

# Chesterford Research Park

## Site Rules

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.
2. Access: all Contractor's, sub-contractor's and supplier's personnel must report to the Gatehouse on entry to the Park for signing in and issue of access passes. Passes must be returned and personnel sign out on leaving the Park.
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. Parking: parking of contractor's, sub-contractor's 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.
6. 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.
7. 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.

8. 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 tenant or the Park Manager.
9. 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.
10. 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.
11. Work on site: there are no restrictions on the hours of work on the Park.
12. Explosives and fires: the use of explosives or having fires on the Park is prohibited.
13. Noise: measures to reduce noise shall be used on site to prevent nuisance or disturbance to existing tenants on the Park and the local neighborhood and to comply with any statutory regulations. Working at night time shall be agreed with the Park Manager. This requirement will apply to the use of radios or other audio equipment.
14. 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 timely manner the Park Manager will implement remedial measures and any charges levied will be deducted from monies due to contractors.
15. 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.
16. Park restaurant: contractor's and sub-contractor's staff are permitted to use the Park restaurant and facilities subject to the following conditions:
  - no work boots, overalls or other dirty clothing are permitted inside the restaurant;
  - no work boots, overalls or other dirty clothing are to be left outside, in or around the entrance lobby to the restaurant;
  - shirts must be worn (not singlets or vests);
  - no shorts are permitted inside the restaurant.Anyone not complying with these conditions will be prohibited from using the restaurant and the facilities.
17. 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.