

CONTRACTOR/ SUB-CONTRACTOR HEALTH & SAFETY RULES/GUIDANCE

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Compiled By : Beckie Staincliffe
For European Health & Safety Consultants Ltd

**Approved &
Authorised By:** Managing Director
Andy Carr
Fascel Group Ltd

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Procedure Class: Mandatory

Introduction

The Fascel Group will maintain an 'Approved Contractor' list and no Contractor/Sub-Contractor shall be used unless they are on this list.

Contractors/Sub-Contractors will be required to sign and return the Declaration (on page 6 of this Procedure) confirming they have received, read, understood and agree to comply with these Rules and any other health and safety guidelines issued by the Fascel Group and that such information will be passed to their personnel/Sub-Contractors, as applicable. (A sample form is also provided for your retention on page 5 of this Procedure.)

It must be noted that compliance with any information/guidance given by the Fascel Group does not absolve Contractors/Sub-Contractors of their legal and other obligations in health and safety or any other legislation.

The Contractor/Sub-Contractor will indemnify the Fascel Group against all actions, costs, claims, damages, direct or indirect or consequential, expenses, liabilities or losses howsoever caused by the Contractor, his employees and agents in association with this work.

the Fascel Group management have the right to dismiss from site, or prohibit access to Company premises/site (or any site whilst work is carried out on behalf of the Fascel Group) any Contractor/Sub-Contractor, or any individual/s representing or acting for the Contractor/Sub-Contractor who contravenes these Rules or any other health and safety guidelines issued by the Fascel Group or their Client.

Rules

Contractors/Sub-Contractors must:

- 1 Seek written permission from the appropriate person/s (within the Fascel Group's personnel) to 'Sub-contract' any work.
- 2 Ensure that these Rules/Guidance are brought to the attention of all personnel and monitor to ensure compliance with the requirements.
- 3 Sign in/out on entering/leaving.
- 4 Wear/display their "badge" at all times.
- 5 Only enter authorised areas and remain under the accompaniment of a representative at all times, unless authorised otherwise.
- 6 Keep all personal belongings with them at all times. (Any unattended 'packages' may be subject to removal and/or destruction.)
- 7 Ensure they are familiar with the fire/emergency evacuation procedure and the location of fire exits and alarm points.
- 8 In case of evacuation, report (under the supervision of a Company representative) to the designated Assembly Point. They must follow the instructions given by such a representative or a Fire/Emergency Warden or the Emergency Services Officer in Charge. Visitors must not leave the Assembly Point until authorised to do so by a Fire/Emergency Warden or the Emergency Services Officer in Charge.
- 9 If they employ more than 5 persons - ensure that relevant personnel are familiar with relevant parts of their Company Health & Safety Policy & Procedures document/s whilst work is carried out on the Fascel Group's premises/site and/or on behalf of the Fascel Group.
- 10 Ensure that fire/emergency/first aid and accident/incident reporting procedures are prepared and communicated to all personnel.

- 11 Ensure their personnel comply with any additional/specific safety instructions given by a representative of the Fascel Group and/or their Client/s.
- 12 Ensure all personnel undertake induction training before being permitted to undertake work.
- 13 Ensure that all work is carried out in accordance with the relevant statutory provisions and that they take into account the safety of others on the Fascel Group's premises/site, and the general public.
- 14 Provide the Fascel Group with a copy of all relevant Liability Insurance Certificates before commencement of any work.
- 15 Provide the Fascel Group with the name of the person they have appointed as being the 'on-site Safety Manager/Supervisor'.
- 16 To ensure the health and safety of all at the workplace and anyone else likely to be affected, there must be cooperation and coordination between all parties involved in any works on the Fascel Group's premises/site or and/or undertaken on behalf of the Fascel Group. Liaison arrangements (ie briefing/project meetings etc), with all relevant parties, should be incorporated into any planned works.
- 17 Take immediate action, if they are informed of any hazards or defects highlighted during an audit/inspection undertaken by the Fascel Group and/or their Client/s.
- 18 Ensure their personnel are made aware of applicable accident and emergency procedures before commencing work.
- 19 Ensure their personnel immediately report (to their employer and to the relevant the Fascel Group [and/or their Client's] representative) ALL accidents, injuries, dangerous occurrences and 'near misses', no matter how trivial. (All accidents and any dangerous occurrences, whether anyone is injured or not, MUST be reported.)
- 20 Where injury results, record details in the Accident Book, which must be kept available on site.
- 21 Report directly to the Enforcement Authority (in accordance with the RIDDOR Regulations) any accident etc that comes within the scope of these Regulations, providing a copy of the submission to the Fascel Group [and/or their Client's].
- 22 A copy of any accident/incident investigation should also be provided to the Fascel Group upon request.
- 23 Raise any safety matter with appropriate person/s within the Fascel Group.
- 24 Promote and maintain effective lines of communication.
- 25 Take reasonable care for their own personnel's health and safety and to consider the safety of others who may be affected by their actions/non-action.
- 26 Ensure their employees (and all Sub-Contractor employees) have the necessary level of information, instruction and training to enable them to competently and safely complete their work.
- 27 Ensure personnel under their responsibility are informed of all smoking and any other (eg eating, drinking, access) restrictions and that if there are designated areas, all personnel are informed of their location etc.
- 28 Never permit the consumption or presence of any intoxicating alcoholic liquor or drugs on any of the Fascel Group's/their Client's premises/sites at any time.

- 29 Never permit anyone employed by them (or under their direct control) to be present on the premises/site if such a person is judged to be under the influence of any intoxicating alcoholic liquor or drugs.
- 30 Ensure their personnel always obey all warnings, signs, instructions and notices, wherever given/displayed, including those given by the Fascel Group, other organisations or authorities.
- 31 Ensure their personnel never intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- 32 Ensure their personnel refrain from horseplay and the abuse of any facilities.
- 33 Ensure their personnel always use the safe means of access/egress provided.
- 34 Ensure their personnel are polite and courteous at all times. Racist, sexual remarks/innuendoes or any form of discrimination will not be tolerated and may result in immediate expulsion.
- 35 Ensure that workplaces are kept clean and tidy and that all debris, waste materials etc are cleared as work proceeds. All debris, rubbish, old/redundant materials etc must be suitably stored and disposed of in the correct manner, as soon as possible, and suitable (statutory) disposal records maintained.
- 36 Ensure that any material or substance brought on to the Fascel Group 's/their Client's premises/site that has health, fire or explosion risks is used and stored in accordance with Regulations and current recommendations, and that information (eg COSHH Assessments) is provided to any person who may be affected.
- 37 Ensure that all plant or equipment brought on to the Fascel Group 's/ their Client's premises/site by them (or anyone under their control) is safe and in good working condition, fitted with any necessary guards and safety devices, and that any necessary certificates/test records etc are available for checking. (Any materials and equipment used must be suitable and sufficient for the work and must be maintained in good condition for the full duration of the contract.)
- 38 Ensure that the delivery of goods and materials are planned to ensure safety and minimum disruption and inconvenience to the workforce, the Fascel Group's/their Client's, neighbours, members of the public etc.
- 39 Supply and ensure the use of any protective equipment or safety equipment required. (The use of any to the Fascel Group/Client -owned plant, tools, equipment and vehicles must be formally agreed in advance.)
- 40 Ensure that all transformers, generators, extension leads, plugs and sockets are to latest British Standards for industrial use, and that they are maintained in good condition.
- 41 Ensure that all portable electrical appliances are tested, identified and recorded in a register. (This register must be available for inspection.)
- 42 Provide all necessary risk assessment records, relevant to work undertaken/to be undertaken.
- 43 Provide the Fascel Group with information/records of training, as applicable.
- 44 Provide evidence on how they monitor health and safety to ensure that all personnel operate in accordance with both legal requirements and the requirements of the contract. This should also demonstrate how they review control measures and practices etc.
- 45 Provide Safe Systems of Work (to include assessments, environmental control etc) as applicable.
- 46 Provide statutory records of test/certificates, as applicable.
- 47 Provide Method Statements, as applicable.

- 48 Comply with the procedure of the 'Permit to Work' system if deemed applicable to their work.
- 49 Attempt to reduce noise to a minimum. Where this is not possible, ensure suitable ear protection is available, worn and that suitable notices are posted.
- 50 Provide and maintain (or arrange for the provision and maintenance of) suitable welfare facilities; first aid equipment/facilities; drinking water; storage; suitable facilities for taking breaks, including for the preparation of food/drinks (in accordance with legislative requirements/guidance) unless arrangements have been made for their personnel to have the use of the Fascel Group's/their Client's facilities, in which case written confirmation (detailing the facilities to be provided) must be requested.
- 51 Suitable, informative, mandatory and warning notices must be displayed, as necessary.
- 52 Where applicable, temporary, suitable, fencing/hoarding must be provided and maintained to all boundaries of the work area.
- 53 Prior to undertaking any work at height, a written risk assessment must be undertaken.
- 54 Prior to undertaking any demolition, dismantling or excavation work it must be ensured that sufficient information regarding the structure, adjacent/adjoining buildings etc and the location of underground services must be established, with detailed surveys/examinations being undertaken as necessary. A detailed Method Statement, detailing the sequence, method, hazards and control of the works must be prepared.
- 55 Ensure a competent person inspects any scaffolding, used by their personnel (even where the scaffold is erected for/by other Contractors) to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- 56 Ensure that their personnel are instructed that they are never permitted to alter any scaffold provided for their use, or use or interfere with any plant or equipment on the premises/site, unless authorised.

Andy Carr
Managing Director
For and on behalf of the Fascel Group

Date

CONTRACTORS/SUB-CONTRACTORS DECLARATION

I/We (print name/s)
have read, understood, and will ensure compliance with the Contractors/Sub-Contractors Rules/Guidance issued by the Fascel Group and agree that these Rules will be complied with at all times whilst working on their premises/site/on their behalf.

I/We guarantee these Rules will be brought to the attention of all personnel.

I/We also understand fully our legal obligations to carry out all work within the scope of Statutory Requirements, relevant Regulations and Codes of Practice, and will ensure these are complied with in every respect.

Name of Contractor/Company
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Address of Contractor/Company
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.....

Full Name of Representative
(for and on behalf of Contractor)

Title/Position of Representative

Signature

Date
.....

(for and on behalf of Contractor)

CONTRACTORS/SUB-CONTRACTORS DECLARATION

COPY TO BE RETURNED TO the Fascel Group

I/We (print name/s)
have read, understood, and will ensure compliance with the Contractors/Sub-Contractors Rules/Guidance issued by the Fascel Group and agree that these Rules will be complied with at all times whilst working on their premises/site/on their behalf.

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Name of Contractor/Company

Address of Contractor/Company
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Full Name of Representative
(for and on behalf of Contractor)

Title/Position of Representative

Signature Date
(for and on behalf of Contractor)