

Health and Safety Policy Annex F: Safety and environmental requirements for contractors and sub-contractors

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References

- Annex N: Hot Work Permit
- Annex O: Work Permit – external and internal roof work
- Annex R: Confined space guidance, risk assessment and method statement
- Annex S: Confined space work permit

1. Introduction

- 1.1 Contractors shall comply with the instructions contained in this code of practice in addition to any other conditions specifically relating to health and safety, detailed in the formal contract.
- 1.2 The requirements are additional to any other which may be necessary for the safety of operatives, members of the public or other occupiers of buildings in which contractors may be working.
- 1.3 Throughout this document, the expression 'the council' means West Suffolk Council. The 'contract administrator' means the person named in the contract as contract administrator or any successor nominated or otherwise agreed. Contractor includes all sub-contractors and any other persons working on the site under the control of the contractor.
- 1.4 Contractors have a responsibility to meet the council's environmental policy. The policy requires those working on the council's behalf to:
 - comply with all environmental legislation as a minimum
 - use measures to reduce the adverse environmental impact of the activities covered by the contract and prevent or eliminate pollution and accidents wherever practical
 - work with the council to maximise any beneficial environmental impact that may be gained through the contract.
- 1.5 Only written authority from the contract administrator (CA) shall vary the specified requirements.
- 1.6 If the contractor is in any doubt about any section of this code of practice, then the CA must be consulted.
- 1.7 The council operates a drug and alcohol policy. This policy forbids employees and contractors to be under the influence of alcohol or illicit drugs. The council will take action by removing any contractor from site if they are found or suspected of being under the influence. Contractors must tell their manager or supervisor that they have been prescribed drugs that may affect their ability to work, operate plant or machinery or drive.
- 1.8. The council reserves the right to undertake random alcohol and drug testing on contractors if it suspects they are under the influence.

2. Legal requirements

- 2.1 While this code of practice sets out certain mandatory requirements, it is not a complete statement of all requirements. It is the contractor's responsibility to ensure that all relevant legislation be observed, particularly in respect of health and safety matters.
- 2.2 Without prejudice to the generality of the foregoing, such items of legislation include:
- The Health and Safety at Work etc Act 1974
 - Management of Health and Safety at Work Regulations
 - Workplace (Health and Safety and Welfare) Regulations
 - Provision and Use of Work Equipment Regulations
 - Lifting Operations and Lifting Equipment Regulations
 - Personal Protective Equipment Regulation
 - Manual Handling Regulations
 - Construction Design and Management Regulations
 - Control of Substances Hazardous to Health
 - Electricity at Work Regulations
 - Control of Asbestos at Work Regulations
 - Regulatory Reform (Fire Safety) Order.
- 2.3 The details of this code of practice shall be made known and be available to all employees of the contractor or sub-contractor.

3. Reporting of injuries and dangerous occurrences

- 3.1 The contractor's and sub-contractor's attention is drawn to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. All notifiable injuries, diseases and dangerous occurrences must be reported to the Health and Safety Executive using the appropriate reporting forms. In addition, the CA must also be informed.
- 3.2 First aid facilities shall be provided by the contractor or sub-contractor as required under the Health and Safety (First Aid) Regulations.

4. Personal protective equipment

- 4.1 The contractor or sub-contractor shall provide appropriate personal protective equipment and clothing as identified by the contractor's or sub-contractor's risk assessment. The contractor or sub-contractor shall also be responsible for ensuring that such clothing or equipment is used and in good condition.
- 4.2 On construction sites or works of engineering construction, safety helmets shall always be worn.

5. Areas of work

- 5.1 Contractors and sub-contractors shall confine themselves to the area of their own work except when authorised by the Contract Administrator (CA). Where practicable, contract areas shall be fenced off and proper access and egress routes shall be included and clearly identified.

6. Services

- 6.1 Under no circumstances shall the contractor or sub-contractor couple up equipment to the council's electricity supply, compressed air, water or other piped service without first obtaining permission from the CA.

7. Machinery guards

- 7.1 Machinery guards, fencing and so on shall be properly secured before any plant or equipment is used.

8. Cranes, lifting gear, Mobile Elevating Work Platforms (MEWPS) and other vehicles

- 8.1 Any contractor or sub-contractor bringing cranes, lifting gear, MEWPS or similar appliances shall ensure that the statutory requirements relating to periodical testing and examination have been complied with. Independent examination certificates must be produced if requested by the CA or the Health and Safety Team.
- 8.2 Should any equipment belonging to the council be required to be used by the contractor or sub-contractor, the contractor or sub-contractor must apply to the CA for permission to use it.

9. Entry to Confined Spaces

- 9.1 No tank, vessel, chamber, sewer or other similar enclosed or confined space shall be entered without a competent person first carrying out recognised tests for dangerous fumes, flammable gases and lack of oxygen. In such cases, a 'permit to work' will be required. Contractors and sub-contractors will be expected to provide relevant risk assessments and method statements for the activity; these will be incorporated into the permit.

10. Noise control

- 10.1 Contractors and sub-contractors shall ensure that all practicable measures are taken to control the noise produced by their operators and that the noise from all compressors and similarly noisy equipment is suitably attenuated. For any noisy operations that exceed the second noise level of 85da either on a daily or weekly exposure suitable ear protection shall be worn.

10.2 Attention is drawn to the current Noise at Work Regulations and to the current HSE Code of Practice for Reducing the Exposure of Employed Persons to Noise.

11. Means of access and egress and place of work

11.1 All routes to and from the workplace must be clear of any trip or slip hazards.

11.2 Before use, all access equipment must be checked for defects. If any are found, the equipment must not be used but a replacement or repair effected. All ladders shall be in good condition and, when used, shall be securely lashed at the top or bottom or footed and provide a good handhold at the top.

12. Scaffolding

12.1 All scaffolding shall be carried out by the contractor or sub-contractor in accordance with the Construction Design and Management Regulations and supporting guidance. Scaffolding, either mobile or clip and tube, must only be erected or modified by a competent trained person in accordance with the manufacturer's instructions. Wheels must be locked prior to use, guard rails and kickboards must be used and tower scaffolds must not be moved with people or equipment on the working platform. Scaffolding must have weekly inspections carried out and this is to be recorded.

13. Excavations

13.1 Contractors and sub-contractors shall make sufficient enquiries before any excavation work is attempted, to ensure that there are no buried cables, piping and so on. An electronic cable avoidance tool must be used by a qualified operator prior to excavation. Powered hand tools must only be used for concrete or bitumen surfaces. Use of picks should be limited to virgin trenches. Where services are expected, trial holes must be hand dug, looking for any marking tapes or tiles.

13.2 Any excavations or openings into which any person may fall shall be adequately fenced and have appropriate supports installed to prevent collapse.

14. Demolition Work

14.1 All demolition work shall be carried out by the contractor or sub-contractor in accordance with the Construction Design and Management Regulations.

15. Electrical work

15.1 All electrical work and work involving the use of electric tools and equipment shall be carried out in accordance with the current Electricity at Work Regulations and the IEE regulations.

15.2 All portable tools shall operate on a supply of 110 volts or less, unless specific approval for 240 volts operation, together with an earth leakage circuit breaker, has been given by the CA.

16. Good housekeeping

- 16.1 Contractors and sub-contractors shall ensure that the site and all areas of work are kept tidy at all times, in order to minimise slip, trip and fall hazards.

17. Fire hazards during building operations

- 17.1 Buildings in the course of erection or undergoing alteration, repair or maintenance are particularly vulnerable to fire and fire spread for a variety of reasons, such as:

- combustible building materials being stored and used
- use of flame producing equipment and flammable adhesives
- fire protection equipment not being in position.

- 17.2 In occupied buildings, staff and visitors in adjacent areas could be put in danger by a fire originating from a contractor's or sub-contractor's activities.

- 17.3 Buildings of historical and architectural value may not conform to present day standards for fire resisting structures. Extensive roof voids may also exist.

- 17.4 Hot works of a limited nature may be undertaken on council property provided the Permit to Work (see Annex N) system is followed. The contractor or sub-contractor must undertake, prior to the commencement of work, a fire risk assessment if there is a significant risk of fire. 2 suitable fire extinguishers must be on hand at the workplace. Any heat or smoke detectors in the area must be suitably disabled for the duration of the works. **These must be reinstated at the end of each working day.** Work must not be carried out within one hour of the finishing time on site. Adequate ventilation must be available, and consideration given to any noxious gases that may be omitted.

18. General site precautions

- 18.1 Where possible, combustible materials should be stored outside the main buildings with a suitable firebreak. Combustible building materials or easily ignitable packaging stored within buildings shall be locked in rooms or stores secure against intrusion and marked 'No smoking'.

- 18.2 Fire extinguishers must be clearly identifiable, unobstructed and maintained in good order. With all fire escape routes and exits remaining clear.

- 18.3 Space below raised huts shall be enclosed to prevent accumulation of rubbish.

- 18.4 Grass and undergrowth shall be kept short around temporary buildings and stores which are combustible.

19. Refuse disposal

- 19.1 Combustible refuse such as wood shavings, packaging materials and so on shall be regularly removed to a safe place prior to disposal.
- 19.2 Burning of refuse shall not be permitted on any site.
- 19.3 Refuse shall be removed from site regularly and disposed of as per current legislation.

20. Highly flammable liquids (flash point below 32 degrees Celsius)

- 20.1 The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations and Petroleum Consolidation Act shall be complied with.
- 20.2 Highly flammable liquids shall be kept in screw-capped cans, steel barrels or drums capable of being securely closed. Petrol containers shall be marked 'Petroleum spirit – highly flammable'. Other containers shall be appropriately marked.
- 20.3 All containers shall be kept in a locked metal bin (maximum contents 60 gallons) in a well ventilated, locked hut or cage with non-combustible floor, walls or roof.
- 20.4 Lockers and stores shall be marked to indicate the contents and carry a 'No smoking' sign and shall be in the open air (six metres from boundary fences, roads, combustible materials and electrical equipment capable of igniting vapour).
- 20.5 Transfer from one vessel to another shall be carried out in the open air (or in a flammable goods store).
- 20.6 Tanks of petrol engines shall not be filled while the engines are running. The transfer of liquid shall be undertaken using funnels and extended hoses.

21. Flammable liquids (flash point between 32 degrees and 66 degrees Celsius)

- 21.1 Paraffin oil and similar liquids shall be stored in metal lockers or kept in detached, non-combustible buildings, or in the open air away from buildings.
- 21.2 Flammable paints, in quantities greater than 50 litres, shall be treated as flammable liquids and suitably stored as per 20.3.

22 Flammable adhesives and timber preservatives.

- 22.1 The storage provisions set out in paragraph 5.1 shall apply.
- 22.2 When laying floors or applying timber preservatives and so on, ventilation shall be adequately maintained, and all sources of ignition removed from the area. 'No smoking' notices shall be displayed.

23. Compressed gas cylinders

- 23.1 All relevant requirements of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations shall be complied with.
- 23.2 All cylinders shall be kept away from sources of heat or potential fire hazards.
- 23.3 Full and empty cylinders not in use shall be kept in a safe location – secured upright, under cover in the open air or in a well-ventilated store external to the main building.
- 23.4 Liquid petroleum gas (LPG) cylinders shall not be of greater capacity than 15 kilograms and, when used for heating purposes, shall be sited externally. When not in use, the main valve shall be shut off.

24. Flame producing apparatus

- 24.1 Welding, cutting, brazing equipment, blow lamps and plumber's furnaces shall only be operated only by trained, competent workmen and under the following conditions:
- Litter, rubbish and combustible materials shall be removed from the vicinity of the work or protected with non-combustible material, such as sheet metal.
 - The apparatus shall not be used on or near other containers of flammable liquids or compressed gases.
 - The apparatus shall not be left unattended when alight.
 - Adequate and suitable fire extinguisher provision must be to hand.

25. Temporary electrical supply

- 25.1 All electrical installations and services shall be in accordance with the Electricity at Work Regulations.
- 25.2 All cables and connections shall be maintained in good condition and be carefully routed and protected to avoid damage.

26. Temporary heating arrangements

- 26.1 Stoves and so on shall be sited on a concrete or similar base away from combustible materials and be adequately protected. Flue pipes shall be provided where necessary and comply with appropriate building regulations.
- 26.2 Temporary electrical heating appliances shall be used at bench level on metal stands, well clear of combustibles.

27. Alterations to existing buildings

- 27.1 If flame-producing apparatus is to be used in an occupied building, the Building Manager of that building shall be notified before commencement of any work.
- 27.2 Smoking is prohibited in all buildings, this includes vaping and e-cigarettes.

28. In case of fire

- 28.1 Means of firefighting shall be provided and maintained in good and serviceable condition and in sufficient numbers.
- 28.2 All site personnel shall be informed of the arrangements to be followed in the event of fire or the warning to be given and for informing the Fire Service.
- 28.3 All fires shall be reported to the CA.

29. Work on roofs

- 29.1 No work is to be carried out on any roof until a Permit to Work (see Annex O) has been issued by Property Services, Facilities Management or the Health and Safety Team.
- 29.2 Small works of a limited duration – that is, aerial erection – may be carried out from correctly used and maintained roof ladders by competent tradesmen. All other works will require the erection of a suitably constructed temporary working platform complete with guard rails and toe boards.
- 29.3 Assessments must be made of any fragile roof coverings prior to any work commencing and barriers, working platforms and scaffolding employed as necessary following assessment of risks.
- 29.4 Edge protection must be provided on all flat roofs. Alternatively, an anchorage and harness system must be employed with certificates provided to the council on demand.

30. Permit to Work systems

- 30.1 A Permit to Work is a document which sets out the work to be done and the precautions to be taken. It predetermines a safe procedure and is a clear record that all foreseeable risks have been considered in advance and that all precautions are specified and taken in the correct sequence.
- 30.2 A permit to work must be raised before any work, or a particular phase of the work that requires a permit to work, is commenced. This is by the suitably trained person responsible for issuing the permit. Work should be carefully pre-planned to cause the least possible interference with other work. In some cases, it may be necessary to refer to specialist sources of advice. Under no circumstances should permits to work be issued, even in an emergency

situation, without careful consideration of the risks and precautions required. In some cases, it is advisable to prepare checklists for identified types of work to provide guidance on expected hazards and preventative and protective measures necessary. Where an isolation procedure is particularly complicated, it is common practice to attach the formal isolation procedure to the permit to work certificate.

30.3 The permit to work is only valid for a single day, the permit to work must provide concise and accurate information about the work to be undertaken, the period of time in which the work must be completed and the individual responsibilities for the various stages of the operation.

- It must be considered as the principal instruction and, until the permit to work is cancelled, it overrides all other instructions.
- No one must, under any circumstances, work at a place or on equipment not indicated as safe in the permit to work. Where a change in the work programme is indicated, the permit to work must not be amended by the contractor; it must be cancelled by the originator and a new permit to work issued.

30.4 The person accepting the permit to work is, from that moment, responsible for the safe conduct of the work within the limits of the permit to work. They must make themselves fully conversant with its terms and requirements and must give sufficient instructions to persons working under their control.

- The boundary or limits of the working area should be clearly defined.
- Special care must be taken to ensure that contractors, who may be engaged to undertake specific tasks, are included in the permit to work system. Contractors' employees and other persons may be completely unaware of the nature of any particular risks inherent in the process plant, inexperienced in the use of such safety equipment and ignorant of safety and rescue procedures. Such persons must be trained in the procedure and instructed in the risks prior to commencing activities. Appropriately trained persons should make the observance of safety rules and procedures, including the operation of and participation in permit to work systems, a condition of the contract for the work, underwriting this with training, advice and staff assistance where necessary.

30.5 **Operation of the Permit to Work system**

- The Permit to Work can **only** be issued, cancelled or signed off by an appropriately trained person who issued the permit and they understand the work that is to be carried out by the contractor. There will be sufficient time allowed within the permit for the work to be able to be completed in a safe manner. If more time is required, then the original permit will be closed and a new one issued to the contractor. When the work has been completed, the permit must be closed by the same appropriately trained person as issued the permit.

- All contractors who may be required to operate or participate in the operation of a permit to work system must receive the appropriate information, instruction and training. This may entail training in the correct use of breathing apparatus and personal protective equipment for certain operations.
- Before plant is prepared for work identified in the permit to work, it should be withdrawn from service. This may entail the physical locking off of electrical systems, valves and other items of machinery to prevent other persons from operating these systems or activating the machinery while others are working on or inside them. Warning notices and safety signs should be displayed at this stage. In certain cases, it may be necessary to undertake atmospheric testing where personnel may be required to enter confined spaces.
- When the operations as specified in the permit to work have been completed, the permit to work should be cancelled by completion of the appropriate section. The cancellation section should incorporate a declaration to the effect that all personnel and equipment have been removed from the plant and the area in question. The permit to work should then be returned to the originator.

30.6 Permits to Work can be found at:

- Annex N: Hot Work Permit
- Annex O: Work Permit – external and internal roof work
- Annex S: Confined Spaces work permit

31. Pollution prevention and control

- 31.1 The council expects contractors and sub-contractors to carry out their activities in a way that protects and sustains the environment, meets environmental legislation and accords with the council's environmental policy. Contractors and sub-contractors shall adopt such measures and practices to manage the environmental performance of their activities, proportionate to the risk posed by the activities being carried out under the contract.
- 31.2 Contractors and sub-contractors shall hold, and make available to the council on request, all necessary environmental permits, licences and exemptions required to be held under environmental legislation.
- 31.3 The use of hazardous products shall be avoided where a less damaging alternative product is available. Where the use of a hazardous product cannot be avoided, contractors and sub-contractors shall undertake and document a review of the risks involved and the measures that shall be employed to mitigate that risk to a safe level. Copies of the risk assessments shall be made available on request to the council.
- 31.4 Provision shall be made by the contractor/sub-contractor to deal with spillages of hazardous liquids or materials.

- 31.5 Regard must be given to Pollution Prevention Guidelines (PPG series) published by the Environment Agency to protect water resources.
- 31.6 All hazardous liquids shall be handled and stored to prevent release to the atmosphere or spillage. Areas for the storage of storage containers shall be sited, wherever practicable, on an impervious base. All attached pipe work shall be enclosed within a bund.
- 31.7 Nuisance, including noise and light pollution and noxious smells, must be avoided.

32. Management of waste

- 32.1 All waste materials arising from activities carried out by contractors or sub-contractors on behalf of the council shall be handled in accordance with the duty of care.
- 32.2 Duty of care requires waste to be securely contained to avoid escape, theft or acts of vandalism. It also requires waste to be disposed of only by licensed routes.
- 32.3 Contractors and sub-contractors shall establish and implement a programme for the management of waste following the 'reduce, reuse, recycle' hierarchy, wherever practicable. This shall cover, as appropriate, the management of solid and liquid wastes arising from, and energy and water used in, contract activities.

33. Competence and training

- 33.1 Contractors and sub-contractors shall ensure that all employees carrying out duties under the contract are made aware of the council's environmental policy.
- 33.2 All site personnel shall hold such levels of competence and be provided with such training by their employer, as considered necessary by the council, to ensure compliance with environmental legislation and the council's environmental policy.
- 33.3 Records of competence and training for personnel shall be maintained and available for inspection by the council on request.

34. Reporting

- 34.1 Incidents or accidents arising from activities undertaken or witnessed by contractors or sub-contractors during the period of the contract which could lead to environmental damage shall be reported without delay to the council. Records shall be made by contractors and sub-contractors of any incident or accident and the remedial action taken. Such records shall be made available to the council on request.

Code of practice for contractors working in corporate properties

35. On receiving instructions

- 35.1 Ensure that you have all details needed for completing the work, including:
- a specification or authority to use your discretion
 - the full location and the name and phone number of the contact officer (CO) for the premises, including any special access requirements
 - the name of the officer(s) from whom your workmen may receive instructions. This will normally only be the contract administrator (CA), but museum premises will include the CO on site **only**. (Note: instructions received from unauthorised persons must not be accepted without referral to the CA; the council will not be responsible for payment in respect of works carried out on instructions received from unauthorised persons.)
 - your company's identity card carried by all workmen and a contact person at your office in case of queries on the workmen's arrival.

36. On arrival at the premises

- 36.1 Report to your contact and identify yourself, the work you have been instructed to carry out and the source of your instruction. **Present your company identity card.**
- 36.2 Inspect any health and safety file or asbestos register available for the premise and determine any special precautions necessary in order to safely carry out the works.
- 36.3 Await confirmation from the CO (on the premises) that you may proceed with the authorised work.

37. On commencement of work

- 37.1 Ensure that the area in which you are working is not affected by any live alarm system that could be activated by your operations; seek confirmation from the CO if in doubt. If it is possible that any alarm may be activated, request localised isolation of the system and await further instructions before commencing work.
- 37.2 Assess the working area that you require. If this area is not large enough or exceeds that which has been cleared by the CO, advise them accordingly. Do not move exhibits, furniture, paintings or carpets without consent from the CO or CA.
- 37.3 Take all necessary precautions to ensure that there are no live electricity cables, water or heating supplies, telephone cables or alarm circuits that may

be damaged or affected by any work. Do not proceed before ensuring that there will be no disturbance to these services.

- 37.4 Identify the composition of any materials to be worked upon. If hazardous materials, such as asbestos, are in any way suspected, a full risk assessment must be carried out before commencing any works.
- 37.5 Lay dust sheets, erect screens or take other measures to ensure that dust or debris arising from the work does not spread from the area allocated. Damp down or take any other reasonable precautions to limit the creation of dust in the first instance.
- 37.6 Minimise the risk to staff, public and your own personnel by guarding areas in which hazards are present and advise the CO or CA of any unexpected risks that become apparent on 'opening up' and seek instructions. Conform to the requirements of the Health and Safety at Work etc Act 1974 and all appropriate health and safety regulations.
- 37.7 Operations involving the use of power tools must be carried out so as to:
- avoid introducing any additional hazards and risks to the contractor, staff and any members of the public – for example, carrying out cutting, drilling and grinding in the open air or off site wherever possible
 - minimise noise and inconvenience to the users of premises where operations must be completed inside the building and by working outside normal hours if required by the CA or CO.
- 37.8 Fumes from painting or the application of any solvent based products or other materials giving off unpleasant or hazardous odours must be limited by the available ventilation of areas allocated for the works. If possible, seal off such areas or carry out these operations outside normal working hours if required by the CA or CO. Always use low odour products wherever possible.
- 37.9 Do not store materials, plant or tools on site without the express consent of the CO or CA and only in such areas as specified by them.
- 37.10 Do not carry out any work using naked flames without the CA's approval and the issuing of a hot work permit prior to commencement of each task. Wherever possible, complete work using alternative means, avoiding the use of naked flames. Should a hot works permit be issued, comply with all safety requirements specified by the CA and the council's Safety and environmental requirements for contractors and sub-contractors.