

Appendix A**SAFETY POLICY FOR CONTRACTORS****TO BE GIVEN TO EVERY CONTRACTOR**

Contractor must read and agree to comply with the policy outlined below before starting work for the first time. Copies of this policy will be made available to all Contractors and Sub-Contractors.

DEFINITIONS

"The Company" means Huntleigh Healthcare Ltd

"Nominated Representative or Project Manager" means the Company's Project Manager.

"Site" means any part of the Site or premises owned or occupied by the Company.

"Contractor" means any person, firm or company, or any employee, servant agent and/or sub-contractor of, or for such person, firm or company, who or which enters into or upon the Company's Site or premises for the purposes or performing any work or services for the Company.

In the Construction (Health Safety and Welfare) Regulations 1996, a Contractor is specifically defined as "a Contractor or employer of workmen who is undertaking any of the operations or works to which these Regulations apply."

1. GENERAL

The Company requires a high standard of safe working from its employees and requires the same high standards from its Contractors. These rules do not exempt Contractors from their statutory duties on health and safety, but are intended to assist them in attaining a high standard of compliance with those duties.

The Company will be pleased to assist Contractors to facilitate a safe working environment and requests co-operation in observing these rules. At the initial stage, the Company will require to see a copy of the Contractor's Policy, and organisational arrangements under the Health and Safety at Work etc. Act, included in the tender documents. The Company will require

a copy of the full Method Statement and Risk Assessments carried out as part of the contract, before a Purchase Order can be raised.

Any amendments or modifications to these documents must be communicated to the Company's representative on the project immediately after alteration, or prior to the amended work practice being carried out.

3. PRE-AGREEMENT AS TO SAFE WORK PROCEDURES

Where the operations of a Contractor are likely to put any person at risk, that Contractor must advise the Company's management and agree safe work procedures; involving a Permit to Work system, and any warning notices. Equally, the Company accepts its own responsibilities in this regard.

4. COMPLIANCE WITH STATUTORY REGULATIONS

Contractors to the Company shall carry out their work in accordance with statutory legislation.

5. COMPLIANCE WITH SITE HEALTH AND SAFETY REGULATIONS

Contractors must be familiar with, and follow, any Site Health and Safety Regulations specified by the Company in force at that time.

6. CONTRACTOR'S LIABILITY

Whilst on Site Contractors must conform to the above policy and any relevant legislation. Failure to do so may be taken by Huntleigh Healthcare as a breach of contract and may lead to termination of the contract or ejection from site. The start of work on site by a Contractor following receipt of this policy will be taken as acceptance of all the conditions within the policy.

The Contractor shall be liable for and shall indemnify the Company in respect of any loss, claims or proceedings whatsoever arising under any statute or under common law in respect of any injury, death or damage to any person or property due to any negligence, omission or default by the

Contractor, its servants, agents or employees, in the course of or by reason of the execution of the work, unless entirely due to any deliberate or negligent act of the Company.

The Contractor must provide proof to the nominated representative(s) that they have adequate cover by insurance for employer's liability, public and third party liability.

7. ENTRY INTO PREMISES OR ON TO SITE

On initial arrival, employees of Contractors MUST report to the Reception area, quoting the Permit to Work number.

Vehicles owned by Contractors or their employees may not be parked in the Company's car parks or Sites without the express permission of the Company's management, who will indicate where such vehicles may be parked. Management reserves the right to check the contents of all such vehicles both on entry and exit and if necessary to make a search of such vehicles, their occupants and Contractors themselves.

Alcohols, drugs and gambling are not allowed at the Company's premises. Smoking is only permitted within the Company's designated areas.

Restaurant, tea/coffee and any other facilities may be available for contractor use at the Company's premises strictly by arrangement with the nominated representative.

Contractors must not bring children, family, personal friends or animals into the Company's premises.

All Contractor employees will at all times restrict themselves to the area in which they have been authorised to work. Movement to and from these areas shall be via the officially recognised or specified access way.

Operations should be organised so that neighbours of the Company experience minimal disturbance with respect to noise, smells, fumes, lighting and other forms of pollution/annoyance.

8. SERVICES AND OPERATING PROCESSES

Where any work to be done by Contractors is likely to affect any operating process, machinery, or service, the permission of the Company's management must first be obtained. The same rule applies to coupling into any compressed air line, steam line, oxygen line, vacuum fume line or other service.

9. BEFORE STARTING WORK

All Contractors and Sub-Contractors working on Huntleigh Healthcare Sites must:

- Have completed a Risk Assessment.
- Have agreed a written Method Statement with the relevant Huntleigh Representative.
- Have agreed a start date with the Project Manager.
- Quote their Permit to Work number to reception on each Site visit.
- Have had a pre-start meeting with the Project Manager.
- Have assisted the Project Manager in filling the Permit to Work form F-461; designed to inform Contractors/Company of any hazards, such as chemicals or machinery operating which may expose their employees to harm whilst on Site.

Vehicle access arrangements for loading and unloading must be arranged and agreed in advance with the project leader.

If the contract involves construction work, it is the main Contractors responsibility to notify the Health & Safety Executive prior to commencement of work. Provide Huntleigh Healthcare with a suitable Health & Safety plan prepared by the Principal Contractor before construction work commences, and develop the health and safety file as work progresses.

10. VEHICLE MOVEMENTS

All Contractors vehicles are required to comply with traffic restrictions imposed by the Company within the boundary of its property and in locations where those speed limits are not specified then Contractors vehicles must not exceed 5mph.

The Contractor shall ensure that all loads are properly secured before movement takes place. Reversing of Lorries particularly within buildings is prohibited unless the driver is assisted by a guide whilst so doing.

Cars belonging to Contractors must be parked in the authorised car parks. Obstruction of any road, entrance or exit will be taken very seriously since it could prevent emergency services from gaining access to the Site.

11. FIRE PRECAUTIONS

The Contractor shall ensure that no operation or activity resulting from his Sub-Contractors and or employees operations or operation of plant or equipment can result in fire or explosion. All employees and Sub-Contractors of the Contractor whose duties entail entering the Company's Premises shall be informed by the Contractor of this requirement to avoid or minimise, potential hazardous conditions.

Before welding, flame or arc cutting of metals, burning of paint, or other processes involving heat or naked lights, are carried out, fire precautions **MUST** be agreed with the Company's management, who will, where necessary, prescribe permits to work. Contractors **MUST** ensure that they provide sufficient and suitable portable fire extinguishers and/or fire blankets and access to supplies of water adjacent to where the hot work is being carried out, to extinguish any outbreak of fire.

Contractors shall familiarise themselves, their Sub-Contractors and their employees with the Company's precautions, fire alarms means of escape, emergency evacuation procedures and the assembly point allocated to them. Before leaving the Company's premises and Sites, Contractors shall ensure that naked lights and the ignition sources have been extinguished and electrical apparatus where practicable switched off.

Contractors shall comply with the Highly Flammable Liquids and Liquefied Petroleum Gasses Regulations 1972, with particular reference to the storage of the aforementioned flammable items.

Contractors are responsible for the safe storage, handling and the use of all compressed gas cylinders, or containers delivered to them, or used by them, on the Company's premises.

Contractors must ensure that all low flash point liquids or mixtures (i.e. those with a flash point below 90 deg C. are safely stored, handled and used. A written permit to work shall be obtained. Where possible, safer liquids (those with a higher flash point), shall be substituted. Highly flammable liquids **SHALL NOT** be stored or decanted within the buildings, and effective control of any potential source of ignition shall be carried out by the Contractor, including prohibition of smoking within or adjacent to storage areas and points of use.

12. LADDERS AND SCAFFOLDING - SAFE MEANS OF ACCESS WORK

Contractors will keep statutory inspection registers available for inspection both by Health and Safety Executive Inspectors and the Company. Particular attention will be paid to strength and stability of both mobile and fixed scaffolding, provision of guardrails and toe boards, quality and proper support of timber. The erection of scaffolding should be carried out by qualified Scaffolders and comply at all times with statutory provisions including those relating to periodic inspections. All ladders provided by a Contractor must be suitable for the task and in sound condition, placed at the correct angle and firmly secured when in use. Means of access as ladders must be removed or closed off when the work stops at the end of the day. Scaffolding or other structures on or near roadways/ gangways must be signposted and have adequate barriers and lighting where appropriate.

All assembly, dismantling and use will be according to Construction Regulations and the relevant HSE Guidance Notes.

13. OVERHEAD WORK

No work shall be carried out in any building until effective precautions have been taken to ensure the safety of persons below to the satisfaction of the Company.

Working places, stairs, ladders and gangways shall be properly secured, and be of adequate construction, securely fenced and comply in all respects with relevant legislation.

14. ROOFS

The Contractors employees are not allowed on any roof without a Permit to Work. Prominent notices warning of overhead work must be erected where appropriate, and the area fenced off in circumstances where the Company considers necessary. Crawling boards must be used. Contractors shall ensure that precautions are taken to prevent damage to the roof. Valleys, gutters, down pipes etc., must be kept free from obstruction and all rubbish or waste material removed from the roof.

15. OVERHEAD ELECTRICAL CONDUCTORS

No work shall be carried out near overhead electrical wires, crane trolley wires or ``t'' bars without a written Permit to Work.

16. EQUIPMENT

The Company will not loan work equipment, such as ladders, to Contractors. Contractors must supply their own work equipment which may need to be approved by the Nominated Representative.

Contractor's employees will be expected to be equipped with all necessary hand tools to complete the work.

Contractors must provide their own tools, plant and equipment. A valid PAT certificate must be available for each portable electrical appliance on Site. All electrical tools and equipment must be either 110 volt or battery powered.

17. EXCESSIVE NOISE LEVELS

In any building, or on any Site occupied by the Company, noise levels due to Contractor's equipment must be kept to a minimum and must not exceed 80-dB (A) unless appropriate precautions have been agreed with the Company.

18. FENCING OF MACHINERY

All prime movers, transmission machinery and dangerous parts of machinery will be securely fenced in accordance with statutory requirements. No machinery may be set moving or energised on the premises whilst the guards are removed or safety devices inactivated. No protective device may be removed or disabled whilst equipment is in a still moving or live condition. Where work involves a risk to passers-by, such as welding or breaking of concrete near a path, Contractors are responsible for the erection and maintenance of protective screens or enclosures. It is the Contractor's duty to ensure this before any plant or machinery is brought on to the premises by them.

19. ELECTRICAL WORK

Contractors shall comply with the Construction (General Provisions) Regulations 1961, and the Electricity at Work Regulations 1989. Safety procedures, and if necessary permits to work, must be agreed with the Company's management before electrical work commences.

Hand-held portable electrical apparatus and electric lighting will be supplied at 110 Volts by means of mains isolation transformer with the secondary-winding centre tapped to earth. If for any reason this is not practicable, safe-

working procedures must be agreed with the Company's management prior to the commencement of operations. Where work is to be carried out in tanks and similar confined spaces, temporary lighting shall be supplied at 25 Volts or less.

20. PRESSURE VESSELS, VESSELS AND TANKS

Any pressure vessel brought onto the Company's premises must comply with the provisions of the Pressure systems and transportable gas Containers Regulations 1989 as regards construction and examination and an appropriate Test Certificate should be available for inspection.

Written authority **MUST** be obtained from the Company prior to any work being undertaken upon any vessel or tank and a further permit **MUST** be obtained for the use of any cutting or welding apparatus in such a vessel or tank.

21. LIFTING OPERATIONS

Before a Contractor carries out any lifting operation for or on behalf of the Company, they shall produce for inspection all the appropriate statutory inspection reports/certificates; evidence that the operator of any Crane, Mobile Elevated Platform or Lifting Machine is trained and competent (Visible Proof). Detailed information **MUST** be provided as to the way in which lifting operations are to be carried out and the equipment to be used.

Contractors must also consult with the Company's management before carrying out any lifting operation with a Crane or Lifting Machine to ensure: That the ground or place where the Crane or Lifting Machine is standing is suitable and will withstand the weight imposed on it.

That no part of the Crane or Lifting Machine is likely to foul overhead gantries, pipelines, electricity lines or adjacent electrical conductors. Careful attention must also be given to proximity of overhead electrical lines.

22. ASBESTOS

A permit to work signed by the Health & Safety Manager is required for all work involving removal or disturbance of Asbestos. This will be performed by a licensed (HSE) Contractor using trained employees, and will conform to the Control of Asbestos at Work Regulations 2002 and associated

legislation. When Asbestos is discovered or unwittingly disturbed in such a manner as to cause the generation of dust it should be stopped immediately. Employees will withdraw from the area and the Project Leader notified immediately.

23. EXCAVATIONS

Before any excavation is commenced the Company's management must be consulted and the presence of electrical cables, drains, sewers, pipes, gas and water mains checked. The requirement of the Construction (Health, Safety and Welfare) Regulations 1996 will be observed in relation to shoring, etc., and where there is danger of personnel falling into excavations the latter will be securely fenced around or along the edge.

No unauthorised stock piling of excavated material will be allowed on the work site or within the works limits. In the interests of general safety during any excavation work, the surrounding areas shall be maintained in tidy condition and loose material of any kind shall be kept clear of gangways and working spaces and not allowed to be an obstruction.

All waste, earth, debris, mud etc., from excavations shall be removed by the Contractor who will ensure that floors and gangways are kept in a state which complies with statutory and Company requirements.

All external excavations and obstructions shall be marked by an adequate number of warning lamps from one hour before sunset until one hour after sunrise.

24. DEMOLITION

All demolition work **MUST** be planned with the involvement of the Project Leader and Company Health & Safety Manager who will work in conjunction prior to and during the demolition depending on the scale of the work. As applicable, no demolition may proceed until all services have been protected and all access points controlled.

The H.S.E must be notified

Demolition areas must be clearly demarcated and suitable, substantial barriers erected and maintained. Conspicuous notices **MUST** be placed at all vantage points. All demolition work must be supervised by a competent

and suitably experienced person and must conform to HSE Guidance Note GS29- Safety in Construction Work Demolition and relevant guidelines issued periodically.

25. DUST

Where dust is emanating as a result of work to Company premises all necessary precautions **MUST** be taken to minimise it and restrict its spread.

In addition, it is incumbent upon the Contractor to protect and if necessary isolate any equipment where any risk is present from the presence of dust.

26. POLLUTION

No waste materials of any description may be deposited in any part of the Site or disposed of down drains on the site without prior written approval from the Project Manager. Where accidental pollution occurs the Company must be notified immediately. It is the Contractor's responsibility to remove or treat effectively the resulting pollution and for contacting any other Body / Authority who requires notification of the incident. E.g. Water Authority or Environmental Authority.

27. SITE TIDINESS

All Contractors are expected to carry out their work for or on behalf of the Company in a clean and orderly manner, and to maintain their Site accommodation accordingly.

All spoil, other debris and rubbish generated in the course of carrying out the work shall be removed from the premises daily by the Contractor (unless agreed otherwise prior to commencement of work with the nominated Representative/s).

Any material left after completion of the work, irrespective of its value, will be removed by the Company. The cost of such removal will be charged to the Contractor.

28. SAFETY TRAINING AND INSTRUCTION

Where particular severe or unusual hazards may arise on Site the Company reserves the right to require Contractor's employees to attend special safety training and instruction sessions, whether carried out on Site or externally. On larger projects, the Company may also require Contractor's employees to undergo specified induction safety training. These aspects should be checked with the Company at the tender stage.

29. PERSONAL PROTECTIVE EQUIPMENT

Contractors must ensure that their employees make full use of such equipment as the circumstances demand. This includes safety helmets, eye

protection, safety footwear, gloves, etc. Where it is a company rule that such items of equipment are worn, the Company reserves the right to remove from the premises any Contractors or Sub-Contractors employee not complying with this rule.

Where the activities of the Company require the provision of personal protective equipment to staff exposed to risk by it; then any Contractor exposed to the risk will be provided with suitable personal protective equipment by the Company.

30. FIRST AID AND WELFARE FACILITIES.

These will be provided in strict accordance with the Health and Safety (First Aid) Regulations 1981. It shall be the responsibility of Contractors and their employees to familiarise themselves with position of the first aid room, hours of attendance of the first aid personnel and the position of the nearest qualified First Aiders', or appointed persons.

31. REPORTING OF ACCIDENTS, DANGEROUS OCCURRENCES, FIRES, OCCUPATIONAL ILLNESS, PROPERTY LOSS DAMAGE

In addition to their own procedures in the above Contractors shall report to the Company any accident or injury to an employee, and where appropriate a copy of official form No 2508 (notifying a reportable accident to enforcing authority) should be attached - the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1998 refer.

In circumstances under their control; Contractors shall also report to the Company any dangerous occurrence, fire or occupational illness notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. A copy of the report to the enforcing authority (F2508 as above) should again be attached.

Contractors shall also report any significant case of property loss or damage to the Company.

32. SECURITY

The Company reserves the right to take all appropriate security precautions to protect its own interests and especially reserves the right to stop and search all Contractors' employees, vehicles etc, should it deem this necessary.

Any work prejudicing the integrity of existing security arrangements (e.g. scaffolding or openings) should be discussed and any necessary security arrangements agreed prior to the works commencing.

33. ACKNOWLEDGEMENT OF RULES

The Contractor, his Sub-Contractors and or employees, **MUST** comply with the Company's standard rules and conditions for contractors on occupational health, safety and security. The Contractor shall sign and return to the Company the acknowledgement slip at the end of the Company's Safety Policy for Contractors; and **MUST** be provided with any tender to be considered by the Company. Particular attention is drawn to paragraph 31 of The Rules covering reporting of lost-time accidents, occupational illnesses and dangerous occurrences affecting Contractor's, Sub-Contractors and or employees, and to paragraph 28 regarding training.

Appendix 2



CONTRACTORS AGREEMENT FORM

The names of all persons intending to work at the Company's premises must be given to the Nominated Representative(s) before commencement of their work.

All visitors to the Company's premises must at all times comply with the operational requirements and instructions of the nominated representative(s).

The Company reserves the right to refuse or withdraw permission for anyone to be on the premises at its entire discretion.

Agreement: I hereby certify that I have read, and agree to comply with this Huntleigh Healthcare Safety Policy for Contractor.

Signed:..... Print please:.....

Status:.....

Company:.....

Date:.....

Insurance certificate(s) enclosed? Yes

No