



CONTRACTOR SAFETY RULES

These Safety Rules must be adhered to at all times. The Safety Rules have been produced to support the Health, Safety and Environmental 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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Appendix 1

- **CONTRACTOR SAFETY RULES - DEFINITIONS**

1. 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.

2. INTRODUCTION

This document has been produced in pursuance of Health, Safety and Environmental 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 Housing Maintenance Solutions (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 then 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 Construction Skills Certification Scheme (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 known to 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 must 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 manager's/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 those deemed necessary by HMS or nature of the works i.e. high risk works, a non-working supervisor must be appointed. Visiting supervision must be senior and in addition to first line management. Supervisors must 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, plant handover and workplace checks are undertaken 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 safety 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.

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 the 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 subject to the OD's disciplinary procedure. A consequence of which may lead to potential termination of services with contract charges imposed.

3. HEALTH, SAFETY & ENVIRONMENTAL POLICY STATEMENT

Where a Contractor employs five or more employees, they 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.

4. RISK ASSESSMENTS

- NO works can commence until Risk Assessments are received and evaluated by a HMS representative and 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. A CPP can be used in conjunction with a set of generic risk assessments to enable sufficient controls to be put in place. Once the Construction Phase Plan has been completed the information should then be shared with everyone 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 (which can be supported by established generic RA's) to form part of the Construction Phase Plan.

5. METHOD STATEMENTS (SAFE SYSTEM OF WORK)

- NO works can commence until Method Statements/SSOW are received and evaluated by a HMS representative and signed off as acceptable;
- Method Statements must be completed 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 and 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 and 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.

6. 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 current '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 available you can (e.g. water-based paint instead of solvent based).

7. MANUAL HANDLING ASSESSMENT

- '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, this also applies to materials delivered directly to site;
- 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;

8. 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;
- Carry out works which may cause nuisance during normal times of site operation. This may be in line with any locally enforced and/or permitted (council) periods of operation.

9. PERSONAL PROTECTIVE EQUIPMENT

- 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 1992;
- 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 fitted with the correct mask and they are confident at achieving a satisfactory suitable face seal prior to the commencement of works;
- All contractors shall be provided with and work in line with the HMS policy of clean shaven policy faces for all operational staff to ensure an appropriate seal can be achieved is applicable to all contractors.

10. 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.

11. 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;
- Where sound reasoning or evidence exists if in the opinion of HMS, that an employee or agent of a Contractor is suffering the effects of a substance or is in possession of illegal substances then we (HMS) reserve the right to immediately refuse entry to or eject the employee from the premises;
- The Contractor must ensure 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.

12. ACCIDENTS AND INCIDENTS

- All Health, Safety and Environmental 'incidents' involving a contractor or their employees whilst on any HMS sites / Torus Group premises must be reported to the HMS Site/Team Manager who will then inform the Torus Group Health, Safety and Environmental team as soon as reasonably practicable;
- 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 report the incident using the appropriate form/ systems and notify the Torus Group Health, Safety and Environmental 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 so that to identify the immediate, root and underlying causes can be identified. For all investigations and corrective, preventative actions must be identified (and evidenced) and made available, upon request, to a HMS representative.

13. FIRST AID

- The contractor must provide their own competent first aider and facilities throughout the duration of the works;
- 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 boxes/kits must be regularly checked to ensure the correct items are in the box and (where appropriate) the items are in date.

14. 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 have in place and knowledge 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.

15. FIRE PROCEDURES

- Fire exits / general access and 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-works are undertaken;
- The Contractor shall provide firefighting equipment if hot-works are being undertaken or if required as part of the Risk Assessment process;
- All hot-works shall be accompanied by a minimum period of 'fire watch'. This must be detailed within the relevant risk assessment and/or permit where in force or as site rules dictate;
- 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.

15.1 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.

16. ENFORCING AUTHORITIES

The Contractor must immediately contact advise the HMS Site/Team Manager who will in turn notify the Torus Group Health, Safety and Environmental Team of any visits by enforcing

authorities (Inspectors from the Health and Safety Executive, Local Authority Environment Health Department, Environment Agency). The contractor must co-operate with Inspectors always.

17. ASBESTOS

- The Contractor's must consult any relevant asbestos registers in the planning stage of the works. All Asbestos information for Torus Group properties is held on a designated Asbestos Portal, 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 on or adjacent to with (including removal) Asbestos Containing Materials (ACM's) based material without the required level of training i.e. Non Notifiable Non-Licensed Works - CAT B or by a licensed contractor, 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.

18. 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.

19. 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 restraint rest systems to stop people or materials falling from roofs. The area below the works should also be segregated with suitable physical barrier systems and 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 or dismantled in adherence with TG20:13 and SG4:10;
- 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.

20. LIFTING APPLIANCES

- It is the responsibility of the contractor to ensure that all lifting equipment and lifting gear used follows the Lifting Operations and Lifting Equipment Regulations (LOLER);
- 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 and the 'Safe Working Load';
- All lifting operations must be properly planned and supervised by competent persons and a detailed lifting plan produced in all cases;
- A valid test certificate and mandatory examination/inspection reports must accompany all lifting appliances/lifting gear and be available for inspection.

21. 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 and physically 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 and genny.

22. 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;

23. 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.

24. PERMITS TO WORK

Guidance for permit issuing for specific types of task;

24.1 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 each which case the measures taken to minimise the risk must will be indicated in each permit.

24.2 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.

24.3 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.

24.4 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.

25. 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.

26. 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 of the correct type must be made available and located within close proximity to the boilers etc;
- Fire extinguishers must be maintained and serviced within the current inspection period by a competent engineer and records maintained.

27. 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.

28. WORK EQUIPMENT

- All work equipment (including hired plant, equipment and 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 registers detailing plant used and inspection regimes when working on HMS sites/work streams;
- For plant and equipment all technical literature, instructions and (where relevant) declarations of conformity must be retained and remain with the equipment for the life cycle of the plant. N.B. Documentation may be retained at an office location and made available on request;
- 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.

29. PORTABLE TOOLS AND EQUIPMENT

- Portable electric tools and equipment (PEE) must be double insulated. 240v equipment may only be used, provided that 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 and 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.

30. 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;

31. 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 at all times ways 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.

32. 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 clearly marked, and steps taken to prevent damage, e.g. safe hand digging techniques;
- The contractor must undertake a Risk Assessment, Method Statement and have in place 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 must 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.

33. 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 (dependent on risk).

34. 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 retained 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 be found on the HSE's website.

35. 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.

36. SITE SECURITY ARRANGEMENTS AND 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 and appropriate signage is displayed. All visitors will be subject to a recorded site induction or fully escorted whilst on site by the Site Manager.

37. 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.

38. SUPERVISION AND MONITORING

- The contractors must ensure that his/her employees are adequately supervised and monitored to ensure that they are working in a safe manner;
- The contractors shall carry out safety tours monitoring the safety performance of employees and sub-contractors and record the findings;
- The contractors 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, health, safety and environmental issues.

39. CONSTRUCTION (DESIGN AND MANAGEMENT) CDM 2015

- HMS will manage their projects to comply with the requirements of the CDM Construction Design and Management Regulations 2015 and other legislation; this will include the collation of pre-construction information and the development and preparation of a construction phase project plan (CPP);
- 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 including (but not limited to);
- 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.

40. COMMENCEMENT OF WORKS

- On arrival the contractor must inform the Site Supervisor of the planned works, expected time duration and control measures being utilized;
- 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.