

Policy for the Control and Management of Contractors

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Please note the Intention of this Document

The purpose of this policy is to ensure safe working of any external bodies employed by NHS Kernow Clinical Commissioning Group on any NHS site. This policy will demonstrate commitment to improving safety standards and to reducing risk from contractors activities, to the lowest level practicable.

1. Introduction

1.1 Policy Statement

NHS Kernow Clinical Commissioning Group (NHS KCCG) recognises that the control and management of contractors is vital to maintain the health, safety and welfare of all its employees, patients and visitors, other contractors and any other member of the general public within the environment.

The implementation of this policy will place a duty on designated organisation employees who have a responsibility to engage, manage, or control contractors, to ensure that employees, patients and visitors are not exposed to hazards that are unacceptable.

This policy will also help to ensure that any person or company carrying out work on the premises is competent to do so and will carry out their work in a safe manner as far as is reasonably practicable.

This policy identifies the arrangements for minimising the risk from contractors working on behalf of NHS KCCG and to ensure compliance with health and safety legislation.

1.2 Background

Serious breaches of Health and Safety frequently end in a Court of Law and civil claims are commonly pursued and made against the offending corporate body.

The Organisation employs a large number of contractors who carry out a wide range of tasks and activities. Health and safety risks often arise because contractors undertake specialist work with inherent dangers or undertake non-routine tasks where they are not familiar with the site/systems and any danger arising from the premises or its employees.

The Organisation has a legal duty as far as is reasonably practicable to employ contractors that are competent and inform them of any danger that they may encounter. To meet these duties it is vital that both parties exchange information on hazards and agree safe working practices.

1.3 Legislation

The Organisation is committed to comply with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated Regulations. The Organisation has a legal responsibility under these regulations to effectively select and manage contractors who undertake any work on behalf of the organisation.

Health and Safety legislation places duties upon managers and their contractor to protect the health and safety of both employees and other people who may be affected by work. **These duties cannot be delegated by a Contract**, however the contract can play a useful role in defining the rights and responsibilities of each party.

This policy is in addition to any requirements of The Construction, Design and Management Regulations (CDM) Regulations 2007. The Organisation shall, where required, ensure compliance with the CDM Regulations for Health & Safety issues and provide all information as is necessary. See **Appendix 1** for further information.

2. Definitions

Landlord is an owner of land or buildings and /or person(s) appointed on behalf of the owner to manage land or buildings.

Occupier is the designated responsible person i.e. senior manager of any building or grounds to which staff, or the public, have access to deliver or receive a service on behalf of the Organisation.

Employer is the NHS KCCG who are the Employers and will be referred to as the Organisation.

Employees of the NHS KCCG work within the Organisation.

NHS Kernow Clinical Commissioning Group (NHS KCCG) is a Commissioning organisation.

Contractors are classed as a group or individuals that are not directly employed by the Organisation, but whose work or duties provide a service to the organisation, and /or it's employees. This can include staff who work for Cornwall Healthcare Estates and Support Services (CHESS) as the employer's agent. The contractor will have been given a written or verbal contract to carry out the work. Where the project falls under the CDM regulations, the contractor shall be known as the Principal Contractor.

The term "contractor" within this policy shall also include any supplier, agent, consultant, architect, design engineer, surveyor or engineer who is carrying out works. The scope of these works may include any installation, maintenance, repair or demolition work, surveying, testing or inspection activity or receipt of supplies on the Organisation's own or leased properties

Contract can mean a formal contract, service level agreement or purchase order.

Sub-contractor may be appointed by the main contractor to help carry out the work and will have similar duties to the main contractors.

Project Manager / Agent is usually a person acting on behalf of the Organisation to manage technical aspects of the project.

Tenant's / Landlord's Representative will provide liaison, communication and co-ordination between the Organisation employees and the Contractor. They are able to stop the contractor's work if appropriate.

CDM Co-ordinator is appointed by the Organisation for notifiable construction projects

Method Statement (Safety Plan) is a description of the procedure to carry out the work in a safe manner.

Risk Assessment is a careful written or recorded examination of hazards, risks and how people could be harmed by the work. It will establish the precautions required to eliminate or reduce the risk to the lowest practicable level.

Safe System of Work is a detailed procedure that describes a sequence of work activities and the risk control measures that must be followed to minimise harm or injury to any persons.

Works Management Control Form acts as a local management control for all works of improvement, refurbishment or alterations, which require intervention, interruption or alteration to the existing building and/or services

Workplace is any building or premises where Organisation employees work and which other persons (i.e. patients, visitors and the general public) use.

Worksite is an area where the Contractor is working and usual working activities must not continue.

3. Equality Impact Assessment

NHS KCCG aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

As part of its development, this policy and its impact on equality have been reviewed in line with the Equality and Diversity Policy. The purpose of the assessment is to minimise and if possible remove any disproportionate impact on employees on the grounds of race sex, disability, age, sexual orientation or religious belief. No detriment was identified.

The Equality Impact Assessment Tool has been used to help consider the needs and assess the impact of this policy and has been completed alongside this document.

4. Good Corporate Citizen

As part of its development, this policy was reviewed in line with the NHS KCCG Good Corporate Citizen Action Plan. The implementation of this policy promotes good governance.

5. Duties

This section outlines both individual roles and responsibilities and the operational arrangements for monitoring, managing and controlling contractors in the workplace.

5.1 The Managing Director / Organisation Board

The Managing Director as Accountable Officer, is ultimately responsible for health and safety for NHS KCCG.. The legal entity remains with the Organisation. These duties are delegated to various departments and individuals that undertake the selection and appointment of contractors.

5.2 NHS KCCG Board Secretary

- a) The post holder, delegated by the Managing Director, is responsible for the health and safety of the NHS KCCG and for providing assurance to the NHS KCCG Governing Body.
- b) The post holder will delegate responsibility for the implementation of safe working practices to Managers within the organisation.

5.3 Directors, Deputy Directors and Associate Directors

- a) Are responsible, delegated by the Managing Director or the Board Secretary for the health and safety at work of all employees, patients, contractors, visitors and others.
- b) So far as is reasonable, will ensure that the organisation is fully compliant with the requirements of the Health and Safety at Work etc Act 1974, all other relevant legislation and Codes of Practice.
- c) Provide support to all persons to whom responsibility has been delegated.

5.4 Senior Managers/Heads of Service

- a) Are responsible for the safety of all employees, patients, visitors, contractors and others in their areas of responsibility.
- b) Shall seek advice from specialist advisors on risk assessments.
- c) Will contact the Contractor in an emergency situation (out of hours).

5.5 Cornwall Healthcare Estates and Support Services (CHESS)

- a) CHESS are responsible for the estates functions of Organisation premises other than those provided by the Organisation's Local Improvement Financing Trust (LIFT) partner Community 1st Cornwall (C1C). The Organisation own and / or lease a number of support buildings, a full schedule is held by CHESS and is available and accessible via the Intranet Property Register MICAD.
- b) Provide an advisory service to the Organisation.

5.6 All Employees of NHS KCCG

- a) Will comply with Organisation policies, procedures and local operational policies.
- b) Attend training programmes as required
- c) Report any incidents immediately in line with the appropriate incident management reporting procedure.

6. The Control and Management of Contractors

6.1 Background

Through the nature of their work in any area of Organisation premises (including leased properties) a contractor may introduce hazards to the workplace. The contractor should obtain as much information as possible from the manager and / or the landlord to enable a risk assessment of the work to be undertaken, and safe systems of work implemented. This will ensure that the work does not adversely affect the health and safety of everyone on the site.

A sub-contractor may be appointed by the main contractor to carry out the work but the overall responsibility for the contract will rest with the main contractor.

6.2 Assessment of Contractors

Before any contractor is allowed to work on behalf of the Organisation, they must complete the requirements of Stage 1 - Core criteria for demonstration of competence as laid down in Competence, of the Construction (Design and Management) Regulations 2007, Approved Code of Practice (L144). See **Appendix 2** – Contractors Assessment Process.

6.3 Appointment and Liaison with Contractors

Contractors are normally appointed to undertake specific works or to carry out a service under a specific criteria, specification or agreement which is raised in writing. The contractor may be selected and appointed by a number of routes which include:

- Appointed by the CHESS or an agency, under a maintenance contract for the servicing/maintenance of buildings and specialist items of equipment.
- Work that is arranged through a Service level agreement (SLA) for example CHESS, Cornwall Information Technology Services.
- Where (SLAs) are in place, the staff or others providing a service to the Organisation or client, will in principle be classed as a contractor.

At the pre-contract meeting Health and Safety shall be discussed in full in accordance with the agenda, and Organisation policy.

Contractors must gain authorisation from the Project Manager / Agent before they carry out any work, in advance of the site visit. Contractors must ensure that all operatives are fully trained and aware of any site specific information provided by the Project Manager / Agent.

The level of liaison with the Contractors in terms of project and health and safety management will be dependent on level of risk, perceived complexity of work and will be achieved in liaison with staff. Pre-contract meeting agenda paperwork may be used where deemed appropriate. See **Appendix 3**.

6.4 Exchange of Information

An exchange of information, policy and procedures must be undertaken between the Project Manager / Agent and the Principal Contractor, so each party is aware of any hazards or risk that may be present at the workplace or introduced as a result of the works or maintenance being undertaken. A general exchange of information form is attached as **Appendix 4**, which is to be completed by the Project Manager / Agent responsible for the works.

6.5 Documentation

On completion of the work all necessary documentation (i.e. Operations and Maintenance Manual, service drawings, wiring diagram etc) should be supplied to the Project Manager / Agent.

6.6 Monitoring and Supervision of Contractors

The Project Manager / Agent shall be responsible for the management and control of the contractor after appointment and for the duration of the contract. See **Appendix 5** Organisation Site Safety Induction Checklist.

To assist in monitoring and control the Project Manager / Agent shall where appropriate:-

- Process the Works Management Control Form (see **Appendix 6**)
- Monitor the safety of the working environment on behalf of the Organisation.
- Hold regular meetings with the contractor to monitor and discuss Health and Safety issues and works progress.
- Instigate and record inspections, and monitor the contractor in the form of:
 - Routine formal visits
 - Informal spot-checks
 - Monthly/fortnightly progress meetings as appropriate
- Ensure work is undertaken to the contract specification.
- Ensure where applicable, that work is being undertaken under the appropriate Permit to Work systems i.e. (Hot working) for welding and brazing. (**see Appendix 7 and 8**)
- Record and inform the contractor of any major Health and Safety infringements or conduct.
- Report any incidents under the Organisation reporting procedure, including RIDDOR as necessary and forward a copy to the Organisation's Health and Safety Team, as they occur.
- Inform the Organisation Health and Safety Team of any serious incidents.

7. Policy Implementation

7.1 Implementation

This policy will be circulated for consultation prior to presentation to the Health and Safety Sub-Committees for approval and the KCCG Governing Body for ratification. A copy of this policy and all other relevant local policies/procedures should be forwarded to the contractor prior to commencement of the contract and prior to attending site.

7.2 Training and Support

All employees will be provided with general health and safety training, as part of the NHS KCCG's Induction and Mandatory training programme where applicable.

7.3 Dissemination

Once ratified this policy will be loaded to the intranet (read only).

Staff will be made aware of its existence through the daily bulletin email and discussion at quarterly Locality H&S group meetings.

Confirmation of receipt is not required for this procedural document.

7.4 Storing the Procedural Document

The signed procedural document will be stored (hard copy) centrally, as will the digital (soft copy) version.

8 Process for Monitoring Effective Implementation

As detailed in section 6.6, it is the responsibility of the Project Manager / Agent to ensure that this Policy is being implemented and the Contractor is complying with the Health and Safety at Work etc Act 1974, the CDM Regulations if appropriate and all other relevant national and local Procedures that apply. This can be done through regular progress meetings and formal/informal site visits.

The Project Manager / Agent is to report any contractor who is contravening Health and Safety Regulations or Site Safety Policy/Procedures to the Organisation Health and Safety Manager who is to take the necessary action.

9 Associated Documentation/ References

This document references the following supporting documents which should be referred to in conjunction with the document being developed:

- NHS KCCG Health and Safety Policy
- NHS KCCG Health and Safety Strategy
- NHS KCCG Fire Safety Policy
- CHES Site Rules for Contractors
- Construction (Design and Management) Regulations 2007, Approved Code of Practice (L144)

List of Appendices

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Appendix 2 - Contractors Assessment Process
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Appendix 1

Guidance on the Construction (Design & Management) Regulations 2007

The guidance note details some of the key principles of the Construction (Design & Management) Regulations 2007 (also known as CDM), however the CDM Approved Code of Practice 'Managing Health and Safety in Construction' should be referred to.

Definition of Construction

Under the Regulations 'construction' includes:

- Any building or civil engineering works
- The construction, alteration, conversion, fitting out, renovation, repair, decoration, maintenance, cleaning, demolition, stripping out or dismantling of a structure
- Clearance, preparation and investigation of a site in readiness of building works. Clearing up of a site afterwards.
- Assembly and disassembly of a prefabricated structure
- Installation, maintenance, repair or removal of mechanical, electrical, gas, telecommunications (or similar services) which are normally fixed within / to a structure.

Notification to the HSE

The Health and Safety Executive must be notified of projects where construction work is expected to last more than 30 working days or involve more than 500 person days. Notification is by the completion of an F10 form which is sent to the local HSE office.

Duties of the client

The Organisation recognises that it has certain duties if it is the 'client' under CDM. These include:

- Checking the competence and resources of those they appoint under the Regulations.
- Ensure suitable management arrangements are in place for the duration of the project including welfare facilities.
- Allow sufficient time and resources at all stages.
- Co-operate with others concerned in the project so that they can fulfil their duties.
- Provide pre-construction information to designers and contractors.
- Appoint a CDM Co-ordinator and Principal Contractor*
- Make sure that the construction phase does not start until there are suitable welfare facilities and a construction phase plan in place*
- Provide information relating to the health and safety file to the CDM co-ordinator*
- Retain the health and safety file after project completion, making it available when necessary (e.g. if selling the building)*

* these duties only apply to projects which are notifiable to the HSE

Duties of contractors

Contractors also have duties under the CDM Regulations:

- Check the client is aware of his duties
- Satisfy themselves that they or anyone they employ are adequately competent and resourced.
- Plan, manage and monitor health and safety risks arising from their own work. This includes provision of information / induction for staff.
- Co-operate and co-ordinate with others involved in the project.
- Obtain specialist advice where necessary (e.g. from a structural engineer or occupational health practitioner).

- To report any RIDDOR reportable incidents occurring to employees (or in connection with the work they are undertaking) to the HSE (and to the principal contractor in case of notifiable projects).
- Check that a CDM co-ordinator has been appointed and see a copy of the completed F10 form before they start work*
- Co-operate with the CDM co-ordinator and the principal contractor*
- Inform the principal contractor of any risks to others created by the work they are undertaking*
- Provide details of any sub-contractor he employs to the principal contractor*
- Comply with any reasonable directions from the principal contractor and any relevant rules in the construction phase plan*
- Provide information for the health and safety file (these duties only apply to projects which are notifiable to the HSE)

Duties of the Principal Contractor (notifiable projects only)

- Plan, prepare, manage and monitor the construction phase in a way which ensures that, so far is reasonably practicable, it is carried out without risks to health and safety, including facilitating co-operation and co-ordination between person concerned in the project.
- Liaise with the CDM co-ordinator in performing his duties during the construction phase in relation to any design or change to a design.
- Ensure that sufficient welfare facilities are provided throughout the construction phase.
- Where necessary for health and safety, draw up site rules which are appropriate to the construction site and the activities on it.
- Ensure that every contractor is informed of the minimum amount of time which will be allowed to him for planning and preparation before he begins construction work
- Ensure that every contractor is given access to such part of the construction phase plan as is relevant to the work to be performed by him
- Ensure that every contractor is given, before he begins construction work and in sufficient time to enable him to prepare properly for that work, such further information as he needs to comply with his legal duties.
- Collate information relating to the contractor's activity which is required by the CDM co-ordinator for inclusion in the health and safety file and ensure that such information is promptly provided to the CDM co-ordinator.
- Ensure that a copy of the F10 Notice informing the HSE of the construction works are displayed in a readable condition in a position where they can be read by any worker engaged in the construction work.
- Take reasonable steps to prevent access by unauthorised persons to the construction site.
- Take all reasonable steps to ensure that every worker carrying out the construction work is provided with
 - A suitable site induction
 - The information and training by their employer; and
 - Any further information and training which he needs for the particular work to be carried out without undue risk to health or safety
- Make and maintain arrangements which will enable him and the workers engaged in the construction work to co-operate effectively in promoting and developing measures to ensure the health, safety and welfare of the workers and in checking the effectiveness of such measures.
- Consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare (where not already done so by contractors to their staff)
- Ensure that such workers or their representatives can inspect and take copies of any information which relates to the planning and management of the project, or which otherwise may affect their health, safety or welfare at the site.

Duties of Designers

- Make sure they are competent and adequately resourced to address the design H&S issues. Check that Clients are aware of their duties.
- During design avoid foreseeable risks to those involved in construction and future use of structure.
- Eliminate hazards where possible and practicable or control the remaining risks.
- Provide adequate information about significant risks associated with the design
- Co-ordinate their work with that of others to improve the way that risks are managed and controlled. Check that the Client has appointed a CDM co-ordinator*
- Only 'initial' design work is permitted until a CDM co-ordinator has been appointed*
- Co-operate with the CDM co-ordinator, Principal Contractor and with other Designers or Contractors so all can comply with their CDM duties*
- Provide relevant information for the Health and Safety File*

* these duties only apply to projects which are notifiable to the HSE

Role of the CDM Co-ordinator (notifiable projects only)

- Give suitable and sufficient advice to Clients in order to help them to comply with their duties
- Advise the Client about selecting competent Designers and Contractors
- Help identify what information will be needed by Designers and Contractors
- Co-ordinate the arrangements for health and safety of planning and design work
- Ensure that the HSE is notified of the project (unless a domestic client)
- Advise on the suitability of the initial Construction Phase Plan
- Prepare a Health and Safety File

The key aim of the CDM Regulations is to integrate health and safety into the management of all stages of the project and to encourage everyone to communicate with each other.

APPENDIX 2

CONTRACTORS ASSESSMENT PROCESS

The Organisation has a duty to ensure that only contractors, who can positively demonstrate a good safety record, will be employed on Organisation sites. This requires an assessment of each contractor before engaging them to carry out work and placing an official works order.

The assessment process will include gathering and examining some or all of the following documentation depending on the type and complexity of the work to be carried out.

- a company Health and Safety policy (excludes companies with less than 5 employees)
- suitable and current liability insurance policies to indemnify the NHS KCCG. Photocopy of certificate required (acceptable minimum £5 million public liability), underwritten by a reputable insurer.
- details of general risk assessments for the work they are to carry out
- copies of any special licenses required for the work to be undertaken
- copies of procedures/method statement for the maintenance and inspection of plant equipment and vehicles used by the contractor
- copies of safety training records
- copies of accident statistics
- reporting procedure for accidents and dangerous occurrences
- procedure for Health and Safety assessment of any sub-contractor and subsequent management, and communications/monitoring arrangements
- details of any quality assurances accreditation such as ISO 9000
- references from previous clients
- details of membership of any trade or professional organisation
- CRB checks may be carried out on any contractor staff likely to be working in unsupervised patient areas.
- disputes procedure
- Details of any Improvement or Prohibition Notices issued by any authorised agencies (HSE, LA or EA) within the last five years

Note:

The following would normally be sufficient to assess a very small contractor i.e. under 5 employees:

- a suitable current public liability insurance policy
- references from previous clients
- details of membership or any trade or professional organisations
- Sample of Health and Safety paperwork for work previous undertaken
- CRB checks may be carried out on any contractor staff likely to be working in unsupervised patient areas.

Appendix 3

Pre-Contract Meeting Agenda

Date of Meeting.....

Venue.....

This Agenda describes matters which should be discussed and agreed between the contractor and the commissioner of the work. The tick boxes should be ticked when an item has been discussed and action agreed. In addition, a separate note of the meeting should be made to record agreed actions, comments and further detail of discussion.

Name of Contract Brief Description of Work																								
Contractor / Details/contacts List Key Personnel i.e. Organisation Fire, Safety, Security, Waste, Infection Control, Project Manager / Agent, CDM Co-ordinator if appropriate, Site Manager, Tenants / Landlords Representative																								
Personnel present at this meeting:																								
	Item Discussed	√																						
1	Information to be provided to contractor: List any other information required <table border="1"> <tr> <td></td> <td>√</td> </tr> <tr> <td>Organisation H&S policy</td> <td></td> </tr> <tr> <td>Control <input type="checkbox"/> of <input type="checkbox"/> Contractors policy</td> <td></td> </tr> <tr> <td>Fire Instructions</td> <td></td> </tr> <tr> <td>Service drawings</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>		√	Organisation H&S policy		Control <input type="checkbox"/> of <input type="checkbox"/> Contractors policy		Fire Instructions		Service drawings														
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Control <input type="checkbox"/> of <input type="checkbox"/> Contractors policy																								
Fire Instructions																								
Service drawings																								
2	Information obtained from the contractor: List any other information required <table border="1"> <tr> <td></td> <td>√</td> </tr> <tr> <td>Names of Contractor's Safety Advisor</td> <td></td> </tr> <tr> <td>Method Statements</td> <td></td> </tr> <tr> <td>Risk Assessments</td> <td></td> </tr> <tr> <td>Safety Plan</td> <td></td> </tr> <tr> <td>List of Operatives</td> <td></td> </tr> <tr> <td>Exchange of information form</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>		√	Names of Contractor's Safety Advisor		Method Statements		Risk Assessments		Safety Plan		List of Operatives		Exchange of information form										
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Method Statements																								
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Safety Plan																								
List of Operatives																								
Exchange of information form																								
3	Details of Project Meetings: Frequency/Content/Attendance/Venue																							

4	Drawings available of proposed works/ phases	
5	Training and Awareness: Site Operatives awareness to be carried out by? Give name of responsible person	
6	Sub-contractors: List known sub-contractors who will work on this contract	
7	Accidents / Diseases / Dangerous Occurences: Report any accident/incident to the Project Manager / Agent and ensure RIDDOR is complied with. List who is responsible / who to report to	
8	Welfare facilities / first aid / occupational health: State who provides welfare facilities	
9	Housekeeping / Waste Control: Arrangements for storing materials and clearing away waste materials.	
10	Permits to work: details of permits to work HV/LV, medical gas, person to contact (authorised persons) etc	
11	Fire Precautions: Precautions to be put into place and emergency procedures	

12	Access to site and site security:	
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	Site security arrangements; if road closures are necessary, liaison with the authorities.; safe access for vehicles / pedestrians, arrangements for safe deliveries and unloading	
13	Measures to protect the public: Site fencing; scaffolding fans, access to scaffolds etc be prevented. Warning signs	
14	Car parking for contractors employees	
15	Smoking. Not permitted on any healthcare premises	
16	Use of mobile phones/radios	
17	CDM Regulations. Is this applicable to this project. Gives detail if appropriate	
18	Noise, dust and mud control	
19	Infection Control: Legionella, Norovirus, Isolation areas etc. Give details for contractor staff	
20	Location of services / disruptions / disconnection: LV / HV / Medical gases	
21	Codes and Standards: List those relevant to the work (ie privacy and dignity)	

22	Signs and Notices : any temporary signage etc	
23	COSHH	
24	Asbestos. HSE informed	
25	Grounds reinstatement	

The actions above have been discussed where indicated (√).

Signed.....
(Organisation Representative)

Signed.....
(Contractor Representative)

Date.....

APPENDIX 4

EXCHANGE OF INFORMATION FORM

To ensure the safety of both contractors and NHS KCCG employees please complete the following sections, Section 1 is to be carried out by contractors

Section 1 by CHESS/Community 1st Cornwall

Section 2 by Locality/Department/Ward/Manager

Section 3 & 4 by contractor/contractors representative

SECTION 1 - To be completed by CHESS

Note: If no CHESS services are affected, proceed to Section 2.

Description of work				
Areas affected by contractor's operations				
Service Required	Yes √	From:	To:	Remarks
Gas				
Water services				
Electricity/Power Supply				
Medical Gases				
Compressed air				
Ventilation Systems				
Toilet/Foul drainage				
Any Other - please state				
Date of start of work				
Estimated duration of work				
Times between which work will be carried out			From:	To:
Name of contractor (Block Capitals)				
CHESS Department Contact & Tel No.			Name:	Tel No. Ext.

SECTION 2 - DEPARTMENTAL/AREA HAZARDS

To be completed by Department/Service/Area affected

DEPARTMENT/WARD/LOCALITY MANAGER OR DEPUTY

Special hazards to which contractor's attention should be drawn and their location.				
General hazards in adjacent areas.				
Times at which access to area restricted.				
Special arrangements such as Permit to Work, issue of PPE etc.				
Areas affected by contractor's operations.				
Service Required	Yes √	From:	To:	Remarks
Gas				
Water services				
Electricity/Power Supply				
Compressed air				
Toilet/Foul drainage				
Any Other - please state				
SPECIAL NOTE: Any new hazard arising during the course of the work should be notified to CHES and Contractors immediately, where applicable.				
Note: Please forward a copy of Section 2 to CHES when services are required.				

SECTION 3 - CONTRACTOR'S ACCEPTANCE OF WORKING CONDITIONS

To be completed by the Contractor

A copy of the NHS KCCG Policy for the Control and Management of Contractors and or Department policy/procedure has been received, read and fully understood. The hazards and conditions in Section 2 have been noted and these have been communicated to our employees and any sub-contractors who will carry out any work on our behalf. The main contractor will accept full legal responsibility for the conduct and actions of any such sub-contractor employed by himself.

THE WORK WILL CAUSE THE FOLLOWING OPERATIONAL HAZARD
(Enter NONE if appropriate)

Where possible the following control measures will be implemented.

HAZARD	CONTROL MEASURE

SPECIAL NOTE:

Any new hazard arising during the course of the work must be notified to CHESS and the affected department immediately. The work may require to be postponed if any serious hazard affects or may affect yourselves or NHS KCCG employees in the local area.

I and all members of my company and sub contractors working on the NHS KCCG premises shall at all times comply with the Health and Safety at Work Act etc. 1974 and associated Regulations and NHS KCCG specific Site Safety Rules and Procedures.

Name (Block Capitals)

Position in Company

Date.....

Copies of all sections - Contractor
Locality/Department/Service Manager

Original to CHESS Contractors File

Appendix 5

ORGANISATION SITE SAFETY INDUCTION CHECKLIST

<p>This safety induction sheet is to be issued to all contractors when they first arrive on site. Each item should be explained and they should sign it to confirm that they understand. The signed original is to be retained on site and a copy sent to</p>	
SITE NAME:	JOB REF:
NAME OF CONTRACTOR:	
NAME OF COMPANY:	
TRADE OF OPERATIVE:	
<p><u>Disruption to services - e.g. will utility supply be disrupted, will patient care be affected.</u></p>	
<p><u>Site Rules for Contractors</u></p>	
Contractors have been given a copy of the Site Rules.	Please tick
<p><u>Fire</u></p> <p>Fire Instructions and Evacuation Procedures – copy given to contractor(s).</p>	
Location of Fire Extinguishers to proximity of work environment	
Inform contractors that they should inform site manager/nurse-in-charge if working from plant room, outside, roof, scaffolding or any isolated part of building. To ensure advised if there is a site emergency i.e. if fire alarm sounding.	
<p><u>First Aid</u></p> <p>Within hospital environment First Aid is obtained via Minor Injuries Unit or Nurse in Charge on the ward. Community Clinics and Headquarters have appointed persons responsible for First Aid and contractors should be informed of this person and advised of location of First Aid box.</p>	
<p><u>Accidents / Incidents</u></p> <p>All accidents and incidents should be reported to site manager/nurse-in-charge in order that these can be reported on Organisation incident reporting system.</p>	
<p><u>COSHH</u></p> <p>Contractors should hold information for any COSHH materials used whilst on site. A request should be made if there are any special requirements i.e. storage or first aid arrangements.</p>	
<p><u>Facilities</u></p> <p>Site representative to explain local arrangements / location of the following:-</p> <ul style="list-style-type: none"> - Toilets and handwashing facilities - Kitchen, staff room or drink making facilities - Location of hand gel 	

<p><u>Security</u></p> <p>Signing in / out procedures explained and ID badges seen.</p>	
--	--

<i>Hospital sites only: Visitors badge issued.</i> All areas are to be secured when leaving the site – a member of staff should be informed when contractor is to leave site.	
<u>Permits / Local Management Procedures</u> Hot works – Issued by Estates Department Ceiling Tiles Procedure – Issued locally General Permit to Work – Issued by Estates Department	
<u>Infection Control</u> Contractors are required to comply with Organisation Hand Hygiene procedures. Adhere with any restrictions explained by Healthcare Professionals i.e. if access is prohibited to particular room due to barrier nursing. Seek advice from site representative should any query be raised.	
<u>Noise Control</u> i.e. Mobile phone usage / radios	
<u>Stoppage of Work</u> Information given re who can stop work on site	
<u>Other Information Shared</u>	

I confirm that the site checklist has been completed with me and I confirm I shall comply with all the above requirements.

Signature of Contractor:
PRINT NAME:

Date:

Signature of Site Representative:
PRINT NAME:

Date:

WORKS MANAGEMENT CONTROL FORM**Brief Guidance Notes to assist in the completion of Works Management Control form**

In order to safeguard the well being of patients, staff and others it is required that in areas identified as high risk i.e. containing asbestos, all physical works are subjected to this assessment and approval procedure. This Management Control procedure will identify and minimise potential risks to patients and staff from works being undertaken, as well as to the staff undertaking the works. This document is to act as a management control permit for all works of improvement, refurbishment or alterations, which require intervention, interruption or alteration to the existing building and engineering services, building fabric and /or surface finishes (walls, floors and ceilings) and /or ventilation systems. This is to include all works internal / external and/or in close proximity to patient treatment/care areas.

Note – No such works are to proceed without all the relevant approvals first being in place.

Section 1 – Description of Works

It is the responsibility of the Locality Manager / Senior Manager (or representative) to provide an adequate description/specification of the works planned, sufficient in detail to reasonably determine any risk control measures that might be necessary. When work is being carried out in patient / client areas the locality / senior manager should consult with the Infection Protection and Control (IPC) Team

Section 2 – Risk Control Measures

It is the responsibility of the Locality Manager / Senior Manager, Estates Services Manager & Health & Safety Manager (or their representatives) to discuss and agree the potential risks arising from the planned works in consultation with the IPC Team and to agree minimum control measures to be instigated.

This section is to be agreed and completed jointly by all parties.

Note – The agreed control measures relate to the works as specified in section 2 only. Any deviation from or alteration to the works specification or methodology must first be referred to and authorised by the Locality Manager / Senior Manager (or representative)

Section 3. Authorisation to proceed

Before any works can proceed the signed authorisation of members (or their representatives) are required. Including as a minimum:

- Locality Manager / Senior Manager
- Estates Services Manager
- Health & Safety Manager/Risk Manager
- Staff Representative
- IPC Team If appropriate)

NOTE – For emergency works arising out of hours, authorisation is required from the On Call Manager / Director as a minimum.

Section 4. Acceptance of completion

On completion of the works detailed in Section 1 a signed 'Acceptance of completion' is required from the Locality Manager / Senior Manager (or representative) acknowledging that the area has been left in a condition suitable for continued patient care.

Note: On completion of the works and acceptance of completion, a copy of the control form is to be forwarded to the Estates Services Manager & the Health & Safety Manager for their records. The original is to be filed as part of the controlled documentation within the individual project file.

WORKS MANAGEMENT CONTROL FORM

Title and detail of work. To be completed by the Locality Manager / Senior Manager (or representative)

Locality Manager/Senior Manager (or representative) .

Name

Signature

Date

Section 1 – Description of Works It is the responsibility of Locality Manager / Senior Manager (or representative) to provide an adequate description/specification of the works planned.

Section 2 – Risk Control Measures It is the responsibility of Locality Manager / Senior Manager, the Estates Services Manager, Health & Safety Manager & Infection Protection and Control (IPC) (or their representatives) to discuss and agree the potential risks arising from the planned works and to agree minimum control measures to be instigated. This section is to be agreed and completed jointly.

Section 3. Authorisation to proceed

Locality Manager / Senior Manager (or representative)	Name	Signature	Date
Estates Services Manager	Name	Signature	Date
Health & Safety Manager	Name	Signature	Date
Staff representative	Name	Signature	Date
Infection Protection and Control (IPC) nurse	Name	Signature	Date
Contractor Responsible	Name	Signature	Date

Section 4. Acceptance of completion. The works detailed in Section 1 above are complete and the area is once more in a condition suitable for continued patient care.

Locality Manager / Senior Manager (or representative)	Name	Signature	Date
--	------	-----------	------

On completion of the works and acceptance of completion, a copy of this control form is to be forwarded to the Estates Services

APPENDIX 7

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Hospital Permit No

Internal local management procedure – CEILING TILES

For reasons of maintaining Fire compartmentation, Infection control and Patient environment **NO** ceiling tiles will be removed from position within the premises until this Permit To Work is issued by the Locality Manager or their representative.

All tiles will be replaced at the end of each working day and the permit signed off. Permits for longer than one working day will only be issued following the presentation of a method statement which clearly identifies the mitigation of risk to the satisfaction of the Locality Manager or their representative.

Premises:	Location of area from which tiles are to be removed:
-----------	--

Locality Manager Declaration :

The tiles identified above can be removed for a period of :

	1 working day		More than 1 Working days (please state how many days)
--	---------------	--	---

Where tiles are to be removed for a greater period then one working day I confirm I have agreed with the method statement presented and that risks are minimised to an acceptable level.

Signature Print NameTime Date.....

Receipt (to be signed by persons carrying out the work)

I accept responsibility for removal of ceiling tiles as outlined in this permit.

Signature Print NameTime Date

Clearance (to be signed by persons carrying out the work)

I confirm all ceiling tiles have been replaced in the correct manner.

Signature Print NameTime Date

Cancellation

The permit to work is now cancelled, ceilings have been returned to normal situation.

Signature Print NameTime Date

Appendix 8

HOT WORK PERMIT

Healthcare site

PART 1 AUTHORISATION OF HOT WORK – To be completed by person in charge of works

Applicable to all operations involving flame, sparks, hot air, arc / oxy acetylene welding & cutting equipment, brazing and soldering equipment, blowlamps, bitumen boilers and other equipment producing heat or having naked flames & where fumes and / or dust need to be controlled.

Exact location of work... ..

Details of work to be carried out / equipment to be used.

.....

.....

Permit valid from (Date)..... Time..... until (Date)Time.....

Special instructions and safety measures

Safety Precautions	Y	N/A	Safety Precautions	Y	N/A
Confirm there is no alternative to hot works.			Is all the hot work equipment in good safe working order?		
Has the owner / occupier in which the work is to be carried out been informed?			Are staff competent in the use of hot work equipment?		
Is area clear of combustible material (within 1 metre of work area)?			Has smoking / naked lights been prohibited?		
Are fire extinguishers available?			Are warning signs available and in place?		
Are staff competent in the use of fire extinguishers?			Work is not to commence less than 1 hour before end of day.		
Do staff know how to raise the fire alarm?			Work area(s) to be checked not less than one hour after finish.		
Has the fire alarm system(s) been isolated?			Risk assessment available?		
Has the sprinkler system (s) been isolated?			Safe system of work available?		
Have smoke and heat detectors been isolated?			Personal protective equipment available?		
Is ventilation equipment required?					

I declare that the safety precautions above have been made known to the person in charge of the premises and the work area is safe for hot works to commence.

Signed..... Name..... please print

Date..... Time.....

PART 2 RECEIPT AND DECLARATION – To be completed by the person(s) completing the works.

I acknowledge receipt of this permit and understand, and will comply with, the safety precautions / comments described in PART 1 above.

Signed..... Name..... please print

PART 3 CLEARANCE – To be completed by the person in charge of the works

I declare that the hot works described in PART 1 above have been completed and that the hot work has been allowed to cool. I also confirm the surrounding / adjoining areas have been checked and there has been no heat transference.

Signed..... Name..... please print

Date..... Time.....

Appendix 9

CORNWALL HEALTHCARE ESTATES AND SUPPORT SERVICES

PERMIT TO WORK - GENERAL (Not to be used for Electrical, Medical Gas or Fire Alarm Work)

PERMIT No

2458

ISSUE

1) Location of Work

Hospital	Department
----------	------------

2) Type of Work

Steam systems	<input type="checkbox"/>	Radioactive Materials	<input type="checkbox"/>	Deep Drains/Pits	<input type="checkbox"/>
MTHW Systems	<input type="checkbox"/>	Work at Heights	<input type="checkbox"/>	Entry to Boilers	<input type="checkbox"/>
Hot work	<input type="checkbox"/>	Pressure systems	<input type="checkbox"/>	Roof spaces	<input type="checkbox"/>
Buried Services	<input type="checkbox"/>	Biological Hazard	<input type="checkbox"/>	Dry Cleaning Fluids	<input type="checkbox"/>
				Drain clear Acid	<input type="checkbox"/>

Other:

3) Description of Activity

--

4) Precautions taken to achieve Safety-From-The-System

Isolation	<input type="checkbox"/>	Drawings issued Adjacent Live Services	<input type="checkbox"/>	Safety Watch	<input type="checkbox"/>
Venting /Draining	<input type="checkbox"/>		<input type="checkbox"/>	Access Equipment	<input type="checkbox"/>
Blanking Off	<input type="checkbox"/>	Identified and Marked	<input type="checkbox"/>	Harness to be worn	<input type="checkbox"/>
Locking Off	<input type="checkbox"/>		<input type="checkbox"/>	Warning Notices	<input type="checkbox"/>
Fuses Withdrawn	<input type="checkbox"/>	Atmosphere Identified as Gas Free	<input type="checkbox"/>		

Other:

DETAILS

--

5) Issue of Safety Procedures and Equipment

Safe System of Work Procedure
Fire Extinguisher
PPE
Gas Monitor

☐ Radios
☐ Safety Man/men
☐ Safety Harness
☐ Safety Barriers
☐ 24V Lighting

☐
☐
☐
☐
☐

Escape/Rescue Gear
Fume Extract Unit

Other

6) Associated Safety Documents

Gas Free certificate received
Clearance obtained from Infection Control
Asbestos identified
Radiation hazards declared safe

☐
☐
☐
☐

NOTES

.....
.....

Other

☐

.....

Authorised Persons Declaration

This plant can be relased from normal operation for the purpose of the stated work. The precautions specified above are adequate to provide Safety from the System.

Signed

Authorised Person Time Date

RECEIPT (to be signed by the competent person)

I declare that I accept resonsibility for carrying out the work as detailed above and in the attached Safe system of Work. No attempt will be make to work on any other part of the system.

Signed

Status Time Date

CLEARANCE (to be signed by the competent person)

I declare that the work for which this permit was issued is now complete/suspended* and all persons under my control have been withdrawn and warned that it is no longer safe to carry out the activity.

The system can be returned to service*

The system cannot be returned to service*

*delete as appropriate

Signed

Status Time Date

CANCELLATION (to be signed by the authorised person)

This Permit-to-Work is cancelled. All systems have been returned to normal operation or left in a safe condition and the relevant Departmental Manager informed.

Signed

Time Date

V2

**SITE RULES FOR CONTRACTORS
WORKING AT ALL
CPT and NHS KCCG
PROPERTIES**

Date of Issue	- April 2002
Reviewed	- January 2011
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**Estates and Support Services
Royal Cornwall Hospital
Truro**

Tel: 01872 253400

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INTRODUCTION

These guidelines cover the basic requirements that apply on all Cornwall NHS sites (excluding RCHT Treliske) and have been prepared for your benefit. The objective of these rules is to provide a safe, healthy and secure working environment for all workers and members of the public on our sites. By following these guidelines you will be helping to ensure your own health and safety and that of other people working on or visiting the site.

The main activity on this site is patient-focussed healthcare, access to control procedures, authorisation for isolation of services, work time and noise restrictions may appear onerous, but are necessary in order to minimise disruption to the healthcare service.

Nothing in these guidelines absolves Contractors from their duty to comply with all existing relevant legislation, including the **Health and Safety at Work, etc Act 1974** and the **Management of Health and Safety at Work Regulations 1998**.

Please ensure that you read and retain this booklet for reference. **If there is anything that you do not understand please do not hesitate to ask.**

You are required to sign and return the acknowledgement on page 16 of this booklet to confirm that it has been received, read and understood.

Thank you for your co-operation.

FP Hawke
Head of Estates Operations

SITE SECURITY

The contractor will comply with all security procedures currently in operation on the individual site. Contractors must submit a list of the contract workers before work commences on site, and provide names of those working in the building outside normal working hours to the Estates Services Department 24 hours before night work or weekend working.

All contract workers will be issued with a security pass by either the site Clinical Manager or the Estates Department which must be displayed at all times, whilst on site. If challenged by a member of the site staff you must give the name of your Estates Project Manager or Supervising Officer and if prevented from working, contact them immediately.

All contract workers must report in and out of the site at the General Office/Reception during normal working hours.

Do's and Don'ts

Contract workers are to comply with all security procedures currently being operated by the Organisation and any security procedures that may be notified to the contractor from time to time.

Do

- Comply with requests from departmental staff and not enter areas marked "private", "no admission" etc, unless authorised by the Estates Project Manager or Supervising Officer.
- Clearly display your security badge at all times.
- Sign in on arrival and sign out when leaving the Site.
- Remember your designated working area and the official name of the contract/project you are working on.
- Provide adequate notice of out of hours working.
- Remember the name of the Estates Project Manager or Supervising Officer.

Do Not

- Leave the site without signing out
- Wander outside your designated work area
- Leave unattended packages in the building
- Leave plant and/or materials unsecured at the end of your shift
- Do not leave tools and equipment lying around outside your work area. In some situations you will be issued with a pass key. Plantroom doors must be locked at all times, particularly where they lead to roof areas.
- Interfere with Access Control Systems or allow unauthorised persons to enter the Department.

FIRE SAFETY PRECAUTIONS AND EMERGENCY PRECEDURES

NB – A HOT WORK PERMIT MUST BE OBTAINED FROM ESTATES BEFORE USING WELDING, CUTTING, SOLDERING, BRAZING EQUIPMENT.

The Contractors must take all reasonable precautions to avoid the outbreak of fire; particularly where work involves the use of naked flame, such work must be examined at intervals following its completion. A fire extinguisher must be available.

Before any works maintenance, adaptation or extension to existing buildings or services are carried out, the Contractor must discuss his proposal with the Estates Project Manager or Supervising Officer, the Unit Administrator and the Fire Safety Advisor, to ensure that the extent of any fire hazard in the works are known fully to both the Contractor and the employer. The Contractor must draw to the attention of all the work force, the special vulnerability of patients in the event of fire, and the danger involved in the careless use of naked flames, the necessity for good housekeeping practices to be observed, and that smoking is not permitted.

Fire compartmentation of the building must be maintained at all times. All fire escape routes must be maintained free from obstruction at all times. Illumination is to be provided where necessary. The Contractor must supply and maintain adequate and suitable fire extinguishers. The Contractor must maintain the buildings fire alarm and detection system at all times.

The attention of the Contractor is drawn to the H.M.S.O. publication 'Standard Fire Precautions to be taken by contractors engaged on building and engineering works and maintenance for the Department of the Environment'. The recommendations of which must be observed when relevant to any work being carried out.

Fire extinguishers and hydrants must not be obstructed and access to them must be maintained at all times. The Contractors must remove all cylinders containing any inflammable gases from the building or enclosed spaces at the end of each working day.

All cutting equipment and fuel for same and other items of plant, fuel and equipment subject to fire hazards, must be safely and securely stored when not in use. **This must not be stored within the hospital building**

The requirements of Loss Prevention Standards LPS 1207 – Fire Requirements for Protective Covering Material will be recognised and adhered to by all Contractors undertaking works on Organisation sites.

- a) A strict No Smoking policy exists throughout NHS Organisation properties. This must be adhered to at all times.
- b) Work must not affect the means of escape from any area of the Organisation properties. Contractors must familiarise themselves with the fire escape routes and ensure that they remain readily available at all times.
- c) Fire Exit signs are to be maintained clearly visible or additional signage provided as required.
- d) Contractors must familiarise themselves with the Organisation Fire Safety Procedures and must strictly adhere to these procedures.
- e) Before starting work in an area observe the position of the fire escapes, automatic heat and smoke detection and break glass call points. In the event of an outbreak of fire, however small, raise the alarm by breaking the glass of the nearest fire alarm call point. Then immediately report the situation to the person in charge of the department. You should tackle the fire if it is safe to do so.

- f) The fire alarm is tested regularly; also fire alarms are active throughout the site. They may be electronic sounders or bells. A continuous alarm means you must evacuate the area and report to the Estates Project Manager or Supervising Officer. Intermittent alarm indicates there is an alarm in an adjacent area and that you should be prepared to evacuate. In each case, shut all doors and windows and stop any hot work.
- g) It is the contractors' responsibility to ensure that their staff are fully conversant with the means of escape from the area in which they are working, and the action that they should take in the event of a fire.
- h) The contractor should keep a log of all personnel and their location on site, in order that the emergency services can be informed on their arrival.
- i) Access for emergency services is to be maintained at all times.
- j) Fire hydrants, emergency water supplies and dry risers are to be maintained readily available for use at all times.
- k) Unless agreed otherwise fire doors and fire barriers are to remain in place throughout any building work. Should it be necessary to remove or wedge open a door or to break through a fire barrier, it is to only be by prior agreement. Any break in a fire-resisting compartment should be made good prior to the contractor leaving site at the end of each day.
- l) If your activity involves hot work (burning, welding, soldering etc) you must obtain a hot work permit from your Estates Project Manager or Supervising Officer before starting. The fire alarm system from the area should be isolated, automatic detectors should be covered, using approved covers, so as to prevent damage and particles entering the head. A temporary alarm may be provided throughout the area. The Estates Department will, if necessary, provide this temporary alarm. If it is necessary to raise the alarm during this period, break the glass of the temporary fire alarm and using the internal telephone system - dial the switchboard. Advise the operator of the location and nature of the incident. Notice to isolate the alarm system must be given two working days in advance to your Estates Project Manager or Supervising Officer unless previously arranged.
- m) Hot work should cease at least one hour prior to the end of the working day. The Contractor is to remain at least 1 hour after completion of hot work to ensure no problems arise.
- n) Dusty work and cleaning up should cease at least 1 hour before uncapping detector heads.

FIRE ALARMS

1 Fire Alarm System and Operation

- a The fire alarm systems are activated:
 - Manually by breaking the glass of a fire alarm call point.
 - Automatically by the detection of heat or smoke.

- b Any person discovering or suspecting a fire should:
 - Break the glass of the nearest fire alarm call point.
(This action will automatically alert switchboard who will call the Fire Brigade.)

2 Fire Alarm Signals

The Fire Alarm will sound throughout the building:

- Continuously in the area/zone affected.
- Intermittently in adjacent areas/zones.

3 Temporary Fire Alarm

If the Fire Alarm in your area is temporary or the alarm has been isolated, it will be necessary to:

- Activate all the temporary alarms OR
- Activate the nearest call point in an adjacent zone.

This action must be followed by a telephone call to switchboard/reception office advising of the incident location.

Some sites have an EMERGENCY NUMBER for this purpose.

4 Action on Hearing the Alarm

Continuous alarm:

- Remove all persons from danger.
- Close all doors and windows.
- Attack the fire if possible using the appliances available – but only if there is no personal risk and you are competent to do so.
- Leave the area, zone or building and report to the site assembly point for the building.

5 Usual Assembly Points

- Ground Floor Main Reception
 - Outside the building.
 - You should report to the person in charge of the assembly point.
 - You should advise the Fire Brigade or person in charge of the assembly point if any of your colleagues are missing and the cause of the alarm if you know.
 - You should not return to the area, zone or building until authorised to do so.
-
- Do not use the lifts.

*** ENTER EMERGENCY NUMBER AS APPLICABLE FOR SITE.**

6 Intermittent Alarm

- Stay in the area/zone.
- Close doors and windows.
- Prepare to evacuate should the alarm change to continuous.

7 Fire Alarm Testing

- Is carried out throughout the hospital site one day each week.

SITE SAFETY RULES

As an approved Contractor to Cornwall Healthcare Estates & Support Services (CHESS) you are required to comply with the following Site Safety Rules. There are **NO EXCEPTIONS** and your compliance will be expected at all times.

Your actions may have a considerable affect on others, particularly patients where loss of essential services or exposure to air borne contaminants may be life-threatening. Any activity likely to result in loss or to create dust must be first agreed with the Estates Project Manager or Supervising Officer.

Please ensure that you follow the agreed documented safe system of work and in doing so you are to pay particular attention to the following rules.

Interruptions of Services

No interruptions of services are to take place without prior agreement with the sites Operations and Maintenance Manager. A minimum of 5 working days is required for notification of interruptions to services unless otherwise agreed with the Site Operations and Maintenance Manager.

7.5 Permits to Work

Certain activities, equipment and areas are designated as requiring a Permit to Work before any work is commenced.

Permits will be issued by the Estates Project Manager / Supervising Officer or deputy.

The General Permits to work book will be used for activities involving:-

- Fire Alarms
- Steam Systems
- MTHW Systems
- Hot Work
- Buried Services
- Radioactive Materials
- Work at Heights
- Pressure Systems
- Biological Hazard
- Deep Drains/Pits (Confined Spaces)
- Entry to Boilers
- Roof Spaces
- Dry Cleaning Fluids Drain Clear Acid.
- Work on or near asbestos-containing materials.

The following activities use the specific permit books:-

- Isolation of Fire Alarm Systems
- Isolation of Medical Gas Systems

- Isolation of Electrical Systems LV
- Isolation of Electrical Systems HV

NB Permits to Work shall be authorised on each and every occasion, and only by the relevant Authorised Person shown below.

SCHEDULE OF AUTHORISED PERSONS TO ISSUE PERMITS AT ALL CPT PROPERTIES

PERMIT TO WORK SYSTEM	Authorised Person
ELECTRICAL DISTRIBUTION HV	P Hawke E Whitcombe A Ayers
ELECTRICAL DISTRIBUTION LV	E Whitcombe P Hawke D James F Butler A Ayers J Daynes
PIPED MEDICAL GAS SYSTEMS	P Hawke A Ayers S Waters
Fire Alarm Systems (isolation and maintenance of)	E Whitcombe D James F Butler J Daynes R Owers
General Permit / Authorisation to Work	D James P Hawke F Butler

Working Area

- Work only in your designated area and carry out operations related only to your project/work
- If your work involves you moving into different areas you must report to the person in charge of each department before starting.
- Do not enter any area marked “HAZARDOUS AREA” unless fully authorised to do so
- Inspect the working area for potential hazards at the start and finish of every shift and report any findings to the Estates Project Manager or Supervising Officer.
- It is essential that you do not carry out any actions that may contaminate water supplies, food preparation areas, sterile areas etc. **In the event of accidental contamination the local Clinical Manager, together with, the Estates Project Manager or Supervising Officer and Site Operations and Maintenance Manager must be notified immediately.**
- You will provide any screening, shrouding or sheeting to contain any dirt or dust created by the works and implemented in full any further measures as may be required by the Organisation for the works in question.
- Unless otherwise agreed in writing, you will ensure that the site is cleared of dirt and debris at the end of each working day. A thorough clean shall be carried out at the completion of the works.
- No work is to commence without the prior notification to, and authorisation from, the nominated Site Operations and Maintenance Manager (See Responsible System Operations Personnel list for current named responsible officers).

Ceiling Tiles

- Ceiling tiles must not be removed without authorisation of the Estates Project Manager or Supervising Officer. Removed ceiling tiles must be replaced at the end of each working day unless agreed with the Estates Project Manager or Supervising Officer.

Lone Working

- Agree any control measures with the Estates Project Manager or Supervising Officer for lone working before any work is carried out.

7.6 Asbestos

- Before commencing work on any part of the building fabric you must satisfy yourself that no asbestos-containing materials are present. The Estates Project Manager or Supervising Officer will provide copies of the site asbestos register and, if there is any doubt, arrange for samples to be taken.
- Some of the sites do have materials containing asbestos. These are indicated on a register held in the Estates Operations Office and are contained in the site files at all hospitals and some properties. You will be warned of any known hazard but if you expose any suspect material during your work you must stop and immediately contact the Estates Project Manager or Supervising Officer.

- Where asbestos materials are close to a work area these must be labelled, protected and a permit issued before work commences.

7.7 Sterile Areas

- Operating theatres and some wards have their own procedures for maintaining sterile conditions. Access is controlled. You must follow the requirements of the relevant departmental managers at all times.

Plant and Equipment

- Contractors shall supply all equipment, tools, materials, ladders or scaffold necessary to carry out the works in a safe manner. Any such equipment shall itself be in good and safe working order, with proof of regular safety inspection if required. Estates equipment will not be loaned other than in an emergency situation.
- Do not remove any existing guards, barriers or locks on plant rooms or equipment without express permission from the Estates Project Manager or Supervising Officer.
- Do not use makeshift tools or equipment
- Do not climb upon any structure unless authorised to do so and the area has been made safe.
- Transport equipment/materials in a safe manner and along agreed routes
- Do not enter machinery enclosures unless the power has been properly isolated
- Do not leave plant and/or equipment in a dangerous condition and unguarded
- Wear personal protective equipment if it is required for the tasks to be undertaken
- If you need to use a ladder or staging you must follow your company safety procedure.
- You will provide and use any necessary safety and/or protective wear (hard hats, goggles, gloves etc) that shall comply with the relevant British Standard and be in good working order. Compliance with the Personal Protective Equipment Regulations shall be strictly adhered to.
- Any substances and/or processes subject to the COSHH Regulations must have been fully assessed as required under the Regulations. Copies of assessments must be available on request. You must not bring onto site or use any chemicals without authorisation from the Estates Project Manager or Supervising Officer.
- You are reminded that any electrical appliances, test equipment brought onto site must be tested and calibrated.

Drawings and Identification of Services

- On completion of the works drawings and maintenance manuals must be made available as required by the contract documentation.
- All alterations or additions to services must be correctly identified according to the appropriate BS publication.

Electricity

- All electrical equipment is to be suitably tested and marked as required under the **Electricity at Work Regulations 1989 and BS 7671.**

- Do not carry out any electrical isolation or reinstatement of electrical equipment without permission from the Estates Project Manager or Supervising Officer.

Gas

- Before carrying out any work on mains gas appliances or gas systems you must produce your valid Gas Safe registration card to the Estates Project Manager or Supervising Officer who will take a copy for our records.
- Reports are to be issued for all works.

Access and Barriers

- Ensure that barriers and signs are placed around the working areas where appropriate and that they are removed upon completion of the work
- Barrier nursing procedures are sometimes in place on wards where there are infectious cases in isolation rooms. To assist in the control of infection washing of hands is essential when entering and leaving a ward or department.
- You must not restrict the movement of patients. Corridors and doorways must remain clear to allow access for patient's trolleys, beds etc. Be aware that many patients and users of the site are frail, distressed or disorientated or have poor sight.
- Access keys will be available from the Estates Department and must be signed out and returned at the end of day unless authorised.
- **There will be a £25.00 charge to the Contractor for each key, if not returned.**

Accidents

- All accidents, near misses and hazards must be reported to the Estates Project Manager or Supervising Officer, Site Operations and Maintenance Manager and local Clinical Manager. All of which must be recorded in the Accident Report book.
- An Accident Report Book is kept in the Estates Services Office and the Local Clinical Managers office.
- In the event of a needle stick injury you are advised to report to the nearest Accident and Emergency Department/Minor Injuries Unit immediately and it must be reported by the completion of an Accident Form.
- In the event of accidental chemical spillage the Estates Project Manager or Supervising Officer and Site Operations and Maintenance Manager must be contacted immediately.

Health

- If you become unwell before starting at the site or develop this whilst at the site this must be reported to the Estates Project Manager or Supervising Officer. Do not attend site particularly if suffering from stomach upsets etc.

GENERAL SITE FACILITIES

The contract staffs are to treat the Organisation's buildings, facilities and furniture with respect and should observe the following guidelines.

Telephones

- The use of Mobile phones is not permitted in the building and must be switched off. Payphones are available in the main Hospital entrance area.

Catering

- Contract staff may use where provided the restaurant, catering and vending facilities. When using the catering facilities, clean clothing must be worn. Access will be denied to anyone wearing soiled working clothes and footwear.

Toilets

- Public toilets are available; these must be kept clean and tidy.

GENERAL SITE RESTRICTIONS

The Contractor's attention is drawn to the importance of ensuring that all work that is undertaken is executed with the minimum of disruption to the Organisation's normal business operations.

The Contractor should also note that the following general restrictions apply:-

Eating, Drinking and Smoking

- Food and drink is not to be consumed in work areas.
- Smoking is not permitted in the Organisation's buildings or sites at any time.

Radios and Cameras

- The playing of radios or listening to music is not permitted.
- Cameras are not permitted on the Organisation's premises without the express authority of the Organisation's representative.
- The use of handheld communications radios must not be used unless authorised by the Estates Project Manager or Supervising Officer.

Use of Powered Tools and Dirty/Dusty Work

- The contractor's staffs are to minimise the effects of dirty and dusty working. A suitable vacuum cleaner must be used to minimise the spread of dust. Where specific precautions are required these will be detailed in the work specification.
- The use of percussive tools is restricted within the Organisation's buildings. Prior permission is to be obtained from the Estates Project Manager or Supervising Officer. All electric hand tools must be low voltage and suppressed to prevent electronic interference to hospital equipment.

Noise

- Patients sleep during the day as well as at night and where possible noise should be kept to a minimal level. If you are asked to stop work please report this immediately to the Estates Project Manager or Supervising Officer.

- If you are aware that your work will be noisy please contact the Estates Project Manager or Supervising Officer.

Parking and Speed Limits

- Parking is strictly restricted to the car parks unless otherwise agreed with the Estates Project Manager or Supervising Officer. Unloading and loading is permitted. The Estates Project Manager or Supervising Officer must be informed of large loading/unloading activities which could restrict traffic flow, where this is the case 5 days notice to the local Clinical Manager and Site Operations and Maintenance Manager is required.

Be aware that unauthorised parking may be subjected to clamping.

NB There is a 5 mph speed limit on ALL sites.

CONDUCT AND BEHAVIOUR

The contractor is to ensure the good conduct of all contract staff during their attendance on Site.

General

- All contract staff are to behave in a responsible manner at all times. Foul language and shouting is strictly prohibited.

Dress Code

- All dress is to be neat and tidy in accordance with the Organisation's business environment.
- Clean overalls or uniform are to be worn at all times. All Contract staff are required to give a professional image to the Hospital visitors and staff

Alcohol

- The consumption of alcohol on the premises is prohibited.

CONFIDENTIALITY

General

The Contractor's personnel are to abide by the terms of the confidentiality agreement set out below.

Confidentiality Agreement

I confirm that during my employment I will observe the strictest confidentiality regarding all matters which may come to my notice concerning the affairs, interests or transactions of CFT, NHS KCCG and CHESS and any clients or other persons connected with the Organisation and I undertake not to divulge any such matters at any time unless properly authorised to do so.

The obligations of the Agreement shall remain binding notwithstanding the completion or termination for whatever reason of the Contractor's employment under the contract.

SUPERVISING OFFICER FOR THIS CONTRACT:

CONTACT TELEPHONE NUMBER:

If this person is not available in an emergency in normal working hours (0800 - 1600 Monday to Friday), telephone the Estates Office at the Royal Cornwall Hospital 01872 253400 for advice.

ACKNOWLEDGEMENT

Acknowledgement Form

I acknowledge receipt of a copy of

**“Information and Guidelines for Contractors”
dated**

I have read the guidelines and have had them fully explained to me and I understand that compliance with them is a precondition for permission to work on the CFT and NHS KCCG NHS Organisation sites.

NAME
(BLOCK CAPITALS PLEASE)

COMPANY

DATE

SIGNATURE

This page should be signed by all contract staff, and returned to the Estates Services Office before commencing any works on Site.