

SCHEDULE 5: CONTRACT MANAGEMENT ARRANGEMENTS

The contract document forms the 'client's brief' as identified in clause 32 of the Health and Safety Executive's "Managing Health and Safety in Construction, Construction (Design and Management) Regulations 2015, Guidance on Regulations, L153, published 2015."

This schedule summarises Conwy County Borough Council's (CCBC) (client's) arrangements and requirements for managing the contract including, in particular, the arrangements and requirements for managing the contract so that health, safety and welfare is secured. For the purposes of this document, the 'EVCPO' is the successful EVCPO awarded the contract.

1. Contract Team

CCBC's arrangements and expectations for the assembly of the team for the Contract are illustrated in Figure 1.

Duty holders, as defined in the Construction (Design and Management) Regulations 2015, are also identified in Figure 1.

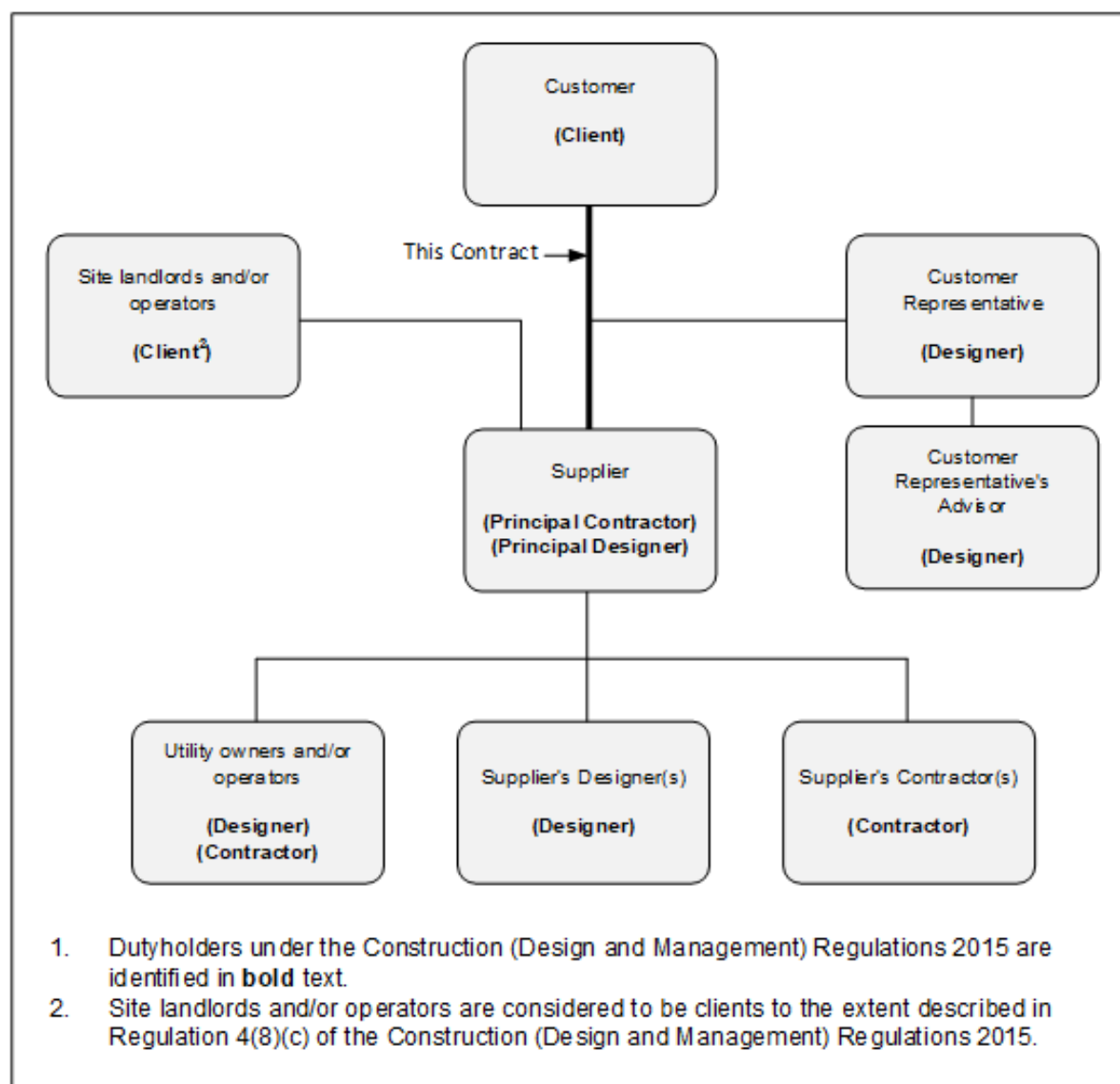


Figure 1 Contract Team

CCBC is using the tendering process for the Contract to assure itself that the appointed EVCPO and any organisation appointed by the EVCPO have the organisational capability to manage the health and safety risks inherent in the delivery of the Contract.

Any individual appointed by the EVCPO to perform a key role in managing the health and safety risks inherent in the Contract (e.g. a person nominated to coordinate the EVCPO's delivery of the principal designer role) will require the submission of confirmation of individual's skills, knowledge and experience. CCBC may request the replacement of any individual where confirmation of the skills, knowledge or experience to perform the health and safety duties for which that person has been nominated is not available on request.

2. Roles, Functions and Responsibilities

CCBC is appointing the EVCPO to undertake the roles, functions and responsibilities defined in the Contract.

CCBC will:

- Plan and document their requirements for the delivery of the Contract in the Contract Document;
- Execute their responsibilities under the Contract; and
- Monitor the EVCPO's performance in meeting the requirements of the Construction (Design and Management) Regulations 2015 and the other requirements of the Contract through the agreed communications mechanisms below.
- The EVCPO shall define the particular roles, functions and responsibilities of the team members that it appoints. Such details shall be included in the pre-construction information and construction phase plans that the EVCPO shall prepare in advance of works taking place.

3. Arrangements for Project Delivery Communications and Cooperation

The following mechanisms will be used for communication between CCBC and the EVCPO throughout stages 1 to 3 of the indicative scope of work and delivery timescales above, and shall include details of the arrangements for securing health, safety and welfare:

- Stage gate reviews in accordance with **Schedule 6**.
- Start-up and progress meetings in accordance with **Schedule 7**.
- Formal submissions made by the EVCPO in accordance with the Contract.

The EVCPO shall develop mechanisms for communicating and cooperating with any designers and contractors that it appoints.

4. Notification

- If and when required the EVCPO shall prepare, submit and, if necessary, update the notice required by Regulation 6 (Notification) of the Construction (Design and Management) Regulations 2015.

- The EVCPO shall provide copies of such notices to CCBC as soon as they have been submitted.
- The EVCPO shall display copies of such notices in any construction site offices so they can be read by workers engaged in construction work.

5. Pre-Construction Information

For each site at which construction work is planned, the EVCPO shall:

- obtain and collate pre-construction information as required
- disseminate the pre-construction information to the required parties
- **Schedule 11** specifies the requirements for the design of each rapid charge point site. The EVCPO shall consider and mitigate any residual health, safety and welfare risks associated with the delivery of any charge point site.

6. EVCPO's Health and Safety Performance

CCBC is to monitor the EVCPO's health and safety performance through:

- the EVCPO's health and safety incident reporting in accordance with section 12 of the specification;
- the EVCPO's performance reporting in accordance with **Schedule 9** and audits of the EVCPO's construction site health, safety and welfare arrangements which will be conducted by the CCBC during periodic construction site visits.
- The EVCPO shall facilitate any audits of construction site health, safety and welfare arrangements and shall ensure that all personnel engaged in construction work cooperate during the audit process.

7. Welfare Provision

For all construction sites forming part of the Contract, the EVCPO shall provide the welfare facilities required by Schedule 2 of the Construction (Design and Management) Regulations 2015.