



# Health and Safety Rules and Conditions for Contractors

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## 1 - Guidance Maintenance

### 1.1 Document Version

Amendment	Date	By whom
Incident learning	10.11.15	GI

### 1.2 Maintained by

Guidance maintained by Audit and Asset Management Service Area.

### 1.3 Distribution List

This is key council guidance and is available through the Councils [i:drive](#).

### 1.4 Classification

This guidance is protected.

### 1.5 Important Information Warning

The data contained in this guidance is covered by the Council copyright.

## **HEALTH AND SAFETY RULES AND CONDITIONS FOR CONTRACTORS**

### 2. Definitions

2.1 Generic names used throughout this document are defined as follows:

**CONTRACTOR** - any person, firm or company, sole trader, self-employed or any employee, servant, agent and/or sub-contractor of or for such person, firm or company, who for or which enters into or upon Gedling Borough Council premises or sites, Anyone who directly engages construction workers or manages construction work on behalf of the client is a contractor for the purpose of performing any work or services for the Council.

**SITE** - an area defined in a contract, that is owned, occupied or controlled by the Council.

**THE COUNCIL** - Gedling Borough Council.

**CLIENT OFFICER/ Site Contact** - The Council employee supervising the Contract, also acting as the point of contact for the contractor.

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### 3. Introduction

3.1 The Council will pursue all measures necessary to minimise the risk of accident or injury to persons or property and to that end will expect that:

- ◆ Before any contractor is allowed to carry out work on behalf of the Council they must understand their statutory duties applicable to the work they have agreed to undertake.
- ◆ Each contractor will have knowledge of their common law duties to their employees, to the Council's employees, and any other persons who may be affected by a breach of such duties.
- ◆ Each contractor and their employees must observe the following rules and conditions at all times.

3.2 It is required that Contractors read these rules and conditions and sign and return the undertaking attached hereto. The Council can then assure itself that they understand their obligations. Any permissions or consent given by the Client Officer, or the site contact in respect of work to be done under these rules and conditions will not be taken in any way to relieve the contractor of their liabilities in respect of accidents and injuries.

### 4. Insurance

All contractors carrying out work on behalf of the Council shall indemnify from, and render the Council safe against, any claim, damage, loss or expense in respect of personal injury, damage to property or any loss which may arise out of, or is connected with or in consequence of carrying out work which may arise from a breach by the contractor or their servants or agents, provided nothing herein shall impose any liability upon the contractor for negligence on the part of the Council or its servants or agents.

Contractors shall insure their liabilities in respect of any of their own employees carrying out work on behalf of the Council by provision of employers liability insurance laid down in the Employer Liability (Compulsory Insurance) Act 1969.

To cover the period of contract, each contractor working on behalf of the Council shall have in force insurance cover that covers Public Liability and indemnity insurance of a minimum of £10 million. In particular circumstances it may be necessary for the Council to ask the contractor to extend this cover or increase the amount.

### 5. Prior to commencement of work

Permission must be obtained and a site Council contractor induction form completed before the work commences. Contractors are reminded that if the situation is relevant they are responsible for complying with the Construction (Design and Management) Regulations 2015.

The contractor induction form covers areas such as:

- Contractor / visitor parking

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- GBC policy for client officers and contracts
- Contractor welfare (toilets, wash facilities)
- Smoking arrangements (refer to GBC smoking policy – employee handbook)
- Safeguarding arrangements (child protection policy / measures etc)
- Emergency Procedures
- And other areas as applicable

In the above situation the Council will require details of the welfare arrangements to be provided prior to the start of the contract and will ensure that any obligations are being met.

## **6. Common law obligations**

As an employer each contractor must take reasonable care, first to ensure their employees are safe in and about their work and, second, that all other persons who may be affected by the work or the carrying on thereof are safe. This means that the workplace, access to and egress from it and the adopted systems of working must be safe. All plant and appliances should be in good order and safe condition and employees completing the work should be competent and be adequately supervised.

Since the Council also has certain legal responsibilities, in order to meet our obligations, it is an absolute requirement that our safety rules and procedures are observed.

## **7. Statutory Obligations**

Each contractor has a duty to have a knowledge of all statutory instruments, orders and regulations relating to the work they are engaged upon. In particular, the obligation to comply with Section 3 of the Health and Safety at Work etc Act 1974 (HASAW).

Other legislation in later parts of this document should also be followed if and when relevant to the contract. However, it must not be assumed that all relevant legislation is mentioned in these rules and conditions.

A further duty exists for contractors to inform and instruct the Council's employees on any specific hazards they are likely to encounter as a result of contractual operations. These should be discussed and recorded during the contractor induction and if necessary the specification stages before works commence.

## **8. Risk assessment**

Each contractor shall ensure that they have undertaken all the necessary risk assessments required under the Management of Health and Safety at Work Regulations 1999.

Each contractor shall make and give effect to such arrangements as are appropriate, having regard to the nature of the activities and the size of the undertaking, for the

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effective planning, organisation, control, monitoring and review of any preventive and protective measures.

Each contractor's attention is particularly drawn to **Regulations 6 (1)** subject to paragraphs **(6)** and **(7)**, appointing one or more competent persons to assist them in undertaking the measures they need to take to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions, and also to **Regulation 9** relating to co-operation and co-ordination between employers sharing a workplace (whether on a temporary or a permanent basis).

## **9. The Construction (Design and Management) (CDM) Regulations 2015**

The principal designer and contractor must follow the Council's procedure in relation to the above regulations and all other parts of the CDM regulations not covered by that procedure.

Where applicable, the contractor will not be permitted to start the construction phase of any project until the health and safety plan, required under these regulations, has been prepared and approved by the Council.

Notifiable projects (Client officer notifies) If work is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; Or exceeds 500 person days. A project may be notifiable irrespective of the number of contractors involved.

Any notifications required to be sent to the Health and Safety Executive concerning the project must be displayed on the site.

Appointments. Where there is more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time, the client officer must appoint in writing a designer with control over the pre-construction phase as principal designer; and a contractor as principal contractor. The requirement for competence replaced with the building blocks of what makes a competent person: Skills; Knowledge; Training; Experience.

The appointments must be made as soon as is practicable, and in any event, before the construction phase begins. If the client officer fails to appoint a principal designer and a principal contractor they must, fulfil the duties of both themselves.

The roles and requirements for each contract/ works must be discussed with the client officer to ensure the roles where applicable are appointed. This must be recorded on the contractor induction form or included on formal contracts between the Council and contractors.

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### 9.5.1 Summary of role and main duties

#### Client

The CDM 2015 defines a client as anyone for whom a construction project is carried out. The client has responsibility to make suitable arrangements for managing a project.

This includes making sure that:

- A principal contractor is appointed by the client to plan, manage, monitor and co-ordinate health and safety during the construction phase of a project when there's more than one contractor involved.
- other duty holders are appointed
- sufficient time and resources are allocated
- relevant information is prepared and provided to other dutyholders
- the principal designer and principal contractor carry out their duties
- that welfare facilities are provided

#### Designer

The designer's role when preparing or modifying designs is to eliminate, reduce or control foreseeable risks that may happen during construction or maintenance and use of a building after it's been built. The designer also provides information to other members of the project team to help them fulfil their duties.

#### Principal Designer

The principal designer is responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The principal designer will usually be an organisation or, on smaller projects, an individual with: Technical knowledge and skills of the construction industry, relevant to the project, with an understanding of how health and safety is managed through the design process, pre-construction phase of the project and the ongoing design.

This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties.
- Preparing and providing relevant information to other dutyholders.

The principal designer also liaises with the principal contractor to help in the planning, management and monitoring of the health and safety in the construction phase.

#### Contractor

The contractor's duty is to:

- plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.
- for projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- for single contractor projects, prepare a construction phase plan where applicable.

#### Principal Contractors

The principal contractor's duty is to:

- plan, manage, monitor and coordinate health and safety in the construction phase of a project.
- liaise with the client and principal designer.
- prepare the construction phase plan (where applicable).
- organise cooperation between contractors and coordinate their work.

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The Principal Contractor must ensure that:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in health and safety matters
- welfare facilities are provided

**Workers**

As people working for or under the control of contactors on a construction site the workers have duties as well as their employers.

Workers must:

- be consulted about matters which affect their health, safety and welfare.
- take care of their own health and safety and others who may be affected by their actions.
- report anything they see which is likely to endanger either their own or others' health and safety.
- cooperate with their employer, fellow workers, contractors and other duty holders.

It is entirely foreseeable that individuals may have numerous duties under CDM 15 and in essence be a principal designer and the principal contractor amongst other roles.

**10. Control of Substances Hazardous to Health (COSHH) regulations 2002**

Where, by the nature of work to be carried out by the contractor, hazardous substances are introduced onto the Site, the Client Officer, or the site contact, is to be informed, so that the Council may assess the risk to its own and other employees. This is not to be taken in any way to relieve the contractor of their responsibilities for the Control of Substances Hazardous to Health Regulations as an employer.

Contractors must handle, use, store and transport substances in accordance with manufacturers safety data sheets and relevant industry best practice and regulations.

**11. Noise at Work (NAW)**

Contractors are expected to comply with the requirements of the Noise at Work Regulations (NAW) 2005 at all times whilst on the Council's premises. The duty of each contractor also extends to ensure that, whilst carrying out work on the premises, they do not subject Council employees or visitors to noise levels in excess of the statutory requirements.

Should the circumstances arise where it is unavoidable to carry out the work at levels of exposure below the lower exposure action values, the client officer or site contact is to be informed of the situation before work continues. The Council may then take the appropriate action to protect its employees from the effects of such operations.

Contractors should not in any way be relieved of their own responsibilities to protect their own or Council employees from the effects of noise brought about by their operations.

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**12. Reporting of accidents and incidents, including Hazards and Near Miss events.**

The Council will investigate all accidents that occur on its premises. The Council will expect the co-operation of contractors and their employees in ascertaining the true cause of an accident or incident in an effort to prevent a similar occurrence. All accidents involving any injury to personnel or damage to property must therefore be reported to the client officer or the site contact.

Accidents, dangerous occurrences and specified injuries must be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, especially if, as a result of such injury, a person is caused to be away from work for more than seven days.

**13. Personal Protective Equipment (PPE)**

The HASAW places a duty on each contractor to provide safe systems of work for their employees. To meet this obligation, each contractor shall comply with all relevant statutory provisions and Codes of Practice including the Personal Protective Equipment at Work Regulations 1992, in providing employees with all necessary personal protective equipment.

The contractor must ensure that suitable head protection is worn where necessary, and other relevant PPE. Visitors must also wear suitable PPE; a stock of PPE should be made available on site where necessary.

**14. Fire precautions**

Each contractor shall ensure that no operation or activity resulting from their or other contractors' operations can result in fire or explosion. All employees and sub-contractors of a contractor, whose duties entail entering the Council's premises, shall be informed by the contractor of these rules and conditions and the requirement to avoid, or minimise, potentially hazardous conditions. In the event of an emergency all contractors and their employees should always know the location of the nearest fire alarm, the method for raising the alarm, the escape routes and the nearest and correct fire extinguisher to fight the fire.

The safety rules with respect to smoking on Council property must be observed. E-cigarettes are included within the Council's smoking policy and therefore their use is also not permitted within Council buildings, these and other restrictions differ across the Council.

You should request a copy of the Council's smoking policy where necessary before commencing works. This subject is covered during the contractor induction process.

The burning of waste material for heating or disposal of items is not allowed on site. Contractors must not allow combustible materials to be stored or allow accumulations of combustible waste to build up in any areas of the site. These materials should be

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removed, at least by the end of each working day, away from the premises. If this is not reasonably practicable, then alternative arrangements should be agreed with the Client officer/site contact such as the provision of a secure skip.

Contractors are responsible for the safe storage, handling and use of all compressed gas cylinders, or containers delivered to them, or used by them whilst on Council premises. They must also comply with the provisions of The Dangerous Substance and Explosive Atmosphere Regulations 2002; The Health and Safety (Safety Signs and Signals) regulations 1996; Regulatory Reform (Fire Safety) Order 2005; and any other relevant regulation.

Where firefighting equipment is available on Council premises it may be used by contractors in an emergency. If suitable firefighting equipment is not available on the site, this must be supplied by the contractor prior to commencement of the work and should only be used for the purposes intended. All fires, however small, should be reported to the client officer or the site contact.

Since a higher risk of fire exists with temporary electrical wiring, all temporary wiring must conform to the current and relevant sections of the Electricity at Work Regulations 1989.

Where work involves obstruction to, or renders inaccessible, any fire exit or stairway leading into or from a building, contractors must obtain written permission from the client officer or the site contact before the work commences. Consideration must always be given to maintaining a safe means of egress for occupiers of any building. Any temporary escape routes agreed with the client officer or the site contact will have suitable lighting, directional and exit signs to the satisfaction of the Council.

Where premises have liquid petroleum gas installations and associated compound areas, authorisation from the client officer or the site contacts will be required before entry into such premises and before work can commence within them. All work carried out on such installations will be in accordance with any statutory safety regulations covering such installations. Including where applicable the Code of Practice 7:2004 UKLPG – Storage of Full and Empty LPG Cylinders and Cartridges.

The permission of the client officer or the site contact will be required if any automatic fire fighting systems and alarm installation is planned to be disturbed.

### 15. Hot work

Hot Work comprises work activities that involve the application or generation of heat during their execution. Such activities include cutting, welding, brazing, soldering and the use of blow-lamps, use of naked flames or spark equipment.

Contractors **must** ensure that a 'Permit to Work' is in place for all hot work activities. The permission will also include risk assessed method statements (RAMS) to be provided by the contractor before works will be allowed to commence. These should be submitted to the client officer or site contact.

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Contractors must also adhere to the following. During welding operations, appropriate screens must be erected to protect both the Council's and Contractor's employees from glare. Provide suitable firefighting equipment, (blankets, extinguishers, etc.) adjacent to the area of work. Provide and ensure that employees use appropriate personal protective clothing and equipment. Ensure before leaving any welding or cutting work that it is cold and there are no hot smouldering embers.

**Examples of hot work**

Grinding of metal using hand held appliances with abrasive wheels

- Soldering, using blow lamps
- Cutting, using Oxyacetylene
- Working with bitumen boilers
- Welding (electrical or gaseous)
- Any other equipment producing flame, intense heat or sparks



**16. Working at height (WAH)**

The Working at Height Regulations 2005 (WAH) require that, 'every employer shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height'.

Contractors must ensure that a Permit to Work (PTW) is in place for any work at height where there is a significant risk of injury to either colleagues or others. Contractors must follow Council guidance if they do not already have a safe, suitable and sufficient PTW system.

Refer to 18. Machinery, plant and equipment re: permissions to use Council Machinery, plant and equipment.

There will be occasions where this is not practicable and in cases where work is carried out at height, every contractor shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

As well as a permit to work, all WAH will be supported by a risk assessment and a method statement (RAMS) will also be required where the work is complex, very high risk or of long duration. This permit is required for the following activities: Roof access; Work on fragile surfaces; Work conducted at high levels in communal areas; Areas where WAH is in close proximity to vehicle movement.

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## **16.1 Roof work**

Where the Council considers it necessary, the area affected by roof work will be fenced off and prominent notices warning of overhead work must be erected.

Where there is a danger of employees falling through a roof, then adequate precautions must be taken to prevent such danger through the use of crawling boards.

During extensive work on a pitched roof, especially those roofs over 10 degree pitch, barriers or guard rails will be required to prevent falls from the lower edges or eaves of the roof. They will be high enough, and strong enough, to stop an employee who is rolling or sliding down the roof slope.

Valleys, gutters, downpipes, etc. must be kept free from obstructions and all rubbish or waste material removed safely from the roof.

Contractors shall ensure that all precautions are taken to prevent water or other damage to the roof and, where re-tiling / slating takes place.

The working at height regulations must be adhered to at all times.

Edge and fall protection and guarding measures must be provided so far as is reasonably practicable. The Council has separate PTW guidance.

Contractors should make sure that employees sufficient skills, knowledge and experience are employed to perform the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

Always consider measures that protect everyone who is at risk (collective protection) before measures that protect only the individual (personal protection).

## **16.2 Fragile Roofs**

Roof work is high risk and falls from roofs, through fragile roofs and fragile roof lights are one of the most common causes of workplace death and serious injury. Contractors are expected to understand and control the associated risks.

The following are likely to be fragile: Roof lights; liner panels on built-up sheeted roofs; non-reinforced fibre cement sheets (i.e. asbestos cement); corroded metal sheets; glass (including wired glass); rotted chipboard; slates and tiles.

### **What contractors need to consider when planning work at height.**

The following are all requirements in law that you need to consider when planning and undertaking work at height. You must: take account of weather conditions that could compromise worker safety; check that the place where WAH is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use; stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one

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can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off; store materials and objects safely so they won't cause injury if they are disturbed or collapse; plan for emergencies and rescue, e.g. agree a set procedure for evacuation. Think about foreseeable situations and make sure employees know the emergency procedures. Don't just rely entirely on the emergency services for rescue in your plan.

Contractors must select the most suitable equipment for the job, contractors must: provide the most suitable equipment appropriate for the work; take account of factor such as: the working conditions (e.g. weather); the nature, frequency and duration of the work; the risks to the safety of everyone where the work equipment will be used.

**Contractors should ensure that WAH equipment is in good condition.**

Any equipment exposed to conditions that may cause it to deteriorate, and result in a dangerous situation, should be inspected at suitable intervals appropriate to the environment and use. Do an inspection every time something happens that may affect the safety or stability of the equipment, eg adverse weather, accidental damage.

**16.3 Ladders, scaffolding and Mobile Elevated Work Platforms (MEWP)**

The contractor shall ensure that all ladders used are of the appropriate class for the type of work and are in safe condition. Ladders are to be used in accordance with the relevant guidance and regulations.

The erection of scaffolding must be carried out by qualified scaffolders.

Consideration at all times will be required by contractors, not only for the safety of those using scaffolding, but those passing beneath such structures.

Work equipment, for example scaffolding, needs to be assembled or installed according to the manufacturer's instructions and in keeping with industry guidelines.

Where the safety of the work equipment depends on how it has been installed or assembled, an employer should ensure it is not used until it has been inspected in that position by a competent person.

A competent person is someone who has the necessary skills, experience and knowledge to manage health and safety. Guidance on appointing a competent person can be found at [www.hse.gov.uk/competence](http://www.hse.gov.uk/competence)

Contractors are required to keep a record of any inspection for types of work equipment including: guard rails, toe-boards, barriers or similar collective means of protection; working platforms (any platform used as a place of work or as a means of getting to and from work, e.g. a gangway) that are fixed (e.g. a scaffold around a building) or MEWP; or a ladder.

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Any working platform used for construction work and from which a person could fall more than 2 metres must be inspected:  
after assembly in any position;  
after any event liable to have affected its stability;  
at intervals not exceeding seven days.

Where it is a mobile platform, a new inspection and report is not required every time it is moved to a new location on the same site.

You must also ensure that before you use any equipment, such as a MEWP, which has come from another business or rental company, it is accompanied by an indication (clear to everyone involved) when the last thorough examination has been carried out.

The contractor will:

- Provide all tubes, fittings, boards and equipment, ensure that they comply with appropriate British Standards and are in a safe and serviceable condition.
- Erect, use and strike scaffolding in accordance with approved systems and procedures.
- Ensure that scaffolding is assembled on safe foundations.
- Ensure that scaffolding is assembled with correct use of tubes, fittings, clips, braces, ties, base plate, boards, guardrails, ladders etc.
- Will inspect scaffolds in accordance with statutory requirements, provide and make available for inspection the register showing details of such inspections.

### 16.4 Cranes, hoists and lifting tackle

Where a contractor provides their own or hired equipment, the relevant proof of inspection must be available at the site. The contractor will comply at all times the relevant statutory provisions regarding cranes, hoists and lifting tackle.

### 17. Pressure systems

Any pressure system brought onto the Council's premises must comply with the provisions of the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000 with regard to construction and examination and an appropriate Test Certificate should be available for inspection.

**Examples of pressure systems and equipment** are: boilers and steam heating systems; pressurised process plant and piping; compressed air systems (fixed and portable); pressure cookers, autoclaves and retorts; heat exchangers and refrigeration plant; valves, steam traps and filters; pipework and hoses; and pressure gauges and level indicators.

**Principal causes of incidents** are: poor equipment and/or system design; poor maintenance of equipment; an unsafe system of work; operator error, poor

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training/supervision; poor installation; and inadequate repairs or modifications.  
pressure system

The **main hazards** are: impact from the blast of an explosion or release of compressed liquid or gas; impact from parts of equipment that fail or any flying debris; contact with released liquid or gas, such as steam; and fire resulting from the escape of flammable liquids or gases.

Reduce the risk of failure by applying and act on precautions, some of which are contained in the Pressure Systems Safety Regulations 2000 and the Pressure Equipment Regulations 1999.

### **18. Machinery, plant and equipment**

All machinery utilised by Contractors must conform to Provision and Use of Work Equipment Regulations (PUWER) 1998.

No guards or fencing must be removed from any Council-owned plant or equipment without previous permission from the Client officer/site contact.

Guards shall not be removed whilst the machinery is in motion and they must be properly replaced and secured when work is completed, prior to machinery being restarted.

All work equipment used must be suitable for the purpose for which it is to be used.

With regards to machinery, plant and equipment contractors will:

- Not use machinery, plant or equipment belonging to the Council unless in possession of written authority.
- Only use machinery, plant and equipment that is suitably guarded and protected to approved standards.
- Advise the company of all machinery, plant and equipment to be provided and used on the contract.
- Make available all statutory notices, registers, certificates etc. that apply to any machinery, plant or equipment used on the contract.
- Use machinery, plant and equipment in conformity with the manufacturers' instructions, statutory provisions and accepted work practices.
- Ensure that exhaust gases, vapours, fumes etc. be prevented, where specified, from entering the working environment.
- Ensure that all machinery, plant and equipment is properly stored and secured when not in use.

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## 19. Electrical work



All electrical installation and connection work carried out by Contractors on site must comply with Electricity at Work Regulations 1989 (EWR), and associated best practice using qualified persons (e.g. NIC / EIC Registration).

Any work to be carried out involving connections to the Council's premises main supply systems will require prior permission and arrangements with the Client Officer or site contact. Contractors will also be expected to demonstrate their competence to be able to carry out work on Council premises involving high voltage equipment.

All portable equipment and tools brought onto the premises must comply with the EWR, and be properly tested and certified. They should be operational at a voltage not in excess of 110 volts and where this is not available, the contractor will provide his own transformed supply.

Contractors **must** ensure that a PTW is in place for all live electrical work.

The EWR applies wherever the HASAW applies and wherever electricity may be encountered. The EWR are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire explosion initiated by electrical energy.

Contractors will ensure that every work activity, including operation, use and maintenance of a system and work near a system, shall be carried out in such a manner as not to give rise, so far as is reasonably practicable, to danger.

## 20. Temporary heating

This will be at the request of the contractor to the client officer/ site contact and will be required for both normal working day situations and out of hours emergencies. The use of LPG temporary heaters will only be allowed in situations where there is a complete loss of power and will be at the discretion of the client officer/site contact.

## 21. Asbestos

The Contractor will be notified of any known asbestos in the area where their work is to be carried out. All work involving asbestos must comply with the requirements of the Control of Asbestos at Work Regulations 2012

If, during the course of work, any substance is discovered that is believed to be asbestos, work must stop immediately and the client officer / site contact must be notified. The emergency procedures will then be activated.

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## 22. Confined spaces

No contractor shall enter into a confined space unless:-

- ◆ They have carried out a risk assessment under the Management of Health and Safety at Work Regulations 1999.
- ◆ The person who will enter into or be engaged on work in confined spaces has had the appropriate training and been authorised by a competent person on a permit to work (PTW).
- ◆ The atmosphere has been monitored using appropriate testing devices prior to entry into the confined space and is constantly monitored throughout the duration of the work, where necessary.
- ◆ The person who will enter into or be engaged on work in confined spaces is wearing appropriate clothing and PPE and fully conversant in emergency procedures. i.e. an harness worn attached to a winch to aid removal in an emergency.

All breathing apparatus, other RPE must be fully compliant with PPE, PUWER and other relevant regulations. Belts, ropes and an approved oxygen self rescuer must be provided. All remaining equipment must be intrinsically safe.

### 22.1 Excavations

Before any excavation work commences, the Contractor shall ascertain the existence and route of other services i.e. electrical and telecommunications cables, drains, gas, water and other utilities likely to be affected by their work.

Contractors must comply at all times with the CDM 2015 and industry best practice with particular regard to the shoring of excavations.

All excavations left unattended shall be securely fenced, adequately signed and protected for the safety of persons in the vicinity.

When engaged on work involving placing underground services, before the replacement of soil, trace indicators should be placed a sufficient height above the services to show the type of service below.

In the interest of general safety during any excavation work, the surrounding area shall be maintained in tidy condition and loose material of any kind shall be kept clear of gangways and working spaces.

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## 23. Waste

The Contractor shall ensure that all waste is disposed of in accordance with the Environmental Protection Act 1990 and other relevant regulations.

When waste is transferred between two persons, a written description of the waste must be transferred with it. In addition, a transfer note must be completed and copies kept by both parties for 2 years from the transfer date.

## 24. Working on or adjacent to the highway / car park / pedestrian walkways.

The contractor must ensure that any person required to work on or adjacent to the highway, car park or pedestrian walkway is wearing a high-visibility jacket or waistcoat at all times.

The contractor must also ensure that all works carried out on or adjacent to the highway are completed in accordance with the New Roads and Street Works Act 1991 (as revised), and Chapter 8 of the Traffic Signs Manual issued by the Department of Transport.

## 25. Gas work

The contractor must ensure that any work relating to gas fitting is carried out by a competent person, and for their employees to be members of a class of persons approved by the Health and Safety Executive. The Council for Registered Gas Installers (CORGI) is the only body approved for the purposes of the Gas Safety (Installation and Use) Regulations 1998. The Contractor is expected to comply with all requirements in relation to these regulations and approved code of practice.

Contractors **must** ensure that a Permit to Work is in place for all Gas work.

Gas safety is extremely important and any work to either gas installations or pipe work must be controlled. To support this, **all** gas related work within all Council premises must be done under a Permit to Work and only done by a suitably qualified and competent person.

### Examples of Gas Appliances / Installation

- Replacement of a fixed gas installation (boiler / cooker etc)
- Connection of any new gas installation
- Alterations to any gas supply or pipe work



## 26. Vehicles

The contractor will:

- Not use any company vehicle unless specifically authorised to do so in writing by a senior official of the company.

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## ANNEX B

- Ensure that all vehicles brought on to and used on the premises are in a safe, serviceable condition and properly maintained.
- Make available for inspection all statutory registers, certificates etc., as appropriate.
- Ensure that Drivers / operators of vehicles are trained, tested and competent on the class of vehicle being used.
- Ensure that vehicles are properly parked when not in use and are secured and immobilised at the end of each day.
- Ensure that suitable precautions are taken to prevent contact with overhead services or obstructions.

### **27. Means of access**

The contractor will:

- Provide all means of access equipment necessary to enable the contract work to be carried out.
- Ensure that all ladders, towers etc. provided comply with the appropriate British Standards.
- Ensure that all equipment provided is in a safe and serviceable condition.
- Ensure that all equipment is used in accordance with manufacturers' instructions and statutory requirements.
- Ensure that all ladders used are secured in an approved manner.
- Ensure that all temporary means of access provided outside the Council's building are removed or rendered un-mountable at the end of each working day.
- Ensure that all ladders in use are inspected regularly by a competent person and suitable records are kept.
- Ensure that all ladders not in use are secured by chains / padlocks etc. to prevent unauthorised use.

### **28. Security**

The contractor will:

- Permit the searching of any employee, vehicle or property at any time either on the Council's premises or within the immediate vicinity.
- Report any use of, damage to or removal from the premises of any Council property.
- Isolate and secure all plant, equipment and vehicles when not in use and before leaving the site.
- Advise the company of any explosive or flammable substances temporarily stored on site.
- Report any losses of property to the client officer/ site contact immediately the loss is discovered.
- Not take photographs or copy Council documents without the express permission from client officers/site contacts.

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ONCE YOU HAVE READ AND UNDERSTOOD THE RULES AND CONDITIONS PLEASE COMPLETE THE CONTRACTOR DECLARATION.

**29. CONTRACTOR DECLARATION**

General

These rules are designed to control basic standards of health and safety at work of the contractors' and the Council's employees and members of the public. The contractor should ensure that their employees conduct their activities in a safe manner and without risk to themselves or others.

I have read the Health and Safety Rules and Conditions for Contractors.  
During this contract, I agree to abide by the rules stated therein and to liaise with the Council's rules and conditions for contractors.

For the Contractor, signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

For the Contractor, signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

For the Contractor, signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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