**ITT Contractors Brief Document**



**The Appointment of a Contractor to Undertake: -**

 **Stone Repair Works pertaining to the External Fabric Seacombe Ferry Terminal & Spaceport Building 2020**

1 **Introduction**

* 1. Merseytravel, the trading name of part of the Liverpool City Region Combined Authority and are responsible for the management of Public transport services within Merseyside and Halton region. As part of Merseytravel’s jurisdiction, they operate and maintain all bus stations within the Merseyside Bus Network & the Ferry Terminals service the cross river service between Pier Head, Seacombe and Woodside and the Mersey Tunnels

1.2 Merseytravel is seeking to commission the services of a suitable and qualified Building Contractor to carry out Portland stone repairs to various external elements of the Ferry terminal and the Spaceport Building

1. **Background**

2.1 Spaceport Building

 Location: Victoria Place,

Seacombe

Wallasey,

Wirral

CH44 6NL

Listing: Grade II

Date Listing Obtained: 1991

English Heritage Building ID: 445168

2.2 Spaceport building is an adjoining building to Seacombe Ferry and omnibus terminus which was designed in the 1930’sby G Wilkinson, the Borough Surveyor. It is a brick and Portland stone construction with dressings and tiled roofs.

2.3 It has two ranges, one of a single story parallel to the Mersey containing booking and entrance halls, the other returning, of two storeys, containing workshops and offices.

2.4 Both ranges connected by a loggia (defining two sides of a courtyard bus station), supported by paired Doric columns.

2.5 The riverside range has a deep hipped roof and monumental central clock tower, the latter slightly tapering to upper courses, the clock faces over ventilation slits contained within superordinate arches, the stepped plinth, with stripped classical detailing, of stone; all this over a broken pedimented projecting entrance block (all stone) with tall round-headed arch. Loggia of 3-bays to either side with clerestory windows containing iron chevron-patterned glazing bars.

2.6 The return range of eleven bays, similarly fenestrated to both ground and 1st floors, with doors treated in the same manner.

2.7 It contains outer bays with overhanging eaves; central bays with stepped parapets surmounted by urns and central flagstaff over municipal coat of arms.

2.8 Contemporary fittings include bronze lamps. Interior: hall with massive unadorned round-headed arches of three orders (to front range); tie-rod roof; part-glazed.

2.9 Several contemporary features include ticket offices with chevron and other art-deco style glazing patterns. A fine restrained composition in the simplified classical style popular at the time.

1. **Contractors Brief**

3.1 Broad Contractor Requirements:-

3.1.1 The Work at Height Regulations 2005 (as amended) apply to this work

3.1.2 Construction (Design and Management) Regulations 2015 apply to this work

3.1.3 All works undertaken are to be in accordance and compliance with current Planning and Conservation Regulations.

3.1.4 Site visits are essential.

3.1.5 Contract type Merseytravel Minor works Contract

3.1.6 It is essential the contractor uses the pricing schedule document provided by Merseytravel

3.1.7 The works for this project must be completed within the 2020 /2021 financial year.

3.1.8 It will be the contractor’s responsibility to ensure all local authority licence requirements are in place for such things as erection of scaffold, skips, road closures or other such requirements to enable the works. The contractor should make allowances for the associated costs within their price submission.

3.1.9 The contractor must allow for all access equipment, plant and materials within the pricing document submission.

3.1.10 Welfare facilities can be provided on site as a shared facility with staff and other contractors, from the contractors site visits if contractors feel they wish to provide their own welfare facilities these should allow for these costs within the pricing document submission.

**WORKS**

3.2 Cleaning to stone and brick

3.2.1 Cleaning of both stone and brickwork is required to both the west face of the Terminal building and the north face of the Spaceport building as per the attached specification using various methods such as high temperature steam cleaning, and abrasive cleaning.

3.3 Re-Pointing Repairs to Portland stone

3.3.1 Repointing of Portland stone in a Mortar; Hydraulic lime: sand is required to both the west face of the terminal building and the north face of the Spaceport building as per attached specification ensuring finished works match that of existing finish.

 3.4 Mortar Repairs

 3.4.1 Mortar repairs of Portland stone in a Mortar: lime sand are required to both the West face of the terminal building and the north face of Spaceport building as per the attached specification ensuring finished works match that of existing finish

 3.5 Waterproofing Liquid Applied Membrane

 3.51 An application of a colourless liquid applied membrane will be required to be applied for protection to the colonnade parapet wall and rendered top surface to both the west face of the terminal building and the north face of the Spaceport building as per the attached specification.

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**4.1 Site Location Drawing**

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Acknowledgement of Local Arrangements for Contractors Document

1. **Co-operation and Co-ordination**

* 1. Introduction

 Aim

 Merseytravel will make every effort to identify and utilise competent Contractors, in accordance with its statutory obligations under the Health and Safety at Work Act and other legislation as noted in this document.

 It is important that Contractors are aware of the importance Merseytravel places on safe working procedures. The purpose of this document is to ensure that:

(a) Merseytravel and its Contractors discharge their respective statutory obligations;

 (b) The health and safety of members of the public, Merseytravel employees and Contractors’ employees is maintained;

 (c) Safe access and egress is maintained;

 (d) Safe working methods are established and applied.

 (e) The environmental is not harmed.

1.2 Application and Use of this Document:

(a) The Contractor shall comply with this document as a minimum. Signing and returning the final page, Appendix A, acknowledges formal acceptance of the terms and conditions contained therein.

1. Where the provisions of this local arrangement document imply a less stringent obligation than those imposed by the Contract, statute or common law then the Contractor shall comply with the more stringent obligation.

(c) The Contractor shall take into account when preparing his tender or quotation any extra costs to be incurred in order to comply with this Local Arrangements for Contractors document when working on Merseytravel’s premises.

(d) This document has been prepared so that Contractors can adopt safe working methods and comply with various statutory requirements while working on Merseytravel’s premises however, it must not be assumed that the contents of this document covers every contingency or hazard, and the observance of the rules does not relieve the Contractor of their statutory obligations or any obligations under the Contract. The Contractor must ensure compliance to all relevant Health and Safety and environmental legislation throughout the duration of their project.

(e) Contractors must ensure that the contents of this document are made known to and understood by both their employees and sub-contractors. Any issues or queries about this document must be brought to the attention of the Supervising Officer.

(f) Throughout this document the common term ‘Supervising Officer’ has been used. This will take on the definition of any similar entity, if defined in any particular contract.

(g) Failure to comply with legislation or this document may result in the work being stopped until compliance is achieved. Merseytravel will not be held liable for the cost of any delays incurred.

1.3 General Rules

(a) There will be no deviation or variation of these rules without the prior permission of the Supervising Officer.

(b) The Contractor will abide by the conditions specified at all times and be able to provide samples evidencing compliance on request.

 (c) All statutory notices relating to the Contractor’s operation shall be displayed in their area of work and the Contractor is responsible for the provision of these notices.

 (d) All work must be sufficiently supervised by the Contractor, particularly where enhanced supervision has been identified in the method statement provided for particularly hazardous tasks.

(e) All work must be carried out by competent (and where specifically required qualified) staff. In assessing competence, the Contractor should take due recognition that certain individuals may have difficulty in understanding instructions, warnings and alarms.

 (f) The Contractor shall not bring unauthorised persons onto Merseytravel premises.

 (g) The Contractor is responsible for the erection and maintenance of suitable and sufficient barriers around the work area to prevent other personnel including members of the public entering an area posing a safety risk. Barriers must also carry clear signage to explain the nature of the hazards present. Specific barrier requirements may be detailed by Merseytravel’s Supervising Officer.

 (h) No Merseytravel service, plant or equipment may be used without the permission of Merseytravel’s Supervising Officer.

(i) All tools and equipment used by the Contractor’s staff must be the correct tools for the work being carried out (and the environment in which it is being carried out) and be regularly checked and maintained to ensure that they are safe prior to being used.

(j) All electrical equipment must be safe to use and comply with the requirements of the Electricity at Work Regulations. The equipment must be isolated from the supply at the end of each working period (eg meal times, evening etc).

(k) All portable/electrical equipment must be tested and maintained in accordance with the HSE publication INDG231 (REV1): Electrical Safety and You: A brief guide

(l) The Contractor is to ensure that every precaution is taken to reduce noise and disturbance from the execution of the works to all persons in the vicinity of the works including third parties.

 (m) The Contractor will provide its employees with all necessary Personal Protective Equipment (PPE) required for the work they are carrying out and/or any other work being carried out nearby together with suitable and sufficient training in the use of that PPE and ensure that sub-contractors are similarly provided.

 (n) The contractor shall provide the equipment to make sure all oils (including fuels) and chemicals are stored in a way to prevent leaks and spills, and will provide spill kits at these locations should an incident occur. The contractor is to report any such spills to the Merseytravel Supervising Officer

 (o) The contractor will provide appropriate waste disposal facilities, including facilities for hazardous waste and other specialist materials if those wastes are produced, and include for its safe removal from site in compliance with any statutory obligations

 (p) The Contractor will ensure that all PPE clothing and equipment is maintained in good condition and used correctly by its employees or sub-contractors where necessary.

 (q) Before commencement of any work Contractors’ staff must familiarise themselves with the safety rules within this document and Merseytravel’s policies and procedures, specifically with regard to hazards and risks on the site, the location of fire prevention precaution equipment and procedures and any action in the event of an emergency.

 (r) Certain highly specialised hazards exist within areas of Merseytravel’s premises. Therefore all of the Contractors’ staff must ensure that they fully understand the particular safety rules for the area within which they are working within.

 (s) All Contractors’ staff must undergo the relevant Merseytravel Contractor induction prior to commencing any work on site and subsequently at any required time for a refresh induction, with a record kept of the induction and attendees.

(t) In the event of an incident on Merseytravel premises associated with or in the vicinity of the Contractors work, the Contractor shall inform the Supervising Officer, or their local representative, so that the cause and effects of the incident can be promptly investigated, assessed and appropriate action taken to assist in minimising the effect of that incident. This includes appropriate staff remaining at the location, the location not being unduly changed and appropriate staff being made available for post incident interviews. For an environmental incident the contractor is required to inform the Supervising Officer, rectify the incident, correct any problems, prevent the incident from occurring again and are required to complete a LEARN incident report.

(u) Any Contractors Health and Safety file and environmental file is to be available for the Supervising Officer’s inspection, both prior to, during, and on completion of the works.

(v) The Contractor will assist Merseytravel in fulfilling requirements placed upon it as a Client under such legislation as the CDM Regulations. The functional requirements of the CDM Regulations shall apply, even if notification, under these regulations, is not required.

1.4 Contractor Requirements

1.4.1 Risk Assessments

 Contractors must provide copies of their risk assessments of the significant risks related to the work activities they undertake required by the relevant Regulations. Copies of these assessments will be held at relevant Merseytravel office locations for reference and review by Merseytravel staff and the enforcing authorities if required.

1.4.2 Method Statements

 Contractors are required to provide a method statement to cover any operations which could, in the opinion of Merseytravel, be deemed hazardous by virtue of either its nature or its location. Such Method Statements must be agreed with the Supervising Officer before work commences.

 Having assessed the significant hazards inherent in the works being undertaken or arising out of the selected method of working, the Contractor will be required to provide a job specific risk assessment and method statement, stating how their employees on site will manage the risks. It is essential that the Contractors’ staff have access to these method statements and a copy is given to the Supervising Officer, prior to the commencement of work and in sufficient time for it to be reviewed.

 Where the work activity takes place over an extended period the job specific method statement and risk assessment will be required to be reviewed, and updated as necessary, at least on an annual basis.

1.4.3 Records

The Contractor is to provide to the Supervising Officer records of any of their employees competency and/or qualification to complete the works, if requested.

1.4.4 Project Sustainability Considerations Checklist

On projects over £25,000, Contractors are required to complete the Project Sustainability Considerations Checklist. Contractors are expected to use the checklist to improve the sustainability of the project.

1.5 Consultation Prior to Commencement of Work

 Prior to starting work on site the Contractor shall advise the Supervising Officer of the place, date and time of his arrival to enable an External Notification of Works to be issued to advise all parties of his presence on site and to consider any impact the work may have with building users prior to work commencing.

 All Contractors’ staff should report, immediately on arrival at any Merseytravel property, directly to the Supervising Officer or his designated nominee. The Supervising Officer shall give instructions regarding the work, arrange permits to work, where necessary, and notify building users of the work that the Contractor is to undertake.

 The Contractor’s staff should ensure that they have:

 (a) the area of the work clearly defined.

 (b) the hours of work clearly defined.

 (c) considered the access and egress through Merseytravel’s premises to the place of work, so that materials may be delivered, stored safely and removed from the place of work.

 (d) removed waste materials and not allowed waste to accumulate, removing all materials, barriers, signs and notices on completion of the work.

 (e) arranged for external or agreed Merseytravel provision of Contractor welfare facilities.

 (f) discussed all security issues, which may be applicable to the area of work.

 (g) been issued any keys for access, if required, and understand that a charge of £50 will be made should the keys not be returned to the Supervising Officer.

 (h) fully understood Merseytravel’s access, fire and emergency procedures.

1. fully understood Merseytravel’s accident reporting procedures.
	1. Behaviour of individuals on Site

Whilst the Supervising Officer and the Contractor have responsibilities under the Management of Health and Safety Regulations, every individual is responsible for their own safety and also the safety of others in the workplace. Individuals must follow the site safety rules as they are there for the protection of all personnel and the general public. These include:

(a) All work to be carried out in accordance with the relevant Risk Assessments, Method Statements and, if in place, Permits to Work.

(b) If Traffic Management is in place do not move any signs, cones etc unless you are the competent person on site.

(c) Keep a tidy work area at all times, store spoil in a manner that will not cause obstruction or environmental impact to others and remove from site at the end of the shift.

(d) Only competent and certificated persons are allowed to operate mobile plant.

(e) Anybody on site found to be in possession of or under the influence of alcohol or drugs will be removed from site.

 (f) Do not attempt to lift objects that are too heavy. Seek assistance from colleagues and do not put yourself at risk of injury.

 (g) Before doing any digging on site ensure that the area has been scanned and any utilities recorded and appropriate precautions taken.

1.7 Completion of Work

 On completion of the works a representative of the Contractor shall notify the Supervising Officer who will arrange to check the work completed prior to the Contractor’s representative leaving site.

 Where work is to continue for a number of days the Contractor’s staff must ensure that the work area and areas immediately adjacent to the work area are left in a safe condition at the end of each work period.

 The Contractor shall ensure it gives adequate training to the Supervising Officer and/or other nominated Merseytravel staff and provides any necessary operation, maintenance and training manuals which may be applicable to the works.

 At the completion of work, it is the duty of the Contractor to ensure that the work areas are left clean and tidy

1.8 Specific Considerations

1.8.1 Asbestos

 Merseytravel maintains asbestos registers and the Supervising Officers will inform the Contractor of asbestos materials in the vicinity of the works. All Contractors working on Merseytravel’s premises must contact the Supervising Officer before arrival in order to inspect the asbestos register.

 Should any Contractor’s staff be unsure of the nature of any fibrous products in the vicinity of their work, they must seek guidance from the Supervising Officer prior to commencing any work.

 If any asbestos containing materials (or any material thought to contain asbestos) are accidentally disturbed, work must stop without delay and the contact person nominated by the Supervising Officer must be telephoned for immediate advice.

 The area of the incident must be evacuated and isolated until an air test has been carried out and the status of the material is established by analysis.

 Other than those activities permitted under relevant HSE guidance, no Contractor shall undertake any work involving asbestos removal, management or treatment unless they hold a current licence under the Control of Asbestos Regulations. Prior to the commencement of treatment works the relevant licensed Contractor will be provided with a bulk analysis report, completed by an accredited analysis laboratory.

 Failure to comply with this requirement could lead to the Contractor’s removal from site.

1.8.2 Confined Spaces

 Contractors’ staff may not enter manholes, sewers, tanks or other confined spaces without the appropriate certificated training, the necessary atmosphere tests being carried out and the correct safety rescue equipment being provided for such operations. The Contractor is to state if any normal activity undertaken by him can inadvertently turn ‘open’ spaces into confined spaces, albeit temporarily

 Contractor’s staff requiring entry to a confined space, under a permit to work system must be able to provide written evidence of adequate training for the purpose.

 No person may work alone in any confined space.

 1.8.3. Demolition

 All demolition work must conform to Construction (Design and Management) Regulations. All necessary steps must be taken to warn, and prevent the approach of, persons who may be endangered by the operations.

 A detailed method statement specific to the operation must be provided and approved. Additional specific precautions will apply should the demolition involve handling any material suspected of containing asbestos or any other hazardous material.

* + 1. Hot work

 Includes cutting, welding, brazing, soldering and processes involving the application of a naked flame. Drilling and grinding are also included in this definition where a flammable atmosphere is potentially present. All hot work will be the subject of a Permit to Work.

 Particular attention must be given to the following:

• Care must be taken when the work activity will generate sparks that could ignite flammable material, or come in contact with a member of staff or member of the public.

• The immediate work area must be segregated to the greatest extent practicable by non-combustible screens.

 • The fire alarm detectors within the area that they are to work shall be isolated as defined in the Permit to Work.

 • The immediate work area must be adequately cleaned and freed from combustible material before work commences.

 • Work in any enclosed building or structure shall require the presence of an additional Contractors’ employee whose duty shall be to guard against the outbreak of fire.

 • Adequate and suitable means of extinguishing fire shall be readily available and provided by the Contractor.

 • Hot work equipment shall never be left unattended when lit.

 • A thorough examination of the work area shall be carried out at the end of each working period. A **one-hour** staffed fire watch period is to follow any hot working process.

 • All burning/welding gear should only be retained at the work place for the duration of its actual use. All cylinders must be secure or fixed in purpose built trolleys and flash back arrestors fitted between the regulator and the hose. Only regulators designed for the pressure and type of gas and the type of cylinder are to be used.

 • Prior to “burning off” existing metal work built into or projecting through walls or partitions, an examination/assessment must be carried out to establish that the remaining material is not in close proximity to combustible material which may be ignited by the conduction of heat.

* The Contractor shall include to identify the effect of any hot working in close proximity to partitions, in particular to check for the effects of heat, or sparks encroaching into non work areas through any partition.

 LPG cylinders that are not in use should be stored in the open air in a well-ventilated area at ground floor level on a firm even surface at least 3 metres away from cellars, drains, excavations or other hollows (where vapour may collect) and in a position where the store will not prejudice existing means of escape.

Hoses and valves on all gas cylinders shall be examined for damage before work commences and valves shall be closed at the bottle during rest periods and hoses de-pressurised before any period of extended period of non-use.

 Bitumen boilers, heaters and melting torches, must be fitted with an armoured hose and there must never be less than 3m between the gas cylinder and the appliance. Bitumen boilers must never be unattended, whilst lit or containing hot bitumen.

 No “Hot Work” may be undertaken on a flat roof above an occupied room and all access and egress points must be protected with a suitable canopy to protect persons entering and leaving premises.

 1.8.5 Services

 Contractors must not connect to, or interfere with electrical, gas, water or any other services within Merseytravel locations without the express written permission of the Supervising Officer.

1.8.6 Work in connection with moving machinery

 The Contractor may not remove or displace any guard, fencing or other safety equipment fixed to or provided at any machinery etc, from any place where safety equipment has been provided, except with the written permission of the Supervising Officer. Where permission is granted, any additional specific precautions must be observed.

 The guard, fencing or other safety equipment must be replaced immediately after the work has been completed. The Contractor must take steps to ensure that no machinery is set in motion without replacing guards, fencing or other form of physical barrier.

 Care must be exercised when working on items of plant which can be moved by remote control. No person must work on any such plant without first notifying the Supervising Officer or his nominated contact point to ensure that it has been completely isolated both locally and remotely. Before commencing work the trip switch mounted on the particular unit to be worked on must be put in its ‘trip’ position. If the risk is considered to be sufficiently high then mechanical locking is required together with the posting of ‘danger’ boards showing the name of the person or company working on the equipment.

1.8.7 Working at Height

 Contractors’ staff are not allowed entry on the roof of any building or any other structure, without the permission of the Supervising Officer. An assessment of risks and method statements are required before work commences.

 Persons working in shafts, at openings in vertical walls (including where appropriate window cleaning) or from high ladders should wear and use safety belts and/or an approved fall arrest harness in accordance with the guidelines on the use of rope access methods for industrial purposes issued by the Industrial Rope Access Trade Association. The lanyard or fall-arrest equipment must be securely attached to the anchor point agreed with the Supervising Officer.

 All mobile towers and scaffolding used by the Contractor must be of sound construction and erected and dismantled by a competent person who has completed a tower scaffolding course (PASMA) or in the case of tube and fitting scaffolds, a competent scaffold Contractor (Registered Scaffolder: CITB). All scaffolding must be recorded on the Merseytravel Scaffolding Register and must be inspected by a qualified person at the intervals dictated by legislation.

 Particular attention should be given to the provision of guardrails and toe-boards at working platforms and workplaces, gangways etc, to prevent so far as is practicable, the falls of persons, tools and materials.

 A hand-over certificate must be obtained for all tube and fitting scaffolds, a copy of which must be available for inspection by the Supervising Officer and/or Merseytravel’s Health and Safety Advisors.

 All Contractors’ staff should understand the safe use of ladders, with respect to their condition, fixing and suitability for use.

 Whilst on Merseytravel property all ladders which are to be left unattended at night, or over weekends, should be left un-climbable.

 Articles must not be thrown or dropped from heights in any circumstances. Items must be lowered to the ground in a controllable manner.

1.8.8 Toxic/Hazardous Materials and Substances

 Contractors using toxic/hazardous materials or substances shall ensure that they provide the Supervising Officer with a copy of a suitable and sufficient risk assessment, in accordance with the requirements of the Control of Substances Hazardous to Health Regulations, prior to use on site. Particular attention should be paid to the:

• Health of the Contractors’ staff, Merseytravel staff on the premises, and members of the public.

• Storage and use of the product close to water bodies, drainage systems and permeable surfaces, and how it and its packaging is disposed.

 Contractors shall ensure that all their employees are familiar with the COSHH assessment for any hazardous materials or substances they are using, including the identified control measures.

1.8.9 Weils Disease

 The attention of the Contractor is drawn to the risk, however minimal, of contacting Leptospiral Jaundice, otherwise known as Weils Disease through contact with rat’s urine in some parts of Merseytravel premises (e.g. Tunnels inverts, Ferries vessels and near drainage water/sewage pipes).

 The early stages, of this disease, is often mistaken for influenza, pneumonia, tonsillitis, rheumatic fever and later for catarrhal jaundice, gallstones etc. If untreated, Weils disease can have serious even fatal consequences. Contractors’ staff should take the following precautions when working in such locations.

 After working in contact with drainage water, sewage or refuse, wash hands and forearms thoroughly with soap and warm water. If clothes or boots are contaminated with drainage water or sewage wash thoroughly after handling them. It is particularly important to do this before taking any food or drink (or putting anything near the mouth). Avoid rubbing nose or mouth with hands during such work.

 If any cut, scratch, abrasion or puncture wound to the skin is received, the wound should be washed with soap and water as soon as possible whether the wound was caused in work or not. An appropriate dressing such as an individually wrapped sterile adhesive dressing should then be applied to the wound. Water-proof gloves must also be worn to prevent contaminated water getting to the wound. Keep the wound covered until it is quite healed. Appropriate dressings should be made available. On no account should a wound or cut received at work be sucked.

1.8.10 Working Exposed to Traffic

 Persons working on any roadway which is exposed to traffic must work in an area enclosed by cones, notices, barriers and flashers to a recognised standard pattern, i.e. Chapter 8 of the Traffic Signs Manual.

 Work will only be allowed on a roadway on lanes that have been closed to traffic.

 Persons working on any roadway lane or car park which is closed to traffic or the lane or footways being adjacent to lanes that are open to traffic, must wear a suitable high visibility garment which makes them conspicuous.

 The setting up of working areas, with the exception of those set out qualified and experienced Traffic Management Contractors, will be carried out or will be supervised by a competent body nominated by the Supervising Officer.

 Persons wishing to cross the highway, bus way or car park must cross carefully, using a designated crossing path if provided.

 Contractors driving to a site within an area closed to traffic, or an area enclosed by cones, must do so at no more than 10 mph.

1.8.11 Working with lifting equipment

 When work is to be carried out using a crane, runway beam or hiab vehicle all precautions appropriate to the equipment and the activity, as identified in the specific risk assessment, shall be in place and the plant and all associated equipment shall have current certification and be suitably marked. If approved by the Supervising Officer, Merseytravel runway beams may be utilised provided this use is within the marked Safe Working Load of the equipment.

1.8.12.Working over water

 When work is to be carried out over water a suitable life jacket must be worn. In addition to this a standby fast response boat should be sited near the work area with the boat crew readily available.

 1.8.13 Working in areas of standing or flowing water

 Extreme caution should be taken when passing through areas that are holding water or otherwise flooded, as such locations may contain deep water, flooded sumps and raised gratings.

 1.8.14 Entering Unstaffed Buildings

 Some Merseytravel buildings are normally unstaffed. As a general rule, keys for such buildings will not be made available to Contractors, however arrangements will be made for a member of Merseytravel staff to open up and close the station for outside Contractors. During Contracts where the contractor is in full control of the site, for an extended period, a key can be made available. This key will only be issued following the completion of a site specific induction for the key-holder.

 It is nevertheless the Contractors responsibility to advise the person nominated by the Supervising Officer via the appropriate telephone number, of their arrival and departure at an unstaffed building.

 In certain cases the Supervising Officer may allocate a member of staff to escort Contractors who are unfamiliar with the particular Merseytravel buildings.

 1.8.15 Fire Protection Equipment

 Certain rooms in and around the Merseytravel premises i.e. engine rooms, switch rooms, pump rooms, sumps etc are protected by automatic gas fire protection systems. If a Contractors work is likely to take persons into a protected area a specific induction will be provided by the Supervising Officer. Additionally, Contractors will need to have a duly authorised ‘Permit to Work’ to enter a LV or HV switch room.

 Keys will be issued to persons requiring access who have been instructed how to set the system to “Manual” which should be done every time a room, so protected, is entered.

 The modern systems have Manual/Automatic switches situated outside the protected room.

 Where the system has the switching facility this must be set to “manual” before entering the room.

 A warning that the extinguishing gas is about to discharge is given by a sounder which will sound for fifteen seconds before the gas is discharged. **Upon hearing the sounder all personnel should leave the room immediately and close all access doors.**

 The gases used are non-toxic but are ‘Asphyxiants’ by reasons of the fact that they purge the enclosed protected space of oxygen bearing air.

1.8.16 Working with Electricity

**Unless in exceptional circumstances which must be agreed in writing with Merseytravel, all electrical isolation of Merseytravel assets must only be carried out by an authorised member of Merseytravel staff, not a contractor.**

 Merseytravel operates a Permit-to-Work system as appropriate in line with their Electrical Safety Regulations and Procedures document. A copy can be requested at any time from the Supervising Officer.

 Compliance with these Regulations is mandatory for all persons working on, working near, testing, or operating electrical equipment and systems within the scope of these Regulations.

1.8.17 Trade Locks

In some Merseytravel premises, as considered appropriate following risk assessments, a Trade Lock system is in operation to assist in the safe local isolation of plant. Where present, any contractors will be expected to utilise and adhere to this Trade Lock system.

1.8.18. Live Working on Electrical Systems

In specific circumstances, such as identification of plant failure or commissioning of new plant, live working on electrical systems or equipment will occur.

Prior to any live working being undertaken the operative must:

• Discuss the issue of live working with, and get the agreement of, the Supervising Officer.

• Ensure suitable precautions have been taken to prevent injury, including the provision of suitable PPE.

• Ensure the conditions contained in the HSE Electricity at Work, Safe Working Practices, Regulation 14 are met.

• Ensure the guidance contained in the Merseytravel Safety Management Manual, MTR-SAFE-04-18-B, Live Working on Merseytravel Plant, are met.

Compliance with the above guidance is mandatory for all personnel intending to work on live equipment at any Merseytravel location. This compliance must be documented by:

• Undertaking a written risk assessment that states that live working must never be carried out by a lone worker, and

• Producing a written method statement of how the work is to be done and what safety precautions have been taken including no lone live working.

2. **Environment**

 2.1 Waste Collection and Disposal

 The Contractor is responsible for the tidiness of its working area at all times. The Contractor shall provide waste bins, trolleys etc for the disposal of waste. The Contractor should empty these regularly. The disposal of waste materials should be carried out in accordance with current legislation. In particular, consideration should be given to the Hazardous Waste Regulations, the WEEE Regulations, the Control of Asbestos at Work Regulations and Site Waste Management Plans. Copies of all disposal notes are to be made available upon request. Copies of the contractors waste carriers licence and other waste licences must be sent to the supervising officer prior to starting on site.

 The provision of skips on Merseytravel premises must be agreed with the Supervising Officer. Any skips used by the Contractor must be provided with a lockable lid or doors, if combustible materials are to be left within them overnight. The contractor cannot use Merseytravel’s waste disposal facilities unless it is stated in the contract. All contractor waste must be removed from site; if it is not you may be charged the clearing and disposal costs.

2.2 Oils and Chemicals

 If the contractor uses any chemicals, oils or other similar materials they must be stored and used in a way that prevents leaks or spills. The COSHH and material safety data sheets must be followed to prevent pollution.

 Oil drums must be stored in secondary containment. Where oil is absorbent material must be available and staff trained in its use and legal disposal.

 The contractor shall prevent the pollution from oils by refuelling in accordance with standard operating procedures.

2.3 Drainage System

Detergents, including diluted detergents, stop oil separators from working.  They cannot be used in the catchment area of drains leading to an oil separator and cannot enter drains discharging to surface water drains.  Only clean surface run-off water, e.g. from an oil separator, road, roof, pathway or clean hardstanding area, can enter surface water drains.  Ask the supervising officer for the location of oil separators and surface water drains.  They must approve the detergent the contractor wishes to use.

The contractor must work in a way to prevent solids from blocking or contaminating the drains.  If they are blocked the supervising officer must be informed.

 The contractor must work in a way to prevent solids from blocking or contaminating the drains. If they are blocked the supervising officer must be informed.

3. **Fire Safety**

3.1 Introduction

 The incidence of fires can be prevented by taking effective fire precautions and by adopting safe working practices. Therefore the Contractor must work together with Merseytravel, to ensure that adequate detection and prevention measures are provided / maintained and work on site is undertaken to the highest standards of fire safety, therefore affording the maximum level of protection to the building and its occupants.

 Suitable and sufficient planning for fire safety must be an integral part of overall preparations for the efficient running of a project. Clear procedures and standards must be in place prior to the commencement of any work activity and adequate resources must be committed to the prevention of fire.

3.2 Contractors’ Responsibilities

 The Contractor must appoint a responsible person to co-ordinate all matters relating to fire safety with regard to the work area. This person’s duty shall include making sure:

(a) the fire safety relating to the Contractor’s activities are suitable and sufficient and agreed with the Supervising Officer.

(b) The general fire precautions relating to the Contractor’s site/area of work and associated implications to non-site areas are suitable and sufficient.

(c) The existing fire precautions, ie automatic fire detection, warning alarms and firefighting equipment are maintained.

(d) all emergency escape routes are maintained, or that alternatives are agreed with the Supervising Officer in consultation with building users.

(e) access and facilities for Emergency services is maintained, both to and within the site/area of work.

(f) the Contractors’ staff are familiar with the general fire procedure for Merseytravel locations.

(g) the Contractors’ staff are familiar with the location and use of firefighting equipment on site.

(h) effective security measures are in place to minimise the risk of arson.

(i) there is an effective materials storage and waste control policy.

(j) No Smoking restriction is enforced.

(k) all of the Contractors’ staff are informed of the evacuation assembly point.

3.3 Fire Alarm System

The function of the fire alarm is:

(a) To give staff and visitors early warning in the event of a fire.

(b) To alert the local Fire and Rescue Service via automatic notification or monitored surveillance of the potential fire.

(c) Allow evacuation and first aid firefighting to be carried out, if necessary.

 Audible Alarms

 Fire alarm detection systems covering Merseytravel premises are, in all cases, divided into zones. In the event of a device being activated, the fire alarm will sound in all areas of the building: the sound may be continuous or two tone, or may be a voice message instructing people to evacuate premises.

 Where installed, the Contractor is allowed to make use of the Deaf Alert facility, when working in noisy areas, or if the Contractor is partially of completely deaf.

 Visual Alarms

 In areas where audible alarms are undesirable, or unacceptable, visual alarms in the form of flashing lights are provided. These may also be provided as supplements to voice message alarms.

3.4 Testing of Fire Alarms

 Each week at fixed times in each location, the Merseytravel staff will test the activation of the fire alarm system in each normally occupied building. During the test, the audible and visual alarms will be activated for a short period of time only. The Supervising Officer will advise of test times prior to works commencing.

 Apart from the weekly test, the Contractor is to treat any other activation of the fire alarm system as a real fire event.

 In buildings which are not normally occupied the Supervising Officer will agree with the Contractor the appropriate testing required.

3.5 Should a Fire be Discovered

(a) Operate the nearest fire alarm point or, if no alarm is provided, verbally raise the alarm to others present.

(b) On hearing the fire alarm, persons with no specific emergency duties must immediately evacuate the building by way of the nearest exit and assemble at the pre-agreed assembly point.

(c) Ensure that Merseytravel staff have been informed.

(d) Do not use lifts.

(e) Do not interfere with mains supply of gas, electricity or water, unless authorised to do so.

(f) Use fire-fighting equipment on small fires, only if you have been trained in the use of fire extinguishers and only if safe to do so. NB: The provision of fire extinguishers is there for the safe evacuation of staff, and visitors, from a building, not specifically to fight fires, except where the means of escape is blocked by fire.

(g) Do not re-enter the building until the Fire Brigade have indicated that it is safe to do so.

3.6 Should a Fire Alarm be Heard/Seen

(a) Where it is safe to do so, all personnel should ensure that they carry out the following procedures in their immediate areas.

(i) Stop machines and processes, own equipment only.

(ii) Shut off gas appliances to own equipment only.

(iii) Shut off electrical supplies to own equipment only. Lighting may be left on.

(iv) Close but do not lock doors.

(b) Evacuate the building by the nearest exit without stopping to collect personal belongings.

(c) Assemble in the designated area as indicated on the local fire action notices. If personnel are unsure of the correct assembly point, or cannot get to it safely, then personnel should report their presence to a member of Merseytravel staff who will advise on the next course of action.

4. **First Aid and Medical Facilities**

 4.1 First Aid

 The Contractors’ staff must be familiar with the arrangements for summoning help in the event of a serious accident, which must be determined prior to commencing any work.

 Contractors must provide their own first-aid equipment and must nominate responsible persons as required under the First Aid Regulations.

 4.2 Reporting of Injuries, Diseases and Dangerous Occurrences

 The Contractor must comply with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR). These cover the death of any person, specified major injuries, injuries causing incapacity for more than three days and specified dangerous occurrences and diseases. Certain accidents involving members of the public must also be reported. Reference should be made to HSE booklet 31.

 In accordance with RIDDOR all accidents must be reported to the Supervising Officer for the works at the Merseytravel premises, who will complete the appropriate details. The Accident reporting system is accessible at locations advised by the Supervising Officer.

 A full report of the incident must be sent by the Contractor to Merseytravel’s Business Partner, Health and Safety and the Health and Legal Services Department.

 Any near misses, minor slips trips or falls must be reported to the Supervising Officer.

5. **Welfare Facilities and Conduct**

5.1 Welfare

The Contractor is responsible for ensuring adequate welfare facilities are available for its employees, eg drinking water, washing and toilet facilities etc. In some instances, Merseytravel facilities may be used if agreed by the Supervising Officer.

5.2 Conduct

 The Contractor must conduct themselves in a courteous and orderly manner. Any person found contravening this rule is liable to be escorted from the site and may not be permitted to return at any time. Offensive language will not be tolerated on any Merseytravel premises.

 Merseytravel reserves the right to refuse admittance to persons they consider to be unacceptable.

5.3 Radios

 The use of radios etc on site is not permitted, except with the permission of the Supervising Officer responsible for the works.

5.4 Telephones

The Contractor is not permitted to use Merseytravel telephones to make external calls except with the permission of the Supervising Officer responsible for the works.

Mobile phones and Smart Phones can only be used for work purposes and at no time can casual recording be taken. Recordings and pictures can only be used to describe works or systems.

5.5 Smoking

 Merseytravel is a “non-smoking” organisation. The same restrictions apply to members of the public and Contractors who visit Merseytravel locations.

 The Contractor’s employees must observe the requirements of the No Smoking legislation on site and including external areas. Any person found contravening this legislation is liable to be escorted from the site and may not be permitted to return at any time.

 This includes e-cigarettes and all other electronic smoking device.

5.6 Gambling

 Gambling or betting on site is strictly prohibited. Any person found contravening this rule is liable to be escorted from site and may not be permitted to return at any time.

5.7 Computers and Communications Equipment

 The Contractor is not permitted to use, interfere with or move or connect into any communication equipment without the permission of the Supervising Officer.

5.8 Fitness to Work

 The Contractor shall ensure that all staff are fit, able and competent to carry out their functions at all times whilst on Merseytravel premises. Any condition that would render such an employee liable to put themselves or others at risk, shall automatically preclude them from working at the site/area of work whilst that condition is present.

 5.9 Social Medea

 Unless expressly approved by the Supervising Officer no Contractor is allowed to use Social Media Networking or take photographs for such purposes, while working on Merseytravel premise.

6. **Site Access, Unloading, Loading and Parking**

 Arrangements will be made, where appropriate, to control or prohibit the parking of either Contractors, or their staffs’ vehicles.

 Arrangements for unloading and parking must be considered and agreed with the Supervising Officer prior to commencement of works. In particular care must be taken not to impede access for emergency vehicles and normal operational vehicles on Merseytravel premises.

 Transport of materials through Merseytravel buildings should avoid, as far as is practicable, routes taken by staff, public and visitors. The usage of goods lifts is preferable to passenger lifts.

7. **Prohibited and Restricted Areas**

 Unless they are part of the Contractors’ designated work area certain areas are considered off limits to Contractors. The following areas should only be entered with the express permission of the Supervising Officer:

• All areas not agreed as work areas

• Boiler Houses

• Electrical Switch Rooms

• Services Risers

• All Communication and IT Equipment Rooms

• All Plant Rooms

• All Electrical Sub stations/Switch Rooms.

8. **Accommodation and Storage**

 The Contractor shall be totally responsible for the safe storage of any material. Should the Contractor arrange to store materials on Merseytravel premises, it does so at its own risk and Merseytravel will not be held liable for any loss, or damage.

9. **Working Hours**

 Construction and engineering works can create considerable disturbance to the normal running of Merseytravel locations. Works of this nature are usually conducted at times that are appropriate to the service that Merseytravel provides and convenient to Merseytravel staff and will be considered and discussed with the relevant Supervising Officer and building users prior to work commencing.

 Normal working hours for maintenance Contractors to attend Merseytravel sites will be agreed with the relevant Supervising Officer. The Contractor may work outside these hours only with the permission of the Supervising Officer.

10 **Security**

10.1 General

 The Contractor is to ensure the security of Merseytravel premises is not compromised.

 The Contractor is not to access buildings, except by recognised routes.

 The Contractor is not to permit access to any unauthorised person into a Merseytravel building.

 The Contractor is to confine himself to the area of work and any associated access routes.

 10.2 Contractor’s Contact Procedure

 Before arriving on site Contractors should be in possession of a Contractors ‘External Notification of Works’ issued by the Supervising Officer outlining the time, dates and nature of the works to be carried out together with basic safety requirements and hazards and contact procedures.

 Contractors must ensure a third person knows where their staff are by complying with the rule of informing the Supervising Officer, or designated contact point of their intentions at all times and estimated timescale. No one should work alone in isolated places or in other places out of public view unless this has been complied with.

 Persons entering isolated areas or any group of workmen entering such areas lit only be electricity shall ensure that at least one serviceable electric torch is carried per person.

 Contractors must book in and out of buildings (and remote parts of buildings or infrastructure) via the contact point designated by the Supervising Officer.

10.3 Key Merseytravel Contact Numbers:

 Georges Dock Building Ext 238 Queensway Tunnel

 Georges Dock Building Ext 239 Kingsway Tunnel

 Georges Dock Building Ext 276 To report a Tunnels fault

 Seacombe Ferry Terminal (330) 1470

 Woodside Ferry Terminal (330) 1473

 Pier Head Ferry Terminal (330) 1864

 Royal Daffodil 07793 840296

 Royal Iris 07712 937740

 Snowdrop 07764 516367

 Queen Square Bus Station 709 9855

 Bootle Bus Station 933 8580

 Birkenhead Bus Station 647 6988

 St Helens Bus Station 01744 751258

 Liverpool One Interchange 708 0377

 Huyton Bus Station 449 1057

 Merseytravel Health

 & Safety Officer 07850027668

Please note that the emergency services contact number at the Mersey Tunnels is 499 which will enable contact through the Tunnels Police.

10.4 Identification

All Contractors are to complete at each site visit a “Contractors Pass” before commencing work. The Contractor must ensure they provide the information requested to allow the pass to be fully completed. All passes should be returned before leaving site at the end of each attendance on site unless specifically approved by the Supervising Officer.

The Contractor’s pass, if issued, must be displayed at all times while on Merseytravel premises.

Contractors working on behalf of Merseytravel on the highway, or other premises must, if requested, display suitable personal identification approved by the Supervising Officer.

 10.5 Inspection and Search

 Contractor’s staff and vehicles may be stopped and searched at any time by Merseytravel staff or Security Contractor.

 10.6 Closed Circuit Television

 The Contractor shall note that CCTV is in operation in the majority of Merseytravel premises.

 Merseytravel may use CCTV to monitor Contractors to ensure the attendance, conduct, welfare and security of the Contractor’s staff.

11. **Legislation**

Any references in this Code of Conduct to any statute or statutory provision include a reference to that statute or statutory provision as from time to time amended, extended, or re-enacted.

**Appendix A**

**Acknowledgement of Local Arrangements for Contractors Document**

**Statement of Contractor**

I, the undersigned being an officially authorised agent of the company, acknowledge receipt and acceptance of Merseytravel’s Local Arrangements Document for Contractors Working on Merseytravel Premises.

I also acknowledge that I have been given the opportunity to read, understand and question any points in this document for further clarification as required.

I also confirm that all employees, agents and sub-contractors engaged will strictly adhere to the recommended procedures contained within the aforementioned document whilst carrying out the works.

The works to be carried out

………………………………………………………

…………………………………………………………………………………………

Signed:…………………………………

Position in Company…………..………

Print Name: …………………………………

Contact Details ………………………..

Name of Company: ………………………………………………….

Company Address: …………………………………………………..

 …………………………………………………..

 …………………………………………………...

Date: ……………………………………………………………………

**Important**

Please detach this appendix from the document and return in the manner designated by the Supervising Officer.