

# **Code of Practice for Contractors**

**Working Safely Starts Here!**

**Ruscombe Parish Council**

January 2021

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### PLEASE NOTE:

**All sections need to be read and understood.**

**Ask if you are unsure on any element of this document.**

## Introduction

1. This document must be read by all contractors. It is then the responsibility of the contracting company and / or Management Contractor / Principle Contractor, to ensure all operatives are aware of this document and its contents. Failure to comply with any elements may be considered as a breach of contract and result in the persons removal from site.
2. It is the policy of the Ruscombe Parish Council to ensure we will be fair in our dealings with contractors and suppliers. You must demonstrate the same approach in your dealings with our Councillors and suppliers. Whilst undertaking work under this contract we ask you to observe our Code of Practice at all times.
3. Whilst working for the Parish Council you will be seen as represent of it and therefore it is important that you behave in a polite and courteous way at all times.
4. Please ensure you are familiar with all aspects of the Code of Practice before starting work on site. The following pages contain important information on house rules, health and safety, first aid and evacuation procedures. In the event of any uncertainty, please ask for further details.
5. Any site area under the control of a Management Contractor / Principle Contractor will have specific rules and restrictions. These will be explained during the site induction meeting and “tool box talks”.

### **REMEMBER**

**Failure to comply with any element of the code of practice may be considered as a breach of contract and result in the persons removal from site.**

## House Rules

6. Prior to any work commencing on site, there must be a clear and formal agreement as to the layout of the working area and as to how it is to be secured/separated from members of the public. Consideration needs also to be given to the parking of cars and vans in order not to inconvenience local residents.
7. Security of tools, work equipment and work stores is the responsibility of the contractor. All areas are to be inspected by the contractor and left safe and secure at the end of work / shift. Personal possessions should be kept with you at all times as the Ruscombe Parish Council do not accept responsibility for any losses.
8. The Contractor is responsible for arranging and receiving all deliveries of materials including the need for specialist lifting/handling equipment
9. Contractors are not permitted to use radios (or other music playing devices) whilst on site without prior agreement .

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**Please note:** All contractors must be presentable, clean and tidy at all times.

## Health and Safety

10. You are reminded of your duties under the Health & Safety at Work regulations 1974 to *“Take reasonable care of your own health and safety and that of other persons.”* ( This including Partners and members of the public).
11. Risk assessments are to be undertaken for all tasks. These are to be documented highlighting all hazards with relevant control measures to reduce the level of risk. Please pay particular attention to areas where the Public are present.
12. All risk assessments are to be sent to the CDM Coordinator (where applicable) and Contract Administer 2 weeks in advance of the works taking place.
13. You must pay particular attention to all means of escape which must be kept clear at all times.

## Regulations

**All work performed must specifically comply with the current Construction Design Management (CDM) and other statutory regulations. This includes, but not limited to, The Management of Health and Safety at Works Regulation**

## **Personal protective equipment (PPE)**

14. Risk Assessments are to be carried out by the contractor in order to assess the personal protective equipment (PPE) requirements for the activity. Where PPE is required, clear signage must be displayed informing all persons in that area
15. Your employer has a legal responsibility to you, to supply the correct PPE, tools and equipment – if you feel they have not done that; do not proceed

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## **Safety**

**You must wear the appropriate personal protective equipment – it is for your safety!**

## **Control of Substances Hazardous to Health (COSHH)**

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**16.** Control of Substances Hazardous to Health (COSHH) - You must include any hazardous substances you may plan to use in the course of your work, in your risk assessment and method statement. Adequate steps must be taken by the contractor to ensure that all persons are protected from hazards resulting from the use of, storage and or exposure to hazardous substances on site. All contractors must provide COSHH assessments 2 weeks in advance of the work.

## **Electricity**

17. Ruscombe Parish Council only allow site power tools that operate at 110 volts - or lower.
18. Up to date portable appliance testing (PAT) labels must be visible on all machinery.
19. All plant and equipment must comply fully with the Provision and Use of Work Equipment Regulations 1992 (As amended 1998) and the Electricity at Work Regulations 1989.
20. All plant and equipment must be appropriate for the environment in which it is to be used.

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**Note** - Use of any power tools or plant should only be done by persons who have been specifically trained to use them

### **Ladders and Steps**

21. Remember 3 point contact for all step and ladders.

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### **Scaffold Towers**

22. Do not erect, adjust or move scaffolds, towers etc... unless you are qualified to do so and have provided written documentation.

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### **Tools**

23. Make sure that you have the right tools for the job. That they have been tested in accordance with the current legislation.

### **Waste materials**

23. Clean and tidy your work area. Clear rubbish to the skips and bins provided. Re-cycle if possible  
24. Receipted waste records should be made available on request.

### **Welfare and Catering**

25. Please use the facilities (where) provided – but leave them clean and tidy for others

## Hygiene

26. Remember to wash your hands with soap and water before eating and drinking.

## Method Statements

27. Comprehensive method statements, risk assessments and COSHH assessments need to be in place 2 weeks prior to work starting on site. Site specific documentation must be provided at this time to allow review. Please remember the following.

28. All method statements should be signed and dated by the competent person who was responsible for formulating the statement.

29. A site specific description of the works to be carried out, including tasks/processes and operations.

30. The area of work needs to be clearly defined and should identify specific time periods of work in individual areas, particularly for high risks activities.

31. Supervisory arrangements should be clearly stated, including details of site operatives and contact name and number for company safety advisor in case of emergency

32. Details of the person responsible for monitoring and implementing the method statement on site.

33. Details of plant/equipment to be used on site and authorised users, including testing and training certificates.

34. An assessment of the overlap activities between other contractors and non site personal (i.e. Partners & general public) and the control measures proposed to protect these people.

35. A site specific risk assessment must also be included with the method statement. All hazards should be identified and risk assessed with control measures identified to reduce the level of risk.

36. **Note:** Risk assessments should be reviewed once on site as conditions may have altered.

**Read and understand your relevant risk assessments, method statements and COSHH assessments before you proceed with your work – if in doubt do not proceed !**

## **Permits to Work**

37. No work is to be carried out at height without sufficient protective safety measures being implemented in accordance with the Working at Height Regulations 2005.
38. No roof work can be commenced without first obtaining a roof work permit.
39. In addition to the tasks stated above, a permit to work is also required for all contractors working in confined spaces, lone working in isolated areas, working in an under-croft and for all demolition. This should be requested in advance of the works.
40. The management of Work Permits during a project should be agreed prior to any works starting on site.

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**Important: All contractors will need to be able to demonstrate the required competence for the scale and nature of the work.**

## **First Aid / Accident Reporting**

41. In the event of an accident, you must contact the Site Manager (if under control of a Management Contractor / Principle Contractor) or alternatively the Contract Administrator on behalf of the Parish Council . Any accident, no matter how slight, and to include near misses, must be reported immediately.
42. Ensure you know the location of first aid facilities prior to commencement of any works.
43. If the site is under the control of a Management Contractor / Principle Contractor, it is their responsibility to ensure an adequate number of first aiders are on site and ensure first aid kits are fully stocked.



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**Reporting: Report all accidents, no matter how slight, and to include near misses, must be reported.**

### **Fire Precautions**

- 44. Before starting any work, you must familiarise yourself with all fire procedures, including the assembly point.
- 45. No work to be carried out on the sprinkler system or any other fire protection systems or electrical services, without the express permission of building owner or his agent .
- 46. All amendments to the fire plans, must be with the permission of the buildings owner or their agent.
- 47. Where there is a need to compromise the fire alarm system, an alternative fire alarm protection system must be provided by the contractor. This is to be in place prior to the disruption of the existing system.
  
- 48. All existing fire plans should be updated after any changes have been carried out

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**Fire Plans: All contractors working on site should be made familiar with the Fire plans for the building**

### **Hot work permits**

- 51. All hot work should be avoided and designed out wherever possible. Where this is not possible the following should be observed.
- 52. No hot works which include, hot air, flame, arc or gas welding or cutting equipment, blow lamps, heated bitumen pots, cutting, grinding or other equipment producing heat, sparks or naked flames may be carried out without first obtaining a hot work permit (This will need to be in place in advance of the activity.)
- 53. Existing fire fighting equipment is not to be moved from its specified location. Any requirement for additional equipment in order to safely carry out the Works, should be provided by the contractor.
- 54. Any damage to, or removal of, fire resisting ceilings or protection to the structural steelworks must be made good to the satisfaction of the Contracts Manager. Holes through floors and walls must be properly fire stopped at the earliest opportunity.

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**Permits: Hot work permits need to be reviewed at the end of the works by the Site Manager.**

### **Evacuation**

55. On hearing the evacuation signal (or any other local arrangement), a recorded message followed by a continuous pitch on the public address system, all persons must leave the building immediately by the nearest exit, unless previously told on the public address system that a particular route is not to be used. Do not run; do not use the lifts.

56. After leaving the building, assemble at the designated assembly point (please refer to site plans). Do not re-enter the building under any circumstances until instructed it is safe to do so.

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**Action: If you discover a fire, please raise the alarm using the nearest call point or by contacting the Emergency Services once you are safely outside of the building. Only attempt to extinguish the fire if it is safe to do so but and in doing so, you do not put yourself at any personal risk.**

### **Asbestos (ACMs)**

57. In the light of the known risks, we operate a procedure of control measures. This affects you in the following way:

58. No work, which affects, penetrates, or in any way damages any material, containing asbestos is allowed. Any requirement to drill or disturb the surface will have to be carried out by a specialist contractor under controlled conditions. (Please refer to the type 2 or 3 survey for detailed information on the likely position of asbestos containing material / ACM.)

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**Awareness: Any damage to ACM's must be reported immediately to the Site Manager or Contract Administrator.**

**All work must stop until any risk is removed by a specialist contractor.**

## Welfare

59. Ruscombe Parish Council operates a **zero tolerance** policy with regard to alcohol and drugs. And they are not to be consumed immediately prior to or at any time whilst working on our premises. This includes during meal / drink breaks. Any person reporting to work showing physical signs of consumption will not be granted access. This includes any substance likely to impair the contractors ability to complete their work.

60. Medication - All site operatives should inform the Site Manager of any medical condition that require medication (prescribed or otherwise). This should be done prior to the commencement of any works.

61. Medication should not impair the contractors ability to perform their task. A doctors certificate should be made available on request.

## Summary

### Key points to remember

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Do not under any circumstances:

- Come to work if under the influence of alcohol or drugs (Ruscombe Parish Council operate a zero tolerance policy). Drink Alcohol or use any drugs unless under medical advice and with the knowledge of your employer, during the working day.
- Indulge in horseplay, running, fighting or cause malicious damage.
- Carry out any unauthorized adaptation or alteration to , or in any way interfere with ladders or scaffolding.
- Light fires or use open flames
- Use defective, faulty or incorrect plant, equipment, tools or machinery.
- Handle chemicals or any other potentially harmful substances with out suitable PPE.
- Carry out any task that may be a risk to the health or safety of yourself or others. Leave any plant, equipment or vehicles unattended where they may be a danger to others.

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Always:

- Wear hard hats, Hi-Viz vests, safety footwear, eye protection, gloves and other PPE as appropriate.
- Carry out tasks only for which you have been properly trained and are authorised to do so.
- Pay attention to your work.
- Keep your workplace tidy and do not allow rubbish to accumulate.
- Obey all fire, danger and other safety signs and instructions.
- Report any accident, injury or damage to your supervisor immediately.
- Bring to the attention of your supervisory unsafe working conditions or practices.
- Always be aware of surroundings, look out for trip and slip hazards.