



Defence  
Infrastructure  
Organisation

## **Call-Off Schedule 30**

### **Health and Safety**

## **National Accommodation Management Services (NAMS)**

REF: RM6089 Lot 2A

## **CALL-OFF SCHEDULE 30**

### **HEALTH AND SAFETY**

#### **1. Health and Safety General Requirements**

- 1.1. The Buyer places the highest priority on safety and, as such, the Supplier shall discharge the Contract requirements to ensure that they and the Buyer comply with Law, HSE Approved Codes of Practice (ACOP) and Guidance, good industry practice, the Buyer's requirements, policies and procedures together with the Health, Safety, Fire and Environmental Policies and Procedures for each Affected Property.
- 1.2. This Schedule summarises the Buyer's principal health and safety requirements to secure safety and compliance. The Supplier shall in all cases comply with Law, HSE guidance, Defence HSEP Policy, Defence Regulations, Defence Codes of Practice and the Buyer's requirements, Infrastructure Standards, policies and procedures. Full details of these requirements are available via the Health and Safety Executive website and the Buyer's Virtual Data Room. Where the Supplier identifies a conflict or omission with the requirements and a Statutory Duty, the Statutory Duty shall be complied with and the Buyer's Representative advised immediately of the conflict.
- 1.3. The Supplier shall comply with and act on instructions given by the Buyer Authorised Representatives and/or CCS Authorised Representatives, acting in accordance with their delegated health and safety responsibilities. This includes but is not limited to responding to emergency situations and exercises and complying with local policies and procedures.
- 1.4. The Supplier shall operate an effective Safety, Health and Environmental Management System (SHEMS) for the delivery of the Contract. The SHEMS will include an assurance and reporting regime that meets the requirements of the Buyer's assurance requirements including, but is not limited to, the Service Delivery Estate Management Practitioner Guide EM02.
- 1.5. The Supplier shall align their SHEMS to the Buyer's SHEMSs.
- 1.6. The Buyer's Health and Safety policies and procedures and referred documents are to be found in the Virtual Data Room, which shall remain accessible to the winning Tenderer post award of the Contract.
- 1.7. Capitalised words shall have the meaning prescribed to them in the relevant Law or in the Buyer Supplier Information. In the event of any conflict between the definition in Law and the Buyer Supplier Information, the definition in the Buyer Supplier Information shall take precedence.

#### **2. Health and Safety Organisation**

- 2.1. The Supplier shall continually have available, throughout the duration of the Contract, suitable and sufficient competent health and safety support and advice to discharge the requirements of the Contract and to retain familiarity with the specific issues of delivering on the Affected Property. The Supplier shall not change the organisational Health and Safety arrangements including Health and Safety Advisers or roles and responsibilities without consultation and explicit approval of the Buyer.
- 2.2. The Supplier shall publish and maintain documentation detailing their organisation and arrangements for health and safety. The documentation shall include organograms which

clearly set out their organisation including: operatives, supervisors, managers and health and safety advisors. The documentation shall include details of role, responsibilities and training.

- 2.3. The Supplier shall ensure its H&S Management System includes processes to assess, quantify and record the risks associated with any activity under this Contract. This will include, for example, reviewing its own and sub-contractor's risk assessments and method statements, together with those of other Buyer appointed suppliers, with consideration to the environment where work will take place, Buyer's Representative and others who may be affected by the work, to determine the appropriate level of supervision and control required commensurate with the risk.

### **3. Health and Safety Training**

- 3.1. The Supplier shall conduct training needs analyses to determine the health and safety training needs for the delivery of the Contract. This shall include but not be limited to:
- 3.1.1. Training required for each role within the Contract including training required by - Law, HSE ACOP/Guidance and the Buyers policies and requirements.
  - 3.1.2. Refresher training requirements, dates and maximum periodicity between each training need.
- 3.2. The Supplier shall ensure that prior to ISD their staff have received suitable training and any support required to properly understand and support implementation and testing of the Regional Accommodation Maintenance Contracts and the associated management processes designed to mitigate, manage and maintain the specific risks with asbestos, legionella, gas management, electrical, fire detection, alarm and radon management are maintained, to the Buyers satisfaction, throughout the duration of the Contract.

### **4. Accidents and Incidents**

- 4.1. The Supplier shall report to the Buyer's Representative (Service Manager or equivalent) as soon as practicable but, within 1 (one) working day, any incident (including environmental), accident, dangerous occurrence or near miss that could expose or potentially expose the Buyer to liability.
- 4.2. The Supplier will report all RIDDOR applicable events to the HSE/HSE NI in line with Law and as soon as practicable but, within 1 (one) working day to the Buyer's Authorised Representative (Service Manager or equivalent) and other relevant stakeholders.
- 4.3. The Supplier shall submit a monthly return by the 5th working day of each month for all accidents, incidents, RIDDORs and near misses incurred or reported to them or their supply chain in delivery of the Contract to the Buyer's Representatives (Service Manager or equivalent and DIO CESO). The report is to be completed in accordance with DIO User Guide 2017/01.
- 4.4. The Supplier shall ensure that all accidents, incidents, dangerous occurrences and near misses are fully investigated by an appropriately competent, qualified and trained person as soon as is practicable, including the production of a report, providing the report to the Buyer and advising the Buyer of findings and ensure appropriate mitigation measures are put in place and their success monitored.
- 4.5. The Supplier shall provide evidence, on request, that findings and mitigation from investigations have been implemented and their effectiveness reviewed.

- 4.6. The Supplier shall undertake and record a statutory First Aid needs assessment for all its activities and operating locations. The Supplier shall provide appropriate First Aid training, resources and equipment as identified by its needs assessment.
- 4.7. The Supplier shall freely share with the Buyer its lessons learnt and best practice developed from accident/incident investigation across all of the Buyer's contract base, using tools such as the Buyer's Industry Suppliers' Safety Portal.