

# HML CODE OF PRACTICE FOR CONTRACTOR

## SITE SAFETY FOR BUILDING AND GENERAL MAINTENANCE SERVICES

**Health \* Safety \* Security \* Fire \* Site Hygiene**

### 1 INTRODUCTION

This Code of Practice is intended to give general information relating to contractor's obligations for ensuring a safe environment for their employees, residents living on the developments managed by HML PM Ltd, visitors and general members of the public whilst providing or undertaking the provision of maintenance and small work services for and on behalf of HML companies and its clients. Contractors working for the Company are required to abide by, as far as is reasonably possible, with this Code of Practice. This Code of Practice does not replace contractor's obligations under the Health & Safety at Work etc. Act 1974, or other legislation. More stringent requirements may be required for specific works where it is assessed that these are High Risk or on Major Work projects and those affected by CDM regulations.

### 2 HEALTH & SAFETY MANAGEMENT

The contractor(s) where appointed either by Works Order or Term Contract shall note that they are responsible for the safety of site operations as well as being compliant with this document. This shall mean ensuring the safety of their employees, appointed sub-contractors or temporary visitors. This requires ensuring that employees are suitably trained for the task that they are required to perform, have training on the equipment they are expected to use during those tasks, have the correct equipment and tools for the designated work, have suitable Personal Protection Equipment (PPE) and that the works area is adequately protected or screened to avoid potential injury to residents, visitors or members of the public.

### 3 TRAINING

The contractor shall ensure that all employees (including sub-contractors) are adequately trained to carry out their duties or tasks, the use of any plant, chemicals, machinery or tools, and that adequate site supervision and signage is supplied where necessary.

### 4 RISK ASSESSMENT

Before any work commences on site the contractor shall undertake a risk assessment of all operations to identify foreseeable risk and ensure that appropriate control measures are incorporated into safe systems of work. Where considered appropriate, the risk assessment should be submitted to the relevant Property Manager. The provision of maintenance services allows for a wide range of possible hazards which are not restricted only to the following;

Potential hazardous operations can involve the following;

- General public and third-party safety
- Vehicle movements on/off site
- Vehicle/pedestrian segregation
- Temporary services segregation or isolation
- Scaffolding and other external access equipment (scissor lifts)
- Trench/ground works
- Hazardous chemicals
- Working at heights
- Noise created by plant and tools working in confined spaces
- Use of portable hand tools
- Fire protection
- Electrical works
- Maintenance of lifts and other moving machinery
- Presence of Asbestos

## 5 PERFORMANCE MANAGEMENT

Performance can be measured in many aspects, time management, quality of works and value for money are key factors but we would also use this Code of Practice as a guide to assess how well our contractors are performing. If a complaint is received from a client or a member of the HML management team we will first approach you to discuss our concerns and to establish if the complaint is related to the quality of work carried out or materials and equipment that has been installed. We would hope that any dispute could be resolved informally without needing escalation and where possible we will provide you with the opportunity to make good any works that are deemed unsatisfactory. In the rare event that an informal solution cannot be found it will be necessary to investigate the matter on a more formal basis following the HML complaints procedure during which time you will be placed on suspension.

## 6 SITE HOUSEKEEPING

Any works being undertaken either inside communal areas or to the exterior of a building should be subject to a tidy, clean and safe site always. No refuse, materials, tools or products should be stored without the explicit agreement of the Property Manager. The contractor shall be responsible for making provision for the sweeping and clearing away of all debris at the end of each working day in bags and removing same away from site. The provision of a skip on site should be subject of the express written permission of the Property Manager. Waste must not be deposited in the waste bins on site but be removed from site by a licensed waste carrier and disposed at a registered local authority waste tip.

Where electrical equipment is used (vacuum cleaners etc.) care should be taken to avoid the power supply lead stretching across doorways, openings and corridors causing a trip hazard. Where floor surfaces are washed, pooling of water should be eliminated and adequate "Wet/slippery floor surface" signage displayed.

Adequate protection of floor surfaces should be provided by dust sheets or similar where painting is undertaken and to protect floor surfaces against dust and other debris.

## 7 SECURITY

The contractor shall be responsible for all plant, equipment, tools and product stored on site whether locked within site storage facilities or otherwise. The Company and its clients will not be held responsible for any loss howsoever caused.

## 8 PERMITS TO WORK

The contractor shall be aware that a Permit to Work and authorisation from the Property Manager will be required under specific conditions;

- Hot work permit (use of oxy-acetylene torches)
- Work in confined spaces
- Working at height
- Other high-risk works

Work should not commence in these situations until a Permit to Work has been granted.

## 9 FIRE PROTECTION

The contractor shall not undertake any works that may cause an increased fire risk at the development. Where tools are used that may heighten such risk (angle grinders internally, oxy-acetylene torches) the contractor must advise the Property Manager and submit a Permit to Work application before commencing works.

Any combustible materials needing to be stored on site must be approved by the Property Manager and the location approved. Under no circumstance should such material be stored in communal corridors, stairwells or fire escapes.

Under no circumstances should smoke detectors be sealed, removed or covered, fire alarm systems disabled, sprinkler systems isolated or fire doors held open. If in the course of maintenance partial or total isolation of a system is needed, the Property Manager must be advised before works commence.

All fire escapes and external fire doors must always be kept unobstructed.

## 10 ACCESS FOR EMERGENCY SERVICES

All roadways, driveways, paths and entranceways must be kept clear to allow access for all emergency services.

## 11 HAZARDOUS SUBSTANCES and MATERIALS - (COSHH)

The contractor shall ensure that suitable COSHH risk assessments have been undertaken by a competent person to include all substances and products intended for use during the work and that written procedures for the handling, application, storage and disposal of hazardous substances and products have been prepared. The Property Manager must be advised in writing of all substances intended for use on site which are classified as very toxic, toxic, corrosive, explosive, highly flammable, and flammable. It is likely, though not guaranteed, that such chemicals may be used in the process of weed control, vermin control and cleansing.

Where chemicals hazardous to health are used on site, a material safety sheet must be completed and retained by the operating company, available at the site and also by the Property Manager clearly stating the nature of the chemical, details on safe handling, storage and use of each substance. The contractor should confirm that suitable training has been provided to his employees and any PPE has been provided. Suitable warning signage should also be provided when toxic chemicals are used.

## 12 ASBESTOS

Where known, all Works Orders and Term Contracts will provide site information relating to asbestos. The contractor must make every effort to find out if there are any asbestos bearing materials on site or within the works area. If after undertaking all reasonable steps, the contractor finds asbestos on site, all work should cease immediately and the Property Manager and/or the Health & Safety Officer must be notified. **NO ATTEMPT SHALL BE MADE TO DISTURB OR REMOVE THE ASBESTOS.** The work area should be sealed off as best as possible and left undisturbed until further instructions are obtained.

## 13 ACCIDENTS ON SITE

In the event of an accident involving an employee of the contractor or its sub-contractor, or an incident or accident involving a resident, visitor or member of public caused by the direct or indirect actions of the contractor, the Property Manager must be informed immediately. A full written report may be required of the incident/accident.

## 14 ELECTRICAL EQUIPMENT

All electrically powered tools and temporary lighting when used externally MUST be 110v or battery powered. The contractor shall ensure that all operatives are competent and trained in the use of all tools and equipment supplied. The contractor must carry out PAT Testing on all applicable equipment. Any non-compliant equipment shall be isolated and removed from site immediately. Trailing cables across corridors or doorways are NOT permitted.

Only suitably qualified and competent contractors shall be allowed access to electrical installations on site, intake rooms, switch gear, control panels, distribution boxes, fuse boxes etc., and to undertake repairs to any electrical installation, equipment or wiring.

## 15 LADDERS, ACCESS EQUIPMENT, SCAFFOLD and STAGING

The contractor shall ensure that all ladders and access equipment is regularly checked for wear and damage. All selected equipment should be suitable for the intended purpose and site conditions for which the equipment will be used. The contractor must ensure that the access equipment is used on a suitable, firm and level surface and that it is such as not to need the operative to over-reach or work outside the safe parameters of the equipment. Where specific risks are identified (working adjacent to stairwells or elevated access-ways), a detailed risk assessment must be completed. All staging should have guard rails with safe means of access. Scaffolding is to have guard rails and kick boards to prevent tools and debris falling below and should be assessed against statutory licence requirements before use. Consideration should be given to providing netting to prevent debris falling and safety barriers to keep people away from danger.

Crawling boards or similar should be used on fragile roof surfaces.

All mobile access equipment and access ladders on scaffolds should be removed at the end of the working day and **stored securely.**

The contractor shall provide all safety harnesses, hard hats and suitable training and equipment for any operatives who work where there is a risk of falling or where there is no practical provision of safety barriers.

## 16 ALCOHOL and DRUGS

Any contractor or sub-contractor considered under the influence of either alcohol or drugs will be asked to leave the site immediately. The Company will not be held responsible for any loss of earnings or other costs howsoever caused.

## 17 SMOKING

Smoking is not permitted anywhere in the building and should only occur away from the development.

## 18 NON ENGLISH SPEAKING PERSONNEL

In cases where the contractor employs personnel who do not have a high command of English, the contractor must ensure that all employees understand fully the safety requirements.

## 19 GENERAL SIGNAGE

The contractor shall provide adequate signage to comply with British Standards to advise of danger, hazards, use of chemicals, or other site awareness issues.

## 20 USE OF SUB-CONTRACTORS

Where a contractor uses the services of a sub-contractor, the sub-contractor shall always be required to conform to the same standards and terms as stipulated in this document. It shall be the contractor's responsibility to ensure that the sub-contractor is made fully aware of all their obligations as stated in this Code of Practice. The contractor shall also ensure that the sub-contractor holds similar current levels of Public Liability insurance as has been requested of the contractor. In the event of an incident, HML shall hold the contractor fully responsible for all damages and costs associated with the incident howsoever caused.

## 21 FURTHER REFERENCES

- Managing H&S in Construction (Construction (Design & Management) Regulations 2015)
- Health & Safety in Roof Work HSG 33
- Memorandum of Guidance on the Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Safe Work in Confined Spaces (Confined Spaces Regulations 1997) Approved Code of Practice
- The Work at Height Regulations 2005
- Safe Use of Work Equipment (The Provision and Use of Work Equipment Regulations 1998) Approved Code of Practice and Guidelines
- [www.hse.gov.uk](http://www.hse.gov.uk)