



INSTRUCTION AND GUIDELINES FOR CONTRACTORS WORKING ON OR IN IWM PREMISES

INDEX:

- 1 INTRODUCTION
- 2 HEALTH & SAFETY
- 3 ACCIDENT / INCIDENTS
- 4 FIRE PROCEDURE
- 5 SECURITY
- 6 SITE RESTRICTIONS & CODE OF BEHAVIOUR
- 7 PERMIT TO WORK
- 8 CONTRACTOR ACKNOWLEDGEMENT DOCUMENTS TO BE SIGNED AND
RETAINED BY FACILITIES MANAGEMENT REPRESENTATIVE
- 9 INSPECTION OF PORTABLE TOOLS AND WORK EQUIPMENT
DOCUMENT TO BE RETAINED BY FACILITIES MANAGEMENT
REPRESENTATIVE

1. INTRODUCTION

This document has been produced to illustrate IWM Rules for Safe Working Conditions and protection of its Staff, Visitors, Property and Collections together with the arrangements that must be complied with by all contractors, sub-contractors and their representatives entering and working at all IWM branches and premises.

The objective in preparing these procedures is to ensure, as far as is reasonably practicable, IWM provides a safe, healthy and secure working environment for all personnel working on and in IWM premises.

This guidance does not in any way relieve contractor's or their sub-contractor's personnel from their duty to fully comply with all relevant legislation supported by the Health & Safety at Work etc. Act 1974.

Please ensure that you read and retain this document for your reference.

If you are unsure of your duties under any of the following guidelines, seek clarification from your nominated supervisor or IWM Project Manager or Facilities Management Representative.

2. HEALTH & SAFETY LEGISLATIVE COMPLIANCE

Nominated Contractor's site supervisor(s) are responsible for ensuring that their employees and their sub-contractors work in a safe manner and comply with all Health, Safety and Environment Legislation. All works **MUST** be covered by a site Specific Risk Assessment(s) and Method Statement(s).

Contractors must conform to their Companies Risk Assessments and Method Statements and all IWM Rules and Regulations together with any notices and signs displaying conditions including the use of permits to work where necessary, such as roof works, confined spaces, naked flame and any others specified by IWM Project Manager and Facilities Management Representative.

2.1 IWM Management Control of Contractors

IWM control of contractors will be via a nominated Project Manager and or Facilities Management Representative with whom you must co-ordinate all your activities on site.

Persons under the age of 18 will need to be under the close personal supervision of a competent person at all times. Risks to which they are exposed shall be reduced to the lowest level that is reasonably practicable.

2.2 General Safety and Environment

Every contractor employee is to attend an induction on arrival at the site for the first time. The induction will be carried out by the Project Manager or Facilities Management Representative.

Isolation of plant (excluding proprietary plugs) from sources of energy is only to be undertaken by persons authorised to do so by IWM Facilities Management Representative.

2.3 Electrical Safety

When any electrical equipment or work involving electrical supply is to be carried out, IWM Project Manager and Facilities Management Representative must be informed, so that a "permit to work" can be issued.

Electrical tools and equipment shall be in a serviceable condition when brought on site and comply with the requirements of Regulation 4 of the Electricity at Work, Regulations 1989 (Inspection, testing and recording).

Evidence of compliance and copies of current test certificates will be required for each item of plant.

2.4 Storage

Security of anything left on site is the sole responsibility of the Contractor and their sub-contractors.

All plant and materials being stored must be with the permission of the Project Manager and or Facilities Management Representative.

Items left in a dangerous condition including the blocking of access to fire escapes or staff routes will be removed at the Contractor's expense. Prior to leaving site at end of the working period the Contractor Supervisor must ensure that any equipment or outstanding works are stored in a safe condition.

2.5 COSHH

Any chemical substances brought onto site must have the appropriate COSHH Data Sheet and COSHH Risk Assessment for the work to be undertaken.

All chemicals and their risk assessment must be approved by Facilities Management Representative.

Substances brought onto site and not completely used, whether classed hazardous or not, shall be removed by the Contractor on completion of all works having obtained clearance from IWM Project Manager and or Facilities Management Representative. All substances shall be stored in appropriate and fully identified containers whilst on site. This includes all chemicals and flammable liquids.

Waste transfer control certification shall be provided when required.

2.6 Lifting Equipment

All lifting appliances and accessories supplied for use within IWM shall comply with statutory requirements. Certificates of test and thorough examination, must be supplied in accordance with the Factories Act 1961 and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

2.7 Grill Floors and Walkways

No grill or panel, floor or walkway section shall be removed or disturbed without the authority of IWM Project Manager and or Facilities Management Representative. In the event of any such authorised removal, safety barriers with warning notices that are erected around the exposed area. (barrier tape is not acceptable).

2.8 Ground works

No ground surfaces are to be removed or disturbed without the authority of IWM Project Manager and Facilities Management Representative who will identify any underground services in the vicinity of the work area and highlight all precautions to be taken to avoid damaging them.

Substantial safety barriers with warning notices that are capable of withstanding strong winds must be erected around all exposed areas. (barrier tape is not acceptable).

2.9 Access Equipment

When working at height Contractors must supply their own access equipment (ladders, steps and platforms), ensuring that it is appropriate for the task and suitably maintained. Where specialist access equipment is required, prior arrangements must be made with IWM Project Manager and Facilities Management Representative.

Tower scaffold Platforms used at height must have suitable toe boards and guardrails fitted and operators trained and certificated in its construction. Proof of qualification will be requested at site induction.

Mobile elevating work platforms are only to be operated by trained certificated operators. Proof of qualification will be requested at Site induction.

2.10 Welfare

Contractors shall not use facilities provided for IWM employees unless given specific approval by Facilities Management Representative.

3. ACCIDENTS AND INCIDENT REPORTING

All accidents, incidents, near misses, unsafe areas and conditions must be reported immediately to IWM Project Manager and Facilities Management Representative who will inform the Safety and Disability Manager.

First Aiders are located in various departments, and will be identified during induction.

In the event that a person sustains an injury requiring a First Aider to attend the scene, locate the nearest phone and dial the following for the respective branch you are based at:

IWM Lambeth Road - Ext 5454

IWM All Saints Annexe - Ext 5454

IWM Wall nut Tree Walk - Phone 020 7416 5454

IWM Duxford - Ext 7200

IWM Ickleton - phone 01223 497200

IWM Cabinet War Rooms - Ext 320

IWM North - Ext 4170

IWM HMS Belfast - Emergency Telephone Box (direct line)

State:-

Your name,

Location,

Request First Aid assistance,

Stay at the scene with the patient.

4. FIRE PRECAUTIONS

The fire alarm 'sounder' within each Branch will be identified at the time of Site Induction.

4.1 Internal Works

On hearing the Fire alarm, leave the building by the safest practicable route as quickly as possible and report to your agreed assembly area.

4.2 External Working and Roof Works

On hearing the Internal Fire alarm:-

Leave the Roof area by the safest practicable route as quickly as possible and report to your agreed assembly area.

Or

Move away from the building sounding the alarm and report to your agreed assembly area.

Smoking is strictly prohibited throughout all IWM buildings.

Before any work is carried out which includes flame cutting, welding, or the use of abrasive wheels, and any work that generates sparks, heat or static, the contractor must:-

Obtain a "Hot Work Permit" from IWM Facilities Management Representative;

Guidance

Ensure the work area is clear of accumulated dust and debris;

Provide a fire blanket or adequate absorbent material soaked in water for placing beneath the work area.

Ensure that portable fire extinguishers are provided in the immediate vicinity of the work and that these are not removed during the period when the cutting, grinding, or welding is carried out.

Work area must be supported by a nominated Fire Marshall who shall be fully trained in the use of Fire Extinguishers who will monitor the area upon completion of "Hot work" for the agreed period stated in the Permit to work.

Note: carrying out "Hot work" over Collection Assets is strictly forbidden.

Note: Flash back arrestors must be fitted to all oxygen/acetylene/ propane gas cylinders immediately after the regulator and all pipework must be in good condition.

Screens must be used in conjunction with all Arc welding works.

5. SECURITY

IWM endeavours to provide a safe and secure working environment and expects both contractors and IWM employees to take personal responsibility for complying with IWM security policy.

All contractor personnel and those working on their behalf will be required to complete a Disclosure Application Form.

In the event of urgent repairs, Facilities Management Representative will arrange for “non-vetted” contractors to be escorted in non-public areas.

Any person discovered in the act of removing or attempting to remove any IWM property or collections without appropriate authority will be instructed to leave site immediately and will not be re-engaged on any subsequent contract. The Civil Authorities will be called and IWM will pursue criminal action against individuals concerned.

Any person suspected of causing wilful or malicious injury or damage to persons, plant, buildings, machinery, vehicles or any other IWM property or collections will be instructed to leave the premises forthwith, pending any subsequent investigation.

Contractors and their employers shall comply with direction given by IWM Security and with access control procedures in force at any given time.

IWM reserves the right to search at any time any vehicles entering or leaving site or any bags carried on or off site by contractors, their employees or any sub-contractor.

5.1 Access Control

Contractor personnel must have valid access cards, fobs, keys and ‘permit to work’ documentation when working in restricted areas, which must be signed ‘in and out’ on a daily basis.

Any lost cards keys or fobs may be subject to a charge against the individual, for replacement.

In the event of misuse, the individual concerned may be requested to leave site.

Weekend or out of hours access requirements should be passed to IWM Project Manager and Facilities Management Representative as soon as the requirements are known.

6. SITE RESTRICTIONS AND CODE OF BEHAVIOUR

All works are to be carried out with the minimum amount of disruption.

IWM Project Manager will not allow the use of cameras or photographic equipment, portable CD players, radios, personal stereos or television receivers on site other than in approved circumstances.

Vehicles used by contractors on site must be of a standard design and maintained at least equal to that required on the highway.

All drivers must have a full current licence for the vehicle being driven.

At IWM Duxford Branch the maximum speed limit is **15 mph** with speed monitors located around the branch recording vehicle movement.

In the event of abuse the offender may be stopped by IWM personnel and warned to abide to the Branch rule, in the event of repeated offence, the offender may be instructed to leave the branch and the Contractor responsible informed.

All vehicles must be parked in the designated parking areas, short-term parking may be granted by Facilities Management Representative in order to pick up or drop off materials or equipment. The vehicle must then be returned to the allocated car parking area.

Contractors should inform IWM security of expected material deliveries which shall be identified with the name of the Contractor.

Contractors must maintain their working areas in a tidy condition on a daily basis and must clear all materials and equipment from the site on completion of the work, to the satisfaction of IWM Project Manager and or Facilities Management Representative.

6.1 Work Attire

Clean and presentable clothing **must** be worn at all times.

Where a company uniform exists, this should be worn for identification. Where risk assessment identifies the need for Personal Protective Equipment (PPE), this will take priority.

6.2 Behaviour

IWM Contractors and Sub-Contractors staff shall not;

- Consume alcohol or drugs during working hours including meal breaks.
- Report for duty in an unfit condition due to consumption of alcohol and/or use of drugs.
- Drink alcohol at any time on Museum premises.
- Be in possession of illegal drugs whilst in IWM.
- Use Abusive language and behaviour.
- Carry out acts of Horseplay or rowdy behaviour.

7. PERMIT TO WORK

Permit System implemented and controlled by IWM can be defined under four main categories:-

- Health & Safety
- Control of contractors to safeguard the business
- Access
- Collection Care

7.1 Health and Safety

Permit to Work System is to ensure that a safe and healthy working environment is maintained for all personnel working in, or visiting IWM.

Due to the diversity of activities, often being undertaken simultaneously, e.g. building works, engineering, specific projects and moves, the Permit System utilises all measures deemed appropriate under present legislation.

7.2 Control of Contractors to Safeguard Business

The Permit System allows work to precede avoiding unplanned losses to services or where services have been isolated, unnecessary interruptions to business activities. Implemented correctly, this safe system of work can protect against unauthorised loss of electrical, mechanical and fire defence systems and consequently a loss to IWM.

7.3 Access

The access element of the system, where there is no work being undertaken, allows the monitoring of personnel on site and avoids possible conflict with business needs.

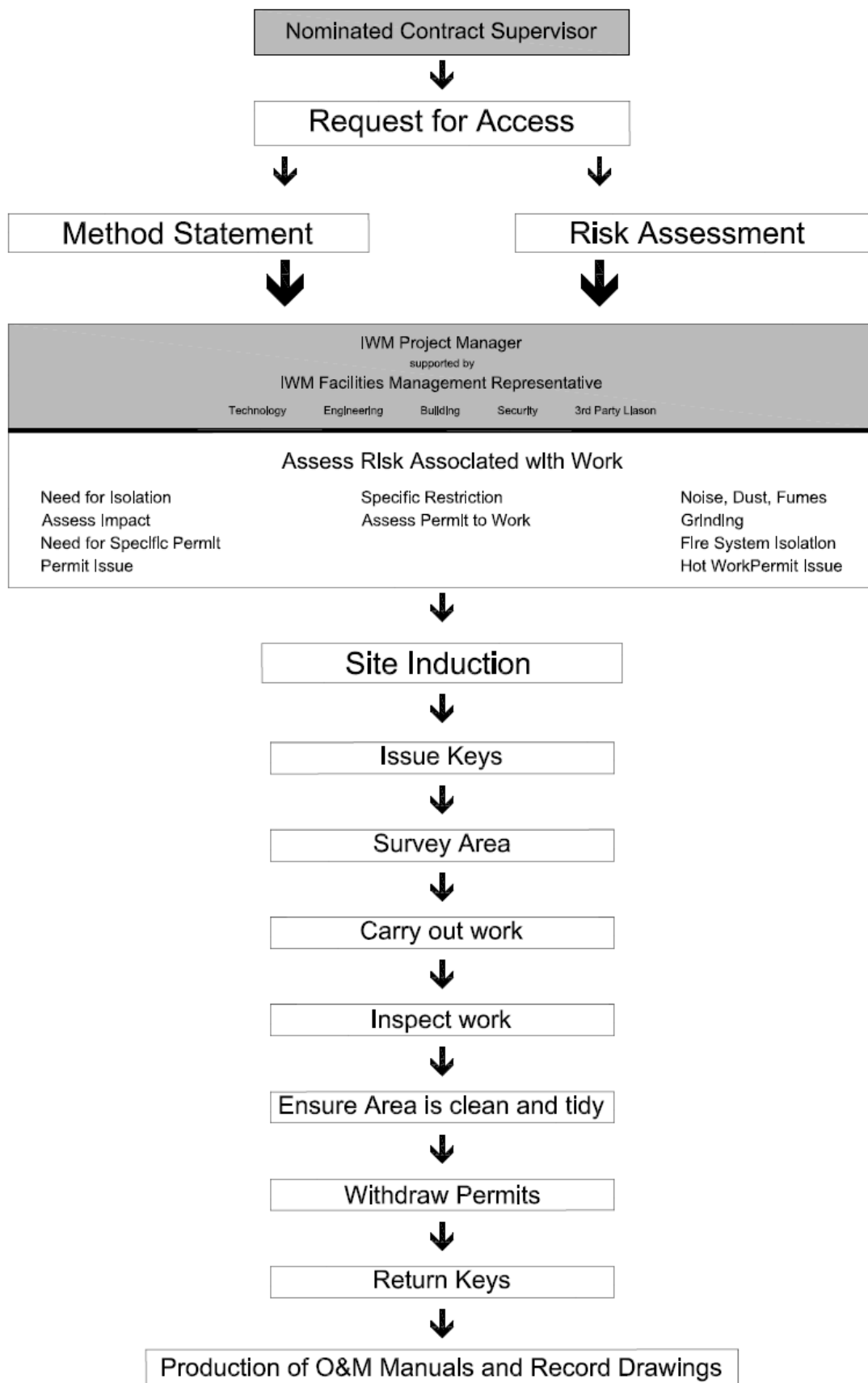
7.3 Collection Care

When working near collections or exhibition displays, a specific method statement and risk assessment must be submitted to Facilities Management Representative this will be passed to the Collections Care Manager for review. Permits to Work will not be issued until the concerns of the Collections Care Manager are satisfied.

7.4 Permit Clearance and Cancellation

When work on systems/apparatus/plant for which a Permit has been issued is suspended or completed, the recipient shall return the copy of the Permit to Facilities Management Representative. On return of permit, the recipient shall sign the clearance on the permit held by the Contractor's nominated supervisor. The Contractor's nominated Supervisor shall then cancel the Permit when record drawing(s) and Operation and Maintenance Manual documentation have been received (where applicable) and passed to Facilities Management Representative.

PROCEDURE FOR CONTROL OF WORK



8. FACILITIES MANAGEMENT ACKNOWLEDGEMENT
(Document 1 to be completed and retained by IWM Facilities Management)

IWM Local Site Conditions to be observed by all Main Contractors and Sub-Contractors.

Responsibility - Site Foreman or other Nominated Competent Person,

I hereby agree that I have received a copy of the above conditions and having read them will provide Risk Assessments and Method Statements (RAMS) to ensure that all workers and sub-contractors working under my Control carry out their work in accordance with agreed Risk Assessments and Method Statements in support of these conditions.

BLOCK LETTERS:

Name

Position

Date

Company

.....

Signed

IWM MANAGEMENT RESERVES THE RIGHT TO REQUEST THE REMOVAL FROM SITE OF ANY CONTRACTOR OR SUB-CONTRACTOR PERSONNEL WHO HAVE INFRINGED ANY OF THESE CONDITIONS

FACILITIES MANAGEMENT ACKNOWLEDGEMENT
(Document 2 to be completed and retained by IWM Facilities Management)

IWM Local Site Conditions to be issued and observed by all Contractor staff and Sub-Contractors.

I hereby agree that I have received a copy of the above conditions and having read them in conjunction with the Risk Assessments and Method Statements (RAMS). I will ensure that all works carried out is in accordance with agreed Risk Assessments and Method Statements in support of these conditions.

BLOCK LETTERS:

Name

Date

Company

.....

Signed

IWM MANAGEMENT RESERVES THE RIGHT TO REQUEST THE REMOVAL FROM SITE OF ANY CONTRACTOR OR SUB-CONTRACTOR PERSONNEL WHO HAVE INFRINGED ANY OF THESE CONDITIONS.

9. FACILITIES MANAGEMENT ACKNOWLEDGEMENT
(Document 3 to be completed and retained by IWM Facilities Management)

INSPECTION OF PORTABLE TOOLS AND WORK EQUIPMENT

Equipment provided for task to be carried out:

Portable Tools Pat Tested	Yes	No	N/A
110 volt Transformer			
110/230 volt Extension Leads			
110/230 volt Disc Cutters			
110/230 volt Drills			
Cordless Drills with charger			
Portable Serviceable Equipment	Yes	No	N/A
Steps			
Ladders			
Mobile Elevating Work Platform (MEWP) (Operator License Seen)			
Tower Scaffold Condition (Operator License Seen)			
General Tools			
Oxyacetylene Equipment			
Mini Digger (Operator License Seen)			
Other Tools - please define			
PERSONAL PROTECTIVE EQUIPMENT (PPE)			
PPE Serviceable	Yes	No	N/A
Overalls or Uniform			
Disposable Boiler Suit (for Dirty work)			
Safety Footwear			
High Visibility Waste Coat/Jacket			
Safety Helmet (in date)			
Safety Harness (user trained and harness Serviceable)			
Gloves			
Hearing Protection			
Safety Goggles/Visor/Glasses			
Portable Respirator – filter fit for the Task			
Portable BA for working in Confined Spaces			