

External Contractor - Enhanced Shrub & Hedge Maintenance Specification (2022-2023)

Autumn Winter 2022/23 (Year 1 of 3)

The required works described in this tender specification are expected to be executed by the Contractor in a manner that enhances the reputation of the Council for the maintenance of its open spaces. In general, what is required is the best horticultural / arboriculture practices to be implemented and the maintenance of rigorous standards of discipline, cleanliness and tidiness. The quality of finish of the cut is currently of reasonable standard, and the Contractor will be expected to maintain, and where practical over the three-year contract, enhance the standard.

Shrub/Hedge/Bush/Low level tree works – Operational Guidelines

The following requirements to be complied with:

- a) Avoid sharp turns and scuffing with vehicles on grass areas
- b) Machine to be well maintained, correctly adjusted, and set to give a clean, even cut across the cutting width without chewing, tearing or shredding foliage
- c) Machinery weight/pressure should be of a type to prevent compacting or rutting
- d) Sites to be kept tidy – cuttings/debris to be removed from adjacent areas (paths, etc.)
- e) Areas to be inspected prior to cutting ensure no wild animals or birds (nests) are present and to remove rubbish, litter, stones etc.
- f) All operatives to wear relevant Person Protective Clothing to ensure a reduction of any potential injuries
- g) All areas to have a Risk assessment carried out prior to the initial cut. All operations to be covered by relevant insurance including £5,000,000 public liability insurance

Working Hours

The Contractor shall not undertake any work at any area outside of the following times:

- 7.30am and 6.00pm Mondays to Fridays
- 8.00am and 6.00pm on Saturdays
- 9.00am and 2.00pm on Sundays

These hours may be varied in the event of an emergency either by seeking permission from the Council or by request from the Head of Parks & Open Spaces. In either case the variation will be confirmed within 24 hours.

Schedule of Works

Approximate Cutting Schedule: The Parish Council would expect the Contractor to schedule in the works between September to January. **Note:** If inclement weather or site conditions prevent cutting the Contractor must regain the frequency as soon as possible as practicable.

The Contractor will be expected to manage and maintain shrubs, hedges and bushes as shown on the maps provided.

The schedule of works will be identified by a:

- A hard shrub prune in September - January using a combination of flail and manual cutting
- A hard hedges cut in October - January using a combination of flail and manual cutting

Enhanced Specification

The following specification is intended to provide strong healthy hedges and stable shrubs, cleanly cut and of an approved shape and size.

- The contractor's team shall cut all shrubs and hedges to encourage a stable shape and form.
- The contractor's team shall make all cuts cleanly and remove any ragged edges except for shrubs / hedges that have been flail cut.
- All arisings that cannot be mulched on site shall be disposed of at the contractor's tip or recycling facility.
- Overall reduction of the shrubs in width to an extent of 300mm reduction either side on roadside kerb edge and path side kerb edge. The shrubs shall be cut back to the same height, and general shape as that which existed at the completion of the last cut. Any exceptions to this to be agreed with the Head of Parks & Open Spaces.
- Shrubs that are not bordered by a road or footpath shall be cut back to the same height, width, and general shape as that which existed at the completion of the last cut but shall not exceed the height specified unless instructed by the Head of Parks & Open Spaces.
- All shrubs and hedges shall be cut both sides and top except shrubs and hedges that abut private land which shall be cut on one side and top. The side on private ownership will be maintained by the landowner or in negotiation with the Parish Council.
- The contractor's team shall remove all suckers, self-set trees and brambles which are not part of the shrub bed, hedgerow to ground level, where access is possible with handheld tools.
- All hedges shall be cut back to the extent of the previous seasons cut with additional works as identified individually in Appendix 1.
- The contractor's team shall leave grass borders adjacent to shrub beds neat and tidy at the time of the finished shrub cutting.
- The contractor's team will ensure sight lines remain unobstructed including encroachment onto pathways.
- The contractor's team shall collect litter from the shrub bed prior to cutting, ensuring that glass and cans are not mixed with any green waste / biodegradable waste generated.
- The contractor's team will cut back and trim shrubs around street furniture, streetlights, etc for ease of any future maintenance.

Access

- Access to some of the areas to be maintained is restrictive of the size of vehicle/machine that can be used. It is the responsibility of the Contractor to acquaint themselves with the access to each area, and any other problems affecting access relating to all areas
- The Contractor shall avoid, where possible, vehicle encroachment onto grass and other areas, except where vehicle encroachment is necessary for effective performance of the contract. In any event, the contractor shall not encroach onto such areas during excessively wet ground conditions
- Any damage caused due to encroachment onto grass and other areas by the contractor's plant or vehicles shall be made good at the contractor's expense and within time limits specified by the HWPC

Health, Safety and Welfare Measures

The contractor shall ensure that all safety and welfare measure required by virtue of Clause 18 of the Conditions and the provisions of any enactment or Regulations are strictly complied with, including without limitation,

The Construction (Lifting Operations) Regulations 1961;
The Construction (General Provisions) Regulations 1961;
The Factories Act 1961;
Agriculture (Field Machinery) Regulations 1962;
The Offices, Shops and Railways Premises Act 1963;
The Construction (Health and Welfare) Regulations 1966;
The Construction (Working Places) Regulations 1969;
The Highways Act 1971;
The Poisons Act 1972;
The Health and Safety at Work Act 1974;
Control of Pollution (Special Waste) Regulations 1980;
Food and Environment Protection Act 1985;
The Control of Pesticides Regulations 1986;
The Straw and Stubble Burning Code 1986;
The Highways (Amendment) Act 1986;
The Control of Asbestos at Work Regulations 1987;
The Control of Substances Hazardous for Health Regulations 1989;
Electricity at Work Regulations 1989;
Noise at Work Regulations 1989;
The Water Act 1991;

and any other relevant legislation which may be introduced during the life of the contract together with all and any amendments to the above regulations and enactments and the working rules or Codes of Practices of any industry whether instituted by the industry or government of any other competent body.

All works in connection with this contract shall be carried out using all necessary PPE and suitable clothing etc. At all times the contractors' staff will wear clothing and/or high visibility garments.

Workwear & PPE

The Contractor shall provide the following minimum safety equipment for use by the operator(s):

- Gloves.
- Goggles/eye shield.
- Safety boots (with internal or external steel toecap).
- Ear-defenders.
- First aid kit

The Contractor shall always comply with precautions against fire detailed in the Health and Safety statement submitted to Haydon Wick Parish Council. These precautions may be amended with the consent of the Haydon Wick Parish Council.

The Contractor shall inform the Head of Parks & Open Spaces immediately of any unsafe feature or any matter or cause for public concern on any area at which he is providing the services required. The Contractor shall confirm these details in writing within 48 hours.

The Contractor shall provide and maintain all necessary facilities for his own employees and for those employed by the Sub-Contractors, including washing facilities.

Accident report

In event of an accident or a dangerous occurrence the Contractor will prepare a report. A copy of all accident reports or reports of dangerous occurrences occurring in relation this Contract shall be sent to the POST Manager who is responsible for the area at which the incident occurred within 48 hours of the occurrence.

Legal requirements

The Contractor shall satisfy themselves as to, and comply with, all Legal Requirements affecting the provision of the work required and (but without limitation) regarding the control of traffic and the conduct of persons and shall pay any costs or expenses incurred in complying therewith.

Noise control

The Contractor shall ensure that all measures to control the noise levels produced by his operations on site required under or by virtue of any enactment or regulation or by the working rules of any industry, are strictly complied with.

The Contractors attention is drawn to the Noise Abatement Act 1960 and the Control of Pollution Act 1974 and all amendments thereto, and the paragraph defining the permitted working hours. Attention is also drawn to the Noise at Work Regulations 1989.

Cleaning roads and footpaths

The Contractor shall take all necessary measures to prevent the deposition of mud, onto both private or public roads and footpaths, and shall keep the approaches to any location clear of mud and debris.

Any cut debris falling on adjacent grass areas, footpath or highway is to be removed before leaving the work area.

The Contractor shall take all reasonable precautions to prevent other materials arising from the work being deposited on existing roads. Loose materials on open vehicles shall be secured with suitable ropes and covers.

Tools and plant

The Contractor shall provide all tools, plant, vehicles, implements and machinery necessary for the proper execution of the work and clear away on completion. All Contractor's vehicles and safety clothing are to be clearly marked with the name of the Contractor. With consideration given to appropriate straplines on both vehicles and safety clothing to indicate they are working in partnership with the Council. Cost to be discussed.

Plant and tools shall be used in the correct manner and for the correct purpose. All plant and tools shall be provided with the correct guarding, interlocking devices etc. The safety devices shall always be used when operating any tools and/or plant. Any plant and tools shall be satisfactorily maintained, and records of maintenance shall be available for inspection. The responsibility for maintain the required records and the servicing of equipment lies with the Contractor.

Materials

All vehicles, materials, equipment, and chemicals to be used in meeting the demands of the contract shall be supplied by the Contractor and included in his rates.

Existing grass swards – reinstatement of damage

The Contractor shall make good any damage caused to existing grass swards at any location as a result of the Contractor's operations. The reinstatement of the grass shall be to the satisfaction of the POST Manager and entirely at the Contractor's expense. This includes any damage caused by cutting with inappropriate machinery or at inappropriate times and any damage caused by herbicides.