



Safe Code of Practice for Contractors

All contractors must:

1. Comply with the Health and Safety at Work etc Act 1974, other relevant UK Acts and Regulations, supporting Approved Codes of Practice, Guidance and Industry / HSE Guidance Notes / Standards as well as any procedures devised by the Client and brought to their attention.
2. Provide relevant risk assessments and method statements before work commences, where appropriate.
3. Provide evidence and demonstrate that they are competent to carry out work they have been requested to do and be in a position to show that any sub-contractor they use are also competent. Client agreement must be obtained regarding the use of any sub-contractors
4. Ensure that any they carry out appropriate vetting of any sub-contractors, (which must include checking that any sub-contractors hold appropriate insurances), and must be able to provide evidence of this to the client upon request.
5. Ensure that their employees are fully trained and their staff will be supervised and made aware of any Client procedures and practices likely to impact on their activities.
6. Be aware of any specific site emergency evacuation procedure.
7. Report any work involving asbestos or dangerous substances to the designated point of contact immediately and stop work until advised otherwise, unless arrangements for this work have been put in place for the work to be done safely by competent persons and licensed where necessary. A copy of the Asbestos Management Plan will be provided for contractors working in the vicinity of any asbestos containing materials.
8. Ensure that appropriate first aid facilities, first aiders and/or appointed persons are provided, if there is no agreement to use Client facilities.
9. Provide and maintain a safe place of work including safe access to and egress from any segregated site for their own employees, Authority employees, tenants and members of the public where applicable. Evacuation routes and access to any emergency vehicle must not be blocked.
10. Keep the work area tidy and free from uncontrolled hazards.
11. Behave safely and not partake in any horseplay that may jeopardise health and safety.
12. Not leave any hazardous substance on site unattended or unsecured.
13. Not leave tools, machinery, and vehicles operating on site unattended. Such equipment must be switched off when not required and all keys must be removed so that such equipment cannot be started or operated by any unauthorised person. All equipment left on site overnight must be in a safe condition, secure and immobilised.

14. All tools, plant, vehicles and equipment used by contractors must be inspected regularly to comply with legislation. Electric tools should preferably be powered by battery or be of 110v operation, where 240v equipment is used a Residual Current Device (RCD) must be used at all times and be in safe working order.
15. Not connect into any Authority provided services (e.g. water, electricity, gas) unless authorised to do so.
16. All work at height must be risk assessed and include all working platforms or access equipment, (including ladders). Contractors must ensure their operatives are trained in work at height safety appropriate to the work being undertaken and for the maintenance and suitability of equipment
17. Ensure that any scaffolding they provide is safe and inspected regularly to comply with legislation. Access to any scaffold by a member of the public or unauthorised person is prohibited.
18. Any incident where injury is sustained on Authority premises, including situations where no injury has occurred but an unsafe situation has been experienced, must be reported in writing to the Authority within 48 hours of the incident taking place.
19. If undertaking any ground works then a check must be made for buried services with an appropriate device that has been calibrated in the last 12mths. Continuous scanning must be undertaken throughout the excavation stage e.g. scan after removing material to a depth of 300mm and continue doing so until excavation stage complete