

POLICY FOR CARRYING OUT ENGINEERING MAINTENANCE AND PROJECT WORKS

SITE RULES FOR CONTRACTORS

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SITE RULES

1. Location of site access and egress (internal)

Access routes within buildings on Trust Sites will be specified in the tender documentation as agreed at the preliminary site meeting with the Project Manager prior to commencing works. Trust staff, patients and visitors may also use these routes. It is the contractor's responsibility to ensure all access routes are kept clean and clear of debris at all times and checked regularly, i.e. at least once a day by a designated site operative.

2. Location of site access and egress (external)

Access routes into Trust sites will either be specified (with a site plan) in the Tender Documents or agreed at the preliminary site meeting with the Project Manager prior to works commencing. It is the contractor's responsibility to ensure that accumulations of mud and debris are cleared immediately they appear and that all access roads into site areas are maintained in a safe manner at all times for general site traffic.

3. Location of temporary site accommodation

If sufficient reason exists, the Trust may agree to the siting of temporary accommodation for the contract period in a suitable location. This will either be specified in the tender documentation or agreed with the Project Manager at the preliminary site meeting. It will be the contractor's responsibility to install, maintain and remove on completion any temporary services to temporary accommodation. All with the agreement of the Project Manager.

4. Services to be provided to the Contractor

Water and electricity will be provided from the nearest convenient take off point if agreed during the Tender stage or before work commences with the Project Manager. It will be the contractor's responsibility to install, maintain and remove on completion temporary supplies as necessary to enable the works and to reinstate services and finishes, all in accordance with legislation current at that time. Welfare facilities for the Contractor's site staff may be available on a project specific basis. When not available, the Contractor will provide these facilities on a basis agreed with the Project Manager.

5. Location of loading and storage areas

Unloading areas may be allocated at specific times in certain locations by agreement with the Project Manager. Storage areas will be allocated in a similar way to temporary accommodation. Special requests for short-term storage should be made to the Project Manager. Generally no internal storage within existing buildings will be provided unless designated within tender documentation.

6. Contractor parking

Because of the lack of parking spaces available for contractors on the site, a limited number of designated spaces may be made available, with the agreement with the Project Manager. All other contractors parking will abide by the Trust's visitors parking permit scheme. The permit must be clearly displayed in the vehicle at all times. Failure to park in the designated parking area or failure to display a valid parking permit could lead to the Contractor being fined. The contractor will be held responsible for paying such fines for its vehicles.

7. Delivery of materials

Unless otherwise stated in the contract documentation, delivery of materials to the contractor's site should normally occur between 6.00am and 8.30am, to minimise disruption to Trust staff and patients. Deliveries outside of these allocated times and at weekends may be agreed with the Project Manager. All deliveries likely to cause an obstruction must be discussed with the Project Manager, so that suitable traffic control arrangements may be agreed. Waiting areas for delivery vehicles etc will also have to be agreed with the Project Manager.

8. Contractor's responsibility for traffic control

Contractors involved in works resulting in the restriction of access on Trust roads should provide traffic control equipment, they should also be aware that emergency vehicles will have priority over any traffic signals in use and are not to be obstructed at any time.

9. Identity badges

All Contractors will be issued with the Trust's 'Estates Contractor' identity badge, which is to be worn whenever on Trust premises. Individuals not wearing badges will be asked to leave site.

10. Disabled access / egress

Disabled access routes must not be obstructed under any circumstances unless they form part of the site area and alternative arrangements have been agreed.

11. Pedestrian routes

In addition to the movement of vehicles on site access roads, patients on trolleys and beds will also be moved through some of these areas. Contractors must ensure full access for trolleys, beds and equipment is maintained at all times.

12. The 'permit to work' system

Permits to work will be required from the Operational Estates manager, before starting any work regarding the following: -

- Medical Gas Systems
- High Voltage Systems
- Theatre Clean/Vent Systems
- Magnetic Resonance Imaging Controlled Area
- Fume Cupboards
- Areas of Controlled Radioactivity. Radioactive Waste Drains
- Hot Works on Fire Risk Activities. Pressure Vessels
- Confined Spaces
- Isolation of Electrical Systems
- Isolation of Water Services
- Natural Gas Installations
- Excavation

Once issued the conditions of the permit must be strictly adhered to at all times.

13. Fire and fire risk activities

All Contractors involved in fire risk activities should ensure that they take measures to minimise risk wherever possible by removing any combustible materials and providing adequate fire fighting equipment. When undertaking any fire risk activity all such work should cease at least half an hour prior to the end of the working day. An employee must be designated to check the site prior to leaving.

Existing fire detectors sited within contractors working area shall be temporary isolated and protected with dust covers. This shall be in agreement with the Operational Estates Manager, and Project Manager.

In the event of a fire break out, the procedure on the Princess Alexandra Site is described in section 14.

14. Fire Action: Within Hospital Buildings

On detecting a fire

1. Remove persons from immediate danger.
2. Sound alarm by breaking glass of fire alarm call point.
3. Shut doors and windows adjacent to the fire.
4. Do not call switchboard.
5. Attack fire if this can be done without jeopardising personal safety.

Intermittent sounding of the fire alarm sounders means there may be a fire in the vicinity.

Continuous sounding is an instruction to evacuate the building.

On hearing a intermittent fire alarm

6. Prepare for evacuation by clearing escape routes for patients and staff.
7. **Do not use lifts.**
8. **Do not** re enter the building until instructed to do so by the Hospital Fire team, or Fire Service.

On hearing a continuous fire alarm

9. Prepare for evacuation by clearing escape routes for patients and staff.
10. Leave the building by the nearest available exit. Close fire doors as you go.
11. **Do not use lifts.**
12. **Do not** re-enter the building until instructed to do so by the Hospital Fire team, or Fire Service.

Should evacuation of an area be necessary, this will be co-ordinated at the scene of the fire by the Fire Response Team, or Fire Service.

15. Specific site hazards

The Trust will inform the Contractor of any known specific site hazards prior to commencement of work.

16. Noise and vibration levels

Contractors should ensure that noise and vibration levels created within their site are kept to a minimum at all times. Equipment that generates high levels of noise or excessive vibration should be substituted for less noisy or disruptive equipment where possible or adequately damped, silenced and soundproofed. Engine driven plant should only be operated during agreed hours or as specified within the project specify details of the tender documents.

Radios or other audio equipment are prohibited on all Trust premises (including contractor's designated site areas and compounds). These devices may cause considerable disturbance to patients and staff, disrupting clinical treatment and as a result must not be used.

17. Control of dust, fumes and debris

All operations that produce dust (e.g. disc cutting, chasing, high-speed sawing etc) in excess of 10 milligrams of dust per cubic metre of air (10 mgjm³) averaged out over eight hours, or any respirable dust in excess of 5 mgjm³ averaged over eight hours is deemed to be a substantial concentration of dust and therefore within the definition of substance hazardous to health (COSHH).

Dust producing equipment is to be controlled at source with local exhaust ventilation or dust suppression tools to the satisfaction of the Project Manager.

All work areas are to be suitably sealed against dust breakout to other areas, and where required to control dust breakout measures such as double doors or air locks are to be supplied.

All temporary screens to be constructed out of fire retardant materials, of a suitable nature to fully contain any expected hazards. Approval of method statement to control dusts to be gained prior to starting work from the Project Manager.

Working areas to be cleaned as required by means that do not promote dust transfer. When requested by the Project Manager, air and environmental monitoring of the building works and adjacent areas will be required.

HSG (95) 10 Hospital Infection Control
The Health and Safety at Work Act 1974
The Control of Pollution Act 1974
The Management of Health and Safety at Work Regulations 1999
The Control of Substances Hazardous to Health Regulations 2002
The Construction (Health, Safety and Welfare) Regulations 1996
Debris should be disposed of in accordance with the Trust's Waste Disposal Policy.

18. Contractors working hours

Normal working hours on Trust sites will be between 7.30am and 6pm Monday to Friday. Weekend and out of hours working will be agreed with the Project Manager.

19. Accidents / incidents

Any dangerous occurrences / incidents as defined in RIDDOR should be immediately reported to the HSE and the Project Manager. Accidents / incidents which fall outside the scope of the RIDDOR should be recorded in the normal way and copies of the reports handed to the Project Manager at the next scheduled Site Meeting or on the completion of works, whichever is sooner.

20. Electrical tools

All electrical tools used by contractors must be either 110 vac or 240 vac and RCD protected and with an up-to-date test certificate available for inspection.

21. Smoking

The Trust has a no smoking policy in all buildings including areas temporarily forming contractors working areas.

22. Infection Control

The Princess Alexandra Hospital NHS Trust requires that all contractors follow Trust guidance and infection control policy with regard to hand washing requirements for preventing spread of infection. Additional information is provided for the hand washing procedures, see the attached document "Hand hygiene advice for patients and visitors".

23. Fitness for Work

The Princess Alexandra Hospital NHS Trust requires that all contractors working on the Trust's site are, at all times, fit for work. The Trust retains the right to request that individuals leave the site if they are unfit for work for reasons of alcoholism, drug taking, injury, tiredness or any other reason that may affect the standard of workmanship or the health and safety of members of the public or hospital staff within the area.

24. Standards of dress

All contractors will report to work in suitable clean clothing. the following items of clothing are examples of unacceptable clothing, either on the grounds of health and safety or for the Trust's public image: Denim jeans or skirts, track suits, casual sports t-shirts, leisure shorts, combat trousers, sweat-shirts, baseball caps/hats, overly tight or revealing clothes, clothing bearing inappropriate slogans, the wearing of shorts is not acceptable, neither are bare chests. Dirty clothes or overalls will not be worn in public or patient areas. Clothing must be suitable for the task being carried out. Personal protective equipment will be worn wherever applicable. Footwear must be safe, sensible, in good order, smart and clean and have regard to Health and Safety considerations. Visible tattoos are to be discouraged and where present should not be offensive to others. Where they are deemed to be offensive they should be appropriately covered. Jewellery should be discreet and appropriate and not cause offence or be a health and safety hazard. Facial/body piercing are not permitted and must be removed before coming on site, piercings for religious or cultural reasons must be covered. Hair should be neat and tidy at all times. Headwear worn for religious purposes are permitted. All contractors must display a high standard of personal hygiene.

25. Hospital equipment

The use and borrowing of Hospital equipment or tools is not acceptable and contractors should ensure that they have sufficient equipment to carry out the work specified.

26. Two-way radios and Cell phones

There is a risk to patients from radio frequency transmissions interfering with electro-medical equipment. As a result the use **of two-way radios by contractors is prohibited.**

There is a risk that when cell-phones are turned on they transmit signals back to their cell-net base regardless of whether they are monitoring, receiving or transmitting calls. Cell phones must be turned off to be safe. The risks will be controlled by a total ban on the use of cell-phones within all areas of the hospital and up to 10 metres from those

buildings, this includes corridors and circulation areas. This means that cell phones may only be turned on in the following locations:

Outside, 10 metres away from any buildings

27. Asbestos

The Trust maintains a register of all known locations of Asbestos existing on the Trust's premises. This register must be checked before any work starts on any construction site on any part of the Trust's site.

No work shall be carried out on any suspected asbestos bearing materials by any person who is not suitably trained.

No testing or analysing shall be carried out by any person or laboratory that has not gained N.A.M.A.S. or similar accreditation.

No work shall be carried out on any asbestos material without written instructions from the Trust's representative, this can be given in the form of a specification Site Instruction.

Any Contractor finding what he believes to be an Asbestos bearing material on any of the Trust's premises should stop work immediately and bring it to the attention of the Trust's Project Manager or representative who will, if deemed necessary, suspend all further work until the affected areas are made safe.

28. Asbestos Labelling

The Trust has adopted the H.S.E. suggested working for the Asbestos warning labels.

29. The Mental Health Act

Contractors need to be aware that certain works undertaken on the Trust's premises will bring contractors into contact with patients admitted under the Mental Health Act. These patients may be uninhibited or disruptive and contractors may need to put in place additional measures on site that would minimise the risk to this group of patients.

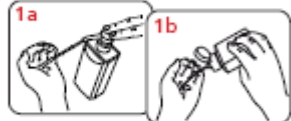
For instance:-

- Tools should be lock away and inaccessible to patients who may be wondering around.
- Ladders should never be left unattended.
- Working from a ladder a safety man must be present.
- Materials and equipment must not be left lying around for patients to tamper with which could cause injury to the patient or could be used to cause injury to other patients or Staff.

HAND CLEANING TECHNIQUES

How to handrub?

WITH ALCOHOL HANDRUB



Apply a small amount (about 3ml) of the product in a cupped hand, covering all surfaces



Rub hands palm to palm



Rub back of each hand with the palm of other hand with fingers interlaced



Rub palm to palm with fingers interlaced



Rub with backs of fingers to opposing palms with fingers interlocked



Rub each thumb clasped in opposite hand using rotational movement



Rub tips of fingers in opposite palm in a circular motion



Rub each wrist with opposite hand



Once dry, your hands are safe



How to handwash?

WITH SOAP AND WATER



Wet hands with water Apply enough soap to cover all hand surfaces



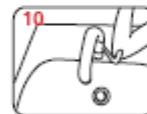
Rub each thumb clasped in opposite hand using rotational movement



Rub tips of fingers in opposite palm in a circular motion



Rinse hands with water



Use elbow to turn off tap



Dry thoroughly with a single-use towel



Your hands are now safe



Adapted from WHO World Alliance for Patient Safety 2006