

Site Rules for Contractors at Forest Garden Group Sites



CONTENTS

1. INTRODUCTION
2. SECURITY
3. FIRE AND EMERGENCY PROCEDURES
4. HEALTH AND SAFETY RULES
5. GENERAL SITE FACILITIES
6. CODE OF BEHAVIOUR
7. ENVIRONMENTAL
8. FOREST GARDEN GROUP HSE POLICY STATEMENT
9. CONTRACTOR ACKNOWLEDGEMENT FORM

Welcome to the Forest Garden Group premises

1, INTRODUCTION

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 Forest Garden Group employees, contractors and members of the public on our premises. By following these guidelines, you will be helping to secure **your own** health and safety and that of **other people** working on, or visiting the premises.

Nothing in this guidance absolves contractors from their **legal duty** to comply with all current legislation, particularly the Health and Safety at Work *etc* Act 1974, the Management of Health and Safety at Work Regulations and where appropriate, the Construction, Design and Management (CDM) 2007 Regulations.

Contractors shall **not** sub-contract any part of the work without the consent of the authorised Forest Garden Group representative.

Your conduct will be monitored when on site - you could be asked to leave the premises if your conduct is not satisfactory.

Please ensure that you read and retain these guidelines for reference. If there is anything that you do not understand, please do not hesitate to ask.

You are required to **sign and return** the Acknowledgement Form at the end of these guidelines to confirm that it has been read, understood and will be fully complied with throughout the period of contracted activities.

Thank you for your co-operation.

2, SECURITY

The contractor is to comply with all security procedures currently operated by Forest Garden Group. Contractors must submit a list of the contract workers before work commences on site, and (where appropriate at specific locations) provide names of those required to work in premises outside normal working hours to their Forest Garden Group representative 24 hours before night work or weekend working.

All contract workers **must** inform their Forest representative of their arrival and departure from the premises at the agreed control point. The site rule **must** be adhered to irrespective of the reason for leaving the premises (e.g., meals, phone calls, finish work, etc).

Do's and Don'ts:

Contract workers are to comply with any additional procedures that may be notified to them from time to time.

Do:

- ✓ (when issued) clearly display your visitors badge at all times;
- ✓ remember the name of our Forest Garden Group representative;
- ✓ report anything suspicious to the above contact.

Don't:

- ✗ wander outside your designated work area;
- ✗ leave unattended packages in the building;
- ✗ leave plant, equipment or materials unsecured at the end of a working shift;
- ✗ remove any items belonging to Forest Garden Group without the express authority of the Forest Garden Group representative.

3, FIRE AND EMERGENCY PROCEDURES

Fire Alarm and Fire Fighting Equipment:

In the event of a fire the fire alarm will sound.

Premises with alarm systems will test the alarms on a weekly basis.

You will be informed as to what arrangements are in place prior to commencing work.

Do **not** remove or obstruct fire fighting appliances or other emergency equipment.
Fire extinguishers must **not** be used as doorstops.

Action on Discovering a Fire:

- ✓ sound the alarm (by breaking glass at nearest fire point);
- ✓ inform premises staff (where possible) of the location and extent of the fire;
- ✗ do **not** attempt to tackle a fire **unless** you have been specifically trained and are competent to use the appropriate type of appliance - do **not** put yourself at risk;
- ✓ always **evacuate** in time;
- ✓ leave the building by the nearest safe exit;
- ✓ proceed to the **fire assembly in designated area** - await instructions.

Action on Hearing the Fire Alarm:

- ✓ stop what you are doing - if your work involves machinery, switch it off **where it is safe to do so;**

- ✓ leave the building by the nearest exit;
- ✗ do **not** stop to collect personal belongings, equipment, etc;
- ✗ do **not** re-enter the building;
- ✓ go **immediately** to the fire assembly point;
- ✓ inform your Forest representative if you suspect anyone is missing.

4, HEALTH AND SAFETY RULES

Ensure that you follow all control measures required through risk assessment and agreed written method statements/safe working procedures. Please pay particular attention to the following additional rules:

Contractors will wear safety footwear and high visibility clothing (waistcoat, tabard, coat, etc) at all times when working on site (safety spectacles and hearing protection in mill areas)

Working Area:

- ✓ work only in your agreed, designated area and only carry out operations related to your project/work;
- ✓ inspect the working area for potential hazards at the start and finish of every shift and report any findings to your supervisor or Forest Garden Group representative.
- ✓ cordon/rope/barrier the area off where work is to take place, to prevent employees entering the area. Ensure their area is secured if left overnight and signed appropriately if required.

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 plant/machinery or vehicles unless suitably trained by an accredited training provider and hold the appropriate certificate/license and have been authorised to operate on site by the location manager (representative);
- ✗ do not interfere, move or tamper with any plant/machinery or vehicle that is not associated with the task you are on site to complete.
- ✓ ensure **all** plant/equipment or vehicles are inspected, maintained and certificated as required by current legislation;
- ✓ it is acceptable to use Hired plant/equipment only from a reputable supplier

- ✗ 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 (e.g., safety headgear **not** worn back to front, high visibility jackets/ tabards clean and fastened up, etc;

Working at Height:

- ✘ no work may be carried out at height **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 using sound equipment suitable for the task;
- ✓ fall protection or fall prevention equipment may need to be used if physical safety rails/barriers cannot be installed when working near exposed edges – this **must** be considered in the risk assessment/method statement;
- ✓ ladders should 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 applied. Where hand tools are required, these should be carried in an appropriate tool belt;
- ✓ ladders **must** be stable, properly secured (top and bottom) and/or footed **and** be free from defects;

Barriers:

- ✓ ensure that barriers and safety signs are placed around the working areas where appropriate, and that they are removed upon completion of the 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/ IEE Wiring Regulations (current edition);
- ✘ you must **not** carry out any electrical isolation or reinstatement of mains supplies without prior agreement from your Forest contact or their authorised representative;
- ✓ All electrical hand tools should be 110v or of the portable, cordless type;

Hot Work:

- ✘ do **not** commence hot work without first ensuring the authorised isolation of any heat or smoke detectors in the immediate area;

- ✓ ensure there are no flammable liquids, gases or materials likely to be ignited through hot work and that there is adequate ventilation and appropriate fire fighting appliances near to hand.
- ✓ ensure a suitable fire extinguisher is placed within ease of reach of the hot working area
- ✓ ensure a screen is placed around the area that welding is taking place; ensure a barrier is placed around the area for all hot work.
- ✓ maintain a fire watch for 30 minutes after completion of hot work

Housekeeping:

- ✓ keep **all** aisles, corridors, access and exits clear;
- ✘ do **not** block fire exits;
- ✘ do **not** use fire extinguishers as doorstops;
- ✘ 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 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** the place of use, method of work and storage has been agreed by the Forest representative or their authorised deputy;

✓ all containers **must** have the correct hazard warning symbols and instructions clearly visible.

✗ substances must **not** be decanted into unmarked receptacles - **particularly** food or drink containers.

Accidents and First Aid:

✓ remember to report **all** accidents/incidents/near misses and injuries to your employer **and Forest Garden Group** representative;

✓ where available, Forest will provide first aid facilities for contract staff (agreed at induction).

Note: The names and locations of first aiders and/or appointed persons are given on notices displayed throughout the premises.

General:

✓ obey **all** safety signs, notices and instructions (verbal and written);

✓ you **must** observe the Forest Garden Group Smoking Policy as advised by your Forest Garden Group contact;

✗ horseplay is forbidden at all times whilst on Forest Garden Group premises.

The Site Management Team have the authority to remove you from site if any safety rules are not being adhered to!

5, GENERAL SITE FACILITIES

All contractors are to treat the Forest buildings, facilities and furniture with respect and must observe the following:

Telephones:

✓ reasonable telephone facilities for **business use only** may be made available on request.

Toilets and Washing Facilities:

✓ toilets and washing facilities are available. These facilities are shared with the Forest employees and are to be kept clean and tidy and are not to be abused.

Other Forest Garden Group Facilities:

✘ certain facilities provided for the Forest Garden Group's clients, customers, visiting employees, etc - e.g., offices and meeting rooms - are **not** to be used by contractors unless agreed by the Forest representative.

6, CODE OF BEHAVIOUR

The contractor is to ensure the good conduct of their employees or subcontractors throughout the terms of the contract.

General:

- ✓ all contractors are to behave in a responsible manner at all times;
- ✘ bad language, racial or sexual abuse is strictly prohibited.

Confidential Information:

✘ No cameras are allowed on site unless authorised by management, all information gained from site must be treated as confidential unless told otherwise.

Dress Code:

✓ clean overalls or corporate work wear (including appropriate protective equipment) are to be worn with the contractor's name displayed discreetly (where appropriate).

Smoking, Drugs and Alcohol:

- ✘ the consumption of, or being under the influence of illegal substances and/or alcohol on Forest premises is **strictly prohibited**;
- ✘ Smoking is strictly prohibited inside Forest Garden Group premises.
- ✘ Smoking will only be allowed in designated areas on site (if allowed at all) and these rules must be strictly adhered to.
- ✘ Forest Garden Group operate a random drugs and alcohol testing policy and this will be applied if anyone is suspected of being under the influence of either of the substances.

7, ENVIRONMENTAL

Contractor Environmental responsibilities are:

- ✘ Never pour any substances down a site drain without prior permission.
- ✘ Do not bring substances onto site without appropriate material safety data sheets and authorisation by the site
- ✘ Always ensure that any substances that may have an environmental impact on our site is approved for use by Forest Garden Group personnel
- ✓ Remove all waste generated from site and do not use sites recycling facilities.
- ✓ Be responsible for your own safety and must not do anything which is likely to cause pollution or damage to the environment or our site.
- ✓ Observe all environmental and safety rule instructions and policies
- ✓ When using substances in the course of your work activities, handle and store them in the prescribed manner so as to protect the environment.

- ✓ Act on all reasonable instructions given by Forest Garden Group persons responsible for environmental management.
- ✓ Report all accidents, which may or may not involve pollution of the environment or damage to property or equipment, immediately to Forest Garden Group personnel
- ✓ Use only the resources needed to carry out the task
- ✓ Report any working conditions in respect of equipment or working practices if they contravene any aspect of our environmental policies.
- ✓ Report to Forest Garden Group personnel any cases of potential pollution to the environment.



Forest Garden Group adheres to Environmental Legislation and best practice and would ask all contractors coming onto our sites to adhere to our requests.

We thank you for your co-operation.

8, HSE POLICY STATEMENT

Health, Safety & Environmental Policy Statement

Health and Safety at Work Act 1974

This is the Health, Safety and Environmental Policy Statement of

Forest Garden Group

At each of the Forest Garden Group Ltd sites, health, safety and the environment is an integral part of our management philosophy and we are committed to maintaining a safe, healthy and environmentally friendly working environment for our staff, our clients and any visitors who may attend site. Our aim is to create an incident-free and environmentally friendly workplace that is committed to continuous improvement in health, safety & environmental performance throughout our operations.

Each Forest Garden Group company is committed to:

- Identifying the hazards, risks and environmental impacts associated with our activities, products, services and put in place appropriate control measures including our responsibilities regarding pollution prevention
- Ensuring that appropriate resources are made available to ensure that this HSE policy statement may be brought into effect and maintained.
- Developing and embedding a safety culture throughout the organisation that recognises the importance and value of effective safety management.
- Establishing and measuring our safety and environmental performance against objectives and/or targets for both Corporate and local site based measurement
- Continually improving our safety and environmental performance and ensuring that all legal and other requirements are fulfilled
- Ensuring all sites maintain the highest health, safety & environmental standards so that the most valuable assets that we have, namely our employees, can work in a safe environment
- Providing an occupational health monitoring service to all of our employees to ensure good health is maintained and monitored

The company will endeavour to eliminate any hazards which may result in personal injury, illness, fire, security losses, property damage or harm to the environment.

Policy review: This policy has immediate effect and replaces all previous versions. This policy will be reviewed and amended on a regular basis not normally exceeding twelve months

Signed: **Guy Grainger**
Group CEO
January 2017



Date: 01/01/2017

Review date: 01/12/2018

Forest Garden Group Ltd Health, Safety & Environmental Policy Statement



9, CONTRACTORS ACKNOWLEDGEMENT

(To be signed by a senior member of the contractors)

I acknowledge receipt of a copy of "Site rules for Contractors at Forest Garden Group sites".

I have read the guidance and any points I did not fully understand clearly have been explained to me and I understand that compliance with them is a precondition for permission to work on Forest Garden Group premises.

I will ensure that all employees and sub-contractors under my control are fully informed as to the requirements of this guidance & sign the attached acknowledgement. All work will be performed in a safe manner without risk to themselves or to others that our/their activities may affect.

(Block Capitals Please)

Name: _____ **Signature:** _____

Position: _____

Date: _____

Contractor / Subcontractor Employees Acknowledgement of Site Rules

	Name	Signed	Forest Garden Group	Instructed By:	Date
1					
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