



Norfolk & Suffolk
Community Rehabilitation Company



Service Level Agreement – Part 1

between

Norfolk and Suffolk Community Rehabilitation Company
(NSCRC) Community Payback Unit (CPU)

and

Shotley Parish Council

Area:	Ipswich
Name of the Project:	Shotley Parish Council
Project Code:	38-18-I
Assessed by Who:	John Wesley
Date Agreement is in Place (Duration of Sessions Agreed):	01.06.18 to 31.5.19
Month Insurance Renewal is Due:	February
Special Concerns to the allocation of project:	
<ul style="list-style-type: none"> • This Project is generally available to all persons. • No person highlighted as PRtC is to attend this project if the work site is at a school, playground ,or there is a park directly next to the placement. 	
<ul style="list-style-type: none"> • This Project does not include the need for CDM Regs. 	

Site Assessment Details

1. Placement Overview

Work Details: Various works in Shotley, including Allotments, Foreshore, Heritage Park, Play Areas and Village. Litter Picking, repairs to footpaths, grass cutting and general gardening. There will be no repairs to the sea wall, unless agreed in advance with the PC.

Benefits of the Work: The work will benefit residents and visitors to Shotley, by keeping the Heritage park, foreshore and other areas of the village tidy, safe and attractive.

2. Placement Details

Placement Provider's Full Name	Dina Bedwell
Placement Provider's Role	Clerk to Parish Council
Contact Number	01473 788428
Work Placement Address <i>(Including Post Code)</i>	Various Locations.
E mail address	shotleypc@btinternet.com
Second Person who can be Contacted. Full Name and Role	
Second Person's Contact Number	
Accessibility and parking arrangements at the placement	Details to be given for each specific work task.
Security Issues <i>(i.e. alarms, key holders, secure storage etc)</i>	None
Days available for groups to attend	Any (with prior arrangement)

3. Welfare Facilities

Toilets, Washing Facilities & Drinking Water Arrangements at the Placement	<p>Toilet and washing facilities with soap will be provided at public toilets on Bristol Hill, Shotley unless otherwise specified.</p> <p>Drinking water will be available from CP Vehicle.</p> <p>The designated area for breaks and lunch will be by the CP van unless otherwise specified</p> <p><i>Offenders will be supervised at all times. Where the welfare facilities are a distance away from the work area, the whole group will be taken together so they are supervised appropriately.</i></p>
Smoking Arrangements at the Placement	The designated area for smoking will be beside the CP vehicle.
Fire Procedures at the Placement	In the event of a fire, all persons should report to the Supervisor, details of the assembly point will be advised by the supervisor at the beginning of the day, depending on area of work.

4. Risk Information

Mobile phone signal strength	Good
Is there a park, playground or school that is next to or adjacent to where offenders will be working?	Possibly, depending on the project No PRtC to attend if working in these areas.
Are there any facilities that offenders will be using that display pictures of children?	No
Could there be contact with children other than families within the community walking past the work area? (If yes, state the protection measures)	Yes The Supervisor will demonstrate closer management of the offenders during these times
Could there be any contractors working on or near to where the offenders will be working? (If yes, state the protection measures)	No
Are there any specific security precautions the Provider needs to make whilst offenders are working at the Placement? (If yes, state what)	No
Is there any known asbestos containing material on the premises? (If yes, Asbestos Register will be available in section 4)	No
If electrical equipment is to be used at the worksite, has the building got modern electrics protected by an RCD system at the consumer unit? (If no, plug-in RCD Device to be taken)	NA
If digging, is the provider aware of any underground utilities such as water pipe work, oil, sewage, gas or electrical supplies? (If yes, these are to be identified and noted)	NA

5. Specific Arrangements and Materials to be Provided by the Provider

Public Liability Insurance Certificate	
All materials as required.	
Unleaded Petrol as required	

6. Specific Arrangements of the CPU

<ul style="list-style-type: none"> ○ Offenders must not be allowed to smoke whilst they are working. This includes e-lite or electronic cigarettes. Smoking breaks must be included as part of the designated breaks throughout the day and will not exceed 1 hour. ○ A butt bin must be made available at the work placement and all cigarette ends must be removed before leaving the work placement. ○ First Aid Kit and a sharps box must be available at the work placement at all times. ○ This project will be visible to the public with Community Payback Distinctive Clothing worn by staff and offenders. 'A Frames' will also be placed at the placement.

7. Agreement

The Provider agrees that they fully agree with the terms and conditions of the SLA part 1 and part 2 which includes welfare arrangements, risk information and specific arrangements to be provided by the Provider.

NSCRC Agreement		Provider Agreement	
Signature:	<i>John Wesley</i>	Signature:	
Name:	John Wesley	Name:	Dina Bedwell
Position:	Placement Co-ordinator	Position:	Parish Clerk
Date:	21.5.18	Date:	