Helix
Property Advisors

Contractor Site Rules

Health & Safety Documentation

Contents

Appendix

1. Introduction

Helix acknowledges and accepts its statutory responsibilities for securing and maintaining high standards of health, safety and welfare for all who are directly employed or contracted to work on our behalf. You will have been given access to a copy of the company safety and environmental policy statements.

Helix requires all contractors & consultants who work in areas for which they have responsibility to comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provisions, approved codes of practice and relevant British Standards. Also, the Management of Health & Safety at Work Regulations 1999 and Construction (Design & Management) Regulations 2015. In contractors must have arrangements in place "Plan, Check, Act, Do" in accordance with HSG65 the HSE's guidance on the management of Health & Safety for all companies. All contractors are expected to have an internal on-site auditing regime in place to self-check.

These site rules do not in any way relieve contractors from their statutory or legal obligations. If contractors have any queries or concerns regarding the application of these site rules they should refer to their Helix site contact or obtain specialist advice from a competent professional.

Where an employee or agent of Helix suspects, on reasonable grounds, that the contractor has failed in respect of their responsibilities under the Health and Safety at Work Act 1974 or other relevant statutory provisions they reserve the right to cease work and recover reasonable expenses incurred as a result. Contractors are assumed to accept this condition upon receipt of these conditions.

Helix will not be responsible for any costs incurred as a result of the cessation of work where the on-site contact believes on any grounds that safety has been compromised.

A copy of this instruction must be communicated to all operatives who are engaged to carry out work on the site by the contractor engaged by Helix.

These general instructions, together with any specific local Site Rules, set out the management procedures and requirements, which each contractor will comply with. Arrangements will also be agreed on a project by project basis in order to comply with CDM requirements.

Contractors remain responsible for themselves and others that could be affected by their activities.

Work may not be sub-contracted without information being provided to Helix on who sub-contractors are and what they will be doing. Contractors are responsible for controlling the work of any sub-contractors they engage and for passing on any information regarding hazards in their work area.

Contractors are responsible for ensuring they enclose and clearly sign their area of work to prevent unauthorised access at any time. If barriers or fencing are used these must be substantial and such that unauthorised access is clearly denied.

Information will be requested from contractors on their safe working practices at least annually. Contractors are wholly responsible for keeping this information current and if it changes for supplying up to date information as relevant.

Contractors are non-employees engaged by Helix to undertake work on site relating to property management or directly involved with construction projects. This includes designers and consultants.

Contractors are wholly responsible for ensuring their Helix site contact is generally kept informed of their whereabouts, their work and any significant risks.

Helix are not responsible for the activities of tenant contractors. If they are working in landlord areas the tenant must ensure they are aware of these rules and are inducted. Further information will be issued to tenants on their responsibilities for managing contractors from the FM team.

2. Helix Site Rules – Specific Requirements

Contractors working in areas under the control of Helix are required to adhere to the additional specific requirements.

3. Abrasive Wheels

All grinding and cutting, machines used on site must comply with the Provision and Use of Work Equipment Regulations. If equipment used generates sparks a hot work permit must be requested. Work with abrasive wheels must be subject to site specific risk assessment.

The risk assessment should cover:

- the use of the correct type of wheel / equipment for the task
- provision, use and maintenance of guards
- changing wheels
- The provision and use of suitable eye protection and other PPE such as protective overalls, gloves and ear defenders
- Training of those permitted to use the equipment
- Maintenance regimes for the equipment and pre-use checks for any defects

4. Access Equipment – *See Lifting Equipment p 22*

5. Accidents & Incidents

The contractor will ensure all accidents, however minor, are reported to the Helix contact who engaged them. If the contractor is working on a manned site or a development site an entry must be made within the accident book held on site.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) certain accidents have to be reported to the HSE or local authority. Contractors will remain responsible for reporting incidents under these regulations where their employees or their self-employed sub-contractors suffer injury or ill health at work.

All RIDDOR notifications from accidents or incidents on Helix sites must be copied to Helix.

RIDDOR reportable accidents and incidents that occur to self-employed contractors (engaged directly by Helix), members of the public, or Helix employees will be reported by Helix so that they can make the relevant notifications.

Helix reserves the right to investigate any incidents or near misses involving contractors. Where such an incident is found to have occurred as a direct result of any act or omission by the contractor, Helix reserves the right to re-charge all costs associated with the incident and its investigation to the contractor.

Where an employee of a contractor identifies something they feel could be a hazard to others, particularly in relation to slips, trips and falls, unsafe working practice by others or access, this should be reported in writing to the Helix site contact. Such notifications will be treated in confidence.

Environmental Incidents must also be reported. Environmental incidents that must be reported to Helix will include

- Spillages of substances that could damage the environment
- Spillages during refueling of equipment especially if it occurs near drains or water courses
- Leaks from containers that have spilled outside any provided bonding
- Incorrect waste disposal – especially any incidents that relate to hazardous waste

6. Alcohol & Drugs

Contractors are responsible for ensuring their employees do not work on site under the influence of alcohol or non-prescribed drugs.

Contractors are responsible for risk assessing the activities of their employees. Those employees who have to take prescribed drugs which could affect their ability to work

safely must have their work carefully risk assessed and the relevant controls implemented to ensure that they are not a danger to themselves or to others.

7. Asbestos

The contractor will take any steps necessary to control the risk of exposure of his employees or other persons to asbestos fibres. All contractor employees and their sub-contractors must have received asbestos awareness training in the last year.

Work on or near asbestos must be undertaken via a high risk work permit. Only licensed contractors will be permitted to undertake asbestos removal work in line with Helix asbestos management plan and under the supervision of a Helix asbestos consultant.

Information regarding the location of asbestos within relevant Helix sites will be available via the following means:-

- Via electronic format directly from the Helix contact
- On manned sites via the building manager who can provide a hard copy of the asbestos register for reference
- Via labels that have been placed on known asbestos containing materials in back of house areas
- An overview of site hazards will also be included within the site hazard information although reference should always be made to the register for detailed information and before beginning work on sites known to contain asbestos.
- When contractors are inducted to specific buildings

Tenants remain responsible for managing asbestos within their demise.

Contractors are responsible for ensuring their operatives or sub-contractors are aware of this information and any special safety precautions which apply before they arrive to start work. Information must be provided within the construction phase plan on how workers will be protected from potential asbestos exposure.

Information provided by Helix will have been developed following a management survey. In the event of work beyond routine maintenance being undertaken, penetrating parts of the structure that have not been surveyed, a demolition/refurb survey may be required for that area or part of the building. Even then this can not guarantee all asbestos will be located.

Whenever contractors are working they should proceed with their work carefully and mindfully. Drilling into or penetration of the building fabric may require specific risk assessment. Contractors should be familiar with HSE guidance on good working practice where asbestos may be located on site.

If asbestos is suspected or discovered, the contractor must stop work immediately and notify their Helix contact. On no account must the work continue. The area must be

secured to prevent any persons entering it and all work equipment and clothing must remain in the affected area.

The Helix contact will then take appropriate steps to ensure the risks from asbestos are minimised and the asbestos is dealt with in accordance with Helix procedures.

Emergency Process	All actions should minimise the spread of any debris.
   	1. Cease work immediately and stay calm. ***Do not spread potential contamination.*** 2. Isolate the area and restrict access further access. ***Prevent anyone entering to review / assist.*** 3. Radio / Phone to notify the incident to the Facilities / Building Manager who will then notify the Director of FM 4. Leave all tools and personal belongings in the area. 5. Take off any outer garments (jumpers / fleece) and cover the debris if possible, where applicable. 6. Take photographs via mobile phone and forward to FM where possible. 7. Step away from the material to a window/ fire door to await assistance if necessary if affected by the contamination. 8. Ensure that the asbestos consultancy attends to complete sampling immediately and provide guidance on remedial actions. 9. Ensure the incident report form is completed and all necessary details obtained.
	DO NOT ATTEMPT TO CLEAN ANY DEBRIS
	Ensure the area is secured with physical locks / signage.
	Contact Helix 0207 495 2434

8. Behaviour

Anyone working on behalf of Helix is expected to behave in an appropriate manner.

Tenants are to be treated with courtesy and respect at all times. Helix expects that any enquiries or requests for information are responded to without delay.

The use of foul or abusive language or threatening behaviour will not be tolerated even if a contractor considers that they have been provoked.

Bad language will not be tolerated whilst working on site. Contractors must not wolf whistle or engage in similar inappropriate behaviour.

Operatives are expected to wear clearly visible, photo card identification at all times.

Anyone working on site will be expected to be fully clothed. Shirts or similar must be worn at all times.

Operatives are to confine themselves to authorised routes which have been agreed with the Helix site contact at all times.

If work is likely to cause any inconvenience or obstruction this should be discussed in advance.

9. Cartridge Tools

Where cartridge tools are operated, only low velocity captive piston equipment is permitted unless this is impracticable for the work concerned. Contractors must ensure only trained, competent operators working under a Helix high risk work permit use these tools.

Before using any cartridge assisted tool, contractors must ensure that they take all precautions necessary to ensure no-one, either operative or any other person is put at risk.

Personal protective clothing must be provided and used.

The storage and safe keeping of cartridge tools and cartridges is, at all times, the responsibility of the contractor. They must ensure that there is a system for the distribution and return of cartridges. Under no circumstances should unused cartridges be left lying around the area.

10. CDM15

Contractor and designer duties are contained within the Construction (Design & Management) Regulations 2015 and guidance is contained within L153 which is the HSE code of practice on how to implement these requirements.

Where Helix are controlling defined construction work, deciding who will be engaged to undertake it and organising finance they will be the client. Where there is more than one contractor Helix will define the principal contractor and principal designer in writing. The duty holders will be issued with information on their duties and how they will be expected to comply.

A Helix contact will be assigned to non-routine projects. They will ensure pre-construction (hazard) information is provided in accordance with the regulations. They will also expect certain information be provided before the work starts on site. This will include the construction phase health & safety plan which must be provided by the contractor

(if there is only one) or the principal contractor (where there is more than one.) Work may not proceed until this has been issued to the Helix contact for the job.

In most cases information will be required for the buildings Health & Safety file after work has been completed. This must contain information on the work completed. Helix will issue information on the expected contents of the Health & Safety file. Invoices will not be processed until this information has been received.

Helix will issue information on expected standards of CDM compliance for project work within a CDM work book.

Term contractors will be expected to meet requirements contained within this legislation for their work and this will be discussed on a contract by contract basis with them.

Projects lasting longer than 30 days AND requiring more than 20 operatives on site will be notifiable to the HSE on form F10. This will also apply to projects involving more than 500 person days. Contractors must notify their Helix contact without delay where this applies so arrangements for timely notification can be made.

11. Chain Saws

Chain saws cannot be used on site without the permission of the site contact. Where there is no alternative to chain saws, contractors must ensure that they are used only by trained and competent operators equipped with all the suitable protective clothing. Chain saw use will be subject to a Helix high risk work permit.

12. Children

Children are not to be brought on site or encouraged to come onto site with working contractors.

Contractors are responsible for ensuring that where there is the possibility children may enter their work area without detection (e.g. in a public area) that all means necessary are taken to ensure appropriate, fixed barriers are provided which cordons off their work area whilst work is being undertaken and is secured at the end of the working day.

Contractors are to provide risk assessments to demonstrate they have considered this risk where relevant.

Contractors are not to engage in conversation with unaccompanied children on sites.

Helix reserves the right to request evidence of appropriate criminal record checks be made before contractor employees are permitted on site.

13. Competence

Contractors must only accept tasks or projects for which they have the skills, knowledge and experience. If they are an organization they must have the organizational capability to deliver. All contractors will be expected to have identified training needs for their staff and deliver upon these. All contractor employees should have received training commensurate with their responsibilities.

All contractors will be expected to demonstrate their competence prior to engagement and must continue to demonstrate their competence against the criteria within this documentation on-going.

All contractors will be expected to meet the criteria contained within Appendix A. Those contractors who cannot demonstrate a commitment to high standards of safety and environmental management. Or those who do not have a commitment to train staff will not ultimately be used.

Contractors employing more than 5 people must have access to a qualified safety practitioner to guide them in respect of their Environmental, Health and Safety obligations and in order to meet their legal responsibilities under regulation 7 of Management of Health & Safety at Work Regulations 1999 and CDM. As part of their role their competent person must undertake an annual safety management review of their whole organisation to ensure their safety management system is robust and operating in compliance with HSG65 & INDG417.

Smaller contractors who employ fewer than 5 people and those who are self-employed will still be expected to meet the standards within this document but they do not legally have to provide a health and safety policy. Risk assessments and method statements will still be required as demonstration that they have considered the risks to themselves and others during their work. They will still be responsible for developing a construction phase plan if they are the only contractor working.

All contractors directly engaged by Helix will have their competency assessed by SAFEcontractor and must maintain their accreditation for the duration of their contract. Membership of trade associates in isolation will not be sufficient to demonstrate competence. Contractors who are members of other SSiP schemes can negotiate with SAFEcontractor to have their competency assessed for the additional Helix criteria. Helix will work with relevant organisations in order to achieve this over a reasonable timescale but eventually those companies that do not wish to go through this process will not be used.

Where contractors engage sub-contractors they must have a system in place for assessing their competence to ensure that they have the experience, knowledge, training and right attitude to undertake the tasks expected of them. Details of sub-contractors and how their competency has been assessed must be included within the construction phase plan.

Helix reserves the right to introduce future monitoring regimes to be operated at

contractors expense in order that continued competency can be assessed ongoing.

14. Confined Spaces

Confined spaces are areas with little or no ventilation – where work is undertaken which could lead to a hazardous environment due to fumes, heat or a lack of available oxygen.

Work involving entry into confined spaces must be strictly controlled by a high risk work permit and site specific method and risk assessment. Entry should be avoided if possible and ventilation improved before entry is made if this is not possible. Only fully trained operatives are to be permitted to enter confined spaces.

All work must be carried out in accordance with the Confined Space Regulations 1997 and the Approved Code of Practice.

15. Consultation

Contractors are responsible for having arrangements in place to consult with their staff and sub-contractors. Safe systems of work and arrangements should be agreed in collaboration, to encourage trust and joint working.

Principal contractors are responsible for ensuring there are consultation arrangements in place on a project by project basis.

16. Contaminated Land

Work on contaminated ground or to clear contaminated ground must not proceed until all relevant aspects of CDM15 have been complied with. Risk and method statements must detail how safe access will be provided and how welfare facilities will be organized. Contractors must comply with waste regulations especially in relation to duty of care documentation and safe disposal of hazardous waste.

Information must be sought regarding the presence of contaminated land prior to the development or re-development of sites prior to tender. A contaminated land survey should form part of any new build project Health and Safety File so that information is available for future projects or excavation work.

17. Demolition

A safety plan detailing the arrangements for how demolition work will be carried out safely must be prepared before demolition or dismantling work begins. This applies to all

demolition work regardless of size or duration and must be provided as part of the construction phase plan. Demolition means the deliberate pulling down, destruction or taking apart of a structure, or a substantial part of a structure. A demolition survey must be undertaken prior to demolition work being undertaken.

Additional precautions will apply if the demolition operations include handling hazardous materials or substances, i.e. asbestos, lead based paint, etc.

Contractors responsible for demolition work must ensure adequate welfare facilities and first aid arrangements are available before the demolition work commences. This must also be detailed within the construction phase plan.

18. Designers

Designers duties are as contained within the Construction (Design & Management) Regulations 2015 and corresponding HSE guidance L153. Designers prepare drawings, design detail, create bills of quantity, specify materials, propose structural changes and undertake structural or building calculations. They could be an engineer, architect, a QS or a project manager. Another duty holder can also be a designer if they do any of these e.g. contractor.

Designers must ensure H&S is considered in all aspects of their design work considering how the work will proceed safely, how the final installation will be cleaned, maintained and ultimately used following the hierarchy of risk control (see risk assessment.) The designer must work with contractors to achieve this but if the designer issues a direction to a contractor it must be followed by them. Designers must design in accordance with Workplace (Health, Safety & Welfare) Regulations 1992 and ensure the associated approved code of practice relating to these requirements are met in full. If designers are responsible for water servces their design must comply with approved Code of Practice L8 on the control of Legionella as relevant, in full and without exception.

A Principal Designer (PD) has to be appointed by the client, in writing, where there is more than one contractor. They are responsible for ensuring a H&S file is prepared during the project and presented to the client at the end. They coordinate other designers and are responsible for overseeing H&S from pre-construction. They will be the most senior designer with the greatest authority. The principal designer must be a senior member of the project team and their responsibility must not be delegated to a third party or sub-contractor.

Designers may provide guidance on sequencing advice and assessing parts of the build which could be challenging to complete. They should work with the (principal) contractor to ensure their design incorporates fire stopping during the construction phase to protect both operatives on site and the building during the construction phase as far as possible.

Designers should liaise with Helix and any other relevant end users to ensure completed projects can be used, maintained and cleaned safely.

In assessing precautions to be taken during the construction phase and ultimate use, cleaning and maintenance of the completed project the designer must follow the hierarchy of risk control and not opt for additional safety measures as an add on. Access to plant and equipment requiring regular maintenance or for emergency shutdown, window cleaning and control of slips, trips and falls should all be considered.

Compliance with building regulations in isolation may not achieve this standard so designers should be prepared to demonstrate they have received health and safety training in general safety requirements, and the principles of risk assessment, to fully understand the impact that their work has upon others. Information concerning health and safety training from designers should be submitted as part of their competency review as and when requested.

Every contractor who has a design responsibility must ensure they are satisfied that the hierarchy of risk control has been applied to their design. They must provide information to those who need it on the risks to health and safety which remain, and co-operate with Helix, and the rest of the design team in this regard. Contractors must ensure that any information which they have and which might have a bearing on the Health and Safety plan must be passed onto the principal designer who is responsible for its completion.

Information required for the Health and Safety file will be issued as part of the Helix CDM workbook.

If the principal designer changes during the work Health & Safety file information must be passed on to the next PD. If their role finishes before the end of the work this will be the principal designers responsibility.

19. Driving for Work

Contractors who expect their staff to drive as part of their working day (excluding driving to and from their normal place of work) must have systems in place to ensure that this is risk assessed, that staff are fit to drive and that their vehicles are properly insured and maintained. The following original documentation should be checked by them on a regular basis:-

- Driver's license – Paper documentation and photo ID card
- Proof of business insurance
- MoT certificate for cars older than 3 years or
- Proof of regular maintenance if the vehicle is less than 3 years old

The use of mobile phones whilst driving and the frequency of breaks when driving on long journeys should be covered within the risk assessment.

Contractors may be required to risk assess vehicle movement on site, particularly during larger projects or where heavy goods vehicles have to negotiate restricted

areas or where pedestrians may be in the vicinity.

Anyone using earth moving vehicles or delivering to site must be qualified to use this equipment and carry evidence of their qualifications on their person.

20. Electricity

Only suitably qualified and competent contractors' employees registered with the national Inspection Council for Electrical Installation Contracting (NICEIC) will be permitted to work with electricity. Contractors are responsible for having their own checks in place to ensure the employees they send to Helix sites meet all relevant criteria in this respect.

Work must not be permitted on electrical systems unless they have been made dead and isolated by lock off, and proved dead, more than once, before work begins. Where testing can only be undertaken on live equipment this should have been risk assessed.

RCD's must be used and tested regularly. Where use of or work on higher voltage is unavoidable the activity must be discussed with the relevant Helix contact and must be covered by a high risk work permit and appropriately risk assessed.

If Helix is aware of the location of any underground hazards this will be communicated to contractors. However, it will remain the responsibility of contractors to undertake relevant site checks before operatives start work particularly in relation to excavations or before penetrating walls or parts of the building structure. Cable detection devices must be used in every circumstance.

Where possible rechargeable hand tools should be used to avoid hazards associated with trailing leads and potential impact damage that could lead to electrocution. Where this is not possible 110v portable work equipment, supplied from a transformer must be used where possible except in confined / wet conditions where 25 volt equipment should be used.

Electrical equipment and appliances must be visually examined prior to every use to check for obvious faults such as loose wires or damaged plugs, and damaged items removed from use. Any portable electrical equipment must be PAT checked at prescribed intervals depending on type of equipment and frequency of use. Equipment that is regularly moved (e.g. vacuum cleaners) should be PAT checked more frequently. Helix will expect all such equipment to be clearly marked to indicate that this check has been undertaken.

Electrical equipment and temporary installations must be disconnected or isolated before leaving any area of work or at the end of each working session.

21. Emergency Arrangements & Fire Safety

Contractors must ensure:-

- Their employees are familiar with the fire warning signal within the environment they are working and the means of activating it.
- Their employees are aware of the location of firefighting equipment and report any required use of such equipment.
- Their employees are instructed not to misuse, remove or interfere with firefighting equipment.
- Their employees do not obstruct means of escape during the course of their work.
- Helix are advised of any flammable mixtures, liquefied petroleum gases or explosive substances to be used or stored on the site.
- Fuel is not discharged anywhere on the site.
- **PERMIT TO WORK** is obtained prior to commencing any operations involving the use of any flame or heat producing equipment.
- **PERMIT TO WORK** is obtained prior to commencing any operations involving the isolation of all or part of the fire alarm system.
- The burning of rubbish is not permitted on any area of the site.
- Combustible materials are kept to a minimum and stored safely and away from buildings over night to manage risks of potential arson.
- Smoking will not be permitted on any area of the site except in authorised smoking areas.

Sites operated by Helix will have a site specific emergency plan. Contractors must ensure they make themselves familiar with the contents of this plan and the exit routes closest to where they are working. On manned sites contractors will be subject to an induction process when emergency arrangements will be explained.

Contractors should have undertaken a fire risk assessment in respect of the work they intend to undertake on site. Where contractors are using portable electrical tools, temporary lighting or undertaking hot works they must provide their own portable fire extinguishers and have been trained in use of this equipment.

Contractors will remain responsible for any damage that they cause by fire.

Contractors should remain vigilant at all times. Any suspicious packages should be reported to the Helix site contact so that relevant action can be taken.

Any gas leaks or fuel spillages are to be reported to the Helix site contact.

Any work from which contractor employees may require rescue must be fully risk assessed and arrangements are to be instigated. Arrangements for rescue must not rely upon emergency services.

Escape routes must not be compromised by contractors work activities at any time. Where routes must be altered due to the work being undertaken this must be discussed with the Helix site contact who may seek advice from the Helix fire consultant. Any altered routes must be clearly signed and communicated to those they affect. The contractor will be responsible for the fire risk assessment in respect of this.

Contractors are responsible for ensuring their Helix site contact is generally kept informed of their whereabouts, their work and any changes to escape routes that could affect the general operations of the site.

Where contractors are undertaking refurbishment or significant building works which mean that they have taken possession of an area of a site, an evacuation plan must be marked up and displayed at the entrance to their area to clearly show the route of escape from the area concerned and the location of fire extinguishers.

On such sites fire, arrangements must be monitored. This should include checks that escape routes are clear, that portable extinguishers are available and serviced, that emergency lighting is available and tested and that audible alarm systems are being maintained in good order. Planned emergency evacuation drills should also be undertaken at regular intervals and false alarms logged. These fire checks are to be filed in a dedicated fire log book available for audit.

Works must not compromise compartmentalization within the building at any time.

Contractors must provide emergency contact arrangements for all their employees who come to site as part of the formal exchange of safety information.

Other emergencies may have to be considered depending on the nature of the work and site for example, bomb threat, gas leak or internal/external flooding. Environmental impacts should also be considered and if there is a risk of pollution to land, water or air appropriate arrangements should be contained within the developed emergency plan. (See Environmental Impacts.)

22. Enforcement Officers

Any contact with, or subsequent letters/notices/other actions from enforcement officers as a result of work on Helix sites must be notified to Helix without delay. Any formal enforcement against contractors including prosecutions, claims and formal notices must be notified to Helix.

23. Environmental Impacts

It is the duty of contractors on site to be aware of the potential impact their activities have on the environment and to ensure the utmost care is taken to avoid environmental damage.

In particular, they should have systems in place to limit pollution to land, water or air. To protect the natural flora and fauna of the sites where work is being undertaken and to ensure that residents and neighbours are not unduly disturbed due to noise, dust or unpleasant odours.

Contractors are to assume that all sites under the control of Helix and their surroundings are environmentally sensitive. Contractors will at all times be responsible for their activities and in the event of environmental damage being caused due to the act or default of the contractor this will be their responsibility at all times and the cost of any remedial work will be met by them. In particular, contractors are to ensure that they:-

- Have an Environmental Policy
- Have systems in place to reduce the consumption of energy and water.
- Do not go beyond the site boundary limits or affect beyond the sites boundary.
- Use dust suppression techniques if plant, vehicles, equipment are creating dust which may affect the local environment, i.e. water sprays but be aware that washings could contaminate water courses and have collection measures in place as relevant.
- Are mindful of the type of dust work generated and identify means to reduce dust generation.
- Schedule deliveries and significant vehicle movements so they do not cause disturbance to neighbours.
- Ensure all necessary measures are taken to minimise the disruption to the surrounding environment when carrying out noisy work.
- Ensure the movement of plant and vehicles is on authorised routes only and drive considerately.
- Ensure all work equipment is operating effectively and is well maintained.
- Abide by road safety codes of driving practice whether on or off site and obey speed limits.
- Have a waste policy for minimizing the amount of waste generated and where it is how recycling will be encouraged.
- Completed impact assessments for the control of spillages of chemicals, fuel or oil
- Ensure liquid waste which could contaminate the environment is not tipped into drains or toilets e.g. cement, fuel or white spirit.
- Ensure fuels or liquids are effectively bunded, with suitable emergency spill kits readily accessible, until they can be removed by a licensed carrier.
- Avoid unnecessary work at or close to water courses.
- Avoid refueling at or near water courses, when refueling by hand, use a funnel or container with a spout to prevent spillage, risk assess the activity and ensure that drains are covered and spill kits are close by.
- Carefully consider the use of the substances that are brought onto site, substitute with substances less hazardous to the environment and have systems in place to clean up spillages should they occur e.g. spill kits.
- Never allow hazardous substances i.e. cement, diesel, chemicals etc. to enter rivers, water courses, drains etc. If a problem occurs, report it to the Helix Site contact immediately.
- Report any significant leaks or other environmental incidents and use of emergency spill kits to Helix as an environmental incident.

- Report F-Gas leaks as an environmental incident
- Report possible invasive species such as Japanese knotweed.

24. Erection and Stability of Structures

Erection of structural steelwork, concrete framed structures and scaffolds over 5 lifts high - or which are self-supporting - must be designed by a competent engineer, fully risk assessed and constructed as designed.

The precautions in relevant HSE guidance must also be observed. "Straddling" beams as a form of access can only be used as a last resort. All other forms of access must be considered first i.e. scaffolds / mobile towers, MEWP's, ladders, etc.

All practicable steps must be taken where a new or existing structure could become unstable.

A construction phase plan must be generated prior to any temporary works being undertaken.

25. Excavations

All relevant checks must be made using plans and by making all relevant enquiries with public utilities on the location and route of any underground services before any excavations begin, which includes excavations considered to be shallow. The routes of such services must be checked, proven and marked by a competent person with the use of a cable location device before all excavations. Work may not proceed unless this has been undertaken or trusted information on the location of underground services provided.

Safe digging practises must be followed if there are any underground services nearby.

Enquiries should also be made concerning the nature of the ground and any potential contaminants within it.

If, during excavations unusual conditions or objects are identified, work should immediately cease and Helix must be informed.

Contractors responsible for excavations must fully risk assess their construction, use and protection. There should be clear and unambiguous separation of vehicle and pedestrian routes near excavations. Weekly excavation checks are to be undertaken and a record of these kept on site, available to audit.

Excavations must be cordoned off or provided with edge protection to prevent others in the vicinity falling into them.

A construction phase plan must be generated prior to excavations being undertaken.

The contractor will be responsible for ensuring pre-construction information is received prior to excavations being started where there is only one. This is the responsibility of the Principal Designer where there is more than one contractor.

26. Falling Objects

Contractors must be aware of work equipment and other objects they use which may fall from height causing injury or property damage. Toe guards must be provided to working platforms and equipment must be secured to the person or structure via a lanyard even when relatively small pieces of equipment are in use for example mops and tools used during window cleaning operations.

Materials must never be thrown or tipped from height and must be stored in such a way they do not pose a risk.

Do not overload scaffolds or other working platforms.

Maintain hand tools so excessive pressure in use is not required.

Temporary structures must be adequately propped and installed by a competent person. A demolition plan must accompany all demolition work.

27. First Aid

Contractors are responsible for ensuring they have their own first aid provision on site and should have undertaken a first aid risk assessment to determine their needs. Maintenance contractors or those undertaking small works must have their own personal fully stocked first aid kit readily available.

Given the high risk of work by many contractors consideration should be given to ensuring all workers have some level of first aid training commensurate with their role.

For high risk working, refurbishments or where there is a significant on site presence there must be a fully qualified first aider on site at all times. Who this individual is should be clearly signed and information regarding first aid made clear.

Use of Helix first aid facilities will not be permitted except as a last resort.

28. Fragile Surfaces

All work adjacent to fragile surfaces must be treated as if it were adjacent to a drop. In particular work in the vicinity of skylights or asbestos sheeted roofing. This work will be subject to a high risk work permit and must be risk assessed. Physical, fixed barriers around fragile surfaces must be provided before work begins.

All skylights must be considered as fragile surfaces and protected before work begins on site.

When work is undertaken on roof surfaces that contain skylights or other fragile surfaces, access should be avoided if possible and access equipment used where possible.

Guidance within HSG33 which is the HSE guidance on safe roof work must be followed

29. Gas Safety

All gas installations must comply with current Gas Safety Regulations. Contractor's employees who work on gas installations must be personally Gas Safety registered. Evidence of this registration will be required before work starts and should be carried on the person.

Contractors responsible for verifying compliance with F-Gas requirements must hold an G-Gas certificate and record leak tests in accordance to current standards. Leaks are to be reported as an environmental incident.

30. Hazard (Pre-Construction) Information

Helix has developed Hazard information by property which will be made available to all contractors. This will be developed over time to comply with requirements within CDM15 to ensure contractors have access to pre-construction information. Contractors will also be given access to information from Health & Safety files where these exist.

Helix will cooperate with contractors in order to provide information they require to work safely on site.

Contractors will be expected to use provided information to develop site specific risk assessments and the construction phase plan which describes exactly how work will be undertaken safely with identified hazards considered.

Contractors should always visit site to complete a pre-start survey and review where work will be undertaken to verify their operatives can undertake the tasks expected of them safely and to enable accurate, site specific safety information to be created.

31. Hazardous Substances / COSHH

Less hazardous and more environmentally friendly substances must be sourced wherever possible.

Contractors who use substances on Helix sites must ensure that they have been fully COSHH assessed and any necessary controls implemented and maintained. The

submission of a data sheet in isolation will not be sufficient. All hazardous substances must be COSHH assessed including all dusts, biological hazards, chemicals and fume.

Contractors employees using or producing hazardous substances must be trained in the risks and controls identified. Where such assessments are generic, they must be reviewed and amended, as necessary, to ensure they reflect actual methods of use / exposure on site.

The assessments must consider not only risks to the user, but risks to others including employees, visitors and the public and should take account of safe storage.

Copies of contractor COSHH assessments should be available on the sites where substances are in use so that they are available in the event of a spillage or incident.

Where highly flammable liquids are concerned, special storage requirements apply as set out in HSE Guidance Notes HS(G)51 " The Storage of flammable liquids in containers" and HS(G)168 "Fire Safety in Construction".

LPG used for supply to site accommodation must be located in the open air.

Contractors bringing substances onto site or undertaking authorised refuelling must provide details of their spillage control arrangements. Measures should be in place to protect drains nearby before substances are moved and the activity covered by an Environmental Impact assessment.

32. Health & Safety File

Under CDM15 a health & safety file must be presented, by the principal designer, at the end of every project where there has been more than one contractor. At the start of any project or term contract the contractor will be provided with the Helix CDM workbook which contains information on the expected contents of the Health & Safety file.

Where files have not been properly developed following a project costs of future maintenance and general use of the site can increase significantly. The health & safety file at the end of one project becomes the pre-construction information for the next. If relevant information is missing further unnecessary surveys and investigations may be required duplicating effort and increasing costs in the future.

All members of the project team are responsible for cooperating with the principal designer to collate this information. Invoices will not be processed until it is forthcoming. If the principal designer changes or their work is completed before the project ends the responsibility for the health & safety file is passed to the next principal designer and ultimately to the principal contractor.

Term contractors are responsible for keeping information within the health & safety file up to date as it relates to their area of work. Therefore, if new components are installed or changes made to layouts or work equipment this must be documented and information held with the property health & safety file.

Health & Safety file information must be provided electronically and in hard copy unless otherwise agreed with the Helix site contact.

33. Height

Contractors are responsible for assessing all work at height and having their own arrangements in place to ensure others are not put at risk due to their acts or omissions.

In deciding upon safe measures to be taken contractors and designers must ensure the hierarchy of risk control is considered. In the first instance suitable barriers should be in place to protect workers and the use of fall arrest systems, rope access, nets and soft landing systems should be considered as a last resort.

Similarly, work from ladders should be avoided where possible in favour of working from tower scaffolds, platforms or mobile elevating work platforms. Where the use of ladders is unavoidable they should be secured or footed during use.

Fragile surfaces, such as skylights or asbestos cement sheeted roofs, must be treated as if there is a drop and special precautions will be required in these locations. See fragile surfaces.

Those who manage work at height, access to roofs or use of scaffolds and ladders must ensure all operatives have received appropriate training on the safety measures to be adopted.

Access to roofs, scaffolding or other high level areas must be from a protected area and secured to prevent unauthorised access.

Whilst working at height, contractors are responsible for ensuring operatives use lanyards for tools or work equipment, as relevant to prevent objects falling from their person.(See falling objects.)

Anyone undertaking work at height in areas where there is limited or no edge protection and/or requiring use of PPE such as a fall arrest system must obtain a high risk work permit. Work from mobile elevating work platforms will also require a high risk work permit.

Rope access must be considered a last resort and will be subject to a high risk work permit. Anyone working on Helix property must be qualified to at least IRATA level 2 and a supervisor with IRATA level 3 must be in attendance. Contractors who do not possess IRATA qualifications will not be permitted to work on Helix controlled sites.

There are specific precautions which must be observed when working on the roofs of some properties. Specific hazards will be outlined in hazard information provided. Access to roofs will be subject to a work at height risk assessment.

Site specific RAMs will be expected for all work at height and incorporated into the construction phase plan for the project.

34. Isolation

This is likely to be included within a range of measures to remove a hazard and is usually relevant in respect of a source of energy. If isolation is being relied upon it is important to ensure tests are undertaken after the isolation has occurred to confirm the isolation is sound. Care should be taken as there may be more than one source of energy and the system tested again before proceeding with work.

Contractors should be prepared to isolate and lock off relevant components for which they have responsibility in an emergency.

Isolated components should be signed and padlocked.

Isolation can be used in relation to unsafe areas. Contractors must not access areas that have been isolated, restricted, locked off or identified as being out of bounds.

35. Ladders / Stepladders

A ladder is primarily a means of access, and should not normally be used as a place of work except for light duty short duration work where both feet and one hand can be kept in contact with the ladder. Wherever possible mobile towers or access equipment must be used in preference to ladders / stepladders.

The following notes summarise the main safety points:

- Contractors will be expected to comply with HSE Guidance 150 "Health and Safety in Construction" and also INDG455 "Safe Use of Ladders and Step Ladders";
- Ladders must be secured against slipping whilst in use, preferably by tying a ladder to a fixed point;
- Used only at correct angle (75° or 1 metre out of every 4 metres of height)
- The correct equipment for the task should be used;
- Contractor employees should have been trained in safe use of ladders and work at height;
- Ladders should be visually checked prior to use and be subject to a more thorough examination based on use. For example, using a scaff tag system to verify that checks have been undertaken;
- They should be protected from unauthorized use and secured during storage.

Contractors will be expected to comply with the Work at Height Regulations and to have assessed the use of ladders in full.

36. Lighting

Good standards of light to work areas are necessary to ensure work can be undertaken safely. If the standard of lighting is below that required temporary lighting must be made available by the contractor in order that their operatives can work safely. Head fitted lights may improve lighting for spot maintenance work. Helix should be informed if lighting is not working for any reason within a work area or if there are work areas where lighting may require improvement.

37. Lifting Equipment & Lifting Operations

Contractors will usually be responsible for providing any access equipment necessary to enable their contract work to be undertaken safely.

Equipment must be:-

- In a safe and serviceable condition having been subject to planned maintenance and relevant visual checks prior to use.
- Used in accordance with statutory requirements, all relevant Health and Safety Executive Guidance and manufacturer's instructions.

Access equipment must have all current statutory certification in place including a certificate of thorough examination. If contractors are using landlord equipment on site (e.g. cradles) they should ensure that their staff have been trained in specific use of this equipment and that it has been subject to thorough examination and regular maintenance before use.

Work from access equipment is deemed high risk and will usually be subject to a high risk work permit.

Users of high level access equipment must carry photo ID and proof of training on the equipment that they are working on. There will be an expectation that this will be shown when the contractor signs in.

Lifts, hoists, cranes, lifting equipment and lifting accessories may only be used where all operations have been fully assessed and taking all due regard to other activities being undertaken within the vicinity. Compliance with the Lifting Operations and Lifting Equipment Regulations (LOLER) is mandatory at all times.

Lifting equipment, such as cranes and excavators, used as cranes are subject to the following statutory provisions, and failure to provide evidence of this will result in the equipment being sent off site at the contractor's expense.

- Four yearly test and thorough examination
- Twelve monthly thorough examination

- Weekly inspection and record by operator.

Lifting accessories (slings, chains etc.) may only be used if they have a current thorough examination certificate. Under no circumstances will lifting accessories used for towing subsequently be used for lifting, as such equipment is liable to sudden and catastrophic failure.

Lifting equipment may not be used to lift people unless it has been specifically designed for the purpose. This equipment must be subject to a 6 monthly thorough examination and regular, recorded maintenance by a competent person.

Eye bolts or mobile anchoring systems used for rope access will be considered as lifting equipment under LOLER and therefore subject to 6 monthly testing.

Use of passenger and goods lifts within buildings will be subject to tight controls. Use of passenger lifts will form part of the discussions with Helix at the time of the issue of permission to work. Permission may be granted depending on the work provided that the lift is not put at risk. Contractors will be billed for any damage to passenger lifts caused by them following their use.

38. Liquefied Petroleum Gas Cylinders

The following safety precautions must be observed:

- Only the minimum quantity of gas to be brought to site
- Cylinders to be stored outside at least 6m from any building and stored in an upright position.
- Empty cylinders to be treated as if they were full
- Oxygen cylinders must not be stored alongside LPG including empty ones
- All equipment to be hired from a reputable supplier or maintained
- When connecting up a cylinder, the regulator will be checked to ensure that it is in good condition and that the threads are not damaged. Also to ensure that hoses are of the approved type
- Ensure that connections are secured with crimped fittings or jubilee clips
- Suitable fire extinguishers (CO2 or dry powder type) will be provided in the vicinity of any operations and operators to be trained in use
- Tar boilers will not be left unattended
- Tar boilers, heaters, melting torches and similar appliances will be fitted with not less than 4.5m of armoured hose and there will never be less than 3m between the cylinder and the appliance
- Heat of any description to never be applied to any LPG cylinder
- Naked flames will not be left burning or unattended.
- LPG will only generally be used outside

Where a leak is suspected the following procedure must be followed:

1. The supply will be turned off at the cylinder and the area swept through to disburse any gas that has sunk at ground level

2. Valves will be checked using a soapy solution from cylinder to the appliance and not a naked flame.

Use of LPG on site will be subject to a high risk work permit.

39. Lone Working

Contractors are required to state, prior to undertaking work, if they intend to send their operatives to site to work alone.

A lone workers risk assessment must be undertaken. Lone working will not be permitted where work is high risk – requiring a high risk work permit.

Where contractors' operatives work alone there should be provision made by the contractor, prior to commencing work, to ensure that their location and safety can be regularly checked upon.

Where provision has not been made by the contractor to ensure that their employees are able to verify their safety whilst on site Helix reserves the right to stop work and recover reasonable costs as a result of the cessation of work.

40. Manual Handling

Wherever reasonably practicable, the contractor should avoid manual handling, using mechanical methods instead. Where this is not possible, such activities should be subject to risk assessment and any identified controls implemented.

Methods of moving materials and equipment between working locations should be included within the contractors' method statements and site specific risk assessments. Contractors remain responsible, at all times, for identifying manual handling hazards and reducing risks. Hoists should be used where possible and the movement of loads between floors discussed with Helix to identify how practical measures can be taken to reduce risk.

41. Method Statements (RAMs)

For non-routine work or complex maintenance and repair activities a site specific method statement must be developed for the work and forwarded to Helix prior to work being commenced as part of the construction phase plan.

The method statement must also include a site specific risk assessment and complete sequence of work from arrival to completion of work and leaving site.

The contractors' operatives completing the work must be provided with a copy of the site specific method statement, bring it to site and have been briefed in contents.

In making the method statement specific reference to the actual work environment must be included which will usually require a site visit prior to work commencing. Generic RAMs will not be accepted for high risk work or complex work and contractors will remain responsible for any delays as a result of unsuitable paper work being submitted

42. Mobile Elevating Work Platforms (MEWP)

Operators must be fully trained and have been assessed as being competent. IPAF training will be considered as a minimum standard. Work will normally be subject to a high risk work permit.

In addition:-

- All tasks must be risk assessed
- The person responsible for the equipment must provide all relevant statutory certification and confirm that the equipment is suitable for the intended work and environment in which it will be used
- Only MEWP's with controls at platform level may be used
- Where fitted, outriggers / stabilisers are to be fully extended
- Safe working loads are to be clearly displayed and must not be exceeded
- Manufacturer's/suppliers maintenance instructions are to be complied with
- Operators are to wear and attach a safety harness to the platform
- Operators using equipment from MEWPs should ensure that they use a lanyard between the piece of equipment and the operator
- Equipment must have undergone a thorough examination in the last 6 months

43. Mobile Towers

Mobile scaffolding is a good option where work has to be undertaken at height but users must be trained and competent to erect or dismantle the structure in accordance with the manufacturer's manual / guide. PASMA training will be expected.

In addition:

- Height to base ratio must not exceed manufacturer's recommendations.
- Outriggers are to be used or equipment connected to the building/ structure, for stability.
- Users should only climb the tower on the inside.
- Work from fully boarded platforms with guardrails and toeboards.
- Never use a ladder / stepladder, etc. to gain extra height as this can cause the tower to overturn.
- Comply with HSE Guidance Note on "Tower Scaffolds" and contained within HSE Information Sheets.

44. Monitoring & Checking

In order for both contractors and Helix to understand levels of safety and health compliance there must be a dedicated safety and environmental monitoring system in place for all work. Proactive checks should be in place to verify that expected standards of safety and environmental management are being met. If, as a result of these checks, standards are identified to have fallen below those expected additional controls should be introduced by the contractor at this point to rectify it.

Contractors are expected to have their own arrangements for checking their own standards which includes periodic audits whilst work is being undertaken to ensure that their own risk assessments and these site rules are being followed. Records of self-monitoring checks must be available for inspection by Helix.

For larger projects and refurbishments, checks should be undertaken as follows:-

- Weekly/daily checks on operatives work activities by a manager or site supervisor.
- Monthly checks by a safety advisor, competent person or more senior manager.

Within larger organisations, senior operational managers who can have a greater influence on safety will be expected to be involved in the monitoring process and actively visit locations where their operatives are working. They should be involved in this process and undertake monitoring at intervals specified by them and at least annually. All formal monitoring should be documented.

Larger organisations should have access to a qualified safety practitioner who undertakes monitoring via a programmed auditing regime at intervals specified by a risk assessment. For large refurbishment or construction projects detailed audits should be undertaken at least every other month.

Larger organisations are to undertake an annual review of the safety management arrangements across their business against compliance with HSG65 and INDG417. Copies of these reports are to be provided to Helix in order that competency can be assessed on an on-going basis.

Helix reserves the right to undertake routine spot checks to ensure contractors are working to their own risk assessments and complying with these site rules and a charge may be imposed for this

45. Monitoring Health

The COSHH assessments and general risk assessments contractors undertake are likely to identify the need for health monitoring within their business. How this is achieved should be provided as part of the formal exchange of safety information.

If issues are identified as a result of this process risk assessments are to be reviewed and if necessary personal risk assessments completed.

Pre-employment screening should be undertaken.

46. Noise

All work activities which may produce noise levels in excess of 85 dB(A) must be risk assessed by the contractor, with any necessary controls implemented. Anyone who could be exposed to noise levels above 90 dB(A) are required to receive necessary training and provided with suitable ear protection.

47. Overhead Electrical Lines

Precautions in HSE Guidance Note GS6 "Avoidance of Danger from Overhead Electric Lines" must be followed where work is carried that requires ANY of the following to apply:-

- Plant to pass below overhead electric lines
- Where any tipping is required
- Where any work could involve the risk of contact with overhead lines e.g. contact with tall structures or long pieces of equipment

Where unavoidable work is required within 6 meters of lines, the Electricity Board must be contacted to isolate the supply. The work must be subject to a Clearance Certificate issued by the Board and only within the timescale laid down by them. If this safe condition cannot be achieved work can only go ahead under a high risk work permit and continuous supervision with precautions taken to ensure that nothing can come within the safety zone of the line.

48. Permits to Work

Permits to work will be issued by Helix for all high risk work activities. Contractors must cooperate with this process fully and without exception.

Examples of high risk work are as follows:

- Roof work where there is limited or no edge protection, even when the work is being undertaken away from the edge.
- Work close to fragile surfaces that are not protected such as atria, roof lights, asbestos cement sheeted roofs, canopies or other glazed surfaces.
- Work at height requiring the use of fall arrest systems, including rope access, work including striking scaffolding, work from access equipment or work inside lift shafts outside the protection of the lift top car.
- Work involving the disturbance of asbestos containing materials or materials that are suspected of containing asbestos – this will normally be issued by an asbestos consultant.

- Work that involves a contractor entering an area where asbestos fibres, or suspected fibres are known to exist due to the presence of friable or suspicious material that has yet to be made safe. Or where accidental damage is possible that could release fibres.
- Any excavations are to be subject to a high risk permit however deep.
- Structural demolition work.
- Work within confined spaces.
- All hot work (including the use of asphalt and bitumen boilers, welding & flame cutting)
- Work that involves any part of the fire alarm to be isolated.
- Work on water systems where a previous bacteriological sample has identified the presence of legionella.
- All work on live electrical systems or systems above 240v where workers are exposed to live conductors or where specific isolation arrangements are required.
- Significant lifting operations involving the use of cranes, hoists and / or temporary hoists especially where they have been fitted to scaffolding (but not goods and passenger lifts).
- All overhead work which includes the use of scaffolding and mobile elevating platforms.
- Work on pressure systems.
- The use of flammable and highly flammable liquids (except for cleaning and decorating materials).
- Working with or near live electricity where it is not sufficient to rely upon either human behaviour or an alternative safe system of work

This procedure must also be used where it is shown by risk assessment that a High Risk Work Permit is necessary for:-

- Work where there is a high risk of injury;
- All usually straightforward operations which may interact with others to cause a serious hazard;
- Maintenance work which can only be carried out if normal control measures are removed e.g. live testing of electrical installations;
- Work which itself produces new significant hazards.

Only those contractors that have gone through a formal exchange of safety information in the last year may be issued with a high risk permit to work.

Helix may agree for the contractor to issue their own permit on unmanned sites or where work is being undertaken in a designated area. Only competent people who understand the implications of the control the permit is imposing and who have been trained and authorized may issue a high risk permit.

Similarly, only trained, competent, people will be allowed to sign off high risk permits at the end of the job. If this is not possible the permit can be prepared in advance and the contractor can take responsibility for signing off the permit, ensuring that a copy is left at reception or scanned and emailed to the relevant Helix contact.

Permit arrangement must be agreed with Helix prior to significant works being undertaken.

49. Personal Protective Clothing / Equipment

The contractor is responsible for providing persons working under his control with all the necessary personal protective clothing / equipment. Such clothing / equipment must be properly maintained and used at all relevant times. PPE must comply with current standards, be stored in such a manner that it cannot be damaged and regularly checked for damage or deterioration.

Contractors' employees are expected to come to site fully equipped and ready to work safely. Helix site contacts will not be available to assist and equipment cannot be borrowed. The exception will be where there has been prior written agreement.

Any operatives that come to site without the correct PPE will be asked to leave. Helix will not take any responsibility for delays to work where this has been the case.

Depending on the work being undertaken, examples of PPE that operatives should have access to is likely to include:-

- Safety footwear
- Hard Hat
- Gloves
- Eye protection
- Respirators
- Hi-Vis clothing
- Hearing protection
- Appropriate overalls

The provision of PPE should be considered as a last resort and supplied following a risk assessment process that has deemed PPE as being required.

50. Portable Electrical Equipment / Tools

Contractors or engineers undertaking building works may only use portable electrical appliances that operate at 110 volts. Within confined, wet or additionally hazardous conditions 25 volt equipment will be expected. Where possible rechargeable equipment should be used.

Where use of higher voltage is unavoidable, a circulating current earth monitoring system must be used, or an RDC of 30mA 30m sec rating, which is correctly fitted.

Portable electric tools should be of double insulated or all insulated type.

All portable electric tools, including extension cables, should be subject to routine inspection and preventive maintenance. The HSE website and electrical safety council provide good information on electrical safety in building work that should be referred to.

All contractors should have a policy on portable appliance checks that complies with HSE guidance. Equipment that is regularly moved (which means that it is at higher risk of damage) must be visually checked by the operator prior to use and formally checked by a competent person annually. Following the formal check a label should be placed on the appliance stating when it was last examined so that this can be checked by Helix at any time.

51. Pneumatic Tools

Pneumatic tools use compressed air delivered at high pressure. If it enters the body it can rupture internal organs and cause death. Any form of horseplay involving compressed air will result in action being taken against the contractor.

The Compressor must be under the supervision of a competent person responsible for regular inspection of the hoses and couplings.

Compressors require adequate ventilation and special provisions must be made when they have to be on site in confined spaces.

Air receivers must be marked with their safe working pressure and a distinguishing number, they must also be fitted with a safety valve, pressure gauge, drain lock and manhole. Air receivers must be cleaned and thoroughly examined by a competent person.

All compressed air hoses must be the correct size for the tool and the length of hose kept as short as possible. All connections must be properly clamped; loose connections can blow off causing the hose to whip back.

Oil mist from the tool exhaust can cause a dangerous atmosphere in confined spaces. Good ventilation is essential in such conditions.

Concrete breakers must always be used with the retaining spring security in position to prevent the point from dropping out and falling. It is essential that the point is always kept sharpened and worked below the level of the feet.

To reduce noise a 'muffler' must be fitted to the tool.

Operators should be chosen carefully i.e. medically fit and the amount of work with vibrating machinery reduced as far as is possible. The contractor should introduce job rotation for this type of work (see Vibration). The operator should wear safety footwear, gloves, ear protection, R.P.E. as appropriate, eye protection and other 'normal' protective clothing.

52. Risk Assessments

All work tasks and work activities must be covered by a relevant risk assessment. Generic risk assessments may be used, provided this is with relevant thought and consideration. Site specific and task specific risk assessments relevant to the precise nature and location of work will also be expected, particularly when specific hazards have been identified that contractors must consider, or for contractors who work regularly on a particular building. The use of dynamic risk assessments (by operatives who have been trained to use them) before they begin work on site is to be encouraged.

Controls from the risk assessment must be implemented and backed up with training, checks and management supervision. Contractors are wholly responsible for ensuring that their risk assessments are suitable and sufficient and complied with at all times. Copies of risk assessments must be available for inspection at any reasonable time.

Risk assessments will be expected to supplement information provided as part of the construction phase plan.
Designers must work with contractors to determine the impact their decisions will have on those involved in completing the work or others who could be affected by it. How risk based decisions were reached must be documented and added to annotated drawings. Designers must also consider how the completed project will be safely occupied, cleaned and maintained. How this has been achieved must be contained within the health & safety file presented at the end of the project.

Designers must discharge their duties based on the hierarchy of risk control considering how the project will be undertaken safely. In particular, reliance on fall arrest systems as opposed to physical barriers and poor plant access are to be avoided.

For a risk assessment to be suitable and sufficient it must contain the following:-

- Identification of potential Hazards which could be task based, physical, chemical or biological
- Identification of who could be at risk e.g. operators, engineers, members of the public, other building users, trainees, people with disabilities etc.
- An evaluation of risk – a simple system of high, medium or low will be sufficient or risk can be calculated using a quantitative method
- A description of current measures and any additional control measures required to reduce risk to an acceptable level
- The name of the person completing the risk assessment and the date it was completed
- The date that the assessment will be reviewed

Where contractors engage the services of a sub-contractor they will be responsible for ensuring their work has also been adequately risk assessed and for briefing them in controls.

Where risk assessments have identified health monitoring or PPE as being required this must be provided.

In deciding upon the most appropriate control measures the hierarchy of risk control must be followed:

- Eliminate Risk – Avoid undertaking high risk activities
- Substitute the activity task or substance in use with a safer method
- Introduce barriers – e.g. edge protection or guarding
- Introduce a safe system of work
- Provide a warning system e.g. signage
- Introduce personal protective equipment
- Monitor and supervise workers

53. Roof Work

There are a high number of fatalities associated with roof work. Work on roofs will be subject to a high risk work permit unless it is to be undertaken within an area with full edge protection.

The precautions in HSE Guidance Note HSG33 "Health and Safety in Roof work" must be observed at all times.

Contractors should ensure that they:-

- Provide temporary edge protection where ever possible in the first instance
- Use roof ladders or crawling boards on all fragile roofs and on other roofs with a slope exceeding 30°.
- Provide secured covering / alternative safe method for work near openings / roof lights and fragile surfaces etc.

The use of harnesses to gain access to high level areas should be considered as a last resort.

54. Safety Harness

Harnesses:-

- Must comply with current European / British standards.
- Must be secured to an anchorage point / line capable of withstanding a shock load of 1 tonne that has been checked either under LOLER or PUWER (as relevant depending on use) in the last 6 months or 12 months respectively depending on work / usage.
- Must incorporate a shock absorber and / or inertia reel systems.
- Must be inspected as recommended by supplier and used only by trained persons.

Work from safety harnesses is to be undertaken as a last resort and other measures for protecting workers are to be considered first following the hierarchy of risk control measures.

If work from a harness is required it must be fully risk assessed and the contractor must have detailed procedures in place for undertaking an expedient rescue.

Rope access will be subject to a high risk work permit. Anyone working on Helix property must be qualified to at least IRATA level 2 and a supervisor with IRATA level 3 must be in attendance. Contractors who do not possess IRATA qualifications will not be permitted to work on Helix controlled sites.

55. Spillages

As described above contractors must aim to use substances that are least harmful to users and to the environment and be mindful of the potential for polluting land and water. M&E contractors (or others) should have assessed the risk of spillages as even small spillages of oil or fuel can cause pollution to the environment. Drip trays should be used where ever there is the risk of a spill.

The movement of oil or fuel on sites controlled by Helix is to be avoided if possible. If it cannot be avoided it must be stored in suitably labeled containers within a bunded cabinet or enclosure.

Any required refueling that cannot be avoided must be undertaken away from water courses or drains.

Contractors that deliver or move fuel on sites, for example where there is a generator or where heating fuel is required, will be expected to provide an impact assessment for this activity. This must include all their arrangements for preventing spillages and for reducing the risk of tanks being overfilled. Any nearby drains must be covered before the delivery or fluid transfer is undertaken.

Contractors using drummed chemicals or oils on site must also provide impact assessments for their movement and the controls that they have in place to prevent potential pollution.

These contractors should have access to a suitable spill kit. Spills must be reported as an environmental incident in the event of an accidental spillage requiring use of a spill kit for any reason.

Once spill kits have been used the resultant waste is to be disposed of as hazardous waste. A consignment note will therefore be expected.

56. Scaffolding

Contractors are responsible for engaging competent sub-contractors to erect and alter scaffolds. They should be a holder of a Construction Industry Scaffolders Record Scheme

(CISRS) Card and have the experience and knowledge of working on a previous scaffold of a similar design elsewhere.

Working platforms should only be used when they are complete, fully boarded, fitted with all relevant toe boards, guard rails and when they are fully secured.

Unusual scaffolds e.g. that support a structure or are over 5 lifts must be designed and the completed scaffold should meet the design criteria.

Records on site should confirm that the scaffold has been completed by a competent person and regularly inspected. All scaffold work must be accompanied by a site specific risk assessment.

For further guidance refer to the HSE website or National Access & Scaffolding Confederation (NASC).

57. Security

Contractors are responsible for ensuring work areas, for which they are responsible, are secure, that scaffolds are secure and risk of injury or unauthorised access at any time is managed.

Ladders must be removed at the end of the shift to prevent use by unauthorised people.

Skips and waste disposal must be protected and locked shut when the site is unoccupied. At the end of the working day any excavations, pits or trip hazards should be cleared away, covered and securely cordoned off.

Plant, equipment and vehicles not in use should be secured and keys secured.

Contractors will remain responsible for the security of their plant & work equipment.

58. Signage

Safety signage must comply with The Health and Safety (Safety Signs and Signals) Regulations 1996.

Signs should be used to identify where operatives are working and to warn people nearby. Signs will be required if emergency routes change or to warn operatives that they should take certain precautions. Equipment that is being maintained must be isolated and signage should be used in all locations to warn that this is the case.

59. Slips, Trips & Falls

Contractors must ensure their working areas are tidy at all times. In particular, trailing leads and hoses should be kept to a minimum, with crossing of pathways / stairways avoided, where possible.

Measures must be made to limit dust or mud within parts of the building not occupied by them or on external roads and walkways where it can become a slipping hazard. Dust suppressant systems should be used if necessary and areas screened off to prevent dust escaping especially where building work is being undertaken in occupied buildings.

Unless it is not possible, due to working arrangements, leads and hoses must be hooked up and any underfoot trip hazards avoided. Any timber with projecting nails must have the nails promptly knocked flat and the timber properly disposed of.

Scaffolds should be adequately protected particularly when they are in public areas.

Contractor working areas should be maintained in a tidy manner and any unnecessary articles or equipment removed from ground level where others can trip.

Safe access and egress must be provided in all cases and monitoring arrangements (organized by the contractor) should be in place to confirm that this is the case. Procedures must be in place to ensure that tripping hazards are not left unattended and that procedures are in place to minimise risks associated with snow and ice in the winter.

Any contractor working in landlord areas will be expected to maintain high standards of housekeeping and will be asked to stop work if high standards are not being maintained.

60. Smoking

Smoking is not permitted within Helix buildings. Contractors should agree, with their Helix contact or building manager, an external area where operatives will be permitted to smoke. Littering will not be permitted within this location.

61. Sub-Contractors

All contractors (including consultants) are responsible for controlling the work of any sub-contractors they engage. Sub-contractors must be inducted by the contractor and have received pre-construction hazard information as it relates to their work. In particular, they must have been passed information relating to asbestos containing materials. Sub-contractors must be made fully aware, by the contractor of the contents of the construction phase plan for their project, Helix site rules and any relevant RAMs.

Principal contractors will be expected to provide details of sub-contractors within their construction phase plan. These details must be included within the health & safety file at the end of the job. Principal designers are responsible for supplying the details of other designers involved in the project for inclusion.

Contractors are wholly responsible for ensuring their sub-contractors have the skills, knowledge, experience and if they are an organization the organizational capability

to do the job. Helix will be increasingly encouraging all contractors and consultants to ensure their sub-contractors have been approved by Safecontractor and meet the standards within Appendix C.

Work may not be sub-contracted unless details have been provided, as part of the construction phase plan, before work starts on site.

62. Supervision

Contractors are responsible for supervising their staff and sub-contractors. Additional supervision may be required where workers are new to the site or their role

63. Tidiness / Housekeeping

Work areas must be left in a neat and tidy manner during work and particularly at the end of the day and storage arrangements should be orderly and without risk. Fire escape routes should not be obstructed at any time.

Contractors are responsible for ensuring that they enclose and clearly sign their work area and prevent unauthorised access at any time. If barriers or fencing are used these must be substantial and such that unauthorised access is clearly denied with any holes covered.

If contractors have to leave the premises during the course of their work they must ensure that work tools/equipment have been cleared away.

Rubbish and spillages must be cleared as quickly as possible. Wet floors, dust and paper pose particular hazards for those with disabilities.

64. Traffic Movement & Vehicle Routes

Contractors must risk assess use of vehicles and traffic routes on site. Pedestrians and vehicles should be separated particularly whilst working on a site in occupation or in delivery bays or loading areas that may also be used by pedestrians. On sites where space is restricted it will be expected that a site specific assessment be provided for deliveries by larger vehicles. Use of fork lift trucks in landlord areas must also be risk assessed.

Where contractors are working in an area for which they are responsible, signage must clearly state the routes that vehicles and pedestrians should take and specific site rules must be determined then observed.

Vehicles must not be used in environments where there is a risk of overturning (e.g. on slopes) or close to excavations or water courses.

Reversing and use of a banksman should be avoided if possible. If it is not avoidable the people involved in this operation must be trained.

Passengers are not permitted in or on mobile plant, unless "proper" seating is provided. Where there is a risk of the plant turning over roll over protection structures and seat belts must be fitted.

Contractors' work vehicles must be included within an asset register and be maintained at intervals specified by the manufacturer or supplier. Where equipment must also be subject to a statutory thorough examination these records must be available.

Mobile work equipment should not be used if defects are identified and pre-use checks will be expected to be undertaken. Safety devices must be fitted, i.e. flashing beacon, audible reversing alarms and other reversing aids. Vehicles are work equipment and this section therefore also applies.

Contractors must ensure that those using plant and equipment on site have the correct training and experience for the equipment that they will use. The contractor should also undertake their own checks to verify that the individual is a competent operator.

For projects, in restricted locations, designers should consider movement of vehicles during the construction phase and also when the completed project is in use by the end user as part of their risk assessment process for inclusion within the construction phase plan and health & safety file as relevant.

65. Training

The Health & Safety at Work Act 1974 requires that all employees receive adequate information, instruction and training, commensurate with their duties from their employer. Training is crucial in ensuring safety management procedures are implemented appropriately and no-one should undertake tasks for which they have not previously been trained or instructed upon.

Contractors are expected to have their own planned training regime in place for staff and keep records available on the training they have completed, ensuring refresher training is undertaken as relevant.

A copy of the contractors training matrix showing the training individuals have undertaken must be provided as part of the annual formal exchange of site specific information. Copies of certification referred to within the matrix should also be supplied.

Contractors undertaking maintenance or building work should have been CSCS trained or working toward this and CPCS trained if relevant.

Where employees have passed passport qualifications with photo ID cards that can fit into a wallet these must be retained on the person available for inspection at all times.

Contractors engaged in high risk working will be required to provide proof they have received training in the activity concerned and this documentation must therefore be

brought to site. Confirmation should be via a photo ID card. Photo ID and training confirmation will be required for contractors using mobile access equipment. Contractors using cradles on a regular basis will be expected to show this information before a work permit is issued.

Contractors' employees should all have their own training plan to develop their competency. Where training and therefore competency has not been achieved in relation to a specific task the employee may not be permitted to undertake the activity.

Provision of adequate health and safety training to contractors' employees remains the responsibility of the contractor at all times. However, Helix may specify training at any time that contractors' employees will be required to attend at their expense.

Training should be repeated as often as is necessary to reinforce what has to be achieved and whenever a work activity changes. Tool box talks with relevant operatives should be conducted on a regular basis to reinforce important messages and risk assessment controls. Confirmation of how tool box talks are organized must be provided as part of the contractor exchange of information.

Those in charge of construction are responsible for ensuring that anyone starting work for the first time is fully inducted and are aware of any specific issues relating to their place of work, particularly in relation to emergency arrangements.

Helix operates an induction process which involves a briefing on the following by site:-

- Any site restrictions - for example restricted areas or areas that the contractor is not permitted to enter
- Location of available welfare facilities and where contractors can wash after they have finished working
- Information on known site hazards, including the location of asbestos, which will be fully explained and if necessary pointing out areas that are restricted, explaining the labeling regime
- Have site emergencies explained – including what to do if the fire alarm sounds and how to raise the alarm
- How to deal with spillages should this occur
- Expectations in respect of housekeeping and dealing with waste.
- How any high risk work permit will be issued if relevant

Contractors will be expected to co-operate with any arrangements that have been put in place to protect them while they are at work.

Contractors will be expected to operate their own induction process which includes relevant aspects of the Helix induction.

66. Vibration

Contractors must reduce the use of vibrating tools wherever possible and use other means where possible. Where there is no alternative, work should be assessed. A health

monitoring programme must be in place to monitor workers who use this equipment. Operators of vibrating tools should wear safety footwear, gloves to keep their hands warm, ear protection, eye protection, RPE as appropriate and safety helmet.

67. Waste

Requirements are contained within the Waste Regulations 2011and Hazardous Waste Regulations 2005. Contractors are responsible for ensuring only licensed tips are used for the disposal of waste and only licensed carriers are used to take it there.

Therefore, any contractor removing waste from site must provide evidence that they are registered as carriers by the Environment Agency for the type of waste they are handling. This will include but not be limited to:

- The landscape contractor removing garden waste from site
- Contractors removing feminine hygiene bins from toilets or clinical waste
- Contractors removing used light tubes from site
- General waste disposal

Waste may be disposed of on Helix sites where prior agreement has been achieved and facilities are available for the type of waste concerned. At all times the different categories of waste are to be appropriately stored prior to collection in such a way that it cannot contaminate the environment or other waste materials.

Hazardous waste must be stored in a designated area and be clearly identified.

Hazardous waste may include (but not be limited to):-

- Hydraulic oil
- Waste engine gear and lubricating oils
- Aerosol containers
- Wiping cloths contaminated with oil
- Transformers and capacitors containing PCBs
- Computer Screens/equipment and electric domestic waste
- Non-Fluorescent light bulbs, computer keyboards
- Asphalt, tar and tarred products
- Oil based paints

Each removal of hazardous waste must be accompanied by a consignment note. The amount of waste removed in kilograms must be detailed on this document and a copy sent to the Helix contact. Care should be taken to ensure that all hazardous waste is disposed of appropriately including some paints, white spirit and electrical items.

Unless a COSHH assessment has been completed that concludes it is safe to do so, waste liquids must not be tipped down drains or into toilets.

Hazardous wastes, such as material containing asbestos, should only be taken to tips licensed to receive waste of the type concerned.

Contractors removing controlled waste from site will be expected to provide an annual duty of care note and ensure that the Helix contact always has a current copy.

Each time controlled waste is removed from site a collection receipt is to be provided to the Helix contact or this information provided monthly for regular collections.

All contractors are expected to be committed to reducing the amount of waste they generate as part of their sustainability commitments and for identifying ways to observe the hierarchy of waste control. In particular:-

- Prevent waste being generated – For example by using electronic documents rather than printing paper
- Reducing the amount of waste being generated – For example by ordering the correct amount of raw materials so that waste is reduced
- Reusing materials – For example re-use of components
- Recycling – particularly from the office and for metal components
- Responsible disposal – disposal to landfill will be minimised where possible

Details of waste removal must be outlined within the construction phase plan.

68. Welding

The major risks with welding equipment are of fires and explosions and, at arc welding, unsafe wiring.

For flame cutting and welding with compressed gas, the precautions in HSE Construction Guidance and Information Sheets must be observed.

Key points are to:

- Fit reducing valves, gauges and flashback arrestors, keeping these and hoses / torches in good condition.
- Use cylinders in upright position, secured against falling over, using cylinder trolleys, where possible.
- After changing cylinders, check for leaks using soapy water.
- Store cylinders upright, in cages, at least 3 meters from combustible materials.
- Route hoses to avoid them being run over, tripped over or otherwise damaged.
- Separate off work area and use fire resistant screens to protect the area from sparks that could ignite combustible materials in the vicinity

For arc welding, ensure the earthpiece is properly earthed, and that all cables and connections are maintained in good condition. HSE Guidance should be followed.

For all types of welding, ensure that suitable protective clothing is worn to prevent burns to skin, and eye injury. Where arc welding is carried out, take suitable precautions to prevent risk of arc eye to self and others.

Before welding beings, ensure risk of fire is minimised by removing combustible material, cleaning oil, etc., spillage, and using welding drapes where necessary. Keep two dry powder / multipurpose extinguishers close by, and check the area half an hour after completion of welding for signs of fire.

Cutting or welding on drums and tanks which have contained flammable material, including oil or bitumen, is a job only for specialist companies, using inverting or purging methods with "gas free" test / certification by a competent person. Such work is subject to a strict safe system of work.

Contractors COSHH assessments should take account of welding fume, with appropriate precautions implemented.

A hot work permit will be issued and a fire watch must be in place for at least an hour after the work has been completed. The contractor will be responsible for the fire watch.

69. Welfare Facilities

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 must be provided at all times.

When contractors arrive to work on a Helix property they will be informed of the location of welfare facilities that they may use. Any on site facilities are to be maintained in a clean and tidy manner.

Where contractors are responsible for welfare facilities a plan for keeping them clean and tidy must be in place and facilities that are in poor states of cleanliness will not be considered acceptable under any circumstances. Drinking water and facilities for heating food should also be available. Contractors should consider providing relevant moisturisers and hand washes to manage risks associated with occupational dermatitis.

Where dirty or dusty work is undertaken, washing facilities must be such that operatives can clean their arms and wash their faces in warm water with soap and hand drying should be available at all times.

If work is being undertaken on drains, in contaminated land or with concrete welfare, provision must be carefully assessed and showers provided when necessary.

Workers should be able to change out of their work clothes at the end of the day in privacy and drying facilities provided when required. They should also have a warm, dry place to eat and heat meals.

For larger projects, arrangements may be made with the Helix site contact to use facilities on site but where this is likely to cause disruption or make keeping the area clean and tidy, permission cannot be guaranteed and the contractor may have to make their own temporary arrangements.

Any temporary services must be safely installed and these areas covered under the contractor's fire risk assessment.

Contractors are responsible for ensuring that they have appropriate facilities available as soon as they send employees to work on site.

70. Work Equipment

Work equipment is defined by the Provision & Use of Work Equipment Regulations 1998. Contractors are responsible for ensuring that they risk assess the selection of work equipment based on the hierarchy of risk control and consider the use of mechanical aids to reduce risks associated with manual handling.

Protection against the effects from noise and vibration must be included within risk assessments on relevant pieces of work equipment and health monitoring should be in place for operatives that may be at risk from these hazards.

All work equipment is to be included within an asset register which is then used to develop a programmed maintenance regime. Contractors must be able to demonstrate that work equipment is being maintained by competent engineers at intervals specified by the supplier and in line with statutory examination requirements. Where work equipment is hired, documentation should be provided by the supplier to demonstrate that this criteria has been met.

Where work equipment does not meet expected standards contractors are responsible for ensuring that they cannot be used accidentally and are fully disabled until permanent repairs can be undertaken.

Pre-user checks and weekly monitoring must be in place for certain equipment and how this is achieved will be the responsibility of the service provider.

There should also be systems in place to ensure that operatives only use equipment that they are trained to operate.

Contractors must ensure that only gas registered engineers are permitted to work on gas appliances or installations and that a qualified gas engineer undertakes regular checks of gas systems at intervals specified by risk assessment.

Appendix

A. Health & Safety at Work Act 1974 an Overview of Main Requirements
B. Management of Health & Safety at Work Regulations an Overview of Main Requirements
C. Competency Criteria

Appendix

A

A. Health & Safety at Work Act 1974 an Overview of Main Requirements

This legislation provides a legal framework for safety responsibility and is the main piece of legislation from which all other safety regulations are developed.

The main sections within the Health & Safety at Work Act 1974 relating to organisation and responsibility, and therefore relevant to this document, are as follows:-

Section 2

"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of his employees"

Section 3

"It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety"

Section 7

"It shall be the duty of every employee while at work –

(a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) As regards any duty or requirement imposed on his employer or any other person…..to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with"

Section 36

"An individual cannot act in such a way that will lead to a body corporate or individual being guilty of an offence"

Section 36 is often used to personally prosecute senior managers where it has been identified that a decision was made by an individual that led to serious failing. An example of this could be that a manager decided that they were not going to spend the time or money carrying out risk assessments and this then led to an accident.

Safety responsibilities are set by criminal law. This documentation aims to clarify responsibilities for those individuals that hold them within Helix.

How Far Do You Go?

Safety controls should bring risk down to the lowest level that is reasonably practicable.

In deciding if it is reasonably practicable to control a risk it is necessary to consider:

- Who and how many people could be affected if the hazard is not controlled?
- Has there already been incidents or near misses reported?
- What is the potential outcome? I.e. is it possible that someone could be killed or

only suffer minor injury?
- What do legal requirements, codes of practice and risk assessments say you should do?

Versus the financial implications of introducing the control within the available resources. If there is the possibility of death, high value or multiple claims it will probably be reasonably practicable to follow through the control no matter what the cost implications are.

It is a fact of life that big organisations with larger resources are expected to do more than small businesses with less. These organisations will also face the harshest fines and most severe treatment if prosecuted for a safety related matter.

Appendix

B

B. Management of Health & Safety at Work Regulations an Overview of Main Requirements

These regulations are made under the Health & Safety at Work Act 1974 and they specify even more clearly how an organisation must have a framework of responsibility in order to comply fully with safety requirements. Refer to HSG65 for additional guidance

In particular:

Regulation	Overview of Legal Requirement
3	Requires that the employer undertake suitable and sufficient risk assessments, covering all risks to employees whilst they are at work and to others affected by his undertaking. Assessments are to be regularly reviewed and updated as and when work changes. Risk assessments form the basis of how safety is managed throughout the group and once completed findings must be implemented.
5	Requires that every employer has arrangements, commensurate to the size of his undertaking to effectively **plan, organise, control, monitor and review safety.**
6	Requires that health surveillance be undertaken as required within a risk assessment. For example when using substances that may be hazardous to health.
7	Requires that competent people be appointed, preferably internally, to assist with employers duties. It also states they should be provided with adequate resources, time to do the job and full co-operation.
8 & 9	There must be effective emergency arrangements and first aid care in place for potential situations that could pose a serious and imminent risk to danger e.g. fire
10	Requires the employer to communicate effectively with their employees particularly in relation to preventative and protective measures and any safety procedures that they are aware of.
11	Is a general duty of co-operation where different employers have shared or overlapping responsibilities – this could mean other service providers or businesses with whom you may be working or who may share occupation of a site or property.
12	Requires employers to provide hazard information and instruction to those working within his undertaking whom he may not directly employ. This information should include dealing with onsite emergency. This also covers arrangements for safe guarding self-employed people at work.
13	Requires employers to provide safety training to their employees as their work or risks to them change. It also specifies that training should be

Regulation	Overview of Legal Requirement
	undertaken periodically where appropriate.
14	Requires employees to co-operate with their employer and follow advice and instruction given to them in respect of safety. Also to inform their employer of any hazards that they become aware of.
15	Relates to temporary workers and specifies they must be protected by the employer and provided with training, information and health surveillance if required for the role that they are appointed to undertake.
16 to19	New and expectant mothers and young workers should have their work carefully assessed.

Appendix

C

C. Competency Criteria

Contractors and consultants must meet the following competency criteria for the duration of their engagement. Contractors must not take on work for which they do not have the skills, knowledge and if they are an organization, the organizational capability to do the job.

Helix will expect all contractors and consultants to be competency assessed by SAFEcontractor. In addition, certain information will be requested on an annual basis as part of a site specific exchange of safety information.

Self-employed contractors and those who employ fewer than 5 people will still be expected to provide risk assessments, insurance documentation and proof of competency as outlined below. All contractors will be expected to adhere to the information contained within this document irrespective of their size.

Action Point	Standard to be achieved
Organisation and H&S Policy	Have and implement an appropriate policy, regularly reviewed and signed off by the person at the highest level within the organisation. The policy should be relevant to the nature and scale of the work that the organisation undertakes. Named responsibilities should be fully detailed within this documentation. (Not required for contractors with fewer than 5 employees.)
Arrangements for Ensuring Safety measures	This should be relevant to the work to be undertaken and must clearly outline how safety duties will be discharged – may consist of site rules or operating procedures. (Not required for contractors with fewer than 5 employees.)
Consultation, communication and staff involvement	There should be an effective means of communicating with the work force. The contractor must be able to provide evidence of meetings or discussions or describe how this has occurred in practice. There must be a process for consulting with staff on a project by project basis.
Competent advice	The Management of Health and Safety at work regulations (Reg 7) requires that a competent person or persons be appointed, preferably within the company to provide sector specific safety advice relating to their work area. The contractor must be able to provide information on how this individual has been used and evidence of advice followed through to conclusion.
Subcontracting procedures	There should be set systems in place for appointing sub-contractors in the same way that the contractor

Action Point	Standard to be achieved
(if applicable)	is assessed and for monitoring their performance once they are working on site. Helix would prefer that all sub-contractors and designers are SAFEcontractor approved.
Co-operation with others and sub-contractors	Systems should specify how co-operation and co-ordination is undertaken in practice and how the work force is involved in drawing up method statements / risk assessments. How sub-contractors are managed.
Performance measurement	There should be a system in place to monitor that the procedures that the service provider states has in place are actually working via auditing and review on an ongoing basis. For example, scored spot checks
Training and information	Training arrangements should be in place within the organisation to ensure all employees have the relevant skills to undertake the tasks expected of them. There should also be a refresher programme or system of CPD in place that keeps employees up to date with changes in safety legislation. A training matrix should be provided for all those working on Helix sites that states the training that they have undertaken, dates and when the training is due to be refreshed. Certification should also be provided.
Individual qualifications and experience	Individuals within the organisation should have an appropriate level of training for the tasks they undertake unless they are under controlled and competent supervision. This should apply throughout the company structure. Building and maintenance contractors should have achieved CSCS and CPCS (if relevant) training.
Risk assessment and method statements	There should be clearly defined methods for carrying out risk assessment and where necessary these are to lead onto safe methods of working / method statements. There must be a process for completing site specific assessments as and when these are required and these are to be provided.
Incident management	Records of all RIDDOR reportable incidents should be available for the last 3 years. There should be systems

Action Point	Standard to be achieved
	in place for reviewing incidents and recording action taken as a result throughout the organisation. There should also be a record of any enforcement action taken against the company including legal notices or its employees.
Welfare provision	Be able to show that the appropriate welfare arrangements will always be available.
Environmental Policy	Have an Environmental Policy regularly reviewed and signed off by the person at the highest level within the organisation. The policy should be relevant to the nature and scale of the work that the organisation undertakes. Named responsibilities should be fully detailed within this documentation.
Waste Management	Have arrangements in place to measure and manage the amount of waste being generated and comply with all aspects of the Waste Management Regulations 2011 and Hazardous Waste Regulations 2005. Retain the correct waste carrier license for their activities
Spillages and Hazardous Substances	Be able to show that any substances or chemicals used are Environmentally friendly and do not harm the Environment. Have considered where spillages might occur as a result of their activities and have measures in place to prevent pollution and deal with a spillage should this occur.
Insurance	Professional Indemnity, public / employers liability and product liability should be checked against the clients requirements usually set by the company secretary.
Work Experience	Be able to demonstrate work on previous similar projects and active safety management standards on these projects.

Procedure Update

Date	Detail	By Whom
Jan 2013	Procedure developed	L Hosking
Sept 2014	Procedure Reviewed. The updated made were as follows	L Hosking
Intro	You will have been given access to a copy of the company safety and environmental policy statements.	
	Plan, organise, control, monitor and review safety replaced with plan, check, act, do to reflect changes in HSG65	
	Contractors are responsible for controlling the work of any sub-contractors that they engage and for passing on any information regarding hazards in their work area.	
30	Wording changed to reflect that hazard information is now available on all sites	
36	Reference to halogen lighting removed	
40	Added: Methods of moving materials and equipment between working locations should be included within the contractors' method statements and site specific risk assessments. Contractors remain, at all times, for identifying manual handling hazards and reducing risks. Hoists should be used where possible and the movement of loads between floors discussed with Helix to identify how practical measures can be taken to reduce risk.	
41	Wording altered to read: The method statement must also include a site specific risk assessment and complete sequence of work from arrival to completion of work and leaving site. The contractors' operatives completing the work must be provided with a copy of the site specific method statement, bring it to site and have been briefed in contents. In making the method statement specific reference to the actual work environment must be included which will usually require a site visit prior to work commencing. Generic RAMs will not be accepted for high risk work or complex work and contractors will remain responsible for any delays as a result of unsuitable paper work being submitted	
42	Added: Sites specific RAMs describing precise details of use, positioning and work must be provided for this work	
44	Monitoring title altered to monitoring & checking to reflect changes in HSG65	
48	Work within the lift shaft will be subject to a permit if it is	

	outside the lift car. Any excavation will be subject to a high risk permit. Demolition altered to structural demolition	
50	Added: Where possible battery operated hand tools should be used	
57	Added: Contractors will remain responsible for the security of their plant & work equipment.	
64	Confirmation of how tool box talks are organized must be provided as part of the contractor exchange of information.	
Appendix B	Reference made to HSG65 for additional guidance	
Appendix C	Additional points added to the competency criteria which states that contractors should have an Environmental Policy, Waste Management systems in place and arrangements for dealing with spillages	
May 2015	**Site Rules Updated to Comply with new requirements under Construction (Design & Management) Regulations 2015**	**L.Hosking**
Introduction	Clarity provided in respect of sub-contractors. Helix must be provided with information in respect of any sub-contractors Added: Helix are not responsible for the activities of tenant contractors. If they are working in landlord areas the tenant must ensure they are aware of these rules and are inducted. Further information will be issued to tenants on their responsibilities for managing contractors from the FM team. Contractors are non-employees engaged by Helix to undertake work on site relating to property management or directly involved with construction projects. This includes designers and consultants.	
3	If sparking work equipment is used a hot work permit must be requested	
5	Spills requiring use of an emergency spill kit must be reported	
7	Asbestos emergency arrangements added from Helix asbestos management plan	
10	New section on CDM added to cover contractor responsibilities in respect of this legislation. Old section removed completely	

13	Section on competency updated to reflect CDM15 changes	
15	New section on consultation	
16	Work on contaminated land to comply with CDM15 requirements	
17	Additional information provided on the demolition plan	
18	Additional information provided under the heading of designer to comply with CDM15 requirements.	
25	Additional information on excavations provided to meet CDM15 standards	
29	Additional information added on F-Gas	
30	Additional information provided on Hazard information to comply with CDM15 requirements to supply pre-construction before construction work is undertaken.	
31	Added: All hazardous substances must be COSHH assessed including all dusts, biological hazards, chemicals and fume.	
32	Health & Safety file information added to reflect CDM15 changes	
33	Additional information on rope access added to section on work at height	
34	Added: Isolation can be used in relation to unsafe areas. Contractors must not access areas that have been isolated, restricted, locked off or identified as being out of bounds.	
35	Updated references to ladder safety information added	
52	Within the risk assessment section the following has been added: Risk assessments will be expected to supplement information provided as part of the construction phase plan. Designers must work with contractors to determine the impact their decisions will have on those involved in completing the work or others who could be affected by it. How risk based decisions were reached must be documented and added to annotated drawings. Designers must also consider how the completed project will be safely occupied, cleaned and maintained. How this has been achieved must be contained within the health & safety file presented at the end of the project.	

	Designers must discharge their duties based on the hierarchy of risk control considering how the project will be undertaken safely. In particular, reliance on fall arrest systems as opposed to physical barriers and poor plant access are to be avoided.	
61	Section on subcontractors has been re-written: All contractors (including consultants) are responsible for controlling the work of any sub-contractors they engage. Sub-contractors must be inducted by the contractor and have received pre-construction hazard information as it relates to their work. In particular, they must have been passed information relating to asbestos containing materials. Sub-contractors must be made fully aware, by the contractor of the contents of the construction phase plan for their project, Helix site rules and any relevant RAMs. Principal contractors will be expected to provide details of sub-contractors within their construction phase plan. These details must be included within the health & safety file at the end of the job. Principal designers are responsible for supplying the details of other designers involved in the project for inclusion. Contractors are wholly responsible for ensuring their sub-contractors have the skills, knowledge, experience and if they are an organization the organizational capability to do the job. Helix will be increasingly encouraging all contractors and consultants to ensure their sub-contractors have been approved by Safecontractor and meet the standards within Appendix C. Work may not be sub-contracted unless details have been provided, as part of the construction phase plan, before work starts on site.	
62	New section on supervision added	