Control of Contractors Guidance:

Mandatory code of conduct for contractors

**Mandatory code of conduct and safety rules for contractors undertaking work on or in Public Health Wales’ premises**

1. **Introduction**

 This mandatory code of conduct for contractors working on Public Health Wales’ premises addresses the principle safety requirements for achieving safe systems of work and is not intended to cover all aspects of safety likely to be encountered on health premises. However, contractors must fully observe all relevant Statutory Regulations, Approved Codes of Practice (ACoP) and Health and Safety Executive Guidance notes.

 It is necessary for Public Health Wales to be fully aware of all activities to be undertaken by contractors, which have a potential to put at risk patients, the public, Public Health Wales staff and/or contractors’ personnel including the equipment, systems and fabric which are essential to the health care service provided.

 Copies of this section shall be made available to all contractors and their employees working on Public Health Wales’ premises.

The Contractor, whilst in the process of carrying out his duties or while on site at any Public Health Wales premises, must respect the privacy and confidentiality of patients, staff and visitors. Under the Common Law Duty of Confidentiality and Data Protection Act, an individual may be personally liable in a court of law for any unauthorised disclosure of personal information.

Confidential information can be anything that relates to service users, staff or any other person. It can be held in many formats, for example, paper, disk, video, photo, etc or it can be information overheard, individuals encountered face to face or by word of mouth. Contractors must not disclose any information acquired in any form to another party without prior authorisation. Any specific confidentiality arrangements agreed within the contract or service level agreement must be strictly adhered to.

1. **Abbreviations and definitions used throughout this section**

2.01 'Contractor' means a contracting company or self-employed person engaged directly by Public Health Wales. This equally applies to the activities of sub-contractors.

2.02 'Sub-Contractor' means a contracting company or self-employed person engaged by the 'Contractor' to undertake work in relation to the ‘contractors' contract with Public Health Wales.

2.03 'Competent Person' means a person who has sufficient training, skill, experience, knowledge or other qualities to undertake and advise on the measures to be taken to comply with statutory safety legislation.

It shall be a condition in the Terms of Contract for Contractors that:

* the Local Business/Site/Manager in charge of the work should seek advice from the Estates, Facilities and Health and Safety team, who will decide if the Construction (Design and Management) Regulations 2015 will apply to the contract and contractors will abide by the specific duties as laid down in the control specification
* they will adhere to the Public Health Wales Fire Policy
* they will employ on site persons who have received adequate instructions in all aspects of their work, including safety and who will exercise the necessary care in the performance of their duties
* they will appoint and keep on site a competent foreman/supervisor or Contractor in charge when Public Health Wales deem it necessary
* whenever required to do so, they will ensure all employees attend a site induction
* they are not relieved of any of their obligations under statutory or common law
* with regard to the scope of work, they shall agree working practices with the Local Business Manager with particular reference to working near hazardous areas, including asbestos, electricity, town/medical gases and radiation
* the Contractor and his personnel familiarise themselves with the Public Health Wales’ Workplace Safety and Health Policy and any applicable Safe Systems of Work Procedures
* they will abide by all relevant Public Health Wales policies.
	1. General rules and information
	2. **Confidentiality**

The Contractor, whilst in the process of carrying out his duties at any Public Health Wales premises, must respect the privacy and confidentiality and will adhere to Public Health Wales contractor confidentiality agreement.

* 1. **Consultation at commencement of contract**

All method statements and risk assessments relevant to each project must be completed and approved by the Facilities Manager prior to commencement of work and all persons involved must be aware of the contents of such method statements. Risk assessments of known tasks are to be completed and risk assessments are to be on going and available for examination at any time.

* 1. **Construction (Design and Management) Regulations (CDM)**

Where applicable, the Contractor and his sub-contractors shall fully comply with the Construction (Design and Management) Regulations 2015 (CDM).

* 1. **Building operations**

Particular attention is drawn to the provision of fencing, guards and toe-boards at working platforms and workplaces to prevent the fall of persons, tools and materials.

Every place where demolition work is carried out, the area must be securely fenced and signage attached to warn and prevent the approach of all persons who may otherwise be endangered. Where any part of a structure is being demolished or repaired, action must be taken to protect persons in the vicinity from falling or flying debris.

Before the site is vacated for the day the Contractor must ensure that:

* all scaffolds must be left in a safe condition and unauthorised access prevented
* loose tools must be removed to a safe place or secured against falling
* approach ladders must be removed or rendered unscalable
* the site must be rendered safe and secure.
	1. **Alteration or additions to existing structures/Services**

No alterations may be made to existing structure or services and no holes are to be made in existing steelwork, walls, floors or columns without the consent of the Local Business Manager. The Local Business Manager will refer to the Change of Use Procedure to determine if alteration is feasible. Where consent is given, all holes in structural steelwork must be drilled – no burning of holes is allowed.

**Welding or other hot work is not allowed unless a Hot Work Permit has been issued.**

* 1. **Sub-contractors**

 The Contractor shall be responsible for coordinating the health and safety activities of his sub-contractors and must inform Public Health Wales of any potential health risks which could result from the sub-contractors’ activities and identify the control measures to be implemented to eliminate or reduce the risk.

* 1. **Non-competitive contracts**

 On occasions there will be a need to employ contractors at short notice on a non-competitive basis for urgent or specialist work, sometimes outside of normal working hours where Public Health Wales supervision may not be available at the level usually provided. In these circumstances, Public Health Wales shall endeavour to ensure that only approved and experienced contractors are engaged who are familiar with the Public Health Wales site safety requirements.

* 1. **Pre-contract safety meetings**

 It is the policy of Public Health Wales in managing health and safety, to ensure by discussion with contractors that, as far as is reasonably practicable, all potential risks are identified and suitable control measures agreed and implemented. Public Health Wales’ method of approach adopted to achieve a safely managed site will vary accordingly to the type and size of contracts and comprise:

**Contracts of construction or physical alteration**

 At the pre-contract meeting, the persons with responsibility for safety within the contractor’s organisation shall be named and a meeting of these persons, together with the appropriate Public Health Wales Local Business Manager (and Facilities Manager for work over £4k) must be convened before commencement of the contract. In addition the Change of Use Procedure will need to be completed and approved before work commences.

 The meeting shall, as far as reasonably practicable, identify the potential risks to the health and safety of patients, public and staff and to assess the environmental impacts as a result of the contract works and agree on the control measures to be implemented, together with monitoring arrangements to ensure effective and statutory compliance. Records shall be maintained by both parties of the potential risks identified, the control measures to be implemented and any subsequent areas of risk likely to be encountered during the course of the contract.

 **Term contracts**

 The same philosophy shall be applied to term contracts as for large contracts, except that each change of working area will necessitate appraisal of local risks identified and the control measures to be implemented.

 **Specialist and infrequent contracts** - (service contracts) including the self employed

 Discussions shall take place with the management of firms undertaking service contract type work and agreement reached on the precaution to be taken, which will be generally in line with those specified for term contracts and the large type contracts.

* 1. **Security arrangements**

 All contractors must strictly comply with the security arrangements prevailing at the respective premises and departments throughout Public Health Wales. Where identification badges are provided, these shall be worn at all times whilst on Public Health Wales premises and returned as instructed to the Local Business Manager. Failure to comply with security arrangements could result in the offending company being prevented in future from carrying out work for Public Health Wales. All contractors must book in and out each day**.**

* 1. **Public Health Wales property**

The Contractor will not be allowed to use any of the Public Health Wales’ plant or equipment.

* 1. **Contractor’s property**

Public Health Wales will not accept responsibility for the receipt or safe custody of goods or materials delivered to site by the Contractor or their supplier. The Contractor must make their own security arrangements for lockers or lock-up huts. Contractors are not permitted to erect their own buildings or establish a permanent site on Public Health Wales premises without permission of the Local Business Manager or Facilities Manager in charge of the project.

* 1. **Parking of contractor’s vehicles**

 The parking areas for authorised Contractor’s vehicles and also the number of Contractor vehicles shall be agreed with the Public Health Wales Local Business Manager. However, under no circumstances shall vehicles belonging to Contractor’s employees be parked whereby an obstruction is created. Generally, no Contractor vehicles are allowed on Public Health Wales premises other than those bringing personnel, materials, tools and equipment.

######  Out of hours

 Where contractors are requested to attend Public Health Wales property outside of normal hours, a Public Health Wales representative will initiate the call to the Contractor and inform them to confirm their attendance when on site. On completion of the work, the Contractor will re-contact the Public Health Wales representative, “sign out” and confirm if the work is complete. The Local Business Manager will send details of the Contractor’s visit and work undertaken to the Facilities Manager for recording on the Facilities Database.

**Authorised access and egress routes for Contractor’s personnel**

The access and egress routes for Contractor’s personnel shall be clearly defined at the pre-contract meeting and in specifications where provided. Contractor’s personnel shall, as far as is practicable, avoid adopting routes which are used by patients or which pass through operational departments. In the event of contractors finding it necessary to pass through, or work in occupied premise departments, permission shall be sought at all times from the Local Business Manager, as appropriate, before entry.

* 1. **Access and egress by staff, service users and the public**

 The contract works shall not obstruct pavements and walkways unless such pavements or walkways form part of the contract site. In which case, alternative arrangements must be agreed with the Local Business Manager for the safe passage of pedestrians, without the need to walk along traffic routes.

* 1. **Accident reporting**

 Persons sustaining injuries, if able to walk, should visit their GP, nearest minor injury or A&E and if not able to walk, they should consider calling 999 for an ambulance. All accidents sustained by Contractor’s personnel shall be entered into the Contractors’ Site "Accident Report Register" and also reported to the Public Health Wales Local Business Manager to enter on Datix. Accidents to persons other than the Contractor’s staff shall be reported immediately to the Local Business Manager. Any incident or dangerous occurrence should be reported immediately to the Facilities Manager and reported onto Datix. Public Health Wales will, at its sole discretion, investigate any incident, accident or dangerous occurrence and take whatever action deemed necessary.

* 1. **Permits to work**

 The Public Health Wales Local Business Manager or other authorised person, will bring the respective Permit to Work area or systems to the attention of the Contractor at the pre-contract safety meeting.

 Throughout Public Health Wales premises there are areas and systems for which a permit to work will be required. Such works will be agreed with the Local Business Manager who shall arrange any necessary Permit to Work before any work pertaining to these areas or systems is allowed to commence. Permits to work include:

* Asbestos (refer to Asbestos Management Plan)
* Hot working.
	1. **Isolation of services**

 Should any work be necessary on any utilities within a Public Health Wales property, arrangements for its isolation has to be made with the Local Business Manager, giving a minimum of seven working days notice for essential services and three working days for standard supplies.In exceptional circumstances shorter notices will be agreed by Public Health Wales and the Contractor.

* 1. **Fire precautions**

 Before commencing any work for Public Health Wales, the Contractor in conjunction with the Local Business Manager and Facilities Manager shall discuss the following fire safety arrangements and complete the following documentation (Appendix G).

* 1. **Sanitary facilities for Contractor’s employees**

 Sanitary facilities for staff and general public are provided throughout Public Health Wales premises, but are not available for use by contractors’ personnel unless agreed by the Local Business Manager. In the case of medium and long-term contracts, the Contractor will be expected to provide suitable mobile sanitary facilities for their employees. Public Health Wales sanitary facilities where used must be left in a clean condition.

* 1. **Use by Contractor’s staff of personal entertainment radios and wearing of ear head phones**

 With the exception of agreed areas where the noise from personal radios cannot cause annoyance, the use of such items elsewhere on premise premises is generally prohibited. Permission must be obtained from the Local Business Manager in all instances.

* 1. **Use of radio communications systems/Mobile phones**

 The Contractor’s attention is drawn to the potential hazards to patient care that can be brought about by the use of radio communication equipment. The use of radio communication equipment and mobile phones must therefore be approved before the commencement of any contract works.

* 1. **Conduct of Contractors’ employees**

 In the event of the Public Health Wales Local Business Manager being of the opinion that any person or persons employed by the Contractor are considered to be under the influence of drink or drugs, the Contractor will be requested to remove such persons from the site immediately.

 This action equally applies to the self-employed who are engaged directly by Public Health Wales. Public Health Wales reserve the right for the Local Business Manager to issue an instruction direct to any of the Contractor’s employees or those of sub-contractors in the event of a serious event and to inform the Contractor in retrospect if circumstances warrant such action to be taken.

 **Behaviour that is likely to cause offence i.e. physical or verbal abuse, aggression or harassment including racial harassment will not be tolerated.**

* 1. **Private trading**

 Unauthorised private trading on Public Health Wales premises is forbidden. The distribution or exhibition of literature or notices, of any kind, is forbidden unless authorised by Public Health Wales.

* 1. **First aid facilities**

 The Contractor is expected to maintain on site a first aid box, as required by the Health and Safety (First Aid) Regulations, the contents of which shall be maintained at the required level. In the case of service type, contractors or dispersed workforce, the Contractor shall provide a small travelling first aid kit to the respective personnel. The Contractor shall also appoint and have trained a sufficient number of staff in first aid, in addition to which an ‘appointed person’ should be nominated to deal with any injured persons in the absence of the trained first aider.

**NB:** Whereas a first aider is a person who has successfully completed a Health and Safety Executive approved course of training and in possession of a first aider’s certificate, the ‘appointed person’ is a person provided by the Contractor to take charge of the situation (e.g. call the ambulance and render first aid if trained to do so) and also be responsible for the first aid equipment in the absence of the first aider.

* 1. **Site boundaries**

 Wherever deemed necessary, Public Health Wales shall provide, where practicable, a site drawing that will clearly define the boundaries of the works specified, within which all storage and associated contract activities shall be contained.

* 1. **Electrical power**

 Where the electrical supply is derived from the premise electrical distribution system, the Public Health Wales Local Business Manager shall agree a point of connection. Subsequent connections to the agreed Public Health Wales electrical supply shall only be undertaken by a qualified electrician, in accordance with the current IEE Regulations and the Electricity at Work Regulations; a member of NICEIC or ECA and competent in Inspection and Testing (City and Guilds).

 The Contractor must not use Public Health Wales’ services e.g. electricity and water without the permission of the Local Business Manager.

 **NO LIVE WORKING**

 **Any work on electrical system must be tested and confirmed dead at each individual point of work using a Voltage Tester and Proving Unit.**

The procedure for proving dead should be by use of a proprietary test lamp or two pole voltage detector as recommended in HSE Guidance GS 38, Electrical Test Equipment for Use by Electricians.

 Non contact voltage indicators (voltage meters) and multi meters should not be used.

 The test instrument should be proved to be working on a known live source or proprietary proving unit before and after use.

 All phases of the supply and the neutral should be tested and proved dead.

* 1. **Guarding of the site – safety barriers**

 Where safety barriers are deemed necessary around all or part of the Contractor’s site, these barriers shall provide effective protection for patients, the public, Public Health Wales staff and Contractor’s personnel. Should at any time the barriers erected by the Contractor fail to provide sufficient protection, the Contractor will be requested to provide more efficient barriers immediately.

* 1. **Installation of new plant and machinery**

 All plant and machinery must be fully guarded to comply with the Public Health Wales’ standards and the Provision and Use of Work Equipment Regulations. On completion of the installation and before clearing the site, the Contractor must give notice to the Local Business Manager/Facilities Manager who shall inspect the installation and inform him of any safety deficiencies. These must be remedied before such machinery is operated under power.

**Protection of plant and machinery**

 The Contractor must not remove or displace any guard, fencing or other safety equipment fixed to or provided at any machinery or from any place where safety equipment had been provided without the permission of the Local Business Manager. Where work of a dusty nature takes place near to plant and machinery, the Contractor will be expected to protect the plant or machinery from the effect of the dust.

* 1. **Authorised access routes for Contractor’s vehicles**

 The access routes for Contractor’s vehicles shall be agreed with the Local Business Manager, who will give due consideration to the safe passage of other vehicles not associated with the contract which regularly use the same traffic routes.

 Nothing shall be done or omitted to be done by the Contractor or his employees, which would interfere with the safe passage of vehicles, staff or members of the public. Special care must be taken not to impede corridors or circulation areas by electrical extension leads or supply lines carrying air or gas.

 Permission may be obtained from the Local Business Manager for the restriction of movement in defined areas providing the Contractor supplies, positions and maintains all necessary fencing, lighting and other warning devices to ensure safety at all times.

* 1. **Accumulation and removal of rubbish**

 The Contractor shall ensure that waste is not permitted to accumulate and that it is regularly collected for disposal. At no time shall rubbish be stored in corridors or other means of escape either inside or outside of the building, except in approved locations.

 In the event of Contractor’s rubbish accumulating to the extent that a fire risk or other risk to health is created, the Contractor shall be instructed to remove such hazard immediately. However, if such rubbish is not quickly removed, Public Health Wales shall undertake this work and deduct the subsequent cost from the contract sum.

 All Contractor debris and waste materials must be collected by the Contractor and cleared at least daily from the working area, or on completion of the work if earlier. The Contractor is responsible to ensure that all rubbish they remove from site is to an authorised disposal facility and in accordance with the Controlled Waste Regulations 2012. The Contractor must not use waste skips provided by Public Health Wales without prior permission. No debris is to be burnt on site. The contractor will provide Public Health Wales with any waste consignment notes.

* 1. **Smoking**

 All Public Health Wales premises operate a policy of non-smoking. This applies to all areas within the premise perimeter boundary both inside and outside premise buildings. Contractors are not permitted to smoke anywhere, including in their vehicles if parked on site. Electronic cigarettes are also not permitted on site.

* 1. **Ceiling tile removal**

Throughout Public Health Wales premises, some ceiling tiles and void areas above them may contain asbestos. Therefore, no tiles shall be removed and no work will be carried out within any false ceiling space without authorisation from the Asbestos Coordinator (Local Business Manager).

* 1. **Asbestos**

 The Public Health Wales Local Business Manager, in advance of the contract, shall as far as is reasonable practicable identify to the Contractor where asbestos material will be encountered. The Contractor must complete a form to confirm that they have informed their workforce of locations of asbestos presence (Appendix I). If necessary, the Local Business Manager will ensure whatever steps necessary to remove or make safe the asbestos material under controlled conditions (refer to Public Health Wales Asbestos Management Plan document).

 **All contractors should be trained to a minimum level Cat A Asbestos Awareness with annual refresher training.**

 Where other material is encountered by the Contractor that is suspected of containing asbestos, the Public Health Wales Local Business Manager shall be notified immediately and shall ensure the suspect material is analysed and appropriate action taken.

 Under no circumstances shall contractors attempt to remove any asbestos material or materials they suspect of containing asbestos. Should a Contractor knowingly remove or damage asbestos material or material suspected to contain asbestos, they shall immediately be reported to the Health and Safety Executive for contravention of the Asbestos Regulations.

* 1. **Adhesives**

 A number of adhesives in use contain strong solvents that can be harmful to both the user and other persons in the location, unless applied in a well-ventilated environment. Control of Substances Hazardous to Health (COSHH) data sheets and risk assessments need to be provided to the Local Business Manager as below.

 Consideration shall therefore be given to the use of less harmful adhesive products. However, where the use of strong solvent adhesive is necessary, should the facilities for natural ventilation be inadequate or unsuitable, the Contractor shall provide local exhaust ventilation equipment.

* 1. **Dust, fumes and vapours**

 Where dust, fumes or vapours are likely to be created by the work undertaken by the Contractor and these are likely to enter non-contract area, effective control measures shall be implemented so as not to exceed the exposure limits specified in health and safety guidance note EH40 (Occupational Exposure Limits) or when considered offensive to patients or Public Health Wales staff.

 No stationary petrol or diesel driven equipment may be used in closed or confined spaces, unless specific provision is made to remove the exhaust gases into the open air or unless the place is sufficiently well ventilated to prevent danger from a concentration of such gases. In every case, the Contractor must first consult with the Local Business Manager in charge of the work. The creation of dust, fumes or any other impurity that could be offensive or injure health must be avoided. Where unavoidable, effective measures must be taken to comply with COSHH Regulations.

* 1. **Man-made Mineral Fibres (MMMF)**

 Glass fibre and Rockwool (MMMF) are probably the most common types of insulation found in premise premises. Every care should be taken to prevent MMMF being released into the working atmosphere and where necessary, suitable control measures implemented i.e. screens and local exhaust ventilation. Under no circumstances shall any MMMF be released into areas of the premise occupied by patients, the public or Public Health Wales staff.

* 1. **Materials/Substances provided and used by the Contractor**

 The Contractor shall submit to the Public Health Wales details of all materials and substances to be used on site, which fall into one or more of the following categories:

 Flammable Explosive

 Oxidising Very toxic

 Toxic Corrosive

 Harmful Irritant

 Hot substance (in excess of 50°C) Cryogenic substance

 Dust (all types)

 Where substances are used which are covered by the Control of Substances Hazardous to Health (COSHH) Regulations, the Contractor shall provide Public Health Wales, on demand, a substance safety data sheet in respect of each substance or group of substances, together with the Contractor’s corresponding COSHH assessment.

 In situations where there is a possibility of patients, the public, Public Health Wales staff or Contractor’s staff becoming affected by any of the substances listed above, the activity shall not be undertaken until such time as agreement is reached with Public Health Wales, with regard to the use of safer substances or effective control measures are implemented.

 The Local Business Manager must be advised of all substances the Contractor’s propose using prior to the commencement of any work. The Contractor will have all necessary materials substance data sheets and assessments available any time for examination.

* 1. **Spillage control**

 All spillage of water or other substances that can affect the safety of persons other than the Contractor’s personnel shall be cleared up immediately, to the satisfaction of the respective Public Health Wales Local Business Manager.

* 1. **Paints**

 The use of oil-based paints in Public Health Wales premises is generally restricted and clearly specified in the painting specifications. In the event of the facilities for natural ventilation being inadequate, suitable local exhaust ventilation equipment shall be provided by the Contractor. Should the vapours given off by the paint prove to be offensive to patients, the public or Public Health Wales staff, Public Health Wales reserve the right to suspend all further paint applications until suitable and effective means of controlling the vapours are introduced.

* 1. **Working in confined spaces**

 Entry and/or work in confined spaces such as storage tanks, drainage systems and steam boilers is prohibited without a full Risk Assessment Method Statement (RAMS) and Rescue Plan in place.

 A competent person shall conduct instrument tests in respect of oxygen deprivation, toxic or flammable atmospheres and hostile environments. The use of gas monitors are to be considered dependant on environment. Supervisors and staff must have received training in the precautions necessary for working in confined spaces including emergency procedures, the need for rescue personnel to be in attendance and adequate rescue equipment. All work proposed to be undertaken in confined spaces must be carefully planned and a documented safe system of work prepared and brought to the attention of all staff who shall be suitably trained for undertaking the work.

* 1. **Removal of access covers from service ducts**

 Where service duct covers or manhole covers require removal, the Contractor shall first obtain consent from the Local Business Manager and effective measures taken to prevent persons from falling into the resulting openings. These measures shall constitute either a substantial guardrail around the opening or a safety person posted at the opening for the entire duration of the work to warn pedestrians of the hazard. Full edge protection must be installed before hatch is lifted and during operations.

* 1. **Glass and glazing**

 Operatives handling and cutting glass shall ensure the safety of all persons likely to be in the vicinity of the work, by taking all necessary precautions to avoid injury. On completion of glass cutting or fittings operations, the Contractor shall dispose of fragments and surplus material safely in appropriate containers.

* 1. **Overhead working**

 No work may be carried out above the heads of Public Health Wales employees, patients or public or over access and roadways, until all precautions have been taken to ensure the safety of persons below and until the Local Business Manager has given consent for work to begin. This consent is required in respect of each place or area where such work is to be carried out.

 Where there is a possibility of objects falling from a height onto pedestrian or traffic routes, effective provision shall be made to arrest such objects by the use of toe boards, netting or other suitable means, as well as the re-direction of pedestrian and traffic by means of barriers and prominent directional signs.

* 1. **Roof work**
* **Fragile roofs**

Roof ladders and/or crawling boards must be used when working on fragile roofs (e.g. asbestos, slate).

* **Flat and virtually flat**

Where persons can fall, edge protectors shall be erected by means of scaffolding or other satisfactory measures.

* **Roofs of over 10 degree pitch**

Suitable and sufficient means shall be provided to arrest the fall of any person working on this type of roof; the usual means being that of a scaffold arrangement with toe boards and guard rail.

* 1. **Above ground area**

 Platforms are to be used in preference to ladders wherever practicable.

 The Contractor is responsible for the:

* provision and use of all ladders, scaffolding, tackle, equipment and tools necessary to undertake the work in a safe and efficient manner. Provision and use must meet with the requirements of the Health and Safety at Work etc Act 1974, together with all other statutory regulations
* adequacy and safe condition of all structures, scaffolding equipment and tools used by him in the execution of the contract
* regular inspections of scaffolding, other access equipment and the recording of inspections.
	1. **Temporary access systems**

The Contractor shall clearly declare all proposed systems for access to areas in excess of 2m above ground level. Where scaffolding is erected over a roadway, the maximum headroom for a vehicle must be checked and visually signed to on coming vehicles.

 The temporary access systems covered by this section include:

* general access scaffolds
* tower scaffolds
* suspended scaffolds
* suspended success equipment i.e. cradle runway systems
* hoists and lifts (for goods and passenger traffic)
* mobile power operated platforms.

 Temporary access systems are inclusive of the ladders or stepladders that form an integral part of the access arrangements or where ladders or stepladders form the only means of access to the workplace.

The Public Health Wales Local Business Manager will, as necessary, inspect the Contractor’s records of scaffold inspections and evidence of training provided to Contractor’s personnel where alterations to scaffolding are carried out by persons other than the approved scaffolding erection company.

 The principle area of concern of Public Health Wales, in respect of which records will be examined, is that no scaffold has been authorised for use by the Contractor before inspection by a competent person, i.e. a person formally trained in scaffold design, erection and on the following occasions:

* within the previous seven days or usage
* after exposure to inclement weather conditions
* subsequent to alteration or modification, with the exception of minor alterations and small areas of dismantling which do not affect the stability of the scaffold structure.

To ensure scaffold is safe to access, all scaffolding is to be tagged (and dated) by a competent person and inspected with most recent inspection date listed on the tag on a weekly basis.

* 1. **Suspended access equipment**

 The Contractor shall ensure that all operatives using the suspended access equipment are:

* suitably trained (and records maintained of such training)
* in possession of and with a full understanding of the documented safe system of work, in relation to the suspended access equipment
* provided with safety harness, a work restraint lanyard and safety helmet
* properly supervised during the use of the equipment.

 It is the duty of the Contractor to inspect all aspects of the suspended access equipment on each occasion. If fall arrest safety equipment is to be used, then the Contractor must provide details of an emergency rescue plan to prevent suspension trauma.

* 1. **Noise and vibration**

 The Contractor shall clearly indicate if, when and where noise from any equipment to be used is likely to interfere with staff or patient care. All noise emitting equipment shall as far as is practicable be sound proofed.

 Before any noise emitting equipment is used in, above, below or near patient occupied areas of the premise, the Local Business Manager shall be consulted and agreement reached on the acceptability of the anticipated noise level and the duration of time it is likely to last.

 Public Health Wales is committed to a policy of reducing the nuisance to staff and patients. To this end, all contractors are to use modern machines and compressors designed and equipped to reduce operating noise. All pneumatic hammers, drills and similar equipment must be fitted with effective noise suppressors.

* 1. **High pressure water jetting machine**

If in the course of the work the Contractor intends to undertake processes involving the release of water under high pressure, extreme care shall be taken not to permit any residue of water or spray from the process to come into contact with areas occupied or used by patients, the public or Public Health Wales staff. The operation must not be carried out near air handling unit supply air intake grilles.

* 1. **Mobile plant**

 Only trained or authorised drivers shall be permitted to drive mobile plant, i.e. dumper trucks and forklift trucks. The carrying of passengers on mobile plant is prohibited, unless proper fixed passenger seating is provided.

 Where dumper trucks are used on public roads, these shall be licensed/insured and the driver(s) properly trained and in possession of a current driver’s license.

 Where movement of mobile plant is necessary around a site that is shared with Public Health Wales or public vehicles, the routes of the mobile plant shall be first agreed with the Local Business Manager.

 Mobile plant driver training is not allowed on Public Health Wales property.

 The use of mobile phones whilst operating mobile plant is strictly prohibited.

* 1. **Lifting equipment (manually operated)**

 All lifting equipment such as chain blocks, slings, eyebolts and shackles shall be thoroughly inspected at six monthly intervals by a competent person and inspection reports retained for scrutiny. Public Health Wales reserves the right to request sight of and inspect any insurance inspection certificates relevant to the lifting equipment used by the Contractor or their sub-contractor. All equipment and lifting operations are to comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

* 1. **Hot work/Welding/Paint burning/Flame cutting**

 Any of the above work undertaken within any Public Health Wales property must have a Hot Work Permit issued prior to commencement of any work. Soldering will be subject to a risk assessment as to whether a Hot Work Permit is required. The Local Business Manager will issue the permit. Under no circumstances can Hot Work take place where highly flammable or explosive vapours are present or likely to be present. The use of spark producing tools in such areas is prohibited and precautions should be detailed in the Hot Permit to Work.

 Arc welding, when undertaken, shall be strictly controlled, whereby all persons in the vicinity of the welding operation are protected with suitable screens against ultra violet rays emitted from the process.

 Where identified under the risk assessment, a safety person shall accompany the work to ensure that:

* there are no flammable items in the near vicinity of the intended welding process
* there is sufficient and suitable means of immediately extinguishing any fire which may occur
* they are fully conversant with the local means of initiating the fire alarm system

 All gas cylinders in use or in storage shall be maintained in a secure position i.e. by welding trolley or by other secure means, whereby there is no possibility of the cylinders being pulled over.

 The burning off of paint shall only be undertaken when specified by the contract. However, extreme care shall be taken when burning off paint from woodwork, the resultant fumes that, in the case of the older premises of Public Health Wales, could contain lead from previously used lead-based paints.

 Paint burning should only be undertaken where adequate ventilation can be provided. Under no circumstances should paint burning be undertaken in confined spaces. When paint burning is to be undertaken where metal work is likely to be encountered, the Local Business Manager should advise whether or not any cellulose has been previously applied which might contain Isocyanate monomers, which are common in spray applied paints and extremely hazardous to health. In all situations where paint burning is undertaken, the Contractor must provide operatives with half mask respirators, fitted with suitable organic filters face fit tested or power filtered hood.

 In all aspects of Hot Working, the site of the operation shall be manned for at least one hour after cessation of the work, to ensure that there has been no ignition of material that could cause a fire.

* 1. **Pitch and bitumen boilers**

 Pitch and bitumen boilers shall only be sited with the joint approval of the Public Health Wales Local Business Manager and Fire Officer. Extreme care must be taken when positioning this equipment so as to prevent fumes entering air conditioning systems, offices and patient areas. Smoke entering air handling units can also set off the fire alarms as Air Handling Unit’s (AHU’s) contain smoke detectors. Pitch, bitumen or asphalt boilers shall not be positioned near gas cylinder stores. The Contractor in the vicinity of these boilers shall make suitable and sufficient firefighting equipment available.

 Gas cylinders used with pitch and bitumen boilers shall be securely isolated when the boilers are not in use and secured from toppling over. Spare gas cylinders shall be safely stored away from all sources of ignition in a location to be agreed by the Public Health Wales Fire Advisor/Manager.

* 1. **Cartridge-operated tools**

 The use of cartridge-operated tools shall only be permitted with the consent of the Public Health Wales Local Business Manager.

* 1. **Abrasive wheel disc cutters**

 The use of abrasive wheel disc cutters for steel and masonry cutting shall be subjected to control in respect of the location of the cutting or grinding activity and the effect of the resultant sparks, grit and dust on adjacent areas, patients, the public and staff, by means of suitable screens and in the case of indoor work, local exhaust ventilation and/or screens as appropriate to the risk. A Hot Work permit may be required.

 Consideration should be given to the use of water as a form of dust suppression where applicable.

* 1. **Drilling and cutting of walls, floors and ceilings**

 The presence of asbestos, electrical cables and other services behind building fabric can give rise to a serious hazard. Under no circumstances shall contractors cut or drill into walls, floors or ceilings until such time as clearance has been obtained from the Public Health Wales Local Business Manager (Asbestos Coordinator) who would consult e-risk (electronic Asbestos Register) or Facilities Database. The respective Contractor shall meet the cost of disruption and of any remedial works brought about by contractors not meeting with these requirements.

* 1. **Respiratory Protective Equipment (RPE)**

 Where it is necessary for contractor staff to use respiratory protective equipment, under no circumstances shall any person other than those wearing respirators be permitted to enter the area where the pollution is created.

* 1. **Personal Protective Equipment (PPE)**

 It is the Contractor’s responsibility to supply his employees with all necessary protective clothing and equipment for the work to be carried out safely and to monitor and ensure its use.

 Where necessary on contract sites, the Contractor shall exclude all persons from entering the site unless suitable personal protective equipment is worn and approved notices displayed to this effect at all entrances to the site.

* 1. **Chain saws**

 The use of chain saws on Public Health Wales property (indoors or outdoors) unless used for actual tree surgery, is totally prohibited. Where used for tree surgery, only authorised trained persons shall use this equipment and they must wear the required head, face, hand, arm and leg/foot protection.

* 1. **Woodworking machines**

 No person shall be employed by the Contractor to use woodworking machines on Public Health Wales premises, i.e. circular saws, planers or routers, unless they have been sufficiently trained and have a thorough working knowledge of the machines to be used.

 The Public Health Wales Local Business Manager has the right to request evidence of such training which must conform with the Woodworking Machines Regulations.

* 1. **Work equipment**

 All mechanical, electrical, pneumatic and hydraulic equipment used by the Contractor shall be regularly maintained and staff trained in the correct use of such equipment and proper safe storage provided for work equipment after use. Records shall be kept of the maintenance carried out and any defects identified and rectified.

* 1. **Machine tools**

 The use of Public Health Wales tools is strictly forbidden.

* 1. **Use of pressure vessels**

 Contractors engaged on Public Health Wales sites on work necessitating the use of compressed air receivers, including vessels for spraying paint and similar materials by means of compressed air, must be able to produce the results of the last periodic examination required under The Pressure Systems Safety Regulations. Valid insurance cover is also required.

* 1. **Use of electrical portable tools and equipment**

 Where the Contractor’s work necessitates the use of portable electrical equipment, they must be suitable for connection to the Public Health Wales’ power supply and have a current Portable Appliance Test (PAT) Certificate, to ensure the safe performance of such equipment and its proper maintenance.

 Wherever practicable, 110-volt equipment should be used which the Contractor must provide. Where 240-volt equipment is used, a portable residual current device must be used. Management will audit equipment and if thought necessary, will have the right to suspend work if unsafe conditions and equipment are observed.

Contractors must not allow cables to be trailed in a manner unsafe to persons in the working area. Portable electric lamps must be of the insulated British Approval Service for Electrical Equipment in Flammable Atmospheres (BASEEFA) approved type and protected by effective guards. Extra low voltage lamps must be used within water tanks, oil tanks and especially in metal enclosures i.e. boilers and tanks.

 Public Health Wales will not undertake any necessary work to bring contractors’ equipment up to the required standard.

* 1. **Dress code**

 All contractors and their sub-contractors working on Public Health Wales premises are required to maintain an acceptable standard of dress at all times appropriate to the work area and the type of work being undertaken.

3.65 **Environmental impacts**

The Local Business Manager shall ensure that all works undertaken conform to the Environmental Control Procedure (Appendix G) and the requirements of the Public Health Wales’ Environmental Management System, particularly where this relates to noise, dust, use of hazardous substances and the management of waste material.

All contractors shall be required to notify the client of any occurrences, hazards or risks of which they become aware, even if they do not relate directly to their own work, including evidence of significant leakage of water and discharges of harmful substances that could cause environmental damage.

Environmental impacts must be minimised and controlled – spillages must be contained and safely disposed.

All incidents having an environmental impact must be reported to the Local Business Manager immediately and in turn, shall report all adverse incidents via the incident reporting system.

*Applicable legislation and regulations may change during the life of this document. Where references are made to legislation or regulations, they shall be taken as references to the latest amendments to that legislation or regulation in force at the time.*

*Whilst every attempt has been made to provide comprehensive guidance and instruction for contractors, they should ensure that they fully understand what is required of them and where required, should seek further instructions from the Local Business Manager**/Facilities Manager.*