


<u>Chesterford Research Park</u>		
<u>Title</u> Site Rules	<u>Log No</u> CRPP010	
Issued by: Karl Smith		
Approved by: Katherine Maguire		

Site Rules For Visiting Contractors

Date effective from:

29 October 2010

Contact Point:

Operations Manager

1. Access:

Access to the Park will be via the existing private road off the B184 at Little Chesterford. Construction traffic will not use the minor roads through the villages of Little Chesterford, Great Chesterford or Littlebury. Contractors must ensure that all sub-contractors and suppliers are made aware of this condition when any enquiries or orders are placed. Site personnel shall also be informed of this condition during the site induction. The Park Manager will exclude any company or individual who does not follow this requirement.

Access via Petts Lane is strictly prohibited. Access will not be allowed for any Contractors, Sub-Contractors or suppliers. For satellite navigation the post code **CB10 1TS** must be used.

2. Access:

All Contractor's, sub-contractors and supplier's personnel must report to the Gatehouse on entry to the Park for signing in purposes. If prior notification is not given of any visitors/suppliers then authority will be sought from the site contact, which may incur delays.

3. Access:

Within the Park, access will be via the Park ring road. No other access routes shall be used to travel around the Park.

4. Roads and footpaths:

All roads and footpaths around the Park shall be kept clear of mud and debris. Any damage caused by contractor's, subcontractor's or suppliers vehicles must be made good to the satisfaction of the Park Manager. In the event that a contractor, sub-contractor or supplier fails to clean or repair a road or footpath in a timely manner the Park Manager will implement remedial measures and any charges levied will be deducted from monies due to contractors.

5. Park Speed Limit:

The Park speed limit is **20mph** on all roads beyond the Gatehouse and **30mph** on the access road leading to/from the B184.

6. Parking:

Parking of contractor's, sub-contractors and employees vehicles will be restricted to specific locations agreed with the Park Manager. Parking in other locations will not be permitted. Parking on roadways within the Park is not permitted and contractors will be charged £250 per vehicle per day or part thereof for any vehicle found parking on roadways. Contractors must ensure that all sub-contractors and suppliers are made aware of this condition when any enquiries or orders are placed. Site personnel shall also be informed of this condition during the site induction. Clear signage must be displayed around the working area and in mess rooms making clear reference to this requirement. Strict enforcement of this clause will be applied and any charges levied will be deducted from monies due to contractors. No notice will be given of enforcement checks.

7. Trees/hedges/shrubs/lawns:

Trees/hedges/shrubs shall not be disturbed/removed/alterd without written agreement from the Park Manager. Trafficking over grassed areas will not be permitted unless agreed in writing by the Park Manager and suitable protection is provided.

8. Existing services:

Connections to any existing services will not be carried out without written approval from the Park Manager and any services provider. All existing services in un-made roads or off road areas shall be protected where being crossed by contractor's, sub-contractor's or supplier's vehicles.

9. Existing buildings:

Access to buildings on the Park shall be by appointment only; contractors, sub-contractor and suppliers shall not enter buildings without making a prior appointment with The Park Manager.

10. Security of plant:

All vehicles and moving plant when not in use shall be effectively immobilized. When a site is left unoccupied vehicles and plant shall be locked or secured inside a locked enclosure.

11. Security of materials/equipment:

Contractors, sub-contractors and suppliers shall be responsible for security of their equipment, materials, supplies etc on the Park. The Park Manager will not take any responsibility for loss of, or damage to, items on the Park.

12. Work on site:

There are no restrictions on the hours of work on the Park (Out Of Hours working must be agreed with The Park Manager).

13. Explosives and fires:

The use of explosives or having fires on the Park is Strictly Prohibited.

14. Noise:

Measures to reduce noise shall be used on site to prevent nuisance or disturbance to existing tenants on the Park and the local neighbourhood and to comply with any statutory regulations. This requirement will apply to the use of radios or other audio equipment.

15. Rubbish:

Waste rubbish shall not be allowed to collect in the vicinity of any operations. In the event that a contractor, sub-contractor or supplier fails to remove waste rubbish in a correct and timely manner the Park Manager will implement remedial measures and any charges levied will be deducted from monies due to contractors.

16. Park manager's meetings:

Weekly co-ordination meetings are held by the Park Manager with all contractors working on the Park. A responsible person from each contractor shall attend these meetings.

17. The Nucleus:

Contractor's and sub-contractor's staff are not permitted to use the facilities at The Nucleus building.

18. Site induction:

A site induction shall be held by each contractor, sub-contractor or supplier with all staff who are employed or who visit the Park advising them of the Park Site Rules and any specific requirements for the operations being carried out.

19. Photography:

Photography outside the works/site boundary is strictly forbidden.

20. Munitions:

In line with Contract requirements, a munitions briefing/toolbox talk must be included within the site induction. Please see The Park fact sheet or Park Operations Manager for further details.

21. Incidents Requiring Emergency Services:

Any such incident should be notified to Security on 01799 532250 to enable prompt access and directions to location of incident.

22. Spillages/Pollution Control:

Any spillages that could potentially enter the Parks drainage system must be notified to Security promptly on 01799 532250

23. Chlorination of Plant:

Prior to any such works, a method statement giving dilution details should be provided to The Park Manager. Works should not proceed until authority is given.

24. Questions or concerns:

Should you have any queries or concerns please contact the following:

- Security, Control (24/7): 01799 532250
- Security, Gatehouse: 01799 531759
- Karl Smith – Operations Manager: 07736 112158
- Katherine Maguire – Park Manager: 01799 532252 OR 07739 512110