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General Specification for Contractors Working at the Barrow Marine Terminal

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AMENDMENT RECORD

Issue No.	Date	Summary of Amendment
2	July 2019	No amendments necessary
3	June 2022	NTS replaced with NTS throughout

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1. Introduction

This general specification defines the NTS requirements on Contractors and their Sub-Contractors carrying out major contract work at the Marine Terminal. (Normally high value contracts). Explanatory guidance notes are attached in Appendix 1.

2. Scope

This general specification covers the requirements for the planning, programming, induction and carrying out of the work at the Terminal, and normally forms part of Terminal Management's (TM) presentation and Instructions of contract at the start-up meeting. (See attached Appendix 2 for induction notes. Also attached Appendix 3, which should be distributed to the contractor at this meeting).

3. SPECIFICATION

3.1

- 3.1.1 The contractor shall comply with all relevant Terminal and Statutory Regulations and any specific safety/security instructions given by Terminal Management (TM), in the form of a safety brief and/or site induction prior to commencement of any work.
- 3.1.2 The contractor shall complete and return to the TM his complete H&S Questionnaire as supplied by NTS prior to commencement of any work. (Example as shown in Appendix 4, 4A & 4B).
- 3.1.3 The Contractor shall prepare, for agreement by TM, detailed method statement and Risk Assessment covering all aspects of the work to be carried out for NTS at the Marine Terminal.
- 3.1.4 Prior to commencement of work, the Contractor shall take all necessary programming actions on advice given by TM, to ensure that the work they are to undertake will not interfere with the normal operations of the Terminal.
- 3.1.5 The Contractor shall NOT undertake any work unless it is covered by a current 'Permit to Work' signed by TM or an approved Area Permit Controller.

The permit to be revalidated by all Contractors before work can commence.

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(Area Permit Controller)

Area Permit Controller is a person (after training and experience) authorised by the Senior Manager, who is responsible for the control of permits to work approved schemes of work, and isolation certificates.

- 3.1.6 The Contractor shall, without delay, report to TM, or the Terminal Engineer (TE) any damage to NTS plant, equipment or other property.
- 3.1.7 The approval of any documents by NTS does not release the Contractor from complying with all mandatory requirements/regulations in force.

3.2 Access

- 3.2.1 Where access to a Contractor's work area passes through NTS occupied areas, Terminal Management, through the Security Officer will provide safe access for personnel and materials and will control traffic and advise on any restrictions, which may be required.
- 3.2.2 Where an area is handed over to a Contractor, it shall be the responsibility of the Contractor to ensure the safety of NTS personnel and equipment if access through the area is required.

3.3 Items Requiring Statutory Certification

- 3.3.1 All equipment (lifting, pressure etc.) requiring statutory certification, which the Contractor intends to use on site, must have current certificates which must be kept available for inspection by TM and documented on the Permit to Work.
- 3.3.2 The Contractor will be responsible for all routine statutory examinations, inspections and tests of the equipment and for keeping adequate records.
- 3.3.3 The Contractor will ensure that all operators are adequately trained and certified for the operation of any machines or equipment brought onto site.

3.4 Hazardous Substances

- 3.4.1 No highly flammable materials, explosives, compressed gases or other materials that require special controls shall be brought onto site without prior agreement of TM and arrangements being in place for the safe storage and use.
- 3.4.2 The Contractor must notify TM, prior to bringing any toxic substances onto the Terminal. If deemed necessary the TM will notify the Nuclear Transport Services E H & S Manager. Adequate information to be made available by the Contractor to ensure safe storage, use and disposal of residues.

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- 3.4.3 The Contractor is responsible for informing TM of his disposal route for all wastes generated on the Terminal.

3.5 Electrical Supplies

- 3.5.1 NTS shall, if requested, provide electrical power for site accommodation etc. External connection to such accommodation will only be made through approved isolators provided by the contractor, following an electrical test by NTS.
- 3.5.2 Where practical portable electrical hand tools and equipment shall be operated at 110Volts A.C., centre tapped to earth manufactured to BS3535. Equipment with voltages at or above 230 Volts AC shall only be used with the approval of the Nominated Person (Electrical).

Note.

1. Where portable electrical equipment is supplied at or above 230 volts AC a residual current device (RCD) must be provided as part of the fixed installation.
2. When fixed residual current protection is not available then a plug-in RCD at the socket outlet of the fixed installation may be used.
3. RCD's fitted to extension leads or incorporated into a plug are forbidden.
4. The Nominated Person (Electrical) will examine all contractors' portable electrical equipment. The equipment should be date tagged to show test date on item number that is traceable to a test date.
5. For further information see current edition of NTS Electrical Safety Regulations, section on Portable Electrical Equipment.

3.6 Vehicles

- 3.6.1 All Contractor's vehicles brought onto site shall comply with all the requirements of the Road Traffic Act in force on the Terminal and be operated to prevent nuisance or damage to all personnel, plant and premises.
- 3.6.2 The Terminal speed restrictions must be obeyed. The carrying of passengers on trucks, dumpers, JCBs etc. is forbidden unless the vehicle is specifically designed to carry passengers.
- 3.6.3 Large or heavy vehicles may present hazards. The Contractor shall inform TM in advance of any such vehicle arriving at the Terminal in order to devise procedures to ensure that such vehicles do not cause disruption, damage or danger to the Terminal operations, services, personnel or property.

3.7 Equipment and Access

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- 3.7.1 The contractors will be responsible for supplying suitable PPE that conforms to British Standards in order to comply with the PPE Rules.
- 3.7.2 All Contractor's equipment shall be of sound construction, adequately maintained and used by a trained and competent person.
- 3.7.3 Contractors must ensure that any scaffolds or mobile access towers erected on the Terminal, for their own use, are safe and are inspected upon erection and daily before commencing work. Any scaffolds erected by Contractors should be covered by a scaffold identification system (e.g. Scaffoldtag) and recorded in contractors register. All ladders must be of sound construction, free from defect and used and stored correctly and inspected and tagged at agreed regular intervals.

3.8 Excavations

- 3.8.1 It is the responsibility of the Contractor to provide and use equipment, such as underground detection instruments, to locate and therefore avoid damage to or disruption of any services.
- 3.8.2 It is the responsibility of the Contractor to provide adequate guarding and warning lights/signs around any excavations and above ground protrusions to prevent injury to personnel.
- 3.8.3 NTS will be responsible for the isolation of known services, where possible, or for stipulating safeguards to protect any known services which may be affected by excavation work.

3.9 Visitors and Sub-contractors

- 3.9.1 The main Contractor shall be responsible for any sub-contractors used on the contract and will assume the same responsibility for sub-contractors as for the contractors own employees.

3.10 Reporting and Investigation of Accidents to Contractors Employees

- 3.10.1 Any personal injury sustained as a result of an accident whilst on the Terminal must be recorded and investigated by the Contractor's representative. Where applicable, the Contractor shall provide an accident book, which shall be filled in for each accident (see also 3.12.4). The Contractor shall also be responsible for the provision of first aid equipment and a trained first aider where necessary.

3.11 Radiological Protection

- 3.11.1 Regulation 11 of the Ionising Radiation Regulations 1985 (IRRs) impose a duty on all employers of persons working with ionising radiation, to set down, in writing, rules to enable the work to be carried out in compliance with the regulations. To ensure compliance and adequate supervision under these rules, the Contractor (employer) must appoint one or more of their senior employees as Radiation Protection Supervisors (RPS). The names of such RPS's must be included in the rules. All RPS's shall be adequately trained. Suitable training may be provided by NTS following discussions between the Contractor and TM.

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3.12 Safety Policy and Certain Requirements

- 3.12.1 The Contractor shall, prior to the contract, provide NTS with a copy of their safety policy document name of their Safety Manager covering all of the work for the duration of the Contract.
- 3.12.2 Where a specific hazard is identified to the contractor, he shall submit, to NTS, a method statement, which allows his employees to carry out the work in a safe and efficient manner. Work shall not commence until TM has approved this method statement.
- 3.12.3 Any work carried out by the Contractor, which may cause excessive noise or may cause inconvenience to terminal staff, shall, first of all, be discussed with TM.
- 3.12.4 Should the Contractor be working on the Terminal for a period greater than six weeks, it is his responsibility to inform the HSE of his presence on the site.
- 3.12.5 The Contractor shall advise and instruct his employees and sub-contractors as soon as possible after arrival at the Terminal, of the Terminal Emergency Procedures and Safety instructions and any other particular safety requirements relevant to the work (details of which will be issued to the Contractor at the tender stage).
- 3.12.6 All Sub-Contractors to be entered on the current Permit to Work prior to commencement of duties

3.13 Precautions Against Fire

- 3.13.1 The Contractor shall provide and maintain an adequate number of suitable fire extinguishers for his site accommodation and, where necessary, in the work area. All Terminal fire points and fire hydrants are to be kept free from any obstruction at all times (maintenance excepted).
- 3.13.2 The Contractor shall take every precaution to prevent the outbreak of fire and shall provide and maintain an approved fire alarm system for any site accommodation.
- 3.13.3 The Contractor shall advise and instruct his employees of the extent to which fire hazards are likely to arise and direct them on the actions to be taken in the event of any fire. These actions are:
 - a) Raise the fire alarm and evacuation of the area concerned to the designated assembly area.
 - b) Inform the Fire Brigade via the Security Officer.
 - c) Tackle the fire with the equipment provided if safe to do so, if not, leave by the nearest available exit ensuring doors are closed.
 - d) Carry out a roll call at the assembly point (main Gatehouse) to determine that all persons are accounted for.
- 3.13.4 The Contractor shall keep records detailing the training given to personnel.
- 3.13.5 The Contractor shall comply with all Terminal notices and requirements pertinent to fire safety and prevention.

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- 3.13.6 All work shall be carried out in a manner which will allow adequate means of escape from any part of the Terminal or its buildings/structures and all such escape routes shall be kept free from obstruction.
- 3.13.7 Welding, flame cutting or use of other equipment producing sparks shall not be carried out where flammable gases, vapours and dusts are likely to be present. Advice on the presence of such dangers or in respect of safety precautions during welding or cutting work can be obtained from TM and Contractor's own Safety Manager.
- 3.13.8 Combustible waste shall be regularly cleared and kept in covered metal containers, which are emptied frequently via an agreed disposal route. No burning of waste materials shall take place on the Terminal.
- 3.13.9 All temporary site accommodation buildings shall be protected on the outside with an approved type of fire resistant paint or material. The Contractor shall allow inspection of such accommodation and shall remove any fire hazards.
- 3.13.10 Any store containing combustible materials shall be positioned at a safe distance away from any building and shall have suitable safety signs fitted and suitable fire extinguishers within easy reach.
- 3.13.11 All temporary heating appliances shall be of the electrical convection type and must be suitably guarded to prevent contact with combustible material. No LPG shall be used or stored in any temporary office or messing facility.

4. Quality Assurance

- 4.1 Where applicable, the Contractor shall, for all work covered by the contract, establish and implement Quality Assurance arrangements which, as a minimum, meet the requirements of the relevant standard of BS EN ISO 9000:1994 Series.

In addition to the requirements of the relevant BS EN ISO 9000 Series standards, the Contractor shall comply with the general and relevant specific conditions as defined in Quality Specification NTS/QS/009/01 "Quality Assurance Conditions for BS EN ISO 9000 Contracts". If applicable.

5. Records

Records to demonstrate conformance to quality requirements as specified in the relevant BS EN ISO 9000 Series shall be maintained by the Contractor, and made available for scrutiny by any representative of NTS. If applicable.

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Appendix 1

NTS GUIDANCE NOTE

The Meaning of 'Contractor' and 'Competent Contractors List'

Everyone involved in any work activity for reward is, in the legal sense, a contractor, i.e. he or she contracts to do something for another party and, in consideration for what is done, receives a payment.

In the context of health and safety at work, it is the status of the corporation body or individual which determines the exact nature and extent of the statutory health and safety duties to which they are subject.

Whether acting as employer, self-employed or employee everyone involved in work activity has health and safety duties to themselves and others. General duties are stated in the Health & Safety at Work etc. Act 1974, whilst more explicit duties are contained in other documents including the Health & Safety (Miscellaneous Amendments) Regulations 2002 (S.I. No. 2174) and the Management of Health & Safety at Work Regulations 1999 (S.I. No. 3242), (MHSWR). A most pertinent requirement of the latter is to carry out an assessment of the risks associated with the undertaking and to ensure co-operation and co-ordination between employers and contractors.

The purpose of issuing the NTS Selection and Control of Contractors questionnaire is for the company to maintain a database of organisation/individuals, which have a record of health and safety management awareness. This will enable us to meet our obligations under regulation 6 of the MHSWR that requires employers to appoint *competent persons*.

The competent person is defined as one who has sufficient training, experience and knowledge of health and safety to enable him/her to comply with health and safety legislation.

In assessing potential external resource providers, NTS must assess their 'good reputation', including high standards of health & safety awareness. The required standards will in part be dependent on the type of services, although there is health and safety legislation which covers every work related activity, with specific laws embracing many types of work/trade.

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Appendix 2

NTS Induction Notes for Contractors

1. Contractors must be aware of, respect and adhere to the statutory duties contained in the Health & Safety at Work Act 1974 and any other relevant statutory acts and regulations or codes of practice, guidance notes and NTS safe working procedures, pursuant to their duties and responsibilities relating to the contract.
2. Any person under the influence of alcohol or any other intoxicating drug that might impair skills or judgement, whether prescribed or otherwise, shall not be allowed on the site.
3. All work undertaken on this site must strictly adhere to the relevant method statement prepared for the task together with appropriate risk assessments.
4. All contractors must ensure that all those connected with the works on site are fully conversant with the relevant method statement and risk assessments. A record of induction for the works by the contractor may be asked for. All contractors are responsible for ensuring, so far as is reasonably practicable, that any work undertaken will not constitute a hazard or risk to the health and safety of other employees as well as their own.
5. All contractors shall immediately report any unsafe practices or conditions to Terminal Management. All injuries must be reported to the Terminal Management.
6. Any persons(s) found wilfully disregarding instructions or procedures as aforementioned will be reported to his/her employer who will be expected to take appropriate disciplinary action against the employee(s) concerned.
7. On arrival at the premises or workplaces contractors' supervisor(s) will report to security the number of employees actually in the premises or workplace daily.
8. Contractors shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines on the site in a manner not within the scope of their duties, unless instructed to do so by the Terminal Management.
9. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other employees, contractors or visitors to the site.
10. A permit to work procedure will be implemented and strictly enforced. Contractors must obtain these from the Terminal Management prior to commencement of works.
11. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate, please note that this is a PPE site where smoking is only permitted in designated areas.
12. All contractors should familiarise themselves and their employees with the arrangements for action to be taken, and of the means of escape on the event of an emergency or outbreak of fire.

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Appendix 3

NTS

HEALTH & SAFETY INDUCTION NOTES FOR CONTRACTORS CARRYING OUT WORK FOR NTS

1. Definition

NTS means International Nuclear Services or any of its associated companies.

NTS Management means the Premises Manager or the person or persons authorised to act on their behalf of the Manager where the work is carried out.

NTS Site means any site or premises owned or leased or occupied by NTS or any premises owned or leased by another party but with whom NTS have contractual obligations.

Contractors means any person, firm or company, or any employee, agent and/or sub-contractors of or for such person, firm or company; who or which undertakes building, engineering or other work and enters into or upon the site for the purpose of performing such work or service for NTS.

Building, engineering or other work for NTS purposes reasonably includes building, civil engineering, maintenance, decoration, re-decoration and cleaning of the building fabric, installation, maintenance and cleaning of plant and equipment forming the services of a building and includes work on new or existing electrical installations.

2. General Requirements

- a) The following notes are intended to alert Contractors to their statutory duties on health and safety and assist them in attaining a good standard of compliance.
- b) NTS expects a good standard of safe working from its contractors to ensure the safety of NTS employees, customers and third parties.
- c) If contractors are in any doubt about the appropriate health and safety measures to be adopted to ensure the safety of NTS employees, customers and third parties, they must refer to NTS Management.
- d) Contractors must hold a policy of Insurance to meet the requirements of the Employers Liability (Compulsory Insurance) Act 1969 and must produce evidence of the same to NTS on request.
- e) Contractors are reminded of the requirement under the Health and Safety at Work Act 1974 for the policy statement on health and safety and a description **of the** organisation and arrangements for fulfilling that policy. A written safety policy statement must be available if required at any time and details must be produced for inspection by NTS management on request. Whilst the Act does not require small contractors, (less than 5 employees) to have a written policy, they must be able to satisfy NTS management that they are prepared to

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take all appropriate precautions to ensure the safety of NTS employees, customers and third parties.

3. Entry into Premises

Contractors must report to NTS Manager (or deputy) before commencing work on premises in NTS occupation and be able to produce proper evidence of identity whenever necessary. Site access, car parking, restricted areas and prohibited areas are all signed as necessary and contractors are required to familiarise themselves with these arrangements.

4. Procedures to ensure the Safety of the NTS Employees, Customers and Third Parties

If in the opinion of the contractor or NTS management the contractor's work will present real or potential hazards to NTS employees, customers or third parties, the contractor must inform NTS management beforehand of the arrangements he intends to make to ensure acceptable safety standards.

Contractors must also familiarise themselves with NTS's health and safety arrangements to the extent that these may be relevant to the contractor's activities.

5. Compliance with Statutory Regulations

Contractors must carry out their work to comply with the relevant Acts, Regulations and approved Codes of Practice.

6. Scaffolding and Means of Access

- a) Mobile and fixed scaffolding and ladders must comply with the Construction (Health, Safety & Welfare) Regulations 1996. Particular attention must be given to strength, stability and all aspects of safe access, in particular sound and properly secured ladders.
- b) Certificates for Inspection of Scaffolds must be available for inspection by NTS management and enforcement authorities on request.

7. Lifting Operations – Cranes, Hoists, Lifting Gear

- a) All lifting operations must be carried out in compliance with the Lifting Operation & Lifting Equipment Regulations 1998 with amendment.
- b) Inspections and examinations regarding lifting appliances, chains, ropes and lifting gear must be available for examination by NTS management and enforcement authorities on request.

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8. Housekeeping

Contractors are expected to carry out their work for NTS in a clean and orderly manner, removing all debris and keeping the work area (s) clear.

9. Welfare Facilities

Contractors must make adequate provision for welfare facilities such as sanitary conveniences, washing facilities, eating and first aid arrangements within the requirements of the Construction (Health, Safety & Welfare) Regulations 1996 and the Health and Safety (First Aid) Regulations 1981 and associated approved Codes of Practice as and when necessary.

Attention is drawn to the fact that smoking is strictly prohibited in all buildings under the control of NTS.

10. Personal Protective Equipment

Contractors must provide and ensure the use of suitable and sufficient personal protective equipment appropriate to their work and as may be required by statute and/or specific agreement. This includes visitors to the site. Attention is drawn to the fact that the NTS Marine Terminal in Barrow-in-Furness is a PPE site.

11. Notification of Accidents and Dangerous Occurrences

- a) Contractors must comply fully with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- b) Contractors must inform NTS management of the circumstances of any injury or dangerous occurrence, which has been notified to the enforcement authority and reported on Form F2508.

12. Fire Precautions

- a) Contractors must familiarise themselves with NTS fire precautions, fire alarms, means of escape and emergency evacuation procedure.
- b) Before leaving NTS site contractors must ensure that naked lights, burners etc. are extinguished and electrical apparatus is isolated/switched off unless the nature of the work requires it to be kept on.
- c) Contractors must comply with the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972. They must also comply with any aspects of the Fire Precautions Act 1971 and Regulations made thereafter which apply to the premises on which they are working and may affect them.

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- d) Particular care must be taken when welding, flame or arc cutting, or burning off paint is carried out on NTS site. Before any such work commences a Hot Work Permit must be obtained from NTS office.

13. Electricity

- a) Contractors must comply with the Construction (Health, Safety & Welfare) Regulations 1996, the Electricity at Work Regulations 1989 with amendment, of the Institution of Electrical Engineers Regulations for the Electrical Equipment of Buildings.
- b) All portable electrical apparatus and lighting equipment must be supplied at a maximum of 110 volts by means of a mains isolation transformer with secondary wiring to earth. Any proposed alternative must be submitted to NTS Manager for approval before work commences.

14. Fencing of Machinery

Contractors must ensure that all prime movers, transmission machinery and other dangerous parts of machinery used by them are securely fenced or so designed, situated or equipped that they are as safe as they would be if securely fenced.

15. Asbestos

Contractors must comply fully with the requirements of the Asbestos (Prohibitions) (Amendments) Regulations 1988, S.I. No 711, The Control of Asbestos at Work Regulations 1987, S.I. No. 2115, The Control of Asbestos at Work (Amendment) Regulations 1992, S.I. No. 3068 and The Control of Asbestos at Work Regulations 2002, S.I. No. 2675.

16. Noise and Environmental Pollution

Contractors must carry out their work on NTS site in a manner and at a time which ensures acceptable levels of noise and other environmental pollution. In particular, they must comply with the requirements of the Control of Pollution Act 1974 and the Noise at Work Regulations 1989.

17. Hazardous Substances

Contractors must comply fully with the requirements of The Control of Substances Hazardous to Health Regulations 2002, S.I. No. 2677.

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18. Cartridge Operated Fixing Tools

- a) Cartridge operated fixing tools used by contractors on NTS site must confirm to BS standard and be operated strictly in accordance with the manufacturer's instructions. Only cartridges specified by the tool manufacturer must be used.
- b) Operators must have attained 18 years of age and be trained in the safe operation of the type of tool in use. Since cartridges are identified by colour, operators should be checked for colour blindness. Suitable eye, head and hearing protection must be worn.

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Appendix 4

Dear Sir/ Madam

Within the NTS Group of Companies we are continually striving to improve the ways in which we positively manage health & safety. As a contractor who regularly undertakes work for us, you will be aware of our Health & Safety Policy and Procedures that we operate to ensure that the whole team benefits from a safe and productive environment.

It is our intention to determine a 'Preferred Sub-Contractor' status with whom we can establish a relationship that will be progressive and profitable. On the basis, it is essential that we fully evaluate all aspects of health & safety, the policies, accident statistics etc. of the contractors we are to employ. We also have an obligation under the Health & Safety at Work Act 1974 and subsequent regulations to determine contractor competence.

It would be appreciated if you could spend a little time completing the attached form. This needs to be completed on an annual basis and will form part of our audit procedure that is completed at the end of each project. Please return the form to our office marked for the attention of myself by return.

To assist you in completing the enclosed form, we enclose for your information a copy of our 'Guide to Contractors Health & Safety Questionnaire'. We trust this will be of help.

The NTS Group of Companies must implement a culture of zero tolerance of unsafe practices on our site. We are presently briefing all health & safety co-ordinators on our requirements for a 'no compromise' attitude to safety. It is equally important for you to receive the same message and brief your team of our approach and give an undertaking to work with us to achieve a no compromise culture towards safety in the future.

We look forward to your early response to this request.

Yours faithfully

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Appendix 4A

NTS MARINE TERMINAL – BARROW

Standard Conditions for Sub-Contractors

1. Definitions

Within these Standard Conditions for Sub-Contractors document, the following definitions shall apply.

'The Company'	means NTS and/or subsidiary and/or associate companies.
'The Contractor'	means an individual contractor employed on a sub-contract basis by 'The Company' and who in the process directly employ their own workforce.
'Sub-Contractor (s)'	means a Sub-Sub-Contractor who is employed by a 'Contractor' and is either self-employed or is an 'Employer'.
'Employer (s)'	means 'The Contractor' or Sub-Contractor' directly employing a third party to undertake tasks as directed by him/her.
'Employee (s)'	means any person employed by the 'Contractor' or 'Sub-Contractor' to carry out tasks as directed by that 'Employer'.

2. General Statement

'The Company' recognises that high standards of Health, Safety and Welfare are integral elements of efficient business management objectives and contribute to the operational efficiency and profitability or any organisation.

Our Managers are responsible for pursuing progressive improvements in the Health & Safety performance of individuals and groups by establishing and maintaining control, communicating the necessary information, encouraging co-operation thereby ensuring that a positive Health & Safety culture is promoted and developed.

'The Company' therefore has every right to expect the same commitment and performance standards to be achieved by its 'Contractors'.

These standard conditions are not a substitute for any statutory duties imposed by the Health & Safety at Work, etc. Act 1974, nor for any specific Statutory Regulations which may be applicable to the contract. Works of which are mentioned under our Conditions of Order, which are attached to our official sub-contract order.

These conditions are in addition to those aforementioned obligations. They are intended to assist 'Contractors', to ensure that their 'Employees' have sufficient information, Instruction and training to undertake their work tasks safely thereby ensuring hazards and risks are not being created.

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'Contractors' will be required to submit to 'The Company' a copy of their Health, Safety, Environmental and Welfare Policy, Organisation and Arrangement Document prior to the commencement of any contract works.

All 'Contractors' are required to sign and return the acknowledgement receipt attached to this document to the appropriate operations office of 'The Company'.

3. Compliance with Statutory Acts, Regulations, Codes of Practices, etc. and any other special rules applicable to premises or workplaces.

'Contractors' will comply fully with the requirements of Statutory Acts, Regulations, Codes of Practices, Guidance Notes, Company/Client's Safe Working Procedures, etc. which may be relevant to the works being undertaken.

'Contractors' will observe and comply with any special safety rules, notices or procedures implemented by 'The Company' Management including any verbal Instructions given which have the sole purpose of ensuring the Health & Safety of Employees and others at the workplace.

Any person (s) found wilfully disregarding Instructions or procedures as aforementioned will be reported to his/her 'Employer' who will be expected to take appropriate disciplinary action against the 'Employee(s)' concerned.

Failure by 'Contractors' to comply with Health & Safety requirements will result in a written notice being issued highlighting areas/systems where non-compliance is occurring and immediate improvement is required.

Repeated non-compliance will result in a written warning being given a request for the removal of the individual from the work place, or termination of the sub-contract works.

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4. Entry into Premises or Workplaces

On initial arrival at the premises or workplaces 'Contractors' supervisor(s) will report to 'The Company' Management, who will in turn report to the Occupier, the number of employees actually in the premises or workplace.

'Contractors' should understand the importance of this requirement that is intended to ensure the safety of personnel employed if an emergency evacuation of the premises or workplace be necessary.

Vehicles owned by 'Contractors' or their 'Employees' must be parked only in areas defined by the 'Employer'.

Vehicles entering or leaving premises or workplaces where security arrangements are in force, may be subjected to a search of the contents or occupants to ensure that no unauthorised plant, equipment or material is removed from the premises or workplace.

'Contractors' should therefore ensure that the relevant documentation and authorisation to remove any items is in the possession of vehicle drivers or other individuals.

5. Health & Safety Advice, Assistance and Co-ordination

'Contractors' will be expected to have arrangements in existence within their Companies for obtaining any professional health & safety advice and assistance necessary to ensure that the work undertaken complies with all the relevant statutory provisions and that their obligations are being fulfilled.

'Contractors' will ensure that suitably trained and competent persons are appointed for co-ordinating Health & Safety.

The names with details of training undertaken will be provided to 'The Company' management prior to commencement of the contract works.

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6. Safety Representatives

It is accepted that under the Health & Safety at Work etc. Act 1974 Section 2 (4) 'Contractors' may have in their employment Safety Representatives who have been appointed by a recognised Trade Union.

To enable the 'Contractor's' Safety Representative to be given full co-operation, the 'Contractor' should notify 'The Company' of the Safety Representatives name, date of appointment etc.

No Safety Representative employed by a sub-contractor has any direct authority over any employees other than those of the 'Contractor'.

'Contractors' are expected to consult with and provide any facilities and assistance to their Safety Representatives as may be necessary.

Any matters alleged to require action for improvements to the working environment should be brought to the attention of the 'Contractors' Management through his/her normal lines of communication, the 'Contractor' will in turn, inform 'the Company' Management.

'Contractors' are required to report to 'The Company' Management immediately regarding any actual or potential matter of dispute involving health, safety and welfare.

7. Agreement of Safe Working Procedures

'Contractors' are responsible for ensuring, so far as is reasonably practicable, that any work undertaken will not constitute a hazard or risk to the Health and Safety of their employees or others.

This responsibility includes for example that sufficient information, instruction and training has been provided to their 'Employees' on the safe and proper use of any work equipment and that adequate levels of competent supervision is being provided.

'The Company' has an overall responsibility to ensure that, as far, as is reasonably practicable; the work activities undertaken by 'Contractors' under their control are carried out safely.

'Contractors' will ensure that work areas are safe before allowing their employees to commence work. This includes safe access and egress, provision of any scaffolding and inspection of any standing scaffolding before any work is allowed to be undertaken thereon.

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8. Identification/Evaluation of Hazards/Risks

'Contractors' will be expected to have undertaken the necessary hazard/risk evaluation of the work activities by means of Risk Assessments or substances used by COSHH Assessments. These written records should be readily available at the workplace, which clearly defines the hazard/risks, and the control measures necessary for any potential hazard/risk identified.

9. Provision and use of Personal Protective Equipment

'Contractors' will be expected to have identified under their risk assessment/evaluation procedures the work activities/areas where personal protective clothing and equipment should be worn by their employees.

Where the wearing of personal protective equipment has been identified by the 'Contractor' they will ensure that it is provided and worn by their employees.

Any personal protective equipment provided by the 'Contractor' to his employees will be properly maintained and conform to the relevant British/European standards.

'Contractors' will ensure that their employees are provided with adequate information, instruction and training on the proper use and care of personal protective equipment and the arrangements, which are in place for reporting defective/lost items and obtaining replacements.

As a minimum, 'Contractors' are expected to ensure that their employees at all times, have and wear, safety helmets and safety footwear, compliant with current legislation and BS/Euro Standards.

10. Housekeeping

'Contractors' are expected to carry out their work for or on behalf of 'The Company' in a clean and orderly manner and will ensure that as safe environment is maintained at all times.

Materials may not be stacked or stored in work areas where they either impede access or egress or the safe working of other parties. On no account should any material be stacked or stored where it may become a fire risk.

Materials/substances of a hazardous and/or flammable nature shall be stored in appropriate fire and spill safe containers/stores, compliant with current legislation and site conditions. Only sufficient quantities for the task in hand shall be taken into and out of the workplace on daily basis.

All waste material arising from the execution of the works will be cleared by 'Contractors' on a daily basis to disposal points designated by 'The Company' or the occupier of the premises.

Waste materials must be disposed of in accordance with current environmental requirements and recycled/placed in correct skips/containers. 'Special wastes' must be disposed of in accordance with applicable legislation, licences and agreements and records of haulage, receipt at waste disposal centre of tip and similar document records shall be retained for record/inspection purposes.

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Where for reasons of health, safety and welfare and fire risk, smoking is considered a hazard, a 'NO SMOKING' rule will apply. A designated smoking area is available on site.

11. Scaffolding and Access Equipment

'Contractors' will ensure that any scaffolding used in conjunction with the execution of their works is erected by competent persons in strict compliance with the relevant statutory provisions. Codes of Practice, Health & Safety Guidance Notes and where appropriate manufacturer's erection instructions.

Access equipment should be of adequate strength and suitable for the purpose in relation to the work activities being undertaken.

All scaffolding/access equipment used should comply with the relevant British/European standard specification.

'Contractors' will ensure that employees have received adequate information and instruction on the correct erection/use of any scaffolding/access equipment and will be required to provide proof of any training undertaken or competency level achieved if requested by 'The Company'.

'Contractors' will ensure that statutory inspections of scaffolds are undertaken as necessary and duly recorded. Records will be made available to 'The Company' on request.

12. Lead

The requirement of The Control of Lead at Work Regulations and the relevant Code of Practice must be strictly observed.

'Contractors' will inform 'The Company' Management immediately of any work undertaken which is liable to affect the health of any person exposed to lead.

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13. Radiography

'Contractors' will be required to execute the works strictly in compliance with The Ionising Radiation Regulations and relevant Codes of Practice.

'Contractors' will give 28 days written notice to the HSE before any work is carried out and a copy of that notification will be given to 'The Company' Management. No work will proceed without the written authority of 'The Company' Management. A safe system of work will be agreed and confirmed in writing between the 'Contractor' and 'The Company' Management before the work proceeds and a specific Method Statement produced.

14. Asbestos

Where the work involves the handling, removal or disposal of asbestos material, 'Contractors' are required to execute their works strictly in accordance with the Control of Asbestos at Work Regulations and the relevant Codes of Practice and any subsequent amendments.

Asbestos removal will only be undertaken by 'Contractors' licensed for that purpose as required by The Asbestos (Licensing) Regulations or any subsequent amendments.

'Contractors' will provide 'The Company' with copies of their licence for work with asbestos insulation or asbestos coating issued by the Health & Safety Executive and any other supplementary conditions.

'Contractors' will provide 'The Company' with copies of documentation recording the deposit of asbestos waste material.

'Contractors' shall ensure that from 24th November 1999 they shall not supply or use any component or spare, which contains chrysotile (white asbestos) which from that date is a banned substance.

15. Lifting Operations

All lifting gear or equipment brought onto a 'Company' workplace by a 'Contractor' must comply with the requirements of the relevant statutory provisions.

Before any lifting operation is carried out by a 'Contractor' for or on behalf of 'The Company', the Contractor will produce a current test certificate for that appliance along with any other reports, registers or certificate as is necessary, for inspection by 'The Company' Management.

'Contractors' will particularly ensure that, before bringing onto the workplace a crane or other lifting appliance, 'The Company' Management are consulted to establish that suitable standing is provided and that the ground can support the weight which it is likely to have imposed upon it.

A written Method Statement and Lifting Plan specific to the situation will be required prior to implementation of the lifting operation, which clearly identifies the measures necessary to control any potential hazards and risks, which may arise.

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16. Guarding Machinery

All prime movers, transmission machinery and dangerous parts of any machinery shall be properly guarded. The Work Equipment Regulations will be strictly complied with.

17. Excavations

The statutory Health & Safety requirements will be strictly complied with in regard to adequate supporting of the sides of the excavations to prevent collapse and guarding of excavations to prevent persons falling into them.

Before any excavation work is carried out by 'Contractors', 'The Company' Management will be consulted to establish the locality of underground electrical cables, water pipes, drains etc. The use of cable detection or other suitable equipment should be used where necessary to establish these facts.

'Contractors' will be expected to employ as a supervisor for work of this nature, a person who is adequately trained and competent, to ensure that it is carried out in a safe manner.

'Contractors' will ensure that the statutory inspections of excavations are undertaken as necessary and duly recorded. Records will be made available to 'The Company' on request.

18. Electrical Apparatus

Only equipment which complies fully with the requirement of the Electricity at Work Regulations will be permitted to be used.

110 Volt portable equipment only may be used via a mains isolated transformer. Portable equipment above this voltage shall not be used without the written permission of 'The Company' Management.

'Contractors' will ensure that all electrical apparatus, in particular portable equipment is inspected at the recommended intervals, tested when necessary and records maintained so that such equipment remains safe.

'Contractors' will ensure that they have assessed work activities involving the use of electricity so that all foreseeable risks can be identified and adequate precautions are taken to minimise any risk to persons.

19. Fire Precautions

'Contractors' will ensure that full compliance with statutory Fire Regulations, Codes of Practice, Guidance Notes and Company Procedures are strictly applied.

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'Contractors' will provide their temporary establishments with suitable and adequate portable fire extinguishers. They should familiarise themselves and their employees with the arrangements for action to be taken and of the means of escape in the event of an outbreak of fire.

No welding, cutting or hot work will be carried out without prior consultation with 'The Company's' Management. A Hot Work Permit procedure will be implemented and will be strictly enforced.

Personnel carrying out welding, cutting, grinding or burning or using any flame or ignition source or device, shall have with them at all times, fully charged fire extinguishers with an extinguishing medium of suitable nature, and the personnel shall be trained in, and be familiar with, the use of such extinguishers.

'No Smoking' rules will apply in designated areas.

'Contractors' will provide 'The Company' with copies of any waste disposal documentation when requested.

20. Waste Management

'Contractors' will comply with the requirements of the Environmental Protection Act and any other statutory provisions, which apply to the handling, storing, and disposal of waste from their work activities.

'Contractors' will provide 'The Company' with copies of any waste disposal documentation when requested.

21. Welding and Cutting Operations

'Contractors' involved in welding and cutting operations will ensure that good safe working methods are applied at all times.

All Oxy-acetylene hoses must be secured onto equipment/connections by use of manufacturers hose clamps. Regulators must be fitted with flash back arrestors and welding torches fitted with non-return valves.

Secure storage, transport and use of fuel and compressed gas cylinders will be achieved by strict compliance with the manufacturer's recommendations.

The provision and use of cylinder trolleys is expected by 'Contractors', along with the provision and use of non-combustible welding screens and display of warning notices, where arc welding operations are performed.

Suitable and sufficient fire extinguishers will be provided by 'Contractors' in work areas to minimise risk of fire.

'Contractors' will ensure that 'Employee (s)' are properly instructed and trained in the use of fire extinguishers.

22. Welfare Arrangements and First Aid Facilities

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These will be provided and maintained in accordance with the provisions and requirements of the Statutory Regulations.

Where the health and welfare arrangements are provided by others and extend to 'The Company' this arrangement will extend to 'The Company' 'Contractors' unless otherwise stated.

Any facilities provided by 'The Company' for their 'Contractors' use must be maintained in a clean condition at all times.

23. Reporting of Accidents/Dangerous Occurrences, Fire, Occupational Illness, Property Loss/Damage

In addition to their own reporting procedures, 'Contractors' will report any incidents of the above to 'The Company' who will in turn inform the occupier or principal contractor of the premises or site.

'Contractors' will be expected to ensure that all accidents are properly investigated, the underlying causes identified and recorded and appropriate action taken to avoid a similar re-occurrence.

24. Substance Abuse

'Contractors' will ensure that 'Employee(s)' are fully informed of The Substance Abuse requirements, that Alcohol or Drugs shall not be consumed at, on, in or around the workplace and those believed to be under the influence of Alcohol/Drugs will be liable to instant removal from site and to disciplinary action/dismissal as appropriate. Where the Transport and Works Act 1992 applies, individuals may also be liable to criminal prosecution.

25. Environment

As distinct from Waste Management and Waste regulatory requirements, 'Contractors' must ensure that they make an Environmental Impact Assessment in regard to their works, materials, presence and activities on site.

Conditions of dust, noise, machinery and transport movement and access, neighbourhood impact, emissions etc. all to be minimised and control measures put in place to ensure minimum environmental impact.

The 'Contractor' shall liaise with 'The Company' in regard to any special environmental impacts or in the case of the site or premises, imposed environmental restrictions.

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Appendix 4B

NTS CONTRACTORS HEALTH, SAFETY AND ENVIRONMENTAL QUESTIONNAIRE

Notes to potential contractors/organisations

- a)** The Health and Safety at Work, etc. Act 1974 and subsequent Regulations, impose a duty on our company to make reasonable enquiries regarding the suitability of contractors and others that we employ in respect of their ability, not only to undertake construction and construction related works, but to ensure that they are sufficiently knowledgeable and competent in Health, Safety and Environmental requirements to enable them to perform their duties with due regard to any relevant legislation, ACOP's, standards etc.
- b)** The awarding of contracts by NTS and its subsidiary companies will not be determined solely on price and technical ability. We require you to provide information to us that indicates that you have health, safety and environmental management systems in place and that they will be implemented on the sites upon which you might work with us.

Please supply the following information.

1. Details of Contractor/Organisation

Company/Organisation Name:

Address:

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Post Code:

Telephone: Facsimile:

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I certify that the details given in this assessment are correct. (This section must be signed off by a Director of the respondent Company/Organisation).

Signature:

Name & Initials:

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3. Health & Safety at Work Policy Statement

(Applicable if you employ five or more persons).

- 3.1 Please attach a copy of your latest Policy, Organisation and Arrangements document as required under Section 2 (3) of the Health & Safety at Work, etc. Act 1974.
- 3.2 Please give name, initials and title of the person having executive responsibility for health and safety in your Company/organisation.

Name:

2. Nature of Business or Activity of Organisation

Please indicate the type of work/services you provide and for which you wish to be considered.

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4. Health & Safety at Work Policy Statement

Please advise us of the arrangements which you have regarding the services of a professional safety advisor or consultant or other competent person, as required by Regulation 6 of the Management of Health & Safety at Work Regulations 1999.

Please give details, including name, initial and telephone number:

Name Title:

Details of Professional Qualifications and Professional Institution Membership if any:

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5. Health & Safety Information, Instruction and Training

Please give details, supported by documentary evidence, of any health and safety training given to your Managers/Supervisors/Operatives within the last three years.

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6. Safe Systems of Work

How do you bring to the notice of your personnel (direct and sub-contract employed) the requirements of your systems of work on the site upon which you work, including your Safety Management System, Risk Assessments, COSHH Assessments, Method Statements, etc?

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7. Sub-Contractors

How do you access the health, safety, environment record and competence of the companies with who you place contracts?

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8. Notices and Prosecutions

Please give details of any improvement, Prohibition Notices or Prosecutions served upon your company by a relevant enforcing authority as a result of your undertakings within the last five years.

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9. INS, Safety and Welfare at Work Standard Conditions for Sub-Contractors

Please read the attached booklet entitled 'Standard Conditions for Sub-Contractors', sign and return, (with this questionnaire form) the acknowledgement slip.

NB: Approval of your company to work with or for any company in the BNFL Group cannot be given

10. Other relevant Information

Is there any other information, which you consider that we should be aware of in assisting us to undertake these enquiries, e.g. membership of health and safety groups, receipt of safety awards? Improvements in accidents/prevention performance over the past three years using notifiable/reportable accidents as defined under the reporting of injuries. Diseases and Dangerous Occurrences Regulations.

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11. Contractors Accident Statistical Information (last three years)

	Year 1	Year 2	Year 3
Number of notifiable/reportable accidents			
Number of employees			
Incident Rate			

12. Environment

Do you have an Environment Policy? Yes No

If Yes, please enclose a copy.

Name and job title of Senior Manager/Director with Environmental responsibility in your company/organisation.

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