



## Document Control Sheet

<b>Document Title</b>	<b>NOCS-COC-001</b>
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## Document Amendment History

<b>Version No.</b>	<b>Date</b>	<b>Amendment Details</b>	<b>Approved By</b>
1	31/03/08	Issued as final	LJR
2	24/03/09	Revision to include additional environmental checks	LJR/CS
3	1/07/10	Revision to include legionella	CS/CM
4	25/09/13	Revision to incorporate NOC Liverpool	CR
5	30/09/13	Revision to consider external noise limitations	CS
6	18/11/13	Revision to consider asbestos register	CS
7	06/01/14	Inclusion for radiation control	CS
8	24/02/14	Revision to separate NOCOP001 form Liverpool (new NOCLP001) and Southampton (new NOCSP001). Consider parking and include additional Permits to Works checks.	LJR/CS
9	12/03/15	Revision to update Permit to work section and new Logo	RG
10	26/10/15	Renumbering of Policy	CR



**CODE OF SAFE PRACTICE FOR ESTATES CONTRACTORS & CONSULTANTS**

Welcome to the National Oceanography Centre.

These guidelines cover the basic rules that apply on our premises and have been prepared for your benefit and information. Our objective is to provide a safe, healthy and secure working environment for all workers, customers and members of the public on our premises. By following these guidelines, you will be helping to secure your own health and safety, that of other people and the environment.

You are required to sign and return the Contractors Acknowledgement form (NOCS-COC-001 page 8) to confirm that you have read and understood these guidelines and that you will comply with them throughout the period of your contract with NOC. Please note that this agreement is valid for one year only and must be signed by every person working on site.

In advance, we thank you for your co-operation.

**1. CONTRACTORS HEALTH AND SAFETY QUESTIONNAIRE**

All NOC Estates Contractors must have satisfactorily completed the Contractors Health, Safety and Environment Questionnaire form (NOC-COC-002) before any works are undertaken at NOC. The questionnaire will be reissued for completion every three years. During the intervening period contractors must provide up to date insurance documents (Public Liability, Employer's Liability, and Contract Works etc.).

**2. RISK ASSESSMENTS**

A written safe system of work including risk assessment shall be agreed with NOC Estates before any work commences and may not be changed without their prior permission. All risk assessments should be relevant to the types of work and the risks presented which may include working at height, lone working, working in radiation controlled areas and legionella. All contractors must have a copy of their Risk Assessment and Method Statement for the work they are doing.

Please note asbestos is present in gaskets and some mastic at NOC Southampton. The NOC Southampton asbestos risk register is available upon request.

**3. SECURITY**

All contract workers must inform their contact within NOC Estates of their arrival and departure from the premises (including trips away from the premises during the day). You must also sign in and sign out at NOC Security Control.

**Always:**

- Display your Contractors ID badge clearly at all times;
- Remember the name of your NOC Estates representative;
- Report anything suspicious to the NOC Estates representative.

**Never:**

- Leave unattended packages in the building;
- Leave plant, equipment or materials unsecured at the end of a working shift;
- Remove any items belonging to NOC without permission from the NOC representative.

**4. FIRE AND EMERGENCY PROCEDURES**

In the event of a fire, the fire alarm will sound and the electro-magnetic fire doors will automatically close. DO NOT obstruct fire exit routes, remove firefighting appliances or other emergency equipment. Please note the Server Room has an Aragonite based Fire Suppression system. The fire alarm system will be tested every Monday 08:45.

**Action Upon Hearing the Fire Alarm:**

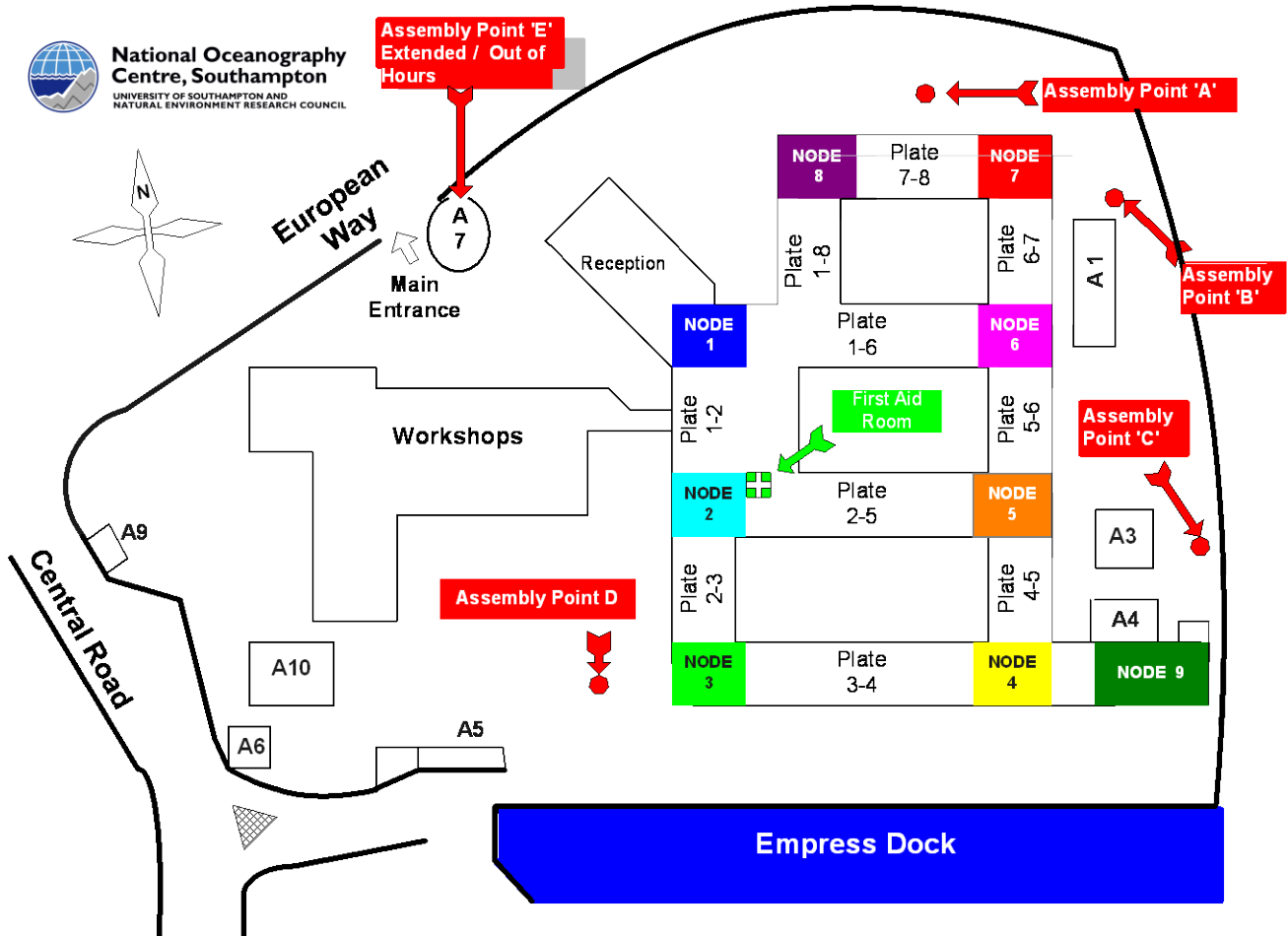
- Stop what you are doing and switch off any equipment where it is safe to do so;
- Leave the building via the nearest exit;
- Do not stop to collect personal belongings, equipment, etc;
- Do not re-enter the building;
- Go immediately to Fire Assembly Point E;
- Inform the Assembly Point Coordinator / Security Officer if you suspect anyone is missing.

**Action Upon Discovering a Fire:**

- Sound the alarm (by breaking glass at nearest fire point);
- Shout FIRE! FIRE! FIRE!;
- Inform Security Control (**Ext 26999 or 02380 596999**) of the location and extent of the fire;
- Leave the building by the nearest safe exit;
- Proceed to Fire Assembly Point E (adjacent to Security Gatehouse) and await instructions.



Southampton Site





## **5. HEALTH AND SAFETY RULES**

Ensure that you follow all control measures required by risk assessments and any other agreed safe systems of work.

### **Working Area:**

- Work only in your agreed, designated area and only carry out operations related to your particular task;
- Inspect the working area for potential hazards at the start and finish of every shift and report any findings to NOC Estates.

### **Plant Rooms / Mechanical Electrical Distribution Areas (MEDA)**

- Appropriate PPE must be worn at all times within plant room and MEDA's. Specifically bump hats (or hard hats) and safety shoes must be worn at all times within these areas. Access to these areas will be prohibited without PPE being worn. Additional PPE will be subject to risk assessment.

### **Personal Conduct**

- The use of radios (i.e. to play music or similar) or other devices is prohibited;
- All personnel shall at all times be appropriately dressed (i.e. shirts shall not be removed at any times). If contractors staff are to use NOC facilities i.e. toilets, canteen facilities then clothing must be reasonably clean so as not to cause disruption to others.
- All personnel shall refrain from using language or signage that may be deemed to be offensive to others.

### **Equipment:**

- Do not remove any existing barriers or guards without prior agreement;
- Do not use makeshift tools or equipment;
- Do not use or operate any machinery or vehicles unless trained and authorised to do so;
- Ensure all equipment is inspected, maintained and certificated as required by current legislation;
- Do not climb or stand on any structure unless positive proof of its integrity for such purposes has been established;
- Do not leave any plant, machinery or substances in a dangerous condition;
- Always transport equipment/materials in a safe and secure manner along agreed routes;
- Where required for the task, wear all protective equipment in the correct manner.

### **Working at Height:**

- No work may be carried out above anybody's head until precautions have been implemented to ensure the safety of persons or property below;
- All scaffolding/mobile towers, etc must be erected/alterd only by trained and competent persons;
- Fall protection or fall prevention equipment may need to be used if physical safety rails/barriers cannot be installed when working near exposed edges;
- Ladders must be regarded as access to places of work and the "three point contact" (two hands and one foot or two feet and one hand) rule must be applied;
- Ladders must be stable, properly secured and/or footed and be free from defects;
- Where hand tools are required, these should be carried in an appropriate tool belt;
- A roof access permit must be completed for all works of the nodal roof areas where contractors are not accompanied by a member of NOC Estates staff. Lone working is prohibited on all roof areas.

### **Barriers:**

- Ensure that barriers and safety signs are placed around the working areas where appropriate, and that they are removed upon completion of work.

### **Electricity:**

- All electrical equipment is to be suitably tested and all electrical work is to be carried out in accordance with the requirements of the Electricity at Work Regulations;
- You must not carry out any electrical isolation or reinstatement of mains supplies without prior agreement from NOC Estates;
- All electrical hand tools to be of 110v or of the portable, cordless type.

### **Parking:**

- **If you require parking, please ensure you advise your NOC Estates representative in advance. Only park in the areas allocated to you. Contractor parking permits are available for work periods exceeding one week. A parking permit does not guarantee a parking space.**



**Housekeeping:**

- Keep all gangways, corridors, access and exits clear. Do not block fire exits or obstruct fire exit routes;
- Do not allow rubbish to accumulate. Rubbish and waste is to be properly bagged prior to removal from site. It is your responsibility to ensure all rubbish and waste is cleared from site daily and disposed of in accordance with current legal requirements.

**Hazardous Substances:**

- You must not bring on to site any hazardous substances or highly flammable materials until a COSHH assessment has been completed, sent to and agreed by NOCS Estates before any work commences;
- All containers must have correct *haz-chem* symbols and instructions clearly visible. Substances must not be decanted into containers which are unmarked or normally used for food and drink.

**Accidents and First Aid:**

- Remember to report all accidents and injuries to Security Control, your NOC representative and your employer;
- The names and locations of first aiders are shown on notices displayed in the premises.

**Permits to Work:**

Some work activities are subject to permit control. Please note the following:

- **General & MEDA Access Permit NOC PER001**

A permit is required for keys to the mechanical plant and roof spaces. Permits are issued in the Estates Office (104/04) and keys are picked up/returned at the Security Control window (104/05).

Keys are issued to named contractors under set terms and conditions; this includes the daily return of all keys. Keys are **never** to be removed from the NOC at any time. Please note contractors may be liable for the cost of any lost keys.

Contractors are expected to provide suitable notice of access requirements to their NOC Estates representative. Lighting cards will also be issued to contractors on an access permit where required.

Please note additional authorisation for access is required for restricted areas of the building e.g. A9 building and confined Spaces. The Server Room requires **NOCS-PER-006 234-08 Entry Permit** and you must comply with the NOCS Computer Suite Guidelines available from ITG or on the Intranet.

Where it is not appropriate to issue keys to a contractor e.g. works in office areas please ask Security Control to lock/unlock the doors required.

- **Hot Works, Fire System, Demolition & Isolation Permit NOC PER002**

No hot or dust generating works are to take place within the building without prior notification to NOC Estates. Heat and dust can set off the buildings fire alarm system. This includes, but is not limited to;

- Demolition works
- Drilling
- Concrete cutting

Timely notification (24hrs) of hot/dusty works must be given to your NOC Estates representative. Notification from a contractor is to include the area of works, description of works and identification numbers for the local fire heads.

Following notification, fire head isolations will be completed by NOC Estates. Contractors are not permitted to start work until receiving notification from NOC Estates that the fire heads in their work area are isolated. Contractors are required to complete a fire pre check before starting work and post check of the area one hour after last burn. This check list is provided on the permit (NOC PER002) to work.

Completed permits are to be returned to your NOC Estates representative following works, to ensure that the fire heads can be re-activated by NOC Estates. Unless agreed otherwise, all hot works should be completed no later than 1600 hours on a daily basis.

The use of fire caps are strictly prohibited, unless issued by NOC Estates to keep fire heads clean.

- **System Isolation (Electrical/Mechanical/Pressure Systems)**

Permits are not required at NOC Southampton for system isolations however, you must inform your NOC representative before undertaking such isolations. Some isolations/de-isolations may require witnessing by NOC Estates. All works must be covered by a risk assessment and using an agreed safe systems of work

**If you are unsure if an activity requires fire head isolation please consult your NOC Estates Representative.**



## **6. Environment**

- Store all hazardous chemicals and oils appropriately to prevent spills
- Do not release any chemicals or thermally altered water into the surface water drains on site
- The Oil/Liquid spill procedures on site is to Inform **Security Control (Ext 26999 or 02380 596999)**
- Turn off all equipment, if possible, when not in use
- Turn off lights if you are the last individual leaving an area of a building
- Do not use the NOC waste facilities to dispose of any waste you produce
- If applicable, take measures to reduce disturbance to wildlife on site and local residents. **Please note that external noise is restricted to 08.00hrs to 18.00hrs Monday to Friday and 08.00hrs to 15.00hrs on Saturdays.**
- Report any environmental incidents to your employer and NOC representative

## **7. General**

- Obey all safety signs, notices and instructions (verbal and written);
- We have a no smoking policy. You may smoke outside the building only in designated smoking areas;
- Horseplay is forbidden at all times whilst on NOC premises.
- Contractors are not allowed to consume, nor be under the influence of alcohol or drugs, whilst on NOC premises.

All contractors working on NOC premises are to comply with the requirements of this safe code of practice. Failure to adhere to these requirements may result in an immediate shutdown of work site and a breach of contract with National Oceanography Centre. Works are subject to inspection by NOC Estates while ongoing.

<b>Your NOC Estates Contact is:</b>	
<b>Room:</b>	
<b>Phone:</b>	
<b>Email:</b>	



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**Your NOC Estates Contact is:**

**Induction Completed By:**

## **ESTATES CONTRACTORS ACKNOWLEDGEMENT**

- (a) I acknowledge receipt of Code of Safe Practice for NOC Estates Contractors (NOCS-COC-001).
- (b) I confirm that I have read and understood the Code of Safe Practice for NOC Estates Contractors (NOCS-COC-001).
- (d) I have asked for explanations where I have not understood the procedure.
- (c) I will ensure that all employees and subcontractors under my control are made aware of the requirements of this procedure and that they work at all times in a safe manner so as to avoid or minimise risk to themselves or to others whom their activities may affect.

### **PLEASE PRINT IN FULL**

**Full Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Contact Mobile:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Working On Behalf Of (Main Contractor):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please complete the form and return it to your NOC Estates contact named above in person or by email.*