

**Safety Procedure
for the Health and Safety
Requirements of Contractors Undertaking Work on
The Princess Alexandra Hospital Trust**



CAPITAL AND ESTATES DEPARTMENT

Hamstel Road
Harlow
Essex
CM29 1QX
Fax No: (01279) 827 480
Tel No: (01279) 827244

Contents

1	INTRODUCTION	1
2	SCOPE	1
3	PURPOSE	1-2
4	CONTRACTUAL DEFINITIONS	2
5	HAZARDS	3-4
6	IDENTIFICATION OF REQUIREMENTS AND GUIDANCE	4-5
7	GENERAL REQUIREMENTS	5-17
8	RESPONSIBILITIES OF PERSONNEL	18-21
9	REFERENCE DOCUMENTS	22-23
10	MONITORING AND MANAGEMENT CONTROL	24-25

APPENDICES

1	Contractor's Safety Document Request Form
2	Safety Document Log
3	Contractor's Health and Safety Booklet

1 INTRODUCTION

During the course of its normal operations the Trust will require the services of Contractors to supplement their internal resources.

Such contracts will vary in content from the mundane and routine to the need for specialist services. No matter what the technical complexity of the contract there is a need to ensure that the Contractors address the Health and Safety aspects of contracts appropriately, such that their Safety Standards and Control Measures are consistent with those of the Trust.

This Safety Policy addresses the issues associated with the management of Health and Safety aspects of contracts and Contractors. As such it sets out an appropriate framework of rules and procedures to provide Safe-Systems-of-Work when Contractors are used.

2 SCOPE

2.1 This Safety Policy sets out the Trust's rules and procedures for the control of the Health and Safety aspect of contracts and Contractors, employed by the Trust for work at their sites.

2.2 Contractor's activities shall be monitored by the Trust's staff to ensure that the agreed Health and Safety Systems and procedures are implemented and operated appropriately. This is particularly important where the Contractor's activities may affect the Health and Safety of the Trust's employees or the general public, including patients and suppliers of goods and services.

3 PURPOSE

3.1 While the prime responsibility for ensuring the Health and Safety of Contractor's employees rests with their own management, it is nevertheless the Trust's policy, without relieving the Contractors of any of their responsibilities, to ensure that the activities of Contractors engaged by the Trust are effectively managed by:

- i) Monitoring the activities of Contractors to ensure that safe working practices and measures are adopted.
- ii) Giving the Contractor sufficient information and training (where appropriate), to make him aware of potential site specific hazards, and any precautionary control procedures with which he has to comply.

3.2 Hence, the primary purpose of this Policy is to lay down the Capital & Estates Department's mandatory requirements for ensuring that the Contractors both receive the appropriate safety information from the Trust, and work within the constraints of the Trust's safety procedures.

3.3 The Contractor shall normally, where appropriate, work to the Trust's Permit-to-Work procedures. However, if required, and subject to the approval of the Project Manager (and included as a condition of contract), the Contractor may work to his own Safety Rule Procedures and their associated management systems.

4 CONTRACTUAL DEFINITIONS

Client:	The Trust that accepts the tender by the Contractor and awards the contract accordingly.
Contractor:	The Tenderer whose tender has been accepted by the Trust,. This includes the Contractor's legal personal representatives.
Sub-Contractor:	Any Organisation/Person named in the tender and contract who shall undertake specific items of work for the main Contractor.
Contract:	The agreement, in whatever form as appropriate, between the Trust and the Contractor for the execution of work; comprising all the associated documents to which reference may properly be made in order to ascertain the rights and obligations of the parties under the agreement.
Contractors Safety Representative:	The person nominated by the Contractor, accepted the Project Manager, and ratified at the Contract Pre-Site Meeting, who shall be accountable for ensuring that all his contract and sub-contract staff associated with the contract comply with their contractual and statutory safety obligations.
Project Manager:	The person responsible for carrying out certain delegated duties in connection with the site management of Contractors. Such duties shall include liaising with the Contractor on matters of safety and monitoring them for compliance with their contractual and statutory safety obligations.
Safety Policy Statement:	The Contractor's written statement of his general policy with respect to the Health and Safety at Work of his employees and his organisation, and the arrangements for carrying out that policy. This shall not be confused with any contract specific requirements, especially any contract METHOD STATEMENTS.

5 HAZARDS

The hazards to which a Contractor may be exposed to or create whilst undertaking work on the Trust's sites are manifold. They comprise the intrinsic hazards associated with the systems and their ancillary plant/operations worked upon, and any possible hazards created by the Contractor during the actual process of work. The hazards must also be considered within the context of not just the exposure of the Contractors personnel to the hazard, but also any possible ensuing impact on the Health and Safety of the Trust's staff and patients.

Such hazards and associated hazardous processes include:

- Electricity 415V and below
- Rotating Plant and Machinery
- High Pressure Steam and Water
- Compressed Air
- Noise and Vibration
- Heat : Stress/Contact/Burns
- Storage, including materials handling
- Radiation
- Explosion and Fire
- Manual Handling
- Provision of Access
- Machine and Hand Tools
- Exposure to substances Hazardous to Health
 - including biological agents
- Working in Confined Spaces
- Working on Buried Services
- Falling Objects/Working on Roofs
- Clinical Waste
- Transport

- Slinging, Rigging and Lifting Equipment

Note:

The above list is not meant to be exhaustive, but is intended to illustrate the complex and interactive nature of the Trust's operations, and highlight the requirements for Contract Management as an integral part of the Trust's Safe-Systems-of-Work.

6 IDENTIFICATION OF REQUIREMENTS AND GUIDANCE

6.1 The Health and Safety at Work etc. Act 1974 (HSW Act)

The legal requirements covering the co-ordination of the Trust's activities with those of Contractors in their employ are embodied in the Act.

Responsibilities under the Act cannot be abdicated through Contractual arrangements.

6.2 Summary of Requirements

These Regulations set out broad general duties that apply to almost all kinds of work. They require the employers to: -

- a) Assess the risks to the Health and Safety of their employees and anyone else who may be affected by their activity, so that the necessary preventive and protective measures can be identified.
- b) Make arrangements for putting into practice the Health and Safety measures that follow from the Risk Assessment, covering planning, organisation, control, monitoring and review, in other words, the management of Health and Safety;
- c) Set up emergency procedures;
- d) Give employees information about, Health and Safety matters.
- e) Co-operate with any other employers who share a work site;
- f) Provide information to people working in their undertaking who are not their employees;
- g) Make sure that employees have adequate Health and Safety training and are capable enough at their job to avoid risk (especially contract/Contractor management);
- h) Give some particular Health and Safety information to temporary workers, to meet their special needs;
- i) Provide competent assistance to deal with general fire Safety risks.

- j) Provide employees with information on fire provision and in a shared workplace co-operate and co-ordinate with others in fire provisions.

The Regulations also place duties on employees to follow Health and Safety instructions and report danger.

7 GENERAL REQUIREMENTS

The Trust shall include within the Contract Documents the Contractors “General Health & Safety” requirements to which the successful tenderer will be contractually bound to abide. This is especially important should the Trust require the contractor to implement the Trust’s own specific Permit-to-Work, Safety Systems etc. Such tender requirements will serve to highlight the Trust’s commitment to Health & Safety, and afford the tenderer the opportunity to price his bid accordingly.

All Health and Safety issues should be vigorously pursued and resolved at the earliest practicable stage of the contract cycle. However, novel work/processes should not be prevented where they have a positive impact on the Health and Safety aspect of the work. If there is any doubt about the application of such techniques, clarification should be sought from the Contractor, and/or independent specialist advice sought where appropriate.

7.1 The Trust’s Responsibilities

Consistent with their legal duties and responsibilities and required Health and Safety standards, the Trust shall:

- 7.1.1 When selecting Contractors for work, consider their technical competence, within the context of the required work and their safety performance. If no previous experience of the Contractor’s safety performance is available to assist in making this judgement, references from previous clients may be helpful where appropriate:
- 7.1.2 Consider and examine the Contractor’s understanding of the Safety requirements of the contract, and his proposals for dealing with the Health and Safety aspects of the contract. Any perceived inconsistencies, inadequacies should be resolved prior to the issue of a contract.
- 7.1.3 Ensure that the successful Contract documents include:
 - a) A Health and Safety Policy Statement (for companies employing more than five people), which gives a clear account and guidance on the general Health and Safety aspects of their contract work.
 - b) A Health and Safety Plan for the contract work addressing such issues as:

- Description of the precautions to be taken for specific hazards connected with the work.
 - General site procedures
 - responsibilities,
 - points of contact;
 - reporting procedure etc.
 - Details of any Sub-Contractors the Contractor intends to use on the contract works.
 - Training requirements and Certification/accreditation details and other support documentation, where appropriate.
- c) Method Statements for complex/hazardous operations etc., where the Risk Assessment requires a specific control procedure for the job in hand, i.e.:-
- Confined Space Working
 - Working at Heights
 - Using hazardous substances (i.e. cleaning fluids, adhesives etc.)
 - Buried Services
 - Burning, Welding, Cutting and other Hot Work

7.1.4 Ensure that any Method Statements are assessed by a person who has sufficient knowledge of the type of work to be done. Such assessments shall be recorded in writing and formally communicated to the Contractor to ensure a full understanding and agreement concerning Health and Safety issues before the work is allowed to proceed.

7.1.5 While it is understood that the prime responsibility for the Health and Safety of Contractor's employees rests with their own management, their Health and Safety may be affected by the Trust's operational systems and activities and other activities carried out at their sites by non-employees. In consideration of this the Trust shall, so far as is reasonably practicable, ensure that:

- a) the sites working environment is safe and without risk to Health;
- b) the working activities of the Trust's employees, and any other contracted staff on the Trust's sites do not create a Health or Safety hazard to the Contractor's staff
- c) there is safe means of access to and egress from the place of work;
- d) where a person has to work at a place from which he is liable to injury from falling, that appropriate means shall be used to ensure his safety;

- e) with the exception of specialist tools and equipment (specified in the contract document) no tools and equipment will be provided or made available by the Trust;
 - f) any special tools and equipment, as agreed in contract, supplied by the Trust are in a good and safe condition, and fit for purpose. Where appropriate, training in the use of such tools and equipment shall be provided by the Trust.
- 7.1.6 Ensure that the Contractor is given sufficient information to make him aware of potential hazards and instructed in any Health and Safety Control Procedures with which he shall have to abide by. Such procedure may well include the Trust's Permit-to-Work Systems, Infection Control Procedures etc.
- 7.1.7 Hold a pre-work contract meeting to ensure that all the Health and Safety issues referred to are addressed appropriately and recorded and signed by both parties to that effect before any work is started. The meeting shall be the forum for a full and free exchange of Health and Safety issues relating to the Contract.
- 7.1.8 At the Pre-Site Meeting The Project Manager shall present the Contractor with the Contract Health and Safety issues as illustrated in Appendix 3. The contents of which shall be fully discussed and finally accepted (where relevant and appropriate) in writing by the Contractor's Site Supervisor.
- 7.1.9 Confirm in writing to the Contractor's site representative the name, designation and contract numbers for the Contracts.
- 7.1.10 Set up a system for regular reporting and communication between the Project Manager and the Contractor's site representative, to ensure that Health and Safety issues are regularly detailed and problems etc. resolved and recorded as such during the operation of the contract.
- 7.1.11 Ensure that The Project Manager keeps proper records of Health and Safety issues in the Contract's project file, for auditing and referencing purposes as appropriate.
- 7.1.12 Provide the Contractor with information and training (where appropriate) on the requirements of the site's emergency procedures with regard to fire, first aid, accident and dangerous occurrences. Such information transfer shall be recorded in the Contract File, by The Project Manager.

7.1.13 As and where appropriate, under the terms of the contract agreement, either provide the Contractor's employees with, or ensure the Contractor provides, suitable and sufficient welfare facilities, e.g.;

- Sanitary conveniences
- Washing facilities
- Showers (if required by the nature of the work)
- An adequate supply of wholesome drinking water
- Changing room

7.2 The Contractor's Responsibilities

Before an employer sends his employees to site or premises to work he should satisfy himself that suitable and adequate arrangements have been made for their Health, Safety and Welfare.

Consistent with their legal duties and responsibilities and required Health and Safety standards, the Contractor shall:

- i) Supply a Health and Safety Policy Statement (for companies employing more than five people), which gives a clear account and guidance on the general Health and Safety aspects of their contract work.
- ii) Provide a Health and Safety Plan for the Contract consistent with the requirements expressed in Section 7.1.
- iii) Provide details of how he intends to put the Health and Safety Plan into effect, including monitoring procedures to ensure compliance with the agreed Health and Safety standards. And the nominated Personnel for Health and Safety issues/meetings etc.
- iv) Ensure that any Method Statements provided as part of the Safety Plan are assessed by the Trust, and that such assessments are formally communicated to themselves.
- v) Manage the Health and Safety aspects of the contract appropriately, such that they not only assure the Health and Safety of their own employees but also that of the Trust's employees, clients and other contractors, who may be affected by the Contractor's work activities.
- vi) Agree with The Project Manager, the Permit-to-Work procedures to be used where necessary. This shall normally entail the adoption of the Trust's own Permit systems, but subject to The Project Manager agreement, the Contractor's own Permit Systems, where appropriate, may be accepted for implementation.

vii) Provide a list of persons for nomination as Competent Persons and Supervisors, to receive and implement the Trust's safety documents. Where the Contractor is to use his own Systems he shall provide a list of the Competent and Supervisory Persons who are going to operate and work the Systems. Any support certification, safety documents and their associated procedures, and evidence of training and competencies.

viii) Provide and maintain registers and records as appropriate comprising such items as:

- people authorised to drive vehicles and operate plant and machinery
- accident record book
- named employees and their certificate of competency for specialised equipment, e.g.:
 - fork lift trucks
 - mobile cranes
 - scaffolding
 - Ionising radiation sources
 - abrasive wheel use etc.
- prescribed register for Lifting Tackle, Lifting Machines and Scaffold etc.

Note:

The Contractor shall ensure that the above and any similar records are available for scrutiny by The Project Manager, throughout the operation of the contract.

ix) Provide the Project Manager with any detailed requirements of segregated Contractor controlled work areas and any other site logistics etc., including agreed safe access to and egress from the place of work.

x) Provide the Project Manager with draft but detailed commissioning/procedures and requirements etc. as soon as practicable.

xi) Agree to abide by the general safety procedures and requirements set out in the Contractors "General Health and Safety" booklet supplied as part of the Contract. And accepted as a guidance document with the purpose of promoting the safety of all parties either undertaking, controlling or affected by the work activities. This issue of the Safety Booklet does not in any way whatsoever relieve the Contractor of any statutory obligations or Trust's contract requirements placed upon him by the terms of the Contract.

xii) Attend a Contract Pre-site Meeting (and all subsequent meetings as required) at which all the related Health and Safety aspects of the work are jointly discussed and agreed with the Trust. All contract meetings shall be minuted by the Trust and agreed by the Contractor.

- xiii) Ensure that at the Pre-Site Meeting that all hazardous substance to be brought to site and any hazardous processes to be used are part of the contract and tabled, fully debated and agreed. Such agreement shall be recorded in the minutes, along with any similar statements from the Trust's perspective consistent with the requirements, which are intended to ensure that the Contractor is given sufficient information to make him aware of potential hazards and any precautionary procedures with which he shall have to comply.
- xiv) Ensure that he is aware of the Trust's emergency communications systems and procedures for reporting fires, injuries, diseases and dangerous occurrences and Trust procedure for incidences.
- xv) Ensure that he is aware of the Trust's Fire and Site Evacuation Procedures.
- xvi) Ensure that he has in place appropriate procedures for informing his sub-Contractors of the Trust's safety procedures and requirements.
- xvii) Agree with The Project Manager (subject to the terms of the contract agreement) the provision of suitable and sufficient welfare facilities e.g. toilets, washing facilities changing rooms etc.

7.3 The Contract Pre-Site Meeting

A primary purpose of the Contract Pre-Site Meeting is to ensure that all Health and Safety issues are appropriately addressed and that all the consequential relevant understandings and agreements are recorded as such by both parties in the form of agreed contractual minutes. The formality and size of the Pre-Site Meeting should normally reflect the size, cost and complexity of the project. However, no matter what the size of the contract comprehensive notes and records should be kept by The Project Manager of all significant aspects relating to Health and Safety matters.

7.3.1 Significant Health and Safety Requirements

The Project Manager should ensure that the following Health and Safety information is presented and/or received at the Inaugural Contract Meeting, and recorded as such, along with any associated discussions and agreements, where appropriate;

The Project Manager shall ensure that:

- i) Minutes of the meeting are compiled and agreed by both the Trust and the Contractor's representative;
- ii) a list is provided of all members of the meeting, to include their roles and responsibilities;

- iii) the contract Project Manager's name, title and points of contact are provided;
- iv) communication routes, reporting procedures and points of contact are established;
- v) the Trust's Non-Clinical Risk Manager is named;
- vi) the Contractor's Site Supervisor and/or Safety Personnel are named;
- vii) any Sub-Contractor safety personnel are named;
- viii) the Contractor is provided with sufficient information to make him aware of potential hazards and any Health and Safety Control Procedures with which he shall have to comply with,
- ix) the Contractor provides a Health and Safety Policy Statement, where appropriate;
- x) the Contractor provides a Health and Safety plan for the contract, complete with Method Statements and Risk Assessments, where appropriate;
- xi) the Method Statements are assessed and validated by the Trust, and that such assessments are formally communicated to the Contractor as quickly as possible.
- xii) the Permit-to-Work Systems are agreed along with the appropriate personnel to operate them safely, and that they have received suitable and sufficient induction and training in the operation of the Safety Rules.
- xiii) the Contractor names his Competent Persons to receive and clear the Trust's Safety document or his Supervisory staff and Competent Persons necessary to operate their own systems, along with copies of permits and other support pro-formas etc. All such list of personnel and allied documentation should normally be provided at least one week before the start of any site work.
- xiv) the Contractor explains how he shall implement the Safety Plan;
- xv) the contents and role of the Trust's Contractor Health and Safety requirements Booklet are explained to the Contractor, and secure signed record to that effect.

- xvi) any access requirements, including scaffolding, are agreed and that any associated inspection requirements are understood and complied with.
- xvii) the Contractor is aware that it is a requirement that all accidents requiring first aid and any serious incidents/dangerous occurrences are reported as soon as practicable to The Project Manager.
- xviii) the Contractor is aware of the Trust's emergency procedure for fire, site evacuation, dangerous occurrences and emergency first aid;
- xix) the Contractor provides appropriate Personal Protective Equipment to suit the environment of the working area;
- xx) any hard hat/ear defender areas etc. are clearly signed and highlighted;
- xxi) the Contractor is aware that all portable electric tools should operate at 110V AC where practicable. All such portable tools and equipment must be supported by records of proof of maintenance as required by "The Electricity at Work Regulations 1989", and/or the "*Provision and Use of Work Equipment Regulations, 1998*";
- xxii) any lifting facilities are stipulated by the Contractor and supported by any certificates required under relevant legislation as appropriate;
- xxiii) the Contractor is aware that The Project Manager, can insist on scrutinising any contract documentation he considers appropriate, after giving reasonable notice to the Contractor of the requirement;
- xxiv) the Contractor's out-of-hours telephone numbers, for use in case of an emergency only are readily available;
- xxv) the Contractor is fully aware of his obligations only to use suitably trained staff, and that The Project Manager, may use what ever devices/systems he considers appropriate to monitor and corroborate this requirement (without causing an unsettling industrial relations problems);
- xxvi) the Contractor is aware of the requirement to attend regular meetings, as appropriate and reasonable, to ensure that the Health and Safety requirements are reviewed and updated as and when necessary, and that the agreed procedures are being complied with;

- xxvii) the Contractor has appropriate procedures for informing his sub-contractors of site safety requirements and any associated monitoring and control procedures.
- xxviii) the Contractor is aware of the requirements for use of approved tools, equipment, and processes, and the procedure associated with monitoring for compliance;
- xxix) the Contractor is aware of the arrangements to obtain agreement from Project Manager, to bring hazardous materials on site and the associated control procedures for their use and storage
- xxx) the Contractor accepts The Project Manager's ruling and procedures for stopping Contractor's work in the interests of safety.
- xxxi) emphasise the requirements for good housekeeping and its impact on safe-systems-of-work, especially the requirements associated with the removal and disposal of waste.
- xxxii) the Contractor is aware (subject to the terms of the contract) of the arrangements for his employees welfare facilities e.g. toilets, washing facilities, changing room etc.

Note:

The above list is not exhaustive, but is compiled to illustrate the importance of the Pre-Site Meeting on Health and Safety. It is recommended that a tick list of activities should be compiled by The Project Manager, to act as a prompt to ensure that all significant Health and Safety issues are addressed appropriately, recorded as such and modified in the light of experience.

7.4 Safety Rules

The Project Manager, shall decide at the specification/Tender Assessment stage of the contract cycle, as to whether the contract shall be run under the Trust's permit systems or the Contractor's own permit systems.

If the Contractor is reluctant to use the Trust's Permit Systems due to the cost/training implications, consideration should be given to excluding the Contractor. However judgement shall be sought by The Project Manager, on this matter.

Caution should be exercised by The Project Manager when considering the request to use the Contractor's own permit systems. As such, the appropriate Trust's Authorised Persons should be used to help evaluate the effectiveness of the Contractor's systems and any problems associated with their implementation, operation and integration with the Trust's operational activities.

The operational implications can be dire in terms of patient safety and well being when releasing plant and/or apparatus for maintenance work. The Contractor shall be fully informed of any possible operational impact of his work by the Project Manager before work is started.

7.4.1 Contracts Under the Trust's Safety Rules

The Project Manager, shall ensure that:

- (1) The Contractor is fully conversant with the Trust's Permit System and as such has undergone any induction/training requirements stipulated by the Project Manager.
- (2) The Contractor's nominated Supervisor(s) and Competent Person(s) are certified by the Trust to receive specified safety documents, and which include the following safety documents.
 - High Voltage Permit-to-Work
 - Limitation-of-Access
 - Safe-to-Work Permit (Low Voltage)
 - Live Working Permit
 - Medical Gas and Pipeline Systems (MGPS) Permit, and
 - Selected Person's Reports, including
 - Hot Work
 - Buried Services
 - Work on Roofs
 - COSHH Assessments
 - Confined Space Working, etc.

Note:

Reference should be made to the Permit-to-Work Safety Policy for detailed information on the operational requirements of the Permit System. However, in the case of MGPS, due to their specialised requirements only Contractors registered with Quality Assurance BSI Schedule QAS3720.1/206.1A under BS5750 and who operate a suitable scheme of employee training and grading shall be allowed to work on such systems.

- (3) The Contractor keeps secure and safe any safety documents and their associated keys issued to him, and returns them when requested to by The Project Manager (but no later than the date registered on the Safety document application form, Appendix 2, unless an extension to the date has been agreed by The Project Manager.
- (4) The Contractor shall request safety documents the Project Manager, using the pro-forma illustrated in Appendix 1.
- (5) A log shall be kept, reference Appendix 2, listing all the Contractor's Safety document requests against a specific contract. The log shall be kept in a central position giving easy access by the Project Manager for ad-hoc inspection.
- (6) The Contractor is trained in the Trust's emergency procedures for fire and emergency evacuation.
- (7) Monitor and record the Contractors Safety performance and compliance with the safety rules requirements. Such monitoring shall be used to build up data for a Contractor's performance file to facilitate future judgements about further contract awards. Also close monitoring will enable early detection of any Health and Safety management problems/inadequacies which might impact on the Health and Safety of both the Contractor's and the Trust's employees etc.
- (8) The Contractor is fully aware of the geographical boundaries of his work area and the points of isolation from the system associated with the issue of any safety documents.
- (9) The Contractor is fully aware of and uses the safe routes of access and egress of the work areas.
- (10) The Contractor is fully aware that non-compliance with any of these requirements may result in a penalty which may result in dismissal from site if the incident is perceived as being an act of gross misconduct.

7.4.2 Contracts Under the Contractors own Safety Rules

In special circumstances it may be appropriate for The Project Manager to agree to the Contractor using his own Permit-to-Work Systems, controlled by his own Supervising Officers (Authorised Persons). In such circumstances the Contractor's Supervising Officers shall be able and expected to prepare the plant for work by their own Competent Persons. This may well include the isolation, venting and purging etc. of the plant/apparatus to achieve Safety-from-the-System, and the issue and cancellation of their own Safety Documents. Their Control Measures shall also ensure adequate control of any further system or work derived hazards, by whatever methods are considered appropriate.

In such circumstances the following issues need to be considered by The Project Manager, and the Contract Supervisor:

- (1) It should have been agreed at the tender stage, by The Project Manager, that the Contractor could use his own permit systems including their attendant site management resources, but excluding isolating hardware and safety signage.
- (2) There shall be a demonstrable clear benefit for the Contractor to use his own permit system that outweighs any perceived complications of allowing a different permit system to run alongside the Trust's Systems.
- (3) Geographical and system boundaries need to be clearly defined; this should be done at the contract pre-site meeting where appropriate. The work area, piece of equipment and/or part of the system affected need to be clearly identified and demarcated. The points of isolation between the Contractor's work areas/area of responsibilities and the Trust's areas of responsibility need to be clearly defined. The interface between the two systems and its operation must be fully understood by all affected parties. The interface points of isolation should normally be only under the control of the Trust.
- (4) Normally the points of isolation defining the areas of responsibility should be under the Trust's control, and as such the Contractor should be issued with a Trust's Permit-to-Work in all cases where the points of isolation are to remain secure throughout the work. However, if the Contractor needs to energise and reinstate and/or restore motive power (steam, electricity, water, oil, gas etc.), as part of the contract work on a number of occasions, then the control of the points of isolation by the Contractor.

- (5) The Project Manager, in liaison with whatever expert they consider appropriate e.g. Site Non-Clinical Risk Officer, Selected Person etc., shall vet the Contractor's safety procedures and their Supervising and Competent Persons, to ensure appropriate standards of both the Safety Systems and the personnel operating them.
- (6) The Project Manager, as appropriate shall closely monitor and audit the enactment of the Contractor's Safety Procedures. Any inadequacies should be dealt with at the point of identification, and resolved by the Contract Supervisor. Any disputes/failures to agree shall be referred to The Project Lead Manager, who may well take punitive action against the Contractor for non-compliance with his own procedures.
- (7) The Project Manager, must ensure that all necessary Method Statements have been supplied by the Contractor, and that he or his delegate, has vetted them. He should be satisfied that they are adequate control measures for the risks involved and are consistent with the requirements of the Contractor's permit systems.
- (8) The Project Manager, must ensure that the Contractor has been made aware of any significant site/process hazards that might adversely affect the Health and Safety of his work force. And that the Contractor has adequately addressed the associated control measures to bring the risk down to an acceptable level. This is of particular importance when considering points of isolation and demarcation of the Contractor's areas of responsibility. Trust safety documents which give the Contractor authority to restore power (steam, electricity, etc.) must be fully explained to and understood by the Contractor.
- (9) All permit locks, chains and Danger - Caution, Permit-to-Work Signs etc., shall be provided by the Trust to the Contractor, to ensure consistency of approach and correct safety identification/demarcation of the plant/apparatus etc.

8 RESPONSIBILITIES OF PERSONNEL

8.1 Head of Capital & Estates

The Head of Capital & Estates has the delegated authority and responsibility (by the Director of Finance) for the authorisation of the issue and operation of the Health and Safety aspects of the Contract Management Policy.

In discharge of his duties and responsibilities the Head of Capital & Estates shall:

- Ensure that appropriate policies and procedures are in place to promote safe systems of work within the context of Health and Safety aspects of Contractor Management, in compliance with the requirements of the 1974 HSW Act etc. and its allied cascade legislation detailed in Section 6, by the issue of this Policy.

8.2 The Project Lead Will

- Appoint a Project Manager to undertake the day-to-day management of Contractors under his control, consistent with the requirements laid down in this Policy.
- Monitor, control and evaluate the application and effectiveness of operation of the Safety Policy on a continuous ad-hoc basis.
- Undertake a formal, annual review of the operation of this Safety Policy to ensure its practical application, and consider any necessary changes to its contents in response to changes in legislation or its interpretation, and/or changes in local circumstances.
- Moderate and arbitrate in cases of dispute between The Project Lead Manager and the Contractor's Nominated Supervisor on matters of Health and Safety. And exercise, where appropriate, punitive actions against the Contractor in the case of non compliance with the Trust's Health and Safety standards as enforced by the Project Manager and set out in the conditions of contract. Such actions may culminate in the expulsion from site of a Contractor's employee or the whole company's representatives as considered necessary. Where serious sanctions are to be taken against a Contractor, including the striking off from any future tender lists, The Head of Capital & Estates shall ensure that he can act in a fair and non-partisan manner primarily within the context of Health and Safety.
- Suspend work or take appropriate action to deal with the actions of the Contractor's employees to ensure that Health and Safety requirements of the Trust are met.

8.3 Project Manager

The Project Manager shall accept the duties and responsibilities for managing the Health and Safety aspects of Contractors consistent with the requirements stipulated in Section 7.

8.4 The Contractor

The Contractor's main responsibilities are implicit in the requirements detailed for The Project Manager. In order to ensure that an adequate representation is made to the Contractor there shall be two main focuses for Health and Safety requirements.

The first shall comprise the issue of an "Health and Safety Requirements" Booklet, which shall be given to the Contractor at the tendering stage, and secondly the holding of a Pre-Site Contract Meeting, where all aspects of Health and Safety pertaining to the operation of the contract work shall be discussed and agreed.

8.4.1 Health and Safety Requirements Booklet

Appendix 3 illustrates the Contractors Health and Safety requirements resume, which shall be issued at the point of Tender and compliance with all its contents, where appropriate, shall be a condition of contract.

The purpose of the resume shall be to promote the safety of Contractors and Trust staff etc., by setting out general requirements for work at the Trust's sites. It shall also include any significant specific hazards and their associated precautionary measures. The hazards identified and the procedural requirements contained within this resume are not to be considered exhaustive, but are those frequently met at the Trust's sites and form common causes of accidents.

As such, the contents shall be considered as 'prompts', highlighting the need for further consideration and/or the need for more rigorous control and monitoring procedures, in compliance with legislative requirements or the Trust's local procedures, as appropriate.

The Contractor is required to sign on to the resume (see Appendix 3 Addendum D) and thus accept all its content's, terms and conditions. Any proposed deviation or non-compliance with its requirements shall be raised with and agreed by The Project Manager in writing, prior to the start of the affected activities. The document shall be raised at the Contract Pre-Site Meeting and accepted by all parties.

8.4.2 The Contract Pre-Site Meeting

The Contractor shall attend an Meeting where the main aim shall be to set out and agree the implementation, operation and monitoring of any Health and Safety requirements associated with the contract.

- Accept the requirements detailed in the Health and Safety resume, and seek and agree with the Project Manager any clarification of issues as appropriate.
 - The Contractor shall not just benignly accept the resume, he shall be pro-active, and fully aware of the documents implications and the obligations that it places on him.
- Name and Introduce the Contract Safety Supervisor / Representative
- Agree Safety Documents and Notices Procedures
 - Trust's Permit requirements/Contractor's Permit requirements
 - Signs and Notices
- Provide a list of perspective Competent Person(s)
 - details of any induction/training requirements for supervisory and craftsmen to receive and clear presented safety documents
- The Issue and Control of Safety Document Procedures
 - Receipt/clearance procedures
 - Use of Caution/Danger Notices
 - Keys and Key Safes
 - Abnormal clearance procedures etc.
- Demarcation of Work Area/Points of Isolation
 - Key controls
 - Screen, barriers, notices etc.
- Agree Communication Procedures
 - Project Engineer and the Contractor's Safety Supervisor
 - Planned contract meetings
 - Minutes and their validation etc.
- Agree Use of Vehicles
 - Fork lift trucks
 - Lifting vehicles
 - Cranes etc.
 - Method statements for their use
 - Competent Person Certification as appropriate etc.

- Agree use of Portable Electrical Tools
 - Unique Tag Nos.
 - Inspection records and methods of testing etc.

- Agree use of slinging, rigging and lifting gear etc.
 - SWL, Unique ID clearly marked
 - Weight of Load, confirmation where necessary etc.

Note:

The proposed agenda items for the Contract Site Meeting is not intended to be exhaustive, but to offer guidance on the significant issues which must be addressed prior to the start of any site work.

9 REFERENCE DOCUMENTS

9.4 Legislation

- 9.4.1** Health and Safety at Work Act etc. 1974
- 9.4.2** Management of Health and Safety at Work Regulations 1999
- 9.4.3** Confined Space Regulations 1998
- 9.4.4** Factories Act 1961, Section 30 - Hot Work related activities
- 9.4.5** Environmental Protection Act 1990
- 9.4.6** Ionising Regulations 1985
- 9.4.7** COSHH Regulations 2002
- 9.4.8** Control of Asbestos at Work Regulations 2002
- 9.4.9** Personal Protective Equipment at Work Regulations 1992
- 9.4.10** Workplace (Health, Safety and Welfare) Regulations 1992
- 9.4.11** The Electricity at Work Regulations
- 9.4.12** Pressure Systems Safety Regulations 2000
- 9.4.13** The Manual Handling Regulations 1992 (As Amended)
- 9.4.14** The Construction (Health, Safety & Welfare) Regulations 1996
- 9.4.15** The Provision and Use of Work Equipment Regulations 1998

9.5 Safety Policy Module Memoranda

- 9.5.1** Permit-to-Work Systems
- 9.5.2** HV & LV Systems
- 9.5.3** COSHH
- 9.5.4** Asbestos
- 9.5.5** Confined Spaces
- 9.5.6** Hot Work
- 9.5.7** MGPS

9.5.8 Pressure Systems

9.5.9 Manual Handling

9.5.10 Working at Heights, Scaffolding, Ladders, Step Ladders and Trestles

9.5.11 Gas

10 MONITORING AND MANAGEMENT CONTROL

10.1 Audit

To ensure satisfactory implementation of all safety requirements associated with Contractor management.

10.1.1 Random Job Inspection

The Project Lead Manager should undertake an audit of the implementation and operation of the Contract Management Health and Safety procedures. The audit shall be random and cover the full scope of the system, viz.:

- Inspection of the contract pre-site meeting minutes to ensure that all relevant safety issues have been addressed appropriately, including;
 - The Contractor's safety plan and statement of implementation
 - Agreement on the Permit System
 - Site Emergency Procedures
 - Nominated Supervisors and Competent Person(s), etc.
- Permit-to-Work issue and lock-off procedures execution, correctness in filling in of the pro-formas, standard isolation sheet, log books etc., including inspection of actual system/plant isolations.
- Safety document : check details for accuracy and compliance with the safety procedural rules, including:
 - * Contractor Safety Document request pro-formas
 - * Supervisor and Competent Person's current certification
 - * Lists of nominated Supervisor(s)/Competent Person(s)
 - * Preparation, issue and recording, (safety document log, Appendix 2)
 - * Selected Person's Report
 - * Isolations
 - * Key and Safety document control and Personal Safety
 - * Clearance and Cancellation Procedures

- * Checks carried out on Work in Progress against current Safety Documents in force
- * Supervisor and Competent Person(s) (Contractor) : Discussions to ensure that he/she understands the scope and the limit of the work and the safety precautions to take/have been taken. And is aware of any additional process/work related safety precautions/control measures required.
- Sub-Contractor checks
 - ensure that there are appropriate communication procedures in place for the main contractor to inform any of his sub-contractors of site safety requirements.
- Inspection of Key Safes, Permit Keys, declaration cards etc., to ensure correct utilisation and adherence to procedure
- Inspection of Selected Person's Reports, and examination of the correctness of the report records
- Inspections to ensure that transportable electrical equipment/lifting tackle, lifting machines etc. comply with statutory requirements.
- Check the Supervisor/Competent Person for compliance with any additional safety measures, either detailed on the Safety Document or part of the general safety provisions requirements, i.e.
 - * Personal Protective Equipment
 - * Respiratory Protective Equipment
 - * Gas Testers
 - * Earthing devices and test equipment etc.
 - * General housekeeping, tidy work method/work area,
 - * Hazardous substance use etc.

The Project Manager should initial the contract log and enter whatever comments are appropriate for record purposes.

The Project Manager shall be trained by the Project Lead Manager in the principles and operation of the Trusts Safety Rule Procedure.