

Langton Hall

Code of Practice for Contractors

Langton Avenue Chelmsford Essex CM1 2BP

Issue 1 – September 2023

Definition of Terms

For the purpose of this code the term contractor is used collectively to include, but not limited to, the following:

- (Principal) Contractors
- Sub-contractors
- Service providers
- Self-employed staff
- Consultants

In summary, the broad line for this code is that it applies to any individual or company that are carrying out work or providing a service on our premises who are not an employee, volunteer or visitor.

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Introduction

This code has been specifically written for the use of contractors who work at the 8th Chelmsford Scout Group site. The code contains information concerning working practices and requirements expected of all contractors when they are working on this premises.

The 8th Chelmsford Scout Group 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 applicable or necessary. Please observe the guidance, instructions and procedures set out in this code, which forms part of the 8th Chelmsford Scout Group health and safety policy and standard contract documentation for consultants, construction contractors and service contractors.

Where there have been updates to legislation referred to within the code, current standards must be applied according to statute.

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.

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 8th Chelmsford Scout Group.

Any resultant costs incurred are to be borne by the contractor and any consequent costs to the 8th Chelmsford Scout Group in completing the work will be charged to the contractor.

WHAT WE DO

The purpose of Scouting is to contribute to the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities.

The 8th Chelmsford Scout Group has adopted this code of practice to fulfil its obligations under the Health and Safety at Work Act 1974 and other legislation relating to construction work. Young people regularly attend events at this site.

It is the policy of The Scout Association to safeguard the welfare of all members by protecting them from physical, sexual and emotional harm.

To achieve this policy of Young People First, it is a requirement for all persons to act within a code of behaviour when dealing with young people at our site. (See the Yellow Card)

CODE OF BEHAVIOUR

The following points must be followed by all at all times:

- DO wear appropriate dress at all times. (Upper body must remain covered at all times; high visibility jacket only is not acceptable. Shorts are only to be worn upon prior agreement with the 8th Chelmsford Scout Group).
- DO NOT have inappropriate physical or verbal contact with others.
- DO NOT play physical contact games with young people.
- DO NOT make suggestive remarks or gestures, even in fun.
- DO NOT allow yourself to be drawn into inappropriate attention-seeking behaviour such as tantrums or crushes.
- REMEMBER that someone else might misinterpret your actions, no matter how well intentioned.
- DO NOT rely on your good name to protect you.
- DO NOT believe 'it could never happen to me'.

Report all occurrences of contact with young people to the site management, especially the following which are to be reported immediately:

- If a child tells you about abuse by someone else.
- If you receive an allegation about an adult or about yourself

1. General requirements

1.1 Contractors

All contractors should ensure that they are familiar with all the requirements of this code.

Where applicable they must also have their own policies and safe working practices to ensure compliance with relevant legislation, approved codes of practice and guidance notes.

1.2 Inductions

An appropriate member of the 8th Chelmsford Scout Group team shall carry out an induction for all contractors before they commence work. This should be reviewed at least annually. Contractors may arrange to carry out inductions for their own staff or subcontractors where previously agreed with the 8th Chelmsford Scout Group.

1.3 The 8th Chelmsford Scout Group project managers/engineers and consultants

The 8th Chelmsford Scout Group may employ someone who, for the purpose of this code of practice, will act as project manager/engineer responsible for the engagement of and/or liaison with each contractor. The 8th Chelmsford Scout Group may appoint a consultant to act on their behalf.

1.4 The 8th Chelmsford Scout Group health and safety responsibility

The 8th Chelmsford Scout Group may employ a specialist to give advice on all aspects of health and safety, fire prevention and occupational health. If employed these staff may be contacted via the project manager or engineer. The trustees of the 8th Chelmsford Scout Group will 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.

1.5 Monitoring compliance

If, in the opinion of any other member of the 8th Chelmsford Scout Group, project manager, engineer or consultant, 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 issue suitable instructions via the project manager/ engineer or their nominated representative.

1.6 8th Chelmsford Scout Group security

Documentation setting out procedures to be followed, in respect of security on the premises, will be provided in addition to this code and all contractors will be expected 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.

1.7 Notice of attendance

Planned works shall require a minimum of five working days notice of attendance from contractors in agreement with the appropriate member of the 8th Chelmsford Scout Group. A shorter notice, as agreed with the relevant member of the 8th Chelmsford Scout Group, shall be allowed for attendance to reactive remedial works accordingly.

All contractors shall be required to 'sign in' at arrival and 'sign out' upon leaving, every time they attend the site.

1.8 Competent persons

Legislation requires that certain inspections, operations and supervisory duties must be carried out by a competent person. If the 8th Chelmsford Scout Group 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.

1.9 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 8th Chelmsford Scout Group or their representative. Records of inspection should be available for inspection by 8th Chelmsford Scout Group representatives.

1.10 Visits from fire and safety enforcing authorities

In the event of health, safety and fire enforcing authorities visiting the site, contact should immediately be made with the project manager/engineer and a representative of the 8th Chelmsford Scout Group.

1.11 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 will be raised
- (b) escape routes and fire exits including Assembly Points
- (c) fire points/fire-extinguishing equipment.

All persons must also receive instruction in:

- (a) the means of raising an alarm
- (b) the use of fire-extinguishing equipment (where applicable)
- (c) the procedures to undertake in the event of a fire.

In the event of a 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 8th Chelmsford Scout Group reserves the right to:

- (a) make recommendations as to 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 Assembly 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 8th Chelmsford Scout Group requirements.

1.12 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 8th Chelmsford Scout Group. This may also require the approval of the Fire Authority or Local Building Control Officer.

1.13 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). Control measures must be in place and an alternative means of escape should be provided wherever possible.

1.14 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. pipe work or electrical services, must be made good as soon as practicable, i.e. before or as the work progresses.

1.15 Fire precautions legislation

Contractors are reminded that all non-domestic premises are subject to the Regulatory Reform (Fire Safety) Order 2005, and it is a criminal offence to interfere with any fire safety systems, e.g. wedging open fire doors or obstructing corridors and staircases.

1.16 Fire requirements in addition to general requirements

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

1.17 Insurance

If the issue of insurance is not covered in any written agreement between the parties, the project manager/engineer and contractor will agree the need for and level of suitable insurance cover, with such agreement put in writing.

1.18 Reporting of accidents and incidents

It is the contractors' responsibility to notify the appropriate Enforcing Authority on Form FS2508, of any accidents or occurrences in the prescribed categories.

Contractors must also notify the project manager/engineer and/ or the 8th Chelmsford Scout Group 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 FS2508 to the project manager for information.

Contractors' employees should not enter the 8th Chelmsford Scout Group site 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, chickenpox.

It is the 8th Chelmsford Scout Group responsibility to notify the Health and Safety Executive (HSE) of any reportable accident to a member of the public whilst on the 8th Chelmsford Scout Group premises or public thoroughfares.

Where there has been an accident or dangerous occurrence, the 8th Chelmsford Scout Group reserves the right to investigate the circumstances and make appropriate recommendations.

1.19 Risk assessments and method statements

Contractors must prepare risk assessments for the duties undertaken on the 8th Chelmsford Scout Group premises. Generic assessment will not normally be acceptable. These assessments should be forwarded to the 8th Chelmsford Scout Group representative undertaking contract control 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 8th Chelmsford Scout Group in order to undertake work safely will be provided by the 8th Chelmsford Scout Group representative undertaking contract control.

2. Construction contractors – legal requirements

2.1 General duties

The 8th Chelmsford Scout Group undertakes to discharge its responsibilities under all current health and safety legislation and expects all contractors (construction and other services) to do likewise. In the case of contractors, this includes a duty of care for the health and safety of members of the public and other contractors on their premises.

Contractors are also expected to be aware of specific regulations and orders applicable to their work activities, particularly those engaged in construction work. In particular, they will be expected to follow the requirements of the Construction (Design and Management) Regulations 2015 (CDM) and the Management of Health and Safety at Work Regulations 1999.

2.2 Health and safety policy statements

The Health and Safety at Work 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 Safety plans

Where the CDM regulations apply to the work being undertaken, and the project is notifiable, then the 8th Chelmsford Scout Group will appoint a (Principal) Designer who will provide the principal contractor with pre-construction information. 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 provide details of risk assessments and method statements to the principal contractor, appointed by the 8th Chelmsford Scout Group. The principal contractor will formulate this information into a

construction phase health and safety plan that fulfils the requirements of the regulations. This plan will be retained on site at all times.

Contractors must not commence work unless they have a copy of the relevant parts of the construction phase health and safety plan provided by the principal contractor.

2.4 Safety files

The Designer will work with the principal contractor to ensure that a health and safety file is prepared in a format satisfactory to the 8th Chelmsford Scout Group.

The principal contractor must provide the Designer with any information that may be required in order to present the correct details for the health and safety file to the 8th Chelmsford Scout Group on completion of construction work.

2.5 Risk assessments and method statements

All contractors must assess the risks associated with undertaking work on the 8th Chelmsford Scout Group premises before it is carried out and provide written risk assessments and method statements to the principal contractor. The principal contractor must also liaise with any other contractors or sub-contractors concerning their proposed systems of work and incorporate details of these in the health and safety construction phase safety plan. Method statements are required in connection with works where CDM Regulations do not apply (i.e. non-construction work activities).

A method statement is a detailed account of how a job of work will be safely 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 principal contractor's responsibility to display details of the F10 Notification of Work Notice sent to the HSE by the designer. The information should be displayed clearly adjacent to the designated work area and at other suitable locations agreed with the project manager/engineer.

2.7 Safety co-ordinators and safety supervisors

To accord with the Management of Health and Safety at Work Regulations 1999, each contractor must nominate a safety coordinator or supervisor to be responsible, amongst other things, for validating method statements. This will be the person with whom the 8th Chelmsford Scout Group's project manager, engineer or planning supervisor can meet to discuss any aspect of health and safety. The 8th Chelmsford Scout Group's project manager or engineer must be provided with a list of the current nominees at all times.

NOTE: Should a representative not be advised, the senior representative of the contracting firm will adopt this role by default.

3. Construction contractors – Working Practices

The following must be applied to all contractors' working practices.

3.1 Abrasive wheels

Only trained competent persons should use abrasive wheels on the 8th Chelmsford Scout Group's premises. The use of abrasive wheels will normally require the issue of a hot work permit.

3.2 Asbestos

The Asbestos at Work Regulations place specific duties on all contractors and their clients. The 8th Chelmsford Scout Group's 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 the site. The only contractors allowed to wear red overalls (during stripping operations only) will be those who are engaged in the removal of asbestos within designated areas.

Reference should be made to existing 8th Chelmsford Scout Group asbestos survey records and management plan. If Asbestos is present within the site, contractors must satisfy themselves before work commences that any appropriate action is taken. The project manager/ engineer must be informed and an appropriate plan of action must be agreed.

Note: Copies of any asbestos clearance certificates must be sent to the project manager or engineer, who will be responsible for ensuring that the 8th Chelmsford Scout Group's records are updated.

3.3 Cartridge tools

Contractors must not use cartridge tools without advance permission from the project manager or engineer. The 8th Chelmsford Scout Group 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 day. Any missing cartridges/tools must be reported immediately to the project manager/engineer.

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 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 onto the site. 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 structures 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 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 and results should be included on the Permit to Work.

Contractors must also liaise with the 8th Chelmsford Scout Group 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 contractors' staff in entry, emergency and rescue procedures will be required.

3.6 Alcohol, drugs and solvents

Alcohol, drugs and solvents may not be brought onto, or used on the works premises. Any suspicion that a contractor is under the influence of alcohol, drugs or solvents will result in him/her being asked to leave the site immediately and he/she may be refused future entry.

3.7 Contractors' vehicles and delivery of materials

Prior permission must be made for contractors' vehicles to be allowed on to the site, and all vehicles must be of roadworthy condition and driven by competent trained staff and in accordance with any site rules.

3.8 Control of Substances Hazardous to Health (COSHH)

To accord with the COSHH Regulations, no hazardous substances may be brought onto site or 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 with the safety plan.

All users of the products must be made aware of risks and hazards identified and appropriate personal protective equipment worn.

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 requirements.

3.9 Demolition

CDM 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.

All demolition work must have a written safe system of work created, and before demolition work commences 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 8th Chelmsford Scout Group.

3.10 Drilling

Before drilling or breaking out is undertaken, detection equipment should be employed where necessary to reduce the risk of striking services (also refer to paragraph 3.2 Asbestos).

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 appropriate detection equipment.

3.11 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 the 8th Chelmsford Scout Group's occupied areas, work must be carried out in such a manner as to ensure that dust emissions do not cause a risk to health, 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.

3.12 Electrical work

All connections to the 8th Chelmsford Scout Group's electrical supplies must be authorised by an electrical engineer 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 latest edition (currently 17th Edition, 1st Amendment) and other accepted standards for connections to electrical systems, as well as the Construction Regulations, and all other 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 onto site must be electrically tested and serviceable at all times. Each piece of equipment must be suitably 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.

3.13 Excavations

Excavation work shall be carried out in accordance with the CDM Regulations. All works, trench supports, shoring, etc should be regularly checked and maintained (at least once at the start of each shift).

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, eg electrical cables, drains, gas and water mains, vacuum ring mains and compressed air mains. However, the contractor will still be expected to follow good safety practices eg 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 Falls from height

Any work undertaken by contractors where there is a potential risk of a fall from height must be suitably risk assessed and any necessary controls put in place in line with current legislation.

3.15 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.

3.16 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 3.8. 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 phase health and safety plan.

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

3.17 Forklift 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.

3.18 Gas installations

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

3.19 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.

3.20 Heating

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

3.21 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 8th Chelmsford Scout Group.

All hoist ways 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 the 8th Chelmsford Scout Group's lifting apparatus or overhead travelling cranes, permission must be obtained from the project manager or engineer prior to use.

3.22 Hot work

Before starting any work involving the use of flame or any process giving rise to the generation of sparks, such as welding, brazing, grinding and cutting, a Hot Work Permit must be obtained from the 8th Chelmsford Scout Group's representative or consultant in writing.

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

No hot work should be carried out in, 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 HSE must 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 other contractors and members of the public. The 8th Chelmsford Scout Group's 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.

3.23 Liquefied petroleum gas (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 HSE. Vehicles must not be left unattended with engines running.

3.24 Machinery

Contractors must not use the 8th Chelmsford Scout Group's 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 the 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 be properly maintained and only be operated by competent persons.

Formal lock-off procedures and isolation certificates must be employed where any machinery could reinstate.

3.25 Noise control

Where possible, noise emissions should always be controlled or eliminated at source, in accordance with 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 8th Chelmsford Scout Group 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.

3.26 Permits to Work

Except where contractors have written agreement from the project manager/engineer to use their own systems on the 8TH Chelmsford Scout Group's premises, appropriate Scout Association Permits to Work must be obtained from the 8TH Chelmsford Scout Group's representatives or consultant before any of the following processes are carried out:

- a) hot work
- b) work on electrical apparatus and systems
- c) entry into confined spaces
- d) roof work – in some locations
- e) asbestos removal
- f) isolation, alteration and removal of services and safety systems.

Conditions laid down in any agreed contractor's Permit to Work system(s) must be followed precisely. Any deviations will result in the work being suspended by the 8TH Chelmsford Scout Group's representative, project manager or engineer. A current Permit to Work must be displayed adjacent to the work area whenever work is being undertaken.

3.27 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 8TH Chelmsford Scout Group's designated areas.

Appropriate warning signs must be displayed by contractors where specific PPE is required, e.g. eye or hearing protection zones.

3.28 Petrol and diesel powered equipment

Internal combustion equipment must not be operated in the 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 8TH Chelmsford Scout Group is aware of the need to store petrol and diesel fuels.

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

3.29 Photography

Contractors will be held responsible for ensuring that no photographs may be taken on the 8TH Chelmsford Scout Group's premises, using any photographic medium, without the prior permission of the relevant project manager/engineer.

3.30 Portable electrical apparatus

Attention is drawn to the following requirements:

- (a) All portable tools and equipment must be of as low a voltage as possible, i.e. no greater than 110 Volts, 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 with a maximum lead length of two metres from 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.

3.31 Pressure vessels

Any pressure vessel brought on to the site must conform to the relevant regulations and a current certificate of inspection and test must be made available for inspection by the 8TH Chelmsford Scout Group.

3.32 Radios

The use of radio communications equipment must be cleared in advance via the 8TH Chelmsford Scout Group's project manager/Engineer. Contractors must also ensure that their personnel do not cause a noise nuisance by using personal music players or radio receivers on site.

3.33 Roof work

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/engineer has first approved details of its design, and if appropriate, by the local authority.

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 Scaffolding and ladders

Scaffolding must be erected in accordance with current regulations with weekly inspections carried out. A register should be kept on site for inspection purposes.

Erection must be undertaken by trained, competent scaffolders who should give a 'handing over certificate' to the contractor when erection has been completed. The 8TH Chelmsford Scout Group reserves the right to inspect any scaffolding before it is used for access or work purposes. The principal contractor will be required to rectify any defects reported.

Contractors will be expected to know and apply the guidance notes and standards relevant to scaffold safety.

In particular, they should ensure that relevant drawings and load-bearing calculations are completed for birdcage, slung and cantilevered scaffolds. These must be kept on site with the register and the handing over certificate.

The use of ladders on site should be in accordance with current regulations and other relevant Acts and HSE guidance notes.

Ladders should have identification marks on them, ladder tags and date tested. Only ladders of sound construction may be brought onto the site and any ladder found to be damaged or unsafe for use must be removed immediately from the 8TH Chelmsford Scout Group's premises.

If ladders are found on site which are unsafe and ownership cannot be identified, then the 8TH Chelmsford Scout Group reserves the right to remove them and arrange for them to be destroyed.

3.35 Smoking

Smoking is not permitted on any part of the 8TH Chelmsford Scout Group's premises, both inside and outside.

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 8TH Chelmsford Scout Group 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 8TH Chelmsford Scout Group.

The 8TH Chelmsford Scout Group 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, in accordance with 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 their registration documents to the project manager/engineer.

NOTE: Contractors must provide a waste management plan for projects over £300,000.

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

Work 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 pipe work from externally sited storage cylinders. Cylinders must be isolated/turned off after work or at the end of each working day.

The location of any work hut is to be agreed by the project manager/engineer or EST.

3.39 Access & Egress

Contractors should ensure that at all times a good and adequate amount of safe access and egress is maintained. This should take into account any emergency vehicles which may require access.

Pedestrian access routes around the site should be kept clear to maintain adequate segregation. If works are required to pedestrian routes, suitable diversion signage and barriers should be put in place. Consider carefully those routes including fire doors.

4 Service Contractors

4.1 Safety policy

Each service contractor must forward their safety policy to the 8TH Chelmsford Scout Group's representative undertaking contract control. The policy should normally be included with the tender submission. The 8TH Chelmsford Scout Group will not employ companies without adequate health and safety provisions/arrangements.

Each service contractor is responsible for ensuring the safety of all equipment brought into the premises, including the PAT testing of any electrical equipment. Each item of equipment used must be regularly inspected and be suitably marked with information concerning testing. All test certificates must be made available for inspection, upon request.

The Hall's insurance policy does not cover equipment brought into the building by service contractors for loss, damage or third party risks.

No article or equipment may be left in the building without prior permission from the Committee. Any article or equipment left without permission and not reclaimed within a week will be removed and may be sold or otherwise disposed of.

4.2 Risk assessments and method statements

Each service contractor should prepare risk assessments for the duties undertaken on 8TH Chelmsford Scout Group's premises. Generic assessment will not normally be acceptable. These assessments should be forwarded to the 8TH Chelmsford Scout Group's representative undertaking contract control 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 8TH Chelmsford Scout Group in order to undertake work safely will be provided by the 8TH Chelmsford Scout Group's representative undertaking contract control.

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 by the service contractor concerning local arrangements will be provided by the 8TH Chelmsford Scout Group's representative undertaking contract control.

The emergency procedures plan should be retained on site and communicated to their staff. Service contract staff will be expected to participate in the 8TH Chelmsford Scout Group's practice exercises etc.

4.4 Safety inspections

Where service contractors occupy accommodation within the 8TH Chelmsford Scout Group's premises 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 8TH Chelmsford Scout Group or it's representative will carry out occasional audits on service contractor areas.

4.5 Hazards

If service contract staff observe hazards within the 8TH Chelmsford Scout Group's premises (whether relating to their own activities or not) they must be immediately reported to the local site management team.

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 the 8TH Chelmsford Scout Group's premises. The induction training must include any local instructions provided by the 8TH Chelmsford Scout Group's representative undertaking contract control including the following:

- (a) Risk assessments and method statements

- (b) Emergency procedures
- (c) Safety inspection arrangements
- (d) Hazard reporting methods
- (e) First aid provisions.

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 the following:

- (a) Company name
- (b) Company telephone number (internal and external)
- (c) The 8TH Chelmsford Scout Group's contact controller
- (d) The 8TH Chelmsford Scout Group's contract controller telephone number.

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 8TH Chelmsford Scout Group's premises:

- (a) Emergency action in the case of fire
- (b) Accident reporting
- (c) Hazard reporting
- (d) Special access arrangements.

This information will be provided by the 8TH Chelmsford Scout Group's 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 8TH Chelmsford Scout Group's 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 and method statements to the 8TH Chelmsford Scout Group's contact.

Where a risk assessment identifies any shortfall in equipment or facilities provided by the 8TH Chelmsford Scout Group's, this information should be communicated as soon as possible to the 8TH Chelmsford Scout Group's contact.

5.5 Lone working

If consultants are required to work alone in unoccupied sections of the 8TH Chelmsford Scout Group's premises, local arrangements shall be made with the agreement of the 8TH Chelmsford Scout Group's contact to ensure that a safe system of work operates.

Appendix 16a

Example of 'Declaration Letter'

Contractor Letterhead

To: _____

(The 8TH Chelmsford Scout Group's Contact)

I have read, understood and hereby agree to abide by the 8TH Chelmsford Scout Group'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 16b

Documentation which may be required by the 8TH Chelmsford Scout Group.

1. Safety policy statement
2. Written work procedures, risk assessments, safety plans, method statements, safety inspection scheme, permits to work
3. Signed declaration letter (see Appendix I)
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 HSE, 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 their 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