

PRE-CONSTRUCTION INFORMATION

FOR THE

INCINERATOR BUILDING LIGHTING UPGRADE

FOR

PHE, PORTON DOWN

PROJECT NO: 190079

| Prepared By | | | |
|-------------|-----------------|------------|-------|
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1 INTRODUCTION

The purpose of the Pre-Tender Health & Safety Plan is:

- To pass safety related information to prospective Principal Contractors so that they can prepare outline submissions that would demonstrate to the client their competence and resource allocation to meet the health and safety issues associated with this project.
- To provide a document for the Principal Contractor to develop into the Construction Phase Health & Safety Plan.

2 DESCRIPTION OF PROJECT

2.1 Project Title: Incinerator Lighting Upgrade

2.2 Project Location: Public Health England
Porton Down
Salisbury
Wiltshire
SP4 0JG

2.3 Client: Public Health England

Address: Porton Down
Salisbury
Wiltshire
SP4 0JG

2.4 Client's Representative: Engineering, Estates and Facilities

Address: Porton Down
Salisbury
Wiltshire
SP4 0JG

Contacts: Mr. L. Oliver

Tel: 07825280248

E-mail: Liam.oliver@phe.gov.uk

2.5 Designer: Contractors Design and Build

2.6 Principal Contractor: To be advised

2.7 Principal Designer: Contractor

2.8 Nature of Project



PHE - Incinerator
Building Drawing rev2



PHE - Incinerator
Building Lighting Upg



PHE - Incinerator
Building Luminaire Ke



URS Compliance
Matrix 190079.xlsx



PHE - Incinerator
Building 3D Visuals.pc

2.9 Existing Records and Drawings

A number of drawings are held by PHE. The security arrangements for the site means that not all are freely available, but they can be viewed on site. The Principal Contractor is to satisfy himself with regards to the accuracy of the information contained therein.

2.10 Timescale for Completion

The commencement date is expected to be January 2021 with completion by 5th March 2021. The duration of the works is expected to be 9 weeks.

3 EXISTING SITE DESCRIPTION

3.1 Surrounding Site Uses and Restrictions

The incinerator building (06/5) is located to the West of the main site and is within the Building 06 complex which will be in constant use throughout this project. **A concrete service duct containing water and steam supplies, amongst others, runs centrally through the site, this has a 6.5 tonne axle weight limit imposed upon it.** The site as a whole is used for research and the production of pharmaceutical products. An Overall Site Plan and Site Access Routes are attached in Appendix I. The surrounding areas are occupied and will remain in use during the project.

Waste materials will be stored in covered skips prior to removal from site. Skip locations are to be agreed on site.

It is essential that all vehicular and pedestrian access ways are kept clear at all times, owing to the restricted nature of the access, especially for emergency service vehicles. Special care must be exercised when traffic enters and leaves the site.

It is likely that other construction works will be ongoing in the surrounding area during the course of this project, but these should not have an impact on the execution of these works.

There are no schools, housing or similar properties in the vicinity of the site.

3.2 Existing Site Services

Electric, water, gas, steam, telecom, air conditioning, data and fire detection / alarm systems all exist within the existing Building 06. All services that affect the work areas, electrical and piped, will be isolated if necessary, at the start of the works. This will be carried out by the site maintenance contractor under the direction of the successful contractor. All isolations must be authorised by the PHE project manager prior to execution. Contractors should not commence work until certificates of isolation have been issued by the site maintenance contractor.

4 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

4.1 Structure and Organisation

All communications with PHE shall be via the Principal Contractors nominated representative to the Client's representative, Mr. L. Oliver.

4.2 Safety Goals

The PHE Health & Safety person responsible for construction works on site will make regular inspections during the works to establish conformance with the Site Rules and both local and regulatory Health & Safety requirements.

Subject to these findings a non-compliance notice may be issued requiring corrective action(s). The issue of three non-compliance notices could result in the contractor being removed from site.

The Principal Contractor is required to complete the Health and Safety Questionnaire for Principal Contractors/Contractors attached in Appendix VI. This will not be necessary if it has been completed within the last 2 years, and there are no significant changes to the contractor's circumstances.

4.3 Site Access

The site is accessed through the main gate, via Manor Farm Road, that incorporates barriers and other security features. Contractor's vehicles must not access the site via Porton village but via the A30 Winterslow Road, see Appendix I.

All visitors requiring access to PHE must be notified to security 24 hours in advance of their appointment and on arrival are required to report to security prior to entering the site. Visitors are issued with a 'red' pass and must be escorted at all times by a PHE employee/agent.

4.4 Permits and Authorisation Requirements

A Permit to Work (PTW) system is in operation across the PHE site for the following activities:

- 'S1' Permit prior to any works in, or associated with the laboratories and plant rooms
- Hot Trades e.g. welding etc.
- Work in confined spaces
- Working with pressurised systems
- Electrical works
- Excavations
- Working on roof spaces (at height)
- Working in plantrooms is controlled by PHE's maintenance contractor. (S1 Permit)
- Isolation of services certification

The Principal Contractor's PTW procedures shall be reviewed and agreement reached regarding the application of PHE's PTW requirements.

4.5 Emergency Procedures

The Principal Contractor shall instigate an evacuation procedure to ensure that:

- A register of site personnel is maintained at all times
- The existing egress routes through emergency exit doors are maintained throughout the works
- In the event of an alarm, evacuation is immediate from all areas within the project limits
- An independent roll call is carried out in the event of an emergency evacuation

Muster arrangements will be agreed and designated in advance with PHE, but will be adjacent to the north boundary fence. Assembly point 1 is designated to all contractors and visitors to site.

In the event of an emergency, the Principal Contractor will call Ext **444** and advise the details concerning the event.

PHE carry out fire alarm testing every Tuesday morning at 10.50, at which time the alert system will be heard throughout the site.

4.6 First Aid

The Principal Contractor will be responsible for First Aid provision in relation to the construction works, as required by The First Aid at Work Regulations 1981.

4.7 Site Rules

The Principal Contractor's proposals for management of the construction site shall ensure adherence to the *'Health, Safety and Security Guidance Notes for Contractors Carrying Out Work at PHE- Porton Down'*. This document is included in Appendix II.

In particular, the Principal Contractor shall note that smoking is strictly prohibited in any building or area within the security fence, other than the designated smoking shelter adjacent to the site incinerator building. Vaping shelters are available around the site.

4.8 Site Inductions

All personnel requiring to work at the PHE site must complete the PHE Site Inductions after which they will be issued with a 'green' contractors pass. Personnel who have completed the induction do not require an escort. Site inductions are held at 09.00 hours on weekdays and last approximately 30 minutes.

The Principal Contractor will be responsible for carrying out inductions for all operatives specific to the construction works including access to and use of the area designated for the project.

4.9 Working Hours

Normal contractor working hours are 07.30 to 16.30 Monday through Friday. Prior arrangements will need to be made if contractor working is required outside of these hours and at weekends and bank holidays.

4.10 Accident and Incident Reporting

Any dangerous occurrence or condition and all incidents resulting in injury or damage to property shall be reported to the Client's representative, in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

4.11 Project Area Access & Welfare

- Where possible, the contractor's storage and work area (to be agreed on site) should be used for offloading and storage of construction material prior to being taken into the building. All storage and works compounds/areas must be made secure with perimeter fencing i.e. Heras type fence, ply board hoardings.
- Maintenance and Operational Staff will require regular access to all areas to complete routine maintenance operations on a 24 hour basis. Access will also be required to the PABX room and maintenance areas within the service floor on a 24 hour basis.
- Every effort is to be made by the contractor to fully segregate the construction area from those areas where PHE personnel are at work. Access is to be prevented

between areas by physical barriers, although some emergency egress may be required.

- PHE personnel must not enter the segregated construction areas without being accompanied by a representative from the Principal Contractor.
- Access for emergency service vehicles must be maintained at all times.
- The Principal Contractor will be responsible for the site security of his goods, materials and tools.
- Contractor's personnel are permitted to use the main PHE canteen (after removing dirty outer work clothes) as well as using available toilets and changing facilities within the Contractors Compound. The canteen should not be used by contractors between 12.30 and 13.30 for sit down meals. Take-out food and drink is available during these times. The use of these facilities will be under continuous review and will be withdrawn if abused. A shared restroom and drying room have been established within the Contractors Compound for use by the Contractor if required. Eating and drinking is not permitted on the site of the works except for in designated welfare facilities.
- Access to the works area will be via the main road into the site, see Appendix 1. Contractor's vehicles must be parked in designated parking areas and not adjacent to existing buildings. Car park 7 is designated for contractor parking which is adjacent to the contractors site compound area. Unloading will be permitted adjacent to the works, after which vehicles must be parked in the designated area. All emergency access routes and doors must be kept clear at all times.

5 PROJECT LIAISON PROVISIONS

5.1 Meetings

Regular on site project review meetings will be held by the Client's representative where the Principal Contractor will be required to report on progress against programme, budget and all issues related to Health and Safety.

5.2 Design Changes

The following procedure is to be utilised for dealing with substantial design changes:

- No major design changes shall be undertaken before submission of a Designers report as required by Regulation 9 of the Construction (Design and Management) (CDM) Regulations 2015.
- The Principal Designer shall be provided with the Designers report or Principal Contractors proposals in reasonable time before a commitment to the design change is made.
- The Principal Contractor shall notify the Principal Designer immediately if it becomes apparent that substantial design changes will or may prejudice his resources.

5.3 Communications

The Principal Contractor shall notify the Principal Designer of all modifications to the approved design and resultant changes to the Health and Safety Plan. The following procedures are to be followed by the Principal Contractor:

- Design work shall not be undertaken unless evidence has been submitted that the person appointed to complete the work has the competence and resources necessary. Any sub-contractors shall provide evidence to the Principal Contractor of their compliance with Regulation 9 of the CDM Regulations 2015.
- The Principal Contractor shall take all steps to reduce significant risks and hazards communicate the additional steps and precautions necessary for dealing with them.
- The Principal Contractor shall, in writing, notify all sub-contractors (including self-employed) of the following:
 - The Principal Contractor
 - The Designer
 - The Principal Designer
 - The contents of both Health & Safety Plans
 - All notices as required by Regulations 13 and 14 of the CDM Regulations 2015.

6 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

6.1 Boundaries and Access

Refer to Section 4 above.

6.2 Adjacent Land Uses

The construction area is located entirely within the PHE site. There are no adjacent land uses which are expected to have any impact on the works.

6.3 Existing Storage of Hazardous Materials

There are no known hazardous materials which are currently stored within the bounds of the proposed site.

There are a number of cylinder gases including oxidants and flammables stored in caged areas adjacent to building 06. The cylinders are connected to pipework manifolds and the gases are fed to the various apparatus within the building and adjacent areas. The cylinders are restrained by chains and are contained within purpose built stores. These should not have an effect upon this project.

If during the course of the works an unknown substance or material is discovered, works must cease and the client's representative notified immediately.

6.4 Location of Existing Services

All service positions are to be identified prior to commencement of work and are to be isolated prior to associated work. This to be carried out in conjunction with the site maintenance contractor, who will then issue a proof of isolation certificate before works can commence. All isolations must be authorised by the PHE project manager. Refer also to 3.2 and Appendix V.

6.5 Ground Conditions

Outside storage areas, the ground is predominantly concrete, with access via a tarmac surface. The proposed storage area for the compound is of granular stone surface.

6.6 Existing Structures

The existing building structure is of traditional brick construction with a concrete slab roof, constructed approximately 65 years ago. The existing structures do not present any known hazards. The surrounding areas contain sensitive apparatus and care will be required when working adjacent to these areas, especially with regard to noise, vibration and dust.

6.7 Asbestos Including Results of Surveys

Asbestos is present in many areas within the main site building (01) and its known presence and locations are recorded in the asbestos register. PHE have a contract in place for the removal / containment of all asbestos within the PHE site. However, areas which may be otherwise inaccessible and exposed by construction work may contain asbestos. The Principal Contractor shall instigate a procedure for reporting all asbestos containing materials to the Client's representative. The PHE will arrange for removal of the asbestos using its appointed specialist contractor. It is known to exist in many of the service voids and pipe / duct joint gaskets, any work carried out in such locations should be approached with care after referring to the asbestos register. The asbestos register must be checked before works are carried out in all areas. Asbestos is not expected to be encountered within the proposed works, nevertheless an appropriate asbestos survey will be undertaken by the client prior to handover to the Principal Contractor.

6.8 Existing Storage of Hazardous Materials

All hazardous stored materials will be removed prior to handover to the Principal Contractor.

6.9 Contaminated Land Including Results of Surveys

Not applicable for this project.

6.10 Existing Structures Hazardous Materials

All known hazardous materials will have been removed prior to commencement of works, and the work area thoroughly cleaned. If during the course of the works an unknown substance or material is discovered, works must cease and the Clients Representative notified immediately.

6.11 Health Risks Arising From Client's Activities

Traffic and pedestrian movements are ongoing throughout each day. Care should be taken with this in mind.

During incinerator operational times the temperature within the building can rise substantially, particularly in periods of warm / hot weather.

Prior to commencement of work in any laboratory area, PHE will clean and fumigate the laboratory.

Access will only be permitted once the PHE issue an S1-PTW for the area.

7 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

7.1 Design Assumptions and Control Measures

- When working at height, appropriate scaffolds or platforms will be used complete with appropriate hand railing and kick boards.
- Lifting of and movement of heavy equipment into/out of and within the building shall be done using the correct type and rating of certified lifting gear/craneage in accordance with Health & Safety Executive Codes of Practice. Personnel responsible for such equipment shall be appropriately certified.
- Hot work, including welding, soldering and brazing of pipework may be carried out. Hot work permits will only be issued when suitable fire protection devices are available locally. Appropriate face and body protection must be worn and adequate protection must be provided to prevent arc eye on others.
- Temporary lighting will be used in areas where general lighting is inadequate for installation procedures.
- The release of grinding debris and construction dust must be kept to a minimum. The Principal Contractor shall advise the PHE how this will be achieved.
- Interruption to the fire alarm system will be required to prevent false activation. The Principal Contractor is to include for temporary provision.
- Construction noise is to be kept to a minimum, particularly when working within and adjacent to laboratories.
- The Principal Contractor will be responsible for the safety, control and management of the Construction areas and shall advise the PHE how this is to be achieved.

7.2 Arrangements for Co-Ordination of On-Going Design Work and Handling Design Changes

See Section 5.2.

7.3 Information on Significant Risks Identified During Design (Health and Safety Risks)

See Section 7.1. and Appendix IV

7.4 Materials Requiring Particular Precautions

All construction materials shall be subject to the limitations in use and precautions advised as part of the COSHH data supplied by the manufacturer.

All packing and waste materials will be removed from site as and when produced to maintain good working conditions and reduce fire hazards.

8 HEALTH AND SAFETY FILE

The Principal Contractor is required to provide the data identified below for collation by the Principal Designer when assembling the Health and Safety file:

Section A: General Project Information

- A brief description of the work carried out.
- Details of project parties.

Section B: Residual Risk Information

- Residual hazards and how they have been dealt with (for example, surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services).
- Any hazards associated with the materials used (for example, hazardous substances, lead paint, special coatings which should not be burnt off).

Section C: Design Information

- Key structural principles incorporated in the design of the structure (for example bracing, sources of substantial stored energy – including pre- or post- tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.

Section D: Operating and Maintenance Information

- Information regarding the maintenance, removal or dismantling of installed plant and equipment (for example lifting arrangements).
- Health and safety information about equipment provided for cleaning or maintaining the structure.

Section E: As Built Records

- The nature, location and markings of significant services, including firefighting services.
- Information and as-built drawings of the laboratory, its plant and equipment (e.g. the means of safe access to and from service voids, fire doors and compartments)

Section F: Appendices

- Directory of materials used in the project, including suppliers and manufacturers addresses and contact numbers.
- COSHH assessments/safety data sheets of materials used in the construction of the project.

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The following rules must be adhered to at ALL times – anyone disregarding these rules may be asked to leave site.

- Social distancing is to be maintained 2m – where this is not achievable due to work then face coverings must be worn. Where particularly close contact is needed then face fit tested FFP3 masks will be required.
- Hand washing and hand sanitising, to be done throughout the day and in particular when moving through different spaces e.g. plant room to canteen.
- Face masks to be worn when moving throughout public site spaces e.g. Reception, canteen and corridors.
- No more than 6 people in any designated work space at a time.
- If anyone has symptoms (as advised by Government) must NOT come to site.

These rules are subject to change - Government guidance MUST be adhered to at all times.

The Principal Contractor - MUST undertake a Covid-19 risk assessment and continually manage and monitor the risk assessment.

All contractors will be required to complete the COVID-19 Project Risk Mitigation Plan on commencement of works.

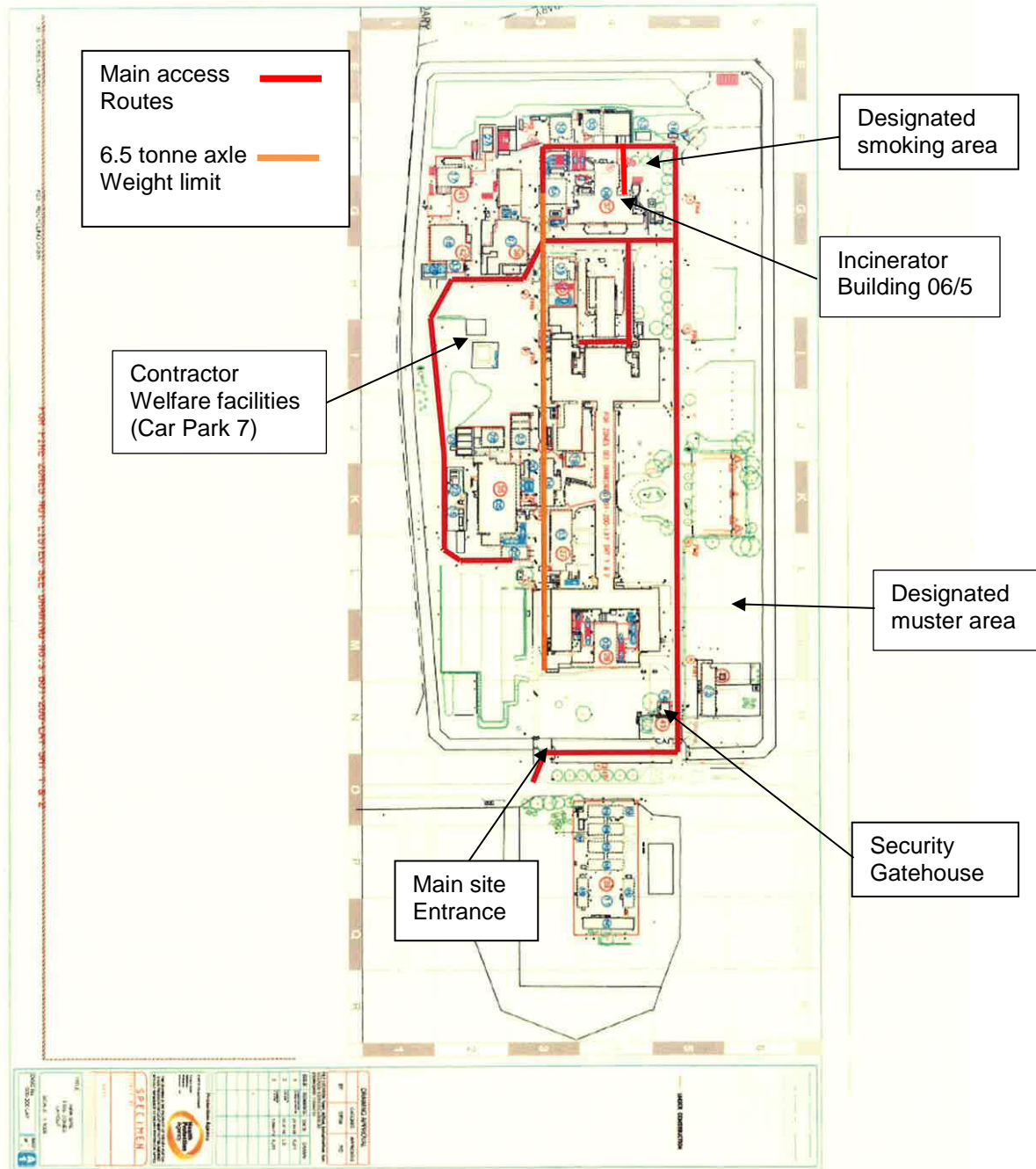


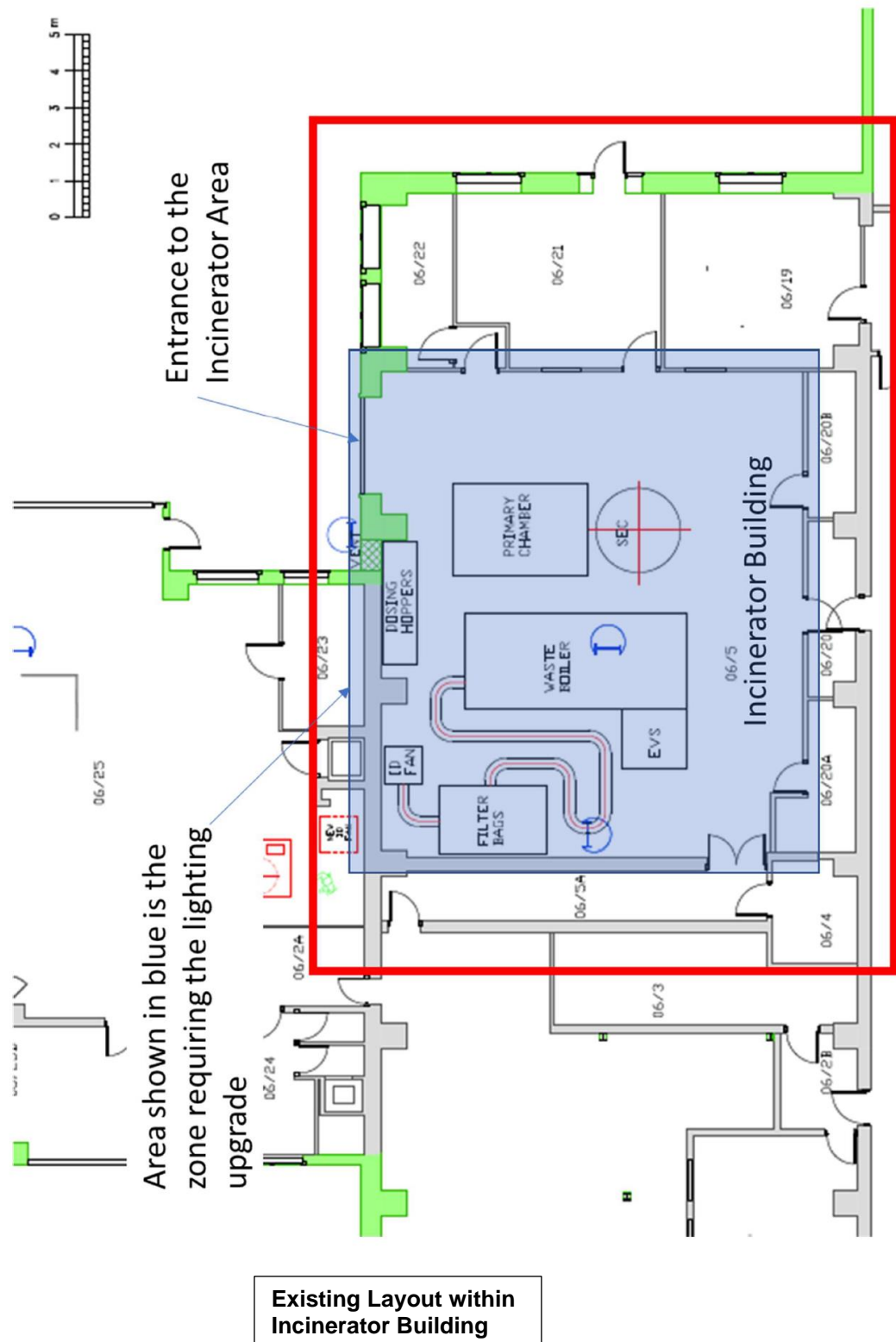
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APPENDIX I

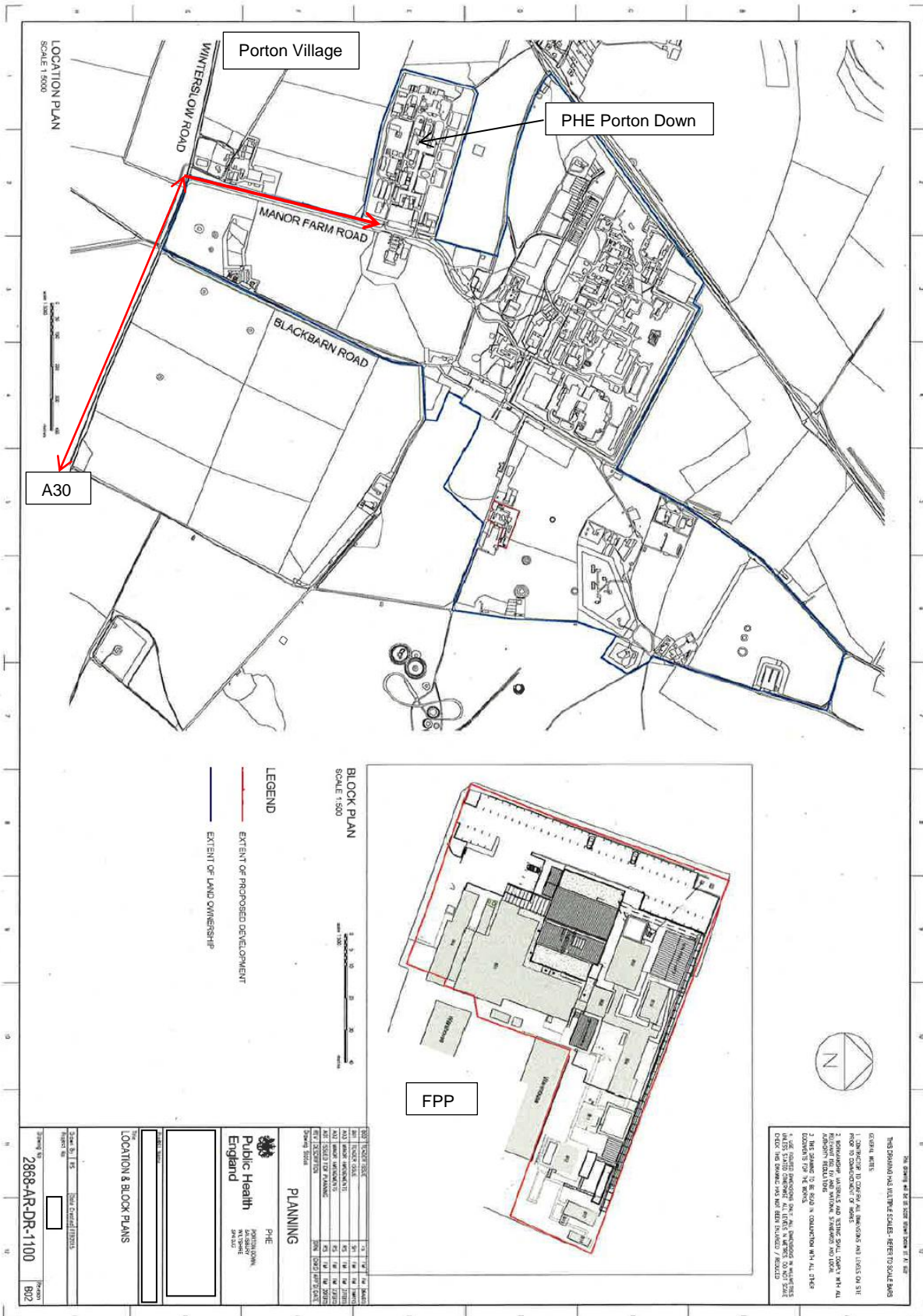
OVERALL SITE PLAN and SITE ACCESS ROUTES

Main Site Layout





Access via A30 →



APPENDIX II

HEALTH SAFETY & SECURITY GUIDANCE NOTES FOR CONTRACTORS CARRYING OUT WORK AT THE PHE – PORTON DOWN

HEALTH, SAFETY AND SECURITY GUIDANCE NOTES FOR CONTRACTORS CARRYING OUT WORK AT PHE– PORTON DOWN

1.0 Definitions

“Contractor” means any person, firm or company, or any sub-contractor of such person, firm or company or any employee or agent of either, who or which undertakes construction and/or maintenance work and has access to PHE-Porton Down site for the purpose of performing work or services for PHE-Porton Down

“Construction and maintenance work” includes building, civil engineering, installation, maintenance and servicing of all electrical, plumbing, refrigeration, mechanical plant systems and equipment (whether fixed or loose), decoration, minor repairs, servicing, maintenance to the buildings and site as required by PHE-Porton Down.

“Project Manager” means the responsible person authorised to act on behalf of PHE-Porton Down in the administration of the works being carried out.

2.0 General

- 2.1 These Guidance Notes are provided in order to ensure that Contractors are aware of their statutory duties on Health and Safety and that, by signing this note, they recognise the importance of ensuring compliance with current legislation in the carrying out of their activities and will comply with the site rules contained herein.
- 2.2 PHE-Porton Down expects a high standard of safe working from its Contractors to ensure the safety of all those working and visiting the site and the Contractor will be expected to contribute to maintaining a safe working and operational environment. Contractors are recommended to acquaint themselves with all construction related best practice guides published by the HMSO and National Federation of Building Trades Employers to which they must comply.
- 2.3 If any Contractors are unsure of their legal obligations or what particular Health and Safety measures need to be adopted to ensure the safety of people and the operational environment, they must seek the advice of the Project Manager prior to commencing an activity.
- 2.4 Contractors must retain valid insurance's to meet the requirements of the Employers Liability (Compulsory by the Contract and will be asked by the Project Manager to provide evidence of validity).
- 2.5 Contractors must retain a valid Contractors All-Risks insurance policy to a value as determined by the contract and will be asked by the Project Manager to provide evidence of validity.
- 2.6 In accordance with the requirements of the Health and Safety at Work Etc, Act 1974, Contractors are required to provide a Policy Statement on Health and Safety, their responsible person for safety and methodology for ensuring compliance with the policy. Full details must be made available for inspection by the PHE-Porton Down. For minor Contractors (less than 5 employees), a written policy is not mandatory but they must be able to satisfy the Project Manager that they will perform their duties in a safe and workman-like manner and will take all necessary precautions to ensure the safety of all the people at the site.
- 2.7 The Contractor must prepare method statements and risk assessments to show how he proposes to carry out the works and what arrangements are in place to minimise any Health and Safety risks and work that is likely to present potential hazards. Production of this documentation will not absolve the Contractors from their overall Health & Safety responsibilities

3.0 Site Access

- 3.1 Contractors must give at least 24 hrs notice in advance of their visit to the Project Manager who will arrange for a pass to be issued upon arrival at the Security Gatehouse. At the discretion of the Project Manager, either a Red for an Escorted Contractor or Green for an Unescorted Contractor will be issued. The passes carry a barcode that ensures a roll call register can be produced in the event of an evacuation. The muster point for all Contractors is No 1, adjacent to the Security Gatehouse, where passes will need to be swiped in the event of an evacuation.
- 3.2 Contractor Passes must be worn at all times. For specific areas, the Contractor will be asked to submit a Security Questionnaire in advance of their first visit to site.
- 3.3 All Contractors must be signed in and out of the site daily at the Security Gatehouse.
- 3.4 Contractors with a Red pass must be escorted at all times; those with a Green pass need not be accompanied.
- 3.5 Green pass holders will be required to attend a short PHE Site Safety Induction Course that will be arranged by the Project Manager.

4.0 Work Area Access

- 4.1 Contractors must not stray from their work area or enter any other area or room without the express permission of the Project Manager. On no account must the Contractor enter rooms exhibiting Biohazard or Radioactive warning signs unaccompanied.
- 4.2 Access to certain Equipment/ Areas including laboratories, plant rooms, service floors and roofs, is controlled via 'S1 Form' (Control Transfer Document). Further to this, certain specific activities that may form part of the contracted work require a 'Permit to Work'. Both the 'S1 Form' and 'Permit to Work' will be arranged by the Project Manager, (refer to 19 for details).
- 4.3 Contractors must make themselves aware of emergency evacuation procedures and listen for broadcast messages. Contractors must comply with emergency instructions issued.

5.0 **Compliance with Statutory Regulations**

Contractors are required to carry out their work in compliance with all Health and Safety Legislation, the following although not exhaustive, are the most applicable:

The Health and Safety at Work Etc, Act 1974
The Management of Health & Safety at Work (Amendment) Regulations 2006
The Construction (Design and Management) Regulations 2015
The Health & Safety (Consultation with Employees) Regulations 1996
The Health & Safety (Training for Employment) Regulations 1990
The Working Time (Amendment) Regulations 2003
The Safety Representatives and Safety Committees Regulations 1977
BS 7671:2018 Requirements for Electrical Installations 18th Edition
The Electricity at Work Regulations 1989
The Low Voltage Electrical Equipment (Safety) Regulations 1989
The Electrical Safety, Quality & Continuity (Amendment) Regulations 2009
The Electrical (Overhead Lines) Regulations 1970
The Control of Asbestos Regulations 2012
The Control of Substances Hazardous to Health Regulations 2004
The Dangerous Substances (Notification and Marking of Sites) Regulations 1990
The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2011
The Regulatory Reform (Fire Safety) Order 2005
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
The Social Security (Industrial Injuries) (Prescribed Diseases) Amendment Regulations 2017
The Control of Pollution (Amendment) Act 1989
The Health and Safety (First Aid) Regulations 2013
The Dangerous Substances & Explosive Atmosphere Regulations 2002
The Gas Safety (Installation and Use) (Amendment) Regulations 2018
The Pressure Systems Safety Regulations 2000
Explosives Regulations 2014 (Amendment) Regulations 2016
The Control of Major Accident Hazards Regulations 2015 (COMAH)
The Confined Spaces Regulations 1997
The Supply of Machinery (Safety) (Amendment) Regulations 2011
The Lifting Operations and Lifting Equipment Regulations 1998
The Health & Safety (Safety Signs and Signals) Regulations 1996
The Control of Lead at Work Regulations 2002
The Provision and Use of Work Equipment Regulations 1998
The Control of Noise at Work Regulations 2005
The Environment Act 1995
The Environmental Protection Act 1990
The Clean Air Act 1993
The Water Industry Act 1991
The Water Resources Act 1991
The Wildlife and Countryside Act 1981
The Control of Pollution (Oil Storage) (England) Regulations 2001
The Hazardous Waste (England and Wales) (Amendment) Regulations 2016
The Waste (England and Wales) (Amendment) Regulations 2014
The Environmental Permitting (England and Wales) (Amendment) Regulations 2018
The Builders Skips (Markings) Regulations 1984
Personal Protective Equipment at Work Regulations 2002
Management of Health and Safety at Work (Amendment) Regulations 2006
Workplace (Health, Safety and Welfare) Regulations 1992
The Manual Handling Operations Regulations (Amendment) 2002

6.0 Reporting of Injuries, Diseases and Dangerous Occurrences

- 6.1 Contractors must fully comply with the requirements of RIDDOR and advise the Project Manager immediately of the circumstances of any injury or dangerous occurrence which has occurred in the course of carrying out works. An Incident Report Form, obtainable from the Project Manager, must be completed.
- 6.2 If any injury or dangerous occurrence has been notified to the HSE, the Contractor must notify the Project Manager and the PHE Construction Safety Advisor immediately.

7.0 Personal Protective Equipment

- 7.1 Contractors must provide adequate and suitable personal protective equipment appropriate to the activity being undertaken and take all necessary action to ensure their use, which should be clearly stated within the method statement. This additionally applies to all visitors to the site works.

8.0 Fire Precautions

- 8.1 Contractors must be fully aware of the PHE Porton emergency procedures, fire precautions, fire alarm systems, means of escape and broadcast message system. Fire doors must not be obstructed or wedged open under any circumstances. Green pass holders will have received Safety Induction Training upon arrival.

Smoking is strictly prohibited within any of the PHE-Porton buildings and is permitted only in designated smoking areas.

- 8.2 At the end of the working day, or at the completion of a particular activity, the Contractor must appoint a responsible person to ensure that any naked lights, burners and the like are extinguished and all electrical apparatus is switched off, unless the nature of the work demands it should be kept on.
- 8.3 The Contractor must ensure that there are adequate means of fire-fighting equipment in serviceable condition within the work area and that these are clearly identifiable.
- 8.4 The use of highly flammable liquids, petroleum spirit, liquefied petroleum gas, oxygen, naked lights, blow torches, burners, welding, flame and arc cutting and any equipment that produces sparks is strictly prohibited without the issue of an appropriate Hot Work Permit, arranged through the Project Manager.
- 8.5 Storage of highly flammable liquids, petroleum spirit, liquefied petroleum gas, oxygen and the like is strictly prohibited within any of the buildings on the site. The Project Manager will allocate storage areas as required. All spills/leaks to be reported immediately to the Project Manager.

9.0 Storage and Use of Substances Hazardous to Health

- 9.1 The Contractor will fully comply with the requirements of COSHH. All data sheets and the register of substances will need to be issued to the Project Manager prior to any substances being delivered to site.
- 9.2 Contractors must provide a risk assessment and method statement for all work involving hazardous substances and ensure their operatives are fully trained in their use.

10.0 Electricity

- 10.1 Contractors must comply with the Construction (Health, Safety & Welfare) Regulations 1996, the Electricity at Work Regulations 1989 and the current edition of the Institution of Electrical Engineers Regulations for the Electrical Equipment of the Buildings.
- 10.2 All portable electrical equipment and apparatus used in carrying out construction work including temporary lighting must be operated at 110 volts by means of a mains isolation transformer with secondary winding centre tapped to earth. The Contractor must ensure that all portable electrical appliances are regularly tested (PAT) and is able to provide proof to the Project Manager upon demand.
- 10.3 All temporary cables, particularly where they cross people or vehicle thoroughfares must be appropriately secured, marked with hazard tape, protected by suitable buffers or if at high level, duly marked with warning screening and signage.

11.0 Scaffold and Temporary Access

- 11.1 All fixed scaffold, mobile scaffold towers and ladders must comply with the Working at Heights Regulations 2005. All such equipment must be properly secured, operationally sound and fit for the intended purpose. The Contractor must be able to provide evidence, if requested, that any such equipment has been inspected to confirm it is safe for use, including the maintenance of a ladder register.
- 11.2 All scaffolds must be inspected, certificated and tagged prior to use. A Register of Inspection of Scaffolds must be available for inspection by the Project Manager or HSE.

12.0 Lifting Operations – Hoists and Cranes

- 12.1 All lifting operations must be carried out in compliance with the Lifting Operations & Lifting Equipment Regulations 1998.
- 12.2 Examination Certificates of lifting appliances, ropes, pulleys and chains etc. must be made available for inspection by the Project Manager.

12.3 Contractors must ensure that the ground conditions permit the safe operation of craneage.

13.0 **Excavations**

13.1 Contractors must satisfy themselves of the nature of the ground conditions and information in respect of underground services before commencement of work.

13.2 All excavation work must comply with the requirements of all current legislation, ensuring all excavation work is suitably fenced off and protected to prevent access by unauthorised people.

13.3 All excavations must be inspected and duly registered using Form F91 (Part 1, Section B) register of Examination of Excavations.

14.0 **Protection of Work Areas**

14.1 The Contractor must ensure that all work areas are suitably screened off or secured to prevent unauthorised access, including the provision of signage to warn of any potential hazards.

15.0 **Machinery Guards**

15.1 Contractors must ensure that all dangerous parts of machinery used by them are operated with designed safety guards in place and operatives are trained in the use of such equipment.

16.0 **Cartridge Operated Fixing Tools**

16.1 Cartridge operated fixing tools can only be used with the permission of the Project Manager. Where permission is granted, these tools and their use must conform to the relevant British Standard and operated strictly in accordance with the manufacturer's instructions. Cartridges must be securely stored when not in use and strictly in accordance with the Project Manager's instructions.

16.2 Operators, (who must be over 18 years of age) must be fully trained in the operation of such equipment.

17.0 **Noise and Environmental Pollution**

17.1 Contractors must carry out their work in a manner having due regard to minimise disturbance to adjacent operational areas, this includes noise and dust and as such will be required to submit a Method Statement to the Project Manager as to how he proposes to minimise disturbance.

17.2 In particular, the Contractor must comply with:

The Control of Pollution (Amendment) Act 1989 and BS 5228
The Control of Noise (Code of Practice for Noise Control on Construction and Open Sites) (England) Order 2015
The Environmental Protection (Duty of Care) (England) Regulations (Amendment) 2003
The Noise at Work Regulations 1989
The Control of Noise at Work Regulations 2005

18.0 **Asbestos**

18.1 The Project Manager will provide the Contractor with information concerning the existence of asbestos within the work area from the Asbestos Register. If asbestos is known to be present, the Project Manager will issue instructions to deal with the matter.

18.2 If asbestos is not found until after the work has started, Contractors must notify the Project Manager and cease work immediately. The Project Manager will issue further instructions.

19.0 **Access Control and Work Permits**

19.1 Any activities on site that may put people or the process/environmental operations at risk are controlled by a strict Permit to Work System. Access to risk or hazardous equipment or areas, including Plant Areas, Roof Areas and Laboratories, is controlled by an 'S1 Form' (Control Transfer Document).

19.2 The Contractors must be in possession of a valid Permit to Work, arranged by the Project Manager and detailed below:

Working in Confined Space
Working at Height
High Voltage Electrical Systems
Low Voltage Electrical Systems
Hot Works
Excavation
Pressure Systems
Service Isolations
Fire and Security Installations

20.0 **CDM Regulations**

20.1 Where the construction work falls within the remit of the CDM Regulations, the Contractor must fully comply with their legal obligations, prepare method statements and risk assessments within a timely manner for inclusion in the Health & Safety File and fully co-operate with the appointed Principal Designer.

21.0 **Contractors Competency**

21.1 Contractors will be expected to provide suitably trained and experienced operatives for the activity/task in hand. Evidence of such competency will need to be provided, upon request, to the Project Manager.

22.0 Considerate Contractor Scheme

22.1 Whilst not compulsory, Contractors are recommended to subscribe to the "Considerate Contractors Scheme" and abide by their code of conduct.

23.0 Waste

23.1 The Contractor must ensure all surplus materials are appropriately stored in a designated area and receptacles suitable for the purpose. Carting away off site must be in accordance with all current legislation. Waste segregation is to be encouraged

23.2 On no account must surplus materials and packaging be discarded around the site.

23.3 Designated waste storage areas must be kept tidy at all times.

24.0 Welfare Facilities

24.1 Eating and drinking are forbidden in all buildings at the site, except in clearly defined rooms and areas.

24.2 Contractors may use the staff canteen facilities as long as overalls, dirty clothing or boots are not worn in the canteen.

24.3 Drinking water must be obtained from the canteen or other clearly identified source. It should not be taken from any other source.

24.4 Contractors must not use the PHE staff toilets. Contractors working externally may use the toilets situated to the south of the Boiler House.

24.5 Smoking is strictly prohibited other than in a designated external area on the Employer's site. This regulation is rigidly enforced and any breach of this policy will involve the offender being removed from the site

24.6 Contractors must make their own arrangements regarding first aid provision as required by the Health & Safety (First Aid at Work) Regulations 1981.

24.7 Emergency first aid for life threatening situations is available from the Occupational Health Group on the ground floor of the Main Building. In any event, emergencies need to be advised on Ext 444

25.0 Prohibited Articles

25.1 The use of cameras and binoculars anywhere on the site is not permitted without prior authorisation from the Chief Executive.

25.2 Animals must not be brought on to the site, including being carried in vehicle cabs.

25.3 Radios, CB radios, cameras and personal stereos.

25.4 Mobile phones with digital cameras are not permitted on site. Other mobile phones are permitted on site but must not be used within the buildings or canteen.

25.5 Particular rules apply at the Pilot Plant for which the Contractor must seek advice from the Project Manager.

26.0 Vehicles

26.1 Contractors vehicles must be parked in Car Parks 5 or 7 and are not permitted to park in any of the perimeter roads unless unloading. The roadway to the south, adjacent to the canteen, with red/white barriers at each end, has a weight restriction of 750kg. Access will only be permitted with approval from the Project Manager.

26.2 All Contractors deliveries and storage areas will need to be agreed at the start of a contract with the Project Manager.

27.0 Audits/Non-Compliance

27.1 All work areas and sites will be liable to a Site Safety Audit undertaken by PHE without prior warning given to the Contractor. The PHE will issue Non-Conformance Notices where the Contractor is in breach of Health & Safety Regulations and the Contractor will be expected to rectify any breaches in accordance with the notice issued. Failure to rectify within the period allocated may require the Contractor to cease operations and/or leave site.

28.0 Use of PHE Telephone System

28.1 Contractors are not permitted to use the PHE telephone system for outgoing external calls, without prior agreement.

29.0 Emergencies

**Dial 444 FOR ALL EMERGENCIES ON SITE
(1444 from Pilot Plant)**

ACCIDENTS SHOULD IMMEDIATELY BE REPORTED TO THE PROJECT MANAGER.

CONTRACTORS MUST ACQUAINT THEMSELVES WITH THE FIRE ALARM SYSTEM AND EVACUATION PROCEDURES

29.1 Typical Warning Signs (see 4.1)



Data Protection Act 1998

The above information will be held on file at PHE Porton Down. It will be used only for the purpose for which it was provided and will not be passed to any third parties.

30.0 **The Site Safety Agreement**

I, _____, being the authorised representative of _____, appointed to carry out works described bel.

I declare that I am fully aware of the requirements of the Health & Safety at Work Act 1974 and of all the Health and Safety Regulations that may affect the conduct of these works.

I further acknowledge that I have been advised of the rules and regulations governing Health and Safety, Security and General Conduct at the PHE-Porton Down site.

I will accept full and complete responsibility for ensuring that all our appointed workers, sub-contractors and visitors employed or involved in the contract works will receive full information and training to ensure full compliance with all Health and Safety legislation.

I will ensure the appointed Site Manager responsible for the execution of the contract works will notify the Project Manager of any activity, hazard or hazardous operation and materials that may create risks or hazards to other people or operations on the site.

I acknowledge that I and the Contractor that I represent, will remain fully and absolutely responsible for the observance of all current Health and Safety legislation and full compliance to these Guidance Notes by our employees and subcontractors of the Contractor.

Signed _____ Date _____

Print Name _____

Employed as _____

By _____ Of _____

Contractor Address _____

Home Address

APPENDIX III

F10 NOTIFICATION TO H.S.E.

(N/A FOR THIS PROJECT)

APPENDIX IV

DESIGNER RISK REGISTER

To be provided by Principal Designer

APPENDIX V

DOCUMENT REGISTER

| Document Number | Issue No/Date | Title |
|-----------------|---------------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Please note: This is for general information only – it is the responsibility of the Principal Contractor to ascertain the exact location and nature of existing services

APPENDIX VI

HEALTH AND SAFETY QUESTIONNAIRE FOR PRINCIPAL CONTRACTORS/CONTRACTORS



Public Health
England

Public Health England (Porton Down)

Health and Safety questionnaire for Principal Contractors/ Contractors

This questionnaire will be used to assess the suitability of the tendering contractor for appointment as Principal Contractor or Contractor under Regulations 11 and 14 of the Construction (Design and Management) Regulations 2015

Why this is important - PHE / Porton's approach to health, safety and well-being

The health, safety and well-being of everyone on site are of paramount importance. We have a policy which requires excellent standards and best practice to be adopted. We also have introduced a new set of health and safety values and behaviours (attached) and you need to be aware of these and commit to these standards.

Purpose of the questionnaire

It is the policy of PHE/Porton to seek assurance from everyone on site that they adopt high standards of health safety and well-being. We want to ensure that everyone on site is safe, healthy and well and that arrangements for health and safety are effective to ensure they remain so. The person with overall responsibility for health and safety should sign the declaration. 'You' refers to your organisation. If you cannot answer the questions as required, please confirm the actions that you will take to be able to do so and when.

If Yes / No answers, tick as appropriate, for written responses please use separate sheet should more space be required ensuring question number is stipulated.

Company Details

Name:

Address:

Tel No:

Fax No:

Email Address:

| No | General Information | PHE Use Only |
|----|---|--------------|
| 1 | Name of person specifically responsible for health and safety within the company: Name: Title: Safety qualification of the above person: | |
| 2 | Does your company employ Health & Safety Consultants? Yes / No If yes, please give names and details | |
| 3 | Number of employees in your company (including office staff trainees and apprentices) | |

| No | General Information | PHE Use Only |
|----|--|--------------|
| | No: | |
| 4 | <p>Does your company have a written Health & Safety Policy?</p> <p>Yes / No</p> <p>If yes, please enclose a copy of your current document, including a detailed statement of organisation and arrangements, also specify issue/revision/date, etc</p> <p>If no, please state why not:</p> | |
| 5 | <p>Are you aware of, and comply with, relevant Health & Safety legislation?</p> <p>Yes / No</p> | |
| 6 | <p>Do you regularly check health and safety standards and conditions in practice?</p> <p>Yes / No</p> <p>Please state how you achieve this:</p> | |
| 7 | <p>How does your policy work in practice and help create a positive "H&S culture"?</p> <p>Please give brief description:</p> | |
| 8 | <p>Who within your company is responsible for writing/updating the health and safety policy?</p> <p>Name:</p> <p>Title:</p> <p>How is the policy communicated to your employees?</p> | |
| 9 | <p>Do you have effective arrangements for communicating health and safety matters?</p> <p>YES / NO</p> <p>If yes, please give brief description</p> | |
| 10 | <p>Have operatives that undertake work for you received any formal health and safety training?</p> <p>Please supply examples:</p> | |

| No | General Information | PHE Use Only |
|----|---|--------------|
| | | |
| 11 | Please provide copy of valid Employers Liability Insurance | |
| 12 | How do you assess your company's health and safety performance? | |
| 13 | How do you report and record accidents and incidents? | |
| 14 | How many accidents did you report to the Health & Safety Executive in: Current Year: Last Year: Previous Year: Previous Year: | |
| 15 | Please enclose samples of written risk assessments relevant to the work your company is proposing to undertake for Public Health England | |
| 16 | Have you arrangements in place to review and adjust risk assessments if a worker has special needs, a disability, learning/language difficulty or is a young person? Yes / No If yes, please give brief details of these arrangements: | |
| 17 | Do you review risk assessments to take account of changes/accidents/incidents? Yes / No If yes, please give an example: | |
| 18 | Do you have clear standards/procedures covering who does, what and when? Yes / No If yes, please give example: | |
| 19 | Has your company ever been prosecuted under health and safety legislation? Yes / No If yes, please give brief details: | |

| No | General Information | PHE Use Only |
|----|--|--------------|
| 20 | <p>Has your company been served with any improvement or Prohibition Notices regarding health and safety in the last 4 years?</p> <p>Yes / No</p> <p>If yes, please give brief details:</p> | |
| 21 | <p>What measures do you take to ensure only authorised access to the working area is maintained?</p> | |
| 22 | <p>How does your company ensure that sub-contractors comply with health and safety requirements and legislation?</p> | |
| 23 | <p>Do you carry out regular site safety inspections?</p> <p>Yes / No</p> <p>a) How Frequently? b) Who is responsible? c) Who is responsible for action? d) Please provide a copy of your last inspection report?</p> | |
| 24 | <p>How do you ensure plant/equipment/vehicles are kept in a satisfactorily maintained order?</p> <p>Do you have a maintenance/safety check procedure policy?</p> <p>Yes / No</p> <p>How do you ensure any necessary actions are carried out?</p> | |
| 25 | <p>How do you ensure that all on-site electrical equipment is maintained and complies with the Electricity at Work Regulations 1989?</p> | |
| 26 | <p>Does your company have an on-site induction course for all new staff?</p> <p>Yes / No</p> <p>If yes, please provide brief details and training practices:</p> | |
| 27 | <p>Will all personnel on the proposed project have had Construction Skills Certification Scheme (CSCS) or similar training/accreditation? If not, what safety training is undertaken?</p> | |

| No | General Information | PHE Use Only |
|--|--|--------------|
| | Please supply examples: | |
| 28 | <p>Have your on site management team received safety training for supervision of on-site personnel and activities. (CSCS, CITB Site Safety Managers 4/5 day Course)?</p> <p>Yes / No</p> <p>If yes, please provide details:</p> | |
| 29 | <p>Do you periodically audit your health and safety arrangements?</p> <p>Yes / No</p> <p>If yes, please briefly explain the procedure:</p> | |
| 30 | <p>Do Senior Managers review performance, e.g. Annually, and identify improvements?</p> <p>Yes / No</p> <p>If yes, state briefly how this is done:</p> | |
| 31 | <p>Do you have an annual health and safety action/development plan?</p> <p>Yes / No</p> <p>If yes, please give details:</p> | |
| 32 | <p>Is there a commitment to continually raise health and safety standards?</p> <p>Yes / No</p> <p>If yes, please give example/s how this is achieved:</p> | |
| Construction Design and Management Regulations 2015 | | |
| 33 | <p>Does your company have a member of staff responsible for the implementation of CDM Regulations?</p> <p>Yes / No</p> <p>If yes, please provide:</p> <p>Name:</p> <p>Title:</p> <p>Qualifications/Experience:</p> <p>If no, how do you ensure that you comply with the regulations?</p> | |
| | | |

| No | General Information | PHE Use Only |
|----|--|--------------|
| 34 | <p>Does your company have the resources to perform the duties of the Principal Contractor in accordance with the CDM Regulations 2015?</p> <p>Yes/No</p> <p>If yes please provide examples of similar contracts undertaken:</p> | |
| 35 | <p>Does your company have the resources to carry out design work in accordance with the requirements of the CDM Regulations 2015?</p> <p>Yes / No</p> <p>If yes what experience do your designers have:</p> | |
| 36 | <p>Do you have arrangements for ensuring and monitoring the occupational health of your workers including having occupational health support?</p> | |
| 37 | <p>Do you have adequate first aid (personnel and materials) arrangements for your workers?</p> | |
| 38 | <p>Do you have effective arrangements for the consultation and participation of your employees and workers in health and safety matters</p> <p>Yes / No</p> <p>If yes, please give brief description:</p> | |
| 39 | <p>Can you confirm you will make all your employees and workers on site aware of our values and behaviours? (As attached)</p> <p>Yes / No</p> | |
| 40 | <p>Is there any health, safety or welfare issue connected with your proposed works that you do not understand or want clarifying?</p> <p>Yes / No</p> <p>If yes, please give details:</p> | |

Information requested in bold lettering must accompany this submission. Failure to do so will jeopardise the scoring and may preclude your company from working on the PHE Porton Down Site

Declaration

I hereby confirm the information provided within this questionnaire is accurate and this company will accept the conditions as outlined in the event that work is undertaken for Public Health England

(This form should be signed by a Director or senior member of the company who should state his/her position)

Signature: _____

Position:

For and on behalf of:

Date:

(Please note: if any details change in respect of information provided within this questionnaire, your company is expected to notify accordingly at the address shown below).

Estates, Engineering & Facilities Department
Public Health England
Porton Down
Salisbury
Wiltshire
SP4 0JG

Health & Safety checklist for enclosures

Please tick to indicate that the following documents have been enclosed. If they are not enclosed, please give the reason why

| Documents | Tick | Reason |
|--|------|--------|
| Health and Safety Policy | | |
| Samples of relevant Risk Assessment | | |
| Procedures for Accident and Incident Reporting | | |
| Examples of Site Inspection Reports | | |
| Relevant Codes of Practice and Method Statements | | |
| Samples of Health and Safety Training Records | | |
| Environmental Policy Statement | | |
| Waste removal procedure | | |
| Licenses / Authorisations | | |
| Standards Certificates | | |
| Employers Liability Insurance | | |

For Official Use Only:

Reviewed By: _____
(name & signature)

Date: _____

H&S Questionnaire Score: _____

Comments:

Recommended for Approval ☐ Rejection: ☐

Values and Behaviours Health, Safe and Well-being

Your commitment, involvement and responsibilities

We want you to be safe, healthy and well. We also want you to be committed to health, safety and well-being as much as we are. We have 10 guiding principles or behaviours for everyone on site at MS Porton Down and for employees wherever you are working.

1. **Use your 'eyes, ears and nose'** at work, be alert and report anything that is of concern to you or that you feel could cause harm to you, a colleague or any other person connected with your work or PHE. This includes reporting any defects or damage to premises, equipment and facilities.
2. You are actively encouraged to **participate and contribute to improving standards** of health, safety and well-being and to put forward suggestions or recommendations to improve health, safety and well-being in relation to any work-related matter.
3. **Common sense is to be used** in relation to common everyday risks at work and your common sense used to control such risks. **You are empowered to politely challenge** anyone who is not working safely.
4. **You are required to co-operate** and follow the rules, policies, procedures, systems of work, controls, training, information and any instructions that you are provided with. This includes you correctly wearing any necessary personal protective equipment and / or clothing.
5. **You are empowered** to improve things and to put things right for yourself within your authority and for others as you see fit or is appropriate to the circumstances. But do not interfere with or damage anything which is provided for reasons of health, safety and well-being.
6. **Tell someone if you feel uneasy, unwell or unsafe** as soon as possible and **ask for help** and anything else you feel you need to improve health, safety and well-being including training, information or support.
7. **Your behaviour is of paramount importance** in all respects and in particular as regards health, safety and well-being. This includes how you respect and treat people at work and how you go about performing your daily duties.
8. **You must report any accident, incident, work-related ill-health or near miss** at work including to yourself, other colleagues, anyone on site and others connected to PHE business e.g. clients, customers, contractors, sub-contractors and visitors.
9. **Do not put yourself or anyone else at undue risk.** You need to be comfortable and competent in what you do at work and understand the risks in your job role, the environment you work in and the controls that are needed to prevent or reduce the risks to an acceptable level.
10. **Let your line manager, host or other appropriate person know of any medical or health condition you have,** if you need to take any prescribed drugs or anything else that may affect your health, safety or well-being.