



Banbury Town Council

HEALTH AND SAFETY

CODE OF PRACTICE FOR

CONTRACTORS

AND SUB-CONTRACTORS

TABLE OF CONTENTS

1. INTRODUCTION
2. INSURANCE
3. BEFORE COMMENCEMENT OF WORK
4. EMPLOYEE'S / VISITOR'S SAFETY
5. TRAINING
6. COMMON LAW OBLIGATIONS
7. STATUTORY OBLIGATIONS
8. REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES
9. PERSONAL PROTECTIVE EQUIPMENT
10. ASBESTOS
11. FIRE PREVENTION
12. SECURITY MOVEMENT WITHIN THE SITE
13. VEHICLE MOVEMENT
14. USE OF COMPANY SERVICES
15. EXCAVATIONS
16. DRAINS, SEWERS AND UNDERGROUND PIPE WORK
17. OVERHEAD WORK
18. TRIPPING HAZARDS
19. ROOFS
20. LADDERS AND SCAFFOLDING
21. PRESSURE VESSELS, VESSELS AND TANKS
22. MACHINERY GUARDS
23. CRANES, HOISTS AND LIFTING TACKLE
24. NOISE LEVELS
25. DEMOLITION WORK

26. EXPLOSIVES
27. TOOLS / MACHINERY
28. CARTRIDGE TOOLS
29. BREACHES OF RULES
30. HOT WORK PERMITS AND PERMISSION TO WORK
31. UNDERTAKING

1. INTRODUCTION

The company is anxious to minimise the risk of accidents on and / or to the client's premises and therefore:

- a. Before any contractor or sub-contractor is allowed to carry out work on the property the contractor or sub-contractor must understand the statutory duties applicable to the work they have agreed to carry out,
- b. The contractor must understand his common law duties to his employees, to us and our employees and any other person who may be affected by a breach of such duties.
- c. We have our own rules which must, at all times, be observed by contractors, sub-contractors and their employees.

To assure ourselves that contractors and / or sub-contractors understand their obligations we ask them to read this Code of Practice and sign and return the undertaking attached. This Code of Practice shall be incorporated into and form part of the contract between ourselves and the contractor. A Hot Work Permit must be obtained in circumstances as indicated within this code.

The contractor / sub-contractor will also provide details of their Safety Policy (where applicable), safety training and safe working procedures.

2. INSURANCE

- (a) The contractor may be required to produce evidence of indemnity cover, held in respect of any loss incurred by the company arising out of the work or activities being carried out by the contractor.
- (b) The contractor / sub-contractors shall be liable for loss and / or damage to the site (which shall include work executed and all material intended for, delivered to and placed on or near to the site) from any cause whatsoever.
- (c) The contractor / sub-contractor shall insure his liabilities under clauses (a) and (b) above by the provision of:

Employers' Liability Insurance for a minimum of £10 million

Public Liability (Third Party) Insurance for a minimum of £10 million

Contract Works or Contractors (All Risks) Insurance for the full value of the contractor works and such insurance's shall include an indemnity from the Insurer to the company.

Professional Indemnity Insurance for a minimum of £1 million

- (d) In connection with clause (c) above, we may request details of such insurances.

3. BEFORE COMMENCEMENT OF WORK

Permission must be obtained prior to commencement of work. The company must be notified before delivery of any material commences to enable storage facilities to be arranged.

Contractors are reminded that they are responsible for complying with the relevant legislation including the Construction Regulations. They are also reminded that they will be responsible for providing the following items for their employees:

- First aid kits.
- Certified First Aiders.
- Personal protective equipment.

NB. Should the works to be carried out fall within the requirements of The Construction (Design and Management) Regulations then more specific rules and guidance will be issued prior to any commencement of the works.

4. EMPLOYEE / VISITOR SAFETY

Contractors are advised that, where possible, work areas should be properly cordoned off and suitable warning notices displayed.

5. TRAINING

Contractors will be required to make their employees available for any training which the company feels is necessary to ensure their employees and sub-contractors perform their duties in safety.

6. COMMON LAW OBLIGATIONS

The contractor and his sub-contractor must take reasonable care to ensure their employees are safe, in and about their work. They should also ensure that all other persons who may be affected by the work or the carrying out of the work are safe. This means, for example, that they must provide safe means of access, safe working places and systems of working, competent workmen and adequate supervision. Plant and appliances must be in good order and in safe condition.

7. STATUTORY OBLIGATIONS

It is the duty of the contractor to fully understand all statutory instruments, orders and regulations relating to the work their sub-contractor is engaged to undertake.

Contractors should be aware of the terms and regulations under the Health and Safety at Work etc. Act 1974 and their attention is drawn to other legislation in certain sections of this booklet. However, it must not be assumed that all relevant legislation is mentioned.

In addition, contractors have a duty to inform the company (and any other subcontractor's employees) of any specific hazards they are likely to

encounter because of their operations. In the case of the premises being occupied, the contractor will regularly discuss any safety aspects with a senior member of the company.

8. REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES

The company may wish to appoint their Health and Safety Consultant to investigate all accidents that occur on site and will expect the co-operation of the contractor and Iris employees in ascertaining the true cause in an effort to prevent a similar accident. All accidents must, therefore, be reported. In this instance an accident means any injury to personnel, damage to property, plant or equipment or any event which may have led to such an occurrence.

Accidents, incidents and dangerous occurrences must be reported in accordance with the regulations,

9. PERSONAL PROTECTIVE EQUIPMENT

The contractor is reminded that they have a duty under the Health and Safety at Work etc. Act 1974 to provide safe systems of work for their employees. To this end the contractor shall comply with all relevant statutory provisions and Codes of Practice in providing employees with all necessary personal protective equipment.

10. ASBESTOS

No work will be carried out involving asbestos without written permission from the company's Health and Safety Consultant. Work with asbestos must be carried out in accordance with The Control of Asbestos at Work Regulations and associated Codes of Practice.

11. FIRE PREVENTION

- a. The contractor shall ensure that no operation or activity resulting from their or their sub-contractor's operations or operation of plant or equipment can result in fire or explosion. All employees and sub-contractors of a contractor whose duties entail entering the company premises shall be informed by the contractor of this Code of Practice and the requirement to avoid, or minimise, potentially hazardous conditions. Persons shall be made aware of the emergency alarm systems, the location and operation of extinguishers and of evacuation arrangements for the particular area.
- b. All operations involving 'hot work' (cutting and welding etc.) or use of open flames (blow lamps, gas appliances, heated tar pots etc) to be carried out within, on, or adjacent to the premises, SHALL NOT be started unless written permission from the company has been obtained.
- c. Contractors are responsible for the safe storage, handling and use of all material / equipment or containers delivered to them, or used by them on site.

- d. Contractors must ensure that all low flash point liquids of mixture (i.e. those with a flash point below 32°C) are safely stored, handled and used. When possible, safe liquids (those with a higher flash point) should be used. Highly flammable liquids SHALL NOT be stored or decanted within buildings and effective control of any potential sources of ignition shall be undertaken by the contractor. This may include prohibition of smoking within or adjacent to storage areas and points of use.
- e. Contractors shall ensure that all stocks of combustible materials are NOT stored on site. Combustible materials or waste accumulated as a result of the work shall be removed to a safe external point as soon as possible and at least at the end of each period of work.
- f. Whenever work or operations may cause obstruction to, or render inaccessible any fire exit or stairway leading in or from the buildings, written permission SHALL be obtained from the Fire Authority. In all cases, first consideration must be given to maintaining a safe means of egress to occupiers of any company building. Where temporary alternative arrangements are approved and implemented, the facilities SHALL be accompanied by suitable directional and exit signs and temporary lighting to the satisfaction of the Fire Authority.
- g. On completion of every period of work within the site, a senior employee of the contractor shall carry out a thorough check of all the areas where work or operations have been carried out, to ensure no fire, or other unusual or hazardous conditions are present. Where 'hot work' has been carried out, this inspection shall be carried out one hour after completion of the work.
- h. Contractors must ensure that their employees and employees of their subcontractors strictly observe no smoking restrictions in defined areas whilst working on the site.
- i. Contractors are to ensure that their employees are familiar with the fire procedures operated on the site.
- j. Electric wires and leads at high level shall be suspended in such a way as to reduce drag on plugs or sockets. Electric wires and leads lay across the floors or other surfaces shall be protected against abrasion or chaffing.

12. SECURITY MOVEMENT WITHIN THE SITE

The company reserves the right to take all appropriate security precautions to protect its own interests and especially reserves the right to stop and search all contractor's employees, vehicles, etc. should it deem this necessary.

Contractors will NOT go into any part of the site except as may be necessary for the purpose of carrying out their work.

13. VEHICLE MOVEMENT

All contractors' vehicles are required to comply with any traffic restrictions imposed within the boundary of the property and in locations where those speed limits are not specified, then:

- a. Contractors' vehicles must not exceed 5 mph (may vary).
- b. The contractor shall ensure that all loads are properly secured before any movement takes places.
- c. Reversing of Lorries, particularly within buildings, is prohibited unless the Driver is assisted by a guide whilst so doing.

14. USE OF SERVICES

Under no circumstances may a connection be made to any service without prior permission being obtained from the company. All work involving electrical installation, tools or equipment must be carried out strictly in accordance with the current edition of the IEE Wiring Regulations.

15. EXCAVATIONS

- a. Before excavation is commenced, the contractor shall ascertain the existence and route of any electric cables, drains, gas and water mains likely to be affected by the work.
- b. Excavations or openings, when left unattended or at other times when necessary for the safety of persons in the vicinity, shall be securely fenced or otherwise adequately protected by the contractor. All external excavations and obstructions shall be marked by an adequate number of warning lamps from one hour before sunset until one hour after sunrise.
- c. In the interest of general safety during any excavation work, the surrounding areas shall be maintained in a tidy condition and loose material of any kind shall be kept clear of walkways and working spaces and must not be allowed to be an obstruction.
- d. All waste, earth, debris, mud etc. from excavations shall be removed by the contractor who will also ensure that floors and walkways are kept in a state which complies with statutory requirements.

16. DRAINS, SEWERS AND UNDERGROUND PIPE WORK

Contractors should establish the location of all such items which may be affected by the work. They should take adequate precautions to prevent damage caused by the weight or movement of vehicles and blockages caused by new or waste materials.

17. OVERHEAD WORK

No work shall be earned out on any site until effective precautions have been taken to ensure the safety of persons below to the satisfaction of the company. Where necessary, barriers will be erected or parts of the site cordoned off.

18. TRIPPING HAZARDS

The contractor will ensure that all spillages are cleaned up immediately. Electric wires and leads etc. will be protected to prevent tripping hazards.

19. ROOF WORK

- a. The contractor's employees are not allowed on any roof without permission.
- b. Prominent notices warning of overhead work must be erected where appropriate and the area fenced off in circumstances where necessary.
- c. Crawling boards must be used and adequate precautions must be taken to prevent employees falling from the roof.
- d. Contractors shall ensure that precautions are taken to prevent damage to the roof.
- e. Valleys, gutters, down pipes etc. must be kept free from obstruction and all rubbish or waste material removed from the roof.
- f. Any door leading onto the roof may be required as an escape route in the event of fire and shall not be obstructed.

20. LADDERS AND SCAFFOLDING

- a. The contractor shall ensure that all ladders and access equipment used are in a safe condition and used in accordance with accepted safe practice and relevant legislation.
- b. The erection of scaffolding must be earned out by qualified scaffolders and must comply at all times with statutory provisions, including those relating to periodic inspection (weekly).

21. PRESSURE VESSELS, VESSELS AND TANKS

Any pressure vessel brought onto the premises must be maintained to comply with the relevant legislation and an appropriate test certificate should be available for inspection.

22. MACHINERY GUARDS

No guards or fencing may be removed from any machinery or plant unless written permission is obtained and the power supply suitably isolated.

Guards shall not be removed whilst the machinery is in motion and they must

be properly replaced and secured when work is completed and before the machine is re- started.

All necessary statutory regulations must be observed when it is necessary to examine, lubricate or adjust machinery in motion with the guards removed.

23. CRANES, HOISTS AND LIFTING TACKLE

Where the contractor provides his own equipment (whether owned or hired) then the relevant inspection certificate must be available at fee site. The contractor shall comply with all the relevant statutory provisions.

24. NOISE LEVELS

In any building or on any site occupied, noise levels due to contractor's equipment must be kept to a minimum and must not exceed the first action level unless all appropriate precautions have been agreed.

25. DEMOLITION WORK

In every case the method of work and any safety precautions to be observed shall be submitted to the company and agreed in writing.

26. EXPLOSIVES

Under no circumstances shall explosives be used, except with written consent.

27. TOOLS / MACHINERY

All tools and machinery will be in good condition (electrical tools - 110v type). They should be stored correctly and not left accessible to staff or members of the general public.

The contractor or his sub-contractor shall permit the company or their Health and Safety Consultant to inspect any item of machinery and the company reserves the right to remove, dismantle, or disconnect any item of machinery, without notice to the contractor or his sub-contractor which is considered, by the company or their professional advisers, to represent a hazard to persons or property contrary to the company's own common law or statutory obligations.

Any costs incurred in exercising this right shall be borne by the contractor.

Any specialist charge reasonably incurred for the inspection or removal of such equipment will be borne by the contractor.

28. CARTRIDGE TOOLS

These tools must not be used on the premises except with prior written permission. The immediate area should be evacuated until completion of the work and all necessary safety precautions shall be observed by the contractor and employees of his sub-contractor.

29. BREACHES OF RULES

It is to be acknowledged by the contractor that any breach of this Code of Practice, or any relevant statutory provision by their employees, their sub “contractors or their employees shall be deemed to be a fundamental breach of contract. This will entitle the company, at its election, to terminate the contract without prejudice to any right of the company to claim damages in respect.

30. HOT WORK PERMITS AND PERMISSION TO WORK

Hot work permits and permission to work must be obtained from the nominated person prior to work commencing.

