



## Supply Chain Health & Safety Guidelines - Physical Works



## ABOUT THE GUINNESS PARTNERSHIP LIMITED

The Guinness Partnership Ltd is proud to be one of the largest affordable housing and care providers in the country, providing housing and care services across England and Wales. We own and manage around 60,000 homes, employ 3,000 people and provide services to more than 120,000 customers.

The Guinness Partnership Ltd has the following subsidiaries:  
Guinness Care and Support Ltd, Guinness Housing Association Ltd, Guinness Developments Ltd, City Response Ltd and Guinness Homes Ltd.

As a contractor, supplier or consultant your contract may be with any of these entities either individually or jointly.

The Guinness Partnership Ltd is a charitable Community Benefit Society No 31693R registered in England and is a Registered Provider of Social Housing No 4729. Registered Office: 30 Brock Street, Regent's Place, London NW1 3FG.



### **The Guinness Partnership Ltd**

The Guinness Partnership owns and manages around 60,000 homes nationwide.



### **Guinness Care**

Operating nationally, Guinness Care provides care and support to residents of housing for older people and supported housing within The Guinness Partnership Ltd and to a number of external customers, as well as provision of domiciliary care both Authority commissions and to private individuals.



### **Guinness Property**

Guinness Property is a trading name of City Response Limited, managing repairs and planned works for The Guinness Partnership Ltd.

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## 1.0 Scope and application

This document is issued as health and safety guidance for all contractors employed on Guinness Partnership contracts. It is designed to ensure a safe environment for the contractor, residents, employees, members of the public and visitors.

**This document forms part of a contractor's terms and conditions of contract, therefore it must be adhered to at all times.**

As it is not feasible to list every piece of relevant legislation and/or HSE guidance, each contractor is legally responsible for ensuring that they are aware of all health and safety law and guidance relevant to their operation. Competent health and safety advice should be utilised to ensure that all contractors are familiar with the safe methods of work applicable to their contract with The Guinness Partnership.

A copy of this guidance shall be located at all Guinness Partnership premises, so that it can be referred to by housing officers, neighbourhood teams, facilities managers and all staff that interface with contractors.

## 2.0 Objectives

- To reduce the risk of injury or incident and to ensure that the standards for safety and health, as required by legislation, guidance and best practice, are achieved at all times and that all works are undertaken safely.
- To raise awareness of contractor duties to work in accordance with current legislation and co-operate with The Guinness Partnership on matters relating to health, safety and welfare.
- To require contractors to have effective health and safety management throughout any period of supply. The level of health and safety management and monitoring shall be proportionate to the potential risk of the contract.

## 3.0 Commencement of work

No work may take place on Guinness Partnership property unless a contractor has been approved. An approved list of contractors is available via the procurement department. Contractors need to have written confirmation that their contractor qualification pack has been accepted and approved.

### 3.1 “Golden rules” for commencement of work

The following golden rules apply for all work undertaken by contractors on Guinness Partnership property. If these rules are not followed formal action may be taken against the contractor concerned, following an investigation by Guinness Partnership's Health and Safety Department.

- **Site Induction** – Contractors must complete and sign the “Contractor Site Induction Check Sheet” prior to working on site. This will be issued by the Appointing Manager before the works commence.

- **Notification of access** – contractors must make the local Guinness Partnership representative aware of their presence and planned tasks prior to commencing work.
- **Safe system of work** – all contractors must be able to demonstrate a planned safe system of work. For tasks with significant hazards, a written risk assessment and safe method of work should be available at the point of work for inspection by the company representative.
- **Services risks** – no work shall commence unless a contractor has all relevant hazard information from us. Where relevant to the work, this will include but not be limited to; utilities locations, electrical supplies and isolation points, asbestos location, lead, chemicals, gas supplies and any related hazards, both buried and above surface services.
- **Work at height** – if any work at height is to take place, a contractor will specifically cover the work at height risk assessment within their safe system of work. Any work at height must take into account the hierarchy of risk control as detailed in the Work at Height Regulations 2005 and associated HSE guidance documents.
- **Work in confined spaces** – no work in confined spaces shall take place unless specific risk controls are in place. A confined space in this context is as per the description in the Confined Spaces Regulations 1997. Including, but not limited to:
  1. a place which is substantially, but not always entirely enclosed; or
  2. a place where there is a reasonable foreseeable risk of serious injury from hazardous substances or conditions in the space nearby.

Some confined spaces are easy to identify, such as closed tanks, vessels, ducts and sewers. Others are less obvious, such as basement rooms, building voids, vats, deep excavations and open-topped tanks. Of course a confined space may not necessarily be enclosed on all sides or may only become a confined space because of a change in the conditions inside.

- **Hot work** – no hot work can take place without specific controls being in place to ensure that the risk of fire is low. Hot work includes any work on or near Guinness Partnership property such as welding, grinding, cutting, soldering and work with naked flames. Risk controls shall as a minimum consider:
  1. easily available fire extinguisher/s (of the correct type for the fire risk).
  2. segregation of the work area and identification and protection of heat transfer through pipes, building materials and other substances.
  3. cessation of hot work at least an hour before leaving the work site and a fire check before leaving.
  4. notification of hot work and risk controls to the Guinness Partnership representative.
- **Works affecting life safety systems** – no works that affect life safety systems may commence until this has been communicated to the Guinness Partnership and suitable control measures have been agreed.
- **Smoking** – it is forbidden for any contractor to smoke any tobacco products on any Guinness Partnership property apart from in an identified smoking area, to be confirmed with the local Guinness Partnership representative.
- **Drugs and alcohol** – no contractor may attend Guinness Partnership properties if they are under the influence of alcohol or controlled drugs/prescription drugs that may impair their safety or the safety of others. Drugs and alcohol must not be brought to site.
- **Client inspection and audit** – all contractors will assist as far as possible The Guinness Partnership in its duties by providing information and co-operating during any planned or unannounced health and safety inspections and audits. Audits may take place at contractor offices, with reasonable notice from The Guinness Partnership.

**There is also an expectation that for certain types of work a Permit To Work system will be employed. This may be managed by a Principal Contractor or The Guinness Partnership. Further information can be found in 4.5**

## **4.0 Contractor – contract specific health and safety rules**

### ***4.1 Training and competence of employees***

All contractors must ensure that its employees are adequately trained and experienced to carry out their work safely and hold valid certification appropriate to the work. Training should be to industry recognised standards, evidence of training will be required. As a baseline, the Health and Safety Executive (HSE) is used as a reference point for what training and competency levels are deemed sufficient.

Contractors must ensure that specific hazards likely to be experienced on the project, whether notified to them or discovered by them, are notified to their workforce together with any precautions to be taken and local rules to be observed. Similarly such hazards should be notified to their sub-contractors and where discovered by them to the Guinness Partnership representative.

Copies of training for operatives should be available for inspection or audit by Guinness Partnership representatives.

### ***4.2 Improvement and prohibition notices***

In the event of an improvement or prohibition notice (in accordance with Section 21 and 22 of the Health and Safety at Work Act 1974) being served by an HSE inspector or enforcement officer, the contractor must immediately notify The Guinness Partnership regarding the reason for the notice and the action the contractor intends to take as a result. The contractor must comply with the terms of such notice within the appropriate time period. Any site visit by any enforcement agency must also be communicated to the Guinness Partnership.

### ***4.3 Plant, materials and equipment (general)***

All plant, materials and equipment used by the contractor must be of good construction, sound material, adequate strength, free from patent defects, properly maintained and competently operated and routinely inspected by a competent person when required.

#### **Plant**

All plant used by contractors including cranes, lifting machines and lifting gear must be safe and fully efficient in use, guarded and equipped with safety devices wherever required and tested and examined in accordance with regulations and when required marked as to the noise level that is likely to be generated by the plant. It is essential that plant to be used is effectively silenced.

Periodic maintenance must be carried out in accordance with manufacturer's instructions. Statutory registers, certificates and notices when appropriate are to be displayed or readily available for inspection.

Evidence of maintenance and testing should be available on site for inspection.

**Material**

All items of equipment and materials are to be stored safely on site and under cover to prevent deterioration. The area in which items are to be stored will be designated by the Guinness Partnership representative for the scheme or project. The contractor shall be responsible for the security and loss of any materials.

All materials whether permanent or temporary used on the works are to be safe and properly used and any manufacturers instruction or known hazard relating to use, handling or storage, is to be made known to the Guinness Partnership representative as well as their own and any other sub-contractors workforce.

**Waste Materials**

Skips should not be stored less than 6m from:

- a) a glazed face of a building;
- b) licensed petroleum store;
- c) a gas cylinder store.

Waste materials are to be removed from site each day. Skips will be the covered and lockable type and located in an area agreed by the Guinness Partnership representative.

Waste removed from site must comply with the Hazardous Waste Regulations and associated environmental legislation and guidance.

A waste management plan should be in place for all work over a value of £300,000. The plan must be available and agreed with the Guinness Partnership representative before work commences.

**Equipment**

All equipment brought to any Guinness Partnership property must be provided in a safe to use condition and the operator properly trained and competent in its use.

All electrical work and work involving the use of electrical tools and equipment shall be carried out in accordance with the Electricity at Work Regulations 1989 and with Guinness Partnership rules for all portable electrical equipment. Tools must be rated to a maximum of 110V. Battery powered tools are preferable, where feasible for the work.

All practical steps are to be taken to prevent circuit conductors and electrical equipment being made live whilst work is in progress. "Approved type" caution notices are to be displayed incorporating date, name and contact details.

The main contractor will be responsible for ensuring adherence by the electrical contractor, where any work is subcontracted.

**Vehicles**

Vehicle movements must be monitored to ensure there is no increased risk to pedestrians or other vehicle users. It may be necessary to employ a banksman or reversing assistant at some sites and this should be considered prior to commencement of works. Work vehicles must take into account the potential need for emergency vehicle access.

**Safety Equipment and Clothing**

The contractor shall provide all necessary personal protective equipment (PPE) for their workforce required by statute through their assessment of risk. This equipment will need to be checked at recommended intervals to ensure it still complies.

#### **4.4 Contract supervision**

Contractors must ensure that a competent employee of suitable experience and qualifications is appointed to supervise and manage work. The level of supervision must be agreed with The Guinness Partnership prior to the commencement of any contract. Certain ongoing maintenance tasks may not always have supervisor presence. However, the contractor must ensure that it has appropriate arrangements in place to supervise and manage the work and ensure that all employees and contractors comply with the work risk assessments and safe systems of work. The Guinness Partnership retains the right to bring about the immediate cessation of any works or work activity which they deem to be unsafe.

#### **4.5 Permits to work**

All contractors undertaking work where there is a significant health and safety risk will need to have a safe method of work and risk assessment. Certain activities are considered higher risk and permit to work systems should be used. The contractor is responsible for ensuring that any permit system is suitable and sufficient. This must be discussed and reviewed at pre-start meetings.

As contracts and projects can be extremely variable in nature, the appropriate Guinness Partnership H&S representative must be referred to for projects that may involve:

- Hot work.
- Work in confined spaces.
- Work on or near live conductors.
- Work at height – specific roof work rules are covered in this guidance and all work at height must have a work at height risk assessment as per the hierarchy in the Work at Height Regulations 2005.

Who to contact for H&S matters for each organization within The Guinness Partnership are detailed at the back of this booklet.

#### **4.6 Risk assessments and method statements**

Any contractors that undertake work for The Guinness Partnership must have a written assessment of risk. The risk assessment must be proportionate to the level of risk of the tasks and contract and follow HSE guidelines as a minimum. Risk assessments for work must be undertaken by someone deemed competent to do so.

Prior to commencing work for The Guinness Partnership you will need to provide risk assessments and/or method statements to the Guinness Partnership representative. The risk assessments will need to be task related, address all hazards associated with that task and must be adhered to.

Method statements are required for sets of tasks and jobs with significant risk. The contract pre-start meeting will determine when method statements are to be used and what format is acceptable.

Further guidance on risk assessment is available from the HSE website.



### 4.6.1 Generic risk assessments

Where a number of tasks take place which are the same it is acceptable for a **suppliercontractor** to use a generic risk assessment. The hazards and risk controls must be generic and consistently applied across the contract and geographical locations. Whilst generic risk assessments may be acceptable as a basis, the following must be adhered to:

- Generic risk assessments are checked to ensure that all significant hazards are considered and the generic risk controls are adequate for the task, location, environment and people doing the work.
- The workforce and contractors are trained to review generic risk assessments and confirm that the risk controls are adequate.
- Where additional hazards exist, not already documented on a generic risk assessment, these are documented on site, along with any additional risk controls required.
- Contractors have a procedure in place for monitoring compliance with the documented risk assessments.

Contractors will be monitored through a programme of site health and safety inspections and audits. If contractors are found to be using inadequate generic risk assessments, i.e. ones where all relevant hazards and risk controls have not been addressed, an investigation will take place and the contractor may be stopped from working until suitable and sufficient risk assessments can be evidenced.

### 4.6.2 Safety method statements

When safety method statements are required, The Guinness Partnership manager will confirm the required format and content. As a minimum, all safety method statements must include the following information:

- Contractor contact details and emergency contact details for supervision and management.
- First aid / local hospital details.
- Welfare arrangements.
- A description of the work.
- Sequencing of the work – particular order of tasks to ensure low risk to safety and health.
- Resources (operatives, plant and materials).
- Competency/certification of those undertaking the work.
- Safe access and egress to working area.
- Hazardous substances (COSHH if applicable) and personal protective equipment.
- Special considerations, for example;
  - Services (electrical, water, gas, communications cables etc).
  - Permits to work.
  - Occupied premises / tenants / public.
  - Contaminated ground.
- Protection of the public and other contractors.
- Any site specific rules (e.g. need for confined space permit or tenant access arrangements).
- Security – method for reporting to The Guinness Partnership location representative and permits to work, if appropriate.
- Confirmation of who the method statement has been submitted to and approval signatures.

## **4.7 Electrical plant**

The contractor or the employees/subcontractors shall not enter any sub-station, switch room or similar area without permission from an appropriate manager in The Guinness Partnership asset management team, who will specify the nature and extent of the work and issue any necessary permit to work.

On completion of the work, any permit to work will need to be cancelled by the person issuing the permit. Any work permit must be time bound and require renewal once outside the agreed work access timescales.

## **4.8 Underground/overhead services (method statement required)**

Contractors engaged in operations where underground or overhead services may exist, must take adequate steps to locate, identify and mark such services. Relevant precautions (within HSE guidelines) must then be taken to prevent injury or damage to person or property.

The Guinness Partnership Regional Asset Manager or asset management team is to be contacted when a contractor or contractor requires information about services.

## **4.9 Noise and vibration**

The Noise at Work Regulations impose limits on exposure time of employees to harmful noise. The duty is on the employer of the employee exposed. It is essential, therefore, that when any operation of the contractor is likely to expose any employee on-site to an average noise level of 80 db(A) or above, that assessments are carried out and findings acted upon.

In addition to the forgoing, noise must be kept to a minimum at all times and must not exceed acceptable or locally specified rules and any conditions relating to noise imposed by the contract. Due regard must always be given to noise levels permissible times for noisy work and other restrictions which may be imposed by Local Authority Environmental Health Officers under the Control of Pollution Act 1974.

Any items of particularly noisy work shall be brought to the attention of The Guinness Partnership representative and any staff working within any adjoining areas who may also be affected. This should be addressed prior to the contract commencing.

When hand held vibratory power tools, equipment and plant are used, without suitable controls, there is a possibility of persons using these tools and equipment on a regular basis contracting "hand-arm vibration syndrome" commonly known as vibration white finger (VWF). When this equipment is used the risk assessment should detail what controls are in place to reduce the risk of injury.

## **4.10 Explosive or radioactive materials**

Under no circumstances will explosives, explosive devices or sources of ionising radiation be allowed on Guinness Partnership property without written consent (minimum 14 day notice). Any Contractor using such materials will be required to prove their competence in the use of such material and notify The Guinness Partnership of their competent person on the project. Storage will not be allowed under any circumstance on Guinness Partnership property. No radioactive sources must be brought onto Guinness Partnership property without prior approval.

The removal of any radioactive smoke detectors shall be brought to the attention of The Guinness Partnership representative, who shall arrange an area for temporary storage and inform the asset management team and arrange for satisfactory and safe disposal of the redundant equipment.

#### ***4.11 Operation of plant***

No employee of any contractor should operate tools or plant unless they have been adequately trained, and are competent in its use (certification as proof may be called for); no employee shall operate another sub-contractor plant without the authority of its owner/hirer who will first ensure the competency of that employee to operate that item of plant. Where plant and equipment is hired, evidence of maintenance and testing should be provided. Plant and tools must be suitably stored with consideration given to preventing unauthorised access and use.

#### ***4.12 Asbestos***

Prior to starting any work where there is a likelihood that asbestos may be disturbed the contractor should obtain written details of an asbestos survey from The Guinness Partnership representative. If accidental disturbance occurs or where a material suspected as being asbestos is found the work activity should cease immediately and The Guinness Partnership representative and H&S Advisor informed without delay. Asbestos works will only be carried out under the control of the Partnership representatives, who will select suitable contractors.

For all demolition and refurbishment work the appropriate asbestos survey will be undertaken. Before work is commenced ensure you have written survey reports on site. Under no circumstances is verbal communication on asbestos findings acceptable, even if no asbestos is found on the survey – proof of absence is required. Contractors must ensure that their employees have had suitable asbestos awareness training.

#### ***4.13 Housekeeping***

It is imperative for the safety of the contractor's employees and The Guinness Partnership employees, customers and visitors that all contractors keep materials in an orderly fashion in the place designated. Also that any debris or waste arising from the contractors works on-site are cleared away as soon as is reasonably practicable to the designated area. Any waste not cleared which causes a hazard will be cleared by Guinness Partnership staff and the cost charged to the contractor or debited to the account of the contractor.

#### ***4.14 Fire precautions for contractors***

There is an obligation on The Guinness Partnership under various pieces of statutory legislation to achieve and maintain an acceptable standard of fire precautions within the premises for which they are responsible. This responsibility extends to ensuring that contractors are made aware of their responsibilities also whilst working on-site and within the Partnership buildings.

##### **General Fire Precautions**

1. If a contractor discovers or suspects a fire, they should raise the alarm by operating the nearest fire alarm point. If in any doubt that the alarm has been raised, dial 999 and alert the fire service.
2. If a contractor hears the alarm, or after actuating a fire alarm call point, they should evacuate the building by the nearest exit. Even if the alarm has been activated as a result of your

activities, for example, by sparks, fumes, or accidental cutting of alarm cables, then you must still evacuate the building.

3. Contractors staff shall not, following an incident, re-enter the building until told it is safe to do so.

### **Before Commencing Work:**

1. Ensure you are familiar with the route of escape (including the alternative routes) from the area you are working in, bearing in mind you may be working in basements/roof voids and similar areas where the route is confined and plant or machinery has to be negotiated.
2. Locate the nearest break glass alarm point, if this cannot be found contact the Guinness Partnership representative or local housing officer for the project who will give detailed instruction of the method to be used in raising the alarm, should the need arise.
3. Locate the nearest source of any fire fighting equipment within buildings.

### **General Rules to be followed:**

Works carrying a high fire risk shall not be commenced without the prior written approval of the H&S Advisor. A suitable permit to work system should be implemented and agreed prior to commencement of works.

If work is to be carried out in areas which necessitate the temporary closure of, or restrict the use of designated exits, for however short a time, this should be brought to the attention of all persons working or using these areas and the alternative route clearly marked before the work commences. The local Guinness Partnership representative and housing officer, if applicable, must be informed. If in doubt, seek the comments or approval of the occupational safety and health advisor.

The correct storage, securing of and stacking of materials plant and machinery used during the contract, will be the responsibility of the contractor. The contractor (or any subcontractors) will ensure that:

- Exit routes are kept passable and all doors/staircases kept clear at all times. If exit routes are to be affected by works this must be fully communicated to the Guinness Partnership prior to commencement of works.

The following is to be strictly controlled:

The use of equipment-materials and the carrying out of processes which could:

- (i) Cause a fire to be started.
- (ii) Increase the severity of a fire.

All equipment utilising a naked flame is to be turned off, or disconnected after use on every occasion. Before commencing any work involving a naked flame/sparks etc, the contractor shall ensure that the fire control procedures have been followed and a permit issued if required. Where a principal contractor is in control of the site they must instigate a robust permit to work system for sub-contractor hot work.

**Note:** All works that involve the use of welding gear, blow lamps or other plant using naked flames shall **cease not less than one hour before leaving the site** and it must be ensured that a thorough check is carried out of the area before leaving the site.

Any use of flammable or toxic chemicals and gases is to be in strict accordance with and only as per the manufacturer's instruction and conditions of use. All such materials are to be kept in the correct containers and stored securely when not in use.

Smoking is forbidden in all of the Partnership buildings (areas by notices or special directions).

Welding or burning shall not be carried out in such areas without the authority of The Guinness Partnership.

All containers containing flammable gases shall either be stored in an area suitably designed to minimise any risk of combustion or removed from the site each day after use.

Whilst on site and at all times when works are being carried out, the contractor will ensure that suitable fire extinguishers are available close to the area of the works. Guinness Partnership extinguishers shall not be removed and used for this purpose.

#### ***4.15 Working Areas***

Apart from access, contractor's employees are forbidden from going outside their working areas.

#### ***4.16 Services***

No connections may be made to electricity, mains gas, compressed air, steam, water or gas bottles without the authorisation of the contract representative from The Guinness Partnership asset management team and, where appropriate, the local housing officer or area manager.

#### ***4.17 Excavations***

All excavation works will require a method statement and site specific risk assessment. Before work commences, the contractor shall consult with The Guinness Partnership asset management team, who in turn will authorise the work and advise the possibility of the electrical cables, drains, gas, water mains etc, likely to be affected.

#### ***4.18 Compressed gas cylinders***

Contractors shall:

- (a) Make adequate arrangements for the safe custody of all their cylinders.
- (b) Not store cylinders in cabins.
- (c) Take note of the precautions issued by manufacturers and those published in HSE Guidance Notes.
- (d) Ensure that local fire and emergency plans consider the location and storage of any gas cylinders. Local housing teams will need to be aware of the location and type of gas stored should the emergency services be required.
- (e) All redundant cylinders must be removed from site.

### **4.19 Working on roofs and working at height**

All work carried out at height or on roofs must comply with the requirements of The Work at Height Regulations 2005. Suitable risk assessments and method statements must be completed prior to commencement of works. Information about the type of roof and any known specified risks should be ascertained and suitable working methods employed for all work at height which take into account; the location and working environment, safe access, egress and working methods, suitable work equipment, protection from falls and falling equipment, communication and emergency procedures and any other requirement made under The Work at Height Regulations 2005 or relevant industry guidance.

This information should be provided to the Guinness Partnership representative prior to commencement of works.

### **4.20 Scaffolding**

All independent and tower scaffolds for access and material handling purposes shall be erected in accordance with relevant British Standards for temporary works equipment, scaffolds – performance and general design.

All scaffolding shall be erected only by trained and authorised competent persons. Evidence of competency must be available for inspection. Where scaffolding work is subcontracted, the principal contractor to The Guinness Partnership must ensure that all the controls in this procedure, British Standards and other codes of practice/guidelines are strictly adhered to.

Any scaffold which remains erected for more than one week should be inspected at least once per week and after bad weather or any other occurrence which may have an effect on strength and stability. The inspection is to be carried out by a competent person and a register of such inspection(s) to be retained on site for inspection by Guinness Partnership and representative personnel.

Suitable methods should be employed to prevent unauthorised access to scaffolding.

### **4.21 Electrical / mechanical equipment controls access**

The Contractor shall not touch any equipment if a hazard/no unauthorised access notice is attached to any electrical/mechanical equipment or plant room. If the contractor is expected to work on the equipment then they must seek out the person whose name is shown on the sign or notices and contact the asset management team before work commences.

Where 'locking off' arrangements are in operation under the permit to work systems these shall be in accordance with the HSE guidance and the Electricity at Work Regulations. Arrangements for isolation shall consider as a minimum:

- Testing to ensure all power sources (including retained mechanical as well as electrical energy sources) are isolated.
- Testing of power source/electrical testing equipment 'live' to ensure that testing equipment is functioning correctly.
- Trying/testing controls for function to ensure that they are isolated.

- Lock off and notices applied so only the person undertaking the work can release any final lock/notice.
- Completion of the permit to work documentation and clear on-site 'live' and 'dead' permit folders.

Where any permit controls are in place either under the control of The Guinness Partnership or a principal contractor, they shall be audited on a sample basis for compliance.

#### ***4.22 Lone working***

Contractors should ensure that if working alone on Partnership premises they have suitable controls in place for the safety of the lone worker (this includes the self-employed). Employers are responsible for their employees' safety. If you are a sole trader you should make arrangements with the Guinness Partnership representative for what cover you require.

All contractor personnel must sign in either on site or remotely if out of hours to ensure that time at the location is logged and closed out. Where approved a contractor may have their own lone working and signing in arrangements. They still need to ensure that The Guinness Partnership is aware of their attendance at a scheme or building.

#### ***4.23 Protection of persons other than your own employees***

In addition to having suitable controls in place for the safety of your employees, contractors must ensure the safety of all persons on Guinness Partnership controlled premises while undertaking work activities. Controls should be in accordance with HSG151 "Protecting the Public". It should be noted that on Guinness Partnership premises there may be vulnerable persons living. Therefore it is essential that all protection measures take account of the occupants and users of the premises and all relevant safeguarding protocols must be followed. This can be confirmed with the local housing officer and Guinness Partnership representative.

#### ***4.24 Welfare***

Provision of suitable welfare facilities should be provided by the contractor applicable to the work activity. These must fully comply with the requirements of The Construction (Design and Management) Regulations 2007.

It is unlikely that the use of a "tardis" type toilet will be adequate to comply on its own on CDM projects.

Depending on the nature of the property scheme or office, there may be local welfare arrangements that can be used by contractors. The local Guinness Partnership representative should be referred to in each case. Welfare arrangements must be confirmed at the work planning stage.

#### ***4.25 Control of pollution***

Contractors may not deposit any waste, chemical or any other substances whatever into the drains or refuse disposal containers on Guinness Partnership premises, unless express permission has been given by the asset management team. Any toxic substances shall be collected and stored separately whilst on site and the disposal arranged in accordance with the appropriate regulations or in agreement with the Guinness Partnership H & S Advisor. A record of any such disposal, including the name and address of any disposal contractor, the date when the disposal and quantity of

substances disposed of, shall be kept by the contractor. All copies of waste transfer notes and documents shall be kept for inspection by Guinness Partnership personnel.

#### **4.26 Cartridge operated fixing tools**

Cartridge fixing tools are not be used on Guinness Partnership premises without the prior permission of the Guinness Partnership H & S Advisor and local contract specific representatives. PM14 "Safety in the use of Cartridge Operated Fixing Tools" should be referred to if the use of cartridge operating fixing tools is approved.

#### **4.27 Flammable materials**

Details of flammable materials used on site should be provided to the Guinness Partnership representative. Storage arrangements of any flammable materials must be agreed prior to commencement of works.

Suitable precautions need to be taken when the contractor is working with flammable materials, this may include a hot work permit dependent on the risk assessment. Further information can be found in 4.14

#### **4.28 Control of substances hazardous to health (COSHH)**

Where harmful substances are used the following applies:

- COSHH assessments must be on site and adhered to.
- Consideration of the building occupiers should be made regarding any fumes that may extend beyond work area boundaries.
- Evidence that workers are not being exposed to levels exceeding the occupational exposure levels (OEL) stated on the assessment sheets should be available for inspection.
- Suitable emergency arrangements must be in place which include first aid personnel and equipment and measures for dealing with spillages or unintentional release of materials.

#### **4.29 Incident /Accident reporting**

The contractor shall record all accidents and incidents, which arise out of the contract works in areas on Partnership property. The Contractor shall keep these records for the minimum statutory time period and shall provide copies of accident forms and accident statistics to The Guinness Partnership on a monthly basis, or immediately for any incident with actual or potential serious outcome (lost time injury or near miss).

The contractor shall notify the relevant health and safety enforcing authority within the statutory time periods of any injury, dangerous occurrence or disease which is reportable under the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations arising from activities under their control. Copies of any such reports are to be provided immediately to the Guinness Partnership health and safety team in asset management.

The contractor will advise the local Guinness Partnership Asset Manager of any reportable or non-reportable accidents at the periodic performance meetings. Each accident or incident report shall include an investigation report and where applicable recommendations to prevent reoccurrence.



### **4.30 Redundant mechanical and electrical site services**

To reduce the risk of injury/incidents during refurbishment the following procedures will be adhered to as defined in the responsibilities given below, set out for each party (employer/contractor):

- a) The contractor shall, as part of the contract works, ensure that prior to any works commencing a detailed survey of the area of the building identified for refurbishment carried out to ensure that all services have been correctly identified and marked. This will require a risk assessment and safety method statement being prepared by the contractor and being agreed by the Guinness Partnership asset management team representative before the survey work commences.
- b) Only suitably qualified and competent technical staff (NICEIC/Gas safety register etc) working on behalf of the contractor shall carry out the identification of the services. Services that cannot be clearly identified and their source of supply confirmed should be brought to the attention of the Guinness Partnership asset management team representative, who shall instruct the contractor on how to proceed.
- c) The Guinness Partnership shall, on receipt of information from the contractor of redundant services being present within a scheme either, instruct the contractor tasked with carrying out the scheme to undertake the removal of the redundant services or, alternatively, appoint and brief another contractor to carry out this work, having ensured that they have passed all appropriate approvals.

### **4.31 CDM Requirements**

The Construction (Design and Management) Regulations 2015 (CDM 2015) came into force on 6 April 2015, replacing CDM 2007.

If works fall within the remit of the CDM regulations then there must be full liaison with the relevant TGP Representative to ensure that all of the requirements of the regulations are met, from confirming duties through to the completion of the health and safety file.

## 5.0 Specific guidance references

Please note that this guidance is for example reference. The details change and the specific guidance here cannot be relied on as exhaustive or up to date at the time of printing. All Guinness Partnership staff and contractors are responsible for ensuring that all statute, regulations and guidance are current.

Plant and work equipment	L22 "Safe use of work equipment" (PUWER 98) L113 "Safe use of lifting equipment (LOLER 98) HS(G) 141 "Electrical safety on construction sites"
Safety equipment and clothing	Ref: L25 "Personal Protective Equipment at Work Regulations 1992".
Risk assessment	L23 "Manual Handling" L5 "Control of Substances Hazardous to Health" L108 "Reducing noise at Work" INDG 127 "Noise in Construction" Work at Height Regulations 2005 HSE '5 steps to risk assessment'
Buried/surface services	HSG47 "Avoiding Danger from Underground Services" (revised 2000) HSG185 "Health and Safety in Excavations" CIS8 "Safety in Excavation" GS6 "Avoidance of Danger from Overhead Electric Power Lines"
Noise and vibration	L108 "Noise at Work Regulations 2005" INDG 127 "Noise in Construction" INDG 296 "Health risks from vibration white finger – Employees Guide" INDG 175 "Health risks from vibration white finger" –Employers Guide INDG296P "Hand –arm vibration syndrome" – Pocket guide BS 5228: Part 1: 1997 – Noise control on Construction and demolition sites
Asbestos	HSG213 "Asbestos Essentials" INDG 289 "Working with Asbestos in Buildings"
Excavations	CIS8 "Safety in Excavations" HSG185 "Health and Safety in Excavations" HSG47 "Avoiding danger from underground services"
Liquid petroleum gas	CS6 "The storage of LPG on construction sites"
Work on roofs	HSG33 "Health and Safety in Roof Work" Construction (Head Protection) Regulations 1989" GS25 "Prevention of falls to window cleaners" Reference: "Roofing and Cladding in Windy Conditions" issued by the National Federation of Roofing Contractors Limited (NFRC) Tel No: 02074 360387 or www.nfrc.co.uk
Scaffolding	CIS10 "Tower Scaffolds" CIS49 "General Access Scaffolds and Ladders" HSG(150) "Health and Safety in Construction" SG4:05 " The use of fall arrest equipment whilst erecting, altering & dismantling Scaffolding - Guidance from National Access & Scaffolding Confederation (NASC) Tel No: 0207 6085095

Lone working	INDG73 (rev) "Working Alone in Safety"
Protecting the public	HSG151 "Protecting the Public"
Welfare	CIS18 "Provision of Welfare Facilities at Fixed Construction Sites" CIS46 "Provision of Welfare Facilities at Transient Construction Sites"
Flammable materials	HSG 51 "The Storage of flammable liquids in containers" INDG227 "Safe working with flammable liquids"
HSE reporting injuries	L73 "A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations(RIDDOR)1995" INDG453 Reporting accidents and incidents at work
Construction (Design and Management) CDM	L153 Managing health and safety in construction. Work Sector guidance for Designers (CIRIA 604) 0207549 3300 Superceeded CIRIA Report 166  HSE Designer Website: <a href="http://www.hse.gov.uk/construction/designers/index.htm">http://www.hse.gov.uk/construction/designers/index.htm</a>  Free Technical design guides can be found on: <a href="http://www.safetyindesign.org">www.safetyindesign.org</a>

## Key Contacts

**Application Co-ordinator:** Procurement Administrators, The Guinness Partnership, Bower House, 1 Stable Street, Hollinwood, Oldham, OL9 7LH.

Email: [supplieronboarding@guinness.org.uk](mailto:supplieronboarding@guinness.org.uk)

Telephone 0161 219 7135

Fax: 0161 219 7007

**H&S Contact:** Health & Safety Team, The Guinness Partnership, Bower House, 1 Stable Street, Hollinwood, Oldham, OL9 7LH

Email: [H&stgpsuppliers@guinness.org.uk](mailto:H&stgpsuppliers@guinness.org.uk)



## Supply Chain Health & Safety - Physical Works

### Guidelines Acceptance Form

This form must be completed and signed by a contractor representative prior to undertaking any construction, maintenance or other similar works on premises managed by members of The Guinness Partnership.

I/We have received a copy of The Guinness Partnership Supply Chain Health & Safety Guidelines – Physical Works.

I/We have read and understood the Guidelines and briefed our employees on the contents and requirements of the Guidelines.

I/We agree to comply with all the current legislation governing construction works and associated activities and specific rules and procedures detailed within the Guidelines.

I/We understand that any contravention/breach of relevant Health & Safety legislation and the specific rules and procedures detailed in the Guidelines may lead to termination of the contract and removal from the approved list of contractors and contractors.

Signed:	
Name:	
On behalf of (company):	
Company address:	
Postcode:	
Date:	

The completed form should be sent to

**The Application Co-ordinator**

Procurement Administrators, The Guinness Partnership, Bower House, 1 Stable Street, Hollinwood, Oldham, OL9 7LH.

Email: [supplieronboarding@guinness.org.uk](mailto:supplieronboarding@guinness.org.uk)