

## SITE RULES FOR CONTRACTORS

### Introduction

These rules have been prepared to help contractors and their employees to work safely and to prevent accidents and injuries to themselves and to Charles Burrell Centre staff, tenants and visitors to site and risk to the environment from pathogens handled onsite. It also aims to assist contractors in complying with the Health and Safety at Work Act 1974 and any regulations and other statutory provisions. All contractors working on Centre premises must conform to these site rules. The site rules do not in any way relieve the contractors of their legal or contractual obligations. In any case of doubt regarding the application of the site rules, or in any way circumstances affecting safe working not covered by the site rules, advice should be sought from the contractor's Nominated Centre Contact, from whom additional copies of the site rules may be obtained and clarification given.

### Appointment of Contractors

The contractor must inform the Charles Burrell Centre of the intention to use subcontracted staff prior to work being undertaken. The contractor must ensure any sub-contracted staff conform to the requirements set out in this document and all other Centre Policies and SOP's that are relevant to the work being undertaken. It is the contractor's responsibility to ensure that anyone employed to work on their behalf fully understands and follows the standards set out in this document. The contractor must ensure that any such individuals are aware of the nature and scope of the work and that they are competent to undertake such work.

### Insurance Requirements

It is the policy of the Charles Burrell Centre to maintain a high standard of health and safety in all of its undertakings, as part of these procedures we require all Contractors carrying out work on our premises to comply with both statutory requirements and these rules. The Charles Burrell Centre insist that contractors working on any of our premises should have the following insurance in place as a minimum requirement:

- Employers Liability (minimum limit of £5 million is required by law)
- Public/Products Liability (with a minimum limit of £5 million)
- Contractors All Risks Insurance (where applicable) Copies of insurance details are required by the Estates and Facilities Department Office before contractors are allowed to work on site.

### Statutory Duties

Statutory Duties All contractors must carry out their works in accordance with the appropriate legislation. The following is not an exhaustive list of the legislation which may apply:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

- Workplace, (Health, Safety and Welfare) Regulations 1992
- Work at Height Regulations 2005 • Control of Asbestos Regulations 2012
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Electricity at Work Regulations 1989 (and IEE Code of Practice)
- Pressure Systems Safety Regulations 2000
- Specified Animal Pathogens Order 2008 (and site SAPO licence)

### **Planning Works**

The scope of work to be completed by the contractor should be clearly defined. Should there be any doubt as to the scope of work clarification should be sought from your Nominated Centre Contact prior to starting work. The contractor is required to provide relevant risk assessments and method statements for all jobs to be undertaken, these are to be submitted to their Nominated Centre Contact at least 5 days prior to work starting. A Safe System of Work is also required for activities which present a significant hazard and a more detailed assessment is required. It is the contractor's responsibility to ensure that a Safe System of Work is followed at all times. The Contractor shall ensure all of the contractors staff and any sub contracted staff have read the method statement and risk assessment before any work commences on site. If the contractor considers, at any stage, that work is necessary out of normal working hours early and clear notice of this must be provided to their Nominated Centre Contact for agreement of the arrangements. The following activities need authorisation, which maybe in the form of a formal permit to work, issued to the contractor from their Nominated Centre Contact:-

- Work at height;
- Entry into any confined space;
- Hot work i.e. work involving the potential of fire e.g. welding, cutting, grinding etc;
- The Erection and striking of scaffolds, fixed or Mobile;
- Work involving the use of highly flammable liquids or gases or the use of gas cylinders;

### **Work involving any excavation or creation of opening**

A proven and suitable method of scanning the ground for services must be undertaken prior to digging taking place and excavations must be shored if the ground is considered unstable. The excavation must be risk assessed on a continuous basis.

- Work involving the use of any toxic or carcinogenic substance, or larger volumes of any substance hazardous to health or where there is significant risk to health;
- Live electrical work;
- Work involving the removal of any safeguarding system from any machine or work equipment;
- Work involving or likely to involve the disturbance of asbestos;
- Work likely to involve high noise levels;
- Work involving mechanical lifting equipment;
- Work in any laboratory or laboratory area;
- Work in any restricted area;

### **Risk Management**



The contractor must ensure there are effective arrangements for safeguarding staff, tenants, sub-contractors, suppliers and visitors. This will include carrying out a suitable and sufficient risk assessment and if significant, a copy given to the Nominated Centre Contact. A sub-contractor must not sub-contract anything out without informing the original contractor.

### **Asbestos**

The Charles Burrell Centre has taken a number of steps to ensure that contractors will not accidentally disturb asbestos this includes: The labelling of Asbestos Containing Materials, in certain areas. An Asbestos Register in electronic and hard copy format, which is available for all contractors to review at either site. A signing procedure indicating the Asbestos register has been checked. However the possibility may arise where contractors accidentally disturb material they suspect to be asbestos. If this occurs then they should stop work immediately and inform their Nominated Centre Contact for further guidance before work can continue.

### **Dust**

The contractor must take all reasonable precautions to limit and contain dust when working inside buildings. In certain buildings, additional precautions must be taken; the Contractor must ensure they are aware of any specific or additional requirements prior to starting work, or if in doubt check with their Nominated Centre Contact.

### **Site Services**

Services such as electrical systems, compressed air systems, water, drainage, industrial gasses, air or ventilation systems, steam, air conditioning, BMS, fire alarm, air pressure alarm systems, access control systems must not be interrupted without the prior permission of the Nominated Centre Contact. This also includes work on containment barriers (eg walls). All work must be carried out to a programme agreed by the Chief Executive. Appropriate Regulations and Codes of Practice (especially for gas and electricity) must be followed. Use of live Centre services shall be allowed by the contractor only by prior written agreement from their Nominated Centre Contact.

### **Tools and Equipment**

All tools and equipment necessary for the contract will be provided by the contractor. Nothing shall be borrowed from the Centre unless there is written approval from their Nominated Centre Contact. The contractor's tools and equipment must be in good condition and appropriate for the job as described in the contractors method statement. It shall be the contractor's responsibility to ensure that all personnel who use any tools or equipment are adequately trained and competent, as detailed in the relevant risk assessment. The contractors tools and equipment must be kept secure at all times and not loaned to any Centre employees or tenants. The Centre accepts no responsibility for the safe keeping of or the loan or damage to, any tools or equipment of the contractor.

### **Ladders and other Access Equipment**

All such work must comply with standards laid down in the Working at Height Regulations 2005 and any current HSE Guidance Notes. Unsecured ladders should only be used for inspection purposes and footed at all times. All gangways and working platforms must have

suitable edge protection.. The contractor should ensure that their ladders and stepladders are regularly inspected, properly secured / footed when in use and be Industrial Class 1 (Heavy Duty Type).

### **Electrical Equipment and Working**

Use of live Centre services shall be allowed by the contractor only by prior written agreement from their Nominated Centre Contact All electrical work to be undertaken by the contractor will be carried out by qualified Electricians in accordance with the IEE and Statutory Regulations. It is a requirement that portable electrical hand tools to be used by the contractor shall be rated at 110 volts or below, and supplied from a transformer which will have a centre tap to earth. All portable electrical equipment should carry appropriate PAT tested signage or a means to prove portable equipment is regularly inspected All electrical cables and equipment must be in good condition, and must be inspected regularly by the contractor to ensure that defective or damaged equipment is repaired or replaced. The contractor should ensure that cables are protected from accidental damage, especially when they extend beyond the immediate work site, and must not present a hazard to pedestrians or vehicles. The contractor should ensure that all lights are switched off whenever the area is vacated unless health and safety is compromised. Any other electrical equipment that is used by the contractor must be switched off if possible whenever the area is vacated. Electrical equipment brought to site for use must be supported by the relevant certification. The contractor is required to provide test certification for all electrical installations.

### **Personal Protective Equipment**

The Contractor is responsible for providing its own employees with personal protective equipment as may be required for the work in hand, for example, eye protection, head protection, respirators and breathing apparatus, etc. The contractor must also ensure that if a type of PPE is described as a control measure in any risk assessment that the person/s undertaking the work wear the PPE at all times. All contractors will be required to wear high visibility jackets whilst working on Centre sites or suitable high visibility equipment for the working location.

### **Site Housekeeping**

If any goods are to be delivered to the Centre for the contractor's use, then prior warning must be given to the contractor's Nominated Centre Contact. Goods should state the Centre contract order number, the contractor's name and their Nominated Centre Contact. It is the contractors sole responsibility to ensure that materials and equipment are safely, securely, and neatly stored while on site. In no cases must they block gangways, roadways or exits. All equipment and materials used at the Centre must conform to the relevant British Standard and be installed according to the manufacturer's instructions. Breakages of glass e.g. windows or light bulbs/fluorescent tubes must be reported promptly to their Nominated Centre Contact.

### **Building work**

Prior to commencement of any work which generates building dust, an assessment must be carried out by the contractor, their Nominated Centre Contact and area user representative

or member of the Health and Safety Department, to determine the potential contamination risk, risk of blockage to building air filtration systems and suitable working practices agreed with the contractor in writing.

### **Waste and Pollution Prevention**

No harmful or polluting substances may be discharged into the drains or un-surfaced ground. In the event that contamination does occur, the contractor's Nominated Centre Contact and the Centre Environment Advisor must be informed immediately. Where a project or activity presents a risk of pollution, the contractor must show that risk has been mitigated via a risk assessment. If liquids for example paints, oils or petrol are being used spill kits must be provided and a means of safe disposal identified. All plant should be serviced and free from leaks. A spill kit should be available at all times during use of plant, especially during high risk times e.g. refuelling. Responsibility for the use of, and maintenance of the plant remains with the contractor. The contractor remains liable for any remediation resulting from incidents involving the plant. Disposal of waste is the responsibility of the contractor; however advice should be sought from the Nominated Centre Contact to ensure that Centre procedures, where applicable, will be followed. The contractor is not permitted to use any Centre bins or skips for the disposal of waste associated with the project or activity, unless written authorisation is received from the contractor's Nominated Centre Contact. If working in containment then the waste generated must be clearly segregated and bagged accordingly, the Centre will arrange the necessary treatment of this waste once the work is completed or during the works if the project is extensive; responsibility for disposal will depend on the type of waste and must be discussed with the Nominated Centre Contact. It is the contractor's responsibility, under the Environmental Protection Act 1990, to ensure that the waste is:

- handed to a licensed waste carrier;
- accompanied by a waste transfer note
- disposed of at an appropriately licensed facility.

Where a project or activity produces Hazardous Waste as defined by the Hazardous Waste Regulations 2005, it is the responsibility of the contractor to dispose of the waste. The contractor will identify the appropriate SIC code as producer and request the Centre premise code from the Environment Advisor prior to disposal. A hazardous waste consignment note must be completed when handing waste to a carrier. The contractor must provide copies of all waste transfer notes; hazardous waste transfers notes and quarterly returns to the Nominated Centre Contact for retention in the Project Folder.

### **Site Facilities**

Welfare facilities will be available for contractor use, where we are required to provide them. The contractor's Nominated Centre Contact will inform the contractor of their location. These facilities must be respected at all times and no dirty clothing should be worn. The facilities must be left in a clean condition after use. Temporary or portable buildings for use by the contractor will only be allowed by prior written agreement with their Nominated Centre Contact. Mains services will not normally be provided. The contractor must at all times comply with Centre notices and statutory signage.

### **Personal Hygiene**

The contractor must follow Centre procedures with regards to hygiene; in particular when working in laboratory areas, hands must be washed prior to leaving the area. Smoking is not permitted on the Centre, except in specially designated areas. Food and drink must never be taken into work areas (including plant rooms) or laboratories and must only be consumed in the canteen area or site welfare cabins. No alcoholic drinks are to be consumed or brought on to the Centre.

### **Conduct**

The Contractor must ensure that their employees behave in a courteous manner when working on Centre premises. Bad language, unnecessarily raised voices and language or behaviour that could be offensive on the grounds of age, physical appearance, gender, sexuality, disability, ethnicity or religion are all forbidden. Care should be taken to ensure that access routes, for example dropped kerbs, needed for disabled access and egress are not blocked by vehicles, skips, plant or materials. Examples of unacceptable conduct are:

- verbal abuse, or insulting behaviour
- sexist jokes, racist jokes, jokes about an individual's sexual orientation or jokes about disability
- unwanted physical contact ranging from touching to serious assault
- display or circulation of sexually suggestive or racially abusive material
- bullying, coercive or menacing behaviour
- ridicule or exclusion of an individual for cultural or religious differences
- obscene slogans on T-shirts

Any Contractor who causes offence by his/her actions or creates an unsafe situation may be prohibited from the Centre estate and may be required to leave immediately when instructed by the Nominated Centre Contact.

### **Incidents and Accidents**

The contractor must ensure all accidents, however minor, are reported to their Nominated Centre Contact immediately. This also includes deviations from agreed processes as this may have a significant effect on other services / controls / systems. Further to this if the accident is serious it must be reported to the Centre Duty Staff located at reception or by telephone. This report does not, however, remove the contractor's legal obligations to report relevant accidents or incidents to the Enforcing Authorities, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. First Aid boxes are available in a number of locations for emergency use. A number of personnel with a current First Aid certificate have access to the First Aid Boxes. However, where work is carried out on a site, it is the contractor's responsibility to provide First Aid boxes and where applicable suitably trained personnel as identified by the contractor's First Aid Assessment.

### **Vehicles on Site.**

Driving of any vehicles by the contractor on Centre premises shall be undertaken with due care and attention and within the speed limits as indicated, following all direction signs. The contractor shall be considerate to other road users, and particular care should be taken with regards to pedestrians on site who should be given priority at all times and in particular at marked crossing points. Vehicles belonging to the contractor shall be parked in the designated parking bays, exceptions shall be for loading/unloading and arranged with your Nominated Centre Contact. No vehicle shall be left unattended whilst unloading/loading.



When reversing; the contractor must ensure all large goods vehicles and plant are watched by and under the control of a banksman. It is not permitted to use a mobile phone whilst driving a vehicle on Centre premises. Any incidents involving damage by the contractor to property or causing injury no matter how minor must be reported to the Centre Security Staff and their Nominated Centre Contact as soon as practicable after the event.

### **Fire and Fire Alarm System**

The contractor must make themselves fully aware and follow, the fire and evacuation procedures in operation within the Centre. It is the contractor's responsibility to satisfy themselves that their work creates no fire or explosion risk. Fire doors and smoke stop doors may only be propped or wedged open by the contractor for the immediate passage of plant and materials and with personnel in attendance to close if necessary. Under no circumstances are fire doors to be permanently wedged open. Where it is intended to carry out any work on any exit route, the contractor must inform their Nominated Centre Contact in advance, and gain approval before commencement. Where contractor's work requires breaking fire separation, particularly in occupied buildings, this must be kept to a minimum and the breach made good as soon as is practical. Where permanent reinstatement is not practical in the short term, temporary means must be used such as the use of intumescent pillows, temporary fire screening, etc. Heat detectors, smoke detectors and portable extinguishers are installed in most areas throughout the site. Prior to the start of any works, the contractor shall liaise with their Nominated Centre Contact and the Estates and Facilities Department, Health and Safety/Risk Supervisor to ensure that the works do not affect the system functionality or in any way reduce the effectiveness of the system. Any alteration or amendments to the fire alarm system shall be notified to the Nominated Centre Contact who will record changes in the Centre fire logbook. Any additions to the fire alarm system are to be provided on the contractors Operating and Maintenance Manuals. The contractor carrying out work in these areas must be agreed in advance with their Nominated Centre Contact. An isolation permit must be issued if the fire alarm is to be isolated for any reason. The permit must be closed at the end of the working day or alternative means put in place for adequate building protection. Any cable/equipment damage or false alarms caused by the contractor's failure to comply with this requirement shall result in the Centre seeking costs for such damages or business disruption as it deems appropriate. Where there is a dust explosion risk, any work by the contractor to be carried out in these areas must be agreed in advance with their Nominated Centre Contact.

### **Procedure in the Event of Fire**

Raise the alarm immediately in the event of a fire, by hitting the nearest fire alarm call point or calling the emergency number. On hearing the fire alarm the contractor must stop work immediately and follow the fire evacuation procedure leaving the building by the nearest safe exit route and go to the nearest fire muster point. The contractor must close all doors behind themselves and must not use lifts. The contractor is not to return to work or re-enter any building until instructed it is safe to do so by the Fire Warden in attendance.

### **Security**

The Centre runs an 'Approved Contractor' scheme whereby all contractors working on the Centre must undergo a security screening prior to gaining authorised access to the Centre; all individuals must consent to, and subsequently complete the screening process to work at the Centre. The contractor must provide photographic identification to gain access to



Charles Burrell Centre site; this will be checked at reception gatehouse upon arrival at site. All individuals that are not classified as an 'Approved Contractor' will be issued with a temporary visitor pass, this pass and any 'Approved Contractor' pass must be worn visibly at all times whilst on site. All contractors must at all times sign in at the Contractor Office once they have been granted access through the gatehouse, and also sign out prior to leaving site. The Centre reserves the right to search any vehicle, person or property entering, leaving or present on Centre premises, the contractor will be deemed to have consented to this requirement prior to arrival at the Charles Burrell Site. No photographs can be taken of any part of the site, or any equipment on site, without permission.

### **Acceptance Form**

This form must be completed and signed by every contractor prior to undertaking any construction, maintenance or other similar works on the Charles Burrell Centre estate. The completed form should be sent to:

The Charles Burrell Centre, Staniforth Road, THETFORD IP24 3LH

I/we have received a copy of the Centre's Site Rules for Contractors undertaking work on the Centre estate.

I/we have read and understood the Rules referred to above and briefed our employees of the requirements and contents.

I/we agree to comply with all current legislation governing construction works and associated activities and the specific rules and procedures detailed in the Centre's Site Rules.

I/we understand that any contravention/breach of relevant health and safety legislation and the specific rules and procedures detailed in the Centre's Site Rules may lead to termination of the contract and removal from the Centre's approved list of contractors.