



Lilyford

POLICIES & PROCEDURES

**SAFETY REQUIREMENTS FOR
CONTRACTORS ON SITE**

1 Introduction

- 1.1 All contractors are required to comply with Lilyford's Contractor Controls Procedure.
- 1.2 The Contractor's management and supervisory staff must ensure this information is brought to the notice of their employees including any employees of sub-contractors.
- 1.3 If there is any doubt or misunderstanding about the contents of this agreement, the Contractor must approach the Company for clarification before proceeding with the work.

2 Terms Used

- 2.1 "Lilyford" refers to Lilyford Homes Ltd or any of its constituent parts.
- 2.2 "The Company" refers to Lilyford Homes Ltd or any of its constituent parts.
- 2.3 "The Contractor" refers to contractors, sub-contractors, engineers and self-employed persons working under a contract on premises owned or occupied by the Company.
- 2.4 Each Contractor has the responsibility for ensuring that his employees understand and comply with the relevant health and safety procedures detailed in this agreement.

3 Legal Obligations

- 3.1 The Contractor must comply with the legal duties detailed in the Health and Safety at Work etc. Act and such subordinate legislation or codes relating to the work such as regulations covering these subjects (this list is non-exhaustive):
 - Construction
 - Management of health and safety
 - Workplaces
 - Work equipment
 - Personal protective equipment
 - Manual handling
 - Noise
 - Electricity Welding
 - Pressure systems
 - First aid
 - Etc.
- 3.2 The Contractor shall, adhere to these guidelines, and provide additional information as required.
- 3.3 Lilyford shall have the right to require the Contractor on receipt of verbal instruction supported by notice in writing at a later date, to remove any of his employees who have failed to comply with such provisions of Statutory Regulations, Approved Code(s) of Practice and Lilyford's policies and procedures.

4 Contractual Obligations

We require the Contractor to:

- 4.1 Provide the Company with proof of Public Liability Insurance cover up to the required limit.
- 4.2 Ensure all construction equipment brought onto site and any plant, machinery and ancillary equipment which he installs, complies fully with the regulations described in 3.1 above and any relevant European Product Directives and appropriate European and British Standards.
- 4.3 The Company retains the right to stop any activity or the use of any equipment which it considers exposes employees or others to risk of injury or ill health. The Company will not accept responsibility for any increase in cost arising out of such action.
- 4.4 The Contractor and its employees must obey any written or verbal instructions on health and safety given by appropriate Company representatives.

The rules and procedures described in this document do not relieve the Contractor from their general legal or contractual obligations.

5 Health and Safety Documentation

5.1 The Contractor shall provide the following information to the Company if appropriate:

- Health and Safety Policy
- Risk Assessment(s) on which the policy is based
- Risk Assessment, Safe Working Procedure or specific method statement relating to the work that will be carried out.

5.2 Conversely, the Contractor will be informed about any risks relating to the area in which the work is to be carried out.

5.3 Each operative will provide Lilyford with relevant 'Proof of Competence and Training' certificates before work commences.

6 Authority to Proceed

6.1 There are certain activities, which require written authority from the Company before proceeding with the work. Where Contractors work for the Company on a regular basis this can be done annually provided it covers the activities listed. These are summarised below and the Contractor must read each section carefully before commencing the operations and activities.

- Cartridge operated fixing tools
- Confined spaces
- Cranes
- Erection, dismantling and demolition
- Fire prevention
- First aid and welfare
- Ground penetration
- Gas and oxygen
- Highly flammable liquids
- Plant, equipment and energy sources
- Welding

7 Security (inc. access to and exit from site and place of work)

7.1 Access

7.1.1 On initial arrival employees of Contractors must report to Reception and sign in the Visitors Book. If a visitors badge is handed out it must be worn whilst on site. Please also remember to sign out and return the visitors badge (if applicable) upon leaving the site.

7.1.2 Contractors must ensure their employees use the proper access provided, e.g. walkways, paths, stairs, etc., when going to and from their place of work, and must keep clear of those areas not directly connected with their work. Contractors must not interfere with, impede or misuse access provided by the Company.

7.2 Site Entry:

- The responsible manager, reserves the right to search all personnel, vehicles, containers or goods before entry to or exit from the site should this be required.

7.3 Site Exit:

- All persons leaving the site must sign out prior to leaving.
- Property or scrap belonging to Lilyford must not be removed from site without proper authorisation. Permission can be obtained from the commissioning manager.

8 Site Health and Safety Procedures

8.1 Facilities Available for Contractors Use

- The Contractor must agree which of the site's facilities are to be made available to them with the relevant Manager. The site standards must be adhered to. If the Contractor provides all facilities for the health, safety and welfare of their employees' good housekeeping as determined by the site rules must be adhered to.
- Contractors, subcontractors and their respective employees are asked to eat and/or drink only in those areas defined for that purpose.

- When using site facilities, the site standards for behaviour and dress must be adhered to.
- Contractors shall provide all necessary first aid and welfare facilities for their employees as required by the Health and Safety (First Aid) and Construction (Health and Welfare) Regulations.
- This will necessitate providing and maintaining separate washing and toilet facilities together with suitable accommodation for meals and drying/changing clothes.
- The Company may allow Contractors to share existing facilities provided the facility can adequately accommodate the additional numbers involved.
- All operatives will observe site signage.

8.2 Demolition, Dismantling, Erection of Structures

- No demolition, dismantling or erection of any structure must commence until the Contractor has obtained written permission from the Company, and provided a suitable written safe system of work in accordance with HSE Guidance Note GS28 or 29, parts 1, 2, 3 and 4.

8.3 Plant, Equipment and Energy Sources

- Contractors will not be allowed to operate any equipment including plant and machinery or use energy sources (gas, compressed air, electricity, etc.) belonging to the Company unless written permission has been given by an authorised Company representative.
- It is the responsibility of the Contractor to ensure that any Company equipment and energy source provided is used safely and that defects are reported as soon as possible.
- Contractors must ensure tools and equipment connected to energy source are compatible, e.g. pressure, voltage, etc., and safe for their intended use and must ensure their employees are properly trained and competent to connect and safely use the equipment provided.

8.4 Ground Penetration

- No ground penetration shall commence unless written permission has been obtained from the Company representative. Buried services should be obtained and made safe before commencing work.
- Where 'live' services may be present, hand excavation should be carried out until the location of the service has been clearly identified.
- Contractors must erect suitable edge protection around excavations or openings. Excavations, openings or obstructions near or on roadways and walkways must be clearly identified by a sufficient number of barriers, cones, warning signs, lamps, etc., particularly during the hours of darkness.

All ground penetration work must be carried out in accordance with the Construction Regulations.

8.5 Protective Equipment

- Protective clothing and equipment required under Statute Law or Approved Code(s) of Practice for the particular work being undertaken, e.g. safety helmets, ear defenders, safety footwear and eye protection, must be provided by the Contractor and worn or used by their employees/sub-contractors. Lilyford reserves the right to specify additional or alternative protection to that normally used. Anyone refusing to accept these requirements may be asked to leave the site to ensure the safety of all other employees.

8.6 Fire Protection

- There is a strict no smoking policy within the building(s). Persons found in violation of this rule may be asked to leave the site.
- Fire extinguishing equipment is available on site, however, should it prove necessary to use any of this media, the site contact must be advised, who will ensure that the extinguisher is replaced.
- The contractor and his employees or sub-contractors will be aware of the evacuation procedures in case of an emergency and follow any directions given by our personnel at this time.
- Any work which requires the disconnection of part or all of the site fire alarm system, must be advised to the maintenance department.
- Contractors site huts (if required) must be kept at least 10 metres from any building or external combustible store.

- Contractors must take adequate fire precautions when carrying out work, particularly where hot work is involved, e.g. burning, welding, grinding, etc.
- For welding, when required to work on equipment or systems that are coded systems, the Contractor must produce evidence of Certification to the required standard for each operative carrying out the work. **All welding must cease 1 hour before the end of the last shift worked each day.**
- Contractors must ensure their employees clearly understand and implement satisfactory fire precautions and the correct hot work conditions including any associated fire procedures such as location and use of fire equipment, evacuation procedures, etc. **All hot work must cease 1 hour before the end of the last shift worked each day.**
- Fire doors, extinguishers, hose reels, hydrants and escape routes must be kept clear at all times.

8.7 Control of Substances Hazardous to Health (COSHH)

- Contractors will be expected to comply with the requirements of the COSHH regulations.
- It is also essential for the Contractor to provide their employees with adequate information, instruction and training on the hazards and corresponding precautions relating to the use of hazardous substances and must ensure these precautions are effectively implemented.
- Flammable liquids and liquefied petroleum gases must not be brought onto the site without the prior written permission of the commissioning manager. All such materials shall be stored and used in accordance with current statutory obligations.
- Contractors must implement the following general precautions:
 - Replace lids on containers when not in use
 - Remove empty containers and dispose of them safely and in accordance with current legislation
 - Ensure the 'No Smoking Policy' is vigorously applied
 - Provide suitable extinguishers near to the work
 - Ensure flammable liquids are not discharged into drains
- A complete list of all hazardous substances (as defined by the COSHH Regulations) intended to be used on the site, with the quantities and hazards of each defined, must be supplied to the commissioning manager. Lilyford reserve the right to require additional protection at Contractors cost.
- At all times all materials, whether hazardous or not, must be stored correctly and labelled appropriately.
- COSHH data will be made available on all occasions necessary, for Contractors information.

8.8 Gas and Oxygen Equipment

- Contractors gas and oxygen equipment brought onto our Company's premises must comply with and be maintained to the relevant statutory requirement/standards. In the case of gas cutting equipment, flash back arrestors must be used.
- Portable cylinders must be safely stored in a separate enclosure designed for this purpose or in the Company's liquefied petroleum gas (LPG) store, provided there has been prior agreement to use this facility. Under no circumstances must LPG or oxygen cylinder stores be erected without prior written permission from the Company.
- Gas equipment, including hoses, must not obstruct roadways, walkways or other means of access. Hoses not in use should be coiled up and stored safely.
- Cylinders must never be placed in confined spaces. At the end of each working period, isolation valves must be closed and hoses disconnected where possible. The correct procedure must be followed when using gas or oxygen equipment in confined or semi confined spaces.

8.9 Use of Lilyford's Equipment

- Equipment belonging to our Company is not to be used or interfered with, in any way without prior authorisation by the commissioning manager.
- Connections must not be made to the site services distribution systems, e.g. compressed air, water, electricity or fire alarm without the written permission of the maintenance department. This permission will be withheld if the equipment intended to be connected to such services does not conform to Statutory Regulations of Codes of Practice and/or our Company's requirements.
- All written permission issued in accordance with the above shall be produced for inspection by Lilyford's management if requested.

- Any connection/disconnection which may affect the computer system must be agreed in writing in advance with the person responsible for I.T.

8.10 Equipment Supplied by Contractor (including cranes and other lifting equipment)

- All tools and equipment shall conform to and be tested in accordance with Statutory Regulations, or Approved Code(s) of Practice. Lilyford shall have the right to inspect and reject equipment considered unsuitable at no extra contract price. Certificates of conformity must be produced on request.
- Where portable equipment and tools are being used these shall be 110-volt type, or air operated equipment. Mains voltage (240 volts) may only be used when a residual current breaker is fitted. The Contractor shall provide the necessary transformers which must be 240/110V winding provided with an earthed centre-tap and will ensure that appropriately protected cabling is used with such equipment and tools.
- Lifting or hauling tackle, wrenches, ropes, etc., are not to be attached to any plant, equipment, pipework or building without written permission of the relevant manager. All such tackle must be registered and have a current test certificate (made readily available) where appropriate. Equipment must be properly marked with an identity number and safe working load.
- Contractors must ensure that any of their employees permitted to change abrasive wheels, have received appropriate training and are appointed in writing to carry out this work.
- Contractors who bring cartridge operated fixing tools onto the premises must produce a suitable written safe system of work for the use and storage of this equipment on site. The written system shall detail authorised users, storage arrangements, control measures for the issue and return of the equipment, limitations of the type of work undertaken, and safety precautions during use.
- The use of equipment which will expose either contractors' employees or Lilyford's employees to noise levels in excess of 80 dB(A) must be agreed with our commissioning manager prior to commencing work and adequate protective measures taken.
- Adequate guarding, extraction, shielding, etc., in accordance with Statutory Regulations or Approved Codes of Practice shall be provided.
- All cranes brought onto site, whether owned by the contractor or hired, must carry relevant test certificates, thorough examination reports, and manufacturer's handbook.
- Only persons who are competent and authorised will be permitted to operate cranes. If necessary, the Contractor must prove to the satisfaction of the Company that such employees can operate cranes safely.
- Travel routes for cranes and crane standing must be agreed with the Company to avoid potential danger from overhead lines and structures, underground services, soft ground, etc.
- Similarly, work must not be undertaken on or near overhead cranes without authority from the Company and in such cases the work must be done in accordance with Section 27 of the Factories Act and any other relevant legislation.

8.11 Electricity

- Contractors authorised to work on electrical equipment must comply with all aspects of the Electricity at Work Regulations and supporting guidance. Please also see section on Permits to Work.

Note: All equipment must be treated as "live" unless isolated and clearly marked accordingly.

- Repair or installation of any electrical equipment must only be carried out by competent personnel. Evidence of such competence will be required.
- During work on electrical apparatus, proper account should be taken of the Electricity at Work Regulations and other relevant publications.

8.12 Permits to Work System

- Permits to work are required for working at height, working with electricity, roof work, confined spaces and hot work.
- Hot work will require certain conditions to be met before commencing work. The permit conditions must be strictly adhered to during the course of the work. Hot work includes any activity which generates heat, e.g. grinding, burning, welding, tar boilers, blowlamps, etc.

8.13 Working at Height

- Contractors who provide their own means of access must ensure that all equipment used meets the required standard and in addition, is properly maintained. All work at height will be completed under permit to work conditions.
- Scaffolding must only be erected or dismantled by suitably trained and qualified scaffolders.
- Openings created in roofs, floors or other areas where persons could fall must be properly protected with covers or guard rails.
- Where material may fall, effective steps must be taken to erect suitable barriers and to warn people below about the danger.
- Contractors working on roofs must check for fragile material before commencing work. Suitable edge protection must be provided where appropriate on every roof where persons can fall and on pitched roofs, suitable crawling boards must be used as part of the Contractor's safe system of work.
- Contractors must not work above open chests, tanks or similar vessels containing liquid or other substances where a fall could lead to asphyxiation or drowning unless suitable precautions have been taken to prevent this.

Harnesses

- A safety harness should be worn and secured to a suitable anchor point when it is not possible to provide a safe place of work at height.
- Safety harnesses must comply with appropriate standards and be properly maintained and regularly inspected. Records of examinations must be kept readily available on site and contractors using this equipment must ensure it is worn and connected at all times.
- Any uncertainty about the suitability of securing a harness to an existing structure should be discussed with the Company before proceeding with the work.

8.14 Housekeeping and Disposal of Materials

- Contractors must keep their work areas tidy and not allow rubbish or scrap to accumulate. If storage is necessary for material or waste, the Company must be consulted so that, if appropriate, an area can be allocated for this purpose.
- Combustible waste must be removed from the premises frequently to minimise the risk of fire. Material should be stored safely, clear of access ways and fire routes.
- Material must not be thrown from height. If material has to be transferred from one level to another, proper arrangement must be made using skips, waste chutes or other proper transfer systems.
- All materials brought on the site and subsequently residual to the work, remain the property of the Contractor (unless already paid for by Lilyford) and must be disposed of by the Contractor, unless specific agreement is given in writing by the commissioning manager to use the sites' disposal facilities.
- The disposal of all wastes and effluent generated by the contractor is the responsibility of the Contractor to remove from the site in accordance with current legislation.
- For disposal of hazardous products, all disposal details, including authorised carrier, disposal site and method are to be supplied to Lilyford for their records.

8.15 Spills and Leaks

- Contractors must take all reasonable steps to prevent spillages and leaks. Any which do occur must be dealt with immediately, every effort being made to contain any material involved.

8.16 Accidents and Dangerous Occurrences

- Contractors must ensure their employees report all injuries, as soon as possible, by recording details in the Company's Accident Book.
- The Contractor is responsible for notifying the H.S.E. of any injury, disease or dangerous occurrence on Lilyford's property as per RIDDOR Regulations.
- All reportable accidents or dangerous occurrences must be notified to the commissioning manager.
- The Contractor must nominate a competent person to have specific responsibility for all matters relating to safety. This person will liaise with the commissioning manager on all matters as required.
- The competent person should effectively monitor from time to time the Contractor's activities. Ensuring suitable health and safety precautions are properly implemented and that employees receive adequate information, instruction and training to understand the dangers and corresponding safeguards associated with the work.

8.17 Occupational Health and Hygiene

- The Contractor shall ensure that all employees are medically fit to carry out their duties on the site.
- Lilyford reserves the right to eject from the site, any contractors' employees considered to be acting under the influence of alcohol or drugs, etc. The Contractor shall provide Lilyford with assessments of potential health hazards for their workers on the site conducted in accordance with the COSHH Regulations.

8.18 Noise

- Contractors must implement suitable precautions to eliminate or control noise from plant and equipment brought onto site and must advise the Company about noise above the statutory action levels so that persons who may be affected can be properly protected. Contractors must also comply with their legal duty under the Noise at Work Regulations.
- If applicable, signs identifying noisy areas will be displayed and Contractors must ensure their employees who work in these areas wear suitable hearing protection.

8.19 Vehicles Under Power

- Contractors are not permitted to drive any type of vehicle other than delivery trucks and vans on Company premises unless they have been specially selected, adequately trained and authorised in writing. Contractors must provide the Company with written evidence of competency prior to allowing their employee to drive on Company premises.
- Contractors must ensure:
 - Drivers always observe speed limits and give way to pedestrians and internal transport
 - Passengers are not carried on vehicles unless a proper seat and restraint has been provided for this purpose.
 - Personnel do not get on or off vehicles while in motion.
 - Vehicle loads are within safe limits, properly secured, and do not project beyond the vehicle body unless suitable precautions have been taken to avoid striking pedestrians, adjacent structures or other vehicles.
- Contractors must not bring vehicles onto Company premises unless they are roadworthy and conform to current legal requirements.
- Vehicles supplied by Contractors must be properly maintained in accordance with the manufacturer's recommendations. Internal roadways must be kept clear except where permission has been given to load or unload. In such circumstances, the driver must remain with the vehicle in case it has to be moved in an emergency. Trailers may be uncoupled and parked in designated areas.

8.20 Record Keeping

- All records shall be kept in an easily retrievable management system for 3 years unless otherwise specified in current legislation.
- All records pertaining to work undertaken on the behalf of Lilyford will be made available upon request.

The Contractor shall provide one copy of any drawings, manuals etc. as required for the files.

8.21 Safety Induction Training

- On site induction training will be required, in all instances, the level being determined by Lilyford's responsible Manager.

8.22 Long Term Contractors/Facilities Management Services

- All contractors who provide an ongoing service(s) to Lilyford are defined as long term contractors/facilities management services.
- They will be subject to the terms and conditions of these guidelines in all respects.

- Lilyford will ensure that all appropriate risk assessments are made available to the contractor as required.
- An induction training package will be provided to all new Long Term Contractors, for the purpose of training all of their staff who will be employed on site.
- Contractors must liaise with the person managing their contract for Permit to Work instructions.

8.23 Approved Contractors List

- Only those contractors who agree to the above terms and conditions will be included on Lilyford's approved contractors list