



Science and
Technology
Facilities Council

Control of Contractors for Low Complexity Tasks



SHE Training Control of Contractors for Low Complexity Tasks

Outline programme for a morning ½ day course

**** Please note this is a new course; timings are approximate and will be adjusted to suit progress through the course material ****

09:00 to 09:15	Introductions and course programme
09:15 to 10:45	STFC Contractor H&S performance - background Legal implications within contractor management Legal requirements The requirements of STFC Code 15: Management of Contractors Roles, competence and proportionality Supervision
10:45 to 11:00	Tea / Coffee Break
11:00 to 12:15	Exercise 1: Review of Risk Assessments and Method Statements (RAMS) Issues that come up Exercise 2: Dealing with problems
12:15 to 12:30	Course assessment
12:30	Planned end of session

SHE Training Control of Contractors for Low Complexity Tasks

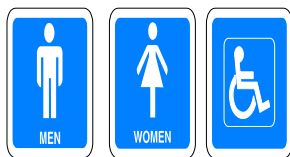
Outline programme for a afternoon ½ day course

**** Please note this is a new course; timings are approximate and will be adjusted to suit progress through the course material ****

13:30 to 13:45	Introductions and course programme
13:45 to 15:15	STFC Contractor H&S performance - background Legal implications within contractor management Legal requirements The requirements of STFC Code 15: Management of Contractors Roles, competence and proportionality Supervision
15:15 to 15:30	Tea / Coffee Break
15:30 to 16:45	Exercise 1: Review of Risk Assessments and Method Statements (RAMS) Issues that come up Exercise 2: Dealing with problems
16:45 to 17:00	Course assessment
17:00	Planned end of session

SHE Training for Managers of Contractors overseeing Low Complexity Work

Domestic arrangements



OK!!



Course introductions

- Name
- Job description
- Examples of contractors and/or contracts managed
- Any specific safety issues



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Overall aims and objectives of the course

- This course is to understand the basic requirements for SHE management of contractors in STFC as set out in SHE Code SC15 and how they relate to tasks that you will oversee :
 - Understand the basic requirement in STFC SHE Code 15
 - Understand the basics of good contractor management
 - Understand where to find help and guidance relating to contractor management
 - Understand the activities for contract supervising officers (CSOs) and contractors
- The course does not cover the detailed requirements for works deemed as “construction” that come under the CDM2015 regulations (see SHE Code SC13)



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Course assessment

- The course will be assessed :
 - By completing a multiple choice test on the main elements of the course at the end of the course
 - The course pass mark is 70%



Contractor safety background

- Contractor incident rate is historically significant – 30% of incidents on Evox are contractor related
- High percentage of contractor incidents tend to be reported by staff
- Under-reporting is still an issue
- Contractor incident types and causes are very broad
- Pleasingly, false fire alarms from building works are now minimal (due to fumes, dusts, etc.)



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Legal Basics in the Management of Contractors

Health and Safety at Work Act legal basics

- Section 2 “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees” – You cannot look after your own staff if non-staff/others working within STFC are not properly under control
- Section 3 “It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety” – Fundamental duty to look after non-staff/others working in your department and STFC!



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Legal basics

- Management of Health and Safety at Work Regulations 1999
 - Reg. 3 Absolute duty on the employer to carry out a risk assessment, including when things change, and specifically to persons involved in work but not in direct employment (e.g. contractors), both from STFC to the Contractor, and from the Contractor to STFC.
 - Reg. 8 Everyone – staff/non-staff – to be made aware of procedures for serious and imminent danger
 - Reg. 11 Co-operation and co-ordination on safety where there are two or more employers in a shared workplace – this is also a key parts of other legislation!
 - Reg. 12 Provision of comprehensible information to other persons working in the host organisation and their employer
 - Reg. 15 Duties for temporary workers – fixed term contracts, agencies and agency workers



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What does this mean?

- The law sets out a very broad duty to systematically look after the health and safety of contractors
- Some common myths:
 - It's not our responsibility - we have appointed contractors – it's their problem
 - It's alright - we're insured and they are insured
 - Under the contract they have agreed to take responsibility for health and safety
- The reality is it's a shared duty - Health and Safety duties imposed by statute and regulations cannot be delegated – its all about who's undertaking it!



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The reality

- R v Associated Octel Co Limited (1994)
 - Octel operated a large chemical plant at Ellesmere Port
 - In June 1990, while the plant was shut down for annual maintenance, contractors were engaged in repairing the lining of a tank
 - The way in which the work was carried out caused a flash fire in which one of the contractor's employees was badly burned
- See detail in supplementary materials



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[Firms fined for electrician's 35ft fall at Coventry manufacturers - BBC News](#)

[Both contractor and company where this took place were prosecuted and fined](#)



£100 padlock would have prevented this contractor from being harmed



STFC Example

Recent incident in ISIS, the servicing of boiler units at height:

- Contractors were observed not to be wearing harnesses while working at height in a MEWP
- They were called down and the work was stopped in a safe manner:
 - They should have been attached to the MEWP they were using for access
 - Their excuse was that the regulations had only changed recently (in fact, it was 2002)
 - RAMs were poor and generic
- Background: Falls from height killed 35 people last year, which is >25% of all work-related fatalities (source: HSE accident statistics 2024-2025)



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SHE Code 15 – Management of Contractors

STFC's strategy

- To be world class in what we do and comply with all aspects of legislation through the provisions of STFC Code 15: Management of Contractors including provision of training to those involved
- This is achieved by setting out clear responsibilities for:
 - The Contract Supervising Officer (CSO)
 - The Contractor



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Contract Supervising Officers (CSO)

- An STFC employee, or their representative, who is responsible and competent to define the contracted works and appoint the contractor, or raise a PO
- Should define the SHE requirements of any contract explicitly as these will not be included automatically by STFCs centralised procurement service
- Must ensure only competent contractors are used
- An STFC employee that has a responsibility for ensuring that the contractor undertakes their work in accordance with the conditions of the contract or other agreed instructions (RAMS, PO etc)
- The CSO may be any competent person employed by, or acting on behalf of STFC



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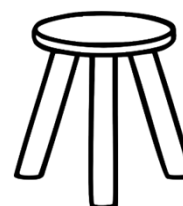
Contractor

- Any organisation/person(s) that the STFC engages to undertake work who is not employed by the STFC, irrespective of whether they are paid or not by the STFC.
- Work undertaken by a contractor may include projects and activities such as:
 - commissioning or de-commissioning equipment or plant
 - installing, inspecting, testing, repairing, cleaning or servicing equipment or plant
 - providing software development, IT support etc.
 - providing gardening, grounds maintenance etc.
 - providing catering, cleaning etc.
 - providing design consultancy, surveying, site investigations etc.

Competence

- The SHE Group follow a simple competence model:
 - **Knowledge/training**
 - **Skills/Experience**
 - **Attitude/Behaviours**
- Note, further training/coaching may be prudent for CSOs e.g. based on SC10, SC06, and SC13.
- A key part of competence is gaining on the job (OJT) experience to develop as a CSO.

Competence



Summary of SHE Code 15 requirements

- When employing a contractor, STFC (so you) is obliged to (so must):
 - Consider all aspects of safety at the planning stage
 - Ensure competency at the selection stage, e.g. use Appendix 2
 - Undertake full assessment of risks and controls in both directions prior to work starting (RAMS)
 - Agree on supervision arrangements prior to work starting
 - Confirm competency and all arrangements at the outset (certificates, etc).
 - Deliver induction(s) as necessary, perhaps local training or SHE mandatory courses
 - Adequately monitor the contractor throughout the task



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Proportionality

- A judgement must be made based on many factors, e.g. risk, complexity of the work, the range of stakeholders, familiarity of a contractor vs someone new, location of the work etc.
- However, for low complexity tasks – this is less important
- Do need clarity on who is responsible
- See H&S Management Arrangements, Appendix 2 – Responsibility for health and safety in STFC
- Use the SC15 Appendices to guide your decisions



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Guidance and information within the Code

- Appendix 2 : Contractor selection SHE Checklist
- Appendix 3 : Contract Supervising Officer SHE Checklist and Contract Signoff
- Appendix 4 : STFC SHE Information for Contractors (e.g. STFC Site Contractor Handbooks)
- Appendix 5 : Guidance on risk assessment and method statements
- Appendix 8 : Timeline activity summaries



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Permits

- Permits will often be required where contractors staff are carrying out work
 - Note – Estates personnel may be considered as contractors for some tasks
- CSO's must ensure that all parties are aware of the requirements for permits, and which permits are to be issued
- All requests for a permit must be made in advance to the STFC team with control and competence for issuing permits – usually the Estates team
- Permits must never be requested on the day of work unless agreed in advance with the permit issuer, or in exceptional circumstances e.g. emergencies
- Those issued with a permit must retain control on the permit, abide by all conditions stated, and seek advice if this cannot take place
- All permits must be signed, and closed out, in the appropriate manner



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All work involving radiation

- If the contracted work involves a radiation hazard of any description, the contractor must take advice from both their own Radiation Protection Advisor (RPA) and a STFC Radiation Protection Advisor to ensure full compliance with all relevant STFC Codes and radiation safety legislation
- Note: the contractors RPA and STFC's RPA must co-operate and exchange all relevant information
- The Contract Supervising Officer must participate in this consultation



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Contractor requirements - before, during and after the job

Exercise 1: Review of RAMS

- What does a good Risk Assessment & Method Statement (RAMS) look like?
- Discuss the RAMS provided
 - What have they missed out?
 - Are they specific enough?
 - Have they considered all the STFC hazards that might affect their task?
- Summarise the issues you've observed and how you'd feed back to get to a suitable, mutually agreed set of RAMS



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Requirements Before Work

- Carry out contractor selection – verify Appendix 2 has been considered
- Consider the competency of individuals
- Ensure the contractor is appointed – e.g. has a PO in place
- RAMS
 - Provision of RAMS by contractor
 - Review and comment on RAMS
- Permit requirements
 - Permit to work – issued by a competent person, and requested and agreed prior to work starting
 - Access permits – e.g. SI10 for ISIS (including training), RTF
 - Those issued with a permit must retain it and abide the conditions stated
 - All permits must be correctly signed off and closed



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Requirements During Work

- All contractor are to be booked in – use Easy Lobby for visitors and short-term contractors
- ID requirements for contractor individuals are in place
- Check in – access requirements – do they have a pass or badge?
- Suitable parking/access for vehicles and equipment
- Ensure induction requirements are met – site and local area
- Introduce contractor to other affected parties present e.g. the STFC area owner, any local staff, and above all any other contractors in the area
- Cooperation and collaboration is key here
- Supervision and monitoring – evidence of this should be recorded



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Supervision and Monitoring

- The primary functions of the Contract Supervising Officer are to carry out:
 - Inductions
 - Briefings (e.g. activities of STFC staff and the working environment, activities of other contractors etc.)
 - Provide liaison
 - Monitor the work
- You are not responsible for, and should not attempt to substitute for, the contractor's own safety management function



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Routine and periodic monitoring

- Your regular presence and behaviour will strongly influence contractor behaviour:
 - Be visible at the location and practice careful observation
 - Ask questions with face-to-face communications and practice active listening
 - Seek clarifications where needed – please don't assume anything
 - Record monitoring activities, e.g. keep written evidence such as emails, diary entries, project paperwork and files etc.
- Fundamental question – Are they working safely in line with STFC SHE Codes and to the **agreed** Risk Assessments and Method Statements (RAMS)?



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Issues that come up?

- Intervene early and make it very clear what is acceptable and what is not
- Are you seriously concerned?
- **You are fully empowered to stop work until a resolution acceptable to both sides is agreed**
- If necessary, obtain support from your line manager and SHE Group
- Report all incidents and concerns involving your contractor in Evotix, such as
 - Dangerous activities
 - Failure to follow RAMS or PTWs
 - Breaches of any codes – notably electrical codes, fire code, etc.



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Exercise 2: Dealing with problems

- What issues could we foresee, and how can we manage these?
- In groups, prepare a summary of the actions that a CSO can employ to both prevent problems arising and dealing with them when they do
- Discuss and make use of examples from your own experience
- Use the imaginary scenario on the handout if necessary
- Emphasis is on positive solutions!



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Requirements After Work Completion

- Is the work area clear – safe, tidy, and waste removed?
- Ensure any permits are signed off / closed out
- Sign off the task/work – contractor job sheet, attendance record etc.
- Ensure any site passes are returned
- Ensure the contractors leave site
- Take part in any review – e.g. comment on any SHE issues etc.



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Thank you

SHE website: <https://staff.she.stfc.ac.uk/pages/staff/home.aspx>

STFC SHE Training for Control of Contractors for Low Complexity Task

RAMS Information for Exercise 1

RAMS 1: A74452 - R1

Building STFC - RAMS



EAS
Sustainable Solutions

Removal of Screwed/Nailed Asbestos Insulation Board Under Fully Controlled Conditions and Negative pressure

Site Address: STFC R1 Ground Floor, Rutherford Appleton Laboratory, Didcot, Oxfordshire, OX11 0QX



Date of plan of work: 12/12/2024

Project dates: 06 - 10/01/2025

Issue number: 01

Job number: A74452

Author: Dan Robinson

 **Approved for site**

Reviewed by: Trevor Isles

Date: 18/12/2024

Contract Details		
Customer Contact: Christopher Shipperley	Telephone and Email: 07712 693748 christopher.shipperley@stfc.ac.uk	Customer Address: Building R68 First Floor Estates Services Science and Technology Facilities Council OX11 0QX
Site address STFC R1 Ground Floor, Rutherford Appleton Laboratory, Didcot, Oxfordshire, OX11 0QX	Type of Property and Occupants Old laboratory building, VOID	
What3words location	Certainty.mixes.topping	
Who will provide access to site	Access will be given by Chris Shipperley	

Project CDM Roles	
The Principal Designer:	N/A
The Principal Contractor:	EAS
F10 Notification required	N/A
Details of other contractors on site:	Environtec Consultants

Enforcing Authority and Statutory Requirements	
ASB5 Submission required	Yes
Enforcing Authority	HSE
Waste consignment note	Yes

Specific Location of Works	
Enclosure ref	G.89B, GC.25 & GU.26
Floor	Ground floor
Room / Location	G.89B column boxings. GC.25 & GU.26 firebreak.

Project Management team			
Site Supervisor	Przemyslaw Swiderek	07515 640416	Prem.european asbestos@gmail.com
Contracts Manager	Dan Robinson	07721 756190	Dan.Robinson@european-asbestos.co.uk
Site Auditor	Timothy Godleman	07799863760	Timothy.Godleman@european-asbestos.co.uk
Health & Safety Manager	Eniko Ferge	07876825348	Eniko.Ferge@european-asbestos.co.uk

Site inductions
All Staff will receive a site induction covering the identified risks outlined within this plan of works, this will be conducted by the site supervisor and contracts manager – All induction will be recorded using EAS induction smart form

PPE Required on site in general					
Hard Hats	Hard Boots	Vis Vests	Safety Glasses	Safety Gloves	Ear defenders
	✓			✓	
Other					

Programme of Works							
Start date				6 th January 2025			
Finish date				10 th January 2025			
Hours of work				08.00-17.00			
Weekend or night working involved				No			
Enclosure ref	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
G.89B column boxings GC.25 & GU.26 firebreak	Removal of 2 x sets of AIB doors. Soft strip of panelling (floor/walls) to prepare for enclosure works.	Site set up, construct column boxings enclosure	Removal, decontaminate and 4 stage clearance	Site set up, construct firebreak enclosure	Removal, decontaminate and 4 stage clearance		

Pre-start planning and risk identification check list

A risk assessment for this project has been undertaken to comply with our statutory duties under the Management of Health and Safety at Work Regulations 1999 and specifically Regulation 6 of The Control of Asbestos Regulations 2012. Information gathered from this visit and discussion with the client forms the basis for this plan of work which also satisfies the requirements under The Construction (Design and Management) Regulations 2015 for a routine Construction Phase Plan where we act as a Contractor or sole Contractor.

The site was visited and assessed by

Dan Robinson

The hazards identified during pre-planning are detailed below.

Those considered to be significant *are recorded and developed in detail within this plan of work.

Asbestos is always considered to be a significant risk in our work therefore detailed assessments and control measures are integrated and identified within the plan of work

Additional significant risks appear as an addendum in the first Appendix.

No.	Hazard identified at pre-planning stage	Significant risk identified		Who is affected?	Risk Assessment documented, developed and enclosed	
		YES	NO		YES	NO
1	Asbestos	✓		EAS Site Team & Building user	✓	
2	Electrical & water	✓		EAS site team	✓	
3	Access (working at heights)	✓		EAS site team	✓	
4	Construction Sites (Slip, Trips Falls)	✓		EAS site team	✓	
5	Public Interface	✓		Building user & Public	✓	
6	Waste materials	✓		EAS Site Team, Building user & Public	✓	
7	Hand Tools	✓		EAS site team	✓	
8	Reversing of Vehicles		✓			✓
9	Fire and Explosion		✓			✓
10	Environmental		✓			✓
11	Confined Spaces/Hot Environments		✓			✓
12	Cutting and Burning	✓				✓
13	Liquefied Petroleum Gas (LPG)	✓		EAS Site Team, Building user & Public	✓	
14	Power Tools – Including Hand Arm Vibration (H.A.V.) And Noise Levels	✓				✓
15	Manual Handling (General)	✓		EAS site team	✓	

*A scoring matrix /assessment of insignificant risks can be provided upon request.

The contents of this risk assessment and plan of work will be communicated to the contracts manager by the author

(If not the same person) and in turn to the site staff.

Site staff will electronically sign on the site manager's Tablet their understanding of and acceptance to work within the requirements of this document, EAS standard procedures and all statutory and relevant legislation and guidance.

Type of work		Removal of Nailed Asbestos Insulation Board Under Fully Conditions and Negative pressure								
People affected by the works		EAS site team / Public								
Item	Hazard identified at pre-planning stage	Hazard	Hazardous Event	L	S	DR	Risk control Measures	L	S	DR
1	Asbestos	Injury to visitors/site occupants or other trades on site through our activities (asbestos exposure)	Asbestos exposure	5	5	25	The asbestos will be removed within a controlled and enclosed area with suitable warning and restrictive signage. The Decontamination unit will always be locked or accessed via key codes and will also be barriered off to those not requiring the use of it. We will design a transit and waste route to offer the least interface with others as practicably possible. Warning barriers and signage will also be placed to demarcate the asbestos work zone as a buffer around the actual enclosure. The Site Manager will control access to all EAS work areas and equipment at all times	1	5	5

Asbestos Insulation Board Rams (nailed)– 13th June 2024 - To be read in conjunction with SOP 2024 V1

People affected by the works		EAS site team								
Item	Hazard identified at pre-planning stage	Hazard	Hazardous Event	L	S	DR	Risk control Measures	L	S	DR
2	Electrical Water Gas	Electrocution, burns, scalds through accidental damage, cutting, shorting, arcing	Asbestos Operatives within work area undertaking enclosure construction and removal work	2	5	10	All operatives to be made aware of potential unknown live electrical cables within the floor void at induction and will be instructed not to cut any cables to facilitate access. Cables/conduits/switches attached to column boxings need to be confirmed as isolated or redundant by STFC. Cables and any gas pipes within the floor void need to be isolated by STFC and if they can't then EAS need to be given clear indication of remaining live services.	1	5	5

People affected by the works		EAS site team / Public								
Item	Hazard identified at pre-planning stage	Hazard	Hazardous Event	L	S	DR	Risk control Measures	L	S	DR
3	Working at heights	Injury to individual workers falling from height of up to 3.5m	Asbestos removal operative carrying out removal works and enclosure construction	4	5	20	Mega steps to be used for removal works. Hop up steps to be used for enclosure construction for short duration only.	1	5	5

Asbestos Insulation Board Rams (nailed)– 13th June 2024 - To be read in conjunction with SOP 2024 V1

People affected by the works		EAS site team / Public								
Item	Hazard identified at pre-planning stage	Hazard	Hazardous Event	L	S	DR	Risk control Measures	L	S	DR
4	Slip, trips and falls	Injury to any individuals and others within the general area & within the asbestos removal enclosure	Waste materials produced during enclosure construction & Wetting agent used during removal works	4	5	20	Good housekeeping measures will be employed at all times. All waste will be bagged as soon as removed. Excess wetting agents will be cleaned up before commencing removal works	1	5	5

People affected by the works		EAS site team / Public								
Item	Hazard identified at pre-planning stage	Hazard	Hazardous Event	L	S	DR	Risk control Measures	L	S	DR
5	Public Interface	Contact with public during asbestos works	Transiting to external DCU when transit route cannot be closed such as communal areas	4	3	12	Operatives should transit a minimum amount of time to reduce interaction with the public, transiting operative will be escorted when the route cannot be closed , Background testing will be conducted on the Transit route	2	3	6

Asbestos Insulation Board Rams (nailed)– 13th June 2024 - To be read in conjunction with SOP 2024 V1

People affected by the works		EAS site team / Public								
Item	Hazard identified at pre-planning stage	Hazard	Hazardous Event	L	S	DR	Risk control Measures	L	S	DR
6	Asbestos Waste Materials	Contact with public or others during asbestos works waste removal	Transiting waste to external skip, waste compartment of vehicle or waste store	4	3	12	Operatives should transit waste in accordance with company procedures, waste movements should be kept to a minimum amount of time to reduce interaction with the public or others, operative will continually examine the waste route for evidence of loss of containment of the waste. When the route cannot be closed times of the waste movements are to be arranged during quiet times. Waste bag are not to be loaded to cause a manual handling issue Should a spillage of waste be identified operatives to follow emergency procedures located within standard operating procedures document	2	3	6

People affected by the works		EAS site team								
Item	Hazard identified at pre-planning stage	Hazard	Hazardous Event	L	S	DR	Risk control Measures	L	S	DR
7	Hand Tools	Impact with the tool. Failure of the tool. Falls due to access problems. Muscular skeletal injuries. Contamination with substance being worked.	Damage to operative using the tool Damage to property caused by the incorrect use of the tool of failure of the tool	4	3	12	Ensure that the tool is visually inspected before use and is correct for the job. Ensure that the tool is in good order. Operative is instructed how to use the tool safely via a tool box talk or direct instruction. Ensure that lighting is sufficient in working area. PPE appropriate to the task is issued and used, e.g. hard hats, safety footwear, impact resistant goggles, ear defenders and gloves	2	3	6

Asbestos Insulation Board Rams (nailed)– 13th June 2024 - To be read in conjunction with SOP 2024 V1

People affected by the works		EAS Site Team								
Item	Hazard identified at pre-planning stage	Hazard	Hazardous Event	L	S	DR	Risk control Measures	L	S	DR
12	Using reciprocating saw for cutting out sections of floor/wall	Impact with the tool. Failure of the tool. Muscular skeletal injuries. Contamination with substance	Damage to operative using the tool Damage to property caused by the incorrect use of the tool of failure of the tool	4	3	12	The supplied reciprocating saws should be inspected by the users to ensure they are in good order and a new or suitably sharp blade is in place before use. The supervisor will ensure that operatives concentrate on the task at hand. The site supervisor will ensure that operatives wear suitable PPE in the form of cut resistance gloves. Operatives undertaking the cutting will need to receive a tool box talk on the task before undertaking it (on HAVs). EAV for the Hilti 110v is 8 mins. ELV for the Hilti 110v is 30 mins.	2	3	6

People affected by the works		EAS site team / Public								
Item	Hazard identified at pre-planning stage	Hazard	Hazardous Event	L	S	DR	Risk control Measures	L	S	DR
13	Liquefied Petroleum Gas (LPG) used in decontamination units (DCU)	Fire and or Explosion Possible or potential death, Burns, Plant Damage, Possible property Damage	Fire breaking out from faulty equipment, Uncontrolled releases or leakage	4	5	20	All DCU are subjected to annual gas safety check, electrical test, DOP test and roadworthiness inspection and certificates must be available and checked by the supervisor prior to using the unit. The amount of LPG on site will be kept to the minimum and additional bottles will be stored correctly. The LPG bottle within the gas cupboard of the unit will be secured at all times unless being changed. DCU will be subjected to daily checks	1	5	5

Asbestos Insulation Board Rams (nailed)– 13th June 2024 - To be read in conjunction with SOP 2024 V1

People affected by the works		EAS site team / Public								
Item	Hazard identified at pre-planning stage	Hazard	Hazardous Event	L	S	DR	Risk control Measures	L	S	DR
15	Manual Handling	Injury to individual workers through excessive weight or awkward size of items being carried. Repetitive strain through excessive daily tasks. Trapping of fingers, feet and crushing injuries.	Unloading vehicle and removal of asbestos insulation board panels/bags Lifting NPU upstairs Use of wheelie bins	4	4	16	All staff have been trained in correct manual handling techniques. The hazard present for this project will be detailed in the initial site safety induction. EAS removal operatives should work in pairs when undertaking removal of large panels or lifting the NPU. They should put waste into the wheelie bins to reduce the risk of manual handling. The site supervisor should assist as necessary.	2	4	8

	Definition/Example	Severity	Definition/Example	Degree of Risk	Actions
5	Frequent	5	Catastrophic/ Fatality, terminal illness	High - 9+	Stop works and inform management (e.g. Contracts Manager, Technical Manager, Site Manager)
4	Probable	4	Serious injury, loss of limb, loss of future working capacity	Medium 4-8	Continue with works, monitor the effectiveness of control measures. Inform management.
3	Occasional	3	Major injury (e.g. broken limb), serious but not terminal illness	Low – 1-3	No further action required, continue with works
2	Improbable	2	Minor injury possibly resulting in short term absence from work	Date:	12/12/2024
1	Remote	1	Minor injury (e.g. cuts/grazes), symptoms alleviated on removing sufferer from conditions).	Name:	Dan Robinson

Asbestos Insulation Board Rams (nailed)– 13th June 2024 - To be read in conjunction with SOP 2024 V1

Standard Operating Procedures

This plan of work will need to be read in conjunction with our Standard Operating Procedures the current version of which can be found on EasyBop & Dropbox

Scope of works

Site Mobile decontamination unit outside the building within the allocated area & ensure to connect all services and check unit is fully operational prior to starting works.

The client will ensure EAS have uninterrupted access to the areas. STFC will arrange isolation of any necessary services.

Removal of 2 x sets of AIB doors and soft strip of panelling (floor/walls) to prepare for enclosure works.

G.89B column boxings

GC.25 & GU.26 firebreak & debris

Form tented enclosure around the areas, which will be formed using timbers and 1000-gauge polythene.

G.89B column boxings – A 3-stage (metal) air lock will be formed in the corridor using 1m x 1m frames. A 2-stage bag lock will be attached with a shared inner stage, also using 1m x 1m frames.

GC.25 & GU.26 firebreak - A 3-stage (metal) air lock will be formed in the corridor using 1m x 1m frames.

Attach NPU's to the work areas and complete enclosure setup.

The NPU for G.89B area will vent through flexible hosing out the nearest window.

The NPU for GC.25 & GU.26 will vent internally with background monitoring carried out to show a safe working environment.

Ensure the work areas are fully operational.

The smoke tests will be conducted within the work areas prior to starting works.

After successful smoke testing the enclosures will be placed under fully controlled conditions and negative pressure.

The operatives will apply wetting agent to AIB panels.

Carefully remove the asbestos insulation boards whilst shadow vacuuming.

The timber framework will be drilled out and wire brushed.

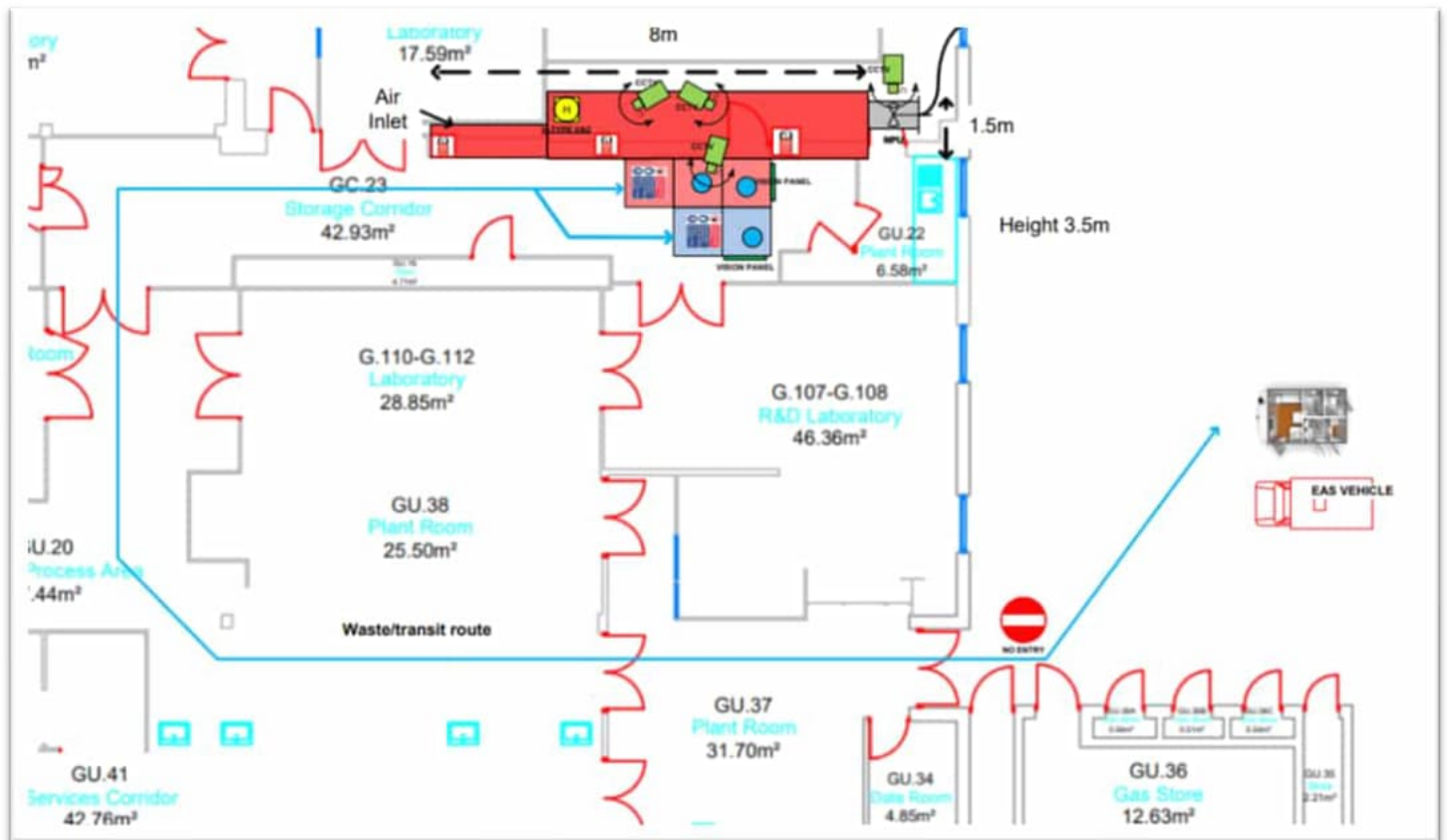
Once the AIB has been removed the operatives will undertake an environmental clean of the area, cleaning all surfaces.

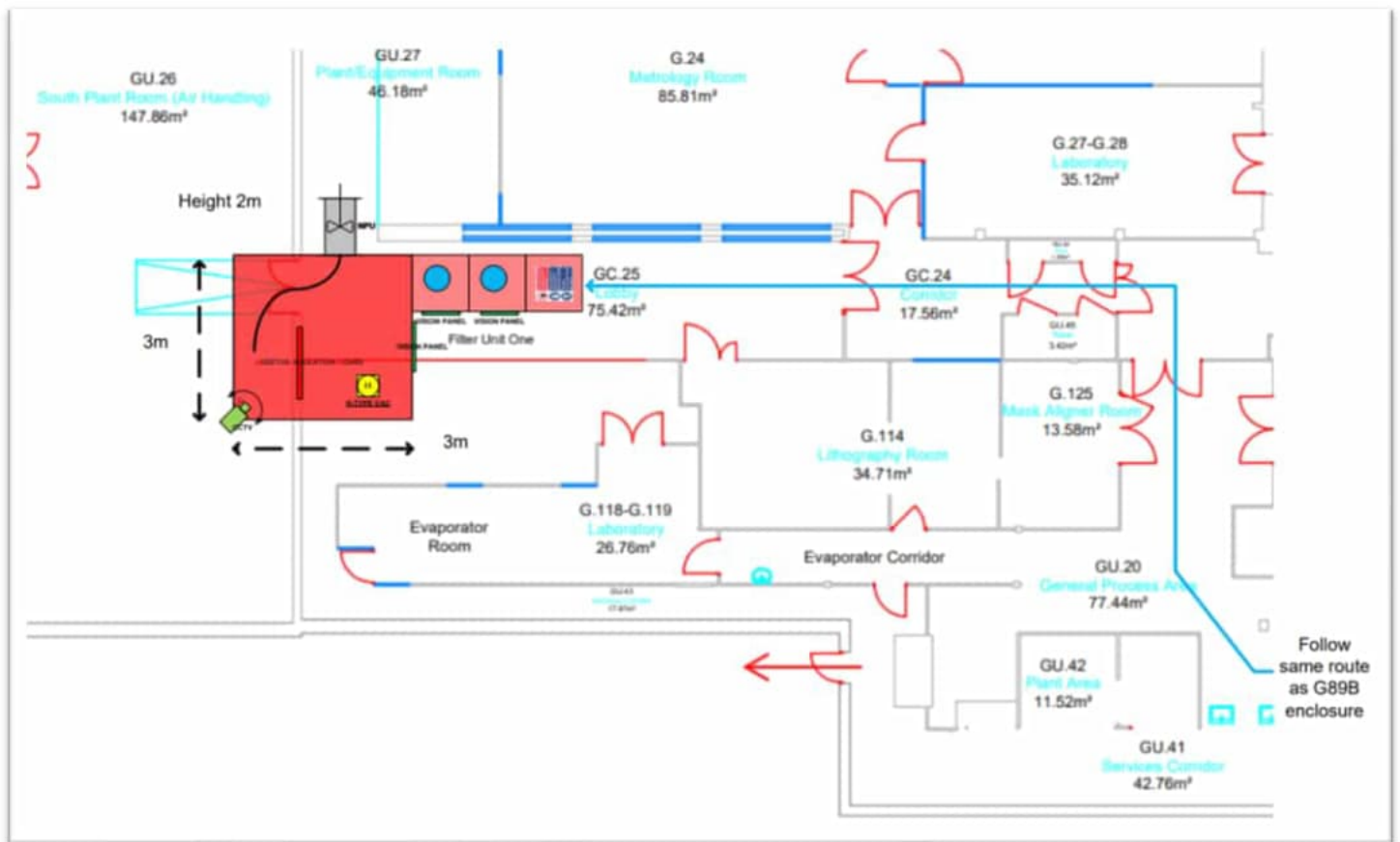
The Site supervisor will inspect the work area on completion – the visual inspection is expected to take approx. 45-60 mins before requesting the appointed UKAS accredited laboratory undertake 4 stage clearance testing.

G.89B – AIB column boxings – 12m²

GC.25 & GU.26 - AIB debris – 2m²

GC.25 & GU.26 - AIB firebreak – 1m²





Fire Assessment & location of Local A&E department & Nearest defibrillator



Muster Point outside in the parking next to the DCU Welfare



John Radcliffe Hospital, Headley Way, Headington, Oxford, Oxfordshire, OX3 9DU



Location of nearest defibrillator



Harwell Innovation Centre, BUILDING 173, CURIE AVENUE, HARWELL, DIDCOT, OX11 0QG - 4 min drive

Welfare	
	
Location of welfare: DCU welfare in the nearest parking spot.	DCU welfare unit will be used

Decontamination unit	
Type of DCU	Welfare DCU
Will the DCU be directly connected to the enclosure: NO/YES	No
If No Justify why the DCU cannot be directly connected:	Enclosure is inside the building and too far away from the entrance to the building.
	
Location of DCU: outside property in the nearest parking space	Power Supply: Generator with DCU
	
Water Supply: Water will be collected from the building and the tank within the DCU will be filled using the blue containers.	Waste water: Wastewater will be collected within the clear containers and then transferred to the roadside drain
STOP POINT - CONFIRM THE DCU IS SET UP, PROPERLY LOCATED AND FULLY OPERATIONAL AND OUR WORK AREA IS PROPERLY SEGREGATED	
	

Transit Route – Enclosure to DCU



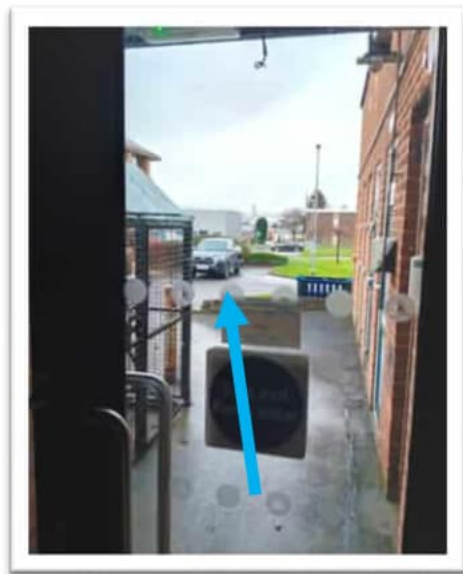
G.89B column boxings Transit Route: Out of the airlock and along the corridor.



Transit Route: Turn left through the double doors and left again back down the corridor to the front door.



Transit Route: Follow the corridor to the front door.



Transit Route: Exit the front door and go down to the DCU

Transit Route – Enclosure to DCU



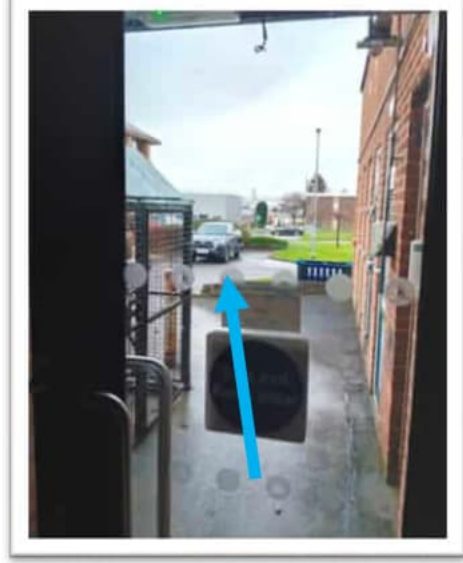
GC.25 & GU.26 firebreak Transit Route: Out of the airlock and along the corridor.



Transit Route: Turn right through the double doors and left back down the corridor to the front door.



Transit Route: Follow the corridor to the front door.



Transit Route: Exit the front door and go down to the DCU

Services requiring to be isolated



G.89B column boxings - Services to be isolated:
Cables/conduits/switches attached to column boxings need to be confirmed as isolated or redundant.

Arrangements in place for isolation – STFC to arrange.

GC.25 & GU.26 firebreak - Services to be isolated: Cables and any gas pipes within the floor void need to be isolated by STFC and if they can't then EAS need to be given clear indication of remaining live services.

Arrangements in place for isolation – STFC to arrange.

STOP POINT – CONFIRM ISOLATIONS HAVE BEEN UNDERTAKEN



Don't Just assume they have been done

Access equipment required

Maximum working height is: 3.5m



Mega steps will be used for: Removal works



Hop up steps will be for: Enclosure construction short duration only less than 30min

STOP POINT – ENSURE YOU HAVE SUITABLE AND SUFFICIENT ACCESS TO PROCEED WITH THE WORKS IN HAND



Details of Asbestos to be remediated

Type of Asbestos: Amosite (AIB) insulation boards to column boxings and debris & firebreak within floor trench

Basis of Identification Asbestos Identified within Survey Report J987999



G.89B column boxings Application: AIB boards to columns

How is the asbestos Fixed: Screwed

Condition: Good

Size of panels: 12m²

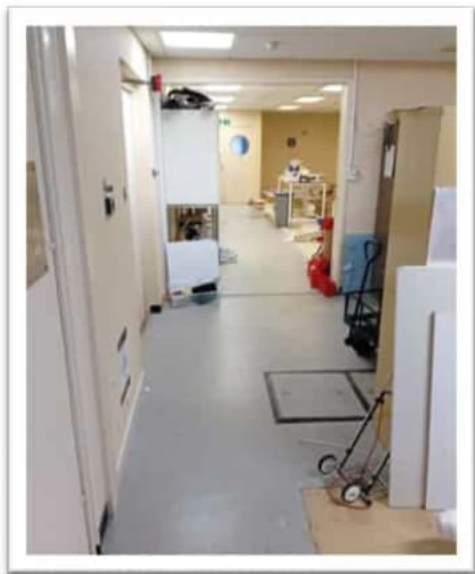
GC.25 & GU.26 firebreak Application: AIB debris & firebreak panel

How is the asbestos Fixed: Nailed

Condition: Poor

Size of panels: 1m² & 2m²

Pre-cleaning works

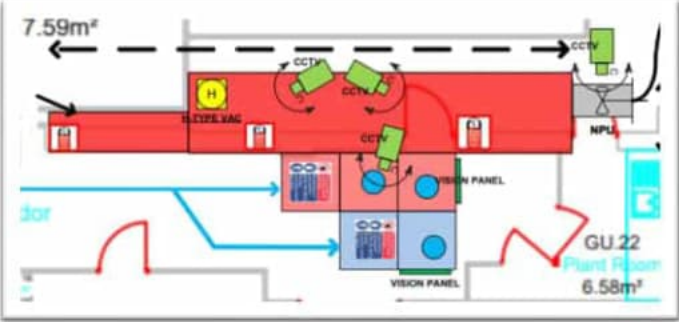
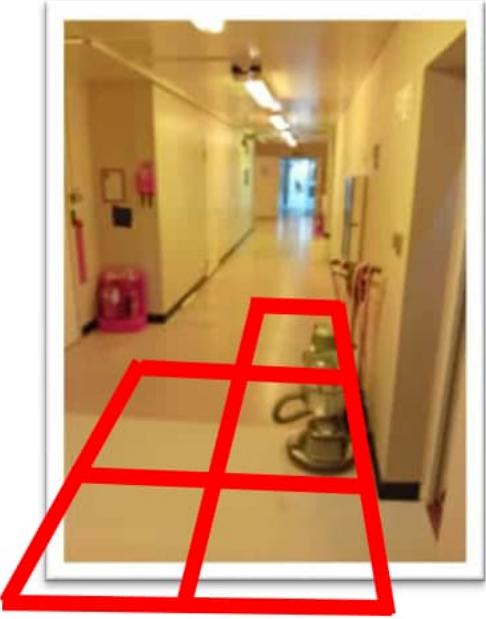
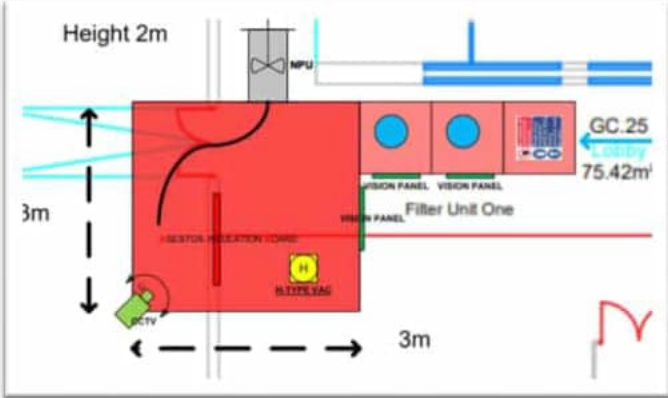


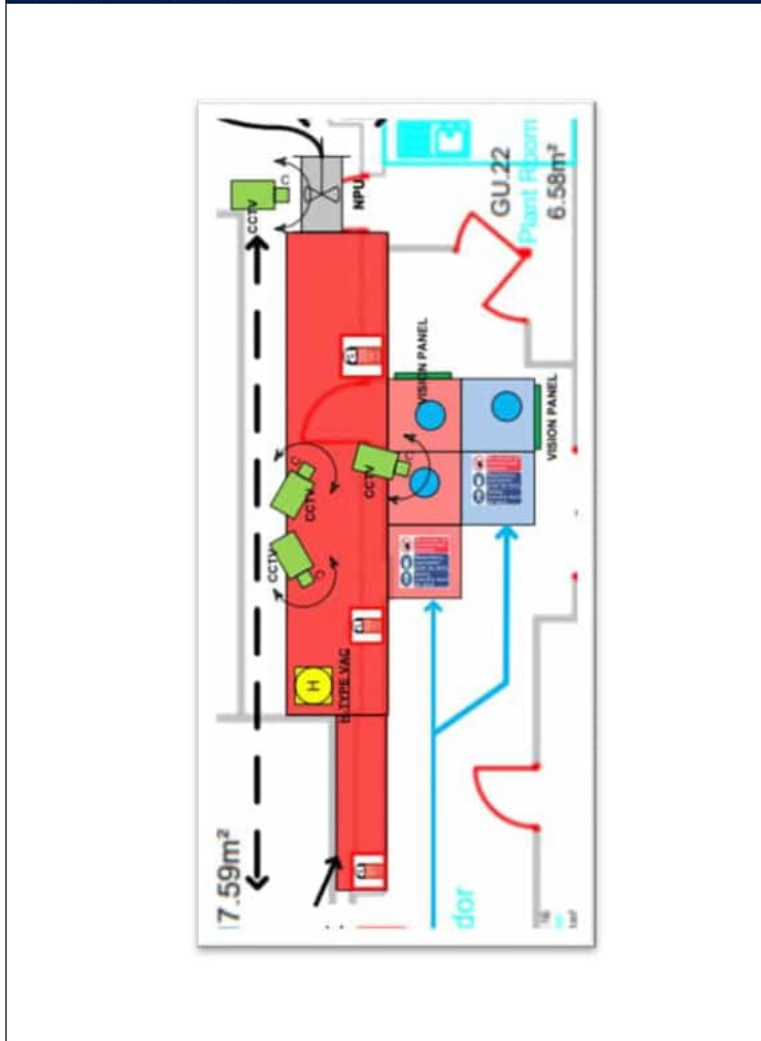
G.89B column boxings Pre-cleaning works Required: EAS to remove loose items and clear any fixed panels that may be required to facilitate access for AIB removal.

The floors & walls will be sealed with correx by EAS.

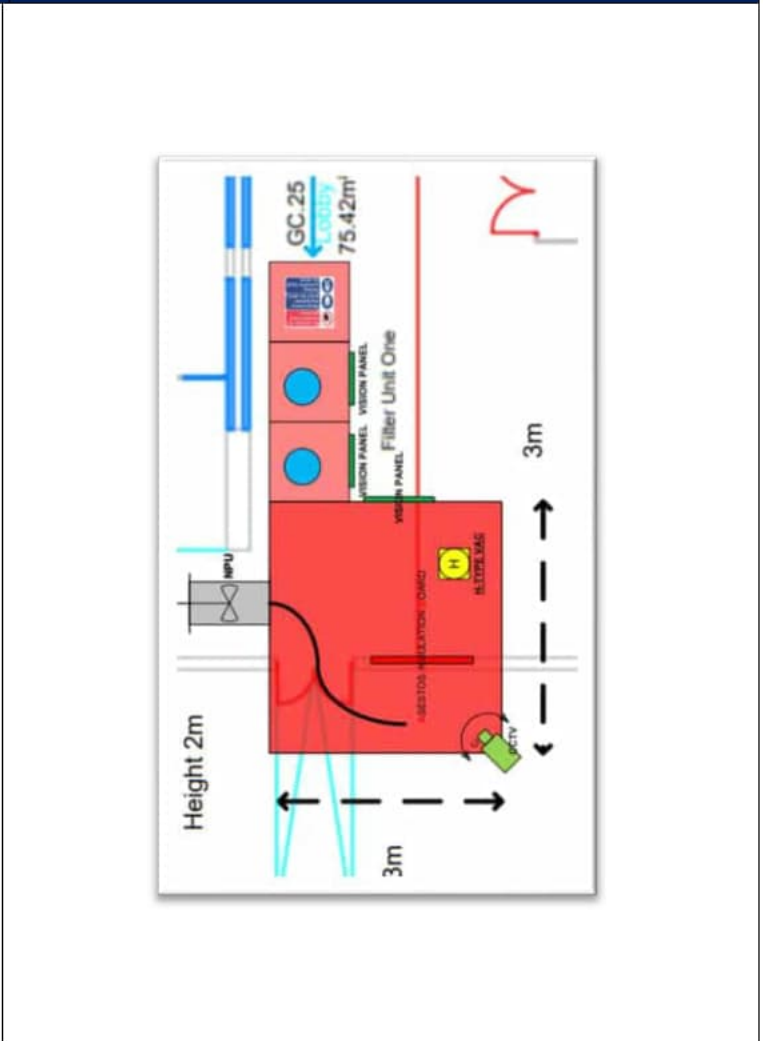
GC.25 & GU.26 firebreak: EAS to remove loose items and clear any floor panels that may be required to facilitate access for AIB removal.

The floors & walls will be sealed with correx by EAS.

Enclosure construction Will Baglocks be used on this enclosure If No Justify why they will not be used	G.89B Yes, 2 stage with shared inner stage GC.25/GU.26 No, restricted space in the corridor
	
G.89B column boxings Position of Enclosure – Enclosure will be extended into the landing using timbers and polythene.	G.89B column boxings Position of Airlocks / Baglock - will be formed using metal cubes 1m x 1m in the corridor.
	
GC.25 & GU.26 firebreak Position of Enclosure – Enclosure will be extended into the landing using timbers and polythene.	GC.25 & GU.26 firebreak Position of Airlocks / Baglock - will be formed using metal cubes 1m x 1m in the corridor.
STOP POINT – ENSURE THAT THE ENCLOSURE SETUP IS EXACTLY AS PER THIS RAMS AND THE SITE DRAWINGS 	



G.89B column boxings – 4 x CCTV cameras & 3 vision panels will be used



GC.25 & GU.26 **firebreak** – 1 x CCTV camera & 4 vision panels will be used



Stop – Do you Have the right amount of CCTV & vision panels on the Work Areas

Negative Pressure Units & Planned Airflow

Enclosure Ref:	Length: (Inc voids)	Height: (Inc voids)	Width: (Inc voids)	Addition box / Tunnels	Airlock sizes m3	Baglock sizes m3	Total m3	Air changes per hr	M ³ /h	
G89B	8	3.5	1.5		6	4	52	12	624	
GC.25/GU.26	3	2	3		6		24	12	288	
3							0		0	
4							0		0	
Enclosure Ref:	Roving Head 1%	NPU Exhaust 1%	Turns in hoses 2%	Airlock / Baglock 2%	Total Reduction	NPU	NPU	Total	Total Adjusted	Greater
List Each Area	Reduction per LM	Reduction per LM	Per Incidents	Per Incidents / turn	In NPU efficiency	EAS Plant Nr	Airflow @Test		Air In	Than M3/h
G89B		5	4		9	EAS 405 - 29.01.25 - PS	1905	1734	1734	YES
GC.25/GU.26	3	0	4		7	EAS 405 - 29.01.25 - PS	1905	1772	1772	YES
3					0	-	0	0	0	NO
4					0	-	0	0	0	NO
Enclosure Ref:	NP	Air Inlet type	Air Inlet	Air Inlet type	Air Inlet	Air Inlet type	Air Inlet	Air flow		
List Each Area	Pulled							Deficit		
G89B	1733.55	3 stage air lock (1mx1mx2m)	1500	2 stage bag lock (1mx1mx2m)	1000	none	0	0		
GC.25/GU.26	1771.65	3 stage air lock (1mx1mx2m)	1500	none	0	none	0	-272		
3	0	none	0	none	0	none	0	0		
4	0	none	0	none	0	none	0	0		

Information regarding Air inlets sourced from: [GN006-V1119-Air management in asbestos enclosures & HSE RR988 \(Ventilation of enclosures for removal of ACMs\)](#)

Site supervisor should establish actual air flow during set up and mark the middle stage of the airlock to show flap deflection.

Air inlets from standard Airlock / Baglock have been calculated with 300 mm of flap deflection.

Asbestos Insulation Board Rams (nailed)– 13th June 2024 - To be read in conjunction with SOP 2024 V1

NPU Calculations: Length x Height x width + Additional Areas + Airlock + Baglocks = Total Area m² x air changes = M³/H Required

Roving heads -% NPU exhaust -% Turns -% airlock / baglock turns -% = Total Reductions in %, Machine Airflow at test - less Total Reductions in %

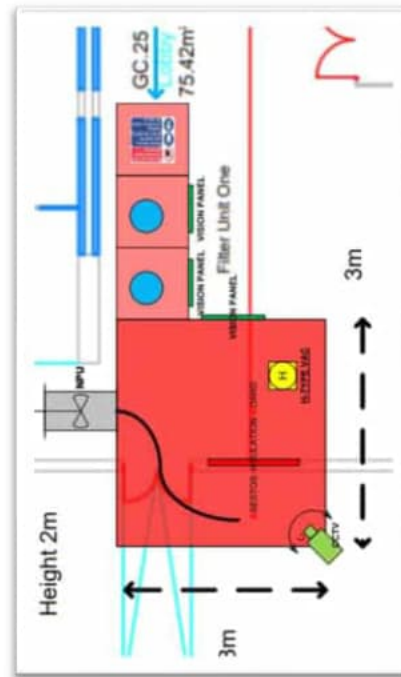
There will also be an easy method for determining correct air flow, by using air lock door flaps as an indicator. 'Standard' flaps show a deflection of around 0.2mm for each 1m³/hour of air flow (i.e. around 200mm at 1,000m³/hour), regardless of enclosure size.

All enclosures of less than 120m³ must achieve a minimum ventilation rating of 1000m³/hour. By default, this requires a 2300 rated NPU



Stop - ensure the correct Negative pressure unit is being used

Position of Negative pressure units



G.89B column boxings – NPU will be placed on the edge of the enclosure and vent through flexible hose out of the nearest window

GC.25 & GU.26 firebreak – NPU will vent internally with background monitoring to show a safe atmosphere

STOP POINT – ENSURE THAT THE ENCLOSURE HAS SUFFICIENT NEGATIVE PRESSURE PRIOR TO SMOKE TESTING



The Airflow within the Enclosure should be checked prior to smoke – Flaps on the Airlocks should displace by at least 200-250mm

Smoke test

- Check and seal all openings and services which pass out of the enclosure in.
- Ensure CCTV cameras & vision panels are fitted to the enclosure in the correct location
- Conduct a smoke test and record in accordance with company standard procedures.
- Record smoke test on Smoke test form and check NPU calculations
- Witnessing of the smoke test will be undertaken by the Site Supervisor and appointed Analyst

STOP POINT – Ensure no smoke is leaking from area before proceeding with removal works



Final preparation prior to starting removal works

Check and clear transit route and work areas of any trip hazards.

Install CCTV & vision panels to the enclosure to enable viewing of the work once ongoing

Warning tape and warning signs will be fixed to the completed enclosure.

RPE & PPE required within the Enclosure		
Mask to be used	Removal overalls to be used	Transiting overall to be used
Phantom Vision full face mask or approved equivalent – protection factor 40.	Safety overalls (for this project will be Cat 3 Types 5/6 (red))	Safety overalls (for this project will be Cat 3 Types 5/6 (Blue))

Additional PPE required within the enclosure				
Safety Glove	Washable safety boots (no laces)	Transit footwear	Ear defenders	Other
✓	✓	✓		

Wetting equipment to be used		
Injection System with spray head attachment	Airless spray system	Hand sprayers
		✓



Stop - Check You Have the right equipment on site, Check & Test before starting

Air testing & Visual Inspections	
Name of UKAS laboratory: Environtec Consultants	
Appointed by: Client	
Duration of Visual Inspection	
EAS Site supervisor Visual inspection: 45-60 min	
Appointed Analysts Estimated inspection: 45-60 min	

	Reassurance (R)	Background (B)	Leak (L)	Personal (PM)	4 stage clearance (4SC)
Type of Monitoring to be carried out		Yes	Yes	Yes	✓

Programme of attendance	Mon	Tues	weds	Thurs	Fri	Sat	Sun
Requirements for different personals: Site set up: 1 – 2 l/min for min of 1 hr, on operative or supervisor, Pre-cleaning: 1 – 2 l/min for the duration, on operative, Sheeting up: 1 – 2 l/min for min of 1 hr (longer if possible), on operative, Removal: 1 – 2 l/min for min of 1 hr (longer if possible, on short jobs for full duration), on operative, Waste run: 1 – 2 l/min for the full duration, on supervisor, De-sheeting: 1 – 2 l/min for min of 1 hr (full duration if possible), on operative Leak / background / reassurance: location to be included in the list below (e.g.: outside airlock).							
Site set up							
Pre-cleaning							
Sheeting up		Personal on operative (4hrs) AM		Personal on operative (4hrs) AM			
Removal		Personal on operative (duration) & leaks in corridor PM	Personal on operative (duration) & leaks in corridor AM	Personal on operative (duration) & leaks in corridor PM	Personal on operative (duration) & leaks in corridor AM		
Waste run			Backgrounds in transit route/parking area		Backgrounds in transit route/parking area		
De-sheeting							
Upon completion			4 stage clearance		4 stage clearance		

Expected fibre release -

Our anticipated exposure levels are assessed in line with the results obtained during personal monitoring undertaken on similar works the result below is the peak recorded for the European Data set

Without control measures outlined within this plan of work in place	Uncontrolled removal of AIB 5-10 f/ml
With control measures outlined within this plan of work in place	Outside of the work area <0.01 f/ml
With control measures outlined within this plan of work in place	
Pre-cleaning works	<0.03 f/ml
Sheeting up	<0.01 f/ml
Removal of nailed AIB	<0.16 f/ml
Bagging up waste	<0.09 f/ml
Waste run	<0.03 f/ml
Fine cleaning	<0.04 f/ml
Encapsulation	<0.08 f/ml
De-sheeting	<0.02 f/ml

Removal technique

Removal technique: Insulating boards – Screwed/Nailed.

Never unnecessarily break asbestos materials or contaminated items to fit them into waste bags.

Begin by over spraying insulation board panels with BP Astrip solution via a low-pressure sprayer/red box attachment paying particular attention to fixing points starting at the top of the panel working down.

Spray all joints & allow to soak and repeat as necessary until all of board is sufficiently wet through/visibly saturated

Using a knife score along the joints of the insulation board to break paint seal, this should be done whilst shadow vacuuming.

Carefully prise the insulation boards out from any visible joint with a nail bar then ease back into place to reveal any remaining protruding fixings. Cut off the nail heads with wire cutters. **Carefully locate and remove any screw fixings with a screwdriver while shadow vacuuming.**

The panels should be prised out and the inside should be sprayed using wetting agent.

Remove the remaining fixings progressively while shadow vacuuming with a H-Type vacuum to ensure controlled removal – if you require help with this it will be provided by another operative or the Supervisor will enter the enclosure.

If the insulation boards are crumbly or likely to easily break and fall off, then additional control will be necessary, for example the area around the fixing should be sprayed with an adhesive spray and covered in tape.

Carefully lower the asbestos insulation board panels as they are removed to the floor of the enclosure, label as asbestos waste and wrap in 1000-gauge polythene and seal with heavy duty cloth tape, smaller panels can be placed in red waste bags.

Once the 1st panel has been removed the rear of the insulation board should be sprayed, starting at the top of the panels.

Allowing the wetting agent to run down the panels.

STOP POINT – Once the 1st Panel has been removed inspect behind for any voids, gaps, openings or penetration These need to be seal as soon as possible using polythene, heavy duty cloth tape, expanding foam excreta.

Once all asbestos products have been carefully removed and bagged all asbestos waste should be removed from the enclosure following EAS standard procedures and a full environmental clean of the enclosure will commence

The supporting frameworks in which the asbestos insulation boards were fixed should again over sprayed with wetting agent and allowed to soak.

Debris should be removed from fixing holes by drilled out/wire brushing while applying shadow vacuuming with a H-Type vacuum.

Any visible dust and debris on exposed joists or other surfaces void should be vacuumed using a H-Type vacuum.

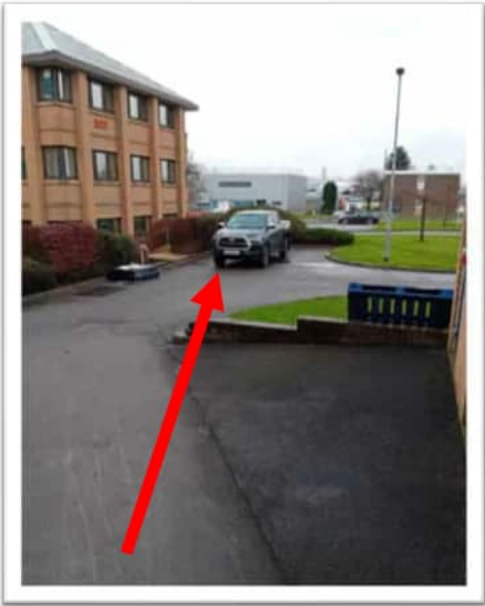
All surfaces of the enclosure, including all equipment should be wiped with Tack rags and all used rags should be placed into asbestos waste bags for disposal.

Remove all cleaning waste from the enclosure as per EAS standard procedures.

The supervisor will thoroughly inspect the work to ensure that he is happy that the removal work has been completed and that the level of cleanliness is acceptable before completing the enclosure handover smart form and passing the enclosure over to the UKAS accredited analyst to carry out a four-stage clearance.



STOP POINT – IF YOU STILL CANNOT REMOVE THE FIXINGS STOP AND PHONE THE OFFICE/CONTRACTS MANAGER FOR ADVICE

Waste Removal and arrangements	
All Waste will be double bagged or double wrapped and removed from the enclosure in accordance with EAS standard procedures	
The estimated quantity of asbestos waste be produced	Approx. 20 bags of waste including polythene & 10 wraps
Waste storage arrangements on site	Waste will be moved from the work area and carried out of the building using waste bins and then moved to the company vehicle – Then on to the Skip
Carrier of waste	European Asbestos Services will move the asbestos waste using our own transport, the waste will be deposited @ the Transfer Station at Head Office in Sunbury on Thames
Number of waste movements required – The Waste will be removed twice daily during the works.	
Location of waste store / skip	
The Waste disposal route will be the same as the transit route The waste route will be inspected after each waste movement and will be included within the 4-stage clearance procedure. 	
Route of waste movement: Waste Route following the transit route	Location: Waste will be placed within the company vehicle waste compartment and stored until disposal at the Waste Transfer Station.

Plant & Equipment Requirements					
Plant	Yes	Qty	Plant	Yes	Qty
Mobile DCU			Modular DCU		
Mobile Welfare			Welfare DCU	✓	1
B5000/B4000 NPU			B2300 NPU With Air flow Gauge	✓	1
Roving Filter heads			Flexible venting hose	✓	10m
Class H Vacuum Cleaner (enclosure)	✓	1	Class H Vacuum Cleaner (Green)	✓	1
Airlocks 1m x 1m	✓	5	Airlocks other		
Red box (wet strip unit)			Red Box Spray head		
Pump sprayers	✓	2	Airless sprayer		
Smoke machines	✓	1	Cordless drills / LEV attachments	✓	1

Materials					
Materials	Yes	Qty	Materials	Yes	Qty
Asbestos Bags Red Small			Full Face mask filter		
Asbestos Bags Red Large	✓	20	Venting hose (2300) Roll		
Asbestos Bags Clear Small			Venting Hose (5000) Roll		
Asbestos Bags Clear Large	✓	20	Neg Air Filter 2300	✓	2
Timber 2x2	✓	50m	Neg Air Filter 5200		
Cable Ties			Blue Overalls	✓	10
Crevice tool			White Overalls	✓	5
Nail brush	✓	2	Red Overalls	✓	10
Brush Attachment	✓	2	X Tex - Artex remover		
Dust pans and Hand Brush			ET150 White 20ltr		
Vac Floor tools			Safety Glasses		
Vac Bags	✓	5	Safety Glove - Topaz	✓	5
Sponges	✓	2	Safety Gloves - Cat 5		
Neg filter DCU	✓	2	Tent warning sign	✓	2
Shower gel	✓	4	Staples	✓	1 Box
Disposable Towels box	✓	4	Rolls of clear poly	✓	2
Wire Brushes	✓	2	Correx	✓	10
Rollers & Trays			Rolls of Hazzard Tape	✓	1
Yankee Blades			Spray Tac	✓	5
Yankee Scrappers			Transit Correx		
Paint Brushes			Expanding Foam		
Half Mask Filters	✓	5	Rolls of foil tape		
Pro 2000 Full Face Mask filters	✓	12	Rolls of cloth Tape	✓	20
Transformer 3.5KVA	✓	2	5kva transformer	✓	1

Access Equipment					
Access	Yes	Qty	Access	Yes	Qty
Podium Step	✓	1	Hop up Steps	✓	1
Fixed Scaffold			Small Podium steps		
Narrow Mobile Tower			Standard Mobile tower		

Physical Barriers					
Barriers	Yes	Qty	Barriers	Yes	Qty
Hoarding Required			Blue Safety Barriers	✓	2
Mesh Fencing			Site screens		

Method Statement Sign off		
Signature	Name	Date
	Dan Robinson	12 th December 2024

Method Statement revision / review		
Item reviewed / revised and when reviewed	By whom	Date
Pre / post Review	Trevor Isles	18/12/2024

RAMS 2: Road 4 footpath works

	Assessment Date	Review Dates / Initials
	22 nd October 2024	

Assessment task:	To carry out modification to the footpaths along Road 4
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Persons at risk	Details	Frequency	Are any disabled?	Comments
Contractors	All operatives	Duration of works	☐ Yes ☒ No	Ensure the area is kept clear and tidy at all times
Visitors	Staff / Students	Occasional	☒ Yes ☒ No	
Gen. Public / Others	all	NIL	☐ Yes ☒ No	

H _z No.	Hazard description	How are persons affected?	Level of Risk			Existing controls	Further controls / action
1	Cuts	Operatives can suffer cuts to their fingers from scissors or knives, or from using scraping tools	3	2	6	All operatives to wear gloves at all time when handling materials	All operatives to be given a toolbox talk on general safety

<i>Probability (P)</i>	<i>5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely</i>
<i>Severity (S)</i>	<i>5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible</i>
<i>Risk (R)</i>	<i>0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls are in use. 16-25=high risk, stop operation & implement control measures</i>

2	Underground services	Operatives can suffer serious injuries cable or services are damaged.	3	4	12	The area is to CAT scanned (using a calibrated tool) by a trained and competent person and all services marked and identified. Works to be conducted in accordance with HSG 47	All excavation works will be hand dig using insulated tools when excavating around services. All excavation works will be as HSG47 directives
3	Inhalation of dust when cutting the footpath with a floor saw, disc cutter or whacker plate	Dust in the air when cutting	2	3	6	Water suppression will be used at all times when using the floor saw to eliminate any chance of dust	Ear defenders and eye protection will be work at all times when using the floor saw
4	Noise control when using whacker plate, breaker, and disc cutter	Risk of permanent damage to hearing	3	3	9	Ear defenders to be worn when using whacker plate breaker and disc cutter	A tool box talk will be held on general PPE before works commence
5	Traffic management	Risk of collision with road traffic or pedestrian's	3	3	9	Signage and chapter 8 fencing to be erected around the works to alert personnel of the works.	A banks man will be in attendance for the duration of the works. We will submit a TM plan for the works.
6	Slips, trips and falls	Can result in cuts, bruises, or fractures	2	4	8	Ensure working area kept clear of trip hazards	Tidy works area as works progress, clear away all debris on a regular basis
7	Plant and machinery	Risk of collision with public or harmful to environment	3	3	9	Only trained and competent personnel will operate the plant. Seat belts to be worn when operating the dumper	All refuelling will be carried out with a suitable drip spill tray available
8	Existing services in the ground	Damage to existing services	3	2	6	STFC will complete an Excavation permit and supply service drawings	All excavation works will be carried out as per HSG47 directives
9	Removing and laying kerbs and path edgings	Manual Handling Injuries	3	3	9	Manual handling trained operatives to be used and gloves to be worn at all times	Two operatives used where load demands this and manual handling TBTs will be carried out

<i>Probability (P)</i>	<i>5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely</i>
<i>Severity (S)</i>	<i>5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible</i>
<i>Risk (R)</i>	<i>0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls are in use. 16-25=high risk, stop operation & implement control measures</i>

10	Vibrations from handheld plant	Operatives could suffer from vibration white finger	3	3	9	We will alternate the works between works so as to reduce the time using the whacker and disc cutter	We will use the breaker on the mini digger to reduce the need to use hand held breakers
11	Backing up the kerbs /path edgings with concrete	Could cause dermatitis or burns to the skin	2	4	8	Impervious gloves, long sleeved clothing, full length trousers and impervious boots must be worn when handling wet mixes.	A TBT on dermatitis will be held prior to the works starting
12	Cutting the footpath using a wet cut floor saw or disc cutter	Slurry could contaminate the storm water system	2	3	6	Set up a barrier to ensure no slurry makes it way in the drains	Use a wet and dry vacuum if required to remove the water/slurry

<i>Probability (P)</i>	<i>5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely</i>
<i>Severity (S)</i>	<i>5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible</i>
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STFC SHE Training for Control of Contractors for Low Complexity Tasks

Supplementary Information

R v Associated Octel Co Ltd (1996)

Meaning and extent of 'conduct of undertaking' as applied to Health and Safety at Work Act, section 3.

Facts

Associated Octel Co. Ltd. ("Octel"), operate a large chemical plant at Ellesmere Port. On 25 June 1990 there was an accident at the chlorine works. The plant was shut down for its annual maintenance and a small firm of specialist contractors called Resin Glass Products Ltd ("RGP") were engaged in repairing the lining of a tank. Mr. Cuthbert, an employee of RGP, was working in the tank by the light of an electric light bulb attached to a lead. After grinding the damaged area of the lining, he had to clean it down with acetone before applying a fibreglass matting patch with resin. He had his supply of acetone in an old paint bucket which he had found in a refuse bin. While he was applying the acetone with a brush, the light bulb broke. Some of the liquid had probably dripped onto it. Acetone is volatile and gives off highly inflammable vapour. As Mr. Cuthbert was using an open bucket, there was a good deal of vapour in the tank. The broken bulb caused a flash fire in which Mr. Cuthbert was badly burned.

RGP Ltd was convicted of an offence under section 2 of the 1974 Act, and Octel Ltd of an offence under section 3. Octel Ltd appealed to the Court of Appeal. It was argued on their behalf that section 3 did not involve liability for the actions of independent contractors.

The Decision

The appeal failed. The court ruled that it was a question of fact in each case whether an activity which caused a risk to the health and safety of persons (other than employees) amounted to the conduct of an undertaking. The term "undertaking" was taken as meaning "enterprise" or "business" and the cleaning, maintenance or repair of plant, machinery or buildings necessary for carrying on the business was part of the undertaking (whether carried out by the client's employees or by an independent contractor). Therefore Octel Ltd was liable under section 3(1).

Note

As the tank was designated a major hazard site under the Control of Industrial Major Accident Hazards Regulations 1984 (CIMAH Regulations) (as amended), A Ltd was obliged to submit a safety case to the Health and Safety Executive (HSE). The case submitted required contractors to comply with a permit-to-work system. However, the system was not properly implemented.

A landmark decision for clients, determining that they exert control over the selection and activities of contract staff and contractors (by way of their undertaking) and, as such, clients must take effective steps to ensure that the work is completed without risks to health or safety.

Using contractors

A brief guide



This is a web-friendly version of leaflet INDG368(rev1), published 06/12

This leaflet is aimed at businesses that use contractors. A contractor is anyone you ask to do work for you who is not an employee.

The guidance tells you what you must do to comply with health and safety law when you use contractors. However, it doesn't apply to temporary or agency workers – there is more specific information about them at www.hse.gov.uk/workers/agencyworkers.htm.

The guide includes:

- Case studies that show the importance of taking the work of contractors seriously.
- 'Stop check!' boxes that tell you when you may need to take extra steps and provide sources of more detailed guidance and industry-specific advice.

A checklist at the end of the leaflet will help you ask the right questions and prioritise your actions.

Your responsibilities

Both you and the contractor you use have responsibilities under health and safety law. Everyone needs to take the right precautions to reduce the risks of workplace dangers to employees and the public. Make sure everyone understands the part they need to play in ensuring health and safety.

What you need to do

Identify the job

Identify all aspects of the work you want the contractor to do. Consider the health and safety implications of the job. Remember, the level of risk will depend on the nature and complexity of the work. You should provide potential contractors with this information and make sure they know and understand the performance you expect of them. You could include this information in the job specification.

Stop check!

- If the work is construction or building work, as the client you have duties under the Construction (Design and Management) Regulations 2007. You can find out more in the HSE leaflet *Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2007*.
- If you are a small to medium-sized chemical company, there is more detailed guidance in *Managing contractors: A guide for employers*.

Select a suitable contractor

You will need to satisfy yourself that the contractor you choose can do the job safely and without risks to health. This means making enquiries about the competence of the contractor – do they have the right combination of skills, experience and knowledge? The degree of competence required will depend on the work. Similarly, the level of enquiries you make should be determined by the level of risks and the complexity of the job.

Examples of questions you could ask potential contractors include:

- What arrangements will you have for managing the work? For example, who will be responsible, how will the work be supervised, what checks do you make on equipment and materials etc?
- Will you be using subcontractors and if so how will you check they are competent? The level of competence for subcontractors will depend on the risk and the complexity of the work.
- What is your recent health and safety performance? For example, how many accidents and cases of ill health have you had, has HSE taken any action taken against you?
- Do you have a written health and safety policy? (This is only a requirement if five or more people are employed.)
- Can you provide existing risk assessments done for similar jobs? Again, written risk assessments are only required by law if five or more people are employed.
- What qualifications, skills and experience do you have in this type of work?
- What health and safety information and training do you provide for your workers?
- If required, do you have Employers' Liability Compulsory Insurance?

These questions will help you find out whether the contractor is complying with their duties under health and safety law. You can then decide how much evidence is needed to support what you have been told.

Other questions you can ask which may help you to decide which contractor to choose include:

- Do they have any independent assessment of their competence?
- Are they members of a trade association or professional body?
- Will they be producing a safety method statement for the job? A safety method statement is not required by law. It does however describe in a logical sequence exactly how a job is to be carried out in a safe manner and without risks to health. It includes all the risks identified in the risk assessment and the measures needed to control those risks. This allows the job to be properly planned and resourced.

Case study

A tree surgeon was felling a branch, when it fell into a neighbouring garden, damaging a fence panel. An hour earlier the neighbour had been in the garden playing with her 20-month-old child. The tree surgeon had neither the qualifications to use a chainsaw nor the skill to carry out the job safely. If the property developer who hired the tree surgeon had checked that he was competent to carry out the work, this incident would have been avoided. Don't assume someone is competent, check it yourself.

Assess the risks of the work

Both you and the contractor need to think about the planned work:

- What can harm people?
- Who might be harmed and how?
- How will you control the risks?

You can find more detailed information on risk assessment and control at www.hse.gov.uk/risk/index.htm.

You should already have a risk assessment for the work activities of your own business. Make sure your assessment covers risks to contractors from your business (eg asbestos, on-site vehicles). The contractor must assess the risks for the contracted work and then both of you must get together to consider any risks from each other's work that could affect the health and safety of the workforce or anyone else.

You need to think about any risks to your workers and members of the public, because you have contractors on site. Also, make sure you agree the measures needed to control risk with the contractor before work starts.

Stop check!

- Include health risks, such as high levels of noise or exposure to harmful substances, as well as safety risks.
- Once you have agreed action to control risks, be clear about who will do what and when. An easy way to communicate and record your findings is to use the risk assessment template (www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc).
- There are specific requirements for some higher risk workplaces. For more information go to HSE's industries pages at www.hse.gov.uk/guidance/industries.htm.

Case study

A worker was killed when she was run over by a vehicle operated by a contractor. Neither the employer nor the contractor had identified pedestrian routes to keep pedestrians separate from moving vehicles. Additionally, the contractor hadn't given his drivers adequate training to make sure they operated the vehicles safely. The employer should have identified risks from the contractor being on site and agreed measures to control those risks before the work started.

Provide information, instruction and training

You and the contractor need to communicate with each other throughout the process. Make sure that the contractor and their employees have information on:

- health and safety risks they may face;
- measures in place to deal with those risks;
- your emergency procedures.

The information you provide should be in a form that is easy to understand.

Similarly, you must provide clear instructions, information and adequate training for your own employees.

Stop check!

- For more advice, see HSE's leaflet *Health and safety training: What you need to know*.
- Pay particular attention to those whose first language may not be English – see HSE's migrant workers web pages for more information, at www.hse.gov.uk/migrantworkers.

Case study

A farm worker received internal injuries and severe burns from electric shock when he lifted an irrigation pipe and it contacted 33 000 V overhead power lines. The employer had not discussed the presence of the overhead lines and identified a safe way of moving the irrigation pipes. The employer should have made the contractor aware of the risks he faced and agreed a method of work before the job was started. Don't assume that contractors will be aware of all risks, even if they seem obvious to you.

Cooperate and coordinate with the contractor

You and the contractor must work together and coordinate your activities, to make sure the work can be done safely and without risks to health. One way of doing this is to have regular meetings throughout. The level of cooperation and coordination needed will depend on:

- the job to be done;
- the number of contractors (or subcontractors) involved;
- the risks involved.

Case study

A delivery driver was injured when a lift truck hit him as he walked into a factory to find out where he should deliver his load. The employer should have identified the risks to the driver and given him clear instructions.

Consult the workforce

You have to consult your employees on health and safety matters. Involving your workers will help you make better decisions on the actual risks and the measures to control them. Involve your workers in the process and consult them on:

- how the contractor's work will affect their health and safety;
- information and training;
- making sure they know how to raise any concerns they may have about the contractors and their work.

Case study

A contractor working at a newsprint firm had his leg amputated when it was trapped in machinery. He had climbed onto the conveyor to move a reel that was stuck and his leg was caught between the roller and the moving slatted metal conveyor. The employer should have identified the risks from the work and provided a safe system of carrying it out. If the employer had consulted employees, this method of working would have been identified and controls put in place to prevent the accident.

Manage and supervise the work

Decide what you need to do to manage contractors' work. The measures you put in place should be consistent with the level of risk, ie the greater the risk, the more you need to do.

Consider:

- Who will be responsible for the work and what do you expect them to do?
- Who will supervise the work and how?
- How will the work be done and what precautions will be taken?
 - What equipment should or should not be worked on/used?
 - What personal protective equipment is to be used and who will provide it?
 - What are the working procedures, including any permits-to-work?
- What are the arrangements for stopping the work, if there are serious health and safety concerns?

Once the work has started, make sure you keep a check on how the work is going against what you have agreed. You can do this by:

- regular checks – ask yourself 'are the control measures working?'
- investigating if things go wrong, eg near misses, accidents, ill health. Ask yourself 'what went wrong and what can we do to prevent it happening again?'

After the job is finished, there will be benefits in reviewing and learning from any lessons to see if performance can be improved in future.

Case study

Contractors were employed to install new guttering on a 7 m high building. The workers could get onto the roof from a mobile tower at the front of the building, but there wasn't any equipment to stop them falling at the back where work was taking place. The employer should have made a decision about how the work would be carried out, what equipment would be used and who would supply it before work started. Don't assume that the contractor will have the right equipment to carry out the job safely.

Stop check!

This guide provides basic information on managing health and safety when using contractors. Further guidance on managing health and safety can be found in *Successful health and safety management*.

Checklist

Questions you should ask:	Yes/ No
Have you identified all aspects of the work you want the contractor to do?	
Have you included the health and safety implications of the work in the job specification?	
Is the work construction or building work? If so, do you know what more you need to do to comply with the Construction (Design and Management) Regulations 2007?	
Have you made enquiries about the competence of the contractor? If so, have you checked for evidence before they get the job?	
Have you assessed the risks of the work and agreed action to control the risks with the contractor?	
Have you provided the contractor and their employees with information about the risks?	
Have you provided the contractor and their employees with your emergency procedures?	
Have you provided instructions, information and training for your own employees?	
Have you put in place arrangements with the contractor to coordinate your activities during the work?	
Have you consulted your employees about the work and how they can raise any concerns?	
Have you identified who will be responsible for the work and what you will expect them to do?	
Have you identified who will supervise the work and how?	
Have you put in place arrangements to keep a check on how the work is going against what you have agreed with the contractor?	
Have you agreed how the job will be reviewed to learn any lessons from it?	

Want to know more?

Consulting workers on health and safety: Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended). Approved Codes of Practice and Guidance (Second edition) L146 HSE Books 2012

ISBN 978 0 7176 6461 0 www.hse.gov.uk/pubns/books/l146.htm

Health and safety training: A brief guide Leaflet INDG345(rev1)

HSE Books 2012 www.hse.gov.uk/pubns/indg345.htm

Managing contractors: A guide for employers HSG159 (Second edition) HSE Books

2011 ISBN 978 0 7176 6436 8 www.hse.gov.uk/pubns/books/hsg159.htm

Managing health and safety in construction. Construction (Design and Management) Regulations 2007. Approved Code of Practice L144 HSE Books

2007 ISBN 978 0 7176 6223 4 www.hse.gov.uk/pubns/books/l144.htm

Successful health and safety management HSG65 (Second edition) HSE Books

1997 ISBN 978 0 7176 1276 5 www.hse.gov.uk/pubns/books/hsg65.htm

Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2007 Leaflet INDG411 HSE Books 2007

www.hse.gov.uk/pubns/indg411.pdf

For more information about risk assessment, see www.hse.gov.uk/risk/index.htm

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is available in priced packs from HSE Books, ISBN 978 0 7176 6467 2. A web version can be found at www.hse.gov.uk/pubns/indg368.pdf.

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**Science and
Technology
Facilities Council**

MANAGEMENT OF CONTRACTORS

STFC Safety Code No 15

Rev. 2.2, Issued January 2020

Revisions

1	Initial Launch	March 2008
1.1	Amendment to audit checklist	May 2013
1.2	Minor change to Appendix 5	Feb 2014
2.0	Overhaul to refine CSO role and improved guidance on contract SHE management consistent with new Contractor Management SHE training course.	June 2017
2.1	Minor updates to reflect the launch of SHE Assure	October 2018
2.2	Minor changes to remove overlap with CDM code	January 2020

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Control of Contractors

1. PURPOSE

The STFC relies to a significant degree on contractors, working on our behalf, to run and operate sites and facilities. Their activities range from setting up scaffolding through to the operation of canteen facilities and the commissioning and maintenance of specialist scientific equipment.

The management of contractor safety represents a significant challenge for STFC management and is a significant contributor to STFC safety performance.

This code sets out STFC's health and safety management arrangements for work undertaken by contractors and other non-staff workers on STFC's sites.

The health and safety of contractors working on STFC sites is the joint responsibility of the contractor's employer and the STFC. The STFC has specific responsibilities to co-operate with the external employer, to ensure that contractors are provided with sufficient information to enable them to conduct their roles safely on our sites and to provide adequate training and oversight.

2. SCOPE

This SHE Code is applicable to the activities of all non STFC employees working at STFC sites, referred to in this SHE Code as 'Contractors', see 3.2.

The duties described are not limited to contractors working under formal paid contracts which have been through a tender or selection process, see 3.2.

This code **DOES NOT** require full Method Statements and Risk Assessments for all contractors. Managers and Supervisors of contractors should consider the hazards & risks of work planned and choose proportionate and appropriate systems to control the work planned.

Given the wide range and scope of contracted works at STFC the aim of this SHE Code is to establish a flexible framework for managing contractor-related safety, health and environmental risks on any given project/job/task. This includes the co-ordination of two or more independent contractors working together on a common project/job/task or working in the vicinity of each other on separate jobs.

This code **does not** cover contractors undertaking construction work. This is covered by SHE Code 13: Construction, Design and Management.

3. DEFINITIONS

3.1 Contracted work

The jobs, tasks, projects, activities undertaken by contractors on STFC sites.

3.2 Contractor

Any organisation/person(s) that the STFC engages to undertake work who is not an employee of the STFC irrespective of whether they are paid or not by the STFC. Work undertaken by a contractor includes, but is not limited to:

- repair, clean or service equipment;
- commission or de-commission equipment or plant;
- install, inspect or test equipment or plant;
- gardens and grounds maintenance;
- catering;
- cleaning;
- design consultancy;
- surveying;
- software development;
- IT support; and
- site investigations.

3.3 Term Contractor

A specialist contractor typically employed across large areas of the STFC Estate normally for a period of between 1 and 5 years undertaking a range of works directly or through sub-contracted third parties.

3.4 Staff Letting Contracts (SLC)

An STFC employee, or their representative, who responsible for defining the contracted works and appointing the contractor. Where the contractor will be paid this may be through a formal contract tender process. Staff letting contracts should define the SHE requirements of any contract explicitly as these will not be included automatically where centralised procurement service providers are employed.

3.5 Contract Supervising Officer (CSO)

STFC employee who has a responsibility for ensuring that the contractor undertakes their work in accordance with the conditions of the contract or other agreed instructions. The CSO may be any competent person employed by, or acting on behalf of the STFC. The role of SLC and CSO may be undertaken by the same person.

4. RESPONSIBILITIES

4.1 Directors shall:

- 4.1.1 for contractors working in their Departments or physical areas for which they are responsible ensure that there is clarity of responsibility for the roles of Staff Letting Contracts and Contractor Supervising Officers, especially where one or both of these roles are provided by other Departments.

4.2 Staff Letting Contracts (SLC) shall ensure that:

- 4.2.1 all pre-contract information includes sufficient information about the SHE implications of the work along with any constraints and mandatory requirements that will apply, including STFC SHE Codes, see Appendix 8.
- 4.2.2 all relevant SHE information and requirements relating to the work are included in tender documentation and/or communicated to framework suppliers.
- 4.2.3 where sub-contracting is permitted, the contractor has appropriate arrangements for selecting and managing their sub-contractors.
- 4.2.4 the need for expert SHE advice is identified at the planning stage, for example advice on electrical, fire safety, pressure, radiation, bio-safety, waste, pollution etc.
- 4.2.5 a competent Contract Supervising Officer is appointed for all contract work within their area of responsibility with sufficient time and resources to undertake these duties effectively. Training requirements are detailed in Appendix 1.
- 4.2.6 only competent contractors are engaged to carry out work for the STFC. Appendix 2 contains a questionnaire that may be used to assist in assessing competence. Third party contractor competence schemes can be employed where relevant to the type of work being undertaken, for example Publicly Available Specification 91 (PAS91) prequalification questionnaires for construction related procurement includes assessment of a suppliers' health and safety competence.
- 4.2.7 the specific/detailed SHE requirements are agreed with the appointed contractor as part of the planning and preparation phase of the contracted works. This is to be done in conjunction with the Contract Supervising Officer (CSO) and other relevant parties as necessary and includes, but is not limited to aspects such as:
- Risk assessments;
 - Method statements;
 - Welfare and first aid provision on STFC sites;
 - Induction and training requirements;
 - Supervision arrangements; and

- Waste management arrangements.

- 4.2.8 oversight of the contract and its delivery is maintained, ensuring that the agreed Safety, Health and Environmental management arrangements are in place, working effectively and that the Contract Supervising Officer duties are being carried out.
- 4.2.9 the contractor's SHE performance, including any accumulated radiation doses, is reviewed on completion of the work, or periodically for term contractors, to identify any learning points
- 4.2.10 Any significant SHE performance issues arising from 4.3.10, 4.3.11 and 4.3.13 are communicated to STFC's procurement service provider to assist with the evaluation of future tenders or contract renewal requests.

4.3 Contract Supervising Officer (CSO) shall ensure that:

- 4.3.1 the SLC is assisted during the detailed planning/preparation stage of the contracted works to agree the SHE requirements with the appointed contractor, see Appendix 8.
- 4.3.2 the effective coordination of all contracted work under their control with the relevant parties on site who might be directly affected by it. Where work planned is within a specific Department or Facility close communication and agreement of those responsible for the work area will be required to ensure local authorisation and inductions are completed and local working arrangements understood.
- 4.3.3 the risks arising from the interface between the contractor's work and STFC's infrastructure and operations are identified and properly controlled.
- 4.3.4 suitable assurance is obtained from the contractor that the people who will actually be doing the work have the necessary competence prior to the work commencing. This may include certificates of competency, membership of professional bodies and/or proof of training.
- 4.3.5 all contracted and sub-contracted personnel receive an appropriate SHE induction before they are permitted to work on site (see Appendix 3).
- 4.3.6 contractors working on their behalf are made aware of the site arrangements and standards for SHE management, see relevant site "Contractor SHE Essentials" handbook Appendix 4.
- 4.3.7 contractors are made aware of any specific hazards that may affect the safety of their work for example, but not limited to, ionising radiation, asbestos, permits to work etc. see Contract Supervising Officer Checklist, see Appendix 3.
- 4.3.8 where sub-contracting is permitted, verify that contractors are engaging safe, competent sub-contractors and managing their activities on site to the

required standard and in accordance with contractual conditions and STFC SHE Codes.

- 4.3.9 that all risk assessments and any method statements agreed and understood prior to work commencing are still valid and that these are adhered to by the contractors during work, see Appendix 5. The checklist in Appendix 3 will help ensure that all these issues have been addressed. The standard expected of risk assessment employed in the STFC can be checked using the checklist in SHE code 6: Risk Management, Appendix 3.
- 4.3.10 through the routine and periodic assessment of contractors during the course of their work that they comply with agreed method statements and STFC SHE codes and standards.
- 4.3.11 in the case of Term Contractors, that the documentation provided and checked as part of the tender exercise remains valid and is routinely monitored throughout the period of the contract.
- 4.3.12 that clear and effective arrangements are in place for quickly stopping any contracted work if it realistically poses a risk of serious and imminent danger to anyone on site (including the contractor's staff and/or their sub-contractors).
- 4.3.13 all SHE incidents involving contractors under their control are reported via STFC's SHE incident reporting system and investigated in accordance with, SHE Code 5, Incident Reporting and Investigation.
- 4.3.14 any SHE issues or concerns that they are unable to resolve are rapidly brought to the attention of the SLC.
- 4.3.15 undertake Contractor SHE Management training defined detailed in Appendix 1, where the work of contractors employed is typical of office based work this training is recommended but not mandatory.

4.4 Contractors shall:

- 4.4.1 Provide all requested SHE information during the selection/tender process.
- 4.4.2 After selection, collaborate fully with the Staff Letting Contracts (SLC) and the Contract Supervising Officer (CSO) in planning all SHE aspects of the work including, but not limited to:
 - Risk assessments;
 - Method statements;
 - Welfare and first aid provision on STFC sites;
 - Induction and training requirements;
 - Supervision arrangements; and
 - Waste management arrangements.

- 4.4.3 Conform to all STFC SHE codes, procedures and to the guidance given in the relevant site “SHE Essentials for contractors” handbook, see Appendix 4.
- 4.4.4 Carry out work in accordance with the Risk Assessments and Method Statements agreed with STFC.
- 4.4.5 Raise any concerns with regard to their work and its safety with their STFC CSO.
- 4.4.6 Report all injuries, near misses and environmental incidents to their STFC CSO.
- 4.4.7 For all work involving radiation hazards seek advice of their Radiation Protection Advisor (RPA) or Radioactive Waste Advisor (RWA) [if they have one] and the STFC site’s RPA or RWA regarding the proposed work and as appropriate the need for designation of contractor staff as radiation classified persons and how classification can be achieved.
- 4.4.8 For work involving radiation hazards, unclassified contractor employees may operate under a Written System of Work detailing specific procedures and controls to ensure that accumulated doses are managed to ALARP, see STFC SHE Code 29, Appendix 6.
- 4.4.9 For employees working as classified or under a System of Work must ensure that their dose histories are available for the STFC Contract Supervising Officer and STFC site RPA to determine whether the relevant dose limits are likely to be exceeded and thus allow a contract to be made for the work.

Appendix 1 SHE Training Requirements

Role	Initial Training	Refresher	Frequency	Commentary
Staff Letting Contracts (SLC)	SLC training should be considered by their line managers dependent on the nature and scale of the contracts let. Those with significant H&S hazards should attend the STFC Contractor SHE Management course, 1 day.		5 years	SLCs will require general training in the procurement processes operated by the STFC's centralised procurement provider. This will not address the SHE aspects of contract letting.
Contract Supervising Officer (CSO)	STFC Contractor SHE Management course, 1 day.	STFC Contractor SHE Management course, 1 day.	5 years	
Contractors	Contractor SHE induction requirements defined in SHE Code 10: SHE Training Site and work specific training requirements defined by the CSO			

Appendix 2 Contractor Selection SHE Checklist

This checklist should be employed by those selecting contractors to gain assurance as to the competence of prospective contractors to manage SHE matters effectively.

Name of organisation:

Address:

.....

Contact for further information:.....

E-mail: **Tel no:**

General policy

- 1 Can they provide a copy of their Health and Safety Policy (only applicable to companies with 5 or more employees) or Environment policy? ☐
- 2 Can they provide an outline of their organisational structure for SHE management? who is responsible for SHE matters? ☐
- 3 Can they provide copies of their public & employers liability insurance certificate? ☐
- 4 Can they provide 3 year summary SHE performance in relation to company accidents, injuries, environmental incidents and dangerous occurrences? ☐
- 5 Can they provide details of any letters of contravention, enforcement or prohibition notices, or prosecution(s) undertaken against their company or individuals employed by their company for breaches of SHE legislation within the past 5 years, and a summary of actions taken as a result? ☐
- 6 For work involving radiation can they provide current radiation exposure records of employees who will carry out the work, and the name/contact details of their Radiation Protection Advisor (RPA) or Radioactive Waste Advisor (RWA)? ☐

Organisation

- 7 Can they provide details of SHE training programmes undertaken by their employees: courses, providers and dates? ☐
- 8 Can they provide the names and qualifications of SHE advisers, internal staff or external consultants, used by their organisation? ☐
- 9 Can they outline how they maintain their SHE management systems in the light of developing SHE legislation and industry good practice? ☐
- 10 Are employee H&S (Trade Union) representatives appointed? ☐
- 11 Do they have a H&S committee for consultation? ☐

Planning and monitoring

- 12 Does the contractor undertake post-contract SHE reviews? ☐
- 13 How does the contractor co-ordinate the sharing of information/SHE information between:
 - Contractor and Client ☐
 - Contractor and Sub-contractors? ☐
- 14 How does the contractor monitor the competence of staff and sub-contractors to undertake work proposed? ☐

Appendix 3 Contract Supervising Officer SHE Checklist and Contract Signoff**COMPANY NAME****CONTRACT TITLE****PRIOR TO APPROVAL**

- Contractor Pre-Selection SHE checklist completed ☐
- Risk Assessment for work received and checked ☐
- Method Statement for work received and checked ☐
- STFC related risks provided to the Contractor ☐
- Safety management and supervision arrangements agreed ☐
- Contractor's staff welfare and first aid arrangements agreed ☐

ON FIRST ARRIVAL AT SITE

- Induction video viewed and/or induction information provided ☐
- All risk assessments and management arrangements still relevant ☐
- 'STFC Information to Contractors' provided ☐
- Contractors are aware of relevant STFC SHE codes for work planned ☐
- Check relevant contractor licences to undertake work planned ☐
- Check training/competence of contractors to undertake work ☐

STFC Contract Supervising Officer **Date****PRIOR TO COMMENCING WORK ON SITE**

- Discuss planned work ☐
- Discuss Local/Site Risks & Hazards ☐
- Ensure contractor staff have read and understood Risk Assessment(s) ☐
- Ensure contractor staff have read and understood Method Statement(s) ☐
- Discuss Local/Site Emergency Procedures – fire, medical, radiation ☐
- Discuss Local/Site Alarm Systems ☐
- Discuss STFC Accident, injury and Near Miss Reporting requirements ☐
- Discuss Local/Site welfare (parking; toilets; wash room; restaurant ...) & first aid ☐
- Discuss Environmental implications of work, responsibility for waste ☐

Contractor's Site Manager/Supervisor **Date**

Appendix 4 STFC Contractor SHE Essentials

Link to RAL and DL SHE Essentials for Contractors booklet.

Appendix 5 Risk Assessments and Method Statements

1 General

STFC must ensure that safe systems of work are provided for all tasks. Generally this involves an analysis of the task and associated hazards, **a risk assessment** and, where the risks are significant, **a method statement** which indicates how the work is to be organised and hazards controlled to minimise the risks.

Areas for consideration in a safe system of work should include:

People:

- competency of contractors;
- the work activity being carried out;
- the duration and timing of the work;
- proximity of other people in the area;
- lone working; and
- physical status of the workers such as pregnancy or vertigo sufferers;

Equipment:

- suitability of equipment for task including guarding;
- effect of equipment on people or environment (noise/vibration etc.);
- the equipment to be used and its inspection and maintenance; and
- control of possible falling objects or unstable equipment;

Materials:

- condition and stability of work surfaces such as fragile materials, slippery surfaces, hot, cold, sharp, heavy etc.; and
- disposal of wastes including any radioactive materials:
 - How will they dispose of waste (our skips or will they have their own contractor;
 - Who will transfer their waste (are they registered as a waste carrier with EA/NRW/SEPA)
 - Can they provide evidence of waste contractor, waste carriers licenses etc.
 - How do they manage hazardous wastes
 - Will they segregate waste (general and recyclables)

Environment:

- the location in relation to the presence of hazards such as open excavations, overhead services, radiation etc;
- the working environment with regard to weather, wind or lighting;
- safe and appropriate control of hazardous substances (e.g. dusts, chemicals, etc.);
- safe means of access and egress;

- frequency of access;
- prevention of access by unauthorised persons; and
- separation of work from other people in the area.

A typical **method statement** might contain the following:

Description of the work:

- why is the work being carried out;
- the scope of the work, how long it will take etc.;
- the resource required to carry out the task;
- the sequence of operations necessary;
- controls required (e.g. PPE, LEV, atmosphere tests, etc.); and
- completion criteria.

Location of the work:

- where on site the work is to be carried out;
- details of how the work might affect or be affected by other work in the area and how that will be controlled (e.g. warning signs, fencing etc.);
- what preparation work needs to be carried out; and
- location of any signage.

Access/Egress

- give details of any special access or egress requirements

Emergency Procedures:

- details of fire and first aid procedures;
- how to deal with possible spills;
- reporting of incidents and near misses; and
- contact details of personnel involved.

In assessing documentation from contractors, managers may need expert advice.

Template Method statement

STFC provides a template method statement which contractors can use

2 Key Related STFC SHE Documentation

STFC SHE Code 5, Incident Reporting and Investigation

STFC SHE Code 6, Risk Management .

STFC She Code 13, CDM .

3 References and further reading

Health and Safety
Executive

Managing contractors – a guide for employers

Health and Safety
Executive

Use of Contractors – a Joint Responsibility (INDG368)

All STFC SHE documentation can be found on the STFC SHE website.

The STFC has also established free access to a source of HSE guidance and documentation as well as British Standards technical documents –
Info4Education

Appendix 6 Audit Checklist

Reference		Rating	Comments
1 (Section 4.2.2) (Appendix 2)	As part of work tendering have successful contractors completed a 'Contractor selection SHE checklist'?		
2 (Section 4.2.1)	Have CSOs been assigned to all contractor operations and have they been suitably trained?		
3 (Section 4.3.6)	Have CSOs undertaken routine and periodic inspection of contractor operations		
4 (Section 4.3.1) (Section 4.4.3)	Evidence that relevant inductions and documentation has been provided for contractors prior to work commencing and has been signed for.		
5 (Section 4.3.4)	Has the competence of contractors been checked?		
6 (Section 4.3.2)	Evidence that contractors have been made aware of local hazards?		
7 (Section 4.3.2)	Evidence that the CSO has actively co-ordinated the works between more than one contractor organisation.		
8 (Section 4.3.3)	Evidence that the CSO has managed the interface between contractors' works and on-going STFC activities.		
9 (Section 4.3.5)	Have contractors provided suitable risk assessments and method statements?		
10 (Section 4.3.8) (Section 4.4.4)	Have contractors been reporting incidents to CSO?		
11 (Section 4.3.2)	Have all contractors signed the 'Contract supervising officer's checklist'		
12 (Section 4.3.3)	Have all contractors received the 'STFC SHE Essentials for Contractors' handbook		
13 (Section 4.2.4)	Has contractor SHE performance formed part of the contract review on completion?		

Appendix 7 Document retention

Records established	Minimum retention period	Responsible record keeper	Location of records	Comments/ Justification
Pre-contract contractor provided SHE information	Duration of the contract and its successful conclusion	Contract Letting/ Supervising Officer	Local record systems	If contract unsuccessful due to SHE incident or contract overrun, cost or quality such records should be retained pending conclusion.
Contract tender documentation				
Contractor and sub-contractor Risk assessment and Method Statements (RAMS)				

Appendix 8 Contractor management action timeline

Activities BEFORE the Contract starts

	Initial Planning	Selection	Detailed Planning
Staff Letting Contracts (SLC)	• Prepare job/work description and identify key Safety, Health and Environmental aspects. • Determine need for expert STFC SHE input (e.g. electrical, fire safety, pressure, radiation, biosafety, waste, pollution). • Consult site estates teams if the job/work impacts building infrastructure or site services • Consider if the job comes under CDM (get advice). • Consider which STFC SHE Codes need to accompany the tender – REMEMBER SHE website/SHE codes are visible on public web except for radiation & biosafety. • Prepare job/work specification with initial safety requirements to send out with tender. • NOTE: STFC procurement service will not add any SHE requirements to your tender – <u>this must be specified explicitly by SLC.</u>	• Obtain and review detailed SHE information from each tenderer. • Make full use of STFC Code 15 Contractor Management Appendix 2, and other relevant SHE Codes. • Select on the basis of: ○ technical capability, experience and competence; ○ Health, Safety and Environmental capability, experience and competence; and ○ Cost.	• Appoint the Contract Supervising Officer (CSO) for the job/work. (can be earlier – not later) • <u>In consultation with CSO and others involved,</u> carry out detailed job planning: ○ Risk Assessment (RA) for contractor from related/impacting STFC activity; ○ RA for STFC from contractor activity; ○ Contractors Method Statements (MS); ○ Identification of training and induction requirements including emergencies for contractors and any sub-contractors; ○ Arrangements for communication between STFC and contractors/sub-contractors and the contractor's supervision; ○ Update of records for all contractor activities and consider interactions
Contract Supervising Officer (CSO)			• Get involved
Contractor		• As part of the tender process provide all requested SHE information in addition to the technical response.	• Prepare and submit RA and MS (RAMS) in full compliance with STFC Codes. • Exchange information with STFC on hazards being introduced to STFC sites and safe working. • Agree all SHE arrangements with STFC including communication and supervision.

Activities at the START of, DURING and AFTER the contract

	At the Start	During	After
Staff Letting Contracts (SLC)	• Be satisfied that the CSO is in place and that the job/work is being supervised by STFC	• Maintain sufficient contact with the CSO, contractor and job/work to know that the agreed safety arrangements are being implemented • Support the CSO in challenging any departure from the agreed safety arrangements	• Review the technical and SHE performance of the contractor and any sub-contractors. As appropriate feedback poor SHE performance to STFC's procurement service providers as input to future tender selection exercises
Contract Supervising Officer (CSO)	• At the outset confirm all job/work details with the contractor's supervisor/staff checking that the prior RAs and MSs remain valid. • Confirm competency of all contractor and sub-contractor staff employed – see evidence of their training/competence • Deliver agreed site and local SHE induction training • Work through all other items in SHE Code 15 CSO check sheet, Appendix 3 • Ensure all contractors have read and signed the STFC Information for Contractors Notice – SHE Code 15 Appendix 4	• Manage, supervise and communicate as agreed in the planning stage, with particular attention to any changes that may affect their work • Undertake routine and periodic checks that agreed safety arrangements are being implemented • Encourage and enforce incident reporting requirement and enter such reports in STFC's SHE reporting system • Challenge any departure from agreed SHE arrangements and standards	• Report to the Managers Letting Contracts on the SHE performance and competence of the contractors
Contractor	• Confirm agreement with all planning arrangements including RAMSs and provide evidence of staff competence for work planned. • Read and sign the STFC Information for Contractors document and comply with its requirements	• Work entirely to the agreed RAMS • Discuss any departure with CSO - <u>In advance</u> • Raise any SHE issues with the CSO immediately • Report all SHE related incidents – injuries and near misses to the CSO	