



SITE HEALTH & SAFETY REQUIREMENTS FOR CONTRACTORS WHERE A FULL ASSESSMENT HAS NOT BEEN COMPLETED

Company:	
Telephone:	
Trade:	
Location:	
Person responsible for Health & Safety:	
Mobile telephone:	

As reactive maintenance needs to be attended to as soon as possible, it is not always possible that the required documentation can be carried out until attending site.

Therefore the following requirements must be complied with

ALL OPERATIVES

- All operatives must be competent to carry out their required task and have received all necessary health and safety / skills training.
- As all risks may not be able to be assessed until the operatives arrive on site, no person under 18 years of age will be allowed on site unless under the strict supervision of a person who is competent to ensure the young persons health and safety.
- All operatives must obey the site rules and wear the required PPE.
- Site to be kept tidy at all times > clear your own rubbish.
- Treat the existing toilets and washing facilities with respect.
- If anyone has any health and safety issues they must discuss with their superior.
- They must not put themselves or others at risk by what they do, or not do.

PERSON IN CHARGE

- The person in charge is to be competent to look after the works and ensure that no one is put at risk.
- Immediately on arriving on site the person in charge shall report to the landlord/tenant and review the works together. Ensure guard dogs do not present a risk. If there are animal droppings or any other item which could damage health, ask the landlord/tenant to clean up. If they refuse, please report back to the Contracts Manager.
- By joint consultation the area of the works is to be separated from the general public and staff.

ASSESSING THE RISKS

- The operatives are to carry standard risk assessments with them sufficient to control the hazards outlined on the instructions provided.

- On arriving on site the person in charge is to review the hazards and adjust the standard risk assessments or where necessary provide new risk assessments and method statements.
- Should the level of risk be medium or high the person in charge is not to commence work but is to ring his superior and ask for guidance.

PROTECTING THE GENERAL PUBLIC

- Do not put the general public or staff at risk.
- Be polite and give them right of way where there is a conflict

ASBESTOS

- The person in charge shall determine whether there are any hazards associated with asbestos.
- Ask for the asbestos register if deemed necessary
- If suspected asbestos is found, this must be treated as asbestos until proved otherwise.
- **No one is to be put at any risk from asbestos**

WORKING AT HEIGHT

- Do not work at height unless you have. Any task that can be done at ground level, should be.
- There is no safe height and if there is any risk of a person falling from any height from where he/she can be injured fall protection must be put in place.
- If you have to work at height the following safety procedures shall be observed, in the following order:
 1. Ensure you work from a safe place of work
 2. If a safe place of work cannot be provided, collective fall arrest equipment shall be put in place.
 3. Only, if the above cannot be provided should a safety harness be considered. Specific risk assessment must be produced, including escape procedures.
- Do not work at height in the wind.

ROOFS

- Before accessing a flat roof, the person in charge must assess that it is safe to do so.
- THE RULE IS – ALL ROOFS ARE FRAGILE UNTIL PROVED OTHERWISE.
- Do not step on and stand on roof lights
- Fragile roof items to be covered by solid platform securely fixed or surround by guardrails
- All open edges are to be protected by guardrails,
- Top guardrail to be a minimum of 950 high with no gaps between rails exceeding 470mm and toe boards a minimum of 150mm high.

ANY CONTRACTOR FOUND WORKING AT HEIGHT WITH NOT SUFFICIENT PROTECTION WILL BE REMOVED FROM COMPANY'S LIST OF APPROVED CONTRACTORS.

SCAFFOLDING

Scaffolding will only be erected, altered and removed by trained scaffolders.

- No one must remove or alter any part of a scaffold.
- If you feel there is any part of the scaffold from which you could fall, report to the site manager.
- Keep scaffold platforms clear, leave a 600mm walkway at all times and do not point load.
- Do not access a scaffold unless it has been inspected, by a competent person, within the last 7 days.

SCAFFOLD TOWERS

- Scaffold towers must only be erected, altered and dismantled by a person who has been trained to erect scaffold towers.
- Towers shall be so erected so that the person erecting the tower shall have a safe place of work at all times.
- The manufacturer's instruction should accompany the tower and the instructions followed.
- Any scaffold tower not being used shall either be left as a safe tower or dismantled.

PERSONS BELOW

- All persons below must be protected either by making it not possible for anything to fall on them or by placing barriers/signage below to prevent access to any area where something could fall.

LADDERS

- Ladders must be in the industrial type and be in good condition.
- Ladders must be tied or footed until it can be tied.
- When on a ladder, three points of contact must be kept.
- Work from a ladder can only be one handed and for a maximum of half hour.
- Do not overreach

STEP LADDERS

- Before using a stepladder, it must be assessed that no other more suitable access equipment could be used.
- Must be industrial and in good condition.
- To be set on a solid, level floor with stays fully opened.
- If deemed necessary, the steps should be held by another operative.
- Only short term work to be carried out.

MEWP's

- Only persons trained and authorised are to drive.
- On a cherry picker the persons in the basket must wear a harness with a one meter fixed lanyard connected to the fixing point.
- No standing on handrails
- No accessing or exiting cherry pickers at heights
- Everyone needs to know the workings of the emergency button for lowering.

POWER TOOLS

All tools shall be 110v or battery operated.

- 110V tools must be PAT tested
- All tools and leads must be in good condition and checked daily
- Leads must not be a trip hazard
- Operatives are to be competent in their use.

ABRASIVE WHEELS

- Operatives using an abrasive wheel must be 18 and competent
- Person changing the blade on an abrasive wheel must be trained to do so.
- Do not grind with a cutting blade or cut with a grinding blade.
- Ensure guards are in place
- Ensure eye protection is worn at all times when using.
- Face masks and ear protection also required if using for long periods.
- Hot work permit required when there is any danger of possible ignition.

MANUAL HANDLING

- Use correct lifting procedure using the knees to bend and the back kept straight.
- Do not attempt to lift anything you consider too heavy (max 25kg per person)
- Plan what you have to lift, where you have to move to and the route.

SLIPS & TRIPS / CLEAR WASTE

- **Keep all areas clear and tidy – immediately clear up any spills or wastage.**
- Ensure footwear has good grips
- You will be charged at an excessive rate if we have to clear your waste.

STRIPPING OUT ETC.

- Be aware of vermin – protect skins and cuts
- Be aware of hypodermic needles – protect against injection.
- Ensure existing services are isolated.
- Be asbestos aware in case hidden asbestos exists

EXCAVATIONS

Works to be supervised by competent person

- Permit to Dig carried out for mechanical excavation (from site manager)
- Do not machine dig within 500mm of live service
- If ground contaminated obtain further instructions
- Do not undermine existing structures
- Boundaries of open trenches to be guarded and warning notices displayed
- Where excavation exceeds 1200mm, trench support required and to be obtained before works commence.
- Banks-man to attend machine at all times
- Supervisor to inspect before men entering each day
- **No one to enter an unprotected excavation.**

EXCAVATORS

- Only trained and authorised drivers to use machine
- Ensure machine is tested and checked each week

- Banks-man to be in attendance
- Check with service provider re clearance when crossing under overhead cables.
- Operatives to keep clear of swing radius of bucket
- Ensure driver sees you before approaching machine

SUBCONTRACTING WORKS

Before any works are subcontracted the following must be carried out by the subcontractor:

- determining that the subcontractor is competent
- not allow a subcontractor to subcontract.
- notify the Company of the subcontractor and the works they will carry out
- obtain risk assessments for the tasks.

STATEMENT BY CONTRACTOR

<p>I have read the above and understand the content and agree to comply, I will ensure that the site operatives are aware of the requirements and that they will work in a safe manner with no risk to health, We will contact the Site Manager or Richard Wadkin (H&S Risk Advisor for Tegel) should there are any health and safety issues that cannot be resolved;</p>	<p>Name:</p> <p>Status:</p> <p>Signature:</p> <p>Date:</p>
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