



**Scottish
Ambulance
Service**

Working in Partnership with Universities



Policy and Procedure for Management of Contractors

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Permit to Work Procedure, Health and Safety Policy

Equality and Diversity Impact Assessment

1. Introduction



The Scottish Ambulance Service is committed to ensuring the health and safety of its employees and any other persons affected by its activities.

The Scottish Ambulance Service requires that all Contractors employed by the Service play their part in ensuring that the work they undertake on behalf of the Service complies with all Health & Safety legislation and with the Service's procedures.

The Scottish Ambulance Service plan, coordinate and monitor the activities of all Contractors to effectively minimise the risks presented to employees and visitors on all premises owned or occupied by the Service.

This policy has been produced with the objective of providing a mechanism for identifying and minimising risks surrounding the activities of Contractors to reduce the potential for accidents or incidents and to comply with its legal obligations. It has also been developed to ensure that the Service has a mechanism designed to ensure it only employs competent Contractors.

The Scottish Ambulance Service's Estates Department in employing Contractors is required to monitor those Contractors activities to ensure that health and safety systems and procedures are implemented and operated for their own safety and for the safety of the Service's employees and visitors.

The Estates Department shall also ensure that all Contractors are adequately supervised whilst on the Service's premises. They must also provide Contractors with information regarding any risks to which they may be exposed during their presence on site.

Contractors must also have clear instructions/information regarding site fire safety procedures, accident/incident reporting requirements and first aid arrangements.

Only Contractors whose Health & Safety protocols and procedures have been pre-approved by the Estates Team will be permitted to work on the Service's behalf.

2. Purpose

The purpose of this policy is to ensure the health, safety and security of all staff, Contractors and visitors of the Scottish Ambulance Service. The policy aims to:

- Assist all employees of the Service to adopt a positive approach to the control of Contractors working in the Service's premises.
- Ensure that the Service only employs Contractors that are competent and able to work in a healthy, safe and secure manner.
- Introduce checklists for risk assessment and safe planning of work



undertaken by Contractors on behalf of the Service.

- To minimize the risk of incidents and control Contractor's activities within the Service's premises.
- To protect the health, safety, welfare and security of Contractors, Service staff and visitors affected by work and maintenance activities prior to and during any works.
- To improve the co-ordination between staff and Contractors who carry out work in the Service's premises to minimise risk
- To ensure that prior to contracts being finalised, the Contractor has demonstrated his competencies in relation to the works activities and health and safety requirements
- To ensure adequate information is provided to Contractors, engaged to carry out work on the Service's premises, prior to commencement of works
- To ensure all hazards that could potentially affect the Contractors personnel are clearly identified and controlled

This policy has been prepared to achieve compliance with both the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and more specific interacting Regulations which support these including (but not limited to):-

- The Personal Protective Equipment Regulations 2002
- Construction Design and Management Regulations 2015
- Provision and Use of Work Equipment Regulations 1998
- Control of Noise at Work Regulations 2005
- The Confined Space Regulations 1997
- Pressure Systems Safety Regulations 2000
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Control of Asbestos Regulations 2012
- The Electricity at Work Regulations 1989
- The Manual Handling Operations Regulations 1992

3. Roles and Responsibilities

3.1 Chief Executive (Duty Holder)

The Chief Executive (Duty Holder) is responsible for the wide implementation of this policy, ensuring that sufficient resources and are available to maintain



and manage its obligations and that effective arrangements for the management of health and safety are put in place.

The Chief Executive shall delegate the responsibility for revising and updating the Management of Contractors Policy to the Director of Finance, Logistics & Strategy (Deputy Duty Holder)

3.2 Director of Finance, Logistics & Strategy (Deputy Duty Holder)

The Director of Finance, Logistics & Strategy (Deputy Duty Holder) is responsible on behalf of the Duty Holder, for the review of this policy on a regular basis and ensuring it is updated as necessary to reflect changes in legislation and guidance. In addition to review any issues of concern notified to them directly on the safe operations and management of contractors and reporting their findings regarding any significant risks associated with the management of contractors to the Health, Safety & Wellbeing Group.

3.3 Director of Workforce

The Director of Workforce has designated authority for the implementation of the Health and Safety policy within the organisation for.

- ensuring that Health and Safety issues are appropriately considered for all Board decisions.
- ensuring that Health and Safety is appropriately resourced.
- ensuring that competent Health and Safety advice is available.
- ensuring the Health and Safety system is effective and audited regularly.
- to recommend to the Board corporate strategies for continuous improvement in Health and Safety performance in line with Service goals.
- ensures that there is a common specification for the provision of Occupational Health services, with common protocols and procedures governing access and referral to these services.

3.4 Head of Estates

The Head of Estates is responsible for ensuring that systems have been identified for the management of contractors and that they meet the legal and organisational requirements for the management of contractors

3.5 Assistant Head of Estates

The Deputy Head of Estates is responsible for the day-to-day management of contracts and ensure arrangements are in place for the management, monitoring and recording of contract performance. These arrangements shall include monitoring and reviewing issues associated with health and safety.



3.6 Nominated Estates Individuals

Will have responsibility for ensuring that the requirements of this policy, as listed below, are observed and adhered to in all work undertaken by contractors appointed by the Estates Department.

- prior to the commencement of any contracted complete an HAI-SCRIBE, where appropriate, with the IPC Department.
- before any contracted work commences that contractors are informed of any hazards and risks that they may be exposed to and any specific local controls that may be applicable and adhered to.
- the Contractor(s) inform the Estates Department of any hazards and risks that will be created by their work and what the resultant controls are.
- ensure Contractor(s) provide prior to the commencement of the work, up to date risk assessment(s) and method statement(s).
- adequate resource is utilised commensurate with the degree of risk to supervise contractors working on Service premises. This will ensure that they comply with health and safety arrangements in place so that the risks to staff and visitors are minimised, agreed local procedures are met and all work is carried out to an acceptable standard.
- engage/employ contractors will monitor the implementation of the policy and any other associated procedures using workplace inspections, safety tours or equivalent.

3.7 Regional Directors, Heads of Service

Are responsible for having knowledge of this procedure and must be satisfied that contractors working on their sites have been properly advised of this procedure and that they have been appointed by the Estates Department.

3.8 Head of Health and Safety

The Head of Health & Safety is responsible for contributing to the progressive reduction of risk by assisting and advising Directors, Managers and employees on health and welfare issues that may arise from time to time; ensuring senior managers are aware of their legal obligations; ensuring the Health and Safety Management system is in place and allows the service to comply with existing legislation; advising the senior management team of any forthcoming legislation which may affect the operation of the service; proposing procedural changes to allow the service to comply with new Health and Safety law prior to its implementation; ensuring that all divisions and departments are appropriately audited; measuring health and safety performance within the service, and to publish this information via the senior management team meetings.



3.9 Head of Infection Prevention and Control

The Head of Infection Prevention and Control is responsible for:

- Developing, implementing and advising on Service management systems and standards in relation to Healthcare Acquired Infection (HAI)/infection control, decontamination and cleaning.
- Act as the source of specialist advice with regard to infection control issues.
- Providing regular (monthly) updates to the HAI Executive Lead.
- Developing and reviewing of Infection Control Policies and Procedures.
- Compiling and delivery of an annual Infection Control Programme to meet the requirements of the national HAI agenda and to address Service specific issues.
- Completing HAI updates reports to SGHD, Healthcare Environment Infection (HEI) and Service Board.
- Participating in relevant committees to include Infection Control Committee, Health Safety and Wellbeing Group, Risk Management Steering Group, Operational Management Team Meetings, Regional Health & Safety Committees.
- Advising the training department on the necessary requirements to meet NHS HAI standard 5 and other national HAI education requirements.
- Risk assessing infection control/ NCSS audit activity and providing General Managers with regular reports.
- Managing the NCSS monitoring process and monitoring Service compliance.
- Producing an annual report covering HAI/infection prevention and control, decontamination and cleaning.

3.10 Area Service Managers/Team Leaders

Fulfil the role of Nominated Local site Representative, are responsible for having knowledge of this procedure and where to access it for reference. They must be satisfied that contractors working in their sites have been appointed by the Estates Department. Should the ASMs/Team leaders believe that a contractor/s are not acting in a safe manner, or they are in anyway concerned about the works being undertaken they must contact the Estates Department for advice. The local site representative is authorised to stop all works without reference to the Estates Department if they feel that the work being carried out is “unsafe”.

3.11 All Staff



Every employee has a personal responsibility for health and safety and has a duty to:

- Provide information to contractors when asked to do so by management
- Work closely with contractors, when necessary, in order to help them complete the work they have been engaged to carry out
- Report any incidents related to contractor activities and contribute towards any investigation of the circumstances surrounding such reports.

3.12 Contractors

Contractors may be requested to produce documentation to ensure compliance with statutory and regulatory requirements. These may include but are not limited to:

- Employers Liability Insurance
- Public Liability Insurance provided by Contractors.
- Health and Safety Policy
- Method Statements / Risk Assessments
- Notification of any HSE prosecutions or improvement notices
- Qualification or industry body affiliation certificates
- Training Records
- First Aid provisions
- Material Safety Data Sheets (MSDS)
- Equipment List and PAT testing results
- Gas Safe Registration
- Confirmation of basic Disclosure Barring System (DBS) provided by Contractors Employer
- Comply with the requirements stated in this document. In particular to ensure that all risk assessments and method statements are submitted no later than 1 week prior to commencement of works for approval. No works will commence until approval has been granted.
- Observe their obligations under statute and common law.
- Indemnify the Scottish Ambulance Service against all liability arising out of any loss, damage or injury suffered by the Scottish Ambulance Service or any third party because of their failure to comply with the terms of the contract or their performance of the contract.
- The Scottish Ambulance Service reserves the right to cancel a contract with immediate effect and prevent the Contractors returning to the premises if they fail to comply with these requirements. No permission or consent by or on behalf of the Scottish Ambulance Service under these



requirements shall in any way relieve the Contractor of his liability for accidents, injury and damage under the terms of the contract.

4. Implementation

The policy will be implemented and communicated to managers and staff within the Service and will be published on @SAS

5. Monitoring & Review

This policy will be reviewed every three years, or sooner if there are any relevant changes to legislation or best practice.

6. Procedure

The Estates Department of the Scottish Ambulance Service recognises that when we engage contractors to work on our premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities, and it is therefore our policy to work together with our contractors, to ensure that our workplace remains safe and without risk to health.

Most of the contract work falls within the definition of 'construction' and as a client we recognise our responsibilities under the Construction (Design and Management) Regulations 2015 for:

- checking the competence of all appointees including contractors
- ensuring there are suitable management arrangements for the project / works, including the provision of welfare facilities for use by contractors / staff
- allowing sufficient time and resources for all stages of the project / works
- providing pre-construction information to designers, contractors and any relevant parties.

We also have obligations to control contract works under other legislation including the Management of Health and Safety at Work Regulations 1999.

We recognise that larger projects falling within the requirements of the CDM regulations are notifiable to the Health and Safety Executive and involve additional responsibilities. In addition, for projects that also require Planning and Building Warrant, the Principal Contractor and Principal Designer will work with the relevant Statutory Authority for the appropriate permissions/consents.

This policy is not intended to cover the detailed health and safety arrangements for such projects, which would be determined on the specific requirements of



each project, the responsibility of which would be shared with the Principal Contractor and Principal Designer.

This policy sets out our approach to managing contractors involved in projects / works which are not notifiable under the CDM regulations but also includes how we identify those larger scale projects which are notifiable.

6.1 Overview of Procedures for Control

When planning work to be undertaken by contractors, we will ensure that a nominated estates individual has overall responsibility for planning and coordinating the work.

This individual will ensure a thorough evaluation of the work required to evaluate the scale of the project.

If it is likely that the project will exceed 30 working days (with more than 20 workers on site) or more than 500 person days of construction work and therefore falls within the additional requirements described in the Construction (Design and Management Regulations 2015), the nominated estates individual shall take the following actions:

- ensures that the Head /Deputy of Estates is made aware
- coordinates arrangements for the appointment of a competent Principal Designer and Principal Contractor
- for notifiable projects the remainder of this policy does not apply, as health and safety arrangements will be determined specifically for the needs of the project and most of the detailed arrangements will be the responsibility of the Principal Contractor and Principal Designer.
- Liaise with the relevant Statutory Authority for any statutory consents (e.g. Planning Permission or Building Warrant).

In the case of non-notifiable contract works, the Nominated estates individual responsible for coordinating the work on our behalf shall:

- define the work that must be undertaken, including the task, the place of work and any associated issues
- consider the hazards that are likely to be introduced by the work and any risks arising from our operations affecting the contractors
- notify occupants or users of any area about possible impacts and where appropriate engage them in drawing up a plan for dealing with the impact of the work in question
- determine whether it is reasonably practicable to segregate the contractors work from the other activities taking place on site either by scheduling the work out of hours or by physical separation



- identify potential contractors and evaluate their competence to carry out the work safely
- ensure that any design or specification work undertaken by an organisation on our behalf is undertaken by competent persons who can eliminate hazards and control risks through the design and meet their obligations under the relevant Regulations
- obtain and provide essential health and safety information about the site, the activities, the work (including any residual risks identified by designers/specifiers), safety rules, to enable the contractors to take these into account in their tender
- discuss detailed work plans with the contractor and review their risk assessment and method statement for the work (must be submitted no later than 1 week prior to commencement of works). Works may not commence until risk assessment/method statement has been approved.
- retain all completed and approved risk assessments and method statements in works documentation.
- ensure the health and safety requirements are included in the contract.
- undertake or review risk assessments for the work to determine any new or changed risk controls to be introduced for the duration of the work.
- ensure that a nominated local site representative is appointed to meet the contractor's representatives, ensure that they sign in/out and brief them with essential health, safety and emergency information.
- if the work is particularly hazardous ensure there are arrangements for issuing permits to work.

Further details about these arrangements are given in the remainder of this document.

6.2 Detailed Arrangements

6.2.1 Procurement / Competence Assessment

As part of the procurement process, all contractors will submit the following which will be reviewed and assessed by a Nominated Estates Individual who has the overall responsibility for the planning and coordination of the works. Contractors are selected based on technical competence, experience and suitability for the work to be done. Our assessment process involves a review of requested information from the contractor including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- Hold appropriate employer/public liability and professional indemnity insurances
- legally required registrations
- health and safety policies and practices



- recent health and safety performance
- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors and verification by the employer of sub-contractor's competence (authorisation must be obtained from the Scottish Ambulance Service, if sub-contractors are to be used)
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce
- references from previous clients.

The nominated estates individual will review the HSE's notices and prosecution database to determine if the potential contractor has been subject to any formal legal sanction.

Any claim that a contractor is a member of a trade or professional body or an approved contractor scheme will be verified, by the nominated estates individual, directly with the body to ensure the membership is current and covers the work being offered.

Selected/approved contractors will be contacted annually to review and update (if appropriate) assessment information.

6.2.2 Essential Information Provided to Contractors

To enable contractors to take account of all issues affecting health and safety within their works, we will provide essential health and safety information to include:

- any design or specification work already undertaken, any information about risks which could not be eliminated at the design stage
- any restrictions on the time or location in which the work is to be done
- access, parking and road traffic rules
- information about other people who could be present in the premises, or could be at risk in the vicinity
- restrictions which will apply to the storage of goods, materials, skips, site huts and storage containers (waste management)
- work on the electrical installation (to include schematics) and the use of electrical equipment
- information on gas systems at sites.
- fire procedure including raising the alarm, sound of the alarm, assembly point, exit routes, identity of fire marshals, location of extinguishers – for use if trained
- any hazards within the premises such as the presence of asbestos within work areas likely to be used by the contractors, fragile roofs, overhead or



underground services, confined spaces, vehicular movement, anticipated hazards from the work activities undertaken or other contractors, machinery or hazardous substances

- restrictions on the introduction of certain high hazard equipment or processes except where agreed in advance and subject to a permit to work
- local requirements about the use of hazardous substances or generation of noise
- restrictions in use for working at height including roof work, scaffolds, mobile elevating work platforms and suspended access equipment when applicable
- restrictions on the use of our facilities.
- arrangements for supervision
- restrictions or rules on the use of sub-contractors
- arrangements for contractors to provide their own first aid arrangements
- arrangements for any specific qualifications required for parts of the job
- site security arrangements
- the need for the contractor to report any accidents or hazards
- the contact details of the nominated estates individual responsible for coordinating the works
- ensure the contractor is given a copy of the Service's Induction and site safety rules (**Appendix 1**)

6.2.3. Receiving Information from Contractors

Once the contractor is selected detailed work plans are discussed and the contractor's risk assessment and method statement are reviewed by the nominated estates individual.

Any risks created by the contractor affecting our staff or other persons on the premises are taken account of in our own risk management arrangements for the duration of the project.

6.2.4 Authorisation/ Permits

Contractor's representatives are required to sign the station visitors book on arrival and on leaving.

Each contractor's representative will liaise with the Nominated Local Representative to identify any additional issues or site restrictions.

For particularly hazardous work, a Permit to Work is required. This includes:

- hot work
- confined space work
- work with asbestos containing materials (licensed contractor where appropriate)



- work on all roofs
- work in the lift shaft or pit
- work on live electrical equipment
- Work on LPG or mains gas systems
- Any work at height where the Service's Policy and Procedure for Working at Height, deems the issue of a Permit to Work is necessary

Our nominated estates individual with overall responsibility for planning and coordinating will identify work which will require a permit and complete the document with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented by the contractors and the start and finish time of the permit. Both parties sign to indicate that work methods and precautions have been agreed. For more detail see estates policy and procedure for permits to work.

Contractor's representatives are required to keep a copy of their permit at the place of work which may be inspected by Service staff on site. At the end of the permitted time, the permit is closed by sign off from both parties to indicate that the work is finished and the work area is safe.

6.2.5. Contracts

In the conditions of contract, we stipulate that the contractor and all of their employees and sub-contractors must:

- adhere to the contractor's safety rules which we have issued
- comply with their own method statements or where this is not practicable for any reason, to agree changes with the nominated estates individual in advance
- comply with all health and safety laws applicable to the work undertaken.

7. Monitoring of Contractors

All work by contractors is monitored by the nominated estates individual to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

The degree of onsite monitoring depends on the type of work involved. Works which are Hazardous and require a Permit to Work or other works designated



as high risk works will be monitored on site more frequently than others. Frequency will also depend on the duration of the works. Works of a routine nature or low risk repair works will randomly be inspected throughout the contracted year.

An Estate update report will be submitted quarterly to the Service's Health, safety & Wellbeing Group.

7.1 Emergency Procedure

If the Service's nominated local representative is concerned that the appointed contractor is not carrying out the works as stated in the approved method statement or has any other concerns, then the nominated representative must contact the Estates Department for advice and or action:

The nominated local site representative is authorised to stop all works without reference to the Estates department if they feel that the work being carried out is "unsafe" but must advise the Estates Department this has been done.

7.2 Quality Control

Where works are deemed to be low risk and do not require to be monitored on site for the duration of the works then the following procedure will be followed:

- for routine maintenance works planned preventative maintenance), the Scottish Ambulance Service helpdesk will choose randomly 20% of the completed planned visits per annum
- For repair works the procedure above will also apply.

Where works are deemed to be high risk or require a permit to work, monitoring will normally take place at commencement of works, and dependant of duration of works, periodic site visits until completion of works.

Where monitoring detects poor standards, this is addressed with the contracting company concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work is stopped until a solution is found.

7.3 Contract Review

On completion of works the Scottish Ambulance Service's nominated estates individual in control of works will ensure that the required certification, operating instructions, product guarantees and other necessary health and safety information is received. They will also ensure that ongoing inspection and maintenance requirements of new equipment are identified and scheduled.



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A contract review process will be undertaken to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen.

The review covers in particular:

- quality of the work
- compliance with health and safety rules and with the method statement
- effectiveness of communications
- decision whether to add or delete the organisation from the preferred contractor list
- any improvements required to the policy and procedures for control of contractors.

This process takes place on completion of the work or, in the case of contracts for regular work, takes place at least every year.

Appendix 1

The Scottish Ambulance Service

Contractors Induction and Site Safety Rules

CONTRACTORS MUST OBSERVE THE FOLLOWING RULES AT ALL TIMES

For the purposes of this policy the term “Nominated Estates Individual” is the Service’s estate employee who has requested the work be carried out.

General Introduction - No works shall be started (except in the case of an emergency) until the Contractor has read the Service’s Control of Contractors Policy.

All Contractors should report to the Nominated Local Site Representative that they are on site and follow the signing in procedure. The Contractor shall ensure that the contents of these rules are made known to everyone for whom they are responsible on site, including sub-Contractors under his/her instruction.

FIRE PRECAUTIONS AND PROCEDURES - The fire routine is clearly displayed in every building (Fire Evacuation Plan). The Contractor shall familiarise themselves with this and ensure they know what to do in the event of a fire and/or the sounding of the alarm.

No fires will be lit on Trust premises.

The Contractor shall inform the Nominated Estates Individual before using any equipment, materials or substances that could likely cause fire. A ‘Hot Work’ Permit will be issued by the Nominated Estates Individual for all such work.

FIRE ESCAPES MUST BE KEPT CLEAR AT ALL TIMES.

ASBESTOS - At no time shall the Contractor attempt to interfere with any materials containing asbestos. The Service maintains a register of all known locations of asbestos that exist on Service premises (this is held by the Estates Dept.) and the Nominated Estates Individual will inform the Contractor as required. Any Contractor finding what he suspects could be an asbestos bearing material on any of the Service’s premises should stop work immediately and bring it to the attention of the Nominated Estates Individual and the Nominated Local Site Representative.

PORTABLE TOOLS / EQUIPMENT - All portable tools brought onto the site must be suitable for use on 110v AC supply. The Contractor shall also provide a 240/110v transformer for use with the portable tools. Alternatively, battery driven tools may be used.

Evidence that all portable tools have been P.A.T. tested will be required. All 240v AC tools are prohibited unless agreed with the Nominated Estates Individual and are RCD protected.

The Service accepts no responsibility for loss or damage to Contractor’s tools or equipment.

PERMITS TO WORK - Permits to Work are required from the Nominated Estates Individual before starting work involving any of the following:

- ☐ Hot Work
- ☐ Work on Live Electrical equipment
- ☐ Working in Confined Spaces
- ☐ Work on all Roofs
- ☐ Work in Lift Shaft or Pit
- ☐ Removal of Asbestos (Licensed Contractor only)
- ☐ Work on LPG or Mains Gas Systems
- ☐ Any Work where there is the Potential for a fall

Once issued the conditions of the permit must be strictly adhered to at all times.

PATIENT PRIVACY & CONFIDENTIALITY - The Contractor must always act with the utmost discretion. During contact with our organisation, you or your staff member may observe or hear confidential information about patients, members of staff or other health service business. On no account must any information relating to this organisation be divulged to anyone.

Under the Data Protection Act 2018 any breach of confidentiality is an offence and can lead to prosecution.

CONDUCT - Contractors must not behave in a manner which may cause offence to staff or members of the public on any Service premises.

The Service reserves the right to remove any Contractor from site who behaves in such a manner.

FLAMMABLE LIQUIDS/NOXIOUS SUBSTANCES, LPG, PRESSURISED CANISTERS ETC. - Any hazardous materials brought on site should be only in limited amounts and removed at the end of each day. All such materials are to be used only in strict accordance with COSHH regulations. Pressurised cylinders must be removed from site at the end of the working day or stored in an approved locked compound.

SITE FENCING/BARRIERS AND SIGNS - The Contractor is to supply and erect safety fencing and/or barriers to isolate the work from others, along with the appropriate warning signs. (All as agreed with the Nominated Estates Individual as part of the safety regime).

PERSONAL PROTECTIVE EQUIPMENT - Personnel must wear the correct protective equipment of a type suitable for the work being carried out in accordance with the Personal Protective Equipment Regulations.

RUBBISH REMOVAL - The Contractor must remove any rubbish created during the work daily. The work area must be cleaned to the satisfaction of the Service's Nominated Local Site Representative.

No skips are allowed without prior arrangement with the Nominated Estates Individual.

LADDERS/ACCESS EQUIPMENT/SCAFFOLDING - All access equipment shall be provided by the Contractor, must be in good condition and suitable for the purpose. Any ladders or platforms must be securely supported by a second person before being used. Ladders must not be left unsupervised under any circumstances. Such equipment must be removed at the end of the working day and cordoned off when in use.

ACCIDENTS/INJURIES/FIRST AID - Injury to persons or “near misses” must be reported immediately to the Nominated Estates Individual and the Nominated Local Site Representative who reports these using the Service’s incident reporting mechanism.

Contractors must provide their own first aid facilities.

ACCESS AND EGRESS ROUTES (INTERNAL AND EXTERNAL) - It is the Contractor’s responsibility to ensure all access and egress routes, and pedestrian walkways, on Service sites are always kept unobstructed and clear of debris unless alternative routes are arranged with the Nominated Estates Individual or the Nominated Local Site Representative.

RADIOS AND PERSONAL STEREOS - Radios and personal stereos are not to be used on site unless by prior agreement of the Nominated Estates Individual.

NOISE AND VIBRATION - The Contractor shall take appropriate measures to limit the harmful effects of noise and vibration emanating from his site working and shall agree appropriate controls with the Nominated Estates Individual.

SMOKING AND ALCOHOL - The Service operates a “No Smoking Policy” consequently smoking is not permitted at any time whilst on Service premises.

The consumption of alcohol or substance misuse is **NOT PERMITTED** on any of the Service’s premises.

The Service reserves the right to remove any Contractor from site whom they suspect of being under the influence of drugs or alcohol.

WORKSHOP FACILITIES/SITE CABINS - Contractors will be expected to provide their own facilities for welding, cutting, drilling, bending etc.

The use of cabins and their siting must be agreed with the Nominated Estates Individual and the Nominated Local Site Representative.

TOILET FACILITIES – Are available for use by Contractors, However, if complaints are received regarding the use of facilities by Contractor’s staff the amenity will be withdrawn with immediate effect and alternative provision will have to be made at the Contractor’s expense.

PARKING - Contractors must park in designated areas only and observe any on-site speed limits.

SECURITY – Contractors should carry out their work in such a way that the security of any Service building is not compromised. All entrance/exit doors should remain closed whilst on site.

On completion of the work - the contractor will leave the works together with all areas disturbed by the works, clean and in tidy condition, removing all waste materials, tools and equipment.