

CONTRACTORS' SITE RULES

Site Name

These safety rules for contractors are issued for guidance on work site safety. They are not intended to be exhaustive of all obligations Aparto wishes to impose and will be subject to periodic review and amendment when legal or procedural changes take place. Contractors **must** be given a copy of these rules after signing this form.

It must be noted that contractors have their own duties under the HASAW Act, the Management Regulations, CDM etc. and must satisfy themselves that they are meeting their statutory obligations.

Your Aparto **Nominated Person (NP)** on site is (print name) (This will normally be the Manager)

1.0 General

- 1.1 Within the site rules the term "contractor" includes sub-contractors and associated visitors.
- 1.2 Non-compliance with any of the site rules may, at the discretion of Aparto management in attendance, result in cessation of works and the eviction from the premises of the offending party or` parties.
- 1.3 APARTO will not be responsible for the loss or damage of any personal effects, tools, equipment, material or any other items brought onto APARTO premises. All claims must be directed through the respective party's own insurance.

2.0 Working Practices and Conditions

- 2.1 All work undertaken on APARTO premises must comply fully with all current legal requirements in respect of Health and Safety and also any legislation appertaining to the particular function undertaken by the contractor. Where necessary full RAMs must be produced by the contractor, who must satisfy himself that the control measures identified comply with the requirements of the relevant legislation. This may include discussion and establishment of safe systems of work with the **NP** before commencement of work.
- 2.2 Any use of APARTO company services or equipment must be arranged and agreed with the **NP** prior to the works being commenced. The **NP** before commencement of works will point out any known potential risks to contractor's operatives whilst employed on APARTO premises to you.
- 2.3 No overhead work may be carried out without first informing the **NP** prior to the operation and a safe system of work being agreed.
- 2.4 The contractor must ensure that his operatives take all reasonable precautions to prevent the pollution of drains or sewers on the premises with any solid or liquid waste.
- 2.5 All contractors shall ensure that the work area is left in a clean and tidy condition. At the end of any working shift/day they must ensure that the working area is cleared of all their materials/tools and not left in a hazardous condition. This includes the removal of all combustible waste materials and packaging from site to avoid the danger of fire occurring.
- 2.6 All passageways and work areas must be maintained in an orderly manner and free from obstruction
- 2.7 All contractors who wish to use a substance which falls within the categories defined under the Control of Substances Hazardous to Health Regulations (COSHH) must have undertaken the necessary evaluation/assessment on the substance and inform their personnel of its use and controls required..

- 2.8 Under no circumstances should Team Members and Tenants be exposed to vapours, fumes and dust as a result of the work in progress. Controls must be in place to prevent accidental exposure.
- 2.9 All ladders must be of a good construction, free from obvious defects and conform to the latest British Standard. All other tools and equipment used must be in good repair and appropriate to the task.
- 2.10 All portable electrical tools must be either 110 volts or battery powered.
- 2.11 Portable electrical appliances must have been regularly tested and inspected (at least every 6 or 12 months depending on frequency and degree of use). Proof of testing may be required by APARTO.
- 2.12 A qualified electrician must conduct all electrical work upon the premises.
- 2.13 No electrical live working is permitted at any time.
- 2.14 Any existing emergency lighting, wiring or fittings must not be removed or interfered with in any way EXCEPT WHERE INCLUDED AS PART OF A SCHEME OF WORK AND ALTERNATIVE ARRANGEMENTS TO ENSURE FIRE SAFETY ARE IN PLACE. Any accidental damage must be reported to the **NP** immediately. The contractor will be held responsible for the repair of any such damage,
- 2.15 No fire detection system, fittings or wiring must be removed or interfered with in any way, EXCEPT WHERE INCLUDED AS PART OF A SCHEME OF WORK AND ALTERNATIVE ARRANGEMENTS TO ENSURE FIRE SAFETY ARE IN PLACE. Any accidental damage must be reported to the **NP** immediately. The contractor will be held responsible for the repair of any such damage. Where necessary temporary stand alone fire detection, manual fire call points and extinguisher units will be used.
- 2.16 If approved, work on occupied areas must be carried out with the utmost care. Work areas must be cordoned off or measures taken to prevent tenants/Team Members encroaching the area where they may be at risk.
- 2.17 All accidents/incidents must be reported to the **NP**. Details of accidents must be entered in the APARTO accident book and recorded on Meridian. Contractors must also be aware of their obligations under RIDDOR.
- 2.18 Contractors must provide their own first aid materials and an adequate number of trained first aiders.
- 2.19 Any health and safety or fire signs removed during works must be replaced by the contractor.
- 2.20 *Permits to work* are required for the following practices and must be obtained and completed by the contractor before commencement of the works.
- General Site Work Permit
 - Roof Work
 - Working at height
 - Confined spaces
 - Electrical works including working in electrical plants rooms
 - Any "Hot Works".
- 2.21 **It is the responsibility of the contractor to ensure that the risks and controls identified in the permit to work meet the statutory obligations of the contractor, especially with regard to section 2.1 and 3.1 of the Health and Safety at Work etc. Act 1974.**

- 2.22 All contractors must ensure that they are fully aware of the type of fire alarm signal in the premises and know the location of the fire assembly point. This will be explained to you by the NP.
- 2.23 If you discover a fire, immediately operate the nearest fire alarm call point and notify the NP.
- 2.25 If the building is evacuated after a fire alarm sounds, make your way immediately to the fire assembly point and report to the APARTO fire marshal in charge of the evacuation.
- 2.26 No smoking is permitted in any areas of the store including the roof.
- 2.26 The consumption of alcohol or drugs (other than those prescribed by a doctor) on APARTO premises is strictly forbidden.
- 2.27 Contractors must ensure that their liability insurance policy/policies is/are current throughout the period of the contract.
- 2.28 All contractors **must** have completed Risk Assessments in accordance with the Management of Health & Safety at Work Regs 1999. These are to be made available to APARTO upon request.
- 2.29 **It is the responsibility of the contractor to ensure that the risks and controls identified in their RAMS meet the statutory obligations of the contractor, especially with regard to section 2.1 and 3.1 of the Health and Safety at Work etc. Act 1974. and any other relevant legislation.**
- 2.30 It is the responsibility of the contractor to ensure that all his operatives sub-contractors and visitors are fully conversant with these contractor site rules and that they are being strictly adhered to whilst working within APARTO premises.

I confirm that I have received and understood these APARTO site rules for contractors. I will ensure that my operatives any sub-contractors or visitors under my control will abide by them.

Company Name	Contractor's Name (print)	Signature of Contractor	Date	Company tel. no. (in case of emergency)

Work Permit issued? Yes/No Delete as applicable

Any contractor who is not willing to work to the above guidelines are not permitted work on APARTO premises and should be refused access to the site.

Once signed keep this form in your health and safety manual and give the contractor a copy.