



# SITE RULES

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Version 1

## DOCUMENT CONTROL

### Project reference

SFT Site Rules

### Publication history

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### Amendments issued since publication

Date	Text affected
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Author	Title
James Hinton	Project Manager

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## Introduction

### What is Site Rules and when should it be referred to?

The Site Rules has been produced on behalf of the Salisbury NHS Foundation Trust (SFT) by the Estates and Capital Development Department. The purpose of the document is to ensure all working and visiting SFT is safe.

The Site Rules is issued in PDF format:

Please note that:

- The information held within the Site Rules is a minimum standard required. All Statutory Regulations override the information within.
- Site Rules is one of a number of Trust documents and should be read in conjunction with other relevant Trust publications.
- Any discrepancies between any of the documents should be brought to the attention of the Trust.

Salisbury NHS Foundation Trust issues the enclosed Site Rules to all Contractors, Consultants and other Third Parties who access the site to undertake construction works, surveys and investigations. This is to control risks arising from construction activities and to protect Contractors, Consultants, Third Party Staff, Patients and the Public.

It is the responsibility of the Contractor to detail their proposals for adopting, incorporating and managing these Site Rules within their works.

These Site Rules will apply to all maintenance, minor and major projects. All Contractors must read them and have incorporated them into their works.

For the purpose of this document, the term Contractor will apply to all parties appointed by the working on any trust property

These Site Rules are to be issued by the Trust representative as Contract Document prior to commencement of any project works.

Issuing Signature: .....

Dated: .....

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## SITE RULES & REGULATIONS

### 1.0 GENERAL

This document is to be issued at tender stage with the Contract documentation. The Site Rules are there to ensure that all third party employees employed by the trust work in accordance with Trust Policies and that a safe working environment is adopted and worked to, whilst on the Trust's estate. It is the Contractor's responsibility to detail their proposals for managing these Site Rules to minimise risk that will form part of the Construction Phase Health and Safety Plan, Risk Assessments and Method Statement, as required to work in a safe manner.

This is a generic document and the Trust's Contract Administrator is to assess each project individually and expand the Site Rules to suit.

### 1.1 SITE VISIT AND SITE CO-ORDINATION

The Contractor is to visit site in accordance with the Contract Documents prior to commencement of works on site to identify the means of access, the areas available for storage, the existence of asbestos or other potentially hazardous circumstances affecting health and safety, the conditions affecting the supply of labour and materials and any other matter affecting the Works.

Before visiting the site, tenderers will make arrangements through the Contract Administrator.

Once appointed the Contractor will be required to:

1. Visit site once a week at a particular time to meet the hospital's Supervising Officer to resolve problems, review programme and deal with programme of works for the next four weeks and identify their impact on the operation of the Hospital, and give greater warning of particularly disruptive works.
2. Give the Contract Administrator sufficient notice of any works to be carried out on or which will affect the operation of the adjacent wards and departments. All such Works are to be identified on the master programme and major shutdowns of services will require as long a period of notice and discussions as is possible within the timeframe of the contract.

Before works commence, the Contractor is required to submit to the Contract Administrator or CDM Co-ordinator his Health and Safety Plan and any Method Statements and Risk Assessments required for the Works.

### 1.2 NOTIFICATION OF CONTRACTORS ON SITE

Five days' notice is required prior to commencement of The Works on site. Contractors are required to provide contact names and twenty four hours telephone numbers to the Trust so that in the event of an emergency a representative of the Contractor can be contacted. It is expected that the call will be answered and that relevant action to deal with

the emergency will be taken by the Contractor within an hour. Emergency numbers will be checked from time to time to ensure that they are genuine.

Notification of Contractor on site, Appendix B must be complete and circulate 5 working days before works can commence on site.

## 1.3 USE OF LIFTS & STAIRCASES

Lifts and staircases shall be made available to Contractors for transportation of waste/materials, only through agreement with the Contract Administrator, in which case the following restrictions will apply:

1. Priority at all times must be given to staff and hospital use.
2. Lift cars, doors and floors must all be protected against damage at all times and left clean after each use. Where full protection is required, then in agreement with the Contract Administrator the lift will be identified and boarded or draped out for the duration of the enhanced protection period. The Contractor will be required to clean the lift on a daily basis and undertake a full clean at the end of the works. Cleaning is to be paid for within the Contract.
3. Lift loading restrictions and all lift-use procedures (e.g. fire, emergencies, etc) must be strictly adhered to.

## 1.4 SITE COMPOUNDS, FIRE PROTECTION & HOARDINGS

Details of site compounds, fire protection, hoardings and other barriers within the Hospital are to be agreed with the Contract Administrator, Trust Health & Safety Team and Trust Fire Officer with respect to site access, separation and Fire precautions.

Compounds must be fenced, minimum 2m high, complete with lockable gates. Coloured, site sign boards, signage and vision panels to be agreed with the Contract Administrator.

## 1.5 ELECTRICAL INTERFERENCE

Any equipment used on site must be certified, inspected and PAT tested in accordance with latest regulations. No item of electrical equipment is to be used in the construction of the Works unless it is fitted with a suppressor, which ensures that there is no interference with Hospital electrical equipment.

Short wave radio or other electronic equipment must not be used without the approval of the Contract Administrator, which may be withheld or withdrawn if interference with Hospital electronic equipment occurs or recurs.

All equipment must be selected and erected so as to allow safe working, prevent harmful effects to other equipment and not impair the supply arrangements.

## 1.6 NO SMOKING POLICY

*Smoking, including E-cigarettes is not permitted on site except in the designated areas. This is a condition of Contract with SDH.*

## 1.7 PEST DETERRENTS

The Contractor shall not remove any pest deterrents e.g. Pigeon Netting or Bait Boxes. Where these are encountered, the Contractor is to discuss the issue with the Contract Administrator who may inform the Trust's Pest Control Officer who will arrange for the deterrent to be removed and subsequently re-fixed by the Trust's Pest Control Contractor. Any apertures made to any structures must be re-secured immediately to prevent access.

## 1.8 INTERRUPTION OF THE ACTIVITIES WITHIN THE EXISTING BUILDING

Where works may have an impact on the normal operation of the Hospital the Contractor shall only proceed with the agreement of the Contract Administrator. Such agreement will usually only be reached where suitable alternative provisions are in place and have been agreed and signed off by the parties.

## 1.9 SECURITY OF THE EXISTING BUILDING\DEPARTMENT

The Contractor shall ensure that the execution of the works does not endanger the security of the remainder of the Hospital, Ward, existing building or department. Particular care is to be taken when working in or near sensitive areas such as maternity and children's wards.

The Contract Administrator, in conjunction with Hospital Staff, will undertake an internal Risk Assessment to determine if there is a need to have a Disclosure Document on all employees, or that the works can be undertaken in a manner that does not require this search.

## 1.10 SECURITY OF THE WORK SITE

1. The contractor shall ensure that the execution of the work does not endanger the security of any other part of the hospital and shall liaise with the employers' representative and follow any recommendation given.
2. They shall, before leaving each working day, secure the work, all plant, equipment and materials and shall immediately report any losses to the employers' representative.
3. They shall ensure that ladders, scaffolding and other plant are, at no time, left unattended, when in use and when not in use and are to be secured under lock and key in such a fashion as to prevent unauthorised use. Ladders etc, must be taken down immediately after use and every possible precaution is to be taken at all times to ensure that no patient or unauthorised person is able to climb upon them.



4. Any keys which may be loaned to the contractor must be kept in the care of the foreman or charge-hand who is to be responsible for their safe keeping.
5. All keys must be signed out, any lose keys will be charged at a minimum fee of £10, depending on what key that has been lost this may increase considerably. The cost of losing the key you are issued will be highlighted at the point of issue.

## 1.11 SECURITY PASSES \ IDENTITY BADGES \ CLOTHING

Contractors must provide their staff and all Sub-Contractors with identity badges that must have a photograph of the holder attached. These are to be worn at all times when working on SDH site. Failure to display or possess an identity badge may result in the staff being refused access to the SDH Estate.

All contractors will be issued with a SDH identification badge to be worn alongside the company's own identification

Contractors are to wear High Visibility Vests/Jackets which carry the name of the company for which they work or other clearly marked and appropriate clothing such as company overalls, polo shirts etc.

## 1.12 WORKING FROM LADDERS & STEPS IN PUBLIC AREAS

Only approved ladders and step ladders in compliance with current legislation are to be used. Under no circumstances are step up stools, chairs or any other convenient piece of equipment to be used. Ideally, towers/platforms are to be used when working at height subject to the working area conditions.

When erecting stepladders in occupied areas, safety barriers are to be positioned at the front and rear and sides of the steps to protect visitors, patients and staff from falling objects. Ensure when stepping off the steps that your barrier is still in place and has not been removed for any reason.

When working off steps and ladders all reasonable precautions must be taken to ensure you are not only working safely but also that any hazard is reduced to an absolute minimum.

If working off steps within a ward area the nursing staff must be requested to move the patient to a safe area or the work will not be allowed to commence. If there are problems associated with moving the patient and the work must go ahead, the immediate Manager/Supervisor is to be contacted who shall arrange to have the situation risk assessed and a method statement produced minimising the risk to all parties.

## 1.13 CAFETERIA

The Contractor and his Sub-Contractors may use the Hospital cafeteria. No overalls, vests or dirty boots are to be worn in the cafeteria. The Contractor is to ensure that usage is staggered so as not to cause excessive queues at peak times.

## 1.14 SITE SUPERVISION

The contractor shall ensure that constant and proper supervision is provided for all work undertaken, including that outside normal working hours.

At all times during construction, an individual must be appointed by the main contractor to be responsible for the site and to whom Salisbury NHS Foundation Trust may relate any concerns.

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## 2.0 HEALTH AND SAFETY

### 2.1 HEALTH, SAFETY AND WELFARE MEASURES

The Contractor shall ensure that all health, safety and welfare measures required by the Health and Safety at Work Act 1974, regulations, or the working rules of any industry are strictly complied with.

In particular, the Contractor must make himself and his employees aware of the parts of the **Trusts Safety Policy** relevant to the work which they are performing and also, must make the Trust and his employees aware of any hazards which might be created by the Contractor and/or his employees whilst carrying out the work and the measures which must be undertaken to minimise such hazards. A copy of the Trusts Safety Policy Statement is available, upon written request to the Contract Administrator from the Contractor.

In addition to the CDM Regulations, the Contractor's attention is drawn in particular, but not exclusively, to the following statutory instruments:

1. The Health & Safety at Work Act 1974
2. The Lifting Operations and Lifting Equipment Regulations 1998
3. The Construction (Health Safety & Welfare) Regulations 1996 (CHSW Regulations)
4. The Factories Act 1961 c.34 and all amendments (1985)
5. The Provision and Use of Work Equipment Regulations 1998
6. Health & Safety (First Aid) Regulations 1981
7. Control of Substances Hazardous to Health Regulations 2002 (COSHH)
8. The Management of Health and Safety at Work Regulations 1999
9. The Health & Safety (Safety Signs & Signals) Regulation 1996
10. Construction Design & Management Regulations 2007
11. The Control of Lead at Work Regulations 2002
12. The Control of Noise Regulations 2005
13. Gas Safety (Installation and Use) Regulations 1998
14. Electricity at Work Regulations 1989
15. Control of Asbestos Regulations 2006
16. 'Water Byelaws – Water Regulations Advisory Scheme, Water Regulations Guide 1999'

17. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
18. The Manual Handling Operations Regulations 1992
19. Safe Working in Confined Spaces Regulations, 1997 ACOP Legal Services L101
20. The Workplace (Health, Safety and Welfare) Regulations 1992
21. Control of Pollution Act 1974 and Amendments 1989
22. Personal Protective Equipment at Work Regulations 1992
23. Environmental Protection Act (EPA) 1990
24. Duty of Care (EPA 1990) – Item 34
25. The Special Waste Regulations 1996

The Contractor is to ensure that all references and works include the latest regulations and amendments.

## **2.2 PPE (PERSONAL PROTECTIVE EQUIPMENT)**

The contractor and any person entering a designated site on Trust Land must wear the appropriate PPE for the job or identified by the Risk Assessment/Method Statement. This should be in accordance with Para 1.11 and there will be no exception to this rule.

**The Trust reserves the right to exclude from the Works any person employed thereon who in there opinion has breached health, safety and welfare requirements.**

## **2.3 THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007**

The Contractor is to comply fully with the requirements of the CDM Regulations.

## **2.4 PRE-HEALTH AND SAFETY PLAN**

The Contract Administrator will ensure that the CDM Co-ordinator has prepared a Pre-Health and Safety Plan and that this is issued to the Contractor who must prepare a Construction Health and Safety Information Plan.

The Contractor shall not commence any construction work (as defined in the said Regulations) associated with the Works until receipt of a written notice from or on behalf of the client stating that the client is satisfied with the adequacy and sufficiency of the Health and Safety Plan for the project and that construction work may commence.

## **2.5 CONSTRUCTION HEALTH AND SAFETY INFORMATION PLAN**

The Contractor will submit the Construction Health and Safety Information Plan to the Contract Administrator/ CDM Co-ordinator. No construction will be allowed to commence until the Construction Health and Safety Information Plan is sufficiently developed and approved by the Contract Administrator.

## 2.6 HEALTH & SAFETY FILE/PROJECT BUILDING MANUAL

The Contractor will provide to the Contract Administrator at handover, one paper copy and two electronic copies of the Health and Safety File/ Project Building Manual for the Works.

The manual is to be in accordance with the Association for Project Safety H&S File plus supplements and must include the O&M Manual, As Built drawings and Planned Preventative Maintenance Schedule for the Works. The As Built drawings are also to be provided on CD ROM in AutoCAD V2008 or higher format.

## 2.7 CONTROL OF NOISE AND NUISANCE

The contractor shall take all necessary measures to minimise noise and all other nuisance to the occupiers or users of adjacent or adjoining buildings and shall comply with all direction of the employer in this respect. Compressors, drills etc, shall be fitted with silencers and dust retainers

The contractor shall not permit their employees to use radios or other audio equipment in a way.

## 2.8 ACCIDENT REPORTING

All accidents will be reported in accordance with the Reporting of Diseases and Dangerous Occurrences Regulations 1995 and are to be reported to the Contract Administrator and entered into the Trust's Accident Register when they occur.

## 2.9 INFECTION CONTROL

The Contractor is to take note of the hand hygiene information stations and to use hand gels when entering or leaving the Hospital and areas within it. The contractor is to ensure that all measures are taken to reduce any possible cross contamination.

## 2.10 EMERGENCY SERVICES AND PROCEDURES

The Contractor will be responsible for preparing a Fire Plan. This is to take into account the Hospital's Fire Plan and Fire Procedures and will show assembly points, means of evacuation and fire points. This plan is to be signed off by the trust's fire office prior to any works commence.

## 3.0 TRUST HEALTH & SAFETY POLICIES

### 3.1 HEALTH & SAFETY POLICIES

The following Trust Policies will apply to the Works (latest editions):

1. Health and Safety Policy.
2. Policy for the Inclusion of the Infection Prevention & Control Team within Building Change & Maintenance.
3. Data Protection & Confidentiality Policy.
4. Hand Hygiene for Staff
5. Waste Management Policy
6. Prevention & Management of Natural Rubber Latex Allergy
7. COSHH
8. Security Policy

These Policies are available from the Trust website or on written request by the contractor.

### 3.2 CONTROL OF INFECTION POLICIES

The following Trust Policies may apply to the Works:

1. Policy for the Prevention of Occupational Exposure to Blood Borne Viruses (Sharps)
2. AIDS policies and guidelines
3. Decontamination Policy
4. Infection Control Policy
5. Management of MRSA

### 3.3 IMMUNISATION

Where work involves possible contact with sewage, drains, 'sharps' (needles etc), body fluids or other potentially infectious material the Contractor will ensure their staff are correctly immunised against Hepatitis A (Havrix), Typhoid (Typhim VI). A copy of the Trust's Policy is available upon request.

The contractor may at times be asked to provide evidence of vaccinations at no additional cost to the trust.

## 3.4 CATERING HEALTH POLICY

All Contractors *and* consultants who need to visit the Kitchen area must report to a senior member of the catering staff to complete a health questionnaire prior to entering. They will be required to wear suitable protective clothing whilst in the kitchen areas.

Five working day's notice must be given prior to visit.

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## 4.0 FIRE SAFETY

### 4.1 FIRE PRECAUTIONS

The Contractor shall take all necessary precautions to prevent the outbreak of fire and to minimise loss or damage by fire, especially when the work involves the use of naked flames, other heat sources or the use of flammable materials. Such work must be examined at least 30 minutes after its completion.

Before any works of maintenance, adaptation or extension to existing buildings, services or connections to existing services are made; the Contractor is to discuss their proposals with the Contract Administrator to ensure that all fire hazards are known fully to both the Contractor and the Trust.

The Contractor shall discuss with the Contract Administrator and provide the following:

1. The name by which the site is to be known for emergency reporting of fire.
2. Suitable means of raising the alarm throughout the site and the action to be taken in case of fire.
3. Firefighting equipment is to be readily available when work necessitates the use of naked flames or other heat source in roof spaces, plant rooms, ducts, risers and other locations having a high fire risk. It is forbidden for contractor to use the trust firefighting equipment for their own tasks.
4. All Firefighting equipment must be tested and certification approved by the Contract Administrator/ Fire Officer
5. Instructions to their own and sub-Contractors' staff and workpeople about the action to be taken in case of fire.
6. Instruction of all supervisory staff, including foremen and charge hands, of the telephones to be used and officers to be informed in case of fire.
7. Suitable notices about fire procedure.
8. Signboards at access points from the public road frontage shall be agreed with the Contract Administrator before any sign may be erected.
9. The position in which all gas cylinders, flammable liquids and other flammable consumable stores are to be kept when not in use.
10. The exact siting and construction of Contractor's huts and stores.
11. Keeping clear access routes for fire engines around buildings.
12. Keeping clear, and if necessary illuminating, at all times, escape routes within buildings.
13. Maintain all active smoke detectors/heat detectors installed and connected.



14. Maintain existing fire protection compartments (a minimum of 30 minute separation is required in all cases and all hoardings to be class O spread of flame) and fire alarm systems.
15. Impress upon their own staff and sub-Contractors' staff and workpeople the special vulnerability of Hospital/ health care patients and the dangers involved.
16. Ensure the safe storage of cylinders containing combustible gases and oxygen during the works.
17. Temporary fire stopping at all times during the construction process.

## 4.2 FIRE ARRANGEMENTS

The Contractor shall, in liaison with the Contract Administrator and Trust Fire Officer, arrange for the works to meet all current regulations throughout the works and no work shall commence without a Fire Plan being in place.

## 4.3 FIRE PRECAUTION STANDARDS

The degree of care to be taken and attention to be given by the Contractor with regard to fire precautions are to be in general accord with the following:

1. Fire safety in Construction.
2. Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings undergoing Renovation.

## 5.0 ASBESTOS

### 5.1 ASBESTOS PRECAUTIONS

Where any work involves an asbestos hazard, as detailed in the Specification of Work, the Contractor is to ensure that he complies with all current relevant codes of Practice, e.g. "Approved Code of Practice Work with materials containing asbestos, Control of Asbestos Regulations L143, & guidance notes etc as issued by the HSE.

The Contractor will also work in accordance to the Trusts Asbestos Policy, which will be made available upon request.

Information from the Trusts asbestos register will also be made available.

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## 6.0 ENGINEERING

### 6.1 MAINTENANCE OF EXISTING SERVICES

Before work commences, the Contractor shall ascertain the positions of all known live drains and services, which may be affected by their operations. If there is any uncertainty, the Project/ Estates Manager should be involved. They must take all necessary measures to maintain and protect them. If carrying out the works causes any damage they must notify the Contract Administrator and make good the damage at their own expense. Existing Services to the Hospital are to be maintained at all times unless a permit has been issued to isolate that service.

### 6.2 ENGINEERING SERVICES - CONCEALED WORK – ABOVE AND BELOW GROUND

Work to be concealed or buried shall be inspected and tested in the presence of the Consultant or the Project/ Estates Manager before being permanently covered. The Contractor shall give due notice in writing (five working days) to the Project/ Estates Management when the work is ready for inspection who will, without unreasonable delay, carry out their inspection and/or witness the tests unless they inform the Contractor in writing from time to time that they consider such inspection unnecessary but in no instance shall work be concealed or buried or covered without being tested by the Contractor and witnessed by the Trust.

### 6.3 ENGINEERING SERVICES - SHUTDOWNS

The period of notice for shutdowns, isolations or interruption to existing engineering services, including drainage shall be **A MINIMUM OF FIVE WORKING DAYS**. More complex shutdowns affecting patient areas will require more notice, to be agreed between the Contract Administrator and the Services Team.

The Contractor shall give these periods of notice in writing to the Contract Administrator giving full details including type of service(s), location, date required and length of time of disruption. Work involved in carrying out this operation will be undertaken by the Contractor but under the supervision of the Contract Administrator or his representative.

### 6.4 PERMITS TO WORK

The Trust operates a "Permit to Work" system in the Hospital. **A MINIMUM OF FIVE WORKING DAYS NOTICE** is required prior to the issue of any permit. Permits are generally issued via the Project/ Estates Manager. The Contract Administrator will provide the contact information of whom will undertake the "Permit to Work". The current 'permit to Works' used are listed below:

1. Low Voltage
2. Medical Gases
3. Working At Height

4. Hot Works
5. Permit to Dig
6. Confined Space

## 6.5 HOT WORK PERMITS

The Trust operates a "Hot Works Permit" system to reduce the risk of fire when equipment producing heat or having a naked flame is in use (e.g. cutting & welding, blow lamps, flame torches, bitumen boilers, brazing & soldering, vinyl seam welding etc).

No permit will be issued without a full scope of works, method statement and risk assessment being available.

The Contractor is to give a minimum of five working days notice of his intentions to carry out hot works and a permit must be obtained immediately prior to any work being started. The permit must be signed by a member of Estates and by the person carrying out the work. The permit is designed to ensure that the work area is made as safe as possible before the work starts, the necessary precautions are taken while the work is in progress and that the work area is checked upon completion.

The Contractor must consider the following in his plan of work and precautions to be taken during the course of the works:

1. The long travel distance of sparks and hot metal from cutting and welding and the limitations of shield techniques where there are highly combustible materials within range of the sparks.
2. The hazards of defective equipment such as leaking tubing on oxyacetylene or oxypropane equipment and damaged flexible cables on soldering irons.
3. The dangers of leaving a bitumen boiler unattended.
4. The danger of heat being conducted by metal from hot spot to combustible materials and of fire starting in concealed space behind a work point.
5. Precautions which are essential to take before hot work can be carried out in plant or plant rooms, which contain or have contained combustible materials flammable liquids, gases or dust or any material which may be ignited or may give off inflammable vapour when heated.
6. The necessity of providing suitable firefighting equipment in the work area and of ensuring that those carrying out the work are familiar with its use (If there is a fire hazard, observers should stand by with portable extinguishers or hoses during hot work operation).
7. The Contractor may be required to remove the component to be worked on, to a workshop or safer working area or use an alternative method not requiring the use of heat or naked flames.

## 6.6 FIRE ALARM SHUTDOWNS

Fire alarms must remain OPERATIONAL AT ALL TIMES DURING OUT OF HOURS WORKING (16.30 HOURS – 08.00 HOURS); this includes weekends & Bank Holidays. Work must therefore be organised to achieve this objective, so that testing of the completed work is arranged to allow energising at the correct times and maintain the live systems. Any fire alarm shutdowns must be issued to the Contract Administrator, a **minimum of 5 working days** before the isolation is required.

## 6.7 DUCTS, RISERS AND PLANT ROOMS

At no time is it permissible to use risers, riser cupboards, ducts, plant rooms or adjacent areas for storage. Any items found stored within will be removed and disposed of.

## 6.8 LIGHTING AND POWER FOR THE WORKS

The Contractor shall allow for providing all lighting and power for the Works and temporary buildings. Where a generator is used the Contract Administrator is to agree siting, noise levels etc.

Power for the Works (subject to demand and capacity) may be obtained from existing Hospital supplies only by prior discussion and agreement with the Contract Administrator. In such cases the supply maybe metered to monitor use and efficiency.

Care must be taken not to overload existing circuits and all requirements must be discussed and agreed with the Contract Administrator.

Provide electrical power supplies for, and current consumed by, all trades and sub-Contractors at 110 volts AC single phase 13 amps, distributed to convenient outlet points at floor level, and all other temporary cable and supports, fittings, meters and mains connections or generators, in accordance with the Regulations of the Institution of Electrical Engineers and the Electricity Board's Regulations and subsequently making good all work disturbed.

The Contractor shall not use site electrical power for welding. They shall provide their own portable silenced equipment for onsite welding where applicable and/or oxyacetylene where possible.

Where the Contractor wishes to use the permanent lighting installation its use will be subject to the following conditions.

1. The agreement of the Contract Administrator
2. The Contractor shall accept full responsibility for the safety, operation and maintenance of the installation.

The Contractor shall make good the installation at completion and shall replace all damaged or defective components, including any cleaning required or specified in the Contract.

The Contractor shall provide all temporary lighting and power for the works and temporary accommodation. Electrical supplies are to be at 110 volts AC single phase, distributed to convenient outlets at floor level. All temporary installations are to be in accordance with the regulations of the Institution of Electrical Engineers (the issue current at the time of tendering) and the Regional Electricity Company. No 240 volts will be allowed on site. All power leads will be run at High Level or run round the room/worked area. No trailing leads along the ground will be permitted.

Where appropriate, all unnecessary lights and equipment should be turned off to prevent waste either throughout the day or at cessation of the working day.

## 6.9 OUT OF HOURS WORKING

Working outside normal working hours is not allowed, unless by prior arrangements with the Contract Administrator, then the policy for attending sites outside normal work hours (Reference POL/01/REPATT.DOC - 021195) will be applicable.

## 6.10 WATER FOR THE WORKS

Water for the Works will be supplied from the existing Hospital supplies. All connections shall be made in agreement with the Contract Administrator to prevent contamination of the supply. Water for the works will be provided free of charge.

The Contractor should acquaint himself with the supply available and provide himself with any additional supply to meet his requirements & provide all break tanks and fittings, hoses, tanks, and temporary plumbing for the supply of water for all trades and sub-Contractors. Temporary installations are to comply with the local Water Authority's byelaws and Water Regulations Advisory Scheme, Water Regulations Guide 1999.

## 6.11 WATER FOR THE WORKS AND WATER SUPPLY REGULATIONS 1999

All Contractors, Consultants and Third Parties what work on SDH's site are to be approved and authorised either by Southern Water, The Water Industry Scheme WIAPS or by any organised by the Government (IOP, APHC/SNIPEF). All works undertaken on site are to take into account that unless otherwise stated, works must comply with Water Supply (Water Fittings) Regulations 1999 and any fitting.

The site is to be treated as Fluid Category 5, unless otherwise notified.

Where the Contractor is involved in temporary closure of wards/departments, all water outlets such as showers, WCs, sinks, basins, bidets, services, etc, must be flushed for at least three minutes, twice a week and documented. Signed documents are to be issued to the Trust's Contract Administrator weekly.

## 6.12 ACCESS FOR MAINTENANCE AND EMERGENCY WORKING

The Contractor shall ascertain what services, service risers, plant rooms etc., contained within the boundary of the site that may require access by the Trusts Estates Technical Services (ETS) Team. Access will be provided for the Trust's Representatives at all times 24/7. The Contractor shall at all times maintain safe and secure access to such facilities at all times as follows:

1. Ensure that any keys and codes required to enter the site are made available to the Duty Manager / Security Team.
2. Ensure that the route from the entry to the site to the service riser/plant room is kept free of obstructions and trip hazards and that any excavations /exposed drops are properly protected with barriers.
3. Ensure that the route from the entry to the site to the service riser/plant room is properly illuminated at all times.

## 6.13 LOW VOLTAGE ELECTRICAL SAFETY (NOMINATED PERSON)

There is a requirement under the Trust Low Voltage Policy for every person involved in any electrical activity within Trust premises to be formally nominated/appointed in writing as a 'Competent Person in Electrical Low Voltage'. Their names and the name of the company they work for will be placed on the central register held by the Trusts Representative.

Persons who are required to carry out electrical work on the Trusts premises who are not Competent Persons Electrical Low Voltage' should notify the appropriate Authorised Person Electrical Low Voltage who can advise on how to become formally nominated/appointed in writing.

The purpose of the low voltage policy is:

1. To assist in meeting the requirements of The Electricity at Work Regulations 1989.
2. To ensure that precautions are taken against the risk of death or injury from electricity in work activities.
3. To meet all statutory regulations made under The Health and Safety at Work Act 1974.
4. To ensure that high standards of electrical safety are reflected in the management, design, installation, operation, maintenance and control of systems in respect of the Trust premises.



## 7.0 TRAFFIC, ACCESS AND CAR PARKING

### 7.1 TRAFFIC REGULATIONS

The Contractor, Consultants and other Third Parties will comply with all traffic regulations imposed by SDH whilst working on the site and will make all necessary arrangements to satisfy SDH and Local Authorities Policy for all deliveries, unloading, removing materials and site personnel.

### 7.2 SITE ACCESS

All deliveries will be via entrance 'B' only.

All HGVs ingress and egress will be co-ordinated and approved via the Contract Administrator.

Large vehicles, low loaders and articulated vehicles will only be permitted to access site between 1900 hours to 0700 hours, i.e., out of normal hours or by agreement during the weekend. Five working days notice will be required.

All deliveries to site are to go direct to the Contractors Compounds and then direct to site works.

### 7.3 CAR PARK ARRANGEMENTS

All Contractors' vehicles will either be parked within the designated Contractor's Compounds only, or the designated contractor parking areas.

Contractors, Consultants and other Third Parties are to specify their vehicle parking requirements at the time of tendering.

### 7.4 CONED OFF AREAS

Where the Contractor requires the assistance of the Trust's Transport Department to cone off areas of the grounds, roads for access, compounds, or work areas, etc, the Contractor will be responsible for providing the traffic cones to the Department for this purpose, forty eight hours in advance of any requirements for coning off.



## 8.0 THE WORKS

### 8.1 SECURITY OF THE WORKS

1. The contractor shall ensure that the execution of the work does not endanger the security of any other part of the hospital and shall liaise with the employers' representative and follow any recommendation given.
2. They shall, before leaving each working day, secure the work, all plant, equipment and materials and shall immediately report any losses to the employers' representative.
3. They shall ensure that ladders, scaffolding and other plant are, at any time, are not left unattended, when in use and when not in use and are to be secured under lock and key in such a fashion as to prevent it being used by any unauthorised persons. Ladders etc, must be taken down immediately after use and every possible precaution is to be taken at all times to ensure that no unauthorised person is allowed to climb upon them.
4. Any keys which may be loaned to the contractor must be kept in the care of the foreman or charge-hand whom is to be responsible for their safe keeping and must be returned to the employer. A minimum £10 charge will be applied for any lost key, suited keys may be considerably more.

### 8.2 DAMAGE TO PROPERTY

The Contractor shall take such precautions as are necessary to carry out the work in such a manner as is necessary to prevent damage to property and they shall report immediately in writing to the Contract Administrator the occurrence of any damage.

The contractor is to allow for making good damage, including damage caused by the storage of materials whether done by their employees or any sub contractor, to the works, roads, paths, verges, fences, walls, grounds, gardens and buildings on site and services above/below ground.

### 8.3 RESTRICTIONS ON SITE AND ACCESS

The Contractor shall confine their operations, their employees and their Sub- Contractors employees to the area of the site only and they must not use the site for any purpose other than carrying out the Works. They must obtain prior approval to the siting of all heavy plant, huts, temporary roads, paths, and storage areas and spoil heaps.

No materials or activities are allowed to be sited in any position if the opening lights of any surrounding windows are restricted in their operation.

No vehicles belonging to or under the control of the Contractor or their Sub- Contractor are to be parked on the roads other than as specified in 8.3.

The Contractor shall note that the Hospital is in continual use and they shall employ their best endeavours to prevent any disruption to the operation of the Hospital.

## 8.4 LIMITATION OF WORKING HOURS

The Contractor will be allowed to work at any time between the 0800 hours and 1700 hours each day including week-ends subject to restrictions with regard to noise and access. Other work periods are to be authorised in writing by the Contract Administrator or his delegated authority.

## 8.5 SUSPENSION OF WORK

### 1. Operational Reasons

The trust reserves the right to require the contractor to temporarily suspend any activity which interferes with the running of the hospital. Any such suspension will be ordered only by the named person/s in writing. The period of suspension and details of the work delayed shall be recorded in the site diary and issued weekly to the Contract Administrator.

### 2. Safety Reasons

The trust reserves the right to require the contractor to temporarily suspend any activity which or exclude from the work, any person who breaches a safety regulation or any other requirement of this document. Any such suspension will be ordered only by the employers' representative by the fastest possible means and supported in writing as soon as reasonably practicable. Any costs or loss of time, due to a suspension of this nature, will be borne by the contractor.

## 8.6 SITE TELEPHONE

The installation of a Site Office telephone can be arranged with the Trust's Switchboard Manager at SDH. All requests to be made through the Contract Administrator .

The telephone line will provide a direct dial facility for both incoming and outgoing calls, for which the Contractor will be invoiced for on a monthly basis.

## 8.7 NOISE AND OTHER NUISANCES

Noise in or within close proximity of existing occupied buildings, vibration, dust, smoke, pollution, obstruction or any other nuisance caused to any persons or property in the neighbourhood shall be kept to a minimum. Compressors, pneumatic or percussion drills shall not be allowed without specific permission of the Contract Administrator where no practical alternative is viable. All concrete that is to be removed is to be broken out by a cutting and crushing process to minimise noise. Concrete/cement mixers and hoists shall be electrically operated. Holes are to be cut using diamond drilling techniques.

Fumes from machinery or plant must not enter occupied buildings and all equipment must be sited accordingly.

The Contractor's attention is drawn to the Control of Pollution Act 1988 Sections 60 and 61. The Local Authority may impose a maximum noise level for the site and also lay down restrictions on the types of plant to be used and the methods of working to be adopted. It is the Contractor's duty to ascertain if any impositions or restrictions will apply to the site and to submit application to the Local Authority for prior consent of their proposals for complying with the Local Authority's requirements.

Portable radios, tape players or similar equipment will not be permitted on site.

## 8.10 WASTE AND RUBBISH DISPOSAL

The Contractor is responsible for the following:

1. Removing all their waste and rubbish from site as it accumulates on a daily basis.
2. No burning of rubbish/materials on site is permitted.
3. Skips are to be covered at all times.
4. Where skips are situated within 6m of a building, they shall have metal covers.
5. Transport of waste and rubbish disposal from site to skip is by means of a sack truck or similar, have pneumatic tyres, absorbent edge protection and be quite in operation.
6. All waste/rubbish disposals shall be in accordance with all current legislation relating to the safe disposal of waste to include the EPA (Duty of Care) Regulations 1991, Control of Pollution (Special Waste) Regulations 1990 and the EPA 1990 "latest" Edition and also to include the Trust's Waste Management Policy.
7. Only licensed Waste Disposal Contractors shall be used and the Contractor is responsible for all charges and landfill taxes due for waste disposal.
8. The contractor may dispose of cardboard through the trusts cardboard compactor via approval from the Contract Administrator.

Contractors should implement Site Waste Management Plans based on the latest site waste management plan guidelines (or any subsequent legal requirement) and report on the subject at the regular Progress Meetings.

## 8.11 CLEANING

Carefully clean the Works and affected areas upon completion and leave the premises in a clinically clean condition and ready for immediate occupation. Remove all protective casings and wrappings, scrub floors and paving, clean windows, oil and adjust ironmongery, clean sanitary appliances and other fittings, clean out gutters and rainwater pipes, touch up damaged paintwork all to the satisfaction of the Contract Administrator.

Discuss appropriate the appropriate level of cleaning with the Contract Administrator and Infection Control.

## 8.13 POLLUTION

The Contractor must take all reasonable precautions to prevent pollution of the site, the Works and general environment including streams and waterways. The discharge of silt into storm water drains is in breach of the Water Resources Act. On no account are sites, plant or equipment to be washed down without proper control of the resultant discharge.

## 8.14 DUST CONTROL

During construction and refurbishment work, barriers impermeable to dust should be constructed between patient-care and construction areas, sealed at floor and ceiling or structural soffit with appropriate dust control at door thresholds.

Where construction or refurbishment works are carried out, suitable precautions need to be taken both within the building and in adjacent buildings to minimise the exposure of patients to dust. To reduce the risk of dust arising from the works, a range of strategies is available including localised controls such as vacuum removal at point of use, damping control, filtration of air and differential air pressure regimes. No brushing up is allowed within a building or confined work area.

Pedestrian traffic flow should be directed away from construction areas to prevent dust dispersion, entry of contaminated air, or tracking of dust into patient areas.

During the works, air and environmental monitoring for dust may be appropriate when building work is taking place adjacent to an area where patients are at risk.

Discuss specific dust control measures with Contract Administrator for each area of project works.

## 8.15 MATERIALS MOVEMENT

If building or demolition materials have to be moved within occupied areas they shall be transported, where possible, in sealed containers running on rubber tyre wheels unless otherwise agreed, in writing, with the Contract Administrator. Any materials over 2.0m long to be carried by two people.

## 8.16 SITE HOARDINGS

The specific requirements for site hoardings shall be agreed with the Contract Administrator at the outset of the works.

External Hoardings – 2.0m high, weather resistant plywood on timber posts set into concrete foundations. All timber surfaces to be gloss painted in Goose Grey. “NHS” logo signs to be fixed to the external face at 6m regular intervals or on change of direction, complete with vision panels.

Internal Hoardings – to be agreed with the Trust Contract Administrator and to be a minimum of Half Hour Fire resistance, but in accordance with the surroundings.

Lighting – The effect of the hoarding (external or internal) shall be assessed and temporary light fittings installed by the Contractor to ensure the safe movement of people and vehicles at all times.

The Contractor shall be responsible for all making good arising from the removal of hoardings and any reinstatements.

## APPENDIX A - Definitions

1. "Employer" shall be Salisbury NHS Foundation Trust (SDH), whose address is:  
  
Salisbury NHS Foundation Trust  
Salisbury District Hospital  
Salisbury  
Wiltshire  
SP2 8BJ
2. "The Contractor" shall mean any Contractor, Consultant, Maintenance or Services Engineer contracted or appointed and working for and on behalf of SDH.
3. "Contract Administrator" shall be an Employee or Contractor appointed by SDH to act for and on behalf of SDH.
4. "The Site" shall mean the whole of SDH's estate, buildings and land.
5. "Works Area" shall mean an area designated within the Contract and marked on a plan to define the Contractor's work area, egress and access routes, fire and emergency escape routes, compounds for offices and parking.

## APPENDIX B - NOTIFICATION OF CONTRACTOR ONSITE FORM

See: ETS/PROJECTS/MASTERS/SITERULES&INDUCTION/NOTIFICATIONOFCONTRACTORONSITE

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