



Contractor Site Environmental, Health and Safety (EHS) Rules

of

**Fife Alcohol Support Services,
24 Hill Street
Kirkcaldy.
KY1 1HX**

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Contractor Site Environmental Health and Safety (EHS) Rules

Introduction

1. These Site EHS Rules have been prepared to ensure the health and safety of our personnel, contractors, sub-contractors and their employees, and all other persons exposed to their activities.
2. The rules apply to all contractors carrying out construction work (see definition below) on our sites.
3. The contractor is to assume that these rules apply to any premises at which work is carried out for or on our behalf unless instructed otherwise.
4. These rules must be read in conjunction with any local rules applicable to that site. Local rules may contain detailed requirements and will take precedence.
5. The contractor is required to confirm which local rules apply before commencing work and ensure those requirements are incorporated in his safe system of work.
6. Where there is reference in these rules to a particular statute, regulation, and code of practice, circular, guidance note or standard that reference must be taken as also referring to any replacement or re-enactment of the document referred to.
7. It is the responsibility of each contractor to communicate these rules to all persons working on his behalf and to satisfy himself that they are conversant with the guidance and are adhering strictly to it.
8. If there are any areas where the contractor is uncertain of the requirements of this document, local management is to be contacted immediately.
9. Before a contractor commences work local management must:
 - Ensure that the Declaration of Acknowledgment is completed as part of the induction process.
 - Ensure that Certificates of Competence are completed for people; and
 - Ensure that Certificates of Worthiness are completed for all plant and equipment.

Note: These forms must be issued to the contractor in a timely manner to afford the contractor sufficient time for completion.

Note: A situation may occur where any training certificate, qualification, or other measure of competence, produced by a contractor in connection with the works, loses its validity is withdrawn or otherwise replaced for any reason during the life of the works. In such circumstances it is the responsibility of the contractor to produce a valid replacement before that part of the works relevant to the certificate can continue or commence.

Site EHS Rules

General

ABRASIVE WHEELS

1. All grinding machines cut off discs; floor saws and similar tools brought onto site must comply with current legislation.
2. All abrasive tools must be kept in good condition, having the correct disc or wheel and appropriate guarding or backing plates.
3. Grinding wheels or abrasive discs must only be fitted or changed by a competent person who has a certificate of training and competency and whose name is recorded in any relevant register.
4. The appropriate protective clothing and equipment must be provided and worn at all times and used in accordance with current legislation

ASBESTOS

1. Work with asbestos may only be carried out by a contractor licensed under the Asbestos (Licensing) Regulations. The contractor must produce a copy of the license to local management.
2. Any operation involving the use, removal or repair of asbestos or materials containing asbestos must be carried out in line with the Control of Asbestos at Work Regulations.
3. An adequate method statement must be provided by the contractor to local management.
4. Should any material containing asbestos be discovered during any works, for which prior approval has not been granted, the operation must be suspended immediately and local management informed.
5. Should the presence of asbestos be confirmed, an adequate method statement must be provided to local management before the works continue.

AUTHORISATION

1. Written authorisation from local management may be required to carry out specified activities. Local rules will identify where such authorisation is required.

CARTRIDGE TOOLS

1. No cartridge tools may be brought on to site without the permission of local management. That permission will only be given for low power indirect acting tools.
2. Only competent persons will be permitted to use cartridge operated fixing tools
3. No person under the age of 18 years may be allowed to use a cartridge operated fixing tool.
4. Before using a cartridge tool, all precautions must be taken to ensure that no person, either operative or other is at risk from the operation.
5. The correct personal protective equipment must be worn as recommended by the manufacturer.
6. The storage and safe keeping of cartridge tools and cartridges are the responsibility of the contractor. He must ensure controlled distribution and return of all unused or misfired cartridges.
7. Under no circumstances must unspent cartridges be left lying around the site.

CHAIN SAWS

1. The contractor may not bring any chain saw onto site without the permission of the local management.
2. Chain saws will only be permitted on site when their use is essential and not as a convenience to cut light and medium timbers.
3. Only an authorised and competent person may operate a chain saw on site and the contractor must produce to local management a valid Certificate of Competence for such a person.
4. The operator must be fully conversant with the safe use of the chain saw and equipped with and use the appropriate protective clothing and equipment

5. The contractor must specifically authorise the use of a chain saw by a competent person and must identify to the operative the type of operation that warrants the use of the chain saw.

CHILDREN AND PETS

1. Children are not allowed on site.
2. Pets are not allowed on site.

COMPETENCE AND EQUIPMENT WORTHINESS

1. The contractor must demonstrate to local management that people in his employ are competent to carry out their allotted tasks safely.
2. Before any work commences the contractor must submit a properly completed Certificate of Competence to local management for all personnel carrying out the works.
3. Where a recognised training/competence certificate is available, i.e. CITB or EPIC, a copy must be included with the Certificate of Competence. Other certificates will only be accepted where the contractor can adequately demonstrate they are of equal status to those issued by CITB or EPIC.
4. Plant and equipment must be maintained in a safe condition.
5. Where statutory requirements exist, they must be complied with and documentation provided to local management.
6. For all other equipment, the contractor must provide a Certificate of Worthiness to local management before work starts.
7. The contractor is reminded that his responsibility to submit to local management properly completed Certificates of Competence and Certificates of Worthiness extends to all of his sub-contractors and their equipment.

CONFINED SPACES

1. A confined space is defined as an enclosed or partially enclosed space that is at atmospheric pressure during occupancy and is not intended or designed primarily as a place of work, which could have restricted means of entry and exit, and which may at any time:
 - Have an atmosphere which contains potentially harmful levels of contaminant

- Have an oxygen deficiency or excess, or
 - Cause engulfment.
2. The risks associated with confined spaces must have been assessed and procedures are in place to prevent unauthorised entry, so that no one enters such a space unless:
- All other options have been ruled out
 - A permit is issued with authorisation by a responsible person
 - The permit is communicated by all affected personnel and posted as required
 - All persons are competent to do the work and are using the appropriate protective clothing and equipment
 - All sources of energy affecting the confined space have been isolated and locked out
 - Testing of atmospheres is conducted, verified, and repeated as often as defined by the risk assessment and Permit-to –Work
 - Emergency response arrangements are in place in accordance with the Permit-to –Work.
3. Under no circumstances must oxygen/acetylene/LPG cylinders be taken into a confined space. If any welding/cutting or other activities likely to produce fumes/vapours are required to be carried out within a confined space, then additional precautions must be taken and Hot Work procedures followed.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

1. The contractor must provide details of the following to local management:
- An assessment of the hazardous substances to be used (a product safety data sheet does not constitute a COSHH assessment)
 - If required by local management, in addition to the Certificate of Competence, confirmation of training and instruction given to his employees relevant to each hazardous substance.
 - Information relevant to the hazardous substances, with regard to the potential impact and effect that each substance may have on others not in his employ.

- Local management must be informed of any such substance brought onto the site.
- Hazardous substances must not be brought onto site without prior agreement.

DOCUMENTATION

All statutory inspections and records relevant to the works must be readily available on site and be kept up to date.

ELECTRICITY

1. Any work on electrical equipment or utilising electricity in any way must be carried out in accordance with the requirements of the Electricity at Work Regulations and Electrical Safety Rules
2. A competent person must carry out all electrical work.
3. Evidence that electrical equipment brought onto site has been adequately maintained must be provided to local management on request.
4. Live working is prohibited

ENERGY AND MACHINERY ISOLATION

1. The risks associated with isolation and of working on energy systems, particularly where moving machinery is involved must be assessed by a competent person in conjunction with the competent person for that site prior to work starting. Such work does not proceed unless:
 - The methods of isolation and discharge of stored energy are agreed and executed by a trained and authorised person
 - Any stored energy is discharged or is managed by an agreed lock-out procedure
 - A lock-out procedure incorporating locks and personal tags is utilised at isolation points
 - A test is conducted by a competent person to ensure the isolation is effective
 - Isolation effectiveness is periodically monitored
 - All guarding and safety systems are re-established upon completion of work.

- A risk assessment is conducted, and appropriate safety measures are in place where it is necessary for work to be carried out on live systems.

ENVIRONMENTAL CONSIDERATION

1 The following general environmental rules must be adhered to, all sites will have specific environmental requirements, which may go beyond these general requirements and will take precedence.

COMMUNITY RELATIONS

1. The contractor must treat any complaint from the public courteously and seriously. If it is within the contractor's power to deal with the complaint he should do so. If not, he must refer the complaint promptly to local management.
2. If the complaint becomes abusive, the contractor should not respond likewise or enter into any argument but assure the person/s complaining that the relevant person will be informed as soon as possible.

DUST – GENERAL

1. The contractor must ensure that dust suppression is always used on floor saws, disc cutters and other dust generating tools and equipment.
2. Where operations create dust, this must be prevented at source or contained by enclosure or extraction.
3. Close attention must be paid where dust is likely to be encountered by the public or other persons on site.

FUEL AND OIL

1. Fuel and oil may only be stored in secure bunded containers.
2. Contractors are to use hand pumps for refuelling from drums.
3. Tanks are to be checked on machines for signs of leaks.
4. The risk of contamination is to be minimised by not storing or refuelling close to watercourses, drains, ditches etc.
5. The contractor is to ensure that someone is always in attendance when fuel is being delivered or transferred.
6. The contractor must take action to contain any spillage immediately by using sand or other absorbent material available.
7. The contractor must notify local management and seek advice regarding disposal of waste.

LIQUEFIED PETROLEUM GASES (LPG)

1. The contractor must store all gas cylinders not in use on machines in a secure compound, cage, or ventilated store.
2. All empty cylinders are to be removed from site as soon as possible.

LIGHTING

Where additional lighting is required, contractors are to avoid disturbances/hazards to local residents.

NOISE AND VIBRATION

1. Noise and vibration can be the cause of complaints, particularly in residential areas. Appropriate noise reduction equipment must be fitted and used.
2. Contractors must not leave plant running unnecessarily.

WATER

1. Contractors are to take care when working near sewers, drains and watercourses to prevent any pollutants entering them.
2. Waste must not be stored within 10 meters of a watercourse.
3. Contractors must only draw water from designated valves with appropriate licensed standpipes. If the wrong one is used water for local residents may be contaminated.

WASTE AND HOUSEKEEPING

1. Sites must be maintained in a clean, tidy, and orderly state.
2. Waste must be removed as it is accumulated unless specific arrangements for storage have been made with local management.
3. Waste may only be removed by 'Authorised Carriers' for deposit at registered sites.
4. Waste transfer notes must be completed and made available on request to local management.
5. The contractor must ensure he complies with the 'Duty of Care' in relation to the waste produced.

EXCAVATION

1. All excavation work must be carried out in compliance with current legislation to prevent danger to any person and ensure accidental collapse does not occur.
2. Before work starts, the contractor must ensure there are no services in the vicinity of the area to be excavated.
3. Where live services are present or where their exact location is not known the procedure set out in the UNDERGROUND SERVICES section of the document must be followed.
4. All excavations must be carried out in a safe manner and be adequately supported or battered to prevent danger.
5. Where temporary support is necessary the contractor must ensure the temporary works have been designed by a competent person.
6. Drawings must be provided to prior to the start of the excavation.
7. No excavation may be left without adequate physical barriers around it.
8. Precautions must be taken to prevent equipment or material falling into the excavation.
9. All excavations must be inspected daily at the start of the working day by a competent person and a weekly record of inspections made.

FIRE PRECAUTIONS

1. The contractor must ensure that adequate fire precautions are taken by adopting a safe system of work supported by the provision of adequate firefighting equipment.
2. All highly flammable liquids (HFL) must be stored in accordance with current statutory requirements.
3. Flammable materials, such as paper, rags and waste/scrap material must be cleared away regularly and not allowed to accumulate.
4. Burning material on site is prohibited.
5. All forms of heating and lighting in accommodation provided by the contractor must be installed and maintained so as not to present a fire or health risk.
6. The contractor must equip every accommodation, workshop, store etc. with suitable fire extinguishers. A reasonable standard of cleanliness must be maintained in around such places.

7. All fire exits must be kept clear of obstruction.
8. All notices prohibiting smoking, naked lights, burning or welding must be strictly observed.

FIRST AID

1. We provide First Aid Trained personnel and first aid boxes at all permanently manned sites. Contractors should enquire as to the availability of these facilities before starting work.
2. The Contractor must be aware that he has obligations to provide adequate provision of First Aiders and equipment for his employees.
3. Whilst we will provide assistance if required; the contractor must not assume that we will provide First Aiders and equipment unless this has been agreed in writing with local management.

GUARDING and FENCING

Machinery or plant brought onto site must be adequately guarded to a minimum of BS EN 294 (Safety of Machinery) and The Provision and Use of Work Equipment Regulations (PUWER).

HAND TOOLS

1. All hand tools must be maintained in a safe condition.
2. Electrically powered tools must be supplied at 110V.

HOT WORK

1. All persons carrying out Hot Work must follow these procedures and be authorised by local management.
2. The Contractor must also ensure that the system of work complies with any requirements, which may be laid down by the Contractor's Third-Party Liability Insurance.

HOT WORK PROCEDURE

1. Hot Work includes the use of blowtorches, Oxy/acetylene, Oxy/gas, or electric welding/cutting equipment.

2. The aim of this procedure is to prevent injury by fire or due to carrying out Hot Work.
3. Only persons authorised by the local management must be permitted to carry out Hot Work.
4. Contractors working on site must obtain a Permit-to-Work issued by the local management for any Hot Work.

SAFETY PRECAUTIONS – HOT WORK

The Work Area:

1. The contractor must examine to identify any source of fuel, e.g. wood, oil, grease, bitumen, flammable liquids, cables, plastic pipes, rubber packaging etc.
2. Note: dust may cover and hide oil/grease impregnated walls and floors.
2. All sources of fuel (within a 10m radius) must be removed where possible. Any, which cannot be removed, must be adequately protected from heat and sparks.
3. Where it is not possible to remove sources of fuel, e.g., conveyor belt, wooden walkways rubber decks or chute linings, these should be protected by spreading non-flammable dust, covering with steel plates and where possible the area should be damped down with water.
4. Where it is not possible to protect such items as cannot be removed, extreme care and attention are required whilst carrying out Hot Work to prevent the outbreak of fire.
5. Contractors should pay particular attention to areas below the Hot Work where sparks, hot metal can fall and create a fire later.
6. Suitable portable fire extinguishers must be on site readily available while Hot Work is being carried out. Where practicable, a water supply should be on hand.
7. Precautions must be taken to prevent heat being conducted away through structures, e.g. steel framed buildings, and igniting fuel away from the work area.
8. Ensure that aerosols are kept clear of any heat source.
9. When carrying out electric welding on vehicles, the battery must be fully disconnected until the work is complete.

10. If Hot Work is to be carried out in close proximity to any lead acid batteries, they must be removed from the area before work starts.

The Equipment

1. All flame cutting equipment must be fitted with flashback arresters on each regulator valve. A non-return valve must be fitted in each hose at the cutting/welding gun.
2. Hoses must be examined each time before they are used to detect damage or leaks. Any leak or damage must be repaired using approved connectors. Wrapping leaking hoses with tape or repairing with non-approved jubilee clips is not acceptable.
3. All oxygen/gas cylinders must be stored, transported, and used in an upright and secure position.
4. All electric welding leads, connections, clamps, and electrode holders must be examined before use to ensure the insulation is sound and they are in a safe condition.
5. Damaged or defective equipment must not be used.
6. The return lead to the welding set must be clamped directly to the work piece (or as close as possible if this cannot be achieved).

Personal Protective Clothing and Equipment

1. People carrying out Hot Work must wear Flameproof/retardant overalls.
2. Where rigger boots or wellingtons are worn, overalls must be worn outside the boots to prevent hot material/sparks falling inside.
3. Suitable leather gloves which fit tightly around the wrist or gauntlets must be worn.
4. Eye shields or goggles must be worn to protect against burns or intense light. Eye protection must be worn when chipping slag from welds.
5. Local exhaust ventilation must be used where it is provided.
6. Where hazardous fumes are likely to be produced by the process, a suitable respirator must be worn.

Carrying out the work

1. The work is to be organised and carried out so as not to damage welding leads or fuel gas/oxygen hoses.
2. Where work is carried out at height, adequate precautions must be taken to prevent people below entering the danger area.
3. A constant check of the area is to be made for any signs of fire.
4. The working area must be monitored after the Hot Work has been completed for signs of heating or fire. The period will vary according to circumstances and the degree of risk involved (30 minutes to 4 hours or longer).
5. In high-risk areas, such as around fuel tanks, rubber lined screens/chutes, buildings of a combustible nature, the area will need to be monitored until the area has cooled and there are no signs of heat.
6. In low risk areas the monitoring period will be less.

IF IN DOUBT ASK LOCAL MANAGEMENT FOR FURTHER ADVICE.

HOUSEKEEPING

1. The contractor must keep the site clean and not allow rubbish to accumulate within the site or elsewhere on the premises.
2. He must ensure that the site is left in a safe and tidy condition.
3. He must also ensure that all materials are stored in a secure and safe manner so as not to be of any danger to any person.

INCIDENTS and INJURIES

1. All incidents and injuries must be reported to local management immediately.
2. It is the contractor's responsibility to ensure that any injury on the premises, no matter how trivial, is recorded in the site Accident Book.
3. We will ensure that any notification required under RIDDOR is made by the person responsible for such action.

LIFTING AND MATERIAL HANDLING

1. The risks associated with material handling utilising cranes, hoists, or other mechanical devices, including manual handling must have been assessed. These activities will not begin unless:
 - An assessment of the task has been completed and an authorised competent person has determined the method and equipment to be used.

- Operators of powered lifting equipment are authorised and competent.
 - Authorised and competent people carry out rigging of the load.
 - Lifting equipment and accessories have been statutorily sanctioned for use.
 - The load does not exceed dynamic and/or static capacities of the lifting equipment.
 - Any safety devices installed on lifting equipment are operational and are tested.
 - Suitable tools, PPE, and procedures are in place, particularly for manual handling.
2. It is the responsibility of the contractor to ensure that all lifting equipment and lifting accessories brought onto site are in compliance with current legislation.
 3. They must be of good mechanical construction, properly maintained and marked with an identification number and the safe working load. Jib cranes must be fitted with an Automatic Safe Load indicator.
 4. In addition to being identified in the Certificate of Worthiness, any lifting equipment and lifting accessories must be accompanied by a current valid test certificate and all statutory test, examinations and inspections must be carried out.
 5. All records and certification must be available on site for inspection by local management and copies made available on request.

LIQUEFIED PETROLEUM GAS (LPG)

1. Any contractor bringing LPG cylinders onto site must adhere to the following instructions:
 - All LPG cylinders not in use must be stored outside in a compound not less than 3 meters from any building and stored in an upright position.
 - The compound must be divided to separate full bottles from empty ones and be clearly marked 'Liquefied Petroleum Gas – Highly Flammable – No Smoking.'
 - Oxygen cylinders must not be stored alongside LPG.

- The number of full and empty cylinders must be kept to a minimum on site.
 - Where secure steel containers are used for storage, they must be provided with adequate non-closable ventilation at floor level and be clearly marked 'Liquefied Petroleum Gas – Highly Flammable – No Smoking.'
 - If any appliance is not fitted with a central tap, an intermediate tap must be fitted in the hose between the appliance and the cylinder. This tap must be secured to the inside of the hut or building. It is essential that the LPG cylinder is located outside the building and adequately protected from damage.
 - When connecting up a cylinder, the contractor must ensure the appropriate regulator (high or low pressure) is provided, is in good condition, and the threads are not damaged. He must also ensure that hoses in use conform to BS 3212 and that all connections are secure.
 - Suitable fire extinguishers (preferably dry powder) must be provided in the storage area and in the vicinity of an LPG appliance. The size of fire extinguisher must be appropriate for the size of the LPG appliance.
 - Bulk systems must be installed by competent by competent LPG fitters or suppliers.
2. Where a leak is suspected, the following procedures must be adhered to:
- Clear the area of people immediately, inform local management
 - Turn off the supply to the cylinder, open all doors and windows and brush the complete area in order to disperse any gas at ground level.
 - Checking for leaks must be done only by using a proprietary leak detection solution on every connection from the cylinder to the appliance.
3. Generally, lit boilers and similar plant must not be transported in vehicles. There are cases, however, where the nature of the works requires it. The contractor, therefore, is responsible for ensuring that special measures are taken to enclose the boiler in a fire resisting enclosure, to secure it to the floor, to provide fire-fighting equipment, to provide adequate training for emergencies and to provide adequate storage precautions when storing the cylinders.
4. Bitumen boilers must never be left unattended when lit.
- 3 The dangers of inadequate ventilation cannot be over emphasized where LPG is used as fuel.

NOISE

1. No plant brought onto site may emit excessive noise.
2. The contractor must, when requested, provide local management with details of noise levels emitted by plant and equipment.
3. The contractor must ensure his employees are provided with adequate ear protection and that it is used where necessary. Any noise reduction equipment must be maintained and used effectively.

OFFICES & ACCOMMODATION

1. Any temporary office, hut etc. must not be brought onto site until its exact location and appropriate fire precautions have been arranged with local management.
2. Such accommodation should, where possible, be erected in an area with 4.5 – 6.0 meters clearance between the next structure (to prevent a fire hazard), and have a sufficient number of fire extinguishers of the right type, compatible with the contents of the accommodation.

PERMIT TO WORK & ISOLATION

1. Certain activities must not be undertaken unless local management has issued a Permit-to-Work.
2. Such activities will be identified with in local rules and will include the following:
 - Any electrical work to be carried out live.
 - Electrical work on apparatus supplied by in excess of 650 volts.
 - Entry into confined spaces.
 - Work at height where a fall of more than 2 meters could occur.
 - Hot work by contractors anywhere on site.
 - Lifting of items over 6 tonnes gross weight.
 - Any excavation work.
 - Any other activity designated by local management.
3. The safe and secure isolation of plant and equipment is essential to protect people working on or near it.
4. Each site has local procedures, which must be followed. These will be issued and explained to the contractor before work commences.

5. The use of personal locks and or the retention of ignition keys must be secure all isolation by the person/s carrying out the work.
6. Isolation of all forms of energy including electrical, hydraulic, pneumatic, static, header and kinetic (stored energy) must be made before commencing work.

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPE)

1. An assessment of the need for PPE to prevent injury or ill health must be carried out.
2. PPE must be maintained in a clean and hygienic condition.
3. At all sites, the following PPE must be worn as a minimum:
 - High visibility clothing
 - Safety footwear
 - Head protection
4. It is the responsibility of the contractor to ensure his employees are provided with all necessary PPE.
5. The contractor is to provide proof of the issue of all PPE to any of his employees entering the site. This proof may be in the form of a register of signatures against the items issued to each employee on site.

PLANT

1. All plant brought onto site must be of sound construction, properly maintained and all necessary inspections carried out; documentation to support this must be available on request.
2. All plant must be operated by, and be under the control of, a competent person.
3. Unauthorised persons must not be allowed to operate plant and equipment. In the event that they do, they may be removed from site.
4. No maintenance work (other than normal daily checks) may be carried out without the permission of local management.
5. Should a contractor wish to use any plant or equipment prior written authorisation must be obtained from local management. This will only be granted where local management is satisfied that the person/s nominated by the contractor is/are competent to use the plant/equipment.

RISK ASSESSMENT & METHOD STATEMENTS

1. The contractor must produce an adequate risk assessment for the works. More than one risk assessment may be necessary and must take account of the risk to all persons and the environment affected by the works.
2. Each assessment must be in writing and an up-to-date copy provided to local management.
3. Each risk assessment must be kept under constant review and revised as often as necessary.
4. Method statements must be provided to local management detailing when and where and by whom the works are to be carried out.
5. Method statements must include the precautionary measures to be taken to prevent accidents, incidents, or ill health.
- 4 A programme identifying the sequence of operations does not constitute a method statement.

SCAFFOLDS

1. A competent person must direct the erection of, addition to, alteration of or the dismantling of (both fixed and tower) scaffolds. Competent operatives must carry out the work.
2. In addition to being identified in the Certificate of Competence, a person directing the erection, alteration, dismantling or inspection of, or addition to scaffolding must present to local management an appropriate CITB record card.
3. All scaffolds must be clearly marked with notices stating 'No Unauthorised Access.'
4. Any incomplete or partially dismantled scaffold must be left in a condition that prevents its use.
5. Prominent warning notices 'Incomplete Scaffold – Do Not Use' must be clearly fixed to it where access may be gained. As well as these warning notices, all access points on incomplete scaffolding must be effectively blocked to prevent unauthorised access.

Inspection of Scaffold

1. Before any scaffold is used as a working platform, it must be inspected by a competent person who, if satisfied with the scaffold, will give a handover certificate to the contractor and a copy to local management if requested.

2. A competent person must carry out weekly inspections and a record maintained in accordance with current construction legislation.

Tower Scaffolds

1. When used outside, the height must not exceed 3 x the minimum base width.
2. Inside a building the height may be up to 3.5 x minimum base width.
3. Under no circumstances must the tower be moved around with people or materials placed on it.
4. Access to the working platform must be via a properly secured ladder unless the scaffold incorporates an access ladder.
5. Outriggers may be used to increase the minimum base width. If these are used, they must be adequately protected from damage by site traffic etc. |

General

1. The onus is on the contractor to ensure that any particular scaffold is safe for intended use by his employees; therefore a contractor using any scaffolding, access ladders etc. must ensure that they are in a safe condition before work starts.
2. A contractor must not alter/modify any scaffolding provided by local management without the prior permission of local management.

SUB-CONTRACTING

1. No part of the works must be sub-contracted without the written permission of local management. Such permission may be included as a specific clause within the order/contract for the works.
2. Where sub-contracting has been permitted by local management the contractor is required to include, and will be deemed to have included, copies of these rules in any sub-contract that he may issue and to make compliance with these rules a condition of any such sub-contract.

ASSETS

1. A contractor may not use our plant, equipment, vehicles, services, or personnel unless they have been prior written permission by local management.

UNDERGROUND SERVICES

1. All excavation work must be carried out in compliance with current construction legislation and HSE Guidance. In addition, before the operations starts, the contractor must contact local management to get advice regarding the location of underground services.
2. Where live services are believed to be present, a cable detector (CAT) must be used to locate approximately the position of the services and thereafter hand excavating must be carried out until the exact location of the services has been identified and made safe.
3. Should any services become damaged, the contractor must take the following action:
 - Remove all people and equipment from the immediate danger area when it is safe to do so.
 - Inform local management immediately.
 - Secure the area and assist the relevant utility supply company and emergency services as requested.

VEHICLES

1. The risks associated with the use of vehicles must be assessed.
2. Vehicles are not to be operated unless:
 - There is an appropriate service and check procedure in place and the vehicle is confirmed to be in safe working order.
 - Drivers and operators are certified, authorised, and fit to operate the class of vehicle.
 - The number of passengers does not exceed the design specification for a given vehicle.
 - Seat belts are installed and worn by all occupants.
 - Persons and unsecured material and equipment are not being transported together in the same compartment.
 - The driver will not use a mobile phone on the site whilst driving.
3. All vehicles used on site must be meet the same standards as those on regarding all-round visibility, roll over protection, seat belts etc.
4. Vehicle engines must be switched off when the driver is not seated at the controls (unless the vehicle is designed to operate from another position).

5. Vehicles and lifting equipment must be operated from the correct position as recommended by the manufacturer.
6. Vehicles on site must travel at a safe speed and adhere to any local speed limits, traffic routes and priorities.
7. Vehicles may only enter or leave the site via designated access and egress points.

WELDING

The use of electric welding/cutting equipment must be carried out in accordance with our Hot Work Procedure.

WELFARE

1. Prior to commencement of the works, it must be agreed which welfare facilities are to be provided by local management and which facilities are to be provided by the contractor.
2. Any facilities provided by local management are to be maintained by the contractor in a safe and clean condition.
3. Any person wilfully damaging such facilities will be held liable for any costs incurred.

WORKING AREAS

1. Local management will agree with the contractor the extent of the site. Only agreed routes to and from the site are to be used.
2. Vehicles, plant, equipment, materials, and waste may only be placed in agreed areas on site.
3. The contractor may be given total control of a particular area of the site for which he will be legally responsible. Where this is the case, the area will be defined on a site plan and a copy will be supplied to the contractor.
4. The contractor must ensure that his employees and other persons working in or visiting the site only use the agreed areas and access/egress routes and that they adhere to local rules.

WORKING AT HEIGHT

1. The risks associated with working at height or over openings must be assessed.

2. Where there is a risk of falling 2 meters or more, work will not proceed unless:

- Powered mobile platforms are designed to be fail-safe in the event of an electrical or hydraulic failure.
- Platforms or scaffolding where erected, are inspected and certified by a competent person.
- Fall-arrest equipment is worn that will limit free fall to ensure the safety of persons.
- All equipment is subject to regular inspection and all defective or damaged equipment is immediately taken out of service.
- Persons are appropriately trained and authorised to perform work at height.

3. Safety harnesses must comply with BS EN 361, i.e. full body harnesses, and must include shock absorbers in the layout. Waist belts are not acceptable as fall arrest equipment.

4. Precautions must be taken to ensure that equipment, materials, etc., cannot fall onto persons below.

Ladders must be of sound construction and adequately secured by tying off or being securely footed by a second person.