

## CONTRACTOR SAFETY RULES

These safety rules must be adhered to at all times, the safety rules have been produced to support HMS' Health and Safety Policy to maintain the highest standards of health and safety. The Contractor Safety rules are an integral part of our overall management system which supports continual improvement.

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## DEFINITIONS

- **Contractor** - Refers to the Company to which works orders are issued, and all persons employed by the Company.
- **Torus Group** - Refers to all of Torus, HMS, Torus Foundation, Torus Developments premises/sites properties and all employees of these companies.
- **PAT Testing** - Portable Appliance Testing.
- **Portable Appliance** - An item of electrical equipment fitted with a plug.
- **Permit to Work** - A permit to Work is a formal, written procedure used to control work activities which are identified as particularly hazardous and where special precautions are required to control the hazards. Primarily used for non-routine work activities.
- **Abnormal Event** - An unplanned or unusual event or occurrence.
- **Accident** - An undesired event or series of events causing (or with the potential to cause) injury, ill-health or damage.
- **Accident Prevention** - Measures taken to prevent accidents from happening. Can be either proactive, i.e. implemented before an accident happens, or re-active, i.e. taken in response to an accident that has already happened.
- **Accident Investigation** - A systematic investigation of an accident to find out what happened and determine immediate and underlying causes as well as reviewing existing risk assessments, safety procedures and control measures with a view to introducing measures to prevent recurrence.
- **First Aid Appointed Person** - This is a defined role from the Health and Safety (First Aid) Regulations 1981. If the workplace is a low risk workplace (office, shop, library, etc.) and employs less than 50 employees there is only a requirement for one Appointed Person. This person will have undergone a one-day training course covering CPR and very basic first aid. They will also be responsible for maintaining the first aid box for the organisation.
- **ACOP** - Approved Codes of Practice are published by the HSE to cover many regulations. Approved Codes of Practice although not law themselves do give guidance on how to comply with the law and as such have a special legal status, similar to the Highway Code. If you comply with an Approved Code of Practice, it is likely that you will be doing enough to comply with the law.

- **As far as reasonably practicable** - The degree of risk in a particular situation can be balanced against the cost, in terms of time, trouble, money and physical difficulty of taking measures to avoid the risk. If this cost is disproportionate to the risk it would be unreasonable to expect any employer to incur those costs to avoid the risk.
- **Asbestos** - Asbestos is the name used for a group of natural minerals, which comprises three main types. Crocidolite (Blue Asbestos), Amosite (Brown Asbestos) and Chrysotile (White Asbestos). The type of asbestos cannot be identified just by its colour. Although these fibres have many good properties such as being fire retardant, the fibres are very small and once airborne are easily breathed in and can become stuck in the lungs, causing debilitating and fatal diseases such as Asbestosis and Lung Cancer.
- **Confined Space** - A Confined Space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).
- **Common Law** - Unwritten law, originally based on the merging of various local customs and laws as a result of various royal judges who toured the country. Cannot be in conflict with Statute Law.
- **Competent Person** - A Competent Person is defined by the HSE as somebody with the skill, knowledge, practical experience and training to enable them to assess the risks arising from the work activity.
- **Compliance** - Compliance normally means ensuring that activities undertaken agree with both the letter and the spirit of the law.
- **Environment** - The natural environment comprises all living and non-living things that occur naturally on earth. The environment may also include the built environment. Essentially the environment in which we work and which may affect by our work activities.
- **Emergency Plan** - A legal requirement for Upper Tier COMAH sites. A written plan detailing the actions to be taken in the event of an emergency or serious incident.
- **Duty of Care** - A legal precedent which states that "You must take reasonable care to avoid acts or omissions which you could reasonably foresee would be likely to injure your neighbour". Established by Donoghue Vs Stevenson (1932). - It's what put Paisley on the map!
- **Face Fit Test** - a test which checks whether a person's face mask fits their face shape and size.
- **Fatality** - Death
- **First Aid** - The immediate aid provided to a sick or injured person to 1. Preserve Life, 2. Prevent Further Injury and 3. Promote Recovery. Covered in the workplace by the Health and Safety (First Aid) Regulations 1981.
- **Good Practice** - A management concept that some ways are more effective at delivering results than others. This is often considered alongside benchmarking, which is about making comparisons with others and learning the lessons that those comparisons throw up.
- **Hazard** - An object, situation, or behaviour, that has the potential to cause harm in terms of injury, ill health, or damage to property or the environment. (See also Risk).
- **Health and Safety Executive** - The Health and Safety Executive are the enforcing authority for health and safety legislation in the UK.
- **Incident** - An unplanned event, which in different circumstances, could have resulted in an accident, including injury to persons or damage to property.
- **Incident Investigation** - A systematic process of gathering and analysing information about an incident for the purpose of identifying causes and making recommendations to prevent recurrence.
- **Job Design** - Job Design defines the way people do their job and behave in the work environment. It also influences the culture of the organisation.
- **LOLER** - Lifting Operations and Lifting Equipment Regulations 1998

- **Appointed Person** – the person given the authority to assess, plan and organise the work; to select suitable or appropriate plant and equipment, to ensure statutory documentation is current and in order; to provide instruction and supervision for the work to be undertaken safely; and to stop the work whenever he considers danger is likely to arise if it were to be continued.
- **Method Statement** - A document detailing how a particular process will be carried out. Such a statement is commonly used to describe how construction/installation works can be carried out safely.
- **Manual Handling** - Transporting or supporting a load, including lighting, putting down, pushing, pulling, carrying or moving by hand or bodily force.
- **Near Miss** - A near miss describes an incident which given a slight shift in time or distance might have resulted in injury, ill-health or damage. By reporting, investigating and acting on lessons learned from near misses, accidents should be prevented.
- **Negligence** - "Negligence is the omission to do something which a reasonable man, guided upon by those considerations which ordinarily regulate the conduct of human affairs, would do, or do something which a prudent and reasonable man would not do." Blyth Vs Birmingham Waterworks Co. (1856)
- **Procedure** - A step by step description of how to do a task, job or activity properly and safely.
- **PUWER** - The Provision and Use of Work Equipment Regulations 1998
- **RIDDOR** - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- **Risk** - The chance, high or low, that somebody could be harmed by a hazard in the workplace, together with an indication of how serious the harm could be.
- **Risk Assessment** - A Risk Assessment is simply a careful examination of what, in your work, could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.
- **Risk Management** - The practical steps taken to protect people from real harm.
- **RPE** – Respiratory Protective Equipment
- **Safety Audit** - An audit, as opposed to an inspection, is an independent, objective and systematic review of safety management arrangements. This should ensure that policies and procedures are in place to cover the risks present as well as confirming that these policies and procedures are being implemented and complied with.
- **Safety Inspection** - A Safety Inspection, as opposed to a Safety Audit, is an examination of the actual conditions and working practices within a workplace.
- **Safety Culture** - The degree to which good working practices and positive attitudes towards health and safety are embedded within the culture of an organisation.
- **Workplace Inspection** - An inspection of the workplace, conducted in an organised and structured manner, to identify and report existing and potential hazards.
- **Workplace Exposure Limit** - A limit on the exposure to hazardous substances, established by the HSE in EH40. Defined as a Long-term exposure limit (over an 8 hour reference period) and a Short-term exposure limit (over a 15 minute reference period) generally measured in ppm or mg/m<sup>3</sup>.
- **HAVS** – Hand Arm Vibration Syndrome. Hand-arm vibration is vibration transmitted into workers' hands and arms. This can come from use of hand-held power tools (such as grinders or road breakers), hand guided equipment (such as powered lawnmowers or pedestrian controlled floor saws)
- **Young Person** - Defined by the Management of Health & Safety at Work Regulations as someone between 16 & 18 years of age. Special provision is made to recognise their physical and psychological capacity and to protect them from harmful exposure to toxic and carcinogenic agents, radiation, risks from extreme heat or cold, excessive noise and vibration.

## COMPLIANCE WITH THE LAW

*The Contractor will comply with the provisions of the Health and Safety at Work Act 1974, associated Regulations, Approved Codes of Practices and any Employer's special safety requirements insofar as any of these apply to his/her work and any other statutory requirements in force throughout the duration of the works they are appointed to undertake.*

## INTRODUCTION

This guide has been produced in pursuance of Torus Group policy to maintain the highest possible standards of health, safety and welfare, and to satisfy the requirements of the Construction (Design & Management) Regulations 2015 (CDM).

All Contractors appointed by HMS shall be subject to an approval / pre-qualification selection process called the Passport to Work scheme. If a contractor once evaluated meets specific HMS criteria then they will be issued a Passport to Work on the work stream/project they have been evaluated for.

Skills, Knowledge, Training and Experience (SKaTE) of those employed will be carefully checked and shall be made available for inspection. All staff attending site must have a valid CSCS card, CSCS is the leading skills certification scheme within the UK construction industry.

CSCS is partnered with a number of card schemes which provide their own skills certification cards. Each of the plant schemes represents different occupations within the plant sector and each has their own set of requirements.

Contractors must ensure that these rules are made known to and understood by their employees. It shall be the responsibility of the Contractor for the direct management of their own staff and others engaged by them whilst on site.

A subcontractor may be hired by a contractor after the contractor has been hired by HMS providing that this is made know and agreed by HMS. All sub-letting sub-contractors must be identified at the pre-start meeting and must adhere to all rules set out in this document.

All Contractor employees must be adequately supervised, instructed and trained to ensure that they have the Skills, Knowledge, Training and Experience (SKaTE) to carry out their duties in a safe manner without risk to themselves or any third party.

HMS requires that Managers – persons managing construction related work activities on sites can demonstrate that they have the necessary knowledge and skills to manage workplace health and safety standards. Managers will hold the current correct CSCS card and have will have attended the Construction Skills Site Management Safety Training Scheme (SMSTS) or equivalent.

HMS requires that first line managers/trade supervisors with the direct responsibility of 'putting people to work' and/or supervises a safe system of work will hold the current correct CSCS card and will have attended the Construction Skills Site Supervisor Safety Training Scheme (SSSTS) or equivalent.

HMS requires that all construction site operatives – persons attending site to undertake construction or ancillary activities and who do not have any management or supervisory responsibilities can demonstrate

that they have the necessary knowledge and skills to undertake their works safely. This will be demonstrated by the operative holding the current correct CSCS card or recognised equivalent for their specific role.

Sub-Contractors are responsible for the detailed supervision of their workforce. For larger contracts or ones deemed necessary by HMS or high risk works a non-working supervisor should be appointed. Visiting supervision should be senior and in addition to first line management. Supervisors should be provided by all contractors for their works to include all employees, labour only and sub-contractors. First Line Managers/Supervisors including Gangers and Working Foremen who put individual trades to work are responsible for:

- Ensuring pre use, in service and handover plant and workplace checks are observed by their workforce.
- Competent workers are put to work with the correct plant and equipment and PPE/RPE.
- Workers being briefed/signed up to the contents of their method statements/safe systems of work and any specific risks.
- Ensuring that all their workers work in a safe manner and comply with all site rules and procedures.
- Ensuring that the workplace is left in a safe condition when they complete or suspend works and when their work area is unattended.
- Carrying out regular recorded toolbox talks. Evidence of toolbox talks must be provided to HMS site management.

If the Contractor sub-lets a proportion of work, it will be the duty of the Contractor to ensure any of their sub-contractors have the necessary Skills, Knowledge, Training and Experience (SKaTE), that they comply with legal requirements, and for the communication of these safety rules. All sub-contractors of contractors must be declared prior to commencement on site, and evidence provided to demonstrate that they have been subjected to the required competence vetting by the appointed contractor. All sub-contractors must be included in site supervision and monitoring arrangements of the appointed contractor.

Minimum general training required for contractors and sub-contractors;

- Manual Handling
- Asbestos Awareness
- The appropriate CSCS card for the role being undertaken
- Face Fit Test Certificate

In the event of a Contractor or his/her employees committing any unsafe act or creating any unsafe conditions they will be liable for costs incurred to rectify such a situation.

Health and Safety breaches and or failure to comply with these Rules will result in the Contractor or any offending employees being instructed to leave the area of work, and will follow the disciplinary procedure, potential termination of services with contract charges.

## **HEALTH, SAFETY & ENVIRONMENTAL POLICY STATEMENTS**

Where a Contractor employs five or more employees, have a duty to prepare a written statement of general policy with respect to the health and safety at work of his employees. The policy should include or refer to the arrangements the Contractor has made for putting the policy into practice. The policy must be supported

by sensible procedures and working practices. A signed and dated copy of the Contractor's health and safety policy must be made available to HMS on request.

## 1. RISK ASSESSMENTS

- NO works can commence until Risk Assessments are evaluated by a HMS representative and have been signed off as acceptable.
- Contractor's must undertake suitable and sufficient risk assessments on their own work to identify significant hazards which might affect their own employees or any other person e.g. residents / service users / members of the public / Torus Group employees, etc.
- Works being carried out adjacent to areas that are still in use must be suitably segregated e.g. exclusion zones; protection and notices informing of the hazards.
- A general risk assessment should be carried out for each work activity. Risk Assessments should be carried out by competent persons with appropriate knowledge and experience of the activities to be assessed. All assessments must be available for inspection at any time.
- Environmental issues shall be considered as part of the risk assessment process.
- Risk Assessments must be communicated to all relevant parties and evidence of the communication retained.
- Risk Assessments must be reviewed if there is a reason to suspect that the assessment is no longer valid or if there has been a significant change in the activity, personnel or the environment. Generic Risk Assessments must be reviewed on at least an annual basis. Risk assessments should be signed, and date of assessment should be evident.
- A Construction Phase Plan (CPP) needs to be completed prior to construction works starting. Once the Construction Phase Plan has been completed the information must then be shared with all contractors working on site, so they are aware of any potential risks identified and what control measures they should follow.
- Any high risk works, exceptional hazards, or notifiable works must have a site-specific risk assessment produced and may need to be carried out under a permit to work system.

## 2. METHOD STATEMENTS - (Safe Systems of Work)

- NO works can commence until Method Statements/SSOW are evaluated by HMS representative and signed off as acceptable.
- Method Statements must be considered for any particularly hazardous operation, e.g. roof-work; cladding; demolition; excavation works; entry into confined spaces; working with asbestos/lead; work on live electrical systems; scaffolding; glazing etc.
- A method statement should not be written until a risk assessment has been produced. The Method Statement puts the controls in simple clear language in the correct sequence in which they must be carried out.
- Any high risk works, must have a Method Statement produced in advance of the works being undertaken.

Each Method Statement is unique to that operation, and may include details of:

- Name of Contractor;
- Brief statement of work to be undertaken; location of works; duration of work (dates);
- Who will be doing the job?
- Who will be supervising?
- Who will be monitoring compliance with safety arrangements? (Names and contact numbers);



- Any permits-to-work needed;

Sequence of operations - a detailed list of who does what and when, specifying control measures, required to reduce risks to a minimum (this should form the main part of the method statement). Refer to applicable risk, manual handling & COSHH assessments;

- Third party considerations e.g. public, customers, other contractors etc. List any protective measures required e.g. barriers, warning signs etc.;
- Security required;
- Special emergency arrangements (including arrangements for environmental incidents);
- Resources e.g. number of operatives; levels of Skills Knowledge, Training and Experience (SKaTE) plant/materials required;
- Information to employees/others - what information needs to be passed on and what training is required. The contractor must ensure that copies of the method statement are provided to and are understood by relevant parties prior to commencement of the work.
- Generic safe systems of work may be produced, providing they are reviewed & amended (if required) prior to starting works.
- Method Statements must be read, understood and signed by all employees undertaking the works and evidence must be provided prior to commencing any HMS works packages.

### **3. COSHH ASSESSMENTS (Control of Substances Hazardous to Health)**

- Where hazardous substances are to be used (or created e.g. dust) the Contractor must carry out a COSHH assessment on the substance and arrange for suitable precautions to be taken to eliminate or control the risk. (Since 2009, new international symbols have been gradually replacing the European symbols. Some of them are similar to the European symbols, but there is no single word describing the hazard. Read the hazard statement on the packaging and the safety data sheet from the supplier).
- Firstly, obtain the 'Material Safety Data Sheet' from the manufacturer.
- Carry out a COSHH Assessment on the product and in the circumstances, it is to be used. All assessments must be available for inspection at any time.
- The Contractor must maintain a register of all hazardous substances they intend to use whilst working on behalf of HMS.
- The assessments must be communicated to persons using the substances, and to anyone else who may be affected by the work.
- Remember: wherever possible, eliminate the use of hazardous substances or use the least harmful product you can (e.g. water-based paint instead of solvent based).

### **4. MANUAL HANDLING ASSESSMENTS**

- 'Manual Handling' is defined as the transporting or supporting of a load by bodily force.
- All materials used by a Contractor should be purchased in manageable quantities.
- If the risk assessment for an activity identifies manual handling risks, the Contractor must undertake an additional manual handling assessment, and take measures to reduce the risk of injury. The assessment must consider - the load to be manually handled; the task; the working environment; individual capability etc.

## 5. NOISE ASSESSMENT

- The Noise at Work Regulations require a noise assessment to be carried out, if there is a potential for anyone to be exposed to noise, above the levels stated in the Regulations. As a rough guide as to when noise could be hazardous, is when people have difficulty speaking to each other over approximately 2m using normal speech levels.
- Contractors should take appropriate steps to reduce noise exposure to others in the premises and surrounding areas if creating noise is unavoidable e.g. segregation, noise barriers, warning notices etc.

## 6. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractors must ensure that their employees are supplied with, and use, any form of personal protective equipment (PPE) as directed by the circumstances. To fall in line with Personal Protective Regulations 2022.
- All PPE must be assessed for suitability and maintained in a good condition. Records of PPE issued shall be maintained.
- Contractor activities will be halted if personnel are not wearing the appropriate PPE whilst working on behalf of HMS.
- Where any risk assessment, method statement or COSHH assessment requires the use of RPE it is essential that this is in place prior to the commencement of that operation. The specific type of RPE will be detailed on the safe working procedure. Staff should ensure that they have been face fit tested with the correct mask and they are confident at achieving a suitable seal prior to the commencement of works. A copy of the workers face fit certificate must be provided. HMS policy of clean-shaven faces for all operational staff to ensure an appropriate seal can be achieved is applicable to all contractors.
- HMS operate a 'No Shorts' policy on all construction sites.

Minimum standards of PPE and when it must be worn.

PPE	TYPE	When to be worn
Hard Hat	EN 397	At All Times
High Visibility Top/Vest	EN ISO 20471	At All Times
Safety Boots	EN ISO 20345	At All Times
Gloves	Dependent on task	As required by Contractors Risk Assessment or COSHH Assessment When directed by the HMS Representative or Site Manager
Safety Glasses/Goggles	EN 166	As required by Contractors Risk Assessment or COSHH Assessment When directed by the HMS Representative or Site Manager
Ear Defenders	EN352	As required by Contractors Risk Assessment In hearing protection zones When directed by the HMS Representative or Site Manager
Dust Mask	EN149 FFP2 or FFP3	As required by Contractors Risk Assessment or COSHH Assessment When directed by the HMS Representative or Site Manager

## 7. CONSULTATION & COMMUNICATION

- Every contractor must complete a recorded prestart meeting and complete all necessary documentation before commencement and also discussed and agreed specific health and safety elements relating to the project.
- Contractors must ensure that all operatives under their control have been inducted on the specific works activities being undertaken prior to any commencement of works by the Contractors responsible Manager.

- All Contractor personnel will receive a project/work stream specific induction by HMS management.
- Regular meetings or communications must take place to discuss the works programme; health and safety issues; arrangements for ensuring HMS are kept informed of events and any changes to access or restrictions around the works area.
- All subcontractor operatives must be conversant with all risk assessments, method statements/safe systems of work relating to the activities to be undertaken prior to attending any HMS site.
- The Contractors Site Supervisor shall consult with the site staff on an ongoing basis to raise any concerns that they may have, and ensure all operatives are working in a safe manner. Additionally, whilst the Supervisor walks round site they will be looking for any potential problem areas and will rectify such instances on discovery.
- Changes in operational personnel must be notified immediately to the HMS management team and the relevant induction and assurance documentation provided before commencement of works.
- Any operatives who do not speak English as their first language will be given detailed briefings and inductions in their own language prior to commencement of any work activities. It is the contractors' responsibility to ensure that workers are fully conversant with works packages and any specific details relating to the risks associated with undertaking such works.

## 8. ALCOHOL, DRUGS & SMOKING POLICY

- For this Policy, "Substance" means alcohol, drugs (other than prescribed drugs used in accordance with a doctor's prescription), solvents and any other substance which may adversely affect performance.
- If in the opinion of HMS, the employee or agent of a Contractor is suffering the effects of a substance or is in possession of illegal substances then we reserve the right to immediately refuse entry to or eject the employee from the premises.
- The Contractor undertakes that their employees and agents shall not attend any HMS site/premises while under the influence of a substance. The Contractor shall incorporate such terms into its contracts with its employees and agents as shall be necessary to give effect to this requirement.
- Contractor personnel are prohibited from smoking on HMS sites/premises unless in a designated smoking area only.

## 9. ACCIDENTS & INCIDENTS

- All H&S 'incidents' involving a contractor or their employees whilst on any HMS sites / Torus Group premises must be reported to the HMS Site/Team Manager on the same day of the occurrence, who will then inform the Torus Group Health and Safety team. As soon as reasonably practicable (within 24hrs).
- All minor and major accidents occurring on HMS sites must be reported to the HMS Site/Team Manager as soon as reasonably practicable who will in turn notify the Torus Group Health and Safety Team.
- Where incidents are reportable under RIDDOR, then a copy of the statutory report must be provided to the HMS Site/Team Manager.
- All accidents and incidents must be thoroughly investigated to identify root causes and corrective, preventative actions must be identified and made available upon request.

## 10. FIRST AID

- Where HMS do not have a site manager based at the site location, the contractor must provide their own competent first aider and facilities throughout the duration of the works.
- HMS must be made aware of first aiders, they must be named on each specific method statement.
- Where HMS have a trained first aider on site, contractors must carry out a first aid assessment to determine the level of first aid provision that is required for their activities.
- As a minimum, this will entail the local provision of an adequately stocked first aid box/kit, suitable to the maximum number of operatives working at any one time. Ensure the first aid box/kit is regularly checked to ensure the correct items are in the box and where appropriate the items are in date.

## 11. EMERGENCY PROCEDURES

- As part of the Construction Phase Plan (CPP) and Risk Assessment process, suitable controls must be put in place to ensure procedures for dealing with emergencies are documented, considering the type of works being undertaken. Such procedures should form part of the initial induction process (These details will also be discussed, agreed and documented in the prestart meeting).
- All contractors' and operatives shall be aware of their own lone working procedures and have access to a working mobile phone on site if required.
- In the event of a serious situation, help shall be summoned by calling the emergency services on Telephone No 999.
- Any high risk works, exceptional hazards, or notifiable works must have the location of the nearest A&E hospital documented in the CPP and summarised emergency procedures must be prominently displayed on site and communicated during site inductions.

## 12. FIRE PROCEDURES

- Fire exits / general access & egress must be kept clear always.
- Arrangements must be in place if the premises fire detection system is being deactivated in any areas of the premises before deactivation takes place
- Contractors shall keep waste to a minimum and monitor areas if hot-work are undertaken.
- The Contractor shall provide firefighting equipment if hot-works are being undertaken or if required as part of the Risk Assessment process.
- The contractor shall familiarise themselves with any local fire plans or procedures, as part of induction, prior to works commencing.
- No planned fires are permitted on any Site e.g. burning rubbish.

In the event of discovery of a fire: -

- Alert others, by calling "Fire";
- If it is safe to do so, small fires may be tackled using appropriate extinguishers;
- Close all doors and windows (where no delay will be caused) behind you;
- Do not stop to collect belongings;
- Evacuate the building by the nearest exit;
- Assemble at the premises assembly point; If appropriate, call the fire service by ringing 999;
- Do not re-enter until it has been declared safe to do so by the fire service, if applicable.

### 13. ENFORCING AUTHORITIES

The Contractor must immediately advise the HMS Site/Team Manager who will in turn notify the Torus Group Health and Safety Team of any visits by enforcing authorities (Inspectors from the, Health & Safety Executive, Local Authority Environment Health Department, Environment Agency). The Contractor must co-operate with Inspectors always.

### 14. ASBESTOS

- The Contractor's must consult any relevant asbestos registers and surveys in the planning stage of the works. All Asbestos information for Torus Group properties is held by the Torus asbestos team, this will be made available by HMS staff. Any properties not owned by the Torus Group that are deemed as 'sites' will have the required asbestos surveys undertaken and any subsequent recommendations relating to works activities detailed and communicated prior to any works commencing.
- No work is to be undertaken with asbestos-based material, asbestos removals must be undertaken by licensed specialists.
- All operatives working on behalf of HMS must attend an Asbestos Awareness Course. A refresher course must be delivered annually. Training records must be maintained and available for inspection upon request.

### 15. LEAD

The Contractor must undertake a risk assessment for any work, which exposes persons to lead (that may be inhaled, ingested or absorbed through the skin). All suitable controls must be in place before commencing work with Lead.

### 16. WORKING AT HEIGHT

- Contractors must undertake suitable and sufficient risk assessments and must outline the proposed method of work (when required as part of the risk assessment) and the precautions deemed necessary prior to commencement of work.
- All operatives working on behalf of HMS must have received appropriate working at height training, records must be maintained and be available for inspection upon request. Refresher training must also be undertaken periodically.
- Contractors should avoid working at height where possible; use work equipment or other measures to prevent falls where they cannot avoid working at height; and where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Contractors are expected to provide their own steps and ladders which conform to the current British Standard, which must be of sound condition. Provisions must be implemented to prevent the ladder from slipping.
- Where the use of a ladder is to be continued into the following day, it must be taken down overnight and repositioned in the morning.
- Contractors must ensure lone working is not permitted for high level work at height or roof work.
- For roofing works contractors must provide suitable and sufficient, guardrails and edge protection and where appropriate fall arrest systems to stop people or materials falling from roofs. The area below the works should also be segregated with warning notices posted.

- Contractors working on fragile roofs must provide and use adequate crawling boards, crawling ladders and/or staging. Consideration should also be given to the use of safety nets or air-bags. When working over open roofs, secured staging with handrails are to be used for access.
- Scaffolding must be erected in compliance with TG20:21 and SG4:15. All scaffolding must have been designed by a competent person.
- The contractor must not use any scaffolding unless satisfied that it is safe and complies with relevant legislation. A hand-over certificate must be completed, and the first entry must be made in the statutory scaffold inspection register by the Scaffold Inspector before first use. The information contained in the scaffolder's hand over certificate can fulfil the requirements of 'First use inspection' providing it meets with schedule 7 of the Work at Height Regulations. A Scaff tag system or equivalent must also be in use.
- Contractors must ensure scaffolding is subject to inspection by a CISRS competent scaffold inspector; following installation / before first use; at an interval of no more than every 7 days thereafter; following any circumstances liable to jeopardise the safety of the installation e.g. high winds
- The contractor must comply with all aspects of the Work at Height Regulations. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.
- Mobile towers must only be erected by a competent trained person with an appropriate PASMA qualification.

## 17. LIFTING OPERATIONS

- It is the responsibility of the contractor to ensure that all lifting equipment & lifting gear used follows the Lifting Operations and Lifting Equipment Regulations (LOLER).
- Lifting equipment covered by the Regulations include cranes and contract lifts, goods lifts, hoists, mobile elevating work platforms, scissor lifts, vehicle hoists, gin wheels, ropes used for access, fork lift trucks, tele handlers, lorry loaders (hiabs) and passenger lifts.
- Accessories for lifting (commonly known as lifting gear) include chains, ropes, slings, components kept for attaching loads to machinery for lifting e.g. hooks, eyebolts, lifting beams or frames etc.
- Lifting equipment and lifting gear must be of sound construction, suitable for the activity it is to carry out, properly maintained, and marked with an identification number & the 'Safe Working Load'.
- All lifting operations must be properly planned and supervised by the Appointed Person and a detailed lifting plan produced in all cases.
- The appointed person must be provided by the contractor carrying out the lift and must have the CPCS Appointed Person (Lifting Operations) A61 or equivalent.
- A valid test certificate and mandatory examination/inspection reports must accompany all lifting appliances/lifting gear and be available for inspection.
- All contractors using lifting equipment on site must keep a register of lifting equipment stating the serial number, safe working load, last & next examination dates.
- Operatives carrying out lifting operations must provide the correct training evidence for the type of lift being carried out. E.g. Lifting with an excavator (CPCS A59c), Tower Crane (CPCS A04a & b)

## 18. CONNECTIONS TO SERVICES & ISOLATION OF PLANT

- It is the contractor's responsibility to undertake a risk assessment and ensure that the services on which they are working have been completely isolated by a competent person before they commence work.
- It is the contractor's responsibility to refer to any premises documentation to identify and locate services – or if necessary using other means e.g. cat & genny.

## 19. GAS WORK

- The contractor shall only carry out work on gas fittings and installations if competent to do so and as stated on their Gas Safe Card.
- All gas installers wanting to undertake domestic and commercial gas work in Great Britain MUST be registered as a Gas Safe Registered Engineer in order to be able to lawfully carry out any work on gas fittings, which includes gas appliances.
- The contractor is responsible for obtaining and maintaining up to date copies of all Engineers registrations e.g. both their own employees and that of any subcontractor used.
- The contractor will be responsible for undertaking a risk assessment and method statement for carrying out work on gas fittings and installations.
- Gas fitters should be aware of HSE reporting requirements for flammable gas incidents and dangerous gas fittings.

## 20. ELECTRICAL WORK

- Only authorised or competent persons as defined in the Electricity at Work Regulations 1989 shall carry out work of an electrical nature where technical knowledge or experience is required. Contractors need to ensure that multi-traded operatives carrying out electrical functions e.g. disconnecting/reconnecting of lights or switch removal should have the appropriate level of certified training.
- The contractor will be responsible for carrying out risk assessments for work on electrical installations and equipment, and a Method Statement will be required for works being undertaken on live electrical systems.
- Appropriate NICEIC certification or equivalent must be provided by contractor's working on electrical installations and equipment.

## 21. PERMITS TO WORK

Guidance for permit issuing for specific types of task;

### **Working at heights, including roof access**

A permit to work will be required if a risk assessment carried out following examination of the contractor's method statement indicates that there is a risk of a hazard such as a fall from height, a fall of an object from height, exposure to radiation or hazardous fumes or any other significant hazard. In which case the measures taken to minimise the risk will be indicated in each permit.

### **Confined spaces, including ducts**

Whenever possible, the need to enter confined spaces should be avoided, alternative methods should be considered to undertake the task. Entry by a person should only be undertaken if there is no reasonable alternative.

A confined space is defined as 'any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or similar space in which, by its enclosed nature, there arises a reasonably foreseeable specified risk'. A permit to work will be issued for all confined space activities.

### **Hot work**

Hot work includes working with flame cutting apparatus, oxyacetylene welding apparatus, electric welding apparatus, blow lamps, grinding equipment, working with bitumen boilers or any other equipment producing flame, intense heat or sparks.

The following precautions must be in place:

- Personnel trained in use of fire extinguishers must be in the working team.
- At least one appropriate fire extinguisher must be at the place of work.
- The work area is to take place must be cleared of flammable materials.
- Heat or smoke detectors should be isolated before hot work begins.
- Remain at the workplace for at least 1 hour after hot work ends.
- Remove isolation from heat or smoke detectors after hot work ends.

If a risk assessment indicates that additional precautions are required, these will be indicated in each permit.

## **22. COMPRESSED AIR**

The contractor must undertake a risk assessment for the use of compressed air and implement appropriate control measures. The contractor shall maintain up to date records.

## **23. HOT WORK & WELDING**

- The contractor will assess the risks prior to undertaking hot work, and ensure that suitable precautions are put into operation, including the removal of combustible materials and the provision of appropriate fire extinguishing appliances.
- A detailed Method Statement specific to the operation must be provided for hot work and welding.
- The area of any hot work must be thoroughly examined one hour after the work is finished.

## **24. GAS CYLINDERS & TAR BOILERS**

- No tar or bitumen boilers must be left unattended at any time whilst the burners are alight or still hot.
- The gas cylinders must be at least three metres from the appliance and fed through an armoured flexible hose.
- A suitable and efficient fire extinguisher must be made available and located within close proximity to the boilers etc.



## 25. MECHANICAL PLANT

- It is the contractor's responsibility to ensure that all persons operating plant have the required Skills, Knowledge, Training and Experience (SKaTE) and, holds a certificate of competency and are over 18 years of age. All operator training cards such as CPCS and NPORS or equivalent must be provided to HMS site management.

## 26. CONFINED SPACES

- No person shall enter any confined space unless they have successfully attended an appropriate and recognised confined spaces training course and the currency of that training is still valid.
- No person shall enter a confined space unless it is not reasonably practicable to achieve the intended without entry. Only competent persons shall enter a confined space following careful planning.
- A confined space is defined as any place which by its substantially (though not always entirely) enclosed nature, presents a foreseeable risk e.g. lack of oxygen, asphyxiation, heat distress or evacuation / rescue issues.
- Confined spaces may include: chambers; pipes; ducts; shafts; buildings; pits; tanks; sewers; culverts; boreholes; building voids; bored pile; vats; flues; tunnels; boilers; manholes; trenches; silos; wells; excavations; cofferdams; plant rooms; closed tanks; inspection pits; enclosed rooms; freight containers; pressure vessels, low height cellars with poor access or egress.
- Areas may also become confined spaces during a task e.g. a room during painting due to limited ventilation.
- If entry to a confined space is unavoidable, risk assessment should be undertaken and a method statement detailing the safety measures required and emergency arrangements must be produced, approved and communicated to all those involved, before work commences.
- Contractors must ensure lone working is not permitted for works within confined spaces.

## 27. WORK EQUIPMENT

- All work equipment (including hired plant, equipment & tools) must be suitable for its purpose and in accordance with the Provision and Use of Work Equipment Regulations (PUWER).
- All operators using work equipment must have the appropriate Skills, Knowledge, Training and Experience (SKaTE).
- Machinery must be maintained in good repair, calibrated (where applicable) and all safety devices operating correctly.
- The contractor must have procedures for the reporting of defective plant / equipment.
- Contractors must make available plant and equipment registers detailing plant and equipment used and its inspection regimes when working on HMS sites/work streams.

## 28. PORTABLE TOOLS AND EQUIPMENT

- Portable electric tools and equipment must be double insulated. 240v equipment may only be used, providing protective devices such as a Residual Current Device (RCD) is in place.
- All portable electrical equipment should be P.A.T. tested in accordance with recommendations from the Health & Safety Executive.
- All portable electrical equipment must also comply with the current Electricity at Work Regulations 1989 and any relevant codes of practice.
- A plant register detailing all plant and inspection regimes must be made available.

## 29. ABRASIVE WHEELS

- It shall be the duty of the contractor to ensure that only persons who have the appropriate Skills, Knowledge, Training and Experience (SKaTE), use or mount abrasive wheels or discs and the appropriate protective equipment is provided.
- Skills, Knowledge, Training and Experience (SKaTE) evidence must be carried by the operators when Abrasive Wheels are in use.

## 30. DEMOLITION

- All demolition contractors must have the correct affiliation with a recognised demolition certificate scheme such as CCDO or NFDC. No works will be permitted by a demolition contractor or their staff without the appropriate accreditation.
- Before any demolition operation starts, a thorough survey and examination of the structure is required to determine; the nature of the original construction, the relationship and condition of any adjoining property, location of existing services, previous use of the structure, details of hazardous or flammable substances which may be present, location of possible asbestos containing material's (ACM's) and Lead materials, and requirements for scaffolding.
- All plant and equipment used in demolition works must be in sound condition and required certification is up-to-date.
- The safety of persons engaged in the demolition and any third party must be safeguarded. Adequate barriers must prevent unauthorised access to the demolition area.
- Risk assessments must be undertaken and a detailed Method Statement specific to the operation must be compiled for demolition to minimise the risk of premature collapse, fire and/or explosion, falls of persons etc.
- The work must be supervised always by a full time competent person experienced in demolition work holding a minimum CCDO Gold Demolition Supervisor card.
- Contractors must also comply with CDM 2015 Regulations whilst undertaking demolition work and provide a suitable demolition plan, when required. This plan must include how dust will be controlled on site.

## 31. EXCAVATIONS / UNDERGROUND SERVICES

- Permits to dig must be obtained from the relevant manager before any excavation or digging commences below a depth of 300mm.
- Before commencing any excavation work, the contractor must seek advice regarding the location of underground services using appropriate identification equipment such as, service plans, a CAT or Genny and all appropriate isolation valves should be used e.g. electrical cables, drains, gas / water mains etc. Service Plans will be provided to the contractor as part of the site information pack given by the client.
- Services must be detected and marked, and steps taken to prevent damage, e.g. hand digging.
- The contractor must undertake a Risk Assessment, Method Statement and use a permit to work for excavation works, considering soil conditions, depth, services, work to be undertaken, contamination and length of time the excavation will be open especially if this is overnight. The Risk Assessment should also consider the likelihood of the presence the customer, their children and pets.

- The contractor will ensure all practical steps are taken to prevent danger to any person and this should include the provision of supports or battering to ensure that no excavation or part of an excavation collapses. That no material forming the walls or roof or adjacent to, any excavation is dislodged or falls; and that no person is buried or trapped in an excavation by material which is dislodged or falls.
- Barriers are to be provided, or other appropriate steps taken to help prevent any person, work equipment, or any accumulation of material from falling into any excavation.
- The excavation or ground adjacent to should not be overloaded by work equipment or material.

Contractors must carry out the statutory inspections of excavations by a person who has the appropriate Skills, Knowledge, Training and Experience (SKaTE), this includes at the start of every shift, after any event that may have affected the strength or stability, or after any material unintentionally falls or is dislodged. Only once the person carrying out the inspections is satisfied that work can be safely carried out can work commence. If any issue is raised work must not commence until it has been satisfactorily resolved.

### 32. HOUSEKEEPING

- The site must be kept clean and tidy in accordance with the CDM 2015 Regulations.
- It is the contractor's responsibility to ensure that during their operation a high standard of 'housekeeping' is maintained.
- The work area must be kept tidy. Material in use must be stacked securely and should not obstruct corridors, escape routes, exits or any access areas. Site will be cleared of tools and harmful substances at the end of each working day and left in a safe and tidy manner.
- Waste materials and rubbish must not be allowed to accumulate and should be disposed of as soon as is practical.
- Working areas shall be reasonably segregated or demarcated with barriers or signs (dependant on risk).

### 33. WASTE

- Contractors who transport waste (produced or removed during work activities) must have a current Certificate of Registration (or an exemption certificate).
- To apply for a Waste Certificate, contractors should contact their Local Authority or Environment Agency, for an application form.
- When waste changes hands, a transfer note must be completed and signed by both parties. Repeated transfers of the same kind of waste between the same parties can be covered by one transfer note for up to one year, e.g. weekly collections.
- Waste transfer notes must be kept in line with current legislation. This is necessary should you have to prove in court where the waste came from and what was done with it.
- Special waste transfer notes must be completed for the disposal of hazardous or potentially toxic material to avoid any environmental problems (to be kept for 3 years).
- The contractor shall provide HMS with copies of waste transfer notes on request.
- Any contractor producing 200kg of Hazardous Waste (or more) per year must register with the Environment Agency. Details as to what is deemed to be hazardous waste can found on the HSE's website.

### 34. ENVIRONMENTAL ISSUES

- During the procurement and supply of raw materials, the contractor must, where practicable, use alternative materials and processes which are environmentally friendly (originating from sources which can be shown to be sustainable and which are reusable or can be recycled).
- Specifically banned products include: chlorofluorocarbons (CFCs); other ozone depleting chemicals; and timber which does not have a Forest Stewardship Council (FSC) trademark or equivalent. PVC products should only be used if there is no practical alternative.
- The contractor must pay attention to the emission of pollutants, prevention of ground, water and air contamination, reduction of noise, dirt, energy, use of raw materials and reduction of waste - taking the most stringent precautions, to avoid health hazards and ensuring environmental impacts are minimised.
- The contractor must advise the HMS Site Management Team immediately, should they receive any positive or negative environmental publicity regarding environmental issues.

### 35. SITE SECURITY ARRANGEMENTS & ACCESS

- Access to sites is by prior arrangement, and all visitors and deliveries to sites will have to be notified in advance to the HMS Site Manager.
- Out of hours, emergency and reactive repairs will receive relevant all communications prior to attending site.
- Hazards with regards to access and egress shall be noted in the pre-construction information document and how managed in the construction phase plan.
- On all projects, the contractor shall take adequate steps to ensure; the works area is secure to prevent unwanted visitors and segregated at all times
- Contractors must ensure that visitors are recorded via a visitor register & appropriate signage is displayed. All visitors will be subject to a recorded site induction or fully escorted whilst on site by the Site Manager.

### 36. WELFARE FACILITIES

- All welfare facilities will generally be provided by HMS if operating as the Principal Contractor which will be available for use by our partnering contractors and sub-contractors.
- Contractors must ensure that facilities are kept in good order, clean and not abused.
- If in the event that duties have been delegated to contractors then arrangements regarding welfare facilities and provisions will be agreed in the pre start meeting.

### 37. SUPERVISION AND MONITORING

- The contractor must ensure that his/her employees are adequately supervised and monitored to ensure that they are working in a safe manner.
- The contractor shall carry out regular health and safety site inspections of their employees and sub-contractors on HMS sites and record the findings. The report must be provided to HMS within 24 hours of the inspection being carried out. All actions must be raised with the site manager while on site.
- The frequency of site health and safety inspections to be carried out by the contractor will be agreed at the project pre-start meeting.
- The contractor may be visited by a HMS or Torus Group representative whilst undertaking work on behalf of HMS. Visits may be on an ad-hoc basis or may be planned (with prior notice given).

- All contractors working on behalf of HMS may be subject to a full Occupational Health and Safety Management (OHSM) Review. The purpose of such visits is to identify the extent of compliance in relation to quality, safety, health and environmental issues.

### 38. CDM 2015

- HMS will manage their projects to comply with the requirements of the Construction Design and Management Regulations 2015 and other legislation; this will include collating pre construction information and a construction phase project plan.
- Contractors and suppliers including designers will be passed relevant information on significant risks during the tender process. Any person/contractor who prepares a design will be expected to have full regard for the safe construction, commissioning, operation and maintenance requirements in respect of their design under the regulations to eliminate or reduce risk.
- Contractors, suppliers, designers and consultants including sub-contractor appointed, will be expected to complete the relevant HMS prequalification competency questionnaires and provide supporting information prior to any pre start meeting or starting on site.
- Information on operation and maintenance, as built etc. for inclusion in the health and safety file must be provided in the agreed format and in a timely manner.
- Contractor performance is reviewed and evaluated at the end of each project to ensure HMS uses reliable, safe, well managed contractors and suppliers.

### 39. TEMPORARY WORKS

HMS operates procedures in respect of the management and control of temporary works, the preparation of temporary works design briefs and the design, and design checking of temporary works. Temporary Works include:

- Falsework,
- Formwork,
- Excavations,
- Hoardings,
- Piling mats,
- Plant working platforms,
- Scaffolds,
- Staircase fall protection.

This list is not exhaustive.

Each subcontractor carrying out or managing temporary works will be required to appoint, to the satisfaction of the responsible HMS Designated Individual or responsible Construction Director, a competent Temporary Works Supervisor to supervise the temporary works and to assist the HMS Temporary Works Co-ordinator.

Each Temporary Works Supervisor is responsible for the supervision and management of the temporary works provided by their company to ensure that the temporary works comply in all respects with good engineering and construction practice and with the approved, designs, method statements and safe systems of work.

#### 40. VIBRATION

The Control of Vibration at Work Regulations 2005 (the Vibration Regulations) came into force on 6<sup>th</sup> July 2005 and aim to protect workers from risks to health from vibration. The regulations introduce action and limit values for hand-arm and whole-body vibration.

- Exposure action value of  $2.5 \text{ m/s}^2 \text{ A(8)}$  at which level employers should introduce technical and organisational measures to reduce exposure.
- Exposure limit value of  $5.0 \text{ m/s}^2 \text{ A(8)}$  which should not be exceeded.

Contractors working on behalf of HMS must ensure activities that expose workers to vibration have been risk assessed and that suitable control measures have been implemented to reduce the risk as far as reasonably practicable.

Workers must have been given information, instruction and training and be subject to health surveillance where required.

#### 41. COMMENCEMENT OF WORKS

- On arrival the contractor must inform the Site Supervisor of the planned works, expected time duration and control measures being utilised
- All contractor employees must sign-in to the HMS site/premises and sign out when leaving the premises
- The contractor will ask the Site/Team Manager on where vehicles can be parked and adhere to the specified area.
- All contractors must adhere to the site-specific rules as laid out by the Principal Contractor.