



HEALTH & SAFETY NOTICE

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SAFE WORKING BY CONTRACTORS OF VACMAN CLEANING LTD

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SAFE WORKING BY CONTRACTORS OF VACMAN CLEANING LTD

INTRODUCTION

1. This Health and Safety Notice should be read and understood by all appropriate employees of Vacman Cleaning Ltd.
2. The use of contractors working on Vacman owned property or sites covers a wide range of work and services. There are legal responsibilities placed upon the Company in employing contractors, and there are also legal requirements placed upon the contractor.
3. Under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and the Construction (Design and Management) Regulations 1994 the primary responsibility for health and safety is with the site occupier. However since the site occupier and the contractor are both employers, the duty of care is shared to ensure that they both take all reasonably practicable precautions to safeguard their own employees, other persons and the public. Contractors who are self-employed also carry this responsibility.
4. A contractor is anyone instructed by a Director or Manager of Vacman Cleaning to enter sites or premises to carry out work. This work includes free surveys, measurements, maintenance, surveys, servicing under warranty, minor repairs, etc.
5. Contracts that involve the use of building contractors are undertaken under the control of The Managing Director. Occasionally, Managers may require work done which involve the use of contractors. Any Manager/employee that controls their own contract must follow the procedures detailed in this Safety Notice.

RESPONSIBILITIES OF THE DIRECTOR OF ESTATES & FACILITIES MANAGEMENT

6. It will be the responsibility of the Managing Director to maintain a list of approved contractors. The list will be constantly reviewed and contractors will be removed as a result of, amongst other criteria, poor health and safety performance. This will be done after suitable written warnings.

RESPONSIBILITIES OF CONTRACT ADMINISTRATOR

7. For each contract involving the use of contractors a responsible employee will be appointed by the Managing director to be responsible for the contract, to co-ordinate the contract. The person so appointed will be known as the Contract Administrator.

8. It will be the responsibility of the Contract Administrator to inform the contractor of the Company emergency, evacuation and accident procedures. The Contract Administrator will bring to the contractors' attention any applicable Notices or Codes of Practice, etc.
9. The Contract Administrator will be responsible for the day to day running of the contract. Any enquiry or dispute concerning the contract or the contractors working under the contract will be directed to the Contract Administrator or a designated nominee.
10. The Contract Administrator will regularly inspect the contractors' work area. It is recommended that this is carried out at least once a day. The Contract Administrator will be available all the time the Contractor is on the site. If the Contract Administrator is not on the site there must be a facility for contacting the Contract Administrator or nominee, and those must include out of hours communications. The Contract Administrator will be expected to encourage and develop the right health and safety culture amongst contractors.

CONTRACTOR ASSESSMENT

11. When a contractor is being considered for work there is a list of requirements that should be considered to evaluate the suitability of the contractor (Appendix 1).

CONTRACTUAL OBLIGATIONS

12. Safety standards should be specified within the contract documentation, so the contractor is bound by the contract and cannot argue that they were affected by standards changed after the contract agreement. The information can be supplied in the form of a safety code of practice included with the contract document. The Code of practice for contractors working on Vacman sites is detailed in Appendix 2.
13. Where the contractors' activities can be totally segregated from the rest of the site (physically segregated with effective barriers). The control of that part of the site will be formally handed over to a named contractor and the details for entry by Vacman staff will be detailed in the contractual document.
14. A statement of the work method to be undertaken will be specified and before any work commences this method statement must be submitted for approval to the Contract Administrator. A copy of the method statement will be submitted to the Managing Director. The Managing Director can require changes to be made if they do not meet the health and safety standards required by the Company.
15. The contractor will be required to produce a copy of their safety policy, a copy of their insurance policies showing the level and extent of coverage and evidence that the contractor is a member of a reputable trade association.
16. Equipment supplied and used by the contractor will meet all the relevant required

standards, be regularly maintained, inspected and tested. The contractor will have available for inspection statutory documentation for any equipment that is used during the work that requires it.

RESPONSIBILITIES OF CONTRACTORS

17. The contractor will abide by all the rules and regulations of Vacman cleaning Ltd that apply whilst working on any Vacman site (Appendix 3). Copies of the relevant Safety Notes, rules and regulations will be obtainable from the Head Office.
18. Whilst the contractor and/or the contractor's employees are carrying out work they must ensure that they do not affect the health and safety of Vacman staff, visitors or other contractors by their actions or omissions. The contractor will inform the Contract Administrator and any other contractor who is sharing the workplace of any risks that might be generated during the work.
19. If the contractor uses subcontractor/s and/or temporary workers, it is the responsibility of the contractor to inform them of the requirements to work safely and comply with all the Company rules and regulations that are applicable. The contractor will also give all appropriate instruction, supervision and training to any subcontractor/s or temporary worker.
20. The contractor at the start of each working day will communicate with the Contract Administrator of his/her attendance and of his/her intended hours of work. The contractor each day will also inform the member of Vacman staff responsible for the daily operation of the site where he/she is working.

ACCIDENTS AND EMERGENCIES

21. Any accident that occurs to a contractor's employee, sub contractor or their employee, or a temporary worker whilst working on any Vacman site must be recorded and notified to the relevant authorities as detailed in legislation. The accident must also be reported to the Contract Administrator using the procedure laid down in HSN-11.
22. In the event of a fire or accident that involves calling the emergency services the contractor will use the procedure that is applicable to the site that he is working on. (HSN-9)
23. Any incident, near miss or dangerous occurrence must be reported to the Contract Administrator. It is the contractors' responsibility to report a dangerous occurrence, as detailed in RIDDOR 1995, to the regulating authorities.
24. When the fire alarm sounds the contractor and all those working for them will immediately make the work safe if possible and then vacate the area and proceed to the appropriate assembly point. (HSN-09)

SAFE SYSTEMS OF WORK

- 25. There is an obligation on the contractor and all those working for them to carry out work in a safe way and not create greater hazards either to themselves or others. An ordinary job may suddenly become dangerous if circumstances change or additional work is required that was not foreseen. If this occurs, the job will be reassessed and additional precautions taken. The Contract Administrator and/or the University Safety Officer or their nominees must be contacted and the health and safety implications must be discussed before work proceeds further.

- 26. The Contract Administrator or their nominees have the right to stop a contractor working if they observe a contractor working in an unsafe manner that could put staff, or visitors at risk. The work will not commence again until the Company representatives are satisfied that all necessary precautions have been taken to eliminate the risk.

- 27. The Contract Administrator, and his/her nominees have a right of entry to the contractors work areas at any time. They will inform the contractor of their presence in the work area and will conform with any special safety precautions that the contractor is operating.

Approved by:



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(Managing Director)

Date26/.01..../2005.....

HSN-14 APPENDIX 1

Key Elements of Contractor Assessment

1. safety policy document;
2. understanding of general site rules and the communication to all employees;
3. reliability of application of permit to work and isolation procedures;
4. quality of information supplied on hazards, risks and controls;
5. standard of "method statement";
6. application of national and European codes and standards;
7. condition of plant and equipment;
8. competence and attitude of employees;
9. induction and training of temporary workers and subcontractors;
10. effectiveness of contractor's supervisory arrangements;
11. past health and safety performance;
12. the level and coverage of the contractor's insurance policies;
13. is the contractor a member of a reputable trade association?

HSN-14 APPENDIX 2
SAFETY CODE OF PRACTICE
FOR
CONTRACTORS

1. INTRODUCTION

Statutory legislation places a duty upon Vacman Cleaning Ltd for all premises they control to ensure that the premises and works, means of access and egress and any plant or substances are safe and without risk to the health and safety of any person so far as is reasonably practicable. In order to fulfil this obligation this Code has been compiled and will apply to all Contractors and Sub-contractors working on premises or land which are in any way under the control of Vacman Cleaning Ltd.

2. RESPONSIBILITY OF CONTRACTORS

The Contractor, before submitting his tender will have acquainted himself with the Statutory Regulations governing the work to be undertaken, in particular:-

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations
- The Workplace (Health, Safety and Welfare) Regulations
- The Personal Protective Equipment at Work Regulations
- The Provision and use of Work Equipment Regulations
- The Health and Safety (Display Screen Equipment) Regulations
- The Manual Handling Operations Regulations
- CDM Regulations
- COSHH Regulations

+ other Acts, Regulations and Orders affecting the works. He will acquaint himself with Codes of Practice; Permit to Work Systems + any other special conditions laid down by the Company (see Para 20).

The Contractor will, on confirmation that his tender has been accepted, undertake to comply with all the items specified in this Code of Practice.

The Contractor will be responsible for the appointment of a Safety Supervisor for the premises or works and will forward the name of that person on commencement of work, to the Contracts Administrator. [The Architect, Engineer or Supervising Officer, as the case may be, as defined under the terms of the contract].

The Contractor will provide the company with a list of all Sub-Contractors as they become known and assure the company that the Contractor has drawn their attention to those items in this Document which are the subject of the work they are to undertake as part of the Main Contract. On submission of tender documents the Contractor will also supply to the Company a clearly defined written safety policy (unless exempted by Regulations S1. 1975 No. 1584) and confirm that all his employees are aware of its contents.

- (a) He has established satisfactory and safe systems of working in accordance with his written safety policy.
- (b) The area of work and siting of temporary buildings and storage areas e.g. L.P.G. Petroleum etc., has been clearly defined.
- (c) He is fully aware of any emergency evacuation procedure and assembly points which may be in force.
- (d) He has made proper arrangements for the sharing, or provision of sanitary, welfare, canteen and First Aid facilities.
- (e) Any Licences, Permits to Work etc. necessary for the work have been obtained.
- (f) Structural Engineers have been consulted where excavations are required near buildings, or additional weight is being placed on roofs, floors or other parts of existing structures.
- (g) Designs and calculations have been prepared by a competent person for temporary works, such as shoring, formwork or similar supporting structures.
- (h) Safe passage is maintained for pedestrians near works, particular attention being paid to disabled, blind persons, children etc., and that all plant equipment and materials, together with the site in general is left in a safe condition when unattended.
- (i) The position of all public utilities, e.g. electricity, gas, water, telephone and television etc., have been identified and the necessary precautions taken.
- (j) A Method Statement will be required on any work which may be considered as a hazard to the company buildings, staff or visitors.
- (k) A Site Safety log must be maintained for all building work and should be made available, on demand, for inspection by any authorised representative of Vacman Cleaning Ltd.
- (l) The Contractor at the start of each working day will communicate with the Contract Administrator, his attendance and his intended hours of work.
- (m) The Contractor will also report at the start of each working day his presence to the Manager responsible for the site he is working on.

3. PROVISION OF PLANT AND EQUIPMENT

The Contractor shall be responsible for the provision, maintenance and safe use of all tools, plant and equipment required for the work. No equipment owned or provided by Vacman cleaning Ltd for their employees' use may be used by Contractors unless permission has been given..

4. SCAFFOLDING

All scaffolding must be erected by, or under, the supervision of a competent scaffolder. The scaffolding will conform to the standards laid down by the British Standards Institute Code of

Practice , and the provisions of the Construction Regulations.

The Contractor shall be responsible for the statutory inspections of scaffolds and for the keeping of the scaffold register. The scaffold register will be available for inspection.

Folding trestles must only be used to support a working platform.

Ladder scaffolds may be used in certain circumstances, subject to Paragraph 2. The Contractor shall be responsible for the marking and lighting of scaffolding to warn of its presence where applicable.

5. PREFABRICATED ALUMINIUM ALLOY TOWERS

This equipment must be erected and used in accordance with the Code of Practice issued by the Prefabricated Aluminium Scaffolding Manufacturers Association (PASMA).

6. LADDERS

All ladders must be the correct length for the particular work being undertaken and be securely fixed at the correct angle. Work should not be carried out from a ladder where both hands are needed to do the work, or where the operative is standing more than 9.144 metres from the ground. All ladders must be removed or rendered inaccessible on completion of work, and at the end of the day.

7. WORK ABOVE GROUND LEVEL

Safeguards must be taken where necessary, to prevent the fall of persons and materials, by the provision of guardrail, toe-boards and mesh guards.

Materials must not be thrown to lower levels. All materials must be lowered by means of hoist, ginwheel, ropes or chute.

8. WORK ON FRAGILE ROOFS

Roof ladders must always be used for the work on asbestos, glass or similar fragile roof sheets, the weight of the operative must always be borne by a roof ladder.

Where access to a workplace is alongside a fragile roof, the fragile roof must be covered or guardrail provided to protect the access.

9. CRANES, HOISTS, LIFTING APPLIANCES AND LIFTING GEAR

All equipment must be erected, examined, tested and used in accordance with Statutory Regulations, and the appropriate certificates obtained, which must be available for inspection by a nominated person of the University on request.

The safe working load must be clearly marked on all equipment and must not be exceeded under any circumstances.

10. EXCAVATIONS

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Excavations must be properly shored or battered to the correct angle of repose of the strata to prevent collapse. Edges of excavations must be protected by a continuous rigid barrier where practicable. Any alternative method must be notified in writing to the Company before work is commenced on site. In addition, excavations near where the general public may have occasion to pass must be clearly identified by warning lights during the hours of darkness, or periods of low visibility.

11. DEMOLITION

All demolition work must be carried out in accordance with British Standard Code of Practice 94. Careful inspection of structures to be demolished must be carried out before work commences, if possible, obtain drawings in order to determine type of structure, load bearing walls, cellars, etc.

Hoardings at least eight feet high should be erected around the site and protective fans erected if the general public are likely to be affected. The site must be left in a safe condition at the end of each working day.

12. REMOVAL OF ASBESTOS

Asbestos must be removed in strict accordance with Statutory Regulations and the Company must be informed in writing of the existence of asbestos on site. No asbestos is to be introduced into Vacman buildings or sites.

Note: The Health and Safety Executive must be informed if blue asbestos (crocidolite) is involved.

13. SEWER WORK

All persons required to enter manholes and sewers must be medically fit. They must be fully aware of the hazards associated with this work, i.e. gases, water, slippery surfaces and bacteriological contamination.

All activities undertaken must be in accordance with the Code of Practice for Sewer Workers and should be as a Confined Spaces Entry. Full training must be given in the use of breathing apparatus and the emergency rescue procedure.

14. ROAD WORK SIGNS

All road works must have warning signs, clearly visible to all road users and pedestrians. All such signs must conform to Chapter Eight of the Traffic Signs Manual in size, colour and positioning.

15. ELECTRICITY

All portable tools and sites lighting must be used at reduced voltage i.e. 110v or lower.

16. PRECAUTIONS AGAINST FIRE/EXPLOSION

The Contractor must comply with the following rules:-

1. Explosives shall be used only under expert supervision.
2. Existing emergency exits and fire fighting equipment shall be kept free of obstruction at all times.
3. The storage of petroleum spirit and L.P.G. must comply with relevant legislation.

4. "No Smoking" signs must be obeyed.
5. Where necessary, fire fighting equipment to be supplied by the Contractor.

17. PROTECTIVE EQUIPMENT/CLOTHING

Contractors will be expected to provide personnel with protective equipment/clothing appropriate to the type of work upon which such personnel are engaged and to ensure that it is maintained and used.

18. REPORTING OF ACCIDENTS

All accidents or dangerous occurrences affecting Contractors or Sub-Contractors' employees shall be notified in accordance with Statutory Instrument 804.1980. In addition, all accidents occurring to Vacman employees, or members of the public, should be notified immediately to the Managing Director.

19. CONFINED SPACES

A Confined Space is defined as any Room, Well shaft or Conduit whether it be above or below ground which is enclosed, without natural ventilation, where the atmosphere could become oxygen deficient or contaminated with dangerous fumes. The Contractor will take the same precaution when working in a Confined Space as he would if working in a sewer.

20. CODES OF PRACTICE/OPERATIONAL PROCEDURES

Below is given a list of Codes of Practice/Operational Procedures which at present are operated by Vacman Cleaning Ltd and which where applicable must be complied with, interpreting references in the Codes to the Company and its employees, as references to the Contractor and to employees.

- Eye Protection
- Guide to Protection of Eyes Regulations 1974
- Asbestos - safe working procedure
- Fire prevention
- Erection and use of ladder scaffold
- Safe use of stepladders
- Safe use of ladders
- Safe use of folding trestles
- Safe use of tower scaffolds
- Liquefied petroleum gas
- Portable electrical equipment
- Safe access and edge protection for short term roof work
- Windows and rooflights - cleaning and safety guidance notes

- Hazardous Substances

Where the Contractor introduces substances onto university sites or is required to use hazardous substances in undertaking the work required, he shall comply with the COSHH Regulations 1994. The Contractor will make available for inspection, copies of the COSHH Assessments for the hazardous substances under the Contractor's control.

21. CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS

The Contractor shall familiarise himself with the Regulations and ensure compliance with all principal contractor's duties, where the Regulations become applicable.

HSN-14 APPENDIX 3

List of applicable Safety Notices, Codes of Practice, etc

Safety Notices

HSN No	Title of Document
1	Statement of Safety Policy
9	Emergency Procedures
11	Accident Reporting Procedures and Investigations
13	Safety of Visitors to Vacman Sites and Properties
14	Safe Working by Contractors at Vacman Sites and Properties
18	Electrical Safety
19	Hazardous Substances
20	Noise at Work
21	Eye Protection
22	Head Protection
23	Safety of Road Traffic & Parking arrangements <i>(not yet issued)</i>
33	Electrical Safety 2 (Portable Electrical Equipment Testing)
35	Asbestos
36	Risk Assessment

Codes of Practice

No	Title of Document
-	Permit to Work System
-	Safety Code of Practice for Contractors