



**Golden Jubilee
National Hospital**

National Waiting Times Centre Special Health Board

Rules for Contractors

NWTC Rules for Contractors

Table of Contents

1	References
2	Introduction
3	Legal Obligations
4	Work Equipment
5	Control of Substances Hazardous to Health
6	Permits to Work
7	Fire Precautions
8	Emergency Procedures
9	Housekeeping
10	Personal Protective Equipment
11	Smoking
12	Food and Drink
13	Reporting of Accidents and Dangerous Occurrences
14	Alcohol and Drugs
15	Work at heights
16	Plant and Tools
17	Noise
18	Guards and Screens
19	Security
20	Special Hazards
21	Welfare and First Aid
22	Sub-contractors
23	Damage to Services
24	Traffic Management

1. References

In all references within this document the word "Contractor" refers to the company contracted by the National Waiting Times Centre (NWTC) to carry out work.

The responsible person (RP) is the NWTC employee responsible for the Contractor while they are on our premises or using our facilities.

2. Introduction

This document is issued to all Contractors carrying out work on behalf of the NWTC and outlines the health and safety rules and procedures that must be followed by Contractors while working on our premises.

It is the Contractors responsibility to ensure that the rules and procedures outlined below are brought to the attention of all their employees. Contractors must supervise their employees at all times and are responsible for any sub-contractors that they may, with agreement, bring on site.

Any working operations that are carried out on NWTC premises must comply with all legal and internal requirements. Failure to do so could result in work immediately being stopped.

The Contractor and their employees must obey any instructions, either written or verbal, given by the NWTC Responsible Person or representative in respect of health and safety.

Before commencing the contract Contractors will be required to provide the NWTC RP with the following:

- i) A signed copy of the Contractors Undertaking (after the Contractor has read this booklet).
- ii) The Contractor's relevant insurance certificate/s.
- iii) The Contractor's Health and Safety Policy (the Contractor must have a written Health and Safety Policy if he employs five or more persons).
- iv) Proof of competency if the work to be carried out requires a "competent person" status, such as for electrical inspections.
- v) The name of the individual responsible for health and safety for the works.
- vi) Details of any plant or machinery that the Contractor intends to bring on site and copies of examination or test certificates where appropriate.
- vii) Task and site specific risk assessments and method statements to be signed and dated and submitted at least 3 working days (but not earlier than 7 days) before works are due to commence. Where a contract is given for work to be carried out on a regular basis, generic risk assessments and method statements are only acceptable provided that the work to be carried out at each visit is similar. Where this is not the case, a specific risk assessment and method statement must be submitted before permission to proceed is granted.

The Rules for Contractors will be reissued each time the contract is renewed with requested returns re-submitted.

- vii) A copy of the health and safety data sheet for any hazardous substances that the Contractor intends to bring on site.
- viii) Contractors must primarily sign in with Security at the Main Reception then sign in at the Estates Department where a "Permission to Proceed" form will be issued.
- ix) On authorisation of the "Permission to Proceed" the contractor will be given a brief induction by a NWTC Manager or appointed person using the "Contractors Site Induction Checklist".
- x) Measured term contractors must supply their employees with suitable and sufficient identification pass and clothing. Other contractors will be issued with Official Contractor passes to be worn at all times whilst they are working on NWTC premises.

Any queries about the contents of this booklet should be discussed with the NWTC contact before work commences.

3. **Legal Obligations**

The Health and Safety at Work Act 1974:

All Contractors have legal responsibilities placed on them by sections 2(1), 2(2) and 2(3) of the Health and Safety at Work Act to protect the health and safety of their employees and other persons who may be affected by their undertakings.

Management of Health and Safety at Work Regulations 1999:

The Management of Health and Safety Regulations 1999 require suitable and sufficient assessment of the risks to health and safety arising from work activities to be carried out. A risk assessment must be undertaken and a method statement, which defines the preventative and protective measures required to reduce the risk must be submitted.

Risk assessments will be co-ordinated by the RP and will be carried out before work commences.

4. **Work Equipment**

Plant or equipment such as ladders, temporary access platforms, personal protective equipment, internal transport vehicles, welding equipment, hand tools, power tools or electrical equipment will not be loaned to Contractors. Contractors are instructed not to approach NWTCB staff with the objective of borrowing equipment

The Contractor must ensure that all equipment plant machinery and apparatus brought onto or used on the NWTC premises is safe and maintained to an acceptable standard and that guards are fitted as appropriate. All necessary test and examination certificates must be available for inspection.

5. **Control of Substances Hazardous to Health**

Contractors intending to bring any hazardous substances on to the site must carry out, or have carried out the relevant COSHH assessment for that substance and must supply the RP with relevant health and safety data sheets.

Contractors must inform their employees of the hazards of any such substance and the necessary precautions and provide them with any personal protective equipment as identified by the assessment.

Hazardous waste must be disposed in accordance with statutory requirements and is the responsibility of the Contractor.

6. **Permits to Work**

Permits to Work must be issued before the following work can be carried out:

- i) Hot work.
- ii) Roof work.
- iii) Entry into confined spaces.
- iv) LV/HV work
- v) Medical Gas pipelines work
- vi) In other cases not mentioned above where the assessment identifies high levels of risk.

Permits to Work will only be issued by the Estates Department. If a Permit to Work is required it must be obtained before the work is commenced.

7. **Fire Precautions**

Contractors must ensure that adequate precautions to prevent fire are taken while carrying out their activities especially those involving hot work (e.g. welding).

Contractors and their employees must comply with the NWTC fire evacuation procedure.

Contractors shall comply with the hospital's Fire Prevention Policy. The Contractor shall ensure that adequate fire precautions are taken and shall adopt safe systems of work which shall be backed-up with the provision of adequate fire fighting equipment.

All highly flammable liquids/materials shall be stored in accordance with statutory regulations. Flammable materials, such as paper, rags and waste scrap material shall be cleared away regularly. No rubbish may be burned in the vicinity of any NWTCB property. Empty containers, paint tins, etc. shall be cleared away and not allowed to accumulate.

Fire extinguishers

Appropriate means of fighting fire shall be provided and maintained readily available to the work in hand. The workmen should know the purpose of, and how to use, the fire appliance.

In Case of Fire

The Contractor must ensure that all their employees are conversant with the local fire procedures for each location in which they are liable to be working

Raise the alarm by breaking the nearest fire alarm 'break glass' panel, then follow the BWTCB fire procedure.

Breaching compartment walls or fire barriers

The contractor is required, wherever possible, to avoid the need to breach compartment walls or fire barriers.

When breaching is required, the Contractor must inform the NWT CB RP in advance of making any breaches.

The responsibility for making good the integrity of firewalls or barriers must be approved by the Head of Estates or suitable deputy. The Head of Estates or deputy must be afforded the opportunity to examine the works before the closing up of areas where the integrity of firewalls or barriers has been breached.

If work on passing cables cannot be completed during the working shift, the Contractor must make temporary reinstatement of the integrity of firewalls or barriers before leaving the site. The materials used and methods of making temporary reinstatement of the integrity of firewalls or barriers must be approved by the Head of Estates of deputy.

The Contractor must inform the NWT CB RP of all temporary reinstatements before leaving the site.

The NWT CB RP has the right to inspect such temporary reinstatements, and if not satisfied with the work, require the Contractor to carry out any necessary rectification work.

The Contractor must provide a photographic record.

Fire Alarm Activation

Sensitive automatic fire detection systems in hospital premises are easily activated by dust or fumes from construction works. This can cause considerable disruption to the work of the hospital. The NWT CB expect contractors to make every effort to prevent false alarms caused by activation of automatic fire detection systems where there is no fire.

8. Emergency Procedures

In the In the event of any emergency occurring in NWT CB premises, Contractors are expected to follow instructions given by NWT CB staff for evacuation.

If a Contractor discovers an emergency situation they should contact the NWT CB switchboard (by dialling 0 on any telephone) and report the emergency. Switchboard staff will then follow our procedures for dealing with emergencies.

9. Housekeeping.

Contractors must keep their work area tidy. Rubbish should not be allowed to accumulate and must be removed and disposed of by the Contractor.

If storage is required this should be requested before work commences.

The work area must be left clear and tidy at the end of each day and on completion. Contractors must ensure that the work area is roped or fenced off where it is practicable to do so, and appropriate notices must be displayed.

10. Personal Protective Equipment

The Contractor must supply his employees with any personal protective equipment required for their safety and diligently enforce their use. Particular attention should be given to eye, head, foot, respiratory and skin protection.

11. Smoking

Smoking is strictly prohibited in all areas of the National Waiting Times Centre site.

12. Food and Drink

Food and drink may only be consumed in the designated areas.

The assigned NWTC contact will direct Contractors to the eating area if required.

13. Reporting of Accidents and Dangerous Occurrences

All accidents and near misses or dangerous occurrences must be reported to the RP immediately. This will allow the NWTC to investigate any such incidences and ensure that any necessary precautions are taken to prevent recurrence and that recording and reporting as required by the RIDDOR 2013 is carried out.

14. Alcohol and Drugs

The contractor must ensure that all of their employees and the employees of any sub-contractors are fit for work and under no circumstances must anyone be allowed onto site under the influence of alcohol or non-prescribed drugs.

15. Work at heights

All work at height must comply with the Work at Height Regulations 2005, Work at height shall be approached on the basis of the use of ladders only where other access methods are not practicable. Where ladders are to be used associated hazards shall be controlled by risk assessment.

When work carried out by a Contractor involves erection of a scaffold or any structure allowing work above ground level the contractor is responsible for its safety. This includes maintenance of walkways, guard-rails, tow-boards and warning signs. Means of access to these structures shall be removed daily whenever work ceases. The use of lifting equipment shall also be strictly controlled.

All access equipment must be suitable for the task and free of defects. It must be inspected by a competent person on a regular basis and before each use. A record of inspections must be held by the contractor and be made available to NWTCCB staff for inspection if required.

16. Plant and Tools

All plant and equipment which is to be used on NWTTCB premises shall be safe and suitable for the purpose intended and shall be properly maintained. Power tools and their use shall comply with the appropriate legislation.

17. Noise

Before a Contractor commences any work which will result in the production of excessive noise, the NWTTCB RP must be informed so that appropriate action can be taken to prevent unnecessary damage to NWTTCB employees hearing or disruption to nearby wards or departments.

18. Guards and Screens

Where a Contractor is using equipment such as grinding wheels, cutting tools, stone dressing equipment, welding equipment, etc. they are responsible for installing and maintaining protective screens or enclosures required by to protect all persons who may be at risk

19. Security

Contractors are required to comply with local arrangements for signing in and out and for wearing an ID badge. Contractors shall ensure that their equipment and work site are secure at all times and particularly when Contractors staff members are not present.

Contractors are not permitted to enter any NWTTCB workshops or any other unauthorised areas without the prior agreement of the RP.

20. Special Hazards

Where Contractors or their employees are required to work in areas which could be hazardous i.e. laboratories, x-ray department etc. permission to work and special instructions shall be given by the NWTTCB RP.

Where Contractors intend using equipment or procedures which could create a hazard e.g. burning equipment, tar boilers, demolition equipment, welding equipment, cartridge fixing tools, the approval of the NWTTCB RP, including all necessary work permits, shall be obtained in advance.

21. Welfare and First Aid

Unless otherwise stated within the contract, the Contractor will be responsible for providing their staff and their sub-contractors with adequate welfare facilities, a first aid kit and, where appropriate, a trained first aider or appointed person.

The Contractor will be made aware of the location of the nearest Accident & Emergency Department in case of a major accident.

22. Sub-contractors

The contractor shall not employ any subcontractor in connection with the work unless the subcontractor has also effected suitable insurance cover and that the requirements in relation to Assignment and Subletting have been met prior to subcontractor's employment.

23. Damage to Services

Contractors or their employees shall not interfere with any services e.g. gas, water, electricity unless with prior permission from the Estates Department. Where access is required to plant rooms and switch rooms, access must be agreed with the NWTTCB RP.

24. Traffic Management

Contractors must control the speed of their vehicles in all premises and grounds occupied by the NWTCB to ensure the safety of all persons, including particular vulnerable patients, who are present. Local traffic management systems such as one way routes, no parking areas etc., must be obeyed at all times. Vehicles must be operated in accordance with NWTCB site traffic rules and procedures.

NWTC Contractors Undertaking

Name of Contractor:

Address:

NWTC Contact:

Type of work to be carried out: (to be completed by NWTC contact):

Contractors Safety Supervisor:

Acknowledgement

I/we acknowledge that I/we have read the enclosed NWTC Health and Safety Rules for Contractors.

I/we undertake to comply with these rules and to ensure that our employees will at all times observe and comply with the relevant legislation and NWTC safety rules and procedures.

Name (block capitals):

Position in the company:

Signature: **Date:**

Note: This undertaking must be signed by the Contractors representative and returned to the Engineering Department.