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Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board



CONTRACTORS General Code of Safe Practice



CONTRACTWYR Cod Cyffredinol Ymarfer Diogel

Capital, Estates and Facilities Department
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**Contractors
General Code of Safe Practice**

CONTACTING

EMERGENCY SERVICES

During normal working hours the telephone is the most effective way of summoning outside help. There are two methods.

| | |
|---|--|
| Hospital Telephone | <ul style="list-style-type: none">• Lift the handset• Dial the Hospital Switchboard• Dial 3333• Ask for the emergency service you require |
| Public telephone /mobile phone (Emergency calls are free) | <ul style="list-style-type: none">• Dial 999• Follow operator instructions |

In all cases where contact with emergency services is being made, it is important to follow certain basic principles if confusion is to be avoided.

- **KEEP CALM:** Ask clearly and concisely for the service you require.
- **GIVE A PRECISE LOCATION:** e.g. "University Hospital of Wales, Ward A, Seventh Floor, **not** "University Hospital of Wales Ward".
- **SEND A RELIABLE PERSON,** to act as a guide to a prominent place where they will be seen by ambulance /fire brigade /police drivers.
- **IF IN DOUBT** go yourself to act as a guide. Don't risk emergency services going to the wrong place.

NOTE: A list of useful contact names can be found in Section 3 on pages 17 - 18

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CEF/CCP/Appendix 7/contractors general code of safe practice

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SECTION 1 Introduction, Purpose of the Code and Starting Work

- 1.1 As the controller of premises, the Cardiff and Vale University Health Board, herein after, referred to as the UHB, have a statutory and social duty to ensure, so far as is reasonably practicable, the health and safety at work of all its employees, and further, to take steps to ensure that the activities undertaken by the UHB, do not endanger others who may be affected thereby.

The UHB's statement of policy on health and safety recognises these duties, and states also that special risks, either of a permanent nature, or which may arise from time to time should also be considered in order to:

- Secure the health, safety and welfare of people at work
- Protect people other than those at work, such as patients and general public, against risks to their health and safety arising out of work activities
- Control the use of explosive, highly flammable or otherwise dangerous substances
- Control the release of noxious or offensive substances

1.2 PURPOSE OF THE CODE

The code has been prepared to help contractors and their employees to work safely, and to prevent accidents and injuries to themselves and to UHB personnel, patients, visitors, other contractors and members of the general public. This code applies to all projects including notifiable CDM projects.

All contractors working on UHB premises must conform to the provisions of this code. The observance of this code, however, does not in any way relieve the contractor of his legal or contractual obligations. Contractors working on UHB premises must comply with the common law as it applies to the general duty of care, as well as with any statutory provisions applicable to the work they are to carry out. All contractors and their employees should be conversant with the safety rules of the department or area in which they are working and the contractors' representative named in the contract document has the responsibility for ensuring that this is so.

In any case of doubt regarding the application of the code, or in any circumstances affecting safe working not covered by the code, advice should be sought from the Capital Estates and Facilities Assurance, Safety and Compliance department.

1.3 STARTING WORK

Before work commences on each contract, the UHB's Capital Planning and Estate Management Department/Estate Maintenance Department, as appropriate, must be informed so that the appropriate arrangements for health and safety can be made as in keeping with the Control of Contractors' Policy V2: All contracting companies must be approved either directly by the health board via the CCHSQ1 vetting form or by the principal contractor on larger contracts.

- A safe system of work must be arranged between all parties, before contractor operations are allowed to begin, (see also Parts 2 & 3 - CDM Regulations)
- Project Job Registration form to be completed
- Risk assessments and method statement must be produced for the activity to be undertaken
- Contractors are to be provided with site rules and information
- Contractors attend mandatory Induction training
- Signing in procedures to be outlined and followed

Good liaison between the contractor and the UHB is of prime importance both to ensure that the work proceeds smoothly and that any safety related problem can be resolved quickly. The chain of communication must include sub-contractors e.g. scaffolders, so that, in the event of an emergency, requiring, an instant response, the contractor's liaison officer can be contacted quickly. Contact telephone numbers for all contractors and sub-contractors must be lodged with the site contact and Capital Planning and Estate Management Department /Estate Maintenance Department (if different) before work starts.

The liaison officer is a senior member of the contractors' staff who is responsible for contact and co- ordination with the site contact and any sub-contractors. The latter must be made fully aware of their responsibilities, and while the liaison officer may not directly supervise their work, he is responsible for ensuring that the work meets the requirements of this code of practice.

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SECTION 2: Specific Guidance and Information

2.1 ARRIVAL AND DEPARTURE PROCEDURE

Normal working hours

In the first instance all contractors' staff, will report on arrival to the relevant department/ site contact where they will be booked on to the On-Site Contractors Database. The contractor will be booked on to, the On-Site Contractors Database for a pre-determined period, the contractor has to sign in and out (electronically) each day at a location to be confirmed by the site contact.

Normal working hours for contract works/maintenance are:

Mon –Thurs 8:00- 16:00
Fri 7.30- 15:30

Out of hours

Where contractors are requested to attend UHB property outside of normal hours the on-call Estates Officer will initiate the call to the contractor and inform them to confirm their attendance when on site. Details of the call will be recorded by the on-call Estate Officer. On completion of the work the contractor will re-contact the on-call Estate Officer and "sign out" and confirm if the work is complete. Details of the contractors visit will be entered into the contractors register by the on-call Estate Officer on the next working day. If the work is taking place at University Hospital of Wales then the contractor may also, by prior agreement with their UHB site contact, utilise the remote signing in and signing out unit.

All contractors must strictly comply with the security arrangements prevailing at the respective hospitals and departments throughout the UHB. Where identification badges are provided, these shall be worn at all times whilst on UHB premises and returned as instructed to the Issuing Officer.

Failure to comply with security arrangements could result in the offending company being prevented from carrying out work for the UHB in future.

It is mandatory that all contractors and their sub-contractors must book in and out each day.

2.2 ASBESTOS







UHB's site contact in advance of the contract shall, as far as is reasonably practicable, identify to the contractor where asbestos containing materials (ACM) will be encountered, including where appropriate by means of a refurbishment survey per HSG264. Where the works will interfere with any ACM, UHB will arrange to remove or protect the ACMs under controlled conditions.

Where other materials are encountered by the contractor that are suspected of containing asbestos, the contractor shall immediately cease work and notify UHB's site contact who shall ensure that the suspect material is analysed as soon as practicable and any appropriate action taken, if the material is found to contain asbestos. Under no circumstances shall contractors attempt to remove any asbestos material or materials they suspect of containing asbestos.

The Cardiff & Vale UHB Asbestos Management Policy requires all persons working on the fabric of the building or services comprising its estate to have undergone Asbestos Awareness Training delivered by a UKATA or an equivalent accredited, training organisation. Appropriate and regular training is an employer legal requirement and is specifically covered by Part 2 General Requirements, Regulation 10 of the Control of Asbestos Regulations 2012.

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Asbestos labelling protocol adopted within the UHB:

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|  |  | <p>As a result of the sensitivities involved and to minimise undue alarm, the following more subtle label is placed in public areas. This warning label is used in general areas other than plant rooms, maintenance areas, risers etc. and is actually placed on or immediately adjacent to the actual ACM which is present in the area e.g. pipework insulation, insulation board etc. They are specifically designed to draw attention of maintenance/contractor staff before carrying out work such as drilling, sawing etc.</p> |
|  |  | <p>This warning label is placed on the inside of plant rooms, duct risers etc. and is placed in a prominent position immediately adjacent to access points that are NOT entered via a public area. Labels are clearly positioned at eye level or near to the door handles in a prominent position to warn maintenance /contractor staff that ACM is present in the area.</p> |
|  |  | <p>This warning label is used on the inside of plant rooms, duct risers etc. and is actually placed on or immediately adjacent to the actual ACM which is present in the area e.g. pipework insulation, insulation board etc. This label is placed adjacent to sample points on ALL known and visually similar asbestos material in all plant rooms, boiler rooms, ducts and risers.</p> |

2.3 CARTRIDGE OPERATED FIXING TOOLS

The use of **powder activated tools** is **not** permitted onsite. The use of gas cartridge and air tools (nail guns etc) is permitted if agreed by the UHB supervising officer

2.4 CDM REGULATIONS

The contractor and his sub-contractors shall fully comply with the Construction (Design and Management) Regulations 2015 (CDM R 2015).

2.5 CONDUCT AND BEHAVIOUR

In the event of any person or persons employed by the contractor or any of their sub-contractors, are considered to be under the influence of drink or drugs, the contractor will be requested to remove such person/s from the site immediately.

This action equally applies to the self-employed who are engaged directly by the UHB. Cardiff & Vale UHB reserve the right for UHB's site contact to issue an instruction direct to any of the contractors' employees or those of sub-contractors in the event of a serious event and to inform the contractor in retrospect if circumstances warrant such action to be taken.

Behaviour that is likely to cause offence i.e. physical or verbal abuse, aggression or harassment including racial harassment will not be tolerated.

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2.6 CONTROL OF POLLUTION AND SPILLAGE

Contractors must ensure that arrangements are made to prevent any waste, sand, cement, oils, chemicals, substances or any detritus or similar matter, seeping or being washed into site drainage/sewage systems or deposited in waste containers on UHB premises, unless express permission has been given by the UHB's Capital Planning and Estate Management Department/Estate Maintenance Department, as appropriate.

Any spillage of water or other substances that can affect the safety of UHB personnel, patients, visitors, other contractors and members of the general public shall be cleared up immediately to the satisfaction of UHB's site contact.

2.7 ELECTRICAL PLANT AND EQUIPMENT

The contractor or his employees shall not enter any substation, switch room or similar area without the express permission of the UHB's Capital Planning and Estate Management Department/Estate Maintenance Department, as appropriate.

2.8 ELECTRICAL POWER SUPPLY TO SITE

Where the electrical supply is derived from the hospital electrical distribution system, UHB's site contact shall agree a point of connection. Subsequent connections to the agreed UHB electrical supply shall only be undertaken by a qualified electrician in accordance with the current IEE Regulations and the Electricity at Work Regulations 1989.

The electrical distribution system throughout the site, if on mains voltage, shall be properly supported at high level, without tension or strain on connections and effectively protected against mechanical damage. All electrical supply outlets should be via transformer units of 110v secondary voltage for the purpose of portable tools, plant and lighting. The use of mains voltage portable tools, plant and lighting is prohibited throughout the UHB. Cardiff & Vale UHB require that contractors use battery voltage power tools wherever possible.

2.9 ENTRY INTO CONFINED SPACES

Contractors' employees may not enter any tank, pit, chamber, pipe, flue or similar confined space where there is a potential to encounter dangerous fumes or a lack of oxygen etc, without the express permission of the UHB's Capital Planning and Estate Management Department, ensuring that all necessary and appropriate control measures are implemented accordingly before and during entry. If permission is provided, work in such places shall be carried out in compliance with the UHB's Permit to Work system. All contractor entering a confined space must be able to demonstrate appropriate training and competence

All work proposed to be undertaken in confined spaces must be carefully planned and a documented safe system of work prepared and brought to the attention of all staff who shall be suitably trained for undertaking and supervising such work.

2.10 ENVIRONMENTAL MANAGEMENT

The UHB has implemented an Environmental Management System (EMS) which is externally accredited to ISO 14001, the international environmental standard to effectively manage the environment within the UHB, and seeks actively to reduce its impact on the environment to the lowest practicable minimum, including the activities of contractors conducting work activities on UHB premises. All contractors are to be aware of their responsibilities and ensure compliance with the organisation's Environmental Management Policy. All contractors are to ensure minimum adverse effects to the environment, resulting from activities on site, when working for or on behalf of the UHB, in particular all contractors must:

- Support our environmental policy
- Comply with environmental legislation and other requirements at all times
- Comply with UHB rules and standards including EMS Policies and Procedures
- Follow any procedures in the EMS that are relevant to your activities in accordance with the Site Manager/Project Manager's instructions, for example, reporting or responding to an environmental incident

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- Where possible use products/services least damaging to the environment, and where practicable, recycling techniques
- Upon request, make available relevant documentation for inspection and audit
- Co-operate with the UHB in the selection, use, transportation and disposal of products or waste
- Co-operate with the UHB in the use of products and packaging
- Help us to achieve our environmental objectives and targets by conserving resources, energy and water, and by minimising waste whilst working /operating on site

2.11 FIRE

Before commencing any work for UHB, the contractor in conjunction with UHB site contact and/or a member of the UHB fire safety team shall discuss the following fire safety arrangements:

- Fire prevention measures
- Means of raising the alarm
- Means of fighting a fire
- Means of escape
- Fire alarm system isolations

A **HOT WORK PERMIT** is mandatory for all Hot Works at the UHB. The Hot work Permit will be provided by the UHB site contact.

An Approval to Proceed Permit is also mandatory if any proposed works involve breaking into or disturbing fire compartment walls or floors. This permit is provided by the UHB site contact and/or a member of the UHB fire safety team

The use of flame or the application of heat as in welding or burning is prohibited in many areas of the UHB for a variety of reasons. Contractors and their employees must seek prior permission for these activities from an authorised person, in the absence of any specific restrictions must assume that it is prohibited.

The contractor engaged upon construction/maintenance works within the designated areas shall agree with the site contact the provision for suitable and sufficient firefighting appliances, the adequacy of which will be assessed by a member of the UHB fire safety team.

UHB requires that all fire-fighting appliances brought onto site by the contractor or his sub-contractor shall have been subject to regular inspection by a competent person and be in date. On no account shall fire extinguishers be moved from their normal positions throughout UHB premises, except in the event of a fire.

Firefighting equipment installed by the UHB is available for use by the contractors' employees should a fire occur. Should a UHB fire extinguisher be discharged, this shall be brought immediately to the attention of a member of the UHB fire safety team who shall arrange for the replacement of the discharged fire extinguisher.

Where any work is to be carried out which will necessitate interference with hand held firefighting equipment, alarm systems or devices then prior notification must be given to the site contact who shall enable notification to be issued to staff where applicable.

In the event of fire compartmentation being disturbed or damaged during the course of the contract work, the contractor shall ensure that such compartmentation is either temporarily reinstated or repaired before the end of the working day.

All contractors have the authority to raise the fire alarm if they discover a fire no matter how small and subsequently report the incident to the UHB site contact and/or a member of the UHB fire safety team for investigation.

The attention of contractors is specifically drawn to the danger associated with the use of mastic heaters (tar boilers). Such work will be subject to a risk assessment and must include the effective separation of the boiler from surrounding surfaces by mounting it on insulating stands (e.g. concrete blocks at least 30mm high). Tar boilers are to be sited at least 6m clear of any combustible materials and away from ventilation intake grilles. They are not to be left unattended when alight.

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2.12 FIRST AID

Contractors are to make suitable and sufficient arrangements for their health and safety with regard to any first aid facilities.

The contractor is to provide such first aid materials and personnel trained to deal with any foreseeable injury associated with their work.

The nearest Emergency unit is located at:

University Hospital of Wales
Heath Park
Cardiff
CF14 4XW
Tel: 029 2074 8047/8025

2.13 GUARDS, FENCES, SCREENS AND ENCLOSURES

Guards or fences must not be removed from any machinery or plant without the previous permission of an authorised person of the UHB. All equipment must be isolate using a LOTO system before any guards or fences are removed. They must be replaced and secured as soon as work is complete and before the machinery/plant is re-energised.

All contractors' machinery and plant brought onto UHB premises must comply with the Provision and Use of Work Equipment Regulations 1999 relating to that type of equipment and must, where appropriate, be securely guarded or fenced. Where the contractor is carrying out work on UHB premises, such as the breaking or dressing of stone or concrete, grinding of metals, etc., he is responsible for the installation and maintenance of such screens or enclosures, as may be required to protect themselves, UHB personnel, patients, visitors, other contractors and members of the general public who may be endangered.

Should at any time the barriers erected by the contractor fail to provide sufficient protection; the contractor will be required to provide more efficient barriers immediately.

2.14 HIGHLY FLAMMABLE LIQUIDS and LIQUEFIED PETROLEUM GAS (LPG)

The storage of such substances on UHB premises is only permitted under controlled conditions

Every effort must be made by contractors to use non-flammable alternatives. Where the use of highly flammable liquids / LPG or propane is unavoidable, contractors are responsible, in liaison with any UHB Department affected and with the UHB's Capital Planning and Estate Management Department/Estate Maintenance Department, as appropriate, for establishing and maintaining a safe system of work designed to prevent fires and explosions.

2.15 HOT WORK

Any hot work undertaken within any UHB property must have a hot work permit issued prior to the commencement of any work. The site contact will issue the permit. Under no circumstances can hot work take place where highly flammable or explosive vapours are present or likely to be present. The use of spark producing tools in such areas is prohibited and precautions should be detailed in the Permit to Work.

Arc welding, when undertaken, shall be strictly controlled whereby all persons in the vicinity of the welding operation are protected with suitable screens against ultra violet rays emitted from the process. The contractor is responsible for ensuring appropriate ventilation is in place when carrying out welding activities in line with HSE bulletin STSU1 – 2019.

All gas cylinders in use or in storage shall be maintained in a secure position i.e. by welding trolley or by other secure means whereby there is no possibility of the cylinders being pulled over.

Reminder: Acetylene cylinders are not permitted on any of the Cardiff & Vale UHB sites

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In all aspects of hot working the site of the operation shall be manned for at least one hour after the cessation of the work to ensure that there has been no ignition of material that could cause a fire.

Hot work carried out, out of hours shall be manned for at least one and a half hours after the cessation of the work to ensure that there has been no ignition of material that could cause a fire.

2.16 LEGIONELLA MANAGEMENT AND CONTROL

In order to effectively control the potential risks associated with Legionella the UHB has a formal Legionella management and control system in place, with approved protocols and auditing regimes.

Contract staff undertaking work on the UHB's water systems should be appropriately informed, instructed and trained, and will be assessed for their overall competency on a regular basis. Contract staff should have an overall appreciation of the practices affecting water hygiene and safety, and that they can interpret the available guidance and perform their tasks in a safe and technically competent manner.

2.17 LOW VOLTAGE ELECTRICAL SYSTEMS

Prior to the commencement of any work on low voltage electrical systems, it is essential that the contractor consults fully with the UHB's Capital Planning and Estate Management Department/Estate Maintenance Department, as appropriate. It is a requirement that the contractor complies fully with the UHB's Electrical Safety Policy and that they follow any instructions provided by the UHB's Authorised Person(s).

2.18 MENTAL HEALTH ACT

The Mental Health Act 2007 is applicable to some areas within the UHB. Within these areas, contractors must note that the premises and adjacent areas to the actual workplace will be in occupation throughout the period of the contract, by patients that could be potentially or suffering from mental illness, and the conduct of all contractors' staff must be regulated accordingly. In particular, the contractor must observe the following special precautions:

- Not to convey any articles or materials to or from any patient.
- Not have any dealings whatsoever with, nor gossip with any patient or member of staff.
- To ensure that all materials, tools, plant etc., not in use are kept securely locked away. If any of the foregoing items are missing the loss must be reported immediately to the Supervising Officer.
- To ensure that ladders, scaffolds and other plant are at no time left unattended when in use, and when not in use are locked away/secured.
- To lower and secure with suitable chain and padlock all ladders not in use.
- To keep any premises keys loaned to the contractor in the care of the person - in - charge, who is responsible for their safekeeping. Such keys are to be collected from and returned to the relevant key office on arrival and departure from UHB premises. The greatest care is to be taken that keys are not left accessible to unauthorised persons, mislaid or lost. Any loss must be reported immediately to the Supervising Officer.
- The contractor must undertake to remove from the works any of their personnel found to contravene these restrictions. Contractor personnel must be strictly confined to the working area.

2.19 NOISE

The exposure of anyone to noise from work activities should be assessed, including how much the noise from the work is going to affect people working at the site, including UHB personnel, patients, visitors, other contractors and members of the general public and the effect on healthcare routines, noise must be properly controlled.

The contractor shall clearly indicate if, when and where noise from any equipment to be used is likely to interfere with patient care. All noise emitting equipment shall, as far as is practicable, be sound proofed. Before any noise emitting equipment is used in, above, below or near patient occupied areas of the hospital, the Supervising Officer shall be consulted and agreement reached on the acceptability of the anticipated noise level and the duration of time it is likely to last.

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The UHB is committed to a policy of reducing the nuisance to patients and the public. To this end all contractors are to use machines and compressors designed and equipped to reduce operating noise. All pneumatic hammers, drills and similar equipment must be fitted with effective noise suppression.

2.20 PARKING FOR CONTRACTORS AT UNIVERSITY HOSPITAL OF WALES

Under no circumstances shall vehicles belonging to contractors' employees be parked whereby an obstruction is created. Generally, no contractor vehicles are allowed on the UHB premises other than those bringing personnel, materials, tools and equipment. At the University Hospital Wales car parking is controlled by a third party. Failure to register a vehicle parked on site may result in a parking fine being levied against the vehicle driver/ company by the third party.

2.21 PERMITS TO WORK (7 working days' notice)

Throughout UHB premises there are numerous high-risk areas and systems for which a permit to work will be required. Such works will be agreed with the site contact at the pre-contract safety meeting and any necessary permit to work arranged before any work pertaining to these areas or systems is allowed to commence and can typically include:

- Working on medical gas systems
- Working on water systems
- Work on electrical systems (High Voltage and Low Voltage)
- Hot works
- Permit to dig
- Other general works including confined spaces, work at height, roof access and asbestos

7 days' notice must be given for work where a permit is included to isolate any particular area or systems.

2.22 PERSONAL & RESPIRATORY PROTECTIVE EQUIPMENT (PPE & RPE)

The contractor is responsible for providing his/her employees with such personal protective equipment as may be required for the work that they are employed to carry out e.g. eye protection, head protection, hands and feet protection, respirators and breathing apparatus, and for ensuring that PPE & RPE are worn, inspected, maintained and stored correctly.

Work areas and work types identified as requiring specific PPE/RPE should not be accessed or carried out unless this requirement is fully met.

2.23 RADIATIONS - Ionising and Non-Ionising

Both Ionising and Non-Ionising Radiation are known to be hazardous to varying degrees. Exposure should be avoided or kept to within recognised limits due to the uncertainty of their effects. Contractors must not enter any UHB area where these are in use, without ascertaining if there are any potential hazards, have read local rules that are in force for that area and signed to say that - they understand them and have written consent of the local UHB manager to enter any UHB area where these types of radiation are in use.

2.24 REPORTING OF ACCIDENTS

All accidents sustained by contractors' personnel should be reported to UHB Supervising Officer and recorded on the incident form. Accidents to persons other than the contractors' staff shall be reported immediately to the Supervising Officer. Any incident or dangerous occurrence should be reported to the Estates Department Help Desk (Telephone Ext. 46555) UHB will at its sole discretion investigate any incident, accident or dangerous occurrence and take whatever action deemed necessary.

2.25 ROAD SAFETY

The UHB complex presents unusual dangers in respect of road safety, and drivers of vehicles are expected to exercise a high degree of responsibility and restraint. Contractors are to observe all speed limits. Particular care is to be taken when reversing as patients may be in wheelchairs, have difficulty in hearing, and may not respond as quickly to danger - **banksmen must be used at all times during reversing operations.** The

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presence of large numbers of people must be constantly borne in mind and contractors and their employees, are asked to remember that the UHB /University is essentially a pedestrian precinct, to which vehicles are allowed access only for loading, unloading and parking, subject to the car parking regulations of the UHB.

Protective measures at road works e.g. by the use of cones, barriers, signs, warning lights, etc., should conform to the standards normally applied to work on public roads. In particular, scaffolds and other means of access erected at places adjacent to UHB roadways must be carefully protected illuminated and sign posted.

2.26 SERVICES

Contractors must not connect to or interfere with the medical gas, steam, electrical, gas or other services of the UHB without the express permission (notice period required) of the UHB's Capital Planning and Estate Management Department/Estate Maintenance Department, as appropriate. Local isolation of service must be arranged with the appropriate department.

In compliance with HTM 02.01 requirements and UHB procedures, a medical gas pipeline service (MGPS) - MGPS connection request form must be completed in full, together with supportive information and drawings for all such installations involving connection to the MGPS, with a minimum of 7 working days' notice required.

Wherever possible, a minimum of 7 days' notice in writing for all service connections must be provided. (Connection of portable electrical tools e.g. drills, by means of standard plug tops and isolating transformers are normally exempt from this rule)

2.27 SITE ACCESS AND EGRESS ROUTES

For Contractors' Personnel

The access and egress routes for contractors' personnel shall be clearly defined at the pre-contract meeting and in specifications where provided. Contractors' personnel shall, as far as is practicable, avoid adopting routes which are used by patients or which pass through operational departments. In the event of contractors finding it necessary to pass through, or work in occupied hospital departments, permission shall be sought at all times from the departmental manager or ward sister as appropriate before entry.

By Staff, Patients and the Public

The contract works shall not obstruct pavements and walkways unless such pavements or walkways form part of the contract site, in which case alternative arrangements must be agreed with the site contact/project manager for the safe passage of pedestrians without the need to walk along traffic routes.

Access Routes for Contractors' Vehicles

The access routes for contractors' vehicles shall be agreed with the Supervising Officer who will give due consideration to the safe passage of other vehicles not associated with the contract which regularly use the same traffic routes.

Nothing shall be done or omitted to be done by the contractor or his employees, which would interfere with the safe passage of vehicles, staff or members of the public. Special care must be taken not to impede corridors or circulation areas by electrical extension leads or supply lines.

Permission may be obtained from the Supervising Officer for the restriction of movement in defined areas providing the contractor supplies, positions and maintains all necessary fencing, lighting and other warning devices to ensure safety at all times.

2.28 SMOKING

All Cardiff & Vale UHB sites operate a **strict no smoking policy the practice of vaping is classified the same as smoking**. This applies to all areas within the site perimeter boundary, regardless of whether inside or outside of any buildings. Contractors are not permitted to smoke anywhere within the boundary of the site.

2.29 SPECIAL HAZARDS

Where contractors' operations are expected to create particular hazards, e.g. in the application of heat, demolition work, or the use of dangerous articles or substances, this must be brought to the attention of the department/area concerned and to the UHB's Capital Planning and Estate Management Department/Estate Maintenance Department, as appropriate. These departments/areas must be advised of these hazards at the

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earliest opportunity, to allow time for the provision of adequate precautions. Certain types of work, e.g. the application of heat as in welding, burning or the use of flame torches are subject to the provisions of the UHB's hot work permit system, and must not be carried on without permission and supporting permit documentation.

Contractors' employees may also be at risk when working in certain areas where there are hazardous activities or hazardous situations. Examples would include laboratories where there are hazardous chemicals or biological agents, or other hazardous materials/processes are present. A schedule of hazardous areas within the UHB is maintained which details specific information relative to each area. Suitable and sufficient advice should be provided to persons carrying out the work, in order that their health and safety is not placed at risk. In these areas, work may begin only after authorisation has been obtained from a departmental representative, which may incorporate a formal permit to work system, in which case the hazards will be detailed on the permit to work system documentation

2.30 USE AND EXPOSURE TO SUBSTANCES

Control of Substances Hazardous to Health (COSHH)

The Contractor shall submit to UHB details of all materials and substances to be used on site which fall into one or more of the following categories:

| | |
|-----------------------------------|---------------------|
| Flammable | Explosive |
| Oxidising | Very Toxic |
| Toxic | Corrosive |
| Harmful | Irritant |
| Hot Substance (in excess of 50°C) | Cryogenic Substance |
| Dust (all types) | |

Where substances are used which are covered by the Control of Substances Hazardous to Health Regulations 2002 (COSHH R 2002) the contractor shall provide to UHB on demand a Material Safety Data Sheet (MSDS) in respect of each substance or group of substances, together with the contractors corresponding COSHH assessment.

In situations where there is a possibility of UHB personnel, patients, visitors, other contractors and members of the general public being affected by any of the substances listed above, the activity shall not be undertaken until such time as agreement is reached with the UHB with regard to the use of safer substances or effective control measures being implemented.

The Supervising Officer must be advised of all substances, that the contractors propose using, prior to the commencement of any work. The contractor shall have all necessary material safety data sheets and COSHH assessments with them on site, for reference/examination where required.

Dust, Fumes and Vapours

Where dust, fumes or vapours (DFV's) are likely to be created by the work undertaken by contractors and these DFV's are likely to enter a non-contract area, effective control measures shall be implemented so as not to exceed the exposure limits specified in health and safety guidance note EH40 (Occupational Exposure Limits) or when considered offensive to UHB personnel, patients, visitors, other contractors and members of the general public.

No stationary petrol or diesel driven equipment may be used in closed or confined spaces unless specific provision is made to remove the exhaust gases into the open air. In every case the contractor must first consult with the Supervising Officer in charge of the work. The creation of dust, fumes or any other impurity that could be offensive or damage health must be avoided. Where this is unavoidable, effective measures must be taken to comply with COSHH R 2002.

Man-Made Mineral Fibres (MMMMF)

Glass fibre and Rockwool (MMMMF) are probably the most common types of insulation found in hospital premises. Every care should be taken to prevent MMMF being released into the working atmosphere and where necessary suitable control measures implemented i.e. screens and local exhaust ventilation. Under no circumstances shall any MMMF be released into areas of the hospital occupied by UHB personnel, patients, visitors, other contractors and members of the general public.

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2.31 USE OF PLANT AND MACHINERY

All plant, tools and equipment, used by contractors on UHB premises, must be suitable for the work to be undertaken, and must comply with all relevant legal standards and be maintained in accordance with appropriate safety standards.

UHB Property

The contractor will not be allowed to use any of the UHB's plant, equipment or machinery without prior agreement from the Supervising Officer responsible for the work being carried out.

Contractors' Property

The UHB will **NOT** accept responsibility for the receipt or safe custody of goods or materials delivered to site by the contractor or his suppliers. The contractor must make his own security arrangements for lockers or lock-up huts. Contractors are not permitted to erect their own buildings or establish a permanent site on UHB premises without permission of the Supervising Officer responsible for the work being carried out.

Work Equipment

All mechanical, electrical, pneumatic and hydraulic equipment used by the contractors shall be regularly maintained and staff trained in the correct use of such equipment and proper safe storage provided for work equipment after use. Records shall be kept of the maintenance carried out to work equipment and any defects identified and rectified. Where required by legislation that equipment must be statutory inspected evidence of such statutory inspections should be available for siting if requested.

Drilling and Cutting of Walls, Floors and Ceilings

The presence of asbestos, electrical cables and other services behind building fabric can give rise to a serious hazard. Under no circumstances shall contractors cut or drill into walls, floors or ceilings until such time as clearance has been obtained from UHB's Supervising Officer.

The contractor shall meet the cost of any and all disruption plus the costs of any environmental clean-up required, in addition to any remedial works brought about by contractors failing to meet these requirements.

Use of Electrical Portable Tools and Equipment

Where the contractors' work necessitates the use of portable electrical equipment, they must be suitable for connection to the UHB's power supply and have a current Portable Appliance Test (PAT) Certificate to ensure the safe performance of such equipment and its proper maintenance.

110-volt equipment should be used which contractors must provide. The use of 240v electrical equipment with the exception of chargers is prohibited on all UHB sites. UHB's Supervising Officer or any other Capital Planning and Estates Officer have the right to suspend work if unsafe conditions or equipment are observed.

Contractors must not allow cables to be trailed in a manner unsafe to persons in the working area. Portable electric lamps must be of the insulated British Approval Service for Electrical Equipment in Flammable Atmospheres approved type and protected by effective guards. The UHB will not undertake any necessary work to bring Contractors' equipment up to the required standard.

2.32 WASTE MANAGEMENT

Waste generated by contractors **MUST NOT** be disposed of in UHB colour-coded bags or containers. All waste disposal skips used should be of the fully enclosed type and properly secured, to prevent arson risk, unauthorised access or fly tipping. Contractors waste is to be disposed of with due consideration to environmental legislation, including 'Duty of Care' obligations, Hazardous Waste Regulations 2005 and other related waste management regulations. Any clinical or potentially hazardous waste that is found during the contract, i.e. used syringes, needles etc., must not be touched by contract staff. Contractors must notify the relevant Health and Safety Advisor for the area; a list of contact names is provided in Section 3 on pages 18-20.

During the delivery and collection of waste disposal skips the contractor must ensure that this operation is correctly managed. A competent banksman must be deployed to assist each operation.

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All contracts of £200,000 or more must have a Site Waste Management Plan (SWMP) to comply with the requirements of the Welsh Assembly **Healthcare Waste Strategy for Wales**. The SWMP produced must be in accordance with the Department of Trade and Industry Voluntary Code of Practice.

2.33 WELFARE FACILITIES

Use of Cardiff & Vale UHB Restaurant Facilities

Most hospital restaurant facilities throughout Cardiff & Vale UHB are public facilities and authorised contractors may use these, provided that they remove their work overalls and clean their footwear before entering the restaurant.

Sanitary Facilities for Contractors' Employees

Sanitary facilities for the general public are provided throughout Cardiff & Vale UHB and are available for use by contractors' personnel. In the case of medium and long-term contracts, the contractor will be expected to provide suitable mobile sanitary facilities for his employees. UHB sanitary facilities where used must be left in a clean condition after use.

2.34 WORK ABOVE GROUND

The Work at Height Regulations 2005 requires an assessment to be undertaken before starting any work at height. If the assessment confirms that there is no alternative to working at height, then suitable work equipment should be selected, considering the nature of the work.

The attention of contractors is drawn to the special risks attached to roof and other work above ground, and to the fact that some UHB/University buildings do not incorporate roof edge protection. In these cases, and in all cases where there is the risk of falls from above ground, it is the responsibility of the contractor, to take such precautions as are necessary, for the safety of his employees, and of others who may be endangered by their activities.

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height:

1. Avoid work at height where they can
2. Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
3. Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
4. Choose collective controls as opposed to personal controls (edge protection / fall arrest nets instead of harnesses and lanyards)

When work by the contractor involves the erection of any scaffold, support, shoring or similar structure, he is responsible for the incorporation, in addition to the safety of the above, of features such as "fans", walkways, covers, guard-rails, warning lights, etc. as may be necessary for safety. Steps must be taken daily to ensure unauthorised access by the removal of ladders or other means of access when work ceases.

Contractors are not permitted onto the roofs of UHB Buildings for any purpose whatsoever unless:

- (a) Prior contact has been made with an authorised person in the UHB's Capital Planning and Estate Management Department/Facilities Management Department, as appropriate.
- (b) Appropriate arrangements for health and safety have been made by completion of the UHB's permit to work system.

Roof work

- Fragile Roofs
Roof ladders and / or crawling boards must be used when working on fragile roofs (e.g. asbestos, slate).
- Flat and Virtually Flat
Where persons can fall more than 2 meters, edge protectors shall be erected by means of scaffolding or other satisfactory measures.
- Roofs of Over 10 Degree Pitch

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Suitable and sufficient means shall be provided to arrest the fall of any person working on this type of roof, the usual means being that of a scaffold arrangement with toe boards and guard rail.

The use of fall arrest harness systems will not be permitted unless the contractor provides an emergency kit, has trained staff on site trained able to use it and can respond within the required time frame. Work restraint systems will be permitted, subject to provision of appropriate documentation.

Temporary access

The contractor shall clearly declare all proposed systems for access to areas in excess of 2mtr. above ground level.

The temporary access systems covered by this section include:

- General access scaffolds.
- Tower scaffolds.
- Suspended scaffolds.
- Hoists and lifts (for goods and passenger traffic).
- Mobile Elevating Working Platforms

Temporary access systems are inclusive of the ladders or stepladders that form an integral part of the access arrangements or where ladders or stepladders form the only means of access to the workplace. The use of step ladders and ladders in all UHB properties is not banned, however their use should be in line with the working at height regulations 2005, "**where the use of step ladders and ladders should be used for short duration, low risk works only**". The UHB defines short duration work as **30 mins or less per activity**. For work requiring the use of heavy portable power tools, moving heavy equipment and or any work under a **permit to work system the use of step ladders is not permitted**.

Podiums, towers and Mobile Elevated Work Platforms / access towers (MEWPS) provide a much safer platform for working at height than step ladders will. **Ladders should be used for survey work and access to a work at height area only. Three points of contact must be in place at all times when using ladders and step ladders.** Prior to use all ladders and step ladders must be visibly inspected for any damage.

The UHB's Supervising Officer will as necessary inspect the contractors' records of scaffold inspections and evidence of training provided to contractors' personnel. No alterations to scaffolding are to be carried out by persons other than the approved scaffolding erection company.

Tower scaffolds are only to be erected and adjusted by PASMA trained contractors. Proof of PASMA training may requested by the Supervising officer.

The driving of MEWPS should only be carried out IPAF trained contractors. Proof of IPAF training may be requested by the supervising officer

No scaffold shall be used by the contractor before inspection and certification by a competent person, i.e. a person formally trained in scaffold design and erection, and on the following occasions:

- Where the scaffold has not been subsequently re-inspected periodically
- After exposure to inclement weather conditions.
- Subsequent to alteration or modification, by non-authorized/ qualified personnel

2.35 WORKS BELOW GROUND LEVEL/MINOR EXCAVATION

Ground on UHB premises may not be broken without the express permission of the UHB's Capital Planning and Estate Management Department/Estate Maintenance Department, as appropriate.

If permission has been given, work in such places shall be carried out in compliance with the UHB's permit to work system

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Further Note

The UHB operates in line with the **Considerate Constructors Scheme**; contractors should be familiar with their main principles for operation. Website- <http://www.ccscheme.org.uk/>

Considerate

All work is to be carried out with positive consideration to the needs of, UHB personnel, patients, visitors, other contractors and the general public. Special attention is to be given to the needs of those with sight, hearing and mobility difficulties.

Environment

Noise from construction operations and all other sources is to be kept to a minimum at all times. Efforts should be made to select and use local resources wherever possible. Attention should be paid to waste management and the avoidance of pollution. Recycling and the use of recycled materials are encouraged.

Cleanliness

The working site is to be kept clean and in good order at all times. Safety barriers, lights and warning signs are to be maintained in a clean and safe condition. Surplus materials and rubbish should not be allowed to accumulate on the site or spill over into the surroundings. Dirt and dust from construction operations should be kept to a minimum.

Good Neighbour

General information regarding the scheme should be provided for all neighbours affected by the work. Full and regular communication with neighbours, including adjacent traders and businesses, regarding programming and site activities should be maintained from pre-start to completion.

Respectful

Respectable and safe standards of dress should be maintained at all times. Lewd or derogatory behaviour and language should not be tolerated under threat of severe disciplinary action. Pride in the management and appearance of the site and the surrounding environment is to be shown at all times. Operatives should be instructed in dealing with the general public.

Safe

Construction operations and site vehicle movements are to be carried out with care and consideration for the safety and security of UHB personnel, patients, visitors' other contractors and the general public.

No building activity should be a safety and or security risk to others. Work area to be kept secure at all times, barriers, fencing to be employed. Unauthorised site access to be prevented at all times.

Responsible

Ensure that everyone associated with the site understands implements and complies with this code.

Accountable

The Considerate Constructors Scheme poster is to be displayed where clearly visible to the general public. The site's contact details should be apparent to anyone affected by its activities.

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SECTION 3 : Useful Contact Names and Telephone Numbers

| Aspect | Name | Address |
|--|--|--|
| Director of Capital, Estates and Facilities | Mr. Geoff Walsh | Capital, Estates and Facilities Department, Woodland House Cardiff Tel. 029 21 836227 geoff.walsh@wales.nhs.uk |
| Head of Capital Planning | Mr. Owen Rees | Capital, Estates and Facilities Department, Woodland House Cardiff Tel. 029 21 836236 owen.rees@wales.nhs.uk |
| Head of Estates and Facilities | Mr. Stephen Gardiner | Capital, Estates and Facilities Department, Woodland House Cardiff Tel. 029 21 836220 stephen.gardiner@wales.nhs.uk |
| Head of Discretionary Capital and Compliance | Mr. Tony Ward | Capital, Estates and Facilities Department, Woodland House Cardiff Tel. 029 21 836215 tony.ward2@wales.nhs.uk |
| Head of Energy and Performance | Mr. Jon McGarrigle | Capital, Estates and Facilities Department, Woodland House Cardiff Tel. 029 20 744788 jon.mcgarrigle@wales.nhs.uk |
| Estates Manager | Mr. Gareth Simpson | Capital, Estates and Facilities Department, University Hospital of Wales Tel. 029 20 743966 gareth.simpson@wales.nhs.uk |
| Head of Health & Safety | Mr. Robert Warren | Health, Safety and Environmental Unit Woodland House Cardiff Tel. 029 21 836521 robert.warren@wales.nhs.uk |
| Assurance, Compliance & Asbestos Team Manager | Mr. Adrian Griffin | Capital, Estates and Facilities Department, Woodland House Cardiff Tel. 029 21 836146 adrian.griffin2@wales.nhs.uk |
| Health & Safety Adviser | Mr Jonathan Davies | Health, Safety and Environmental Unit Woodland House Cardiff Tel. 029 20 836554 jonathan.davies2@wales.nhs.uk |
| Fire Safety Advise (UHB Wide) | Mr Ben Perret Mr Steve Bennett Mr Dan Gethings | Health and safety and environment unit Woodland House Tel. 029 21 836560 |

| Aspect | Name | Address |
|---|---|--|
| General Health and Safety Advice | Health, Safety & Environment Services Unit | Woodland House, Cardiff Tel. 029 21 836560 |
| Estates Maintenance Helpdesk Facility | All Sectors Out of hours service for all the above via main telephone switchboard | Tel. 029 20 332551 |
| Local Health and Safety Executive Office | Health & Safety Executive Government Buildings Phase 1 Ty Glas, Llanishen, Cardiff CF14 5SH | Tel. 029 20 263000 |
| Natural Resources Wales | Rivers House St. Mellon's Business Park St. Mellons Cardiff CF3 0LT | Tel. 0300 0653000 (Mon – Fri 8am – 6pm) Tel. 0800 80 70 60 24-hour Environmental incidents hotline - Emergencies only for example spillages to drains/watercourse etc. |
| Local Authority Environmental Protection | Cardiff County Council Environmental Protection Wood Street, Cardiff CF1 1NQ | Tel. 029 2087 2000 |
| Local Authority - Building Control Cardiff | Cardiff County Council Regulatory Services Building Control City Hall Cardiff CF10 3ND | Tel. 029 2087 1566 |
| Local Authority - Building Control Vale of Glamorgan | Vale of Glamorgan Council Directorate of Environment & Economic Regeneration Dock Office Barry Docks Barry CF63 4RT | Tel. 01446 704642 |
| Car Park operator at University Hospital of Wales ParkingEye U.K. | Parking Office University Hospital of Wales Heath Park Cardiff CF14 4XW | Tel. 029 2074 5222 |