

Contractors Safe Code of Practice

1. INTRODUCTION

Reigate and Banstead Borough Council has a legal and moral duty to ensure, so far as is reasonably practicable, the health and safety at work of all its employees and to take steps to ensure that the activities undertaken by the Council do not endanger others, including members of the public, who may be affected.

2. PURPOSE OF THE CODE

This Code has been prepared to help Contractors and their employees to work safely, and to prevent accidents and injuries. This Code also aims to assist contractors in complying with the Health and Safety at Work Act 1974, with the various statutory provisions which may affect contractor's operations and with the terms of the contract.

All Contractors working on Council premises and land must conform with the provisions of this Code. The observance of this Code, however, does not in any way relieve the Contractor of their own legal or contractual obligations. Contractors working on Council premises must comply with the common law as it applies to the general duty of care, as well as with any statutory provisions applicable to the work they are to carry out. All Contractors and their employees should be conversant with the local safety rules of the department (if appropriate) in/with which they are working, and the Main Contractor has the responsibility for ensuring that this is so.

3. STARTING WORK

Before work commences on each contract the appropriate Council Officer/Delegated Representative must be informed so that the appropriate arrangements for health and safety can be made. A safe system of work (including method statements / risk assessments / permits to work) should be arranged before Contractor's operations are allowed to begin.

4. SPECIAL HAZARDS

Where Contractor's operations are expected to create special hazards, e.g. in the application of heat, demolition work, or the use of dangerous articles or substances, the attention of the department/area concerned and the appropriate Council Officer/ Delegated Representative must be specifically drawn to the hazards, so that adequate precautions may be taken. Contractor's employees may be at risk when working in certain areas, in which case the hazards will be detailed.

Where substances covered by the Control of Substances Hazardous to Health

Regulations are used, a formal COSHH assessment should be completed. A copy of this document should be made available for inspection.

Certain kinds of work e.g. the application of heat as in welding, burning or the use of flame torches, are subject to special requirements and must not be carried on without first seeking such prior permission from the Property Department/Delegated Representative. It is the Contractor's responsibility to acquaint his employees with these requirements.

5. SERVICES

Contractors must not connect to or interfere with the electrical, gas or other services of the Council without the express permission of the appropriate Council Officer/ Delegated Representative (connection of portable electrical tools such as drills by means of standard plug is normally exempt from this rule).

6. TOOLS AND EQUIPMENT

All plant, tools and equipment used by Contractors on Council premises must be suitable for the work to be undertaken, must comply with all relevant legal standards and must be maintained in accordance with appropriate safety standards.

Contractors may not use Council plant, tools or equipment without the express permission of the responsible Council Officer.

All Contractors' machinery and plant brought on to Council premises must comply with the regulations relating to that type of equipment and must, where appropriate, be separately guarded or fenced. Where the Contractor is carrying out work on Council premises such as the breaking or dressing of stone or concrete, grinding of metals etc., he is responsible for the installation and maintenance of such screens or enclosures as may be required to protect persons who may be endangered.

7. ELECTRICAL PLANT AND EQUIPMENT

The Contractor or his employees shall not enter any electrical substation, switch room or similar area without the express permission of the appropriate Council Officer

Portable electrical tools and equipment must be efficiently earthed or double insulated. In appropriate cases, such as work in wet conditions, they must be of a voltage not exceeding 50 volts for lighting and 110 volts for portable tools. Alternatively a residual current device may be used which will switch off the supply in the event of the earth connection being broken.

8. WORK AT HEIGHT

The Work at Height Regulations 2005 states that:

- A place is "at height" if a person could be injured falling from it, even if it

is below ground level.

- When Contractors are working they must avoid work at height wherever possible. If it is not possible to do so, they must ensure that all work is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable.

All Contractors must take all possible precautions to ensure that the risk of injury to staff and visitors from work at height is reduced to the lowest possible level. If exclusion zones are required these must be discussed and agreed with the Council in advance of any work being carried out.

9. WORK BELOW GROUND

Ground on Council premises may not be broken without the express permission of the Facilities Officer/Council Officer.

Underground services (where known) must be positively located, and their presence pointed out to those persons carrying out the excavations.

The work site must be made and kept safe by means of barriers, warning notices, lights etc at all times. When the work is complete, the site must be made good and any markers, protective covers and warning notices restored.

All trenches and excavations, particularly those adjacent to roads or existing buildings, must be adequately shored, and falls of material prevented by 'battening back' caissons, or other effective means. In particular, the safety of children in public areas should be constantly borne in mind and excavations boarded over when work is not actually proceeding.

10. ENTRY INTO CONFINED SPACES

Contractor's employees may not enter any tank, pit, chamber, pipe, flue or similar confined space where there may be dangerous fumes or lack of oxygen, without the express permission of the Facilities Officer/ Delegated Representative and a permit to work is in place.

If permission has been given, work in such places shall be carried out in compliance with the Confined Spaces Regulations.

11. ROAD SAFETY

Council owned land and premises can present unusual dangers in respect of road safety, and drivers of vehicles are expected to exercise a high degree of responsibility and restraint.

The presence of large numbers of young, disabled and elderly people must be constantly borne in mind, and contractors and their employees are asked to consider these in their risk assessment.

Protective measures at road works e.g. by the use of cones, barriers, signs,

warning lights etc should conform to the standards normally applied to work on public roads. In particular, scaffolds and other means of access erected at places adjacent to roadways must be carefully protected, illuminated and sign-posted.

12. CONTROL OF POLLUTION

Contractors may not deposit any waste chemical, or any other substances whatever into drains on Council premises, unless express permission has been given by the Property Department/ Delegated Representative.

13. FIRE

Contractors are responsible for the provision of suitable and sufficient fire fighting equipment appropriate to the work involved. Contractors and their employees should on arrival at the work site, check for the following fire safety matters:

- a) the nearest means of escape in case of fire
- b) the location, type and method of operation of the nearest fire fighting appliance(s)
- c) the location and method of operation of the nearest fire alarm.

Contractors must obey alarm signals whilst on Council premises and the foreman or site agent must identify and report to the appropriate member of the Council's staff.

14. PERSONAL PROTECTION

The Contractor is responsible for providing for his employees such personal protection as may be required for the work in hand such as, for example, eye protection, head protection, gloves, respirators and breathing apparatus.

15. ASBESTOS

Work involving asbestos and/or asbestos bearing materials is strictly controlled by legislation, the Control of Asbestos Regulations 2006, and by the Council's policy and arrangements on the subject. The Council holds an asbestos register and Contractors will be told if they will be working in the vicinity of or likely to encounter asbestos at all.

If, during the course of a contract the work inadvertently disturbs any hidden asbestos, the Contractor must cease work immediately, withdraw his employees from the area and report to the Property Officer/ Delegated Representative without delay.

16. LIQUEFIED PETROLEUM GAS (LPG)

LPG in cylinders and cartridges is used to fuel plant and equipment ranging from fork lift trucks to room heaters and portable lighting. In order to reduce as

far as possible the risk of fires and explosions, the amount of LPG brought on to Council premises by contractors must be limited to that required for immediate use. Where storage of cylinders and cartridges is essential, this must ideally be in the open air.

LPG cylinders and cartridges taken into buildings must be connected to suitably designed, constructed and maintained plant and equipment. When equipment is not in use for any appreciable length of time, it must be either disconnected from the cylinder/cartridge if that can safely be done, or the equipment removed from the building until required again.

17. FIRE ALARM SYSTEMS

Any alterations required to the Council fire alarm systems, be they temporary or permanent, can only be undertaken by the Council's appointed fire alarm contractor.

If a Contractor proposes to carry out any work that may require automatic fire detection equipment to be isolated to avoid false alarms this must be agreed with in advance with the Council's Health and Safety Officer.

Any automatic fire detection device that has to be isolated must be put back into full operation as soon as possible and in any case at the end of each working day.

18. FIRST AID ARRANGEMENTS

It is the responsibility of the Contractor to ensure that adequate first aid arrangements are made for their employees and those of any Subcontractor.

The Contractor can be issued with a copy of the list of the local staff that are qualified to administer emergency first aid when commencing work on site. In an emergency the Contractor should generally contact the Reception.

19. WASTE / RUBBISH

Contractors must make arrangements for all waste or rubbish they have created to be removed from the Council site at the end of the project.

The Contractor must also ensure that any waste or rubbish they have created does not become a hazard. If necessary arrangements must also be made for the regular removal of waste or rubbish during the duration of the project.

25. SMOKING

Contractors must ensure that they and their employees (and those of any Subcontractor they control) comply with Part One of the Health Act 2007 (Smoke-Free Premises, Places and Vehicles)

Contractors must note that smoking is prohibited anywhere on the Town Hall or other sites with the exception of the designated smoking areas.

THIS CERTIFICATE ACCOMPANIES, AND FORMS PART OF, REIGATE AND
BANSTEAD BOROUGH COUNCIL'S GENERAL CONDITIONS OF CONTRACT
FOR ACCEPTANCE BY CONTRACTORS

CONTRACTORS CERTIFICATE

I confirm that I have read, understood and accept the Council's Code of Safe Practice for the Employment of Contractors.

Name of Contractor:

Name: Signature:
(for and on behalf of the Contractor)

Position:

Company Address:

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Post Code

.....

Telephone: Fax:

Date:/...../.....