

Contractor Induction

Contractors have health and safety responsibilities for their employees and sub-contractors and for anyone else who may be affected by their work such as our employees, our clients and our visiting public. ACC Liverpool is fully committed to ensuring the safety of all persons on its premises. Cooperation between yourself and ACC Liverpool is fundamental to ensuring legal obligations are achieved. This document outlines ACC Liverpool's expectations of any contractor working within our premise boundary.

Specifically contractors must adhere to the following:

- Comply with UK legislation and ACC Liverpool's Rules for Contractors.
- Ensure any sub-contractors comply with UK legislation and ACC Liverpool's Rules for Contractors.
- Co-operate with the venue on all health and safety matters.
- Report to their designated contact at ACC Liverpool any accident or near miss occurrences experienced by themselves or any of their sub-contractors while onsite.
- Disseminate the procedures in place for handling any serious or imminent danger or emergency to their staff and any sub-contractors.
- Raise any health, safety or welfare concerns.

In addition the following specific rules must be adhered to by all contractors during work within the premises boundary.

Abrasive Wheels

Are not permitted to be used within the premise boundary without prior arrangement with ACC Liverpool's Facilities Maintenance Department.

Accident Reporting & Investigation

Contractors must report all accidents and near occurrences that occur onsite. Contractors must comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and provide a copy of any reports for site related incidents to ACC Liverpool's Facilities Maintenance Department. In addition, contractors will cooperate with the venue in the investigation of any accident or near miss occurrences that occur onsite.

Access Plant

ACC Liverpool's access plant may be available to contractors with prior arrangement with ACC Liverpool's Facilities Maintenance Department. Authorisation will only be granted on the provision of suitable certificates of operator competency.

Contractor's own access plant may be permitted with prior arrangement with ACC Liverpool's Facilities Maintenance Department. Any access plant brought onsite by a contractor must be labelled with the company's name and contact telephone number. Certificates of operator competency and equipment LOLER records are required prior to authorisation.

Alcohol

ACC Liverpool operates a zero tolerance policy on any persons working onsite whilst under the influence of drugs or alcohol. Any contractors believed to be under the influence of drugs and/or alcohol will be referred to their manager and asked to leave site immediately.

<p>Animals Contractors are not permitted to bring any animals onto ACC Liverpool premises.</p>
<p>Cartridge Tools Are not permitted to be used within the premise boundary without prior arrangement with ACC Liverpool's Facilities Maintenance Department.</p>
<p>Children See Young Persons</p>
<p>Compressed Air Is not permitted within the premise boundary without prior arrangement with ACC Liverpool's Facilities Maintenance Department.</p>
<p>Compressed Gas Is not permitted within the premise boundary without prior arrangement with ACC Liverpool's Facilities Maintenance Department.</p>
<p>Construction & Demolition Contractors must comply with the Construction (Design and Management) Regulations 1994. Specifically a principal contractor and a planning supervisor must be appointed for the project and their details provided to ACC Liverpool's Facilities Maintenance Department.</p>
<p>Cranes Are not permitted to be used within the premise boundary without prior arrangement with ACC Liverpool's Facilities Maintenance Department.</p>
<p>Damage to the building Contractors must ensure areas not being worked on remain undamaged and suitably protected during contract work. Any damages caused by a failure to comply will be recharged to the contractor.</p>
<p>Disciplinary Procedures ACC Liverpool expects all contractors to foster a responsible attitude towards Health and Safety at all times. Where any unsafe practices, dangerous work conditions or inappropriate behaviour on the part of the contractor is observed, they will be asked to immediately cease work until such time as the situation has been resolved to the satisfaction of ACC Liverpool. Ultimately ACC Liverpool reserves the right to request a contractor is removed from site.</p>
<p>Drains & Sewers Only fully trained personnel with a safe system of works should enter the space using suitable monitoring and escape equipment.</p>
<p>Drugs ACC Liverpool operates a zero tolerance policy on any persons working onsite whilst under the influence of drugs or alcohol. Any contractors believed to be under the influence of drugs and/or alcohol will be referred to their manager and asked to leave site immediately.</p>
<p>Electrics <u>Electrical system working:</u> Contractors may only work on electrical systems after the issue of an Electrical Work Permit. All design, installation, commissioning, inspection, use or testing shall conform to the Electricity at Work Regulations 1989. All electrical work must be carried out by a qualified electrician to current IEE Regulations. <u>Portable Electrical Equipment:</u> All portable electrical equipment shall be either 100 volt centre tapped to earth or protected by a RCD. All portable electrical equipment will be Portable Appliance Tested and labelled. All electrical equipment must be unplugged when not in use.</p>
<p>Equipment Contractors must ensure all equipment used is suitable for purpose, suitably maintained and in compliance with the Provision and Use of Work Equipment Regulations 1998. Contractors must ensure all testing and measuring equipment is calibrated to the manufactures recommendations. ACC Liverpool will not accept liability for the loss of, or damage to, contractor's equipment whilst working onsite.</p>
<p>Excavations Facilities Manager/ facilities contract manager must be informed of any excavation which are</p>

planned to take place on the site. The area must be suitably barriered off to prevent unauthorised access and adequately shored up to prevent subsidence.

Fire

Contractors must be familiar with the Initial Fire Action Procedure included at the end of this document.

Your assistance is required in maintaining the integrity of the building's fire management strategy by:

- Ensuring all fire doors remain shut.
- Ensuring that fire fighting equipment and escape routes are not obstructed.
- Ensuring gangways are maintained as adequate escape routes of a suitable width and kept free from obstruction at all times.
- Ensuring work which is likely to activate the automatic fire alarm system is not started without authorisation.
- Reporting any damage to fire equipment immediately.
- Identifying any hazards that may increase the building's fire loading.

Fire Action

If you discover a fire...

1 Raise the alarm

- Dial 0151 703 7299 / Use hand held radio channel 1 / Activate the nearest manual call point / Alert the nearest person with a radio or telephone
- Give location and nature of the incident
- Remove persons in immediate danger to safety
- Close doors behind you
- Only tackle fire if exit is obstructed

On hearing the alarm...

2 Leave the building

- Immediately leave the building by the nearest exit
- Do not use lifts
- Do not stop to collect personal belongings

3 Report to assembly point

- Muster on the piazza
- Account for all your employees working onsite
- Do not leave assembly point unless instructed
- Do not re-enter the building until instructed

First Aid

A 3-day first aid at work trained first aider is contactable via the Permit Office. Contractors are required to assess their first aid requirements for their employees and ensure that a

suitable provision is provided when working onsite.

If you require first aid assistance you should contact 0151 703 7299 or attend the Permit Office.

All accidents and near miss occurrences that occur onsite must be reported immediately (see Accident Reporting & Investigation)

Flammable Liquids

Contractors must ensure that any flammable liquids are kept in a locked and suitably marked metal container. Quantities must be kept to the minimum that is required for the contracted work. Ignition sources must be kept away from flammable liquids.

House keeping

Work areas must be maintained in a clear and orderly fashion as work progresses. Work areas must be cleared daily by the contractor.

Lifts

The venue lifts can be used for the transporting of work related goods but the lifts must be either keyed off or locked off to prevent damage. Lift lock off keys are available from the Permit Office.

Mains Gas

Contractors must have Corgi accreditation to work on the Venues mains gas supply and the Facilities Manager or Contract Manager must be informed prior to any isolation of the gas supply.

Noise

Noise must be controlled at source to reduce any emissions to the lowest level practicable. Contractors should be aware of the nature of ACC Liverpool's business which at times exceeds the Upper Action Value of the Control of Noise at Work Regulations.

Permit Office

All contractors shall report to the Permit Office located at the riverside basement upon arrival and departure. All contractors are required to sign in and out via the Permit Office at all times. All contractors will be provided with a Contractor Pass which must be worn at all times.

Permits to Work

ACC Liverpool operates a Permit to Work system. All contractors are required to have a Permit to Work in order to access the site. In addition the following activities require a High Risk Work Permit:

- Hot Work Permit e.g. brazing, welding, the use of electrical cutting tools or any action that is likely to result in smoke or fire.
- Electrical Work Permit e.g. electrical fault finding, Installation of new supplies, Fixed wire testing.
- High Level Access e.g. gantries, plant decks and roofs.
- Confined Spaces e.g. within water tanks, within supply/ extract duct work.

A suitable and sufficient risk assessment and method statement will be required for any Permit to Work to be considered.

Personal Protective Clothing & Equipment

Contractors must provide, use and maintain PPE in compliance with the Personal Protective Equipment Regulations 1992. Where venue signage identifies a requirement for specific PPE this must be adhered to by the contractor.

Pre-work site visits

ACC Liverpool will accommodate, at a mutually agreeable time, any request by the contractor to visit the site prior to work to acquaint himself with the nature of the work to be carried out, the approach to the site and the nature of the existing structure. No claim will be recognised by ACC Liverpool on the grounds of a lack of knowledge of the works involved.

Radios/Stereos

Contractors are not permitted to use portable radios or stereos onsite.

Security Alerts

You cooperation in maintaining a secure venue is required at all times by observing the following:

- Equipment and personal property must not be left unattended.
- Vehicles and equipment entering/leaving the venue may be subject to inspections.
- Should you discover anything atypical in your work area you should report it to the Permit Office immediately.
- Work areas should be secured to prevent unauthorised access.

Security Passes

All contractors will be provided with a Contractor Pass which must be worn at all times for security reasons. Contractor Passes must be returned to the Permit Office daily and surrendered once the contracted work is complete.

Smoking

In accordance with UK legislation smoking is prohibited within the building. The designated smoking area for contractors is outside the Permit Office.

Substances Hazardous to Health

All hazardous substances must be assessed by contractors in accordance with the Control of Substances Hazardous to Health Regulations prior to use on site and all COSHH assessment must be made available onsite. Contractors are responsible for implementing any controls identified in their the COSHH assessment/s.

Unauthorised access

Contractors must not enter any areas marked with No entry or Authorised Access Only signage. Contractors shall only be permitted to work in unauthorised areas with prior written consent from ACC Liverpool's Facilities Maintenance Department.

Vegetation

Contractors must ensure existing vegetation remains undisturbed and suitably protected during contract work.

Vehicle access/parking

Access to the loading bay for equipment drop off/pick up is subject to prior arrangement by ACC Liverpool's Facilities Maintenance Department.

Vehicles

Vehicles of any type must be suitably marshalled at all times. Particular caution is required at times when vehicles are operating in pedestrian areas. All drivers must obey the instructions given by ACC Liverpool's traffic marshals at all times. Vehicles are not permitted within the venue without prior arrangement with ACC Liverpool's Facilities Maintenance Department.

Warning Signs

Contractors must provide, erect, maintain and remove (without damage to the venue) all appropriate warning signs in compliance with the Safety Signs and Signals Regulations 1996.

Waste

Contractors are responsible for the disposal of waste generated by their activities and for the provision of suitable waste receptacles. Waste must be correctly segregated and classified, protected and stored suitably prior to collection, transferred only to a carrier licensed to accept that particular type of waste and fully documented through the disposal process. ACC Liverpool reserves the right to request transfer notes for the disposal of any waste generated onsite.

Weather

During adverse weather conditions the contractor must ensure all exposed portions of the work are suitable protected to prevent any damage.

Welfare facilities

Toilets are available at the Permit Office. Rest areas for contractors may be available with prior arrangement with ACC Liverpool's Facilities Maintenance Department.

Working at Height

Contractors must comply with the Working at Height 2005 regulations at all times when working at height.

Ladders & Steps: Will only be permitted for access/egress and light work of short duration only. All ladders and steps must be of industrial quality and free of defects. Ladders must extend a minimum of 1.05m above the working landings or support and must rise at an angle given by 1m out from the wall for every 4m of rise. Ladders which are more than 3m high must always be tied. Ladders shorter than 3m and being used in a particular spot for short periods of time may be footed instead. Ladders may be used on level surfaces only. Ladders must not be more than 9m high unless intermediate landing places are provided with adequate guardrails and toe boards. Unattended ladders must be rendered unclimbable.

Scaffolding: Must be assembled on safe foundations and must be perpendicular to the building it is being used on. It must be securely fixed to the building without uprights leaning away. Platforms, gangways, runs and stairs must be free from materials, rubbish and unnecessary obstruction. Scaffolds must not be overloaded and weights should be evenly distributed. Materials must not be kept on the scaffold unless needed within a reasonable time. Similarly, materials must not be stored on scaffolding to a height exceeding toe boards unless wire guards have been fitted. Scaffolding shall only be erected, altered and dismantled by competent persons and must be directed by a competent supervisor. Particular attention must be given to the provision of guard-rails and toe-boards on all scaffolding including moveable quick assembly systems. Where scaffolding is erected by another company a handover certificate must be obtained. A competent person shall inspect scaffolding before use, after substantial alterations, after any event likely to have affected its stability, at regular intervals not exceed 7 days or after bad weather. A written report following the inspections will be required to be submitted to the venue by the contractor.

Contractors must ensure all work above 2m high is securely cordoned off with adequate signage at least 1m from the work area. The use of barrier tape alone will not be accepted and contractors must, where necessary, arrange a diversion route for pedestrians and vehicles.

Working hours

Permitted working hours are 08:00 – 18:00 Monday – Friday. Work outside these times is subject to prior arrangement and authorisation by ACC Liverpool's Facilities Maintenance Department.

Young Persons

Persons under the age of 18 are not permitted to work onsite at the venue.

NB No high visibility clothing to be worn in public areas.

Induction received Name _____ signature _____
Company _____
Induction delivered by Name _____ signature _____
Date _____