



health & safety

code of practice for contractors



The Bank of England has adopted this Code of Practice to fulfil its obligations under the Health and Safety at Work etc Act 1974 and other health and safety related legislation.

Please observe the guidance, instructions and procedures set out in this Code, which forms part of the Bank's Health and Safety Policy and standard Contract Documentation for Consultants, Construction Contractors and Service Contractors.

The Code supersedes all previous editions and contains a number of new requirements. All persons receiving a copy of this publication should make themselves familiar with any requirements specified.

introduction

This Code has been specifically written for the use of contractors who work at the Bank. The Code contains information concerning working practices and requirements expected of all contractors when they are working on Bank premises.

The Bank expects all contractors to work safely in accordance with the relevant legislation. The omission of a particular topic from this Code does not mean that precautions and safe working practices are not necessary.

In this Code the terms:

Contractor means 'principal contractors, sub-contractors and their employees, and the self employed engaged in construction activities'.

Service Contractor means 'contract staff who work on Bank premises as a regular place of work and these include, but will not be limited to, cleaning, catering, maintenance contractors etc'.

Consultant means 'any person employed by the Bank to undertake skilled duties of a finite and measured duration for example Information Technology, training, and surveying'.

This Code is arranged into five main sections:–

Section 1:

General Requirements – all contractors are expected to be familiar with the requirements of this section.

Sections 2 and 3:

Construction Contractors – these sections apply to all contractors working on construction and engineering projects.

Section 2: Legal Requirements

Section 3: Working Practices

Section 4:

Service Contractors – this section applies to all service contractors who work in the Bank and include those involved with cleaning, catering, maintenance etc.

Section 5:

Consultants – persons employed by the Bank to undertake high competence duties of a finite and measured duration for example Information Technology, training, and surveying.

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Section 1: General Requirements

1 RESPONSIBILITIES

1.1 Contractors

All contractors are responsible for adhering to the requirements of this Code.

Where applicable they must also have their own policies and safe working practices to ensure compliance with relevant Statute Law, Approved Codes of Practice and Guidance Notes.

1.2 Bank Project Managers/Engineers and Agent

The Bank has Line Managers who, for the purpose of this Code of Practice, will act as Project Managers/Engineers responsible for the engagement of and/or liaison with each contractor. The Bank may appoint an Agent to act on their behalf.

1.3 Bank Health and Safety Team

The Bank employs professionally qualified staff to give advice on all aspects of health and safety, fire prevention and occupational health. These staff form part of the Bank's Health and Safety Team (BHST) and may be contacted via the Project Manager or Engineer.

The BHST have the right to make periodic inspections of sites and the activities being carried out and to ask to see statutory records and inspection certificates which should be held on site.

1.4 Monitoring Compliance

If, in the opinion of any member of the BHST, Project Manager, Engineer or Agent, activities are being carried out in a manner which may adversely affect the health, safety and welfare of any person, they may either require work to be suspended or give suitable instructions about rectifying the situation. Such instructions will be issued via the Project Manager/Engineer or their nominated representative.

Note: Breaches of either this Code or Health and Safety Legislation, may result in the individual(s) or companies being excluded from site without penalty to the Bank. Any resultant costs incurred are to be borne by the contractor and any consequential costs to the Bank in completing the work will be charged to the contractor.

1.5 Bank Security

Documentation setting out procedures to be followed, in respect of security on particular Bank premises, will be provided in addition to this Code and all contractors will be required to adhere to these procedures for the areas where they are working. This will include any particular restrictions on the use of radio communications equipment or photographic equipment and requirements concerning the security of drawings.

Note: Security staff may refuse entry to any person or request him or her to leave a building or site at any time and shall be under no obligation to give a reason for such a refusal or request. Security staff also have the right to search persons, their belongings and plant/equipment.

1.6 Competent Persons

Legislation requires that certain inspections, operations and supervisory duties must be carried out by a competent person. If the Bank has any reason to believe that Contractors' staff are not

competent, it may request additional information from the appropriate contractor.

Note: In the event of legal proceedings the contractor may be called upon to satisfy a Court as to the competency of the person chosen.

1.7 Safety Inspections

Where Contractors are allocated their own demise, the area must be maintained in a safe and clean manner. The Contractor should undertake safety inspections in addition to any undertaken by the BHST. Records of inspection should be available for inspection by the Bank's representatives.

1.8 Visits from Fire and Safety Enforcing Authorities

In the event of health, safety and fire enforcing authorities visiting Bank premises contact should immediately be made with the Project Manager/Engineer and a representative of the BHST.

1.9 Procedures in the Event of Fire

Contractors must ensure that their employees know exactly what action to take in the event of fire.

Fire location notices must be displayed clearly on site.

All persons must be made aware of the location of:

- (a) alarm call points, or telephones from which the alarm be raised;
- (b) escape routes and fire exits;
- (c) fire points/fire-extinguishing equipment.

All persons must also receive instruction in:–

- (a) the means of raising the alarm;
- (b) the means of escape;
- (c) the use of fire extinguishing equipment (where applicable).

In the event of fire, however, small, the alarm must be raised in accordance with the fire instructions. Any incident must be reported immediately in accordance with local emergency procedures.

Contractors must provide fire-fighting equipment to suit the level of risk associated with the work being undertaken and taking into account the activities in areas adjacent to the immediate workplace. Records of maintenance tests must be attached to each item of equipment.

The Bank reserves the right to:

- (a) stipulate the level of cover required;
- (b) visually inspect contractors' equipment.

Contractors must be aware of their responsibility to arrange for persons being accounted for in the event of the evacuation from an area to a pre-determined muster point.

Project Managers/Engineers must make the contractor(s) for whom they are responsible aware of all relevant local emergency procedures adopted to comply with the Bank's requirements.

1.10 Fire Protection Equipment

No item of fire equipment on site shall be tampered with or misused. Any damage to such equipment must be reported immediately to the Project Manager/Engineer.

No item of fire protection equipment shall be obstructed so as to prevent easy access to it in an emergency. Fire equipment and fire safety signs may only be moved with the consent of the BHST. This may also require the approval of the Fire Authority or Local Building Control Officer.

1.11 Means of Escape and Fire Brigade Access

Corridors and doorways must not be obstructed. Where this is unavoidable, however, due to the siting of temporary screens, partitions, scaffolding or placement of equipment, work shall progress only when approval has been sought from the Project Manager/Engineer (in collaboration with the Fire Authority where necessary). An alternative means of escape should be provided wherever possible.

1.12 Reinstatement of Structural Protection

Where structural protection is reduced during the course of the contractor's work, any holes made in fire-resisting walls, floors or ceilings, e.g. pipework or electrical services, must be made good as soon as practicable, i.e. before, or as, the work progresses.

1.13 Fire Precautions Legislation

Contractors are reminded that all commercial premises are subject to the Regulatory Reform

(Fire Safety) Order 2005, and it is a criminal offence to interfere with any fire safety measures e.g. wedging open fire doors or obstructing corridors and staircases.

1.14 Fire Requirements in Addition to General Requirements

All construction contractors must be aware of and, comply with, the joint working arrangements on 'The Protection from Fire on Construction Sites and Buildings Undergoing Renovations'.

1.15 Insurance

The Project Manager/Engineer and contractor will agree the need for suitable insurance cover.

Section 2: Construction Contractors – Legal Requirements

2 LEGAL REQUIREMENTS

2.1 General Duties

The Bank undertakes to discharge its responsibilities under all current Health and Safety Legislation and expects contractors to do likewise. In the case of contractors, this includes a duty of care for the health and safety of Bank of England staff, members of the public and other contractors on Bank premises.

Contractors are also expected to be aware of specific regulations and orders applicable to their work activities. In particular, they will be expected to follow the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015).

2.2 Health and Safety Policy Statements

The Health and Safety at Work etc Act 1974 requires any contractor who employs five or more persons to have a written Policy Statement. Principal contractors must submit a copy of their Policy Statement to the Project Manager/Engineer with their tender documentation. Principal contractors must also inspect copies of any sub-contractors' Policy Statements before they commence work.

2.3 Pre– construction Information and Safety Plans

Where “notifiable” projects under CDM 2015 are being undertaken, the Bank or its agent will appoint a Principal Designer who will provide the principal contractor with pre-construction information in accordance with the requirements of Appendix 2 of the Approved Code of Practice CDM 2015. This will normally be provided before the tender documentation stage, but it will always be before the construction phase of the project commences.

Contractors must not commence work unless they are in possession of pre-construction information.

Principal contractors must familiarise themselves with the content of the pre-construction information and develop the construction phase plan in accordance with the requirement of Appendix 3 of the Approved Code of Practice CDM 2015. This plan will be retained on site at all times.

2.4 Safety Files

The Project Manager/Engineer will ensure that the safety file is prepared in a format satisfactory to the Bank. The principal contractor must provide the Project Manager/Engineers with any information that may be required in order to present the correct details to the Bank at the completion of construction work, as defined by the CDM Regulations.

2.5 Risk Assessments and Method Statements

The principal contractors must assess the risks associated with undertaking work on Bank premises before it is carried out and provide written risk assessments and method statements. The principal contractors must also liaise with any other contractors or sub-contractors concerning their proposed systems of work and incorporate details of

these in the safety plan. Method statements are required in connection with works where CDM Regulations do not apply.

A Method Statement is a detailed account of how a job of work will be carried out and should detail the risks and the precautions that will be applied to minimise risks and to ensure that the task is undertaken safely.

2.6 Notification of Construction Work

It is the contractor's responsibility to display details of the most up to date information notified to the Health and Safety Executive. The information should be displayed clearly adjacent to the designated work area and at other suitable locations agreed with the Project Manager/Engineer.

Section 3: Construction Contractors – Working Practices

The following requirements of the Bank must be applied to all contractors' working practices.

3.1 Abrasive Wheels

Only trained competent persons should use abrasive wheels on Bank premises. The use of abrasive wheels will normally require the issue of a hot work permit.

3.2 Asbestos

The Control of Asbestos Regulations 2006 place specific duties on all contractors and their clients. The Bank has adopted its own requirements that must be followed at all times.

Only companies licensed under the Asbestos Licensing Regulations will be permitted to carry out work with asbestos on Bank premises.

On premises where asbestos is known to be present (during stripping operations only), the only contractors who will be allowed to wear red overalls will be those who are engaged in the removal of asbestos within designated areas.

Asbestos is present within Bank premises and contractors must therefore satisfy themselves before work commences that the area has been surveyed for asbestos and that any appropriate action has been taken. Reference should be made to existing Bank Asbestos Survey Records, if available. The Project

Manager/Engineer will supply relevant details on request.

If asbestos is discovered, or suspected, all work in the area must cease until the Project Manager/Engineer has been informed and an appropriate plan of action has been agreed.

Note: Copies of any Asbestos Clearance Certificates must be sent to the Project Manager/Engineer who will be responsible for ensuring that the Bank's Records are updated.

3.3 Cartridge Tools

Contractors must not use cartridge tools without advance permission from the Project Manager/Engineer. The Bank will only permit the use of these tools in exceptional circumstances.

If permission is granted, cartridges and equipment must be kept in a locked container when not in use and all spent cartridge cases must be disposed of correctly.

All cartridges should be recorded and accounted for at the end of each shift. Any missing cartridges/tools must be reported immediately to the Project Manager/Engineer or Security.

3.4 Compressed Gas Cylinders

Cylinders must only be used and moved in accordance with the manufacturers' instructions.

They should preferably be stored in the open air and out of sunlight in designated secure areas, and must not be stored in timber cabins. Fuel gases should always be stored separately from oxygen cylinders and isolated when not in use. Empty cylinders must be segregated from full cylinders and the sites marked accordingly. Provision for storage must be agreed with the Project Manager/Engineer before work commences.

Cylinders must not be stored near combustible materials, sources of heat or in corrosive environments, or be allowed to cause obstructions. They should not be rolled, but always moved upright.

If gas cylinders have been delivered or moved in the horizontal position, they must not be used for a period of at least 12 hours after being stored vertically. They must not be lifted or 'cradled' by valve heads and must never be dropped.

Contractors must ensure the safe condition of any equipment brought into the Bank. Flashback arrestors must be fitted. All hoses must be maintained in good condition and terminated with appropriate connections. These must be checked on a regular basis.

Fuel, gas and oxygen cylinders must be placed in trolleys or against a wall or other similar structure and secured by chains or other suitable means. All cylinders must be checked on completion of work to

ensure that all valves have been closed. Flame cutting equipment must be disconnected and locked away securely. All cylinders must be fitted with suitable gauges, which indicate both cylinder and line pressures.

3.5 Consumption of Food and Drink (incl. alcohol/drugs)

No alcohol, drugs and solvents may be brought onto or used on the premises. Any suspicion that a contractor is under the influence of either alcohol, drugs or solvents will result in being asked to leave the site immediately and may be refused future entry.

Contractors must not use Bank vending machines or catering facilities without prior written permission.

Catering contractors must comply with current food hygiene and licensing regulations.

3.6 Contractors' Vehicles and Delivery of Materials

Prior permission must be made for Contractors' vehicles to be allowed on to site at any of the Bank's premises. Local instructions issued by the Bank must be followed and all vehicles must be of roadworthy condition and driven by competent trained staff.

3.7 Control of Substances Hazardous to Health (COSHH)

To accord with the COSHH Regulations, no hazardous substances may be used without the prior completion of a full COSHH assessment. Data sheets, written assessments and other relevant information must be maintained on site for inspection.

All users of the products must be made aware of risks and hazards identified and of any precautions to be taken, including the use of personal protective equipment.

All containers must be labelled clearly in accordance with current regulations. Labels must indicate the contents and display the appropriate safety and risk phrases.

Containers must be suitable for the substance and must not be used for any other purpose unless they have been suitably cleaned, purged or neutralised.

Disposal of COSHH substances should be undertaken in accordance with statutory Bank requirements.

3.8 Demolition

CDM 2007 Regulations apply to all demolition work. Demolition work must be carried out in accordance with current Construction Regulations and all other relevant Codes of Practice and Guidance Notes. Steps must be taken to prevent materials and debris injuring other persons.

Before demolition work is started the contractor must consult the Project Manager/Engineer, with regard to methods and timing. The Project Manager/Engineer will advise on the existence of known services such as electrical cables, drains, gas, water etc. However, it is the responsibility of the contractor to check for live services using detection equipment as appropriate.

During demolition no unauthorised persons may be allowed in the area and suitable barriers, danger notices, shoring, scaffolds and lighting must be provided.

Contractors will be held responsible for any damage to property belonging to the Bank.

3.9 Drilling

Before any drilling or breaking out is undertaken, detection equipment should be employed where necessary to reduce the risk of striking services.

The Project Manager/Engineer will advise on the existence of known services such as electrical cables, drains, gas, water etc. However, it is the responsibility of the contractor to check for live services using detection equipment as appropriate.

3.10 Dust

Operations shall be conducted in such a manner as to minimise dust levels in the surrounding atmosphere. When contractors are working in or adjacent to Bank occupied areas, work must be carried out in such a manner as to ensure that dust emissions do not cause discomfort, damage to equipment, contamination of ductwork or delay to operations. Where such work is anticipated, this must be included in the written procedures or

Method Statement together with a full risk assessment.

3.11 Electrical Work

All connections to the Bank's electrical supplies must be authorised by one of the Bank's electrical engineers or a designated representative (which will be arranged via the Project Manager/Engineer). A fully qualified competent electrician with adequate knowledge and experience must carry out this work.

All installations must conform to the Electricity at Work Regulations 1989, IEE Regulations 17th edition and other accepted standards for connections to electrical systems, as well as CDM 2007 and all other relevant Guidance Notes or Codes of Practice. All equipment must be suitable for the purpose and inspected on a regular basis, such as intrinsically safe equipment for potentially explosive atmospheres.

All temporary site electrical services should be isolated where possible before the contractors' staff leave the premises.

A competent person must be appointed to be in charge of any electrical installation. Such a person must agree to accept full responsibility and their name and designation should be displayed close to the main switch or circuit breaker.

All portable electrical equipment brought on to site must be electrically tested and serviceable at all times. Each piece of equipment must be suitable marked.

Electrical supplies used on construction sites will not exceed 110v CTE with transformers situated as close to the source of supply as possible. Higher voltages can only be used with the agreement of the Project Manager/Engineer.

3.12 Entry into Confined Spaces

Confined spaces shall only be accessed where there is no other reasonable alternative for completing the works.

Entry of persons into confined spaces (where a hazardous environment may be present), must be carried out in accordance with the Confined Space Regulations. A confined space may be a tank, duct,

flue, chamber, vat, pit, pipe or similar enclosed area, if in any doubt, refer to the Project Manager/Engineer.

A suitable method statement, detailing safe systems of work and including Permit to Work arrangements, must be written and given to the Project Manager/Engineer before work is due to commence. The method statement should include the procedures to be adopted in the case of an emergency situation occurring during the work.

A current Permit to Work must be issued before work commences and this must be clearly displayed adjacent to the work area.

Before entry is allowed into a space where a hazardous environment may be present, a competent analyst must carry out suitable tests to assess the situation. Results of the tests should be included on the permit to work.

Contractors must also liaise with the Bank where entry is required into a confined space, the

atmosphere of which may be affected by processes or operations, over which they have no control.

Evidence of the training of contractor's staff in entry, emergency and rescue procedures will be required.

3.13 Excavations

Excavation work shall be carried out in accordance with CDM 2007. All works, trench supports, shoring, etc should be regularly checked and maintained.

Before excavation is started the contractor in charge shall consult the Project Manager or Engineer, with regard to method and timing.

The pre-construction information should provide information on the existence of known services likely to be affected by the work, e.g. electrical cables, drains, gas and water mains, vacuum ring mains and compressed air mains etc. However, the contractor will still be expected to follow good safety practices e.g. use 'cable detectors' to locate the exact position of such services.

All excavations or openings shall be securely fenced, lit or otherwise protected at all times. All external excavations and obstructions shall be marked by an effective number of RED or AMBER lamps from one hour before sunset until one hour after sunrise and during periods of poor visibility.

Pumps should be provided to keep excavations clear of ground water seepage, where necessary.

Surrounding areas must be maintained in an orderly and tidy condition.

Loose materials and spoil shall be kept clear of gangways and working spaces and at least one metre away from all excavations. Safe methods of access and egress should be provided.

3.14 First Aid

Contractors must ensure adequate first aid provision for persons working on their site(s) in accordance with the First Aid at Work Regulations. The contractor responsible for providing first aid

must ensure that all other contractors working at the site are aware of the procedures to be followed.

3.15 Flammable Materials

Non-flammable materials should be used in preference to flammable materials. Risk assessments must always be completed prior to the use of any flammable material – see also COSHH Section 3.7.

All petroleum spirits, mixtures or derivatives and all low flash point flammable materials, such as paint, thinners and adhesives, must be used and/or stored in accordance with current legislation.

Note: The Project Manager or Engineer have the right to impose specific requirements concerning areas where flammable substances are being stored or used. They will normally be recorded within the construction Health and Safety plan.

Empty containers shall be stored in a safe manner and be removed from the premises as soon as practical.

3.16 Fork Lift Trucks and Excavators

These must only be used by competent, trained and authorised users. Drivers must have evidence of their 'authority' and training on them at all times. Except when manoeuvring from stacks, forklifts should not be used with the forks in raised position.

Forklifts must be inspected in accordance with statutory requirements and records must be available for inspection.

3.17 Gas Installations

Gas installations will only be undertaken by competent persons. Certification of Competence should be available onsite at all times and produced on request.

3.18 Hazardous Apparatus

No hazardous apparatus, including x-ray equipment, lasers or substances, to which the Ionising Radiation Regulations apply, may be brought on to the site without permission of the Project Manager or Engineer.

3.19 Heating

Any compressed gas cylinders for heating purposes must be sited outside cabins and isolated when not in use.

3.20 Hoists, Cranes and Lifting Tackle

All hoists, cranes and lifting tackle must be marked clearly with their safe working load and be used in accordance with current statutory requirements and the relevant British Standards, Codes of Practice and Guidance Notes.

Certificates of test and examination must be obtained before any hoists or lifting tackle are used for lowering and raising materials or persons; these certificates must be kept at the site for inspection by the Bank.

All hoistways must be enclosed with wire mesh or other similar material to prevent material falling outside the hoistway. Suitable gates at each landing must be provided with adequate signs.

Contractors must ensure that all hired mobile cranes have received statutory inspection in accordance with the current regulations and that all safety devices fitted to cranes are working correctly before they are used.

Only fully qualified, competent and authorised persons must operate lifting machinery.

If contractors require use of Bank lifting apparatus or overhead travelling cranes, permission must be obtained from the Project Manager or Engineer prior to use.

3.21 Hot Work

Before starting any work involving the use of flame or any process giving rise to the generation of heat and sparks, such as welding, brazing, grinding and cutting, a Hot Work Permit must be obtained from an Issuing Officer appointed in writing by the Bank. Normally, contractor's staff will be expected to use the Bank's Hot Work Permit and their staff will be provided with suitable training to act as either

issuing officers or competent persons. However, the Bank have their own trained issuing officers who in exceptional cases, may be asked to issue a Permit.

The only exception to the use of the Bank Permit will be where an alternative, comparable permit system, has been agreed in writing between the contractor and the Project Manager or Engineer.

Permits to Work must be displayed adjacent to the work area.

No hot work should be carried out on or in the vicinity of, any vessel or plant, which contains or has contained any explosive or flammable substance. When hot work has to be carried out in licensed petroleum stores or storerooms, the Health and Safety Executive must be notified before work commences. The Project/Engineer must also be notified before work commences.

Contractors must ensure that suitable screens and barriers are placed around areas where welding is being undertaken to prevent possible eye injuries

and burns to Bank employees, other contractors and members of the public. The Bank system requires training of both Issuing Officers and persons undertaking work. On completion of work, checks are required 30 and 60 minutes following to ensure no fire risks remain.

3.22 LPG Fuelled Vehicles

LPG cylinders must be fitted correctly to all vehicles and must be changed outside buildings or in areas that are ventilated adequately and away from sources of ignition.

Spare cylinders must be stored in accordance with current legislation and guidance issued by the Health and Safety Executive.

Vehicles must not be left unattended with engines running.

3.23 Machinery

Contractors must not use Bank equipment or machinery, including lifting gear, hoists and

vehicles, without the written permission of the Project Manager or Engineer. Permission will only be granted in exceptional circumstances.

No safeguards (e.g. machine guards, fencing, interlocks etc) shall be made inoperable or removed from equipment except in accordance with current legislation. Suitable barriers must be erected to prevent persons not in the contractor's employment approaching dangerous areas during commission and repair.

All machinery and plant brought onto Bank premises by contractors shall be fully safeguarded and protected in accordance with legal requirements and conform to Approved Standards to ensure the safety of all persons. Machinery and plant must only be operated by competent persons.

Formal lock-off procedures must be employed where any machinery is isolated which unauthorised personnel could reinstate.

3.24 Noise Control

Where possible, noise emissions should always be controlled or eliminated at source, in accordance with the Environmental Protection Act 1990 and the Control of Noise at Work Regulations 2005.

When selecting equipment for use on site, consideration must be given to using equipment with low noise emissions. Where excessive noise is anticipated, full details should be included in the written procedures, Method Statement and Risk Assessment. Where noise emissions cannot be reduced to below the statutory requirements, suitable ear protection zone notices should be displayed and hearing protection provided to personnel and visitors

Note: The Bank may impose noise embargoes in certain places and at certain times during the working day to meet operational needs. Contractors will be advised in advance of such a requirement.

3.25 Permits to Work

Except where contractors have written agreement from the Project Manager/Engineer to use their own systems on Bank premises, appropriate Bank of England Permits to Work must be obtained from authorised Bank representatives or trained issuing officers before any of the following processes are carried out: -

- a) Hot work;
- b) Work on high voltage electrical apparatus and systems;
- c) Entry into confined spaces;
- d) Roofwork - in some locations;
- e) Asbestos removal.

Conditions laid down in the Bank's or agreed contractor's Permit to Work system(s) must be followed precisely. Any deviations will result in the work being suspended by the BHSE, Project Manager or Engineer, or his nominated representative.

A current Permit to Work must be displayed adjacent to the work area whenever work is being undertaken.

3.26 **Personal Protective Equipment (PPE)**

Contractors must ensure that suitable PPE is provided for use by all persons authorised to be on site. The PPE must accord with all relevant Regulations and approved Standards. Contractors must ensure that their operatives are trained in the selection, use, maintenance and storage of all PPE as appropriate.

Contractors must ensure that persons employed wear protective footwear in any of the Bank's designated areas.

Suitable 'Head Protection Areas' warning signs must be displayed in all areas so designated. All persons on sites where there is a risk of head injury must wear safety helmets. Contractors must ensure that suitable head protection is worn as well as being provided for all staff.

Appropriate warning signs must also be displayed in

any areas designated as 'Eye' or 'Hearing Protection Zones'.

'Authorised Persons Only' signs must be displayed at every entrance to the work.

3.27 **Petrol and Diesel Powered Equipment**

Internal combustion equipment must not be operated on Bank premises without prior permission from the Project Manager or Engineer. The emission of fumes from vehicles into buildings should be kept to a minimum, they must not be left unattended with engines running.

Stationary appliances must be fitted with exhaust emission controls and those used 'indoors' must have fumes ducted outside. Equipment must be stored in accordance with appropriate legislation.

Spare fuel must not be kept or dispensed inside buildings and shall be stored in accordance with the appropriate legislation. The contractors are responsible for ensuring that the Bank is aware of the need to store petrol and diesel fuels.

Only authorised, trained and certificated personnel may drive contractors' vehicles on site.

3.28 Photography

No photographs may be taken on Bank premises without the prior permission of the Security, which must be sought via the relevant Bank Project Manager/Engineer. Contractors will also be held responsible for ensuring that their personnel do not bring personal cameras on-site.

3.29 Portable Electrical Appliances

Attention is drawn to the following requirements:-

- (a) all portable tools and equipment must be of minimum voltage, i.e. no greater than 110 volt, except where this is impossible and only with the agreement of the Project Manager/Engineer, e.g. with oscilloscopes;
- (b) all 110-volt equipment must be supplied from a double-wound centre-tapped (CTE) transformer having a reduced secondary voltage;

- (c) transformers must be provided by contractors and must be located within two metres of the higher voltage supply;

- (d) each item of equipment used must be regularly inspected and be suitably marked with information concerning testing;

- (e) all Test Certificates must be made available for inspection, upon request.

3.30 Pressure Vessels

Any pressure vessel brought on to the site must conform with the relevant Regulations and a current Certificate of Inspection and Test must be made available for inspection by the Bank.

3.31 Radios

The use of radio communications equipment must be cleared in advance with the Bank's Security via the Bank Project Manager/Engineer. Contractors must also ensure that their personnel do not cause a noise nuisance by using personal compact disc/tape players or radio receivers on site.

3.32 Reporting of Accidents, Dangerous Occurrences and Occupational Diseases

It is the Contractors' responsibility to notify the appropriate Enforcing Authority on Form F2508, of any accidents or occurrences in the prescribed categories.

It is the Bank's responsibility to notify the Health and Safety Executive of:-

- (a) any reportable accident to a member of Bank staff;
- (b) any reportable accident to a member of the public whilst on the Bank's premises or public thoroughfares.

Contractors must also notify the Project Manager/Engineer and/or BHST immediately of any reportable or specific major injury or dangerous occurrence on their site, and of any injury to a member of the public as a direct result of their work activities. Contractors must also send copies of all

reportable accident and dangerous occurrence reports together with a copy of the F2508 to the Project Manager for information.

Where there has been an accident or dangerous occurrence, the Bank reserves the right to investigate the circumstances and make appropriate recommendations.

Contractors' employees should not enter the Bank if they have contracted, or been exposed to, any infectious or contagious diseases, e.g. salmonella, typhoid, cholera, or suspect that they may be suffering from any of the more common infectious diseases e.g. measles, mumps, chicken-pox.

3.33 Roofwork

Personnel employed by contractors will only be allowed on the roofs of buildings in accordance with local security procedures.

Contractors must ensure that suitable edge protection is provided around roofs to prevent

persons and materials falling, except for short-term inspection purposes. Contractors must also take suitable precautions to prevent persons and materials falling through fragile roofs and skylights etc.

No items may be thrown to the ground from any roof. A purpose-built chute can be used provided the Project Manager has first approved details of its design.

No hot work may be carried out or any toxic substances used until specific permission has been obtained from the Project Manager. Permission will not be given in the absence of appropriate COSHH data sheets. This is to prevent fumes etc entering the air intakes and affecting people in other parts of the premises.

During work, materials should be stored neatly and tidily. Only the minimum amount should be kept on roofs to prevent fire hazards. On the completion of work all materials must be removed from the roof.

3.34 Working at Height

All working at height will be carried out to conform to legal requirements, appropriate standards and guidance.

Appropriate work equipment (e.g. working platforms, scaffolding, restraint and fall arrest systems, ladders etc.) will be selected for the task to be carried out and will comply with and be inspected in accordance with legislative requirements.

All records of inspection of work equipment will be recorded and retained on site for the duration of the contract.

3.35 Smoking

Smoking is not permitted on the Bank's premises unless external dedicated areas have been specified.

3.36 Storage of Materials and Waste Disposal

Contractors must arrange for waste and rubbish to be removed from site regularly and frequently or as directed by the Project Manager/Engineer. The Bank will allocate limited areas where materials and waste products may be stored prior to use on, or removal from, site. No materials or waste may be stored in any corridor, fire exit or access route except as authorised by the Bank.

The Bank can order the immediate removal of materials and waste products that are not stored correctly. Storage of flammable liquids and gases must be in accordance with the appropriate section of this Code.

Flammable waste, packaging, shavings and trimmings etc shall be removed daily. Burning of waste is not permitted.

Contractors shall arrange for the disposal of waste, including special waste, to be in accordance with the current legislation. Copies of the appropriate disposal forms shall be provided to the Project Manager/Engineer.

Only registered carriers must be used for the removal of waste and the principal contractor should provide copies of registration to the Project Manager/Engineer.

Where the value of the contract exceeds £300,000 the contractor is required to comply with the requirements of the Site Waste Management Plans Regulations 2008.

These regulations require a site waste management plan to be prepared and implemented by the Bank and principal contractors. The plans must include details of the construction project, estimates of the types and quantities of waste that will be produced, and confirmation of the actual waste types generated and how they have been managed. More detailed reporting requirements apply to projects exceeding £500,000.

3.37 Working Areas

Contractors' staff are not permitted to use other parts of any building other than those areas which have been authorised for their work or for access to their work.

3.38 Work Huts

Workmen's huts should preferably be of a non-combustible construction and should be situated at least six metres away from adjacent buildings.

Elevations facing adjacent buildings, or each other, should be imperforate and fire resisting.

Equipment fed from compressed gas cylinders should have permanently fixed pipework from externally sited storage cylinders. Cylinders must be isolated/turned off after work or at the end of each working day.

Location to be agreed by Project Manager/Engineer and Security.

Section 4: Service Contractors

4.1 Safety Policy

Each service contractor must forward their Safety Policy to the Bank representative undertaking contract control. The Bank's Service Contract Co-ordinator will discuss the content with the Bank Health and Safety Team BHST as necessary. The policy should normally be included with the tender submission. The Bank will not employ companies without adequate Health and Safety provisions/arrangements.

4.2 Risk Assessments

Each service contractor should prepare risk assessments for the duties undertaken on Bank premises. Generic assessment will not normally be acceptable. These assessments should be forwarded to the Service Contract Co-ordinator and a second set retained with the senior contract staff on site. The information contained within any risk assessment should be communicated to the persons undertaking the work. When required, information needed by the contractor from the Bank in order to undertake work safely will be provided by the Service Contract Co-ordinator.

4.3 Emergency Procedures

Each service contractor will be expected to complete an emergency plan that should include details of fire, first aid, accident reporting and evacuation procedures. Information required from the Bank concerning local arrangements will be provided by the Service Contract Controller. The emergency procedures plan should be retained on site and communicated to their staff.

Service contract staff will be expected to participate in Bank practice exercises etc.

4.4 Safety Inspections

Where service contractors occupy accommodation within the Bank they will be expected to complete safety inspections in accordance with their own written scheme at least once every three months. The interval for inspection within the written scheme must be agreed by the Contract Controller. Suitable written records must be kept on site.

The BHST will carry out occasional audit service contractor areas.

4.5 Hazards

If service contract staff observe hazards within Bank premises whether relating to their own activities or not, they must be reported to the local help desk. Help desk numbers are available from the Service Contract Controller.

4.6 Training

All service contractors must be provided with induction training at the commencement of the contract. New staff employed by the service contractor must also receive induction training as soon as possible after starting work on Bank premises. The induction training must include any local instructions provided by the Service Contract Co-ordinator including,

- a) Risk Assessments
- b) Emergency Procedures
- c) Safety Inspection arrangements
- d) Hazard Reporting methods
- e) First Aid provisions

f) Accident reporting

All staff should be trained in specific operations as appropriate. Training could include manual handling, COSHH, safe use of electricity and fire prevention.

Refresher training should be carried out at regular intervals.

4.7 Accommodation Identification

Accommodation provided for service contractors will be marked with,

- a) Company name
- b) Company telephone no (internal & external)
- c) Bank contract controller
- d) Bank contract controller telephone number

Section 5: Consultants

5.1 **Emergency Procedures**

Consultants will be provided with the following information concerning the action to be taken in the event of emergency when working in the Bank.

- a) Emergency procedures
- b) Accident reporting
- c) Hazard reporting
- d) First Aid provisions
- e) Special access arrangements

This information will be provided by the Bank contact who engages the consultant.

5.2 **Investigative and Intrusive Work**

Where survey work is undertaken the requirements of the construction sections of this Code apply.

5.3 **Access and Security**

Access and security arrangements are to be agreed by the Bank contact.

5.4 **Risk Assessment**

If the work being carried out presents significant risks to Health or Safety, Consultants are expected to provide risk assessments to the BC. Where a risk assessment identifies any shortfall in equipment or facilities provided by the Bank, this information should be communicated as soon as possible to the BC.

5.5 **Lone Working**

If consultants are required to work alone in unoccupied sections of Bank premises, local arrangements shall be made with the agreement of the Bank contact to ensure that a safe system of work operates.

Appendices

Appendix I

EXAMPLE OF 'DECLARATION LETTER'

To:

(The Project Manager/Engineer/Service Contract Co-ordinator/Consultants Bank Contact Bank of England)

I have read, understood and hereby agree to abide by the Bank of England's Code of Practice for 'contractors', applicable to consultants, construction contractors, and service contractors.

I also undertake that I will not disclose to any third parties any information that may be acquired or given to me in confidence.

Signed _____ Date: _____

Name (Capitals) _____

Position _____

Company _____

Appendix II

DOCUMENTATION WHICH MAY BE REQUIRED BY THE BANK

- 1 Safety Policy Statement
- 2 Written work procedures, risk assessments, safety plans, method statements, Safety Inspection Scheme
- 3 Signed declaration letter (see Appendix 1).
- 4 Names of safety personnel
- 5 Advance notification of intended use of hazardous apparatus or processes
- 6 Advance notification of intended use of cartridge tools
- 7 Results of any tests required before attempting entry into designated confined spaces, where these are undertaken by or on behalf of the principal contractor
- 8 Asbestos contractors' written notifications to, or any waivers from, the Health and Safety Executive, or Local Authority, and a copy of their licence
- 9 Advance details of Permit to Work proposals where the principal contractor wishes to seek approval to use his own system
- 10 Advance notification of intended hot work in licensed petroleum stores or storerooms
- 11 Copies of notification of all reportable accidents and dangerous occurrences
- 12 Certificates of Competence and Training – held by operatives of plant
- 13 Test Certificates, e.g. those covering air receivers, cranes and other lifting tackle
- 14 Induction training records
- 15 Emergency procedures plan
- 16 First aid arrangements
- 17 Lone working arrangements

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