



## **General Guidelines for Contractors Working on Robben Island**

### **Introduction**

Robben Island is a declared World Heritage Site as well as a national site and thus is protected in its entirety by the National Heritage Resources Act of 1999. In addition it is a very popular tourist destination. In the light of the above, Contractors need to be aware that there is a need for contract staff to behave in an exemplary manner at all times.

### **Community Relations**

1. The contractor will endeavour at all times to respect the residents, wildlife and built environment of Robben Island.
2. Unruly behaviour is not acceptable. Any complaints from residents and/or staff members will be noted and acted upon by the relevant authorities.
3. No drinking of alcohol is allowed within work hours. Drinking after hours should only take place out of sight of tourist routes.

### **Protection of Heritage Resources**

1. Robben Island in its entirety is protected by the National Heritage Resources Act.
2. No objects e.g. archaeological materials (bones, porcelain pieces, old bottles, stone tools, metal, etc) will be removed. In the event of finding objects as mentioned a relevant Museum officer will be notified.
3. According to the Act, it is an offence to disturb, destroy or remove from its original site any artefact or feature (including buildings) without permission from Robben Island Museum [RIM] and/or SAHRA. Should any artefacts be uncovered during construction, works in the area are to be stopped immediately, and the find immediately reported to RIM.
4. The removal of any surface will not be allowed as it can destroy the invisible archaeological evidence.
5. The removal of natural resources [terrestrial or marine] and the entry into areas that have been fenced off as ecologically sensitive are not allowed.
6. Any sites with particular historical architecture, military installations, or natural landscape adapted through human agency should not be tampered with in any way.
7. Defacement of any property will not be tolerated. People found responsible for any damages, will be held personally and financially responsible for the repairs.

### **Protection of Fauna and Flora**

1. Outside work areas, the terrestrial, marine environment, coastal rocks and associated fauna and flora shall not be damaged or disturbed in any way.
2. Inside work areas no cutting of, or removal of any vegetation shall be done without consultation with relevant Museum officers.

3. Disturbing, hunting, trapping, removal, harming and/or killing of birds or animals are forbidden.
4. Walking around penguin nesting areas is strictly prohibited. If the need arises for animals (e.g. penguins) to be removed from construction areas, this is to be conducted by a member of RIM's Environmental Unit only.
5. Walking along the coastal shores is forbidden as the endangered oystercatchers nests there.
6. Roaming around the Island without proper supervision is also prohibited.
7. The contractor will not enter any areas that have been indicated as 'no-go' zones. The onus will be on the contractor to ensure that they are aware of where these areas are.
8. No domestic pets are permitted on Site.

### **Safety**

1. A "Safety First" stance must be adopted by contractors at all times.
2. Robben Island is a "gun-free" zone and no firearms are permitted.
3. The Occupational Health and Safety Act 85 of 1993 requirements shall be adhered to. Telephone numbers of emergency services, including the local fire fighting service, shall be displayed conspicuously in the Contractor's office near a telephone.
4. Smoking is restricted to "safe" areas, and cigarette butts should be extinguished properly, and disposed of in a suitable container provided by the contractor.
5. If necessary, fires will only be made in designated areas and will at all times be monitored until extinguished. Permission needs to be given by the relevant authority firstly.
6. No fireworks are allowed on Robben Island.

### **Designated Site and 'No-go' Areas**

1. Work to be done by the contractors is restricted to the designated site.
2. All areas outside the demarcated working areas and Contractor's Camp, as well as areas on Site identified as sensitive by the Environmental Unit of RIM, are 'no-go' areas.
3. No unauthorised entry, stockpiling, dumping or storage of equipment or materials shall be allowed outside the demarcated work areas and Contractor's Camp.
4. The contractor on site should provide suitable ablution facilities (chemical toilets and water) if the work area is outside normal operational areas.
5. The contractor is responsible for restricting the movement of their personnel to and from the designated sites.

### **Access Routes and Vehicles**

1. The speed limit on the Island is 40 km /h. There are no fences separating animals from road users and due care should be given to their safety.
2. On the Site, the Contractor shall control the movement of all vehicles and plant so that they remain on designated/demarcated routes. Vehicles impact heavily on the roads, the natural environment, and sites that are not visible to people such as archaeological sites which are also under threat of being damaged or completely destroyed. Therefore, driving around or making unnecessary use of vehicles is not allowed as this places an additional burden on the roads, wildlife, and the natural environment in general.

3. No new paths or roads must be created besides the visible tarred roads around the Museum.
4. No walking is allowed off the road network.
5. Should you need to access remote areas of the island, ensure you have permission from the relevant Robben Island authority.

### **Vehicles, Equipment and their Operation and Maintenance**

1. Vehicles brought onto the island must be in good working order (no oil leaks or diesel leaks).
2. If any maintenance is to be done on vehicles this should be done in areas designated for that purpose.
3. Any stationary equipment using diesel or oil must be equipped with the necessary drip-trays.
4. No diesel will be stored outside designated areas identified for the storage thereof.

### **Solid Waste Management**

1. No littering will be tolerated and rubbish (including cigarette butts) must be placed in designated bins only.
2. No burying or dumping of any waste materials, rubble, vegetation or refuse shall occur on Site.
3. All discarded material, equipment, paint tins, etc. brought onto the island for construction purposes must be removed from the Island.
4. All building rubble arising from the work is to be removed and carted away daily and the site kept in a neat and tidy manner at all times. All rubble and discarded material must be dumped in skips, which the contractor must arrange with a waste disposal firm. The costs for the skips will be for the contractor's account.
5. In order for recycling of general waste to take place, the contractor should provide a sufficient quantity of suitable containers so that the waste can be separated. Tins, glass, plastic, organic and other matter should be disposed of in different containers.
6. Material generated from ablution facilities must be removed from Robben Island by the contractor, unless prior arrangements have been made with Robben Island Museum or the Department of Public Works. The Department of Public Works will inform RIM of such arrangements.
7. Discharge of waste from toilets into the environment is prohibited.

### **Accommodation**

1. Accommodation may be made available on request and is only allowed in designated accommodation facilities.
2. If contract staff stay overnight on the Island, their movements after hours will be restricted to the village, unless accompanied by a designated member of RIM staff.

### **Signage**

1. The Contractor shall erect and maintain information boards in the position, quantity, design and dimensions specified. Such boards shall include contact details for complaints by members of the public in accordance with details provided by the Engineer.

2. The Contractor shall also keep a "Complaints Register" on Site. The Register shall contain all contact details of the person who made the complaint, and information regarding the complaint itself.

**General**

1. No property or equipment and materials belonging to Robben Island and/or its affiliates may be used without permission from the relevant authority.
2. It is the responsibility of every contractor on the island to immediately report any transgression that may result in damage to or removal of any animal, bird, plant, artefact or built structure.
3. No information will be issued to the media unless previously agreed upon by Robben Island Museum Management.

**The Museum reserves the right to terminate the provision of access to the Island should any of the above rules be transgressed. Fines and/or criminal prosecution will be considered dependent upon severity of the transgression.**