

MANAGEMENT OF CONTRACTORS POLICY

Policy Created August 2013, amended August 2014

Ratified by the Outwood Grange Academies Trust Board August 2014

To be reviewed August 2016 by the Outwood Grange Academies Trust Board

Ref: OGAT

Contents

Section

Introduction
Responsibilities
Identification of Suitable Contractors
Specification/Tender Stage
Monitoring of Tender/Quotation
Post Contract Award
Management of Contractors on Site
Contractor monitoring
Contract Completion/Performance Review
Contractors Disclosure Checks

Appendices

Appendix 1 Pre-Qualification Questionnaire (PQQ)
Appendix 2 Contractors Checklist
Appendix 3 Site Procedure for Contractors
Appendix 4 Contractors Information Sheet
Appendix 5 Performance Audit
Appendix 6 Code of Conduct
Appendix 7 Policy Bundle

Introduction

When working on Academy premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc as applicable
 - accreditation with a national scheme of contractor approval eg. CHAS, Safe Contractor, etc
 - clarification of the responsibility for provision of first aid and fire extinguishing equipment
 - details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
 - details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
 - clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
 - confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
 - evidence showing that appropriate Employers and Public Liability Insurance is in place
- Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Principal/Business Manager immediately.

Responsibilities

The **Director of Estates** has specific responsibility for ensuring all relevant statutory, mandatory, good practice guidance and OGAT Policy are strictly adhered to prior, during and post contract works. They will also ensure appropriate health and safety controls are maintained throughout the duration of any works.

This will ensure that a consistent Trust wide approach is adopted towards the management and monitoring of contractors and contracts in accordance with this policy.

The Director of Estates will be responsible for the establishment of such “working groups” or “contract review groups” as required that co-ordinates the approach and response to contracts and contract works across the OGAT Sites.

The **Academy Facilities/Site Manager** is responsible for ensuring the delivery of all operational aspects of this and other related policy associated with building and engineering contract works

All members of staff have a responsibility for ensuring that they comply with and support this policy. It is also essential that all staff provide appropriate access to buildings as required by individual works schemes

Identification of Suitable Contractors

OGAT must be satisfied that a contractor has sufficient knowledge of safety standards, technical ability, financial stability and a record of putting them into practice before they are selected for work. In general, only contractors from the OGAT Approved List should be considered for any Building or Engineering related works.

As part of the selection process Facilities Management will ensure that prior to any tender/quotation exercise taking place a health and safety pre-qualification questionnaire (Appendix 1.) is sent to all prospective contractors at invitation stage.

The completed questionnaires must be returned to Facilities Management for evaluation. Any concerns regarding the questionnaire should be conveyed to the Estates Director.

It should be noted that the assessment into the competence of a contractor should be proportionate to the risk and scale of proposed work. OGAT requires assurance that the contractor has sufficient knowledge and understanding of:

- The type of work to be done
- The management of health and safety and control of risks associated with the proposed work
- The capacity to apply this knowledge and experience to the work in question.

Specification/Tender Stage

In addition to the works specification the Trust's Health & Safety Standards must be conveyed to all contractors invited to tender. It is essential to pass on information that may be required to safe guard the interests of Trust staff, students and visitors who need to be protected before and during contract work.

This information will include but not be limited to:

- Significant health and safety risks relevant to the work or site condition, which may require control and submission of a Pre-construction Information Pack (PciP).
- The standards required to control those risks
- Trust Asbestos Policy and appropriate site survey, Risk Assessment and Asbestos Register.
- A checklist identifying common health and safety problems and specific hazards (Appendix 2.)

The contractor will be required to confirm, in writing, their receipt and understanding of any such information prior to commencement on site.

Monitoring of Tender/Quotation

When considering a returned tender/quotation the following should be taken into account:

- Compliance with Trust Standing Orders and Standing Financial Instruction.
- If the Trust has used the contractor previously, did they perform to required health and safety standards?
- Does the tender/quotation demonstrate good value?
- Has the contractor demonstrated their ability to provide the works?
- Has adequate provision been made for health and safety?
- How does the contractor propose to manage health and safety on site, especially any high risk operations?

The Director of Estates will ensure an appropriate tender/quotation evaluation panel is established for each contract (where required). The evaluation panel will consider all relevant information prior to appointment of the contractor. A formal letter of award will be sent to the successful contractor. The letter will identify the Trust's nominated contract manager for all correspondence proposes. The contractor will be required to formally confirm their acceptance or otherwise of the letter of award.

Post Contract Award

When the nominated contract manager has received confirmation of acceptance by the contractor, dependant upon the type and scale of the contract, a pre-contract meeting should be convened.

The purpose of the meeting is to discuss contract details and to exchange all relevant health and safety information (see Appendix 2) which will include detailed risk assessments, refurbishment/demolition asbestos report, drawings, method statements and contractors on site procedures (Appendix 3).

If the proposed works are notifiable under the CDM regulations an F10 notification will be submitted and issued to the contractor. The contractor will need to provide a Construction Phase Health and Safety Plan. This is to be reviewed prior to commencement on site by the Trusts appointed CDM Co-ordinator. Once the CDM co-ordinator recommends that the management arrangements and proposed welfare provision are adequate, the Client will confirm that works on site can commence.

Where the possibility of sub-contracting work exists this can only be done with the written agreement of the Trust's nominated contract manager. Where such an agreement is reached, it is the responsibility of the main contractor to carry out the same checks to the same standards, and ensure that all sub-contractors observe these requirements and to inform the Client of all relevant information.

Management of Contractors on Site

On arrival at site the contractor must report to the relevant contract manager or their representative as identified in the Contractors on Site Procedure (Appendix 3). The contractor together with the contract manager will complete Section 1-2 of the Contractors Information Sheet (Appendix 4).

On completion of the relevant sections the contractor will be issued with the following:

- Keys or swipe cards required to enable access to specific areas
- Contractors Identification badge which must be worn on display whilst on the Trust premises
- The Trust's Health and Safety Code of Practice for Contractors (Academy to include contact person and telephone number prior to issue).
- Permit to work, if applicable.
- Specific site rules relevant to the work area

Contract Monitoring

The contract manager or their representative will monitor the contractor's progress to ensure work is being carried out in accordance with the terms of the contract and in full compliance with both the contractors and Trust's safety procedures.

Were the duration of the works is less than one week, contract monitoring will be carried out after the first day. On contracts with a longer duration, monitoring will be weekly throughout the period of the contract.

Any exceptions/breaches are acted upon and recorded on the Contractors Performance Review Questionnaire (Appendix 5) which will be completed and signed by the Contractor and the contract manager. A persistent failure to comply with these requirements will result

in termination of the contract immediately and may possibly jeopardize the company from obtaining any future business from the Trust.

Contract Completion/Performance Review

On completion of the contract, the contractor should ensure that the work site is left in a clean and tidy condition, removing any waste, materials, tools or equipment. This should be checked and confirmed by the contract manager responsible for monitoring the contract. Prior to leaving site the contractor and the designated contract manager must complete Section 3-5 of the Contractors Information Sheet (Appendix 4). A record should be made of the contractor's performance in relation to carrying out the contract (Appendix 5 – Contractors Performance Review Questionnaire).

The contractor is to provide an operation and maintenance manual (relevant information to the works undertaken), including all necessary commissioning certificates and warranties. If the works were notifiable under CDM Regulations, the contractor will provide a completed Health and Safety File. A draft will be issued to the CDM co-ordinator for their review prior to project handover.

Contractors Disclosure Checks

Where contractors are required to work in areas, which provide them with access to children and / or vulnerable adults, an appropriate disclosure check must be carried out by the contractor on any individual working for them prior to commencement on site.

Before contractor staff are allowed on site the contractor must be able to provide evidence in the form of a unique enhanced CRB Disclosure Number that each individual has been checked. This requirement will be written into and form part of their contract with the Trust.

Contractors Pre-Qualification/Competence Questionnaire

Name of Organisation:

Address:

Tel No:

Contact for Further Information:

Nature of Contract:

Please answer the following questions. You are required to identify any questions you are unable to answer.

General Information

1. Please enclose:

- a) A copy of your current general health and safety policy statement
- b) An outline of your management organisation structure with regard to allocation of duties, delegation of responsibilities, etc. in relation to health and safety.

2. Is each member of your organisation aware of his/her responsibilities?

3. Please provide the names of all key personnel within your organisation who have attended a health and safety course within the last three years.

4. Please provide information on all prohibition, improvement or other enforcement notices issued against your company within the past five years.

5. Please provide information on any awards received for accident prevention within the last three years.

6. Please provide summaries of statistical information in relation to company accidents, injuries and dangerous occurrences over the last three years – not limited to those reported under RIDDOR.

7. Please provide details of any prosecution or pending prosecution undertaken against your company, or individuals employed by your company, for breaches of health and safety legislation within the past three years.

Organisation

8. Please provide details of health and safety training undertaken by staff within your organisation.

9. How does your organisation disseminate changes in health and safety requirements.

10. Please provide the details (names, qualifications e.t.c.) from whom your organisation receives Health and Safety advice (internal or consultants)

11. Please provide examples of Risk Assessments undertaken under the Management of Health and Safety at Work regulation 1999 or Construction (Design and Management) Regulations 2007.

Planning and Monitoring

12. Does your organisation currently undertake a post contract review of health and safety management?

13. How does your organisation co-ordinate health and safety information to subcontractors?

Resources

14. Outline any specialist resources, which are utilised by your organisation in an advisory capacity on health and safety issues.

15. Do you undertake competency assessments of you sub-contractors prior to appointment?

16. How do you monitor the competence and effective resource of your sub-contractors in health and safety matters?

Perspective

17. Are you aware of the need for the principal contractor to provide suitable information on risks to health and safety for employees and sub-contactors?

18. Do you consider your organisation to be competent and adequately resourced to fulfil its obligations under the Construction (Design and Management) Regulations 2007?

19. Has your Organisation ever been served with a prohibition or improvements notice by the Health and Safety Executive. If yes, please enclose details.

Supporting Information

Please provide any further information you feel supports your application

OGAT Use Only

Approved: Yes/No

Signature:

Date:

Management of Contractors Policy – Appendix 2

Checklist for Contractors

All contractors are required to assure themselves that they have received sufficient information/documentation to carry out the required works in a safe and efficient manner.

The Contractor must sign for receipt of the listed pre-construction information documents below.

This will also act as confirmation that the contractor has been made aware of the identified hazards/guidance documents and has considered these in relation to the work content.

Policy Documentation

1. Management of Contractors
2. Fire Safety Policy
3. Asbestos Management Policy
4. Information governance
5. Safeguarding Policy

Information Documentation

1. Pre-construction Information Pack
2. F10 notification (if required)
3. Refurbishment/demolition asbestos report
4. Clearance certificates (asbestos, sharps etc)
5. As existing drawings (building and services)
6. Drawings and specification
7. Designers risk assessment/hazard management
8. Surveys (ground investigation etc)

Management of Contractors Policy – Appendix 2 (count)

Checklist for Contractors

Identified Hazards

1. Mandatory induction required for the contractors staff that the Trust will provide
2. Any specific local site hazards
3. Safe access and egress from site
4. Electrical safety
5. Manual and mechanical handling
6. Buried and overhead services
7. Fire Protection
8. Occupational health risk e.g. noise
9. Welfare amenities
10. Safe storage e.g. chemicals
11. Personal Protective Equipment
12. Insurance

Health and Safety Management Arrangement

1. Construction Phase Health and Safety Plan (if required)
2. Risk Assessments for proposed works
3. Written safe systems of work for proposed works

Site Induction

1. Specific site rules relating to work area
2. Contact details
3. Fire/Emergency Procedures including Fire Muster Point
4. 1st Aid arrangements
5. Welfare Provision (use of electricity, water and drainage)
6. Client undertakings (adjacent working/live areas)

NOTE:

If, during any period during the contract, the Contractor identifies any additional risk of health and safety issue, all works must be terminated immediately and reported to the contract manger. The work must not continue until the Contract Manger has given written authority.

Signed Confirmation

Contractor

Print:

Signature:

On Behalf of:

Date:

OGAT

Print:

Signature:

Date:

Management of Contractors Policy – Appendix 3

Contractors On-Site Procedure

This Procedure applies to all contractors, service engineers and any other person who may be required to carry out work on any property or equipment owned by the Trust, located on Trust property or for which the Trust may be responsible.

1. On Arrival:

The contractor is required to report to building reception at the pre-agreed time and meet with the Trust contract manager. Both parties will then:

- a. Fill in and review the Contractors Information Sheet (Section 1).
- b. Sign to receive identification badge (Section 2).
- c. Sign out keys or access control card if required (Section 2)
- d. Identify additional information on local hazards.
- e. Inform of any additional hazards associated with the work to be carried out.
- f. Complete the Contractors Information Sheet (Section 3).

2. Carry out the work

- a. The contractor is required to carry out the works as per the agreed works specification and schedule of works
- b. The Contractor MUST at all times adhere to any agreed policy, guidance or other information including health and safety controls as identified in the Contractors Checklist
- c. If, during the course of the works, the Contractor identifies any additional hazard or potential hazard e.g. unidentified hazardous substance, the Contractor must stop work immediately and report this to the Trust contract manager. The works must not recommence until written authority has been given by the Trust contract manager
- d. It is the Contractor's responsibility to ensure the works are carried out in a safe manner. Were the contractor has ANY reason to consider health and safety issues are compromised, the contractor must stop all works and contact the Trust contract manager

3. Works lasting more than one day

At the end of each working day, the Contractor is required to:

- a. Remove all debris from site
- b. Ensure the site is left in a clean and hazard free condition
- c. Report to building reception
- d. Sign out in the visitor register
- e. Where appropriate, ensure the works site is locked and secure

4. On completion of the works

The Contractor must contact the Trust contract manager and arrange to meet on site.

Both Parties will then:

- a. Fill in the Contractors Information Sheet (Section 4).
- b. Check the site to ensure all debris has been removed.
- c. Check that the site is left in a safe, secure and clean condition
- d. Ensure there is no remaining health and safety issues

- e. Complete Contractors Information Sheet (Section 5),
- f. Provide Health and safety File / Operation and Maintenance Manual information

5. Prior to leaving site

The Contractor must hand to the Trust contract manager:

- a. Contractors Information Sheet.
- b. Identification Badge.
- c. Keys and/or access control cards.

The Contractor must then

- d. Receive receipt for the above
- e. Sign out in the site register

Designation:

Contractors Information Sheet – Section 4

(To be filled in by the Contractor prior to leaving the Academy)

*The work requested **has/has not** been completed and the Trust contract manager has been informed of the current situation. The work has been left in a safe and acceptable manor.*

Signature:

Date:

Agreed by Trust Contract Manger

Signature:

Date:

Contractors Information Sheet – Section 5

(To be filled in by the Trust contract manager prior to the Contractor leaving Site)

I have inspected the works and site area. I confirm that the site has been left in a safe, secure and clean manner and that to the best of my knowledge no health and safety issues are identified. I will convent this information to staff that may be affected.

Trust contract manager

Signature:

Date:

Time:

Contractor

Signature:

Date:

Time:

Management of Contractors Policy – Appendix 5

Performance Review

Name of Contractor:

Nature of Contract:

Date of Review:

Did the Contractor:

Report in and out at the appropriate time? Yes/No

Undertake the work in a diligent and professional manner? Yes/No

Complete all works in accordance with the specification Yes/No

Ensure all health and safety issues were managed appropriately Yes/No

Wear appropriate personal protective equipment (PPE)? Yes/No

Display identification badge at all times? Yes/No

Use appropriate safety equipment? Yes/No

Provide adequate safety barriers and signs? Yes/No

Supply adequate supervision? Yes/No

Conduct himself/herself in a courteous/diplomatic manner? Yes/No

If no please give reasons why:

Has the contractor provided Operation and Maintenance Manual information and Health and Safety File (if required) Yes/No

Trust Contract Manager

Signature:..... Date:.....Time:.....

Contractor

Signature:..... Date:.....Time:.....

Management of Contractors Policy – Appendix 6

Contractor Code of Conduct

CONTENTS

Introduction	Page No.
1. Consultation at Commencement of Contract	19
2. Arrival and Departure Procedure	19
3. Smoking	20
4. Vehicles	20
5. Trust Property	20
6. Contractors Property	20
7. Housekeeping	20
8. Noise Control	20
9. Reporting of Accidents	21
10. Personal Protective Equipment/Clothing	21
11. Toxic and Hazardous Materials/Substances	21
12. Installation of New Plant and Machinery	21
13. Protection of Plant and Machinery	21
14. Above Ground Area	21
15. Services	22
16. Workshops and Machine Tools	22
17. Use of Pressure Vessels	22
18. Use of Electrical Portable Tools and Equipment	22
19. Control of Dust and Fumes	22
20. Isolation of Services	22
21. Roadways and Access Routes	23
22. Overhead Working	23
23. Building Operations including Repair, Painting, Decorating and Demolition	23
24. Alteration or Additions to Existing Structures/Services	23
25. Welding/Hot Work	23
26. Private Trading Etc.,	24
27. Fire Precautions	24
28. Inappropriate Behaviour	24
29. Confidentiality	24
30. Asbestos	24

Contractor Code of Conduct

Definition

Throughout these instructions the following words/titles have the meaning given here.

TRUST Outwood Grange Academies Trust

CONTRACTOR A company or person who has agreed to carry out work on or on behalf of the Trust's properties or premises including sub-contractors

Introduction

It is the Trust's intention to maintain a high standard of safety in all of its premises. Contractors must so conduct their activities that conditions and methods are safe for their own, the Trust's employees, students and the general public.

It shall be a condition in the Terms of Contract for contractors that:

- The Manager in charge of the work will decide if the Construction (Design and Management Regulations) 2007 will apply to the contract and contractors will abide by the specific duties as laid down in the control specification.
- Will abide by the Trust Fire Policy
- Will employ on site persons who have received adequate instruction in all aspects of their work, including safety, and who will exercise the necessary care in the performance of their duties.
- Will appoint and keep on site a competent foreman/supervisor in charge when deemed necessary by the Trust.
- Will carry out Risk Assessment of any significant hazards and inform the Trust Representative.
- Where appropriate will ensure all employees attend a site induction.
- Are not relieved of any of their obligations under statutory or common law.
- Agree any local working practices with the relevant Manager with particular reference to working near asbestos and in compliance with the Control of Asbestos Regulations 2006.
- The Contractor and their personnel familiarise themselves with the Trust's Health & Safety Policy and any applicable Safe Systems of Work Procedures.

General Rules and Information

1. Consultation and Commencement of Contract

All method statements relevant to each project must be completed and approved prior to commencement of work and all persons involved must be aware of the contents of such method statements. Risk Assessments of known tasks are to be completed and risk assessments are to be on going and available for examination at any time.

2. Arrival and departure

All contractors' staff will report on arrival to the designated contact person where they will sign in and be issued with a temporary site pass. This pass may be valid for the period of the contract but the contractor has to sign out each night and at the end of the week. When work

is being undertaken outside office hours the Manager responsible for the work will take out all control to ensure the signing out procedure is adhered to and if necessary pass control to the replacement Manager.

2.1. Other Sites

Where the contractor is required to work away from the main base, pre-arranged dates and times for commencement of work must be agreed with the relevant Manager together with the method to be adopted for registering, monitoring and signing off on completion of work.

2.2. Out of Hours

The Manager will initiate the call to the contractor and inform him/her to make contact when on site. Details of the call will be recorded. On completion of the work the contractor will recontact the Manager and sign out and confirm the work is complete. Details of the contractor's visit will be entered onto the Contractor's Information Sheet the next working day.

3. Smoking

Smoking is forbidden within Trust premises including external areas.

4. Vehicles

Contractor's vehicles are not allowed on the Trust premises other than those bringing personnel, materials, tools and equipment, unless authorised. Vehicles must be parked in authorised car parks.

5. Trust Property

The contractor will not be allowed to use any of the Trust's plant or equipment without prior written consent from the contract manager.

6. Contractors Property

The Trust will not accept responsibility for the receipt or safe custody of goods or materials delivered to site by the contractor or their supplier. The contractor must make their own security arrangements for this e.g. lockers or lock-up huts. Contractors are not permitted to erect their own buildings or establish a permanent site on the Trust premises without written permission from the Trust's representation.

7. Housekeeping

All contractors' debris and waste materials must be collected by the contractor and cleared daily from the working area or on completion of the work. The contractor without prior permission must not use waste skips provided by the Trust. No debris is to be burnt on site.

8. Noise Control

The Trust is committed to a policy of reducing the nuisance to students, staff and the public. To this end all contractors are to use modern machines, compressors etc. designed and equipped to reduce operating noise. All pneumatic hammers, drills and similar equipment must be fitted with effective noise suppressors. The use of mobile phones is allowed unless advised otherwise by Trust personnel in a specific work area.

9. Reporting of Incidents

Any incident/accident or injury to a contractor must be entered into the site accident book and the incident reported to the contract manager to allow an incident report to be completed.

10. Personnel Protective Equipment

It is the contractor's responsibility to supply their employees with all necessary protective equipment for the work to be carried out safely and to monitor and ensure its use.

11. Toxic and Hazardous Materials/Substances

The contract manager must be advised of all substances the contractors propose using prior to the commencement of any work. The contractor will have all necessary materials substance data sheets and assessments required under Control of Substances Hazardous to Health Regulations 2002.

Assessments must be available any time for examination.

12. Installation of New Plant and Machinery

All plant and machinery must be fully guarded to comply with the Trusts standards and the Provision and Use of Work Equipment Regulations 1998. On completion of the installation and before clearing the site the contractor must give notice to the contract manager in charge who will inspect the installation and inform him of any safety deficiencies. These must be remedied before such machinery is operated under power.

13. Protection of Plant and Machinery

The contractors must not remove or displace any guard, fencing or other safety equipment fixed to or provided at any machinery etc. or from any place where safety equipment had been provided without the permission. Where work of a dusty nature takes place near to rotating plant and machinery the contractor will be expected to protect the plant or machinery from the effect of the dust.

14. Above Ground Area – Working Safely at Height

The contractor is responsible for:

Carry out Risk Assessments for working at height.

The provision and use of all ladders, scaffolding, tackle, equipment and tools necessary to undertake the work in a safe and efficient manner. Provision and use must meet with the requirements of the Health & Safety at Work Act 1974, Construction (Design and Management) Regulations 2007, The Provision and Use of Work Equipment Regulations 1998 (PUWER), The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and its statutory provisions, Work at Height Regulations 2005, together with all other statutory regulations.

Platforms are to be used in preference to ladders wherever practicable.

The adequacy and safe condition of all structures, scaffolding equipment and tools used by themselves in the execution of the contract. The regular inspections of scaffolding and other access equipment and the recording of inspections.

15. Services

The contractor must not use the Trust's services e.g. electricity, water etc., without the permission of the Contract Manager.

16. Workshops and Machine Tools

The use of Trust's workshop facilities, tools etc., is strictly forbidden.

17. Use of Pressure Vessels

Contractors engaged on Trust sites on work necessitating the use of compressed air receivers including vessels for spraying paint and similar materials by means of compressed air must be able to produce the results of the last periodic examination required under Pressure Systems and transportable Gas Containers Regulations 1989

18. Use of Electrical Portable Tools and Equipment

Where the contractor's work necessitates the use of portable electrical equipment, they must be suitable for connection to the Trusts power supply and have a current Portable Appliance Test Certificate to ensure the safe performance of such equipment and its proper maintenance.

Contractors must not allow cables to be trailed in a manner unsafe to persons in the working area.

Portable electric lamps must be insulated BASEEFA approved type and protected by effective guards. Extra low voltage lamps must be used within water tanks. The Trust will not undertake any necessary work to bring contractors equipment up to the required standard.

19. Control of Dust and Fumes

No stationary petrol or diesel driven equipment may be used in closed or confined spaces unless specific provision is made to remove the exhaust gases into the open air or unless the place is sufficiently well ventilated to prevent danger from a concentration of such gases.

In every case the contractor must first consult the contract manager in charge of the work. The creation of dust, fumes or any other impurity, which could be offensive or injure health, must be avoided. Where unavoidable, effective measures must be taken to comply with COSHH (Control of Substances Hazardous to Health) Regulations 2004.

20. Isolation of Services

Should any work to be necessary on any utilities within a Trust property, arrangements for its isolation has to be made with the Trust Authorised Person via the contract manager giving where possible three days notice. A Permit to Work is required.

21. Roadways and access Routes

Nothing shall be done or omitted to be done by the contractor or their employees, which would interfere with the safe passage of vehicles, students, staff or members of the public. Special care must be taken not to impede corridors or circulation areas by electrical extension

leads or supply lines carrying air or gas. Permission may be obtained from the contract manager in charge for the restriction of movement in defined areas providing the contractor supplies, positions and maintains all necessary fencing, lighting and other warning devices to ensure safety at all times.

22. Overhead Working

No work may be carried out above the heads of the Trust employees or students or over access and roadways until all precautions have been taken to ensure the safety of persons below and until the manager in charge has given consent for work to begin. This consent is required in respect of each place of area where such work is to be carried out.

23. Building Operations Including Repair, Painting, Decorating and Demolition

The contractor is responsible under the Health & Safety at Work Act 1974 and the Construction (Design and Management) Regulations 2007 for ensuring that building operations are carried out in accordance with the applicable regulations. Particular attention is drawn to the provision of fencing, guards and toe-board at working platforms and workplaces etc., to prevent the fall of persons, tools and materials.

Where demolition work is carried out the area must be securely fenced and signage attached to warn and prevent the approach of all persons who may otherwise be endangered where any part of a structure is being demolished or repaired action must be taken to protect persons in the vicinity from falling or flying debris.

Before the site is vacated for the day the contractor must ensure that:

- All scaffolds must be left in a safe condition, and Unauthorised access prevented.
- Loose tools must be removed to a safe place or secured against falling.
- Approach ladders must be removed or rendered unscalable.
- The site must be rendered safe and secure.

24. Alterations or Additions to Existing Structures/Services

No alterations to existing structure or services may be made without the written consent of the contract manager. No holes are to be made in existing steelwork, walls, floors, columns etc., without the written consent of the contract manager. Where consent is given all holes in structural steelwork must be drilled — no burning of holes is allowed. Welding or other hot work is not allowed unless a Hot Work Permit to Work has been issued.

25. Welding/Hot Work

Any welding or brazing within any Trust property must have a Hot Work Permit issued prior to commencement of any work. Soldering will be subject to a Risk Assessment as to whether a Hot Work Permit is required. The Contract Manager will issue the permit. Under no circumstances can hot work take place where highly flammable or explosive vapours are present or likely to be present. The use of spark producing tools in such areas is prohibited and precautions should be detailed in the Permit to Work.

26. Private Trading e.t.c.

Unauthorised private trading on Trust premises is forbidden. The distribution or exhibition of literature or notices of any kind is forbidden, unless authorised by the Trust.

27. Fire Precautions

All contractors' employees must be conversant with the nature of the fire alarm system in use at the premises in which they are working. Fire instructions on discovering a fire are posted throughout each premise, which explains the action to take on discovering a fire or on hearing the fire alarm.

Fire fighting equipment installed by the Trust is available for use by the contractors' employees should a fire occur. The use must be reported and such equipment must not be used for any other purpose. Where any work is to be carried out which will necessitate interference with hand held appliances, alarm systems or devices prior notification must be given to the Contract Manager, enabling notification to be issued to staff where applicable.

A Permit to Work is required when isolation of smoke detectors is required – Smoke detectors must not be bagged off without the Trust's permission. The attention of contractors is specifically drawn to the danger associated with the use of mastic heaters (tar boilers). Such work will be subject to a risk assessment and must include the effective separation of the boiler from surrounding surfaces by mounting it on insulating stands. Tar boilers are to be sited at least 6m clear of any combustible materials and away from ventilation intake grilles, they are not to be left unattended when alight unless they are sited in the open at ground level well clear of buildings, plant and combustibles.

28. Inappropriate Behaviour

Behaviour that is likely to cause offence i.e. physical or verbal abuse, aggression or harassment including racial harassment will not be tolerated.

The use of radios is not permitted.

29. Confidentiality

The contractor, whilst in the process of carrying out their duties at any Trust premises must respect the privacy and confidentiality of patients and visitors and not divulge any information acquired in whatever form to any other party.

30. Asbestos

Any involvement with asbestos must be notified to the Contract Manager and dealt with in accordance with the Trust Policy and the Control of Asbestos Regulations [2012](#).