be set out in the individual requirements that the supplier receives.

18.0 Notice of works

18.1 The supplier will give at least two days' notice of works before:-

- Setting out.
- Prior to concreting works
- Prior to installation of the equipment
- Prior to installation of any safety surfacing or porous surfacing
- Visiting site during maintenance period

Haringey Play and Outdoor Gym Maintenance Specification

- 1.0 General Standards Applicable to All Works
- 1.1 For the avoidance of doubt and in the absence of any other higher specified standard all works shall be in accordance with BS EN 1176; BS EN 1177 codes of conduct for Play Equipment and Play surfaces; Skate Parks to BS EN14974 - Roller Sports Equipment; Outdoor Fitness Equipment - BS16639: 2015 and BS 4428:1989 Code of practice for general landscape operations (excluding hard surfaces).
- 1.2 Services to be undertaken under this specification will include the following operations:-
- Provision and installation of additional items of equipment to current play spaces or outdoor gyms
 - Complete replacement of items of existing equipment with new
 - Repair and replacement of components of pieces of equipment
 - Complete replacement of safety surfacing
 - Repairs to existing safety surfaces
 - Provision of new or replacement porous surfaces
 - Repairs to existing porous surfaces
- 1.3 Any requirements for soft or hard landscaping, within a play or outdoor gym project, will need to comply with the requirements of the Soft or Hard Landscaping Specification, as part of the Dynamic Purchasing System.
- 1.4 The Supplier is to note that the surrounding site will be in full to partial occupation throughout the course of the works, all access paths, roadways etc. Are not to be obstructed throughout the works. Public access to be maintained at all times with appropriate diversions in place.
- 1.5 The Supplier is to price each item separately. The requirements contain works related to different elements and each element is to be priced separately.
- 1.6 Items which are marked provisional are not to be carried out until written instructions have been received from the Contract Administrator.
- 1.7 If there is any doubt whatsoever with any aspect of the specification it must be brought to the attention of the Contract Administrator.
- 1.9 The Supplier is to undertake a full photographic schedule of the existing and surrounding areas before commencement of works to avoid any claims for damages at a later stage. Full condition schedule to be presented to the Contract Administrator before the commencement of works.
- 2.0 Site visits and site setup

- 2.1 The supplier will have been expected to have visited the site of any proposed Services as part of their preparation for any offers submitted in the bidding process.
- 2.2 Upon completion of the site visit, the supplier will have:
- Familiarised themselves with any hazards on the site and will allow within their submitted rates to carry out the services in a safe manner. Failure to visit the site will be completely at the Suppliers own risk.
 - Carried out an assessment of all measures required to secure the site by the means of suitable fencing appropriate to the scale and nature of the scope of the requirement.
- 2.3 The Supplier is to set up their site facilities within the compound of the site as agreed with the Contract Administrator on commencement of the works. They are to ensure the site is fully secure at all times, allowing for no unauthorised access to the site at any time.
- 2.4 Where it is identified that parking spaces will need to be suspended as part of the site setup the supplier shall make all necessary arrangements and pay all applicable costs.
- 3.0 Health and Safety
- 3.1 The supplier will display on any work site all necessary health and safety information as required along with a suitable sign giving details of the work, duration and contact details of the supplier. The supplier will take all necessary precautions to protect the public from harm.
- 4.0 Underground Utilities
- 4.1 The supplier satisfied themselves through whatever means necessary as to the presence of any underground utilities and shall plan their works in accordance not to interfere with any underground services. The supplier will be fully responsible for the cost of any damage to underground utilities as a result of their works.
- 5.0 Pre commencement documentation
- 5.1 Prior to commencing any works, the Supplier will submit the following pre commencement documentation for approval by the Council:-
- Final programme of works
 - Health and Safety Management Plan
 - Risk Assessments
 - Equipment Test Certificates
 - Surfacing Test Certificates
- 6.0 Protected Species
- 6.1 It is anticipated that any services undertaken under this specification will not interfere with any protected species; however, the Supplier should be aware:

- that where tree or shrub clearance is required this should be carried out outside of the breeding bird survey season of March to August inclusive or following a nesting bird check by an appropriately qualified ecologist during the nesting season.
- This check must take place no more than 24 hours before the commencement of works. If during clearance a nesting bird is discovered, no services may occur within 5m of the nest until the young have fledged.

7.0 Protecting Existing Site Features

7.1 Suppliers shall be responsible for ensuring all sites that include existing features, such as paths, planted areas, turf, existing equipment, bins, benches, signs, buildings etc. are protected from damage during the course of the works. Including, where necessary fencing off all existing features to protect them.

7.2 Any areas not suitably protected and damaged during the course of the works will need to be reinstated by the supplier at their own cost.

7.3 Failure to do so will result in deductions for the cost reinstatements being made from final accounts.

8.0 Delivery, Storage, and Handling

8.1 Suppliers are responsible for ensure all materials, furniture and equipment are packed, transported, and handled with utmost care to ensure adequate protection against injury or damage.

8.2 The supplier will be responsible for the security of all materials on site and will ensure that adequate protection is provided within the cost of the works to minimise theft and disruption to the works caused by theft or damage by others.

9.0 Inspection

9.1 The Council will make periodic inspections prior to and during the periods of the Work.

9.2 All plants, materials, furniture, and equipment shall be inspected upon delivery to the job site whereupon the Council reserves the right to reject unacceptable plants or materials,

9.3 Should materials, furniture and equipment, installation procedures, or other conditions be observed not in keeping with the council's requirements, the Council will direct the supplier to correct by repair, and/or replacement as appropriate.

9.4 The Council shall be the sole judge of the conditions of quality and acceptability and will direct all corrections in writing to the Supplier.

9.5 All rejected materials, furniture and equipment shall be immediately removed from the site and replaced with specified materials, furniture and equipment at no additional cost to the Client.

10. Installation of Equipment and Equipment Elements

10.1 The supplier will ensure that all equipment is installed as per the manufactures instructions or the specific instructions set out in the individual requirement documents

10.2 Work under this item will include:-

- Barriers and Guardrails
- Bridges
- Cableway
- Chains
- Climbing ropes
- Fibre ropes
- Handrails
- Ladders
- Marking
- Obstacles
- Ramps
- Rocking items
- Ropes and chains
- Rotating items
- Slides
- Spatial networks
- Stairs
- Suspended beams
- Swinging suspended ropes
- Swings
- Wires
- Outdoor Gym Equipment
- Natural Play Elements
- Skate Parks

- 10.3 Where required the supplier will construct any bases for equipment in accordance with the provisions of this Hard Landscaping Specification relating to Paving, Kerbs and Tarmacing and to BS 8500-2.
- 10.4 Where items are to be set in concrete the supplier will ensure that they are accurately positioned and securely supported. Concrete will be fully compacted until air bubbles cease to appear on the upper surface and the finished to shed water and trowelled smooth.
- 10.5 Where timber products are used then any cutting or drilling shall be treated with two flood coats of an equivalent preservative as used by the manufacturer.
- 10.6 Where galvanised surfaces are used all areas of minor damage (including on fasteners and fittings) shall be treated with a low melting point zinc alloy repair rods or powders for this purpose or at least two coats of zinc rich paint to BS 4652.
- 10.7 Where painting on site is required the supplier will prepare surfaces and apply finishes as soon as possible after fixing.
- 10.8 After completion of the works the supplier will ensure that all works are left in a clean and tidy condition removing all left-over spoil and materials from site. All surfaces will be cleaned before handover. All fixings should be checked to ensure they are tightened before handover.
- 10.9 The supplier will ensure that all hinges, latches and closers are adjusted to provide a smooth operation and lubricate where necessary prior to handover.
- 11.0 Installation of Safety Surfacing
- 11.1 The supplier will ensure that safety surfacing should meet the impact attenuating requirements of EN1177 and be tested in accordance with BS 7188. A copy of the test certificate for all rubberised surfaces (Wet Pour, Tiles and Grass Matting) should be provided by the supplier.
- 11.2 The supplier will ensure that all installations are in accordance with The SAPCA Code of Practice for the Installations and Maintenance of wet pour surfacing for playgrounds.
- 11.3 The supplier will ensure that loose fill materials should meet the recommendations of Annexe D of EN1177 and normally be installed to a depth of at least 300mm.
- 11.4 The supplier will ensure that where grass is in good condition and free from hard objects that it can be used as an acceptable safety surfacing under EN1177 for fall heights of up to 1000mm.
- 12.0 Installation of porous surfaces

- 12.1 The supplier will ensure that resin-bound paving systems will only be supplied and installed by a FeRFA accredited manufacturers and installers to ensure consistency of quality control, application, permeability and importantly slip resistance.
- 12.2 The supplier will ensure that materials are sourced from a FeRFA accredited manufacturers of resin bound surfacing systems and that the manufacturer supplies light stable HDI (hexamethylene diisocyanate) polyurethane resins that are incorporated into natural aggregate mix blends that are tested to BS 82046:2008+A1:2010 Appendix B for slip resistance.
- 12.3 The supplier will ensure that the ratio of resin to aggregate should be a the optimal amount depending on the application and environment type, and stone type which should be dried mixed aggregate incorporating 1-3mm, 2-5mm and 5-8mm sizes to ensure that the aggregate gets sufficiently coated and also to meet the standard requirements when tested to BS 8204-6:2008+A1:2010 Appendix B for slip resistance. This ratio is sufficient to install at a minimum depth of 15mm which is suitable for pedestrian traffic. For vehicular traffic of up to 7.5 tonne a minimum of 18mm is required.
- 12.4 The supplier will ensure that work should not proceed when air, material or substrate temperature is below 5°C.
- 13.0 Post installations inspection
- 13.1 The supplier will ensure that following the installation of any new piece of equipment (not when replacing a part of that equipment) and or when new safety surfacing has been laid that a full written report, including photographs, is obtained from a suitably qualified independent third party who is a member of the Register of Play Inspectors International Limited (RPIL).
- 13.2 As a minimum the report should include the following checks:-
- Site inspection on completion
- Check orientation
 - Check Minimum Space requirements
 - Check traffic flows
 - Check general design safety
 - Assess general finish and work standards
 - Give recommendations on inspection and maintenance
- Check all ancillary items for:
- condition
 - installation

- suitability (e.g. Standard compliance where relevant)
- safety

Check for Equipment:

- compliance with agreed Standard (EN1176)
- correct installation
- any missing, damaged or inappropriate parts
- general safety

Check for Surfacing:

- Correct areas
- Correct depth for the fall height involved (including Triax test)
- Correct installation

13.3 The supplier should also ensure that the independent third party when completing the report undertakes a risk assessment for risks to users as required by the Management of Health and Safety at Work regulations and give recommendations for any additional action and special maintenance requirements. This risk assessment should be included as part of the overall post installation inspection report.

13.4 The report should be submitted to the Supplier administrator within ten working 30days of completing the works.

14.0 Maintenance Works

14.1 The supplier may be asked to maintain the new works for up to a period of 12 months the details and specification for the required maintenance will be set out in the individual requirements that the supplier receives.

15.0 Notice or works

15.1 The supplier will give at least two days' notice of works before:-

- Setting out.
- Prior to concreting works
- Prior to installation of the equipment
- Prior to installation of any safety surfacing or porous surfacing
- Visiting site during maintenance period

16.0 Maintenance Tools

16.1 The supplier shall ensure that any maintenance tools that are supplied by equipment manufacturers are handed to the contract administrator as part of the post completion site handover.

Haringey Play Inspection Specification

- 1.0 General Standards Applicable to All Works
 - 1.1 For the avoidance of doubt and in the absence of any other higher specified standard all inspections shall be carried out to ensure that the council's play spaces are in accordance with BS EN 1176; BS EN 1177 codes of conduct for Play Equipment and Play surfaces; Skate Parks to BS EN14974 - Roller Sports Equipment; Outdoor Fitness Equipment - BS16639: 2015 and BS 4428:1989 Code of practice for general landscape operations (excluding hard surfaces).
 - 1.2 Services to be undertaken under this specification will include the following operations:-
 - Provision of annual inspection services
 - Provision of quarterly inspection services
 - Provision of post installation inspection services
 - Completing of reports
 - Submission of data in an electronic format
 - 1.3 The supplier is to note that the playground or sports court sites may well be in full or partial occupation throughout the course of the inspections. Public access to be maintained at all times with appropriate diversions should the nature of testing / inspection require this.
 - 1.4 The contractor is to price each item separately. The requirements contain works related to different elements and each element is to be priced separately.
 - 1.5 Items which are marked provisional are not to be carried out until written instructions have been received from the Contract Administrator.
 - 1.6 If there is any doubt whatsoever with any aspect of the specification it must be brought to the attention of the Contract Administrator.
- 2.0 Site visits
 - 2.1 The supplier will ensure that they are familiar with the type of site they will be inspecting and therefore fully understand this as part of their preparation for any offers submitted in the bidding process.
 - 2.2 The supplier will ensure that they are:
 - Familiar with any hazards on the site and will allow within their submitted rates to carry out the services in a safe manner.
 - Site visits should only be undertaken by a suitably qualified member of the Register of Play Inspectors International Limited (RPII) and someone who has a current DBS in place.
- 3.0 Health and Safety

- 3.1 The supplier will ensure that they undertake their inspections in a safe manner and take all necessary precautions to protect the public from harm.
- 3.2 If asked the Suppliers inspector should be able to produce suitable photographic ID and a phone number of the supplier's head office to enable a member of the public to check the validity of the inspector.
- 3.3 In the event that any works are identified that require immediate attention of the Council the supplier will ensure the Council is notified of the key facts before leaving the site where the faults have been identified.
- 4.0 Pre commencement documentation
- 4.1 Prior to commencing any inspections, the supplier will submit the following pre commencement documentation for approval by the Council:-
- Final programme of inspections
 - Health and Safety Management Plan
 - Risk Assessments
- 5.0 Inspection of Equipment and Equipment Elements
- 5.1 The supplier will ensure that all equipment on the site to be inspected is inspected as to its ability to meet the manufactures instructions and all applicable European and British Standards.
- 5.2 Work under this item may include but is not limited to:-
- Barriers and Guardrails
 - Bridges
 - Cableway
 - Chains
 - Climbing ropes
 - Fibre ropes
 - Handrails
 - Ladders
 - Marking
 - Obstacles
 - Ramps
 - Rocking items
 - Ropes and chains
 - Rotating items
 - Slides
 - Spatial networks
 - Stairs
 - Suspended beams

- Swinging suspended ropes
 - Swings
 - Wires
 - Outdoor Gym Equipment
 - Natural Play Elements
 - Skate Parks & Ball courts
- 5.3 As part of the inspections the inspector will also inspect any safety surfacing, walls, paths, bins, benches, signage or fencing to ensure the whole area is safe to be accessed by children and young people.
- 6.0 Report Submission
- 6.1 All reports will be submitted electronically to the contract administrator within 10 working days of completing the inspections.
- 6.2 Reports shall be submitted electronically in PDF format.
- 6.3 A copy of all reports submitted to the Council will be retained by the supplier for a period of 21 years following the inspection.
- 6.4 In addition to a PDF copy of the report the Supplier will be required to submit in an agreed electronic format inspection details and defect details that are able to be imported to the council Confirm Asset Management system.
- 7.0 Annual & Quarterly Inspections
- 7.1 The supplier will undertake an inspection of each site to assess the current condition of the site in terms of its overall safety and compliance with applicable standards.
- 7.2 Such inspections will include inspecting the site and equipment for vandalism, wear and tear, long term structural problems, standards compliance and design.
- 7.3 The report will be a risk based report, providing individual risks for each element within the site and any recommendations for remedial works. Based on the risks identified and residual risks of the site and overall risk rating will be provided for the site.
- 7.4 The risk assessment will be based on a 5 v 5 grid calculating probability and severity.
- 7.5 The inspection shall record each piece of equipment on the site, including, fencing, walls, gates and ancillary equipment. For each item of equipment, the following:-
- Photograph

- Item
- Manufacture
- Surface Type
- Equipment Compliance
- Surface Area Compliance
- Risk
- Findings

7.6 All findings should be summarised at the end of the report with further photographs of the equipment and findings. All findings should be accompanied with recommended actions to rectify the findings and reduce the residual risk.

7.7 Where quarterly inspections are specified the supplier shall inspect each piece of equipment in more detail examining the condition of the equipment and identifying wear and tear on the equipment. Part of purpose of the inspection will be to provide a quality check on the regular visual inspections undertaken by the council. A report shall be compiled for these inspection in a similar format to that carried out for the annual inspection.

8.0 Post installations inspection

8.1 The supplier will undertake an inspection of each new piece of equipment of whole play area to assess the current condition of the site in terms of its overall safety and compliance with applicable standards.

8.2 As a minimum the report should include the following checks:-

Site inspection on completion

- Check orientation
- Check Minimum Space requirements
- Check traffic flows
- Check general design safety
- Assess general finish and work standards
- Give recommendations on inspection and maintenance

Check all ancillary items for:

- condition
- installation
- suitability (e.g. Standard compliance where relevant)
- safety

Check for Equipment:

- compliance with agreed Standard (EN1176)
- correct installation
- any missing, damaged or inappropriate parts
- general safety

Check for Surfacing:

- Correct areas
- Correct depth for the fall height involved (including Triax test)
- Correct installation

- 8.3 The supplier should also ensure that the inspector when completing the report undertakes a risk assessment for risks to users as required by the Management of Health and Safety at Work regulations and give recommendations for any additional action and special maintenance requirements. This risk assessment should be included as part of the overall post installation inspection report.