

APPENDIX 1

MANAGING CONTRACTORS: EXAMPLE PROCEDURE

1.0 Purpose of Procedure

The purpose of this procedure is to provide information on the way in which both staff and contractors must work in order to prevent incidents and accidents related to contractor's work activities. All Contractors must have undergone all the required suitability checks at the pre tender contract stage and will therefore be approved by NHS Lothian.

All employing managers and contractors must follow this procedure; however, it does not remove the legal obligations placed upon the contractor/s. The HAI SCRIBE system must be utilised for all applicable contracted work.

2.0 Employing Manager Requirements

The employing manager has a duty to follow this procedure to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of anyone whom may come into contact with these work activities. A log should be established and maintained to ensure that there is a record of all contractors coming on and off site.

3.0 Before the works commence

On large contracts it is the responsibility of the contractor to appoint a supervisor, competent in the field, who must receive direct instruction from the employing manager and feed this information back to his/her staff.

If a permit to work is required, the contractors will not begin works of any kind without the permit being issued first.

The employing manager must inform departments affected by the contractor's work in reasonable time, so that any areas affected by the works can plan for the disruption to normal routines etc.

Local induction (Appendix 2 Model Procedure) must take place for all contractors before works/activities commence it is essential that adequate information is given to the contractor regarding risk identification. This will require formal risk assessment in most cases. Suitable and sufficient risk assessment must be carried out by the employing manager before contractors begin their work.

Contractors who work on the site should be made aware of hazards identified within the risk assessment. In some cases additional policies and procedures will need to be issued to contractors. These will cover areas of high risk where permit to work systems will be required including the following:

- Asbestos

- Medical Gases
- Electrics
- Steam pipes
- Infection Control
- Working at height
- Confined spaces
- Hot work

Specific high risk works will require a permit to work system to operate these are controlled by local management systems.

Before the contractors are employed, adequate checks must be undertaken to ensure that the contractors are competent to carry out works or activities in relation to Health and Safety requirements throughout NHS Lothian. These checks must be in place and agreed prior to work commencing

The employing manager must ensure that the contractor is given a copy of this procedure and related policy before work commences.

4.0 Security

The employing manager must ensure relevant security procedures are enforced. This will require informing the contractors of their access routes throughout the site, information regarding confidentiality and high-risk areas.

5.0 Emergency Planning

The employing manager must inform the contractor of the emergency planning arrangements, for Example, Fire Procedures. This will include the relevant phone numbers internally:

2222 or externally 999.

The employing manager must show the Contractors and their employees on arrival at the work site, the following basic fire safety measures:

- 1) The closest fire escape
- 2) The location type and method of operation of the nearest fire-fighting appliance.
- 3) The location of the nearest fire alarm and the method of activation.
- 4) The tone of the fire alarm and what to do on activation.

Contractors are responsible for the provision of suitable and sufficient fire fighting equipment appropriate to the work involved and must obey alarm signals whilst on Trust premises. Smoking is prohibited in all areas of NHS

Lothian site and contract staff are required to comply with this. Hot work is strictly controlled by PTW system due to the presence of medical gases

6.0 Welfare Arrangements

Restaurants and washrooms may be made available to use by Contractors, or Sub-Contractors, as defined by the Site Services Manager or other suitable persons. The conditions for the use of such facilities are that they are used only during the time specified by NHS Lothian. The Contractor or Sub-Contractor should be suitably dressed and observe normal standards of hygiene when using restaurant facilities.

7.0 Contractors Requirements

Contractors have a duty to work safely and manage the safety of their staff. The work activities must not, so far as is reasonably practicable, effect the Health, Safety and Welfare of anyone who come into contact with them or there activities.

8.0 Suitable Staff Allocation by Contractors

Contractors may only employ persons aged 18 or over.

Due to the nature of the work undertaken within NHS Lothian, all contract personnel must be suitable to work on the site. Contractors are likely to come into contact with members of the public, staff and patients. Some of these patients are vulnerable due to physical or mental disability. For this reason, any contractor who may be in close contact with these people must have undergone the relevant clearances/checks. Contractors record/sign in/out must be kept and maintained up to date to identify when contractors come on and off site. The Visitors Record Book can be used if local arrangements allow.

9.0 Accident/Incident Reporting

The contractor must share all accidents and near misses information to the employing manager.

If an incident/Accident requires a RIDDOR report and follow up investigation, it is essential that this is carried out by the contractor in accordance to relevant HSE Legislation. This needs to be shared with the employing manager.

10.0 Occupied Premises

Where the Hospital premises are occupied, the Contractor or Sub-Contractor must ensure that all works carried out in such a manner as to cause minimum disruption to daily business.

11.0 Delivery, Unloading and Hoisting of Materials

The Contractor or Sub-Contractor is responsible for the delivery, unloading, hoisting and storage of all their own materials. At no time should these works impede or make dangerous, normal access to areas outside the immediate vicinity of the works.

12.0 Electricity

All electrical equipment on site to be used in a safe and approved manner in accordance with the Electricity at Work Regulations. All portable electric tools shall operate at 110 volt A.C. from a double wound transformer having a centre tapped earth on 110 volt winding. All portable appliances brought onto site must have been tested and be within the validity period. The employing manager may require records of this testing.

13.0 Water Supply

A water supply will generally be made available as designated by the employing manager or other suitable person. Contractors should restrict themselves to this supply and must ensure that the area is kept free of rubbish. The tap is to be kept fully closed after use. The use of fire hoses and/or fire extinguishers, except in emergencies, is prohibited.

14.0 Housekeeping

All Contractors must ensure that rubbish or excess equipment and materials is not allowed to accumulate in the immediate work area, and in no circumstances is material for disposal to be stored outside the working area unless in the Contractor's, or Sub-Contractor's own authorised skip. All surplus materials and/or rubbish should be cleared from the site on completion of the contract.

Burning of rubbish on NHS Lothian sites is prohibited. Excessive dust build up is to be avoided. Suitable dust control mats are to be used where the works area is immediately adjacent to a clinical area.

Good housekeeping is to be maintained at all times.

15.0 Control of pollution

Contractors may not deposit any waste, chemicals or any other substances whatever into drains or waste containers on NHS Lothian premises unless express permission has been given by the Operational Estates Manager or representative.

Arrangements should be made to prevent sand, soil, cement or any other solid materials being washed into drainage or sewage systems. Under no circumstances should hazardous substances be flushed into drainage or sewage systems as a means of disposal.

16.0 Mobile Phones

Mobile phones are to be turned off in areas that display the No Mobiles signs.

17.0 Traffic/Road Safety

All road works throughout the site must be agreed with the employing manager, Area/Site Manager and the local Traffic Management Group. Any excavations, storage and skips must be guarded using appropriate signs, rails, traffic cones and lights etc. All works must consider Local Planning Authority guidelines. Contractors must comply with local Site Traffic Rules and Regulations at all times.

18.0 Personal Protective Equipment

The Contractor is responsible for providing the personal protective equipment for his employees. PPE must also comply with the statutory requirements or equivalent guidance appropriate to the circumstances.

19.0 Hazardous Substances

Contractors must not bring hazardous substances (CoSHH specific substances) onto the site without informing the employing manager. The substance may only be utilised once the appropriate documentation, for example, Safety Data Sheets (SDS) and relevant CoSHH assessments have been presented.

20.0 Hazardous Areas

Contractors are not permitted to enter specific hazardous areas, for examples, radiation zones, without the permission from the employing manager and relevant information, instruction and training has been given.