



**Doncaster and Bassetlaw  
Teaching Hospitals**  
NHS Foundation Trust

# Management of Contractors Policy and Procedures

This procedural document supersedes: CORP/HSFS 30 v.2 – Management of Contractors Policy and Procedures.



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|---------------------------------|----------------------------------------------------------------------|
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| Target audience:                | All Staff Trust Wide, All Contractors                                |

## Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

| Version   | Date Issued  | Brief Summary of Changes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Author                     |
|-----------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Version 3 | January 2024 | <ul style="list-style-type: none"> <li>• Update to new Trust APD format.</li> <li>• Update to Duties and responsibilities including organogram update.</li> <li>• Monitoring compliance with the procedural document.</li> <li>• Changes to the purpose section including choosing a contractor, Asbestos, and emergency contact details.</li> <li>• Inclusion of Appendix 1 and 2 Contractor management and reset system SOP's.</li> <li>• Inclusion of Appendix 3 Contractor/Organisation demarcation agreement</li> <li>• Inclusion of Appendix 7 Site induction for contractors</li> <li>• Update to include a number of new associated Trust procedural documents.</li> </ul> | Sean Tyler                 |
| Version 2 | 23 Nov 2020  | <ul style="list-style-type: none"> <li>• Change from Care Groups to Divisions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Sean Tyler<br>Neil Donegan |
| Version 1 | 11 Oct 2017  | <ul style="list-style-type: none"> <li>• This is a new procedural document for the Management of Contractors on all Trust sites, please read in full.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Sean Tyler<br>Neil Donegan |
|           |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |

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## 1 INTRODUCTION

The content of this document has two clear purposes. It is a Trust policy covering the responsibilities and requirements for the proper management and control of contracting companies in the provision of services to the Trust and covers services provided to all Divisions and Directorates within the Trust.

It also serves as a policy detailing the Trusts requirements of those contracting companies during preparation for undertaking work to Trust land, buildings, plant, and equipment and for the full duration of the work. This document shall be issued to all contracting companies as a part of their approval process and available by request from the Trust in electronic format. Contracting companies are expected to ensure that all personnel under their employ who are to be engaged on Trust work are trained on the requirements of this policy. Non-compliance with Statutory Regulations or with Trust policies by a contracting company or any of its employees shall lead to the suspension of operations at no cost to the Trust.

Nothing within this policy is to be construed as relieving a contractor of any of his statutory obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, or any other current and relevant Legislation, Regulations or Approved Codes of Practice.

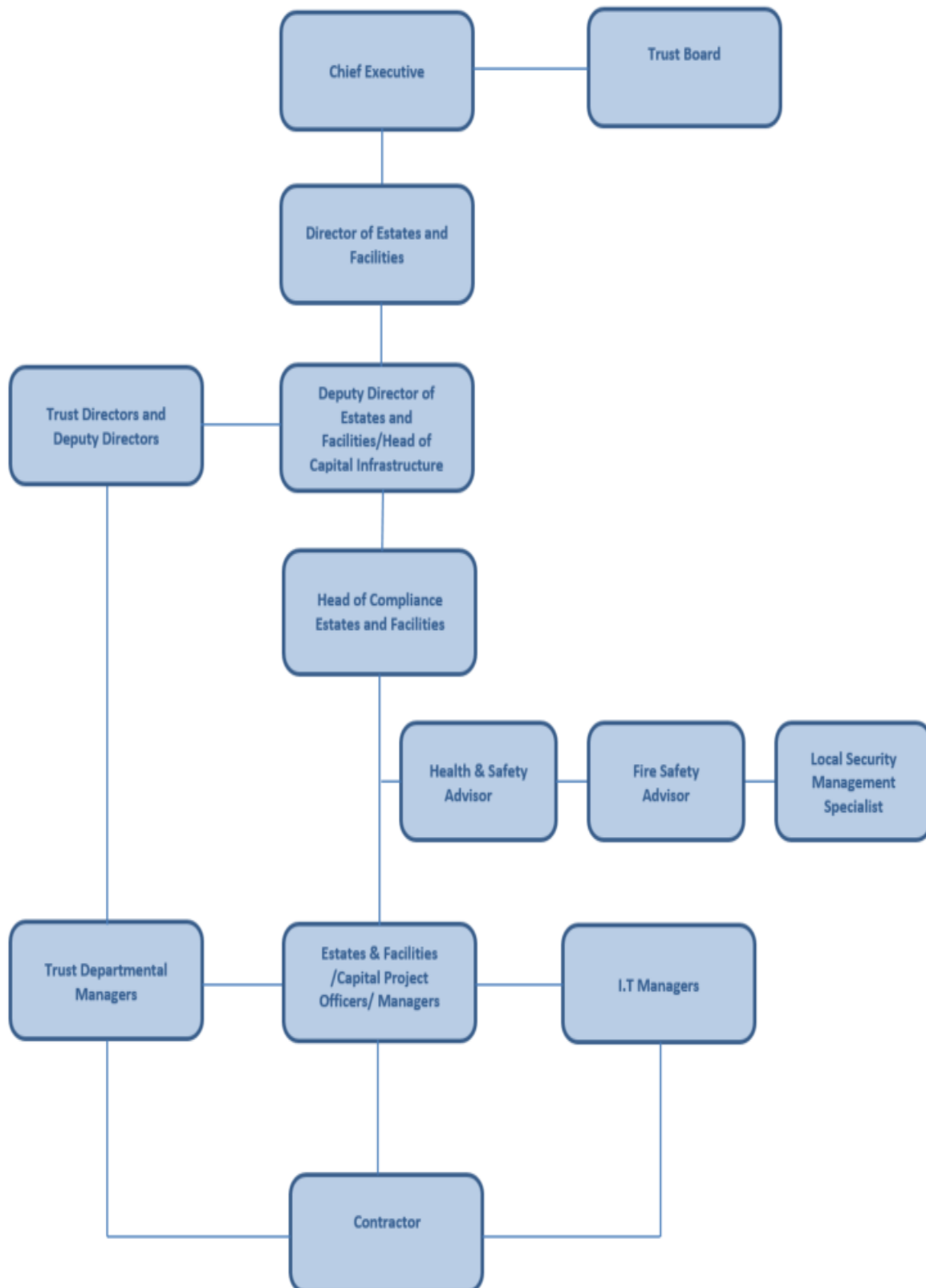
## 2 PURPOSE

This policy applies to all sites, premises, and equipment within the Trust, or where the Trust provides a service from, at which new construction, refurbishment and maintenance work is undertaken or any other contracted services provided.

As part of the Trust's duty of care, this policy also applies to all employees of the Trust, agency staff, students and persons affected by the Trust's safety arrangement, that is, patient, visitors, contractor's staff, and anyone else who has cause to be on the Trust's sites. This policy outlines the guidelines, regulations, and duty of care for all contractors undertaking work on Trust property.

Nothing in these guidelines absolves contractors or their respective sub-contractors, their employees and the self-employed from their duty to comply with all relevant Health and Safety legislation.

### 3 DUTIES AND RESPONSIBILITIES



### **3.1 The Trust Board**

The Trust Board has a generic responsibility for all aspects of Health & Safety. Contractors working on Trust property pose a significant risk and the Trust Board, therefore, has a responsibility to ensure that there is an approved Policy for the Management of Contractors available to minimise that risk.

### **3.2 The Chief Executive**

The Chief Executive is responsible for ensuring that there is a suitable management structure in place to manage the Management of Contractors Policy and its associated procedures. Responsibility for this is delegated to the Director of Estates and Facilities.

### **3.3 Director of Estates and Facilities**

The Director of Estates and Facilities is accountable to the Chief Executive and Trust Board for ensuring that all who undertake work in connection with the development, maintenance or disposal of Trust's assets do so in accordance with the requirements set out within this policy. They are also responsible for ensuring services provided by external providers are appropriate, effective, efficient, safe, and compliant with current statutory Legislation.

### **3.4 All Directors and Deputy Directors**

All Directors and Deputy Directors have a responsibility for ensuring that their Divisional wards and department managers are aware of the Policy and Procedures for Managing Contractors and enforce its use within their own areas of responsibility.

### **3.5 Deputy Director of Estates and Facilities/Head of Capital Infrastructure**

The Deputy Director of Estates and Facilities/Head of Capital Infrastructure are accountable to the Director of Estates and Facilities for ensuring that this Policy and appropriate procedures and systems are in place to ensure that all contractors' activities are conducted safely and in compliance with current legislation, regulations, and good practice.

The Deputy Director of Estates and Facilities/Head of Capital Infrastructure shall ensure that regular audits are undertaken regarding the management of contractors including regular checks on adherence to the Trust Policies and Procedures.

### **3.6 Head of Compliance, Estates and Facilities**

The Head of Compliance, Estates and Facilities shall ensure the Deputy Director of Estates and Facilities is kept informed at reasonable time intervals as to the effectiveness of the arrangements for the management of contractors through provision of regular audit reports

regarding adherence to the policy and procedures, reporting any serious deviations as and when they arise.

### **3.7 Departmental/Estates & Facilities/Capital Project Officers/Managers and IT Managers**

The above staff are the most likely to commission contractors in their day-to-day duties in the Trust and, as such, carry a responsibility to be aware of, and familiar with the Management of Contractors Policy and other related Policies and Procedures. They should make every endeavour to ensure that they, and staff under their control, comply with the relevant documentation.

It is the responsibility of the person commissioning or managing the contractors whilst on Trust premises to follow the Trust Contractor Management Standard Operating Procedure ([Appendix 1](#)) and Contractor Management Reset System Standard Operating Procedure (SOP) ([Appendix 2](#)) and ensure that pre- project/work commencement meetings are held prior to the start of any work on Trust premises. During these meetings, the contractor must provide details of how they intend to carry out any work and the risks associated with that work, these methods of work must be agreed and documented prior to commencement of the work. If the contractor is going to take control of Trust premises or areas to work for example full ward/buildings and sections of Trust car parking, then a Contractor / Organisational Demarcation Agreement ([Appendix 3](#)) must also be completed and filed.

Where there is the potential for the work to impact on the delivery of patient care or where the work takes place in the proximity of a clinical area, advice must be sought from the Trust Infection Prevention and Control Team.

### **3.8 Other Staff**

All employees who may be required to organise, work alongside, or assist contractors have a responsibility to co-operate with their line manager in using the Trust's Policy and Procedures for the Management of Contractors, and to participate, where required in any relevant training.

All staff have a duty to look after their own safety and that of others affected by their acts or omissions, and therefore must co-operate with management in following agreed procedures when contractors are undertaking work on behalf of the Trust.

### **3.9 Health and Safety Advisor**

The Health and Safety Advisor will work closely with those responsible for the management of contractors in the provision of advice and practical assistance in all matters for health and safety. The Health and Safety Advisor shall undertake regular audits regarding adherence to the policy and procedures, reporting any serious deviations as and when they arise to the

Head of Compliance and Head of Capital Projects and Deputy Director of Estates and Facilities.

### **3.10 Fire Safety Advisor**

The Fire Safety Advisor will work closely with those responsible for the management of contractors in the provision of advice and practical assistance in all matters relating to fire safety.

### **3.11 Local Security Management Specialist**

The Local Security Management Specialist will work closely with those responsible for the management of contractors in the provision of advice and practical assistance in all matters relating to Security Management.

### **3.12 Infection, Prevention and Control Team**

The Infection, Prevention and Control Team is responsible for providing advice on matters relating to infection, prevention and control and the risks which could arise as a result of construction work in clinical areas. The Infection, Prevention and Control Team will be responsible for performing audits in clinical areas during the construction/alteration work to ensure that the highest standards of infection, prevention and control are maintained throughout the work.

### **3.13 Contractors**

Contractors are responsible for ensuring compliance with all Health and Safety procedures and legislative requirements. Contractors working on premises, which are leased out, to another Trust must, in addition to the Trust procedures, set out in this policy, follow any relevant policies on Health and Safety Management that the occupying Trust has in place. Non-compliance with any of these policies may result in termination of the contract. The Contractor must also ensure that they do not interfere with the day-to-day operation of the departments/site.

The Contractor will also ensure that his activities will not endanger members of the public or Trust employees working in the location of the works. The Contractor will ensure all his employees on the Trusts site have either Reset Certification Scheme (RCS) ID badges or ID badges which includes company name, employees name and photograph. The Trust's Representative who is responsible for a given project/work will under normal circumstances be the first person to contact in respect of any necessary Permits and any issues associated therewith.

The Contractor should ensure that all accidents or incidents are reported to the relevant member of the Trust Compliance Team.

## 4 PROCEDURE

On arrival at site the contractor must follow the Trust's Policy and Procedure for the Management of Contractors together with the agreed methods of work. Prior to starting work the contractor must attend an agreed location in order to sign in and obtain the relevant identification, information relating to the contractor and their location of work must be entered onto the Reset Contractor System (RCS). All contractors working on behalf of Doncaster and Bassetlaw Teaching Hospitals Foundation Trust will be expected to have attended Contractor Induction.

### 4.1 Procuring contractor Services

Contractor services will be procured and managed in accordance with sections 5 and 6 of CORP/PROC 8 – (Procurement Policy) Policy and Guidance for the Procurement of Goods, Services and Works, to ensure compliance with all associated legislation, and Trust Standing Financial Instructions (SFI's).

Services are sought through recognised/approved NHS frameworks including Procure 23 and Pagabo, as well as tendering for services for both Capital Infrastructure and Operational work/projects through local Trust approved frameworks:

- MTC Lite – £1-£50,000 (net)
- Lot 1 - £50,001 - £1,000,000
- Lot 2 - £1,000,001 - £5,000,000

All Contractors who want to be considered for tendering through both recognised NHS and locally approved framework routes must be a Trust recognised supplier and listed on the current procurement database as well as registered with the RCS Company.

Information requested from potential Contractors applying for the opportunity to work for the Trust through various approved framework/procurement agreements will include:

- Evidence of relevant experience on relevant NHS projects along with suitable references
- Evidence of relevant experience of all staff including CV's
- Health and Safety policy and practice
- CSCS card holding
- RCS Registration
- Evidence of relevant technical competence
- Supervision arrangements
- Financial accounts
- Insurance details
- Previous enforcement notice history

## 4.2 Reset Certification

The RCS is a requirement at all DBTH sites, with the exception of those that fall under the approved Contractors list.

The RCS allows us to verify competence of a company or individual working for the trust and also gives us a comprehensive log of attendance to site via the RCS Access system.

All companies providing services to the Trust must register with the RCS Company.

Any employees that will be working on the DBTH sites must be RCS Individual cardholders to allow checking of competence and to use the RCS Access systems ([Appendix 4](#)).

Where installed, RCS Access touch screens will be used in conjunction with the RCS Individual card, this allows individuals to log on and off site, notify where they are working and what they are doing and also acknowledge risk assessments and warning notices.

If any other sub-contractors or self-employed individuals provide services to the Trust these must also be registered with RCS. They can register and subscribe themselves as companies or individuals.

For more information on the RCS visit [www.rcscard.co.uk](http://www.rcscard.co.uk) or contact or RCS Support on 0114 240 9952.

## 4.3 Method of Work Agreement

Once a contractor has been chosen, a method of work including risk assessment and method statement must be agreed between the Trust Representative and contractor. This must be undertaken at least a **minimum of five days prior to work commencing**. Failure to comply with this may result in a delay to the Contractor commencing works.

## 4.4 Arrangements for the Management of Contractors

Contractors should conduct their activities in such a manner that conditions are safe for their employees, the Trust's employees, patients, visitors, and any other persons who may be affected by their acts or omissions.

Contractors are responsible for ensuring compliance with all Health & Safety matters and legislative requirements within their "working area".

Contractors must abide by this policy and all Health Technical Memorandums (HTM's) Health Building Notes (HBN's) and the Trusts permit to work systems and any other relevant guidance while undertaking work on Trust owned or occupied premises.

The Trust has a strict policy for Hand Hygiene, which must at all times, be adhered to by all who enter and leave a ward or other clinical department. This is to minimise the risk of transferring/contracting a Health Care Acquired Infection. All Contractors who are engaged in work within such areas shall be expected to comply fully with this policy by making use of the Alcohol Hand Rub Dispensers located within these areas both on entry to and exit from the work area. The Trust operates a “bare below the elbows” policy whereby any person entering a clinical area, for whatever reason, must have no clothing below the elbow and no jewellery or watches can be worn. The only exception to this is a wedding ring which can be worn if not containing any stones. Any persons with potentially offensive tattoos must cover these with dressings approved by the Trust Infection, Prevention and Control Team.

#### 4.5 Planning

Once the need for work is identified, the scope of work to be carried out must be fully defined. Risk assessments must be completed to identify any safety hazards and safety measures identified where risks cannot be eliminated. In conducting the risk assessment, and drawing up safety measures, particular attention should be paid to:

- Foreseeable hazards and risks to occupiers, including those in adjacent buildings or areas.
- The need for permits to work.
- Safe access and egress for personnel, plant, contractors, employees, patients, and visitors etc. including fire exits.
- Environmental factors
- The timing and segregation of contractors and departments where work is being undertaken.
- Provision of any safety signs
- Adequate fencing of the work area to prevent unauthorised access.
- Emergency procedures
- The Trust Asbestos Register, Asbestos Policy, and Management Plan

#### 4.6 Contractors Working on Site

A Trust Representative will take control of all projects on the Trust premises and be responsible for the operation of the permit to work systems and ensure compliance with the Permit to Work Policy.

Formal arrangements should be in place to control the movement of people in and out of the working area (agreed demarcation area), and this will need to include signing in and out, having site identification passes etc. The RCS Individual card will be the formal means of identification for the Trust sites and must be prominently displayed at all times when working on Trust premises and grounds.

The Trust's Representative should ensure contractors are provided with information, instruction, and where necessary training/induction, with regard to any applicable Trust safety procedures. A pre-commencement meeting should be held with all parties involved in

the work. A record of all the information that has been given to the contractors needs to be maintained.

The main contractor must provide two named contacts for the duration of the project. These will be the persons local managers will contact for both routine items and in the case of urgent problems arising from the works being carried out.

Whilst on site, contractors should have a named Trust site contact (Trust's Representative) and a secondary contact will also be supplied in the case of absence. The Trust's Representative will be the person the contractor will contact for both routine items and in the case of urgent problems arising from the works being carried out.

#### 4.7 Supervising the Work

Health and Safety measures associated with the work should be included in the design and specification. Tenders should be checked to ensure that adequate provision has been made for controlling all risks.

It is important that checks are made to ensure the work is being carried out in accordance with the agreed plan, method statements, risk assessments and specification.

The amount of contact required with the Contractor will be dependent on the hazards and risks associated with the work. This should be decided and agreed at the pre-commencement meeting.

The Trust's Representative should make periodic checks to ensure that the work is being carried out as agreed, e.g., following all safety measures including using necessary Personal Protective Equipment (PPE), working to the scope of the project: **Please note that the contractor MUST use a P3 half face mask such as the Sundstrom SR100 or equivalent, and provide an up-to-date face fit certificate for each individual employee, if a disposable mask is to be used this must be an FFP3 rated to the same specification as the SR100.** If work is found to not be compliant then the work should be stopped until the requirements can be met. Checks should be made to ensure all contractors staff have received induction training for the work and in those cases where there are special arrangements needed e.g., changes in working times, out of hours working, changes in contractors/sub-contractors staff i.e., new people who have not been on site before and need information then this should be implemented.

Accidents and incidents must be reported in accordance with the contractors, Trust, and legislative procedures. Investigations should be carried out as necessary and record keeping of such investigations should be explicit. It is a requirement of all staff that they report any incident, accident or potential (i.e., near miss) incident which has caused or has the potential to cause harm, loss or damage to any individual involved or loss or damage in respect of property or premises for which the Trust is responsible. This includes any incident that has the potential to involve the Trust in either litigation or adverse publicity. This applies whether the 'affected' person is a patient, member of staff, Contractor, Volunteer or Visitor to the Trust.

Any member of staff who is involved in, witnesses, or discovers an adverse incident/accident or near miss incident/accident should complete a Trust Incident report form on the Trust DATIX system. In the event of a serious untoward incident occurring, the requirement is for immediate reporting to the Deputy Director of Estates and Facilities or if the incident occurs out of hours the Estates Manager 'On Call' should be contacted. The Estates Manager 'On Call', in turn, will contact the on-call Director/Senior Manager.

The Contractor remains responsible for the statutory employer/employee requirements, i.e., notification of accident, dangerous occurrence etc., to the Health and Safety Executive, (see RIDDOR).

The Contractor's Representative will ensure that the above precautions are adhered to at all times.

#### **4.8 Completion / End of Contract Requirement**

When the work has been certified as complete the contractor will hand the Site/Equipment to the Trust's Representative who will, in conjunction with the Estates and Facilities Maintenance Team (where appropriate), inspect the site/equipment to ensure the work has been completed satisfactorily and no hazards or potential hazards exist. The Health & Safety File, including manuals, test certificates and drawings and project completion document, will be handed over to the Trust Representative at practical completion who will then hand these over to the Estates and Facilities Operational Team who will sign for receipt of these and file the documentation in the appropriate manner.

#### **4.9 Monitoring Compliance and Effectiveness**

Audits of compliance with this policy will be undertaken by the Trust Health and Safety Advisor and Head of Compliance, Estates and Facilities who will report annually to the Deputy Director and Director of Estates and Facilities and Head of Capital Projects.

#### **4.10 Permit to Work System**

'Permits to Work' (PTW) are an essential part of safe systems of work for high hazards and unusual jobs. They are required if there is a risk of serious injury which cannot be adequately controlled by normal physical safeguards. Permits specify the work to be done and precautions to be taken and provide a clear record that all foreseeable hazards have been considered. The risk assessments and method statements will indicate the level of permit:

High Risk permit forms may be needed for different tasks such as:

- Entry into and work in confined spaces
- Work in ducts
- Hot work (including cutting and grinding)

- Excavation and driving of stakes.
- Work on electrical systems requiring isolation.
- Gas works
- Medical Gas Installations
- Work in certain laboratories/areas
- Roof work and other work at height
- Asbestos works

**This list is not exhaustive and there may be other tasks deemed to require a Permit to Work.**

Issue of Permits to Work will be agreed with Trust's Representative.

Further details of what should be included in the Permit to Work system are available from the Trust's Representative.

#### **4.11 Compliance with Local Safety Regulations**

Contractors must be familiar with and follow any safety regulations specified by the Trust, which are applicable to local conditions. Where practicable these will be specified in the Tender and contractual documents.

All Contractors' vehicles must be roadworthy and properly maintained and comply with all statutory requirements.

No parking will be permitted anywhere on site other than within designated car parking spaces (paid for by the contractor on a daily basis) or within the Contractors fenced compound. Under no circumstances will parking be permitted on footpaths, hatched roadways, or grassed areas. Failure to adhere to this will result in parking penalties being enforced.

The Contractor's representatives will ensure that all below precautions are adhered to at all times:

- Where ever possible segregation between traffic and pedestrians should be implemented.
- The specified speed limits, signs and instructions are to be observed.
- Drivers of dumper trucks, JCB's, tractors etc., must not carry passengers on their vehicles unless there is fitted a proper passenger seat and must be fully trained in their operation.
- Roll over protection should be fitted to all such equipment. Statutory provisions relating to restraints must also be adhered to standards relating to safe and secure loading of vehicles must be observed at all times.
- On completion of the working day, all Contractors' vehicles remaining overnight or through a weekend must be safely parked in a designated (demarcated) area and immobilised.

- If possible, the need to reverse vehicles should be eliminated or restricted, where vehicles need to be reversed a trained reversing assistant should be utilised.

#### **4.12 Working at Heights, Scaffolding and Safe Means of Access**

The 'Working at Height Regulations' must be complied with on all Trust sites.

The Contractor shall be responsible for the provision, erection, maintenance and subsequent removal of all scaffolding, access, working platforms and ladders. At no time shall the contractor make use of the Trusts equipment for these purposes. Suitable and sufficient risk assessments and method statements must be produced on request where required. Any concerns raised in regard to the risks must be resolved prior to the working at height being carried out.

Particular attention will be given to strength and stability of both mobile and fixed scaffolding, provision of guard rails and toe boards, quality, and proper support of timber. All ladders provided by a Contractor must be in sound condition, placed at the correct angle and firmly secured or footed when in use.

#### **4.13 Excavations**

Before any excavation is commenced on Trust premises, the Trust must be consulted and a permit and procedure for excavation must be completed. The presence of electrical cables, drains, sewers, pipes, gas, and water mains checked. Special care is to be observed in areas of made-up ground or ground made unstable by excess water.

Before any excavation is undertaken, the line of any cable or pipe must be clearly determined using an approved cable/pipe tracer. A mechanical excavation must not be used within 0.5m of a gas pipe or electric cable run.

On all sites and premises the requirements of the Construction (Health, Safety & Welfare) Regulations will be observed in relation to shoring etc., and where there is a danger of personnel falling into excavation the excavation will be securely fenced around or along the edge. During the hours of darkness such excavations will be lit by warning lamps approved by the Trust.

The Contractor will be ultimately responsible for checking the information given to him by the Trust's Representative with the Statutory Undertakers and for carrying out surveys on site before excavation commences.

#### **4.14 Demolition**

Before any demolition work commences the Contractor shall obtain from the Trust's Representative, detailed information received from the statutory undertakers indicating that the structure to be demolished is free of services, gas, water, electricity etc.

(Permit/demolition order). It will also indicate, where applicable, what services in the vicinity of the demolition are liable to be affected by the work. Demolition must conform to statutory CDM (2015) requirements.

The Contractor will be ultimately responsible for checking any information given to him by the Trust Representative with the relevant statutory undertakers before commencing work.

Where the Control of Asbestos Regulations (2012) applies please refer to the Trust's Asbestos Policy and Management Plan.

A waste management plan is to be produced by the Contractor and unless otherwise specifically agreed the Contractor is required to remove all waste (including hazardous waste if appropriate) in accordance with statutory requirements and must supply evidence of disposal when requested (e.g., transfer notices, consignment notices). Any instances of unauthorised waste being placed in Trust waste stream will be investigated and costs of disposal charged to the contractor where identified and/or reporting to the authorities (as required under statutory provisions).

#### **4.15 Asbestos**

The Trust conforms to all statutory asbestos regulations.

All sites under the control of the Trust have been the subject of Management Surveys (formerly known as Type 2 surveys). The results of which are held in the Estates and Facilities Department electronically on the Micad Asbestos Register (MAR) and are available to all authorised personnel.

The register must be checked before any construction, refurbishment or maintenance work which could potentially result in the disturbance of any possible ACM's present is commenced. A QR code system is now in place to provide Asbestos register information at source; the process is explained in detail within the Trust contractor site induction which includes clear instruction on how to access and use the system when on Trust premises.

The absence of listing of Asbestos in any area shall not be taken to mean that it is not present. A Refurbishment and Demolition Survey may need to be taken in such situations such that a Positive statement "No asbestos present" can be placed in the register.

In such instances, before any work is carried out which may involve asbestos, the relevant survey will be completed by the Trust and the corresponding Asbestos entries provided and uploaded onto the MAR.

If asbestos is suspected in the working area after looking at the Asbestos Register, work should stop immediately and be made safe and secure following the Asbestos Emergency procedures, ([Appendix 5](#)). The Contractor should inform the Trust Representative immediately, who in turn will notify the Trust Asbestos Coordinator and external Asbestos Consultants.

The management of Asbestos should be carried out in full compliance with the Trust's Asbestos Policy, Asbestos Management Plan and Asbestos Safety Information Manual.

#### 4.16 Lifting Operations

A Contractor carrying out any lifting operation for or on behalf of the Trust shall have readily available for inspection by the Trust's Representative:

- The appropriate statutory inspection reports/certificates for the lifting equipment
- Evidence that the operator of any crane, lifting machine or lifting equipment is fully trained and Competent to undertake the work.
- Risk Assessments and Method Statements

Contractors must ensure before carrying out any lifting operation with a crane or lifting machine:

- A lifting plan is drawn up and approved by a member of the Estates management team prior to any lifting operation commencing.
- That the ground or place where the crane or lifting machine is standing is
- suitable to withstand the weight imposed upon it and that no services are contained within the ground unless suitable protection plates are used.
- That no part of the crane or lifting machine is likely to foul overhead gantries, pipelines, electric lines, or adjacent electrical conductors. Careful attention must also be given to the proximity of adjoining properties.

Use of cranes etc. on Trust properties require authorisation from the Trusts Representative who will require information regarding lifting routes, risk assessments, method statements, restrictions on traffic and pedestrians routes etc. This information is required in sufficient time for the Trust to review the information and undertake any notifications to staff and areas. The Contractor will ensure that the above precautions are adhered to at all times.

#### 4.17 Electrical Work

In both the content and execution of their work, Contractors shall comply with the Construction (Health & Safety at Work), the Electricity at Work Regulations the I.E.E. Regulations 17th edition and any other relevant statutory requirements thereof.

Underground works involving excavation or ground penetration such as the laying of cables or the driving of earth rods etc. shall not be commenced without first obtaining clearance from the Trust Representative and a permit and procedure for excavation completed.

**L.V. Electrical Plant Rooms** - No work shall be carried out in any L.V. Electrical switch rooms without first obtaining permission from the Trust's Approved Person (AP) for L.V systems and the Trust's Representative. The Contractor shall comply by any 'special precautions' or 'Permit to Work' systems, which may be in force. The Contractor shall ensure that the work is carried out by a competent person and shall provide any supervision required by the Trust

and Permit to work will be required. When working on electrical installations areas of exposure shall never be left unattended, and all necessary barriers, warning notices, locks etc., shall be provided. Compliance to the Trust's Electrical safety policy

**H.V. Electrical Plant Rooms** - Access to H.V. switch rooms shall be by specific permission of the Trust only and will require a permit to work which can only be issued by the HV authorised person, such rooms being normally locked at all times. Work on H.V. equipment shall be by 'Permit to Work' only, and the holder of the Permit must be certified by the Trust as being a 'competent person' in respect of holding a Permit to Work on H.V. equipment. Compliance to the Trust's Electrical safety policy

**Site Supplies** - The construction and routing of all temporary site supplies including buried and overhead cables shall be agreed with the Trust in advance. All cabling shall be P.V.C. steel wire armoured unless agreed to the contrary. Temporary supplies shall be metered.

**Portable Tools and Portable Appliance Testing:**

- Contractors may not use Trust plant, tools, or equipment, either fixed or portable, without prior expressed permission from the Trust's Representative.
- Electrically powered portable tools shall be 110 Volt A.C. fed from centre tap earth secondary transformers to BSEN 3535 which may be of a permanent or portable nature according to the site. Where portable transformers are used, it shall not be possible to plug any device other than that the transformer into the 240 Volt supply.
- Only 110 Volt /Earth powered equipment via a transformer may be used.
- The contractor shall provide the Trust's Representative, with evidence by ways of certification that all such equipment has been Portable Appliance Tested within accordance with Health & Safety at Work Act and the Trust portable appliance procedures. The Trust's Representative may require Portable Appliance Testing of any portable electrical equipment at any time it is considered to be essential. All portable tools and equipment must comply with PUWER.
- Cartridge operated tools will be used in accordance with manufacturers recommendations.

**Site Lighting:**

- Flood lighting may be 240 Volt fed, must be securely mounted, and cabled, and so sited as to be safe from mechanical damage.
- General festoon lighting shall be 110 Volt A.C. fed from the sites 110-Volt A.C. supplies and utilise approved bulb enclosure systems. The use of exposed bulbs shall be specifically forbidden.
- Hand lamps shall be 110 Volt A.C. fed from the site 110 Volt A.C. supplies unless the site is provided with 25 Volt lighting outlets in which case these shall be used.

#### **4.18 Guarding of Machinery**

It is the Contractor's duty to ensure that all machinery is guarded to the Provision and

Use of Work/Equipment Regulations and BSEN 929:91 standard at all times.

#### **4.19 Hazardous Materials**

No toxic, explosive or other hazardous substance is to be taken onto site, or premises without permission of the Trust Representative.

Substances or apparatus which emit ionising radiations must not be brought onto Trust premises without written permission. Users of such sources must operate strictly in accordance with the Ionising Radiation Regulations.

Where stripping or de-lagging operations involve asbestos, preparation under the Control of Asbestos Regulations 2012 and associated approved codes of practice will be applied.

#### **4.20 Vessel Entry and Confined Spaces**

Where work is to be carried out within confined spaces the Trust's confined spaces policy is to be adhered to, agreed safe systems of work including a Permit to Work will be followed in accordance with the Confined Space Regulations.

Where portable tools or 24volt hand lamps are to be used in pressure vessels or hazardous conditions defined by the Trust's Representative, such tools or lamps shall be suitable for operation at extra low voltage.

#### **4.21 Services and Operating Processes**

Where work is to be done by Contractors is likely to affect any operations process, machinery or service, the permission of the Trust Representative must first be obtained. This will apply to coupling into any compressed air line, steam line, oxygen line, vacuum fuel line or other service.

Failure to leave any work area or equipment in a safe condition may result in the withholding of payment.

#### **4.22 Personal Protective Equipment**

The Contractor is responsible for the provision of any equipment as regulations and circumstances demand and must ensure that employees at risk make full use of such equipment.

The Contractor's Representative will ensure the relevant standards are observed:

- Hard hats to be worn at all times where the risk of head injury is present in accordance with The Head Protection Regulations

- Approved and adequate eye protection must be worn by Personnel carrying out the tasks specified in Schedule 1 of the Personal Protective Equipment at Work Regulations or working in proximity to, or passing by such tasks as specified in Schedule 2 of the same Regulations or in any situation where there is the possibility of sustaining an injury to the eye/s.
- Approved hearing protection must be worn by personnel working in areas subject to an unacceptable high noise level. The Noise at Work Regulation will be complied with at all times.
- Where specialised protective equipment is required, e.g., to protect against chemicals, exposure to toxic gases, dust, etc., this will be provided by the Contractor who will be responsible for providing adequate training in its use. Specific protective equipment will be provided by the Trust where applicable including training in its use.

#### **4.23 Housekeeping, First Aid and Welfare Facilities**

Contractors' site facilities shall comply with the requirements of CDM Regulations 2015. These facilities shall be operative and working prior to works on site commencing.

Contractor's offices, mess rooms, stores and compounds must be kept at all times at a level of tidiness which ensures appropriate safety and at a level acceptable to the Trust. In particular, mess rooms must be cleaned daily to avoid the accumulation of waste materials and consequent risk to health. Contractors are expected to carry out their work in compliance with the Construction (Health, Safety and Welfare) Regulations 1996.

Contractors compound must be kept locked when during out of hours and contact details made available to the Trust Representative that is managing the specific scheme, who will forward details onto the LSMS and site security.

First aid and welfare facilities will be provided and maintained by the Contractor in accordance with the Health and Safety (First Aid) Regulations and CDM regulations 2015.

In the case of an emergency call 999 from a mobile or land line or 2222 from internal phone.

Where waste skips are being used for the disposal of waste the contractor is to ensure they are locked or kept in a secure compound and regularly removed from the hospital site for disposal.

The contractor must adhere to the current legislation when disposing of waste including but not limited to the waste types listed below:

- |                  |                                          |
|------------------|------------------------------------------|
| • Asbestos       | • Liquids such as oils, degreasers, etc. |
| • Bio-wastes     | • Clinical waste                         |
| • Batteries      | • End of Life Vehicles (ELVs)            |
| • Catering waste | • Gas cylinders                          |

- Gypsum and plasterboard
- Light bulbs and lamps
- Packaging
- Poly-Chlorinated Biphenyls (PCBs)
- Refuse derived fuel (RDF)
- Shredder residue
- Street sweepings and gully emptying
- Waste Electrical and Electronic Equipment (WEEE)
- Wood waste.

#### 4.24 Fire precautions / Issue of Hot Work Permits

Before welding, flame or arc cutting of metals, burning off paint, or other processes involving heat or naked flames are carried out, fire precautionary measures must be agreed with the Trust's Representative and the Trust's Fire Safety Adviser, who will, where necessary, arrange for the issue of appropriate Permits to Work (Hot Work Permits).

Contractor's working on premises will be advised regarding the Trust's Fire precautions, Fire alarms, means of escape and the emergency procedure by the Trust's Representative, or Fire safety Adviser. The Contractor will be responsible for ensuring appropriate firefighting equipment is allocated to the area.

At least 1 hour before leaving the Trust premises, Contractors shall ensure that naked lights and other ignition sources have been extinguished and electrical apparatus where practicable has been switched off including a final check prior to leaving site.

Except for the specific purpose of fighting a fire, Contractor's employees must not interfere with firefighting equipment provided in the premises.

Where liquefied petroleum gases are used on any premises or sites, cylinders and related equipment will be used in accordance with the Liquefied Petroleum Gas Industry Technical Association Codes of Practice and all other relevant statutory requirements thereof e.g., the Highly Flammable Liquids and liquefied Petroleum Gases Regulations.

Contractor's vehicles must not block fire access routes or rescue vehicle access/turning areas at any time.

Isolation of Fire Alarms will only be carried out by the Trusts operational maintenance department who require 24 hours' notice prior to isolation of the fire alarm sensors. The fire alarm sensors must be isolated in accordance with, either individually or as zone isolation by a member of the operational maintenance department. Under no circumstances are detectors to be covered with bags or any other form of cover.

**Reporting a fire** – Immediately use the nearest break-glass point then ring 2222 (internal Telephone) to confirm, if unable to operate a break-glass point and/or internal telephone to use external/mobile phone to ring 999 or 112 to contact Fire Brigade:

- **Fire alarm – Continuous Signal** – The fire is in your area, leave the building immediately and go to nearest fire assembly point indicated.

- **Intermittent Signal** – The fire is in an adjacent area, remain in the area and continue working but prepare to evacuate at short notice.

#### 4.25 Water Systems

Any work on water systems must comply with the Trust's Water Hygiene Policies and Procedures document. If your activities include a requirement for working on water systems, you must make arrangements with your Project Manager to have work approved and you must be aware of the Trust's policy.

Prior approval must be given by the Project Manager before the connection of any site water supplies.

Permission from an AP (water systems) must be obtained before any alterations or maintenance is made to water systems, water turned off, pipe work installed or removed.

#### 4.26 Safety and Child Trespassers

It will be the responsibility of the Contractor to ensure so far as is reasonably practicable the safety of child trespassers. Particular regard should be paid to safe stacking of materials and safety of open excavations after normal hours of working. Contractors must also pay special attention to the Occupiers Liability 1957 & 1984. The general rules as to trespass apply to children. There are, however, some special points, which should be noted:

- An occupier must be prepared for the fact that children are less careful than Adults.
- What may be a warning to an adult may not be so to a child?
- If with the knowledge of child trespassers on his land, the occupier makes no attempt to prevent recurrence of the trespass, e.g., by repairing his fences, his inactivity might be evidence of implied permission, in which case, the child may qualify as a 'visitor'.
- Where a child is unlawfully on land and there is something on the land which acts as an "allurement" to a child, e.g., machinery or attractive poisonous berries, the occupier may be liable even though the child is a trespasser so far as the allurement itself is concerned.

#### 4.27 Lone Working

The Contractor shall plan his operations in accordance with Health and Safety at Work Act 1974 and ensure lone working is kept to an absolute minimum wherever possible, especially for high-risk tasks covered by the permit to work system. Where lone working is unavoidable, the Contractor shall work to a procedure agreed with the Trust Representative, based upon an assessment of the personal safety and security risks to the operative. The procedure shall address issues such as means of communication, establishing contacts, access to first aid equipment, firefighting equipment and alarms, the operative's medical history, emergency procedures, welfare facilities, no-smoking policy and additional

training as required for those involved. The Trust Representative will notify the Contractor of specific Site hazards that may affect the contracted work.

#### **4.28 Human Rights**

The contractor shall not discriminate directly or indirectly or by way of victimisation or harassment against any person on racial grounds within the meaning of the race relations act 1976 contrary to part 2, (discrimination in the field of employment) and/or part 3 (discrimination in other fields) of the 1976 Act.

The Contractor shall and shall use reasonable endeavours to ensure that its employees or agents and/or sub-contractors shall, at all times, act in a way which is compatible with the Convention rights within the meaning if the Human Rights Act.

#### **4.29 Non-Smoking Policy**

The Trust operates a non-smoking policy within all the property boundaries. Personnel violating the policy will be asked to extinguish or asked to leave the Trust's grounds.

#### **4.30 Infection, Prevention and Control**

It is important that the Trust protect Patients, Staff, Visitors and Contractors from infection. The contractor can assist the Trust by following some simple measures:

- You must not attend site if you have diarrhoea and sickness and until you have been free of symptoms for 48 hours.
- Wash your hands thoroughly before you enter and when you leave clinical areas.
- Always wash your hands with soap and water.
- Clean your hands with the hand gel as you go into clinical areas and as you leave (for example use hand gel when entering or leaving a ward or leaving a bay or patient's room) Remember that hand gel acts as a supplement to soap and water, but in some cases is not effective After you have used hand gel five times, wash your hands with soap and water.
- Do not have any open cuts and wounds. Cover these with a waterproof plaster.
- When working in clinical areas you must be 'bare below the elbow' and do not wear watches, jewellery, or ties. This makes to easier to wash your hands and arms and minimizes infection transfer.
- Always thoroughly wash your hands with soap and water before and after visiting the toilet; before and after consuming food or drinks.
- Always seek advice from the most senior person in charge, or the Trust representative prior to working in any area.

#### 4.31 Contractor Identification & Signing In / Out Process

All Contractors working on Trust properties, with the exception of those working within an enclosed site (a work area or compound that is entirely closed off and is within the possession of a contractor) will be required to sign in at the Estates and Facilities Department Reception where they will obtain a contractor identification pass. ([Appendix 6](#))

Where contractors are working within an enclosed site and are expected to leave their defined site to access areas such as plant rooms or use the hospital facilities such as the dining room, they will be required to be issued with a contractor identification pass. Under no circumstances shall a contractor's pass be lent to any other person.

The loss of a contractor pass shall immediately be reported to the Estates and Facilities Department Reception or Trust Representative.

The issue of Contractor passes will be carried out by the administrative staff with approval of the Estates and Facilities Management or Trust Representative.

The contractor sign in book will be kept at the Estates and Facilities department Reception and not be removed.

Signing off the returned contractor pass, and keys shall be undertaken at completion of the works or upon expiry of the pass, whichever is sooner. The signing out and returning of plant room keys shall be from the Estates and Facilities department Reception.

Where keys/access cards are issued to contractors, the key/access card issue register shall be signed by the contractor and signed out upon return and shall only be issued to contractors wearing an RCS individual card. The key /access card issue may be noted against an individual on the RSC system.

Where work is to be undertaken outside normal working hours, the contractor will collect their pass/permit before the work commences. Alternately the contractor shall provide all the relevant detail to be entered on the pass, the Trust Representative shall then make arrangements for the completed passes to be collected from the security team when the works commence. The permit or pass will have to be signed off by the contractor when the work is completed.

Service/maintenance contractors not entering Trust plant room or interfering with any infrastructure services and are servicing user equipment will obtain a contractor pass from the Estates and Facilities department prior to commencing work.

#### 4.32 Leaks Process

If a system leak is created/identified while working on the trust site, please contact the supervising officer immediately and report the incident. If the leak is a medical gas service inform trust help desk immediately on 643555 and an Authorised Person/Competent Person

will assess the situation before isolation. Evacuate the area immediately and remove staff from the area without causing any source of ignition.

#### **4.33 Noxious Fumes**

If noxious fumes are present or noted in your area of work, please report to the Team Leader immediately and evacuate the area of all staff. If the Team Leader is not available, please contact the help desk on 643555.

## **5 TRAINING/SUPPORT**

### **5.1 All Staff**

Staff (from both the Trust and Contractors) must be suitably trained and qualified to carry out all required works covered by and associated to this policy and procedure. This includes all the training requirements of the Health and Safety at Work Act 1974, HTM's and all other associated legislation.

### **5.2 The Trust**

All Contractors must undertake a Trust site induction for contractors and successfully complete the induction assessment ([Appendix 7](#)). The site induction covers the main aspects of this compliance policy. Periodically the Trust will require contractors to attend a refresher induction. If the contractor has already undertaken an induction, the Trust will let him/her know when they report to the Estates and Facilities Department at DRI and BDGH, if a refresher induction is required. The induction may be presented as part of a group induction or one-to-one induction with the Trust Representative.

The Trust reserves the right to turn-away any contractor/sub-contractor who has not booked with the Estates Department prior to attending site and successfully completed a Trust site induction.

The Trust will ensure that sufficient members of its Estates and Facilities Team are trained in induction procedures, including any relevant policies/operations or knowledge required as a result of its induction procedures and contract compliance.

### **5.3 Contractors**

All Contractors or sub-contractors (where these are allowed) must be adequately trained by their employer or the main contractor on all aspects of their work and a signed contractor letter of competency completed and shared with the Trust representative. If adequate training has not been given the contractor must cease work and take necessary advice.

All Contractors attending site must have undertaken a Trust site induction for contractors and successfully completed the induction assessment. Where the Contractor has sole control of his site, the Principal Contractor shall undertake this induction, but that induction shall at least be of the standard of the Trust's induction.

## 6 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

| What is being Monitored                                     | Who will carry out the Monitoring                                           | How often                                      | How Reviewed/<br>Where reported to                                                                                          |
|-------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| The monitor and Compliance and effectiveness of this policy | Deputy Director of Estates & Facilities                                     | Annually                                       | Report<br>To the Director of Estates & Facilities                                                                           |
| Review of policy                                            | Head of Compliance<br>Estates & Facilities<br><br>Health and Safety Advisor | 3 Yearly or when significant change to process | Approval Estates & Facilities Health & Safety Committee and Trust Health & Safety Committee                                 |
| Monitor approved contractors.                               | Head of Compliance<br>Estates & Facilities<br><br>Health and Safety Advisor | Annually<br><br>Ad Hoc                         | Report<br>To the Director of Estates & Facilities<br><br>Report any issues to Estates managers and contractors supervisors. |
| Monitor Approved/Competent persons allocation.              | Head of Compliance<br>Estates & Facilities                                  | Annually                                       | Premises Assurance<br>Model Dashboard<br>To the Director of Estates & Facilities                                            |

## 7 DEFINITIONS

ACM – Asbestos Containing Material  
 AP - Authorised Person  
 CDM – Construction (Design and Management)  
 CP - Competent Person  
 HBN – Health Building Note  
 HTM – Health Technical Memorandum  
 PPE – Personal Protective Equipment  
 PTW - Permit to Work  
 RCS – Reset Certification Scheme

## 8 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population, and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment for All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible, remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation, or religious belief. No detriment was identified. ([Appendix 8](#))

## 9 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

CORP/HSFS 1 - Health and Safety Policy  
 CORP/HSFS 3 - Lone Workers Policy  
 CORP/HSFS 5 - Violence Prevention Reduction Policy  
 CORP/RISK 30 - Risk Identification, Assessment and Management Policy  
 CORP/HSFS 7 - Control of Substances Hazardous to Health (COSHH) Guidance  
 CORP/HSFS 10 (A) – Asbestos Policy  
 CORP/HSFS 10 (B) – Asbestos Management Plan  
 CORP/HSFS 10 (C) – Asbestos Safety Information Manual  
 CORP/HSFS 14 - Fire Safety Policy (Note: to be read in conjunction with CORP/COMM 2 - Smoke Free Acute Services Policy) PLUS Protocol 0 - Fire Safety Management and Governance; Protocol 1 - Fire Prevention; Protocol 2 - Fire Risk Assessment; Protocol 3 - Fire Stopping; Protocol 4 - Fire Doors and Fire Door Assemblies  
 CORP/RISK 15 – Serious Incidents (SI) Policy  
 CORP/HSFS 16 - Mobile Communications Policy  
 CORP/HSFS 17 A - Waste Management Policy  
 CORP/HSFS 17 B - Waste Management Manual  
 CORP/HSFS 18 – Trust Water Policy  
 CORP/HSFS 21 - Ionising and Non-Ionising Radiations Safety Policy  
 CORP/HSFS 22 - Electronic Door Access Control and System Policy  
 CORP/HSFS 27 - Electrical Safety Policy  
 CORP/HSFS 28 - Window Management Policy  
 CORP/HSFS 31 – Permit to Work Policy and Procedures  
 CORP/HSFS 32 – Work at Height Policy  
 CORP/HSFS 33 – First Aid at Work Policy

CORP/HSFS 34 – Closed Circuit TV Policy  
CORP/HSFS 36A – Water Safety Plan: Governance Policy  
CORP/HSFS 36B – DBTH Water Safety Plan Operations and Procedures Manual (WSP/Tech)  
CORP/HSFS 37 – Pest Prevention Control Policy  
CORP HSFS 38 – Heating and Ventilation Policy  
CORP/FAC 3 - Medical Gas Systems Policy (can also be accessed via Patient Care 'Medicines Management' section)  
CORP/FAC 13 – Capital Process, Procedure & Quality Policy (Estates & Facilities)  
CORP/FAC 15 – Estates and Facilities Operational Management Policy  
CORP/EMP 4 – Fair Treatment for All Policy  
CORP/EMP 27 – Equality Analysis Policy  
CORP/PROC 8 – (Procurement Policy) Policy and Guidance for the Procurement of Goods, Services and Works

## **10 DATA PROTECTION**

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016).

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:

<https://www.dbth.nhs.uk/about-us/our-publications/uk-data-protection-legislation-eu-general-data-protection-regulation-gdpr/>

## **11 REFERENCES**

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This list is not exhaustive and is the responsibility of Staff and Contractor to ensure that they are conversant with all relevant legislation.

## APPENDIX 1 – CONTRACTOR MANAGEMENT SOP

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                 |                                                                                                                                                                                     |
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| <p><b>Purpose</b></p> <p>To ensure the robust management of all contractors and sub-contractors when engaged in work activities on any DBTH Trust site, providing evidence and assurance of required levels of competency and safety management in-line with all associated legislation, ACOP's and relevant guidance. To ensure all work undertaken Trust wide by contractors and sub-contractors, are recorded, managed and auditable, to ensure so far as is reasonably practicable the Health, Safety and Welfare of all persons whilst on Trust premises.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                 |                                                                                                                                                                                     |
| <ol style="list-style-type: none"> <li>1. Obtain all contractor RAMs required for the scope of works to be undertaken and read to ensure that they are task specific and not generic.</li> <li>↓</li> <li>2. Place a new job onto the Reset system and upload RAMS.</li> <li>↓</li> <li>3. Interrogate the Trust electronic Asbestos Register held on MICAD IPR and forward any relevant information to the Main Contractor to distribute to all sub-contractors if applicable.</li> <li>↓</li> <li>4. If intrusive works are required, engage with independent Asbestos Consultant to undertake an Asbestos R&amp;D Survey prior to commencement of works. Ensure survey information is uploaded onto the Micad Asbestos register by the Asbestos Consultant.</li> <li>↓</li> <li>5. Before the contractor commences works on site, a DBTH Contractor Site Induction must be delivered, with completed and signed assessment form emailed or passed to the Estates Admin team for filing.</li> <li>↓</li> <li>6. All contractors must sign in at the Estates and Facilities Departments at DRI and BDGH and General Office at MMH prior to entering site and are required to keep the contractor identification badge visible at all times.</li> <li>↓</li> <li>7. Contractors must log onto Reset at the designated site Reset terminal using their individual Reset certification card. In the event the contractor is not a Reset member or is not currently a Reset member, a temporary card must be provided to enable the contractor to log onto the relevant job listed on the terminal.</li> <li>↓</li> <li>8. For capital programs, a site induction will take place in the main site compound office, with the main contract site manager. All site inductions will be recorded in the Health and Safety documentation held by the main contractor. All capital program contractors must sign in at the site office within the main site compound and ensure that the contractor identification badge is visible at all times whilst on Trust premises.</li> <li>↓</li> <li>9. Following Completion of Project/Work: -             <ul style="list-style-type: none"> <li>• Ensure work is finished to a high standard and compliant with agreed project/work specification.</li> <li>• Ensure work area is left clean, tidy and fit for purpose.</li> <li>• If required make arrangements with the Facilities team to undertake additional cleaning of identified work areas prior to re-occupation.</li> </ul> </li> </ol> |                                                                 |                                                                                                                                                                                     |

## APPENDIX 2 – CONTRACTOR MANAGEMENT RESET SYSTEM SOP

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                                                                                  |                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | <h3>Contractor Management<br/>Reset System<br/>Standard Operating Procedure</h3> | <br>Doncaster and Bassetlaw<br>Teaching Hospitals<br>NHS Foundation Trust |
| <p><b>Purpose</b></p> <p>To ensure the robust management of all contractors and sub-contractors when engaged in work activities on any DBTH Trust site, providing evidence and assurance of required levels of competency and safety management in-line with all associated legislation, ACOP's and relevant guidance. To ensure all work undertaken Trust wide by contractors and sub-contractors, are recorded, managed and auditable, to ensure so far as is reasonably practicable the Health, Safety and Welfare of all persons whilst on Trust premises.</p>                                                                                                                                                                                                                                                                                |                                                                                   |                                                                                  |                                                                                                                                                              |
| <p>1. Login to Reset using your Trust email and allocated Reset password at:-<br/> <a href="https://www.resetgroupadmin.co.uk/dashboard.php">https://www.resetgroupadmin.co.uk/dashboard.php</a> : My Dashboard Login.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                   |                                                                                  |                                                                                                                                                              |
| <p>2. Click on Reset Access Admin to gain access to the Reset main administration dashboard.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                                                                                  |                                                                                                                                                              |
| <p>3. To upload a new job click on 'Job List' on the main Reset tool bar which takes you to the present Reset job list.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                                                                                  |                                                                                                                                                              |
| <p>4. To enter a new job click on 'Insert New Job' at the top right of the job list page and follow the following instructions: -</p> <ol style="list-style-type: none"> <li>Enter the job name.</li> <li>Indicate which Trust site terminal the job is relevant to (DRI, BDGH, MMH).</li> <li>Indicate whether a permit to works is required.</li> <li>Identify if the job is to be restricted to a specific company (drop down box provides list of DBTH Reset contractors).</li> <li>Restrict the job to a set location (block/level) via the drop down box provided.</li> <li>Upload RAMS provided by contractor (uploaded individually from your own drive).</li> <li>Include Asbestos Awareness if job requires this function.</li> <li>Click no auto archive.</li> <li>Submit job (job becomes live on selected site terminal).</li> </ol> |                                                                                   |                                                                                  |                                                                                                                                                              |
| <p>5. When job is complete click on 'Archive' on the right hand side of the individually listed job to archive the job information enabling future system job audit.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                                                                                  |                                                                                                                                                              |
| <p>6. If any problems are encountered with the system, please click on the Email Support Icon on the My Dashboard main page and email Reset who will respond to your issues.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                                                                                  |                                                                                                                                                              |
| <p>7. For <b>out of hours/emergency work</b> ... there are a number of generic job listed that the contractor can log on: -<br/>         Reactive work, PPM Work, Survey Work.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                                                                                  |                                                                                                                                                              |
| <p>8. If RAMS aren't available, a dynamic risk assessment must be undertaken by the Trust Representative.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                                                                                  |                                                                                                                                                              |

## APPENDIX 3 – CONTRACTOR/ORGANISATION DEMARCATION AGREEMENT

|                                     |  |
|-------------------------------------|--|
| <b>Demarcation Agreement Number</b> |  |
| <b>Project Number/Description</b>   |  |
| <b>Site Name</b>                    |  |
| <b>Demarcation Location</b>         |  |

### 1 CONFIRMATION OF DEMARCATION DETAILS

This demarcation agreement provides formal documentary evidence of a demarcation of responsibilities between an external contractor/other organisation and Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust where the external contractor/other organisation is to adopt responsibility for the dangers associated with the area/plant/equipment detailed below.

This Certificate **must not** be issued instead of any other safety document by either party. The point of demarcation must be a physical secure locked barrier/compound, between the Trust property/premises and the contractor's/other organisation's site/working area. The actual point of demarcation shall be formally agreed between the Trust Authorised Representative and the Authorised Representative of the contractor/other organisation and as detailed on the relevant jointly agreed Demarcation Diagram/s.

All appropriate H&S and construction site signage will be fixed to the secure locked barrier/compound, with appropriate Security management measures arranged as required by the contractor/other organisation. Copies of the Demarcation Diagram/s will distribute to all E&F and Capital Project Management and included within the weekly staff brief.

#### Site Area to Be Handed Over to Contracting Company/Other Organisation: -

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#### Method of Physical Site Compound Demarcation: -

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#### Site Security Management Measures: -

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#### Demarcation Diagram Distribution List: -

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## 2 AUTHORISED REPRESENTATIVE

As the Authorising Representative responsible for the Trust Site/Area described in Part 1 above I confirm that the work being undertaken satisfies the need for this Demarcation Agreement.

| NAME | SIGNATURE | DATE | CONTACT NUMBER |
|------|-----------|------|----------------|
|      |           |      |                |

## 3 ISSUE

As the Trust Authorised Representative responsible for the Site/Area described in Part 1 above I confirm that operational responsibility is passed to the contractor/other organisation named within this agreement, and that the point of demarcation has been clearly identified to the Authorised Representative of the contractor/other organisation.

| NAME | SIGNATURE | DATE | CONTACT NUMBER |
|------|-----------|------|----------------|
|      |           |      |                |

## 4 RECEIPT AND DECLARATION

As the Authorised Representative for the contractor/other organisation responsible for the Site/Area I accept responsibility for the securely locked barrier/compound identified in section 1 of this demarcation agreement and confirm that there will be no storage of materials and equipment outside of the agreed barrier/compound area. I also fully understand and have signed the Demarcation Diagram/s.

| NAME | SIGNATURE | DATE | CONTACT NUMBER |
|------|-----------|------|----------------|
|      |           |      |                |

## 5 CLEARANCE

As the Authorised Representative for the contractor/other organisation responsible for the securely locked barrier/compound, I declare that all related materials and equipment stored/erected within the barrier/compound have been removed, relating to this demarcation agreement all persons under my charge have been withdrawn from site following completion of the work/project associated with the agreement.

| NAME | SIGNATURE | DATE | CONTACT NUMBER |
|------|-----------|------|----------------|
|      |           |      |                |

## 6 CANCELLATION

As the Trust Authorised Representative responsible for the Site/Area described in Part 1 above I acknowledge that the demarcation agreement is no longer required and that any work in the above Site/Area is now the responsibility of the Trust, covered by the Trust internal Policies and Procedures.

| NAME | SIGNATURE | DATE | CONTACT NUMBER |
|------|-----------|------|----------------|
|      |           |      |                |

## APPENDIX 4 – INDIVIDUAL RESET VERIFICATION CARD



## The Reset Certification Scheme

One card, one standard.



## Verified Details of Cardholder

|                   |                               |
|-------------------|-------------------------------|
| Name              | William Slater                |
| Position          | Approved Electrician          |
| Valid From        | 05/10                         |
| Age Band          | 25+                           |
| Sex               | Male                          |
| Company           | Sparks (Yorkshire) Ltd, Leeds |
| Company Tel       | 0113 2123123                  |
| Sub Contracted To | 123 Electrical                |

Asbestos related qualifications

| <u>Qualification</u>               | <u>Completed</u> | <u>Provider</u> | <u>Expires</u> | <u>Status</u> |
|------------------------------------|------------------|-----------------|----------------|---------------|
| UKATA Asbestos Awareness           | 03/08/2012       | UKATA           | 02/08/2013     | i             |
| UKATA Asbestos Awareness Refresher | 03/08/2013       | UKATA           | 02/08/2014     | i             |
| UKATA Asbestos Awareness Refresher | 03/08/2014       | UKATA           | 02/08/2015     | ● i           |

Time limited qualifications

| <u>Qualification</u>                | <u>Completed</u> | <u>Provider</u>     | <u>Expires</u> | <u>Status</u> |
|-------------------------------------|------------------|---------------------|----------------|---------------|
| ECS Health & Safety Assessment      | 11/01/2012       | JIB                 | 11/01/2014     | ●             |
| IPAF Mobile Vertical (3a) Boom (3b) | 30/01/2013       | IPAF                | 31/01/2018     | ●             |
| RCS TLDQ Cert                       | 01/02/2014       | Reset Training Ltd. | 31/01/2015     | ●             |

Lifetime qualifications

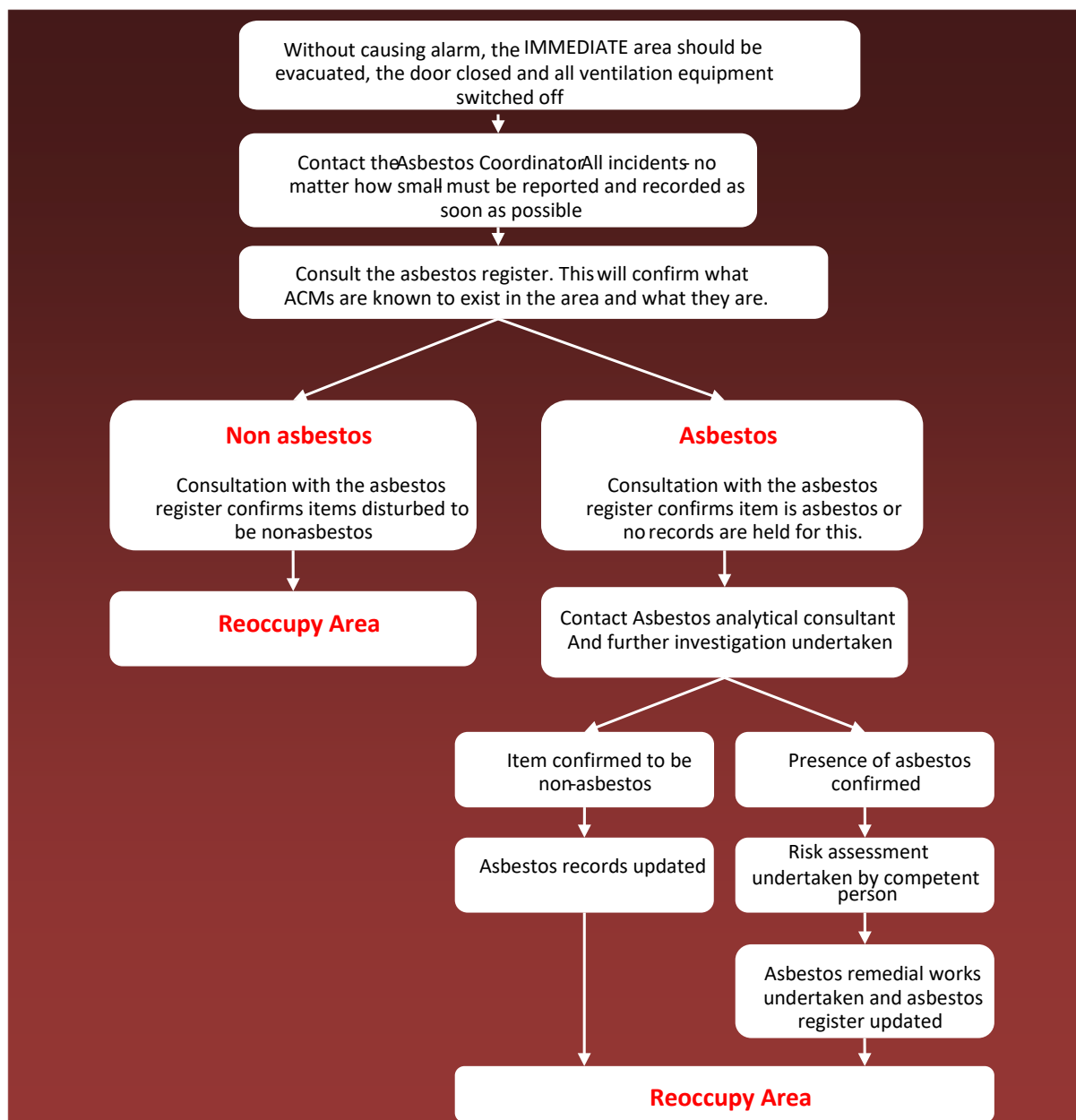
| <u>Qualification</u>              | <u>Completed</u> | <u>Provider</u> | <u>Expires</u> | <u>Status</u> |
|-----------------------------------|------------------|-----------------|----------------|---------------|
| 2361 Pt 1 Electrical Installation | 01/06/1985       | City & Guilds   | N/A            | ●             |
| 2362 Pt 2 Electrical Installation | 01/06/1986       | City & Guilds   | N/A            | ●             |

## Key

- The qualification is valid or is a lifetime qualification
- The qualification is still valid but has 28 days or less to the expiry date
- The qualification has expired
- i The expiry date displayed may be an advisory date and may differ from the expiry date on the certificate

Reset Certification Scheme, PO Box 4749, Sheffield, S35 5BT  
 T: 0845 519 5768 F: 0845 838 8437 E: info@rscard.co.uk www.rscard.co.uk  
 Reset Certification Scheme Ltd. Registered in England 6614285. Registered under the Data Protection Act 1998 Registration No. Z2238936  
 Patent Pending UK Patent Application No.1012367.7

## APPENDIX 5 – ASBESTOS EMERGENCY PROCEDURES



### EMERGENCY CONTACTS

On Call Estates: Contact Switchboard for On Call Estates Managers:

Building and Engineering

Nominated Asbestos Consultant: Lucion Environmental Ltd:  
Office: T: 01482 644632, Richard Marshall: 07858088255, Chris Wilson: 07876748826, Aled Wynne: T: 03455040303 m: 07458080445, Jamie Probert: 07568106423

Asbestos Coordinator: Contact through Switchboard

Emergency Asbestos Contractor: Rhodar Ltd: Darren Jones: 07866373422, Dave Hart 07831254530

## APPENDIX 6 – CONTRACTOR IDENTIFICATION BADGE

| NAME | COMPANY                                                                                                                                                             | AREA OF WORK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | VEH. REG. | DATE | PLANT ROOM KEY No.                                                                                                                                                    |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |  <p><b>Doncaster and Bassetlaw Teaching Hospitals</b><br/>NHS Foundation Trust</p> | <p><b>HEALTH &amp; SAFETY</b> All visitors are subject to the Health &amp; Safety at Work Act 1974 and its subordinate regulations and Compliance with all DBTH Policies and Procedures.</p> <p><b>CONSTRUCTION (DESIGN + MANAGEMENT)</b> Ensure full compliance with regulations. Ensure all Risk Assessment and Method Statement are read, fully understood and followed.</p> <p><b>ACCIDENT/INCIDENT</b> Any Accident/incident involving any person MUST be reported to the Trust Representative and Reception.</p> <p><b>EMERGENCIES</b> In the case of serious/imminent danger, fire or cardiac arrest ring <b>2222</b> on any internal phone and <b>999</b> when access to an internal phone is restricted.</p> <p><b>SECURITY</b> All visitors are responsible for the security of their own possessions and equipment. Contractors must not leave tools or materials unattended, all tools must be kept with you or be securely locked up.</p> <p><b>KEYS</b> Return of the plant room key is the responsibility of the person who signed it out.</p> <p><b>SMOKING</b> The trust operate a no smoking policy throughout its buildings and grounds.</p> <p><b>FIRE SAFETY</b> In the event of a fire whilst undertaking work, Activate the Fire call Point, Ring <b>2222</b> and state location, Evacuate the premises at the nearest Fire exit. On intermittent Alarm sound prepare to evacuate the area. On continuous Alarm evacuate the area immediately.</p> |           |      |  <p><b>Doncaster and Bassetlaw Teaching Hospitals</b><br/>NHS Foundation Trust</p> |

## CONTRACTOR IDENTIFICATION

ISSUE DATE

VALID UNTIL

**THIS PASS MUST BE WORN AT ALL TIMES WHILST ON SITE & RETURNED TO THE DBTH TRUST RECEPTION AT THE END OF YOUR CONTRACT.**

PASS No. 000001

## PLANT ROOM KEY ISSUE SLIP

**PLEASE RETAIN THIS SLIP AS PROOF OF PLANT ROOM KEY RETURN**

000001

## APPENDIX 7 – SITE INDUCTION FOR CONTRACTORS



It is the duty of Doncaster and Bassetlaw Teaching Hospitals (DBTH) to provide a safe, healthy, and secure working environment ensuring so far as reasonably practicable all staff, patients, contractors, and members of the public are not exposed to risks to their Health and Safety. By following these guidelines, you will be ensuring your own health and safety and that of others working on or visiting these premises.

**Please follow this process.....**



## APPENDIX 8 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

| Service/Function/Policy/Project/Strategy                                                                                                                                                                                                                                                                                 | Division               | Assessor (s)     | New or Existing Service or Policy? | Date of Assessment |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|------------------------------------|--------------------|
| Management of Contractors                                                                                                                                                                                                                                                                                                | Estates and Facilities | Sean Tyler       | Existing Policy                    | 09/10/2023         |
| <b>1) Who is responsible for this policy?</b> Name of Division/Directorate: Estates and Facilities                                                                                                                                                                                                                       |                        |                  |                                    |                    |
| <b>2) Describe the purpose of the service / function / policy / project/ strategy?</b> Who is it intended to benefit? What are the intended outcomes? To ensure compliance with the Health & Safety at Work Act 1974 and all other associated Legislation, in relation the management of Contractors on all Trust sites. |                        |                  |                                    |                    |
| <b>3) Are there any associated objectives?</b> Legislation, targets national expectation, standards: Trust Wide staff and Contractors, specific objectives to comply with the Health & Safety at Work Act 1974 and all other associated Legislation, in relation the management of Contractors on all Trust sites.       |                        |                  |                                    |                    |
| <b>4) What factors contribute or detract from achieving intended outcomes?</b> – Trust Staff awareness – Contractor awareness                                                                                                                                                                                            |                        |                  |                                    |                    |
| <b>5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief?</b> Details: [see Equality Impact Assessment Guidance] - No                                                                |                        |                  |                                    |                    |
| <ul style="list-style-type: none"> <li>If yes, please describe current or planned activities to address the impact [e.g., Monitoring, consultation] – N/A</li> </ul>                                                                                                                                                     |                        |                  |                                    |                    |
| <b>6) Is there any scope for new measures which would promote equality?</b> [any actions to be taken] – N/A                                                                                                                                                                                                              |                        |                  |                                    |                    |
| <b>7) Are any of the following groups adversely affected by the policy?</b>                                                                                                                                                                                                                                              |                        |                  |                                    |                    |
| <b>Protected Characteristics</b>                                                                                                                                                                                                                                                                                         | <b>Affected?</b>       | <b>Impact</b>    |                                    |                    |
| a) Age                                                                                                                                                                                                                                                                                                                   | No                     |                  |                                    |                    |
| b) Disability                                                                                                                                                                                                                                                                                                            | No                     |                  |                                    |                    |
| c) Gender                                                                                                                                                                                                                                                                                                                | No                     |                  |                                    |                    |
| d) Gender Reassignment                                                                                                                                                                                                                                                                                                   | No                     |                  |                                    |                    |
| e) Marriage/Civil Partnership                                                                                                                                                                                                                                                                                            | No                     |                  |                                    |                    |
| f) Maternity/Pregnancy                                                                                                                                                                                                                                                                                                   | No                     |                  |                                    |                    |
| g) Race                                                                                                                                                                                                                                                                                                                  | No                     |                  |                                    |                    |
| h) Religion/Belief                                                                                                                                                                                                                                                                                                       | No                     |                  |                                    |                    |
| i) Sexual Orientation                                                                                                                                                                                                                                                                                                    | No                     |                  |                                    |                    |
| <b>8) Provide the Equality Rating of the service / function / policy / project / strategy – tick (✓) outcome box.</b>                                                                                                                                                                                                    |                        |                  |                                    |                    |
| <b>Outcome 1 ✓</b>                                                                                                                                                                                                                                                                                                       | <b>Outcome 2</b>       | <b>Outcome 3</b> | <b>Outcome 4</b>                   |                    |
| <i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27.</i>                                                                                                                             |                        |                  |                                    |                    |
| <b>Date for next review: 01/10/2026</b>                                                                                                                                                                                                                                                                                  |                        |                  |                                    |                    |
| <b>Checked by: Gary Hewit</b>                                                                                                                                                                                                                                                                                            |                        |                  | <b>Date: 09/10/2023</b>            |                    |