

POLICY/PROCEDURE CONTROL SHEET

<u>Policy/Procedure Title</u>	The Management of Health and Safety for Contractors Policy		
<u>Sponsoring Director:</u>	Chief Operating Officer – Mr D Peverelle		
<u>Implementation Lead:</u>	Deputy Director of Estates & Facilities – Mr J Rhodes		
<u>Impact:</u>	(a) <i>To patients</i> (b) <i>To staff</i> (c) <i>Financial</i> (d) <i>Other</i>		
<u>Additional Costs:</u>	(a) <i>Training:</i>	<i>Budget:</i>	<i>Lead</i> <i>R/NR</i>
	(b) <i>Implementation:</i>	<i>Budget</i>	<i>Lead</i> <i>R/NR</i>
	(c) <i>Capital</i>	<i>Budget</i>	<i>Lead</i> <i>R/NR</i>
	(d) <i>Other</i>	<i>Budget:</i>	<i>Lead</i> <i>R/NR</i>
<u>Training implications:</u>			
<u>Date of consultation at:</u>	<i>Trust Board</i>	
	<i>Executive Team:</i>	
	<i>Non-Clinical Governance & Risk Committee:</i>	
	<i>JNCC:</i>	
	<i>Infection Control Committee:</i>	
	<i>Health & Safety Committee:</i>	✓ 3 rd June 2008	
	<i>Reviewed:</i>	✓ 1 st June 2010	
<u>Alignment</u>	<i>HR</i>	
	<i>Strategic Direction</i>	
	<i>Board Assurance</i>	
	<i>Clinical Governance</i>	
<u>Date of Final Version:</u>	3 rd June 2008		
<u>Implementation Date:</u>	3 rd June 2008		
<u>Date of last review:</u>	June 2010		
<u>Date of next review:</u>	June 2012		
<u>Circulation Date:</u>	June 2010		
<u>Circulated Staff:</u>		Yes	No
	<i>Directors:</i>	✓	
	<i>Clinical Directors</i>	✓	
	<i>Medical Staff Committee/SMSF</i>	✓	
	<i>Patient Service Managers</i>	✓	
	<i>General Managers</i>	✓	
	<i>H&S Committee Members</i>	✓	
	<i>Heads of Department</i>	✓	

**The Management of Health and Safety
for Contractors Policy**

June 2008

Sponsoring Director: Chief Operating Officer

CONTENTS

	Page
1. STATEMENT OF INTENT.....	4
2. INTRODUCTION.....	4
3. IMPLEMENTATION.....	4
4. MANAGEMENT ARRANGEMENTS.....	4
4.1 Responsibilities of the Chief Executive and Trust Board of Directors.....	4
4.2 Responsibilities of the Chief Operating Officer.....	5
4.3 Responsibilities of Directors.....	5
4.4 Responsibilities of Managers Managing a Contract.....	5
4.4.1 <i>Identify the Job</i>	5
4.4.2 <i>Selection of a Suitable Contractor</i>	6
4.4.3 <i>Selection of Suitable Sub-Contractors</i>	7
4.4.4 <i>Assess the Risks of the Work</i>	7
4.4.5 <i>Provide Information, Instruction and Training</i>	7
4.4.6 <i>Co-operation and Co-ordination</i>	7
4.4.7 <i>Consulting the Workforce</i>	7
4.4.8 <i>Management and Supervision</i>	8
4.5 Responsibilities of Employees/Volunteers.....	9
5. HEALTH AND SAFETY LAW.....	9
APPENDIX A HEALTH AND SAFETY QUESTIONNAIRE FOR POTENTIAL CONTRACTORS.....	10
APPENDIX B SELECTING A SUITABLE CONTRACTOR.....	12
APPENDIX C 5 STEPS TO MANAGING CONTRACTS.....	13
APPENDIX D GENERAL SITE HEALTH AND SAFETY RULES FOR CONTRACTORS.....	15
APPENDIX E THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007 (CDM).....	21
APPENDIX F ESTATES DEPARTMENT PERMISSION FOR CONTRACTOR TO ENTER PREMISES WITHIN THIS TRUST FORM.....	23

ABBREVIATIONS AND ACRONYMS

HSE	Health and Safety Executive
CDM	Construction Design Management

1. STATEMENT OF INTENT

Barnsley Hospital NHS Foundation Trust concentrates on its core business, drawing on external resources for a wide variety of tasks. The use of Contractors range from occasional work such as gardening, window cleaning, to regular work such as providing a security management system, cleaning service and catering service. In addition, there are requirements such as construction work projects and servicing and maintenance projects. It is therefore important that all Contractors are run effectively and efficiently so they have no adverse effect on staff, patients, visitors or anyone else using Trust premises.

2. INTRODUCTION

Work undertaken for the Trust by a Contractor should be covered by a civil or commercial contract. It is good practice for health and safety requirements to be written into such contracts. However, health and safety responsibilities are defined by criminal law and cannot be passed on from one party to another by a contract.

3. IMPLEMENTATION

In any Trust/Contractor relationship, both parties will have duties under Health and Safety Law. Similarly the Contractor will employ Sub-Contractors. The extent of responsibility for each party will depend on circumstances.

Therefore, Directors responsible for Contractors working in their Directorate must ensure that the Trust policy for managing Contractors is complied with.

Responsible persons for the contract must receive training in the management of Contractors.

The Trust must approach Contractor selection with care. It is not something to do casually. It could be said that since Contractors are not as familiar with the Healthcare Service as potential employees, selecting them needs even greater attention.

4. MANAGEMENT ARRANGEMENTS

4.1 Responsibilities of the Chief Executive and Trust Board of Directors

While the ultimate responsibility is vested in the Trust Board of Directors, executive responsibility is delegated to the Chief Executive for managing health and safety. Compliance with the policy will be achieved by: -

- Allocating appropriate resources to achieve reduction in risk, so far as is reasonably practicable
- Implementation of effective systematic identification and assessment of risk
- Implementation of effective control measures

- Implementation of effective monitoring of Contractors

The Trust's Health and Safety Committee and Health and Safety Governance Steering Group, which are sub-committees of the Trust Governance Committee is responsible for monitoring risk assessments and accident, incident reports for employees and Contractors.

4.2 Responsibilities of the Chief Operating Officer

The Chief Operating Officer is the director responsible for all Contractors employed by this Directorate and any work that comes under the Construction (Design and Management) Regulations 2007. He must ensure a competent CDM Co-ordinator is employed.

He/she will ensure that there are adequate Managers that are trained to enforce and monitor this policy.

He/she will ensure that there is an approved list of Contractors for use within the Estates and Facilities Directorate.

He/she will give annual assurance to the Chief Executive and the Trust Board of Directors that there is compliance with the policy.

4.3 Responsibilities of Directors

The responsibilities of Directors, who employs Contractors to work within their area of responsibility must comply with this policy.

If they are employing a Contractor, which works require the employment of a CDM Co-ordinator under the Construction (Design and Management) Regulations 2007, they must comply fully with appendix E of this policy.

He/she will ensure that there are adequate Managers that are trained to enforce and monitor this policy.

4.4 Responsibilities of Managers Managing a Contract

Action required to be taken by Manager: -

4.4.1 Identify the Job

The Manager needs to clearly identify all aspects of the work they want the Contractors to do including work falling within the preparation and completion phase. The level of risk will depend on the nature of the job. Whatever the risk, the Trust needs to consider the health and safety implications of the job they want doing including infection control. This will involve selecting someone suitable and training as required, how co-operation and co-ordination between all parties is achieved, how the workforce is to be consulted and the level of management and supervision required.

4.4.2 Selection of a Suitable Contractor

The Managers need to satisfy themselves that Contractors are competent (they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The Manager must make sure Contractors know and understand what performance is expected. They must be shown our procedures, permits to work, hot work permits, safe systems of work, health and safety policy statements and make sure they understand and will act in accordance with it.

To ensure and determine Contractors' competence, the Manager will ask prospective Contractors: -

- > Experience in type of work required to be done
- > Copy of their health and safety policies
- > Recent health and safety performance (number of accidents)
- > Qualifications and skills they have
- > Their selection procedure for Sub-Contractors
- > Their method statements (safe systems of work)
- > Health and safety training and supervision they provide
- > Their arrangement for consulting their workforce
- > If they have any independent assessments of their competence
- > If they are members of a relevant Trade or Professional Body
- > Whether their employees hold a 'passport' in health and safety training
- > Previous prosecution by the HSE/Local Authority/Fire Brigade
- > Previous Improvement or Prohibition Notices from the HSE/Fire Brigade
- > Qualification of their competent person in health and safety
- > Details of public liability insurance
- > See Trust health and safety questionnaire for Contractors (appendix A)

> See selecting a suitable Contractor (appendix B)

4.4.3 Selection of Suitable Sub-Contractors

The Manager should leave the selection of any Sub-Contractors to the Contractor. The Trust must ensure that a Contractor has an effective procedure for appraising the competency of the Sub-Contractor. The Trust recommends the Contractor to use the Trust health and safety questionnaire for Contractors in Appendix A of this document.

4.4.4 Assess the Risks of the Work

The Manager must already have a risk assessment for the work activities. The Contractor must assess the risk for the contracted work and then both parties must meet to consider those risks from each other's work that could affect the health and safety of the workforce, patients, visitors and anyone else. The Manager with the Contractor will agree the risk assessment for the contracted work and the preventative and protective steps that will apply when the work is in progress. If Sub-Contractors are involved, they should also be part of the discussion and agreement.

4.4.5 Provide Information, Instruction and Training

The Manager, Contractor and Sub-Contractor must provide their employees with information, instruction and training on anything which may affect their health and safety.

All parties must consider what information should be passed between them and agree appropriate ways in how it will be undertaken. They must exchange clear information about risks arising from their operations including relevant safety rules and procedures and procedures dealing with emergencies. This exchange of information should include details of any risks that other parties could not reasonably be expected to know about. The information must be specific to the work.

4.4.6 Co-operation and Co-ordination

There must be co-operation and co-ordination between all parties involved in the Trust, Contractor relationship to ensure the health and safety of all of the workforce and anyone else likely to be affected. The Trust shall set up liaison arrangements with all parties.

4.4.7 Consulting the Workforce

The Manager, Contractors and Sub-Contractors must consult their employees on health and safety matters. Consultation within the Trust employees must be through safety representatives appointed by the Trade Unions.

4.4.8 Management and Supervision

The Manager must decide what they need to do to effectively manage and supervise the work of Contractors. The more impact the Contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the Trust. In all circumstances, the Trust needs sufficient knowledge and expertise to manage and supervise the contracted work. It is essential that the nature of the Contractors exercised by the Trust is agreed before work starts.

An important part of this is the arrangements for the selection and control of any Sub-Contractors.

The Manager may need to agree with the Contractors how the work will be done and the precautions that will be taken. Again, the extent of the Trust's responsibilities will be determined by the impact that the Contractors work could have on patients, visitors and anyone likely to be affected. Relevant issues include: -

- > What equipment should or should not be worked on or used
- > Ensure Contractors are aware of any hazardous items or materials (e.g. cylinders, piped oxygen, asbestos)
- > Personal protective equipment to be used and who will provide it
- > Working procedures including any permits-to-work
- > The number of people to do the job
- > Reporting of accidents/incidents and safe keeping of records and plans

The Manager, Contractors and Sub-Contractors will monitor their health and safety performance. This means checking whether the risk assessment is up to date and that control measures are working. The level of monitoring will depend on the risks. The Manager will make periodic checks on the Contractor's performance to see if work is being done as agreed. Contractors and Sub-Contractors should carryout day-to-day checks to see that what should be done is being done.

Where health and safety requirements are not being met, the first step for the Manager and Contractor is to find out why and put matters right. If health and safety performance is not brought up to requirements, the Manager will need to stop the Contractor working on the job until requirement can be met.

4.5 Responsibilities of Employees/Volunteers

All employees/volunteers must: -

- Report unsafe practices or conditions to their Line Manager, who must notify the Department or Trust Manager responsible for the contract
- Complete the Trust accident/incident form.

5. HEALTH AND SAFETY LAW

There are a number of specific laws and regulations. Only the basic of the most relevant to working with Contractors are included here. If you manage Contractors for the Trust, you must be familiar with the requirements of the job undertaken (if applicable): -

Health and Safety at Work etc. Act 1974
Management of Health and Safety at Work Regulations 1999
Construction (Design and Management) Regulations 2007
Control of Substances Hazardous to Health Regulations 2002
Control of Noise at Work Regulations 2005
Control of Vibration at Work Regulations 2005
Working at Heights Regulations 2006
Regulatory Reform (Fire Safety) Order 2005
Control of Leads at Work Regulations 1998
Control of Asbestos at Work Regulations 2002
Personal Protective Equipment at Work Regulations 1992
Environment Protection Act 1990
Provision and Use of Work Equipment Regulations 1998
Health and Social Care Act 2008
Hazardous Waste Regulations 2005
Carriage of Dangerous Goods and Pressure Receptacles Regulations 2009

A full summary of key legislation can be found in appendix 1 of the Health Technical Memorandum 00: Best practice for healthcare engineering.

APPENDIX A

HEALTH AND SAFETY QUESTIONNAIRE FOR POTENTIAL CONTRACTORS

This health and safety questionnaire must be completed by all prospective Contractors who will be working on Trust premises. This is to assist the Trust in compiling with current legislation.

Contractors Name: _____

Address: _____

Contact Persons Name: _____ **Title:** _____

Contact Telephone Number: _____

Email Address: _____

1. Do you have a company's safety management structure? Yes / No
(if yes, please enclose copy)
2. Do you know who will have overall responsibility for health and safety whilst the work is being undertaken? Yes / No
(if yes, name person and give qualifications)
3. Will this person visit the Trust whilst the contract is undertaken? Yes / No
4. Do you know who will have the day-to-day responsibility for health and safety whilst the Contractor is working on our Trust? Yes / No
(if yes, name person)
5. Will you be using any Sub-Contractors for the job? Yes / No
(if yes, you must provide them with this questionnaire for their completion and must be returned with your documents)
6. Do you have a health and safety policy? Yes / No
(if yes, please enclose a copy)
7. Do you have public liability insurance? Yes / No
(if yes, please enclose a copy of the certificate)
8. Do you have copies of any risk assessments for the work to be carried out? Yes / No
(if yes, please enclose a copy of the risk assessment)

9. Do you have, where necessary, copies of method statements (safe systems of work) for the work to be carried out? (if yes, please enclose a copy) Yes / No
10. If specialist work is to be carried out, do you have training certificates of employees? (if yes, please enclose copies of certificates) Yes / No
11. Have you been previously prosecuted by the HSE, Local Authority or Fire Brigade? (if yes, please provide brief details) Yes / No
12. Have you previously received an Improvement or Prohibition Notice from the HSE or Fire Brigade? (if yes, please provide brief details) Yes / No
13. How many accidents to employees have occurred in the last 3 years?
14. How many accidents to employees were RIDDOR reported in the last 3 years?
15. How many incidents involving the Company were RIDDOR reported?
16. Do you consult with your employees on health and safety issues? (if yes, please enclose brief details on how this is undertaken) Yes / No
17. Do you have membership to a Trade or Professional Body? (if yes, please enclose details) Yes / No
18. Do you have any independent assessments of your competency? (if yes, please enclose details) Yes / No
19. If the nature of the job makes it necessary to request Criminal Records Bureau checks and references from previous clients, will you agree to this request? (if yes, please enclose details of previous contracts) Yes / No
20. Do your employees hold the 'passport' in health and safety training? Yes / No

FOR TRUST USE ONLY

Date Received: ___ / ___ / ___

Date Checked: ___ / ___ / ___

Name of responsible person who has checked the questionnaire and associate documents: _____

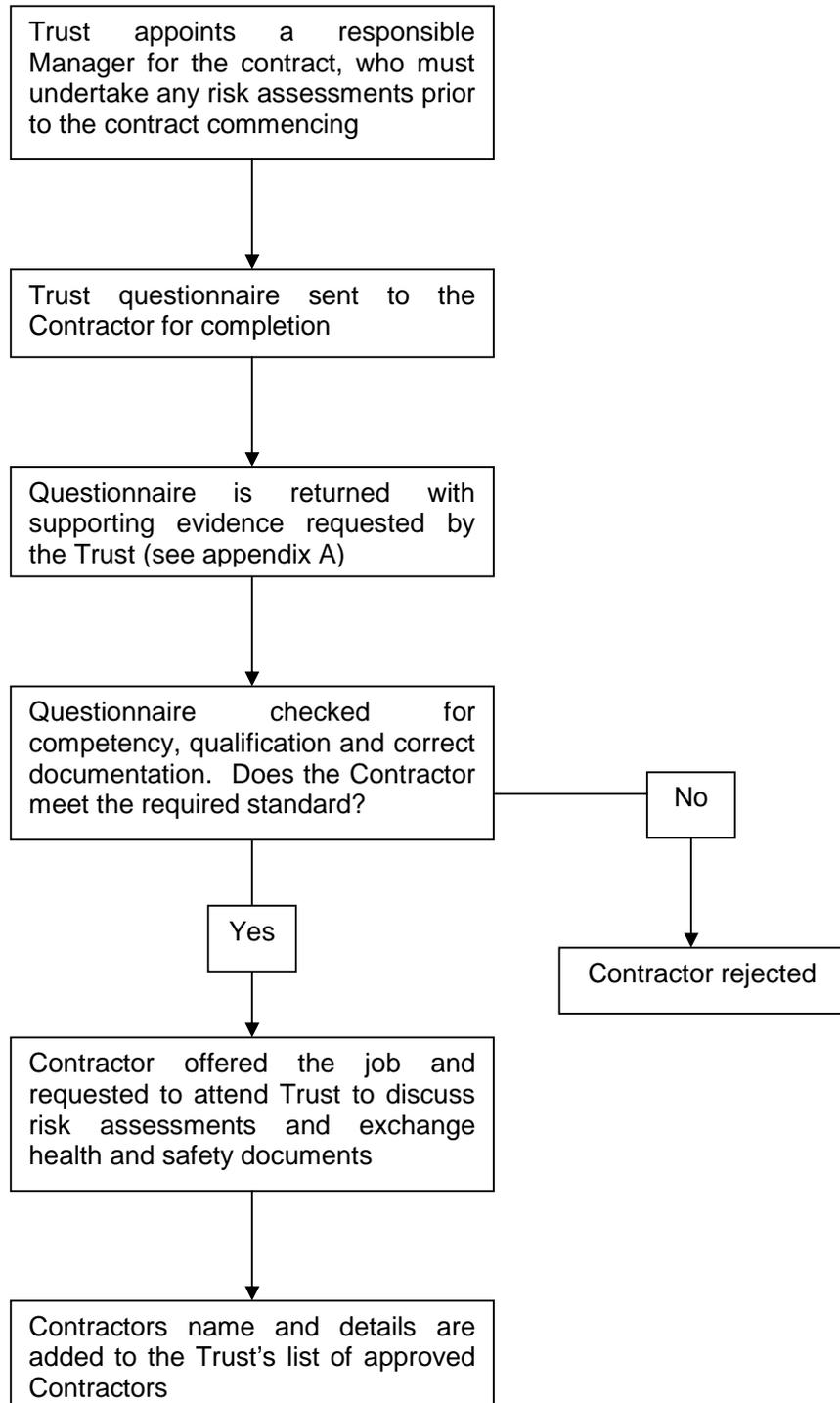
Signature: _____

Does the questionnaire and documents meet the requirement of the job to be undertaken? Yes / No

APPENDIX B

SELECTING A SUITABLE CONTRACTOR

(this does not apply to capital schemes)



APPENDIX C

5 STEPS TO MANAGING CONTRACTORS

Step 1 – Planning

- Define the job
- Undertake risk assessment: -
 - > Identify hazards
 - > Evaluate risks
 - > Eliminate and reduce risks
- Specify health and safety conditions

Step 2 – Choosing a Contractor

- What safety and technical competence is needed?
- Sent Trust questionnaire
- Get evidence from potential Contractor
- Check evidence
- Select Contractor
- Meet Contractor: -
 - > Go through information about job
 - > Give plans of work area
 - > Give Trust policies and procedures
 - > Request risk assessments for job
 - > Request method statements (safe systems of work) for job
- Will Sub-Contractors be used by Contract? If yes, how will health and safety be ensured?

Step 3 – Contractors Working on Site

- Parking arrangements for Contractors/employees vehicles
- All Contractors must sign in and out
- Name a site contact
- Reinforce health and safety and infection control information and site rules by induction training given by Trust competent person
- Check the job and allow work to begin

Step 4 – Keeping a Check

- Assess the degree of contact needed
- How is the job going: -
 - > As planned?
 - > Is the Contractor working safely as agreed?
 - > Any incidents/accidents?
 - > Any changes in personnel?
- Are any special arrangements required?

Step 5 – Reviewing the Work

- Review the job and Contractor: -
 - > How effective was your planning?
 - > How did the Contractor perform?
 - > How did the job go?
- Record the lessons

APPENDIX D

GENERAL SITE HEALTH AND SAFETY RULES FOR CONTRACTORS

All Contractor employees must adhere to these health and safety rules at all times whilst working on Trust premises. They will be issued to the Contractor prior to commencement of the contract: -

1. Parking of Company or Employee Vehicles

This will be agreed with the Contractor prior to the starting on site. Parking arrangements must adhere to the Trust Car Parking Policy and not be abused by Contractor employees.

2. On Arrival at the Trust

The Contractor employees must report to the Trust's responsible Manager for the contract or his/her Deputy. The names and contact number will be provided to the Contractor prior to start of contract. The Contractor employees must book in and book out on a daily basis.

The Contractor employees must report to the Trust Security office if outside normal working hours (Security office is located near main reception of the hospital) where the Contractor employees must book in and book out on a daily basis.

3. Identification of Contract Employees

The Contractor employees must obtain and wear the Trust security badge at all times whilst on Trust premises (issued by the Manager responsible for the contract).

The Contractor employees must all wear Company identity badges, which must indicate the Company and Employees name.

4. Dress Code

Construction Site

The Contractor employees must wear high visibility vests over jackets with the name of the Company prominently displayed on the front or back.

All other Contractors must wear Company uniform, if provided, with the name of the Company prominently displayed.

If working in a clinical area, the Contractor Employee must be 'bare below the elbow' unless it is a requirement of the risk assessment or safe system of work.

The Contractor employees are permitted to use the Trust restaurant. They must remove their overalls prior to entering the restaurant area and attend to personal hygiene (hand washing).

5. Trust No Smoking Policy

The Trust has a no smoking policy, which applies to all buildings and hospital grounds. All Contractor employees must adhere to this policy at all times. Breach of this policy will mean the employee being dismissed from site and not allowed to enter the Trust unless as a patient or visitor.

- 6. Induction Training (Trust Fire/Health and Safety)**
All Contractor employees must receive Trust fire/health and safety induction training and site health and safety rules. This must be given by a competent person and must be received by the Contractor employee before commencing work. It is only necessary to have the contractor inducted once on a twelve monthly period.
- 7. Mobile Phones**
Mobile phones may only be used in authorised areas. Areas which have been given over to Contractors, are deemed as authorised. Public phones are available within the Trust.
- 8. Authorised Access**
Contractor employees will only be given access to the area in which they are required to work. If the Contractor employees have to access a ward or medical area, they must contact the person in charge of the area prior to starting work.
- 9. Tools and Equipment**
Contractors must provide their employees with tools and equipment which are suitable and fit for the purpose and must comply with current legislation. (All electrical equipment must have a certificate of portable appliance test before use on Trust premises). 110V electrical/battery operated tools are preferred. If 240V tools are used they must be double insulated and RCD protected. No 240V extension cables are to be used on site. On no account should the Contractor use any Trust tools or equipment, this includes the use of Trust equipment for transporting goods/materials and tools across the site.
- 10. Personal Protective Equipment (PPE)**
If the risk assessment and method statement (safe system of work) states PPE must be worn, the PPE must be provided by the Contractor and the employees must ensure they wear correct PPE whilst working and it is properly maintained.
- 11. Noise**
The noise level when using work equipment and machinery should not exceed 80dB(A). If the Contractor suspects the noise level has been exceeded, they must contact the responsible Manager or Deputy, who must put in place control measures to protect employees, patients or visitors. If requiring advice, they should contact the Trust Non Clinical Risk Advisor.
- 12. Radios/CD Players/Walkmans etc.**
Radios, CD players, walkmans or similar equipment is not permitted to be used by Contractor employees whilst on Trust premises.
- 13. Waste Material**
It is the Contractor's responsibility to ensure the work area is kept clean and tidy. At the end of each day or on completion of the job, they must remove all rubbish, debris and unused materials from site. On no account must the Contractor use the Trust waste disposal system or recycling system. The Trusts waste co-ordinator will visit and inspect the site at the completion of the work to ensure that the contractor has left the site in a tidy and waste free manner, and that this is signed off prior to leaving site.

14. Fire Procedure

14.1 Suspecting or Discovering a Fire

If the Contractor employee suspects or discovers a fire, they must immediately break the nearest break glass call points (red break glass boxes on the wall at all final exits of wards and departments) and using an internal phone, if possible, dial 3333 to inform the Trust's Switchboard of a fire: -

- > The alarm will sound continuously
- > The Fire Brigade will automatically be called.

14.2 Fighting Fire

Do not tackle the fire unless you have been trained in the use of extinguishers and you are confident that you can bring the fire under control. If you do, make sure the fire alarm has been operated first.

14.3 Hearing the Fire Alarm Continuously

Contractor employees must switch off any appliances and leave the area. Go to a safe refuge behind two sets of fire doors or to the known fire assembly point for the area they are working in.

15. Fire Prevention

Fire exits and exit routes must not be obstructed at any time. Fire doors in corridors must not be wedged open or held open.

Combustible materials such as timber should be stored at least 6m away from any building.

Flammable and highly flammable liquids must be stored in metal cans with screw on caps, jerrican or other appropriate metal containers. The container must be kept in a lockable metal box (maximum 727 litres) or in a correct storage building.

Compressed gas cylinders must be kept away from sources of heat including direct sunlight. Contractor employees must be trained in the handling of cylinders. Storage of cylinders must be in a well ventilated, secure area outside of the building. Oxygen cylinders must be stored separately. Only cylinders required for the task must be brought into the building.

Internal combustion engines must be sited in the open in a well ventilated position at least 6m from any combustible materials. Appropriate fire fighting equipment must be provided.

Asphalt, bitumen, tar and pitch heaters must be carried out in a suitable vessel using bottled gas, sited in the open at least 6m from combustible material. Appropriate fire fighting equipment must be provided.

Blow lamps, blow torches, heat guns and electrical paint strippers must only be lit just before use. Must never be unattended and must not be used near combustible

materials or gas cylinders. Contractor employees must check whether a work permit or hot work permit is required before commencing work. The area must be inspected 30 minutes after cessation of job.

Electric, oxy-acetylene or similar welding or cutting equipment only competent trained Contractor employees are permitted to use this equipment. Regulators must be of a recognised standard. Colour code hoses must be used blue oxygen, red acetylene, orange propane. Non-return valves at blowpipe/torch inlet on both gas lines must be fitted. Fit flash back arrestors incorporating cut-off valves and flame arrestors must be

fitted to outlet of both gas regulators, must use crimped hose connections not jubilee clips, do not let oil or grease contaminate oxygen supply. Must ensure cylinders are in an upright position. Close cylinder valves when not in use. PPE must be worn.

ALL EMPLOYEES MUST FOLLOW PERMIT TO WORK SYSTEM.

Note: Before burning off metal work, check area for heat transfer due to conduction.

16. Alteration to Premises

Where it is proposed to alter the structure or the use of Trust premises common problems encountered are breaches in the Trust fire compartmentation. The Contractor must ensure if they breach any walls, floors or ceilings, they must be brought back to the required standard as early as possible in the contract and that the fire stopping is guaranteed.

If parts of the fire alarm system has to be de-activated during maintenance work or Contractor's work, this can only be permitted by the Estates and Facilities Management Team.

Should parts of the fire alarm system require to be isolated or removed, arrangements must be made with the Trust's fire alarm maintenance company and must be agreed before commencement of contract.

The Contractor must ensure a standalone fire alarm system is fitted to the Contractor's work area.

17. Permits to Work

A permit to work is an official document, which will be issued by the Trust responsible manager for the contract. It will clearly identify the job to be undertaken. It must be issued on the day of execution and must be signed by the Trust and Contractors authorised persons. Permit to work will be requested for: -

- Electrical safety or isolation
- Mechanical services disconnection
- Hot work
- Duct or voids access
- High risk plant rooms
- High voltage
- Confined spaces
- Isolation rooms, extract fans

- Essential services (fire alarm system, steam, gas, water, compressed air)
- Piped medical gases
- Working at height
- Removal of asbestos

These permits to work could require the input of Estates and Facilities Management Team.

18. Pollution Control

Contractor employees must not deposit any waste, chemical or other substances into drains without permission from the Trust Contract's Manager in the Estates and Facilities Department.

19. Asbestos

The Trust will comply with all current Asbestos Regulations, in particular HSG 264 and will provide the Contractor with location plan of asbestos within our premises, which Contractor employees must avoid. If the employee unexpectedly encounters asbestos or suspected asbestos material, they must stop work immediately and inform their Manager who will inform the Trust's responsible person for the contract and responsible person for asbestos management.

20. Privacy and Dignity of Patients

All Contractor employees must respect patient's privacy and dignity at all times. Therefore, they must not: -

- > Enter wards or departments without seeking permission from the ward or department Manager
- > Enter patient areas, which are screened off without receiving permission
- > Enter a patient's cubicle without receiving permission
- > Enter a lift, which is transporting a patient on a bed or trolley
- > Interrupt any consultations being undertaken in any ward or department

When working on site, Contractor employees must not take photographs. They must not discuss with any third parties any member of the public they may know who had had cause to visit the Trust whilst the employee has been working on Trust premises.

21. Infection Control

All Contractors must comply with the principles of infection control, including: -

- > Signing the infection control precaution sheet;
- > Wearing appropriate PPE depending on level of exposure to known or potential biological agents;
- > Risk assess the working environment and procedures relating to control and prevention of infection;
- > On no account should Contractors handle any needles or sharp implements found in the environment or deliberately handle or come into contact with bodily fluids that has not been risk assessed;
- > Before leaving any contaminated area, appropriate hand hygiene must be performed
- > On entry to any clinical area, hand hygiene must be performed

22. Control of Substances Hazardous to Health (COSHH)

The Contractor must inform the Trust of their intention of using any hazardous substance in their work prior to commencement of the contract. In such cases, the Contractor must supply the Trust responsible Manager for the contract hazard data sheets, COSHH assessments and up to date risk assessments for the job or process. Contractor employees must always adhere to the method statement (safe systems of work).

23. Site Supervision

The Contractor shall designate a member of staff responsible for ensuring that all safety rules that are applicable will be strictly complied with. The Trust responsible Manager for the contract will also be responsible for monitoring the contract.

24. Accidents, Incidents and Near Misses

All accidents, incidents and near misses must be reported by the Contractor employees to their Manager or Supervisor and complete the Company's accident book. The Manager or Supervisor must inform the Trust responsible Manager for the contract of any findings following a full investigation.

If necessary, the Contractor must make reports to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

25. Trust Health, Safety and Fire Manager

The Trust Health, Safety and Fire Manager is the Trust Non Clinical Risk Advisor, who can be contacted on bleep 123, extension 2465 or via the Switchboard on any advise required.

APPENDIX E

THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007 (CDM)

The key aim of the Regulations is to integrate health and safety into the management of a construction project and to encourage everyone involved to work together to: -

- > Improve the planning and management of projects from the start
- > Identify hazards early on so they can be eliminated or reduced at the design or planning stage and the remaining risks can be properly managed
- > Target effort where it can do most good in terms of health and safety
- > Discourage unnecessary bureaucracy.

The effort devoted to planning and managing health and safety should be in proportion to the risk and complexity associated with the project.

The Trust must comply with these Regulations and notify the Health and Safety Executive when the expected project is to: -

- > Last more than 30 working days; or
- > Involves more than 500 person days (e.g. 50 people working over 10 days)

Construction work means carrying out building, civil engineering or engineering construction work which includes: -

- > The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure
- > The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion
- > The assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure
- > The removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- > The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure

If any of the above criteria applies, the responsible Director, who will be the client (under the Regulations) must employ a competent CDM Co-ordinator as early as possible in the scheme.

APPENDIX F

ESTATES DEPARTMENT

PERMISSION FOR CONTRACTOR TO ENTER PREMISES WITHIN THIS TRUST FORM

Company Name: _____

Ref: _____

Booked in by: _____

Name of Service Engineer: _____

Estimated Date/Time on Site: _____

Key(s) Booked Out:

Key(s) Description: _____

Area(s): _____

BHNFT CONTACT: _____	EXT NO: _____	BLEEP NO: _____
-----------------------------	----------------------	------------------------

	Yes	No	N/A
A: A risk assessment is required before the above activity is carried out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B: A method statement will be required prior to commencement of the work and be signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1: Has the contractor signed in and been issued with an ID badge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2: Have personal facilities, canteen etc. been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3: Has work access been fully understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4: Is the work content fully understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5: Is the contractors PPE appropriate and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6: Are any permits necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7: Are there any services which require isolating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8: Has the contractor been notified of any special hazards, dust, asbestos, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9: Is the contractor aware of processes in the work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10: Is the work area to be cordoned-off and safety notices displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11: Has safe utility (water, electricity) been fully understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12: Has the importance of replacing ceiling tiles been fully explained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13: Are good housekeeping and workplace tidiness fully understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14: The contractor must sign for 'stoppage to work'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15: The contractor COSHH data sheets for the products to be used are on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16: Is the contractor aware of the fire policy document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17: Has the contractor been instructed in the safe management and disposal of waste and agreed to follow these rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18: Has the infection control precaution sheet been signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Booking In

Date/Time Booked In: _____

Company Signature: _____ BHNFT Signature: _____

Booking Out

Date/Time Booked Out: _____ Keys Returned (Y/N): _____

Company Signature: _____ BHNFT Signature: _____