

1.0 Introduction

This document is a guide for the assistance of Contractors employed on Company premises. It is not a comprehensive statement of the obligations of any contractor under any particular law or regulation.

Contractors are expected to accept all their responsibilities under those instruments and the Company will not be liable in the event of their omission from this document.

The contractor agrees to inform the Company of any work that requires HSE or other government agency approval before work commences.

Before the Company will allow any Contractor to carry out work on its premises, the Contractor must understand their duties under statutory regulations applicable to the work they will be carrying out.

The Company requires Contractors to ensure that their employees, agents or sub-contractors:

- i. have been adequately trained.
- ii. are properly informed as to the safe working systems and procedures for the area of their works.
- iii. are properly supervised and monitored in all that they are required to do.
- iv. are aware of all statutory obligations placed upon them.
- v. carry out work in accordance with appropriate legislation, codes of practice and guidance notes etc.

The Company reserves the right to examine any equipment and methods of working used by Contractors and their employees, agents or sub-contractors while employed on its premises, and will enforce any action necessary to comply with statutory or common law requirements for the care and protection of its employees and property. An authorised representative of the Company will carry out all such examinations.

The Company has rules that it expects personnel to obey in the interest of health and safety, and will insist that the Contractor's employees agents or sub-contractors obey these rules and regulations.

Before engaging any sub-Contractor, clearance and acceptance of the sub-contractor must be obtained from the Supervising Officer. This person is to be identified at the start of the works and any changes made clear to the Contractor and Site Services.

The Company will require all Contractors to provide written confirmation that they are in possession of suitable and adequate Public Liability Insurance cover.

2.0 Definitions

"The Company" or "Company" means Arqiva Limited

"Contractor" means any company, firm, person or persons engaged to carry out work on Arqiva's premises or equipment and includes their employees, agents and sub-contractors and customers of the Company where they intend to carry out work on the Company's premises or equipment

"Supervising Officer" means the person appointed by the Company to supervise the work of the Contractor.

"Competent Person" means someone having the technical skill, knowledge and experience necessary to carry out the work or to work under the appropriate degree of supervision.

3.0 Insurance

It is a condition that all Contractors entering the Company's premises to carry out any contract work shall have in force insurance cover as under noted and shall maintain such insurance cover during the period of the contract. This cover must be produced and copies given to the Supervising Officer before work commences:

- i. Third party motor insurance with a minimum indemnity limit of £500,000 in respect of any motor vehicle taken onto the premises;
- ii. Public liability insurance with a minimum indemnity limit of £2,000,000 and where hot-work is involved £5,000,000;
- iii. Employers' liability insurance as laid down in the Employers Liability (Compulsory Insurance) Act 1969 in respect of any of their own employees entering the Company's premises;
- iv. Any other insurance cover as laid down in the conditions of contract applicable to the work being carried out.

4.0 Health and Safety Policy

The Company will require a signed and dated copy of the Contractor's Health and Safety policy before commencement of work. Failure to supply such a policy document will hold up all work until it is supplied.

5.0 Reporting of Injuries, Diseases and Dangerous Occurrences

- i. Contractors must comply fully with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. (RIDDOR) 1995 or any successor or replacement legislation.
- ii. Contractors must inform the Supervising Officer immediately of the circumstances of any injury, near miss or dangerous occurrence at the Company's premises.

6.0 Duty of the Contractor for the Health and Safety of its Employees

Contractors must at all times provide for their employees' safe and adequate means of access, working places and systems of working, competent fellow work people, adequate supervision, and adequate plant and appliances which are in good order.

Every Contractor shall make suitable and sufficient assessment of:

- i. The risks to the health and safety of his employees to which they are exposed at work;
- ii. The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking

7.0 Health and Safety of Employees, Customers and Third Parties

The Company expects best practice standards of safe working from its Contractors to ensure the safety of employees, customers and third parties.

In particular, the following shall be observed:

- i. If Contractors are in doubt about appropriate health and safety measures to be adopted to ensure the health and safety of employees agents subcontractors, customers and third parties, they must refer to the Company's Supervising Officer prior to starting work.
- ii. If in the opinion of the Contractor or the Company, the Contractor's work will present real or potential hazards, the Contractor must inform management beforehand of the arrangements they intend to make to ensure the safety of employees, agents, subcontractors, customers and third parties.
- iii. Contractors must familiarise themselves with health and safety arrangements to the extent that these may be relevant to the Contractor's activities.
- iv. The Contractor must ensure that on any occasion when it is necessary for any representative of the employer to draw attention to a breach of law or safety rules, prompt and effective action is taken to remedy the matter. If such action is not taken, the Company reserves the right to bar offenders from the site.
- v. The Contractor shall ensure that any subcontractors have a copy of, and fully understand this document, and are prepared to comply with these provisions in every respect. Further copies of this Safe Working Guide are available for distribution upon application to the Company.

8.0 Duties of Contractor's Employees

- i. The Contractor shall ensure that its employees (i) do not wilfully interfere with or misuse any means, appliance, convenience, or other item provided for the health, safety and welfare of the Company's employees, agents subcontracts third parties, visitors and invitees. and (ii) use any means or appliance for securing health or safety, which are provided for their use, and (iii) must not wilfully and without reasonable cause do anything to endanger themselves or others.
- ii. The Contractor shall ensure that its employees are aware of their duties Under section 7 and 8 of the Health and Safety at Work etc Act 1974, (or any successor or replacement legislation) which requires that every employee has a duty while at work:
 - To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
 - With regards to duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with the employer so far as is necessary to enable that duty or requirement to be performed or complied with.
 - Not intentionally or recklessly to interfere with, or misuse anything provided, in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

9.0 Commencement of Contract

Before commencing any new contract the Contractor's senior representative at the site must report to the Supervising Officer in order to:

- i. define the site of operations
- ii. notify the facilities available to the contractors employees i.e. toilets, drinking water, first aid.
- iii. receive any special information about the Company's processes that may effect or be affected by the contract work.
- iv. discuss the safe conduct of the work to be undertaken
- v. be advised how to contact the Supervising Officer.
- vi. be advised of any entry/exit procedures for the site.

10.0 Entry into Premises

The Contractor's employees must report to the Gatehouse reception at the Company's premises, sign the visitor book, and ask for the Supervising Officer for the contract before commencement of any work. Passes that will be issued at this stage by the Company must be worn at all times.

11.0 Fire Procedures and Fire Precautions

- i. Smoking is not permitted inside any building on site.
- ii. Contractors must familiarise themselves with Company fire precautions, fire alarms, and means of escape and emergency evacuation procedures.
- iii. Before leaving Company premises, Contractors must ensure that any naked light burners, etc, are extinguished and electrical apparatus is switched off and unplugged unless the nature of the work requires it to be kept on.
- iv. Particular care must be taken in the use of highly flammable liquids, petroleum spirit, liquefied petroleum gas and oxygen.

Note: It is not permitted to use or store these substances on site without express permission of the Supervising Officer.

- v. Particular care must be taken when welding flame or arc cutting or burning off of paint is carried out. Before any such work commences a 'Work Permit' must be obtained from the Supervising Officer.
- vi. Machinery used in hazardous areas must be of a flameproof type conforming to the risk involved.
- vii. No bonfires are allowed on the site or anywhere in the vicinity of the site.
- viii. When using welding equipment, fireproof screens must be installed to protect the Company and Contractor's employees, agents, subcontractors and any third parties including the Company's visitors and invitees from the flames or light. A Work Permit must also be obtained from the Supervising Officer.

12.0 Housekeeping

The Company expects Contractors to carry out their work in a tidy manner as possible. Materials should be stored where indicated by the Supervising Officer. Passageways, entrances, exits and particularly fire exits must be kept clear of obstructions. The Contractor must not create trip hazards, especially in staff or public areas.

Work areas are to be left in a safe, clean and tidy state. All generated waste and materials must be removed at the finish of the contract.

13.0 Personal Protective Equipment

- i. Contractors must provide and ensure the use of suitable and sufficient personal protective equipment appropriate to their work and as may be required by law or applicable Regulations and/or the Company.
- ii. Eye and/or hearing protection must be worn in applicable areas as required by the Company.

14.0 Area of Activity

Contractors should confine themselves to the designated area and tasks covered by their contracts. Movement or work outside that area should be undertaken only with permission of the Supervising Officer.

- i. The Contractor must not commence any of the following work above the heads of Company employees, agents, subcontractors third parties invitees or visitors, or over entrances, roadways, footpaths, gangways or fire escape routes.
- ii. Work that is associated with or is likely to affect any of the Company's services, machinery, plant or processes.
- iii. Work which take place above or adjacent to any moving plant or machinery.

The Contractor must provide suitable and sufficient screens, sheets and barriers to ensure the safety of persons in the vicinity of the work area and to prevent the ingress of dust and debris into equipment.

Contractors are responsible for providing and displaying adequate safety signs and notices, which identify all risks and prohibitions. The signs and notices must comply with all current legislation.

Contractors must maintain a good standard of housekeeping whilst on site and must remove from site all self-generated waste and debris.

15.0 Services

The Contractor will, before carrying out any; excavation, demolition, or dismantling, undertake an extensive survey of the area in which they are working, requesting relevant plans and carrying out a full search by the most appropriate means for any concealed services, which will include electrical power cables, water/drainage, communications (both copper & fibre), and gas.

The Supervising Officer's permission must be sought before the Contractor interrupts or makes use of the Company's gas, electricity, water or other service.

All existing main services (cable, pipes and gutters) must be maintained and protected from damage except where otherwise agreed by the Supervising Officer.

The Contractor must inform the Supervising Officer of any accidental damage or interruption to such services. The Contractor shall, if competent to do so, repair or make good any damage as soon as possible. If not competent to do so, the Contractor shall meet the cost of the repairs carried out by competent contractors or the company's own staff.

16.0 Electricity

Contractors must not interrupt any electrical supplies of any nature without the consent of the Supervising Officer. Electrical systems and equipment used and installed by the contractor must be suitable for their intended use and must be constructed, protected, used and maintained in accordance with statutory requirements.

Working on or near live conductors is not allowed unless, after discussion with the Supervising Officer and taking all the circumstances into consideration, it is not found possible to isolate the equipment first. In this instance, a written method statement must be submitted to the Supervising Officer and approved by them before work commences.

- i. Contractors work must comply in all respects with the Institution of Electrical Engineers Regulations - current edition.
- ii. All portable electrical apparatus and lighting equipment must be supplied at a maximum of 110 volts by means of a mains isolator transformer with secondary winding centre tapped to earth.
- iii. Any proposed alternative must be submitted for approval before work commences.
- iv. Copies of current test certificates for all portable electrical appliances to be used must be available for inspection by the Supervising Officer and enforcement authorities.
- v. The contractor is to mark-up and label all new electrical installations to identify where the supply is taken from, and if appropriate what is down-stream of the equipment. This should be done in accordance with the labelling scheme authorised by the Supervising Officer.
- vi. For all new installation or modification to existing installations the contractor is to provide a schematic diagram of their installation from the point of connection to the existing equipment. The Contractor shall also providing appropriate certification that complies with the current edition of the Institution of Electrical Engineers Regulations in a format approved by the Supervising Officer.

17.0 Noise and Environmental Pollution

Contractors must carry out their work on site in a manner and at a time which ensures acceptable levels of noise and other environmental pollution. In particular, they must comply with the Control of Pollution Act and the Environmental Protection Regs.1995 or any successor or replacement legislation.

18.0 Control of Substances Hazardous to Health (COSHH)

Where the Contractors activities may result in the production of dust, fumes, vapours and similar impurities, the Contractor must notify the Supervising Officer prior to the commencing work so that they may assess the implications. E.g. On fire detection or air conditioning systems.

Contractors discovering or disturbing asbestos-based materials must stop work immediately and inform the Supervising Officer.

Where hazardous substances of a quantity or type likely to be injurious to health are stored, handled, used or produced as a result of the Contractors activities. The Contractor must undertake a risk assessment and take all necessary steps to ensure the exposure of persons to these substances is kept below the recommended exposure limits.

If the substance is harmful by inhalation then the Contractor must ensure that sufficient ventilation exists to remove fumes, vapours and gases to dilute them to safe limits.

- i. Written COSHH Assessments must be forwarded to the Supervising Officer prior to beginning any work on site that involves hazardous substances/materials.
- ii. A list of all substances/materials to be used must be available at all times.
- iii. Records of employee training must be made available upon request.
- iv. All substances/materials must be stored in accordance with manufacturer's information and must not exceed the quantity required for the work.

19.0 Permit To Work

A Permit to Work procedure is in place for the following hazardous activities.

Electrical	Access Equipment	Excavation	Pressure Systems	Powder/Dust
Motive Power	Working at Height	Confined Space	Gas/Vapour	Bulk Liquid
Machinery	Roofs	Hot Work	Vessel Entry	
Antenna Field	Mechanical Handling	Heat	Steam	Articulated Vehicles

A Method Statement IM2952 will be required before any Permit to Work is issued. Permits to work can be obtained from the Supervising Officer.

20.0 Scaffolding and Means of Access

- i. Mobile and fixed scaffolding and ladders must comply with all relevant construction Regulations. Particular attention must be given to strength, stability and all aspects of safe access, in particular sound and properly secured ladders.
- ii. A register of inspection for ladders and scaffolds which includes the particulars required by the Regulations must be available for inspection by the Supervising Officer and enforcement authorities on request.

21.0 Lifting Operations - Cranes, Hoists and Lifting Gear

- i. All lifting operations must be carried out in compliance with the Construction (Lifting Operations) Regulations or any successor or replacement legislation.
- ii. Documentation regarding periodic thorough examination of lifting equipment and accessories must be available for inspection by the Supervising Officer and enforcement authorities on request.

22.0 Excavations

- i. All excavation work must comply with the requirements of the Construction (Health, Safety and Welfare) Regulations or any successor or replacement legislation. Particular attention must be given to adequate shoring and fencing of the edges of excavations.
- ii. Contractors must obtain all available information about the location of underground services before commencement of work and comply fully with the requirements of section 15.
- iii. A register of inspection for excavations which includes the particulars required by the Regulations must be available for inspection by the Supervising Officer and enforcing authorities.

23.0 Asbestos

- i. Contractors must not use products incorporating asbestos at Company premises unless specifically authorised by the Supervising Officer.
- ii. If it is known that the contract will include work on or removal of asbestos, the Company will stipulate separate procedures. The Control of Asbestos Regulations and Asbestos (Licensing) Regulations or any successor or replacement legislation must be strictly observed.
- iii. If asbestos is not discovered until after the work is started, the Contractor must refer to the Supervising Officer for instructions before proceeding any further.

24.0 Cartridge Operated Fixing Tools

- i. No cartridge tools may be used on the site without consultation with the Supervising Officer.
- ii. Cartridge operated fixing tools used by contractors on site must conform to BS4078 and be operated strictly in accordance with the manufacturers instructions. Only cartridges specified by the tool manufacturer must be used.
- iii. Contractors must be trained in the safe operation of the type of tool in use. Since cartridges are identified by colour, operators should be checked for colour blindness. Suitable eye, head and hearing protection should be worn.

25.0 Contractors' Safety Notes

1. Do not start work without authorisation.
2. Display all permits at place of work
3. Check emergency evacuation procedure and assembly points
4. Tools/safety equipment in good condition
5. Safety footwear, overalls and helmets must be worn in designated areas.
6. Safety spectacles and ear defenders must be worn where designated.
7. Report all damage, defects or potential hazards.
8. No smoking or eating on site outside authorised areas.
9. No alcohol or drugs on site, except prescription.
10. Obey all site rules
11. If in doubt, ask your appointed Supervising Officer.

26.0 Losses

The Company cannot be held responsible and does not accept any liability for any losses or damage to materials or equipment delivered to the Company's site.

27.0 Appendix

Appendix 1 - Acknowledgement of Receipt of Contractors' Safe Working Guide - IM2951

Appendix 2 - Method Statements - IM2952

Author: David Power Head of Facilities Management

Verifier: David Waspe Group Quality Manager

Date of Issue: May 2008



Acknowledgement of Receipt of Contractors' Safe Working Guide

Name of Contractor

Address of Premises

I hereby acknowledge receipt of the Company's "Contractors' Safe Working Guide"

I have read the Guide and I understand it as a condition of the contract, I undertake to observe it.

Name of Employer

Address of Employer

We also undertake to bring its contents to the attention of any subcontractors or agents that we engage and to make our employees aware of the relevant sections of this document. .

Name

Signature

Title

Date

**Please return this page to Facilities. Arqiva.Limited PO Box. 2287
Gerrards Cross. Buckinghamshire. SL9 8BF.**

Method Statements

The Company has a direct responsibility to control work activities in pursuance of safe working practices. To that end the Company requires Method Statements to be prepared and implemented which provide for work to be carried out in a logical order of sequence.

Detailed Method Statements usually contain more detail than risk assessments and should contain, but not be limited to:

1. Where the activities will take place, i.e. premises address and exact location.
2. When the activity will take place, i.e. dates and times.
3. What is the extent of those activities?
4. How the activities will be completed, a detailed work sequence including hazard identification and risk control measures.
5. Details of all personal protective equipment and other measures such as barriers, signs, local exhaust ventilation, rescue equipment, fire extinguishers.
6. Details of materials to be used, and the plant and equipment required to carry out the work, including its size, weight, power rating and any necessary certification.
7. Who will carry out the activities, i.e. what are their names, are they competent, what levels of training and instruction have they received?
8. Who will supervise the works, what are their names, what is their level of competence?
9. Details of access equipment, which will be used, safe access routes and maintenance of emergency routes.
10. Any environmental limitations that may be applicable, such as wind speed, rain and temperature.
11. Details of measures to protect third parties that may be affected.

The Method Statement should be signed and dated by the person who prepared it and a copy should be in the possession of the immediate supervisor prior to and during the work activities.

Note: No deviation from the Method Statement will be allowed without written authority of the approving body. The Method Statement should be used to brief all interested parties on the works,

Signed by the Contractor to confirm his understanding of this requirement by:

Name.....

Date.....

Please return the signed form to Facilities. Arqiva Limited PO Box. 2287 Gerrards Cross, Buckinghamshire, SL9 8BF.