

SITE RULES

DRAFT

THE MIDCOUNTIES CO-OPERATIVE SOCIETY
PROPERTY & SPECIALIST SERVICES GROUP

The Midcounties Co-operative
Co-operative House

Warwick Technology Park

Gallows Hill

Warwick

CV34 6DA

January 2020

Contents:

- 1 Definitions
- 2 Introduction
- 3 Responsibility for Sub-Contractors
- 4 Risk Management
- 5 Statutory Duties and Safety Responsibilities
- 6 Authority to Commence
- 7 Contractor's Vehicles
- 8 Accidents
- 9 Fire
- 10 General Safety
- 11 Security
- 12 General

The following rules apply whether or not a formal contract has been entered into between The Midcounties Co-operative and The Contractor.

1 Definition

- 1.1 The Co-op shall mean The Midcounties Co-operative.
- 1.2 The Site shall mean any The Midcounties Co-operative site.
- 1.3 The Manager shall mean the person for the time being responsible for the area and/or the work being carried out in the area or the person within The Co-op responsible for the area.
- 1.4 The Contractor shall mean any company or any person, and their Sub-Contractors, employed either directly or indirectly by The Co-op to carry out work at the Site.
- 1.5 Masculine shall mean feminine, singular shall mean plural and vice versa.

2 Introduction

While The Midcounties Co-operative desires that contracts should be completed as expeditiously as possible, it is essential that due regard is given to the safety of all persons on or about the Site. To achieve this and to ensure full compliance with the provisions of the Health & Safety at Work etc. Act 1974, Construction (Design and Management) Regulation 2015, and related legislation, it is necessary that there is complete understanding between the Contractor and The Co-op.

Contractors are required to observe the procedures laid down in the Site Rules, insofar as they are applicable to the Contract and to ensure that their Supervisors and employees on site are familiar with its contents. However, the Site rules are obligations imposed upon them by the Health and Safety at Work Act 1974 and related legislation and any regulations made thereunder. This includes any Approved Code of Practice or similar guidance issued by the HSE or the industry in question or by another authoritative source.

The Contractor must ensure that he is familiar with and complies with any legitimate health and safety procedures required by any third party in control of the site where the work is to take place. (E.g., Airports or Railway Authorities, Shopping Centre Management etc.).

3 Responsibility for Sub-Contractors.

It is strongly recommended that a copy of this Site Rules document be given by the Contractor to all his Sub-contractors employed to work on or about the Site along with instructions that they comply with the contents.

If this is not done the Contractor is responsible for ensuring that his Sub-Contractors are aware of their obligations in terms of these Site Rules and that they are observed.

All sub-Contractors must be attended on site by the Main Contractor for the first visit on any one job. The sub-Contractor must comply with all regulations and conditions of The Co-op.

4 Risk Management

- 4.1 Contractors must ensure that there are effective arrangements for safeguarding customers, staff and members of the general public, when carrying out work on The Co-op premises.
- 4.2 This will include carrying out suitable and sufficient Risk Assessments and Method Statements for all tasks to protect the H&S of employees and any others who may be affected by the work they are undertaking.
- 4.3 Contractors will also be asked to provide a Risk Assessment and Method Statement for works of an unusual, difficult or dangerous nature.
- 4.4 It is required that the contractor will follow these and inform the Manager the event of these situations arising. The Risk Assessment and Method Statement must be recorded in writing and a full copy given to the Manager prior to commencing works.

5 Statutory Duties and Safety Responsibilities

- 5.1 The Contractor shall carry out the work with proper regard to his responsibilities under Health & Safety at Work legislation and may be required to submit a copy of his Health & Safety at Work Policy Statement prior to being allowed to commence work.
- 5.2 The Contractor shall comply with the Control of Substances Hazardous to Health Regulations 1994 (COSHH) and provide comprehensive assessments of any substances and job processes intended to be used on the site in advance of arriving on the site. This is to include evidence of adequate instruction and training of staff and ongoing supervision while on site. The Contractor shall not allow work to commence until the Manager has received the appropriate COSHH assessments. Some processes, e.g. work in enclosed spaces, use of volatile chemicals, may require the Contractor to submit a method statement as part of his COSHH assessments.
- 5.3 All electrical installation work (including design, specification, testing and recording) shall comply with the current IEE Regulations, and the Electricity at Work Regulations 1989. If the work includes electrical installation, then Forms of Completion and an Inspection Certificate shall be completed and handed to the Manager before the system is energised. All contractors must be NICEIC registered.

The contractor is responsible for supplying, using, testing and maintaining all electrical equipment required for work in accordance with the requirements of the Electricity at Work Regulations.

- 5.4 The Contractor shall make himself aware of and ensure compliance, where applicable, with Noise Regulations, Asbestos Regulations, Construction Regulations, local bylaws, Approved Codes of Practice, etc. This includes the site procedures established by any authority in control of the site.
- 5.5 Where the Contractor becomes aware of the presence of any hazardous material which may be affected by his working activity, he must immediately notify the Manager. (See also 10.1j).
- 5.6 The contractor is required to be fully aware of his obligation under the Environmental Protection Act and is responsible for making satisfactory arrangements with a licensed Waste Disposal Contractor to dispose of any waste arising from the work. This includes any liquids flushed to drain.

- 5.7 The Contractor is responsible for supplying and maintaining, in a safe condition, all Personal Protective Equipment (PPE) required by his staff to carry out their duties and for instructing, training and monitoring his staff in the correct use of PPE, including the maintenance of inspection records.

Some areas, particularly in site developments, are designated as "Hard Hat". The Contractor shall ensure that his staff are aware of these areas and wear hard hats when necessary.

- 5.8 The Contractor must ensure that there are effective arrangements for safeguarding staff, visitors and members of the general public when carrying out work on the site and to this end must provide and erect adequate safety barriers and display warning notices as necessary.
- 5.9 The Contractor is responsible in the area under his control, for ensuring that safe systems of work are adopted and enforced and for allowing only authorised persons access to the work area.

6 Authority to Commence

- 6.1 Authority to commence work in any part of the site must be given by the Manager in advance of work starting.
- 6.2 All Contractors visiting The Co-op premises to carry out works must notify the Manager of their arrival and departure each day. Signing in and out of the Visitors/Contractors book will be deemed to fulfill this duty.
- 6.3 All Contractors' staff shall go directly to their place of work by an authorised route. If in doubt the Manager should be consulted.
- 6.4 The Contractor will not enter any other area within the site without prior authorisation from the Manager.

7. Contractor's Vehicles

- 7.1 Drivers must observe the site speed limit notices and any other restrictions imposed, and must ensure that their loads are secure. Good practice regarding the use of a banksman must be followed.
- 7.2 Contractor's vehicles must be parked where directed by the Manager.
- 7.3 The Contractor is responsible for unloading his vehicles, transporting deliveries to the work area, and for positioning and storing them securely and safely.

8. Accidents

- 8.1 Any accident must be reported immediately to the Manager and the facts noted for accident record keeping. If, as a result of an accident a Contractor's employee is absent from work for more than seven days, and/or suffers a major injury, the Contractor must report the facts to the Health & Safety Executive (HSE) or Local Environmental Health Department on Form F2508 with a copy to the Manager.

If the injured person is self-employed, then the Manager must make the appropriate report.

8.2 The Contractor must ensure that his staff are aware of the First Aid facilities at the site.

9. Fire

9.1 The fire alarm must be sounded for every fire no matter how small

9.2 The contractor must ensure that his staff are aware of:

- a) The location of the nearest fire alarm.
- b) The location, availability and use of fire extinguishers.
- c) The evacuation procedure at the site.
- d) The absolute requirement that fire points, fire exits and stairways throughout the site must not be obstructed in any circumstances and that all work areas must be kept clean and left safe at the end of each day.
- e) The fact that the fire alarm is tested every week.

9.3 The Contractor is to ensure that adequate fire safety arrangements have been agreed with the Manager in advance of commencement of the work.

The nearest locations of suitable type of firefighting equipment must be identified, but such may not be moved from its designated location except to deal with an emergency. The Contractor is responsible for re-instating any firefighting equipment they have used which is owned by The Co-op.

If fire-fighting equipment is located such that it may impede the Contractor's work, then the Manager is to be advised and his authority obtained to move the equipment.

Any work involving the creation of heat, dust, fumes or smoke, or requiring access into floor or ceiling voids, or working near to any heat or smoke detector or in any area protected by an automatic fire fighting system, i.e.: carbon dioxide, halon, or water sprinklers, must be identified to the Manager in advance of work commencing, so that, where necessary, building protection systems can be isolated. At the end of each day and at the completion of the works, the Manager is to be advised, so that the system(s) can be re-activated.

9.4 Where there is a requirement to carry out "hot work", or any other work involving possible source of ignition, including bitumen boilers, brazing, flame cutting and welding (arc and gas), grinding, etc., this may only take place after being agreed in advance with the Manager and a hot work permit completed.

The Contractor is required to allow for the provision and maintenance of suitable firefighting equipment and for training his staff in its use and ensuring that they are fully briefed on site fire alarm procedures.

At the start of each day the Manager is to be advised if any hot work is programmed for the day and if so, where. At the end of each day and at the end of the works the area is to be thoroughly checked to ensure that all sources of ignition have been eliminated and the Manager advised that this has been done with the hot work permit signed by the Manager.

- 9.5 Flammable or explosive liquids or materials including LPG cylinders brought onto site by the Contractor must be reported to the Manager prior to arrival and stored safely and securely. Any such materials remaining at the completion of the works are to be removed from the site by the Contractor.
- 9.6 Sprinklers, heat and smoke detector heads must not be abused, nor must they be painted, covered or obstructed.
- 9.7 Packing materials and rubbish create a serious fire and safety hazard if allowed to accumulate, and must be removed promptly to bins or storage areas.
- 9.8 All skips are to be emptied or removed at the end of each working day if they are being used for combustible materials and are of the open type, alternatively skips are to be of the enclosed type and left in a secure condition.
- 9.9 The Manager is available to advice on any of the above points and the Contractor is to ensure that full advantage is taken of this.

10. General Safety

10.1 The Contractor's attention is particularly drawn to the following:

- a) **Roofs and Overhead Working** - adequate precautions must be taken particularly on asbestos or similar roofs where crawling boards must be used at all times. Notices must be displayed drawing attention to overhead work, and, if necessary, a look out posted and/or cones set out. See also 10.1g) re: access equipment. Where appropriate, the Contractor must inform his own staff and any Sub-Contractor of the existence of overhead electric power cables and of the need to take precautions to avoid accidental contact.
- b) **Guards** - machinery guards or fencing of any description must not be removed without prior authority of the Manager. All guards so removed must be replaced and secured to the satisfaction of the Manager before start-up.
- c) **Excavation** - because of possible impact on site operations, no excavations may be undertaken without prior authority from the Manager. All practicable steps must be taken to prevent danger to any person, including, where necessary, the provision of supports or battering, to ensure that—
- i. no excavation or part of an excavation collapses;
 - ii. no material forming the walls or roof of, or adjacent to, any excavation is dislodged or falls; and
 - iii. no person is buried or trapped in an excavation by material which is dislodged or falls.
- d) **Tools** - the Contractor is to provide, test and maintain all necessary tools and equipment (including ladders and other access equipment) to enable him to carry out the works.

Pre-use equipment safety checks must be completed before starting activities on site.

PAT testing of portable hand held electrical equipment should be completed annually and evidence of this available if requested

The Co-op will not, except under the most exceptional circumstances, and only with prior agreement of the Manager, lend or make available to the contractor, tools, equipment, ladders, scaffold towers, workshop equipment or facilities etc.

- e) **Safety of the Contractor's equipment** - all tools and equipment brought on the site must be clearly marked with the Contractor's name or that of the hire company or owner as the case may be and must comply with current Health & Safety at Work legislation and relevant Codes of Practice.

The Contractor must be able to show that all items of equipment are suitable for the purpose within the environment in which they will be used. That they have been tested and certified safe before being brought onto site and that they are regularly checked (and re-tested, if necessary) while on the site.

Any equipment left on site must be suitably and securely stored to prevent misuse by Colleague or members of the public

- f) **Services** - isolation of, connecting into and re-activating any building service must first be authorised by the Manager. Draining down may only be done after being authorised by the Manager, who will also authorise the specific drain(s) to be used.
- g) **Scaffolding and Ladders etc.** - all fixed or mobile scaffolding and ladders must be erected and maintained in accordance with Building and Construction Regulations, particular attention being given to rigidity, anchorage, access, toe boards, and wheel locking. The Contractor shall ensure that unauthorised access to unattended scaffolding and ladders is not possible.
- h) **Portable Electrical Tools, including extension leads and leadlights** - all such items must comply with the Electricity at Work Regulations 1989 and Health & Safety at Work Codes of Practice and be used, maintained and tested in accordance with the Electricity at Work Regulations.

All portable tools etc., are to be low voltage (110v) fed from suitable step-down transformers with primary side leads not exceeding 2m in length and fitted with an RCD. Battery powered tools and lights are the preferred option. All test instruments are to be fitted with fused leads

- i) **Arc Welding** - sets must be provided with adequate and properly terminated cable leads. The length of primary side leads shall not exceed 2m. Screens must be provided and arranged to protect persons from flash. It is essential that welding sets are correctly earthed and all cables are in good condition with properly constructed joints and terminations. The use of existing earths, e.g.: lightning conductors or plant belonging to The Midcounties Co-operative for earthing purposes or return circuits is prohibited.
- j) Special conditions may be imposed on the carrying out of work involving particular hazards (e.g.: asbestos) and will be the subject of separate instructions. (See also 5.5).
- k) **Electrical** - work may only be carried out by persons qualified to carry out in accordance with the current IEE Regulations and the Electricity at Work Regulations 1989 or who are under an appropriate degree of supervision.

Isolation, disconnection and/or activation of any electrical circuit or a service may only be done after being authorised by the Manager. This includes the removal of plug tops from sockets. The Contractor shall satisfy himself that all electrical systems on which he is to work or to use are safe by testing prior to commencement.

Any work in the vicinity of electric cables, switchgear, distribution boards, etc., is not to commence until the agreement of the Manager has been obtained.

- l) Passenger and Goods Lifts** - may not be used for transporting materials without prior agreement of the Manager, who, if necessary, will arrange for any boarding out. A restriction may be placed on the times that lifts may be used. Materials carried in lifts must not exceed the weight limits imposed.
- m) No cartridge-operated tools** may be used on site without prior agreement with the Manager.

11. Security

The Management and Security Staff have the right to stop and search at any time.

The Contractor will ensure that all of his Representatives employed on the site are issued with adequate proof of identity in relation to their business on the site which should be produced on arrival at the site, carried at all times and produced on demand. In addition name badges must be worn and visible at all times and would encourage the use of corporate clothing.

12. General

12.1 Facilities

Where the Contractor wishes to use any facility in the building, for example Canteen, prior approval and agreement with the Manager must be obtained. No merchandise is to be removed or consumed unless purchased through a till.

12.2 Radios/Noise

The use of radios on The Co-op premises is forbidden. All noise is to be kept to the absolute minimum, the Contractor must ensure shouting is minimised and foul language not used whatsoever. Continued abuse of this rule will result in removal from site of the offender. If this occurs any cost involved would be at the expense of the Contractor and no extension to time for the work programme will be entertained.

12.3 Damage caused to buildings

If any damage is caused to any part of the building in question or adjacent properties by the Contractors' personnel the Manager must be informed immediately in order that necessary works can be undertaken. If this procedure is not adopted and as a result stock is damaged, costs will be sought against the Contractor.

12.4 Clearing up

Contractors are to ensure that all debris, waste and surplus materials are removed from the work area at the end of each shift to a swept condition. Co-operation between trades is expected.

12.5 Smoking

No smoking is allowed inside or outside the premises, including scaffolding unless by the Manager's consent in a designated smoking area. This include the use of e-cigarettes

12.6 Skips

Skips are to be used for contractor's rubbish only. If the contractor grants permission for any Co-op equipment or merchandise of any sort, or in any condition, to be disposed of in the contractor's skip, it remains the property of The Midcounties Co-operative until it leaves the site or environment, removal of such material from the skip will be deemed as theft. It is recommended that the store dispose of redundant stock separately.

12.7 Waste Management

Contractors to be aware of the Site Waste Management Plans Regulations 2008 (SWMP) due to come into force April 2008. It is designed to reduce the amount of waste produced on construction sites, reduce tipping and accidents and encourage re-cycling

It affects all construction sites with a value over £250,000.00. The requirements are to:

- Identify different types of waste produced by the project and how they will be disposed.
- Note any changes in the design and materials that seek to minimise this waste
- Consider how to re-use, recycle or recover the different wastes
- Record the quantities of waste produced

The first three are to be outlined before the work begins, the Principal Contractor will be responsible for writing and implementing the SWMP.

There will be two levels of SWMP:

- Between £250,000.00 and £ 500,000.00 - Standard reporting procedures
- Over £500,000.00 - Detailed reporting procedures

All Local Authorities will enforce this initiative and it is the responsibility of the Principle Contractor to ensure the rules are adhered to by all sub-contractors.

12.8 Asbestos

Working with Asbestos must comply with the Control of Asbestos Regulations 2012 and associated Approved Code of Practice (ACOP).

Only approved and registered asbestos contractors will be allowed to carry out Licensable Work, and then only on prior approval by Midcounties Co-operative Society.

Midcounties Co-operative have engaged the services of PCS to manage their ACM locations, and it is expected that all contractors will access the PCS portal to review likely ACM locations before commencing any works on site.

Damage to any ACM location must be reported immediately

12.8 Fire Compartmentation

Fire compartmentation is a vital element of “passive fire protection” and maintaining its integrity is crucial. Any damage to or works that involve impacting the fire compartmentation of a structure must be “made good” with suitable fire retardant materials.

Details of materials used must be included in invoice/quote documentation for future reference

Failure to comply with the above regulations may result in the offending contractor's employee being required to leave the site. If the Midcounties Co-operative consider the circumstances warrant it consideration will be given to the termination of the contract without notice and steps taken to recover any additional cost to the Midcounties Co-operative Society limited from the contractor.

The Midcounties Co-operative

The Midcounties Co-operative Society

A registered Society under the Co-operative and Community Benefit Societies Act 2014

Registered number – 19025R

Registered office: Co-operative House, Warwick Technology Park, Warwick CV34 6DA

01926 516000 www.midcounties.coop

I acknowledge receipt of The Midcounties Co-operative document(s) "Site Rules for All contractors/sub-contractors and their Employees" (September 2017) and I undertake to familiarise myself and my Sub Contractors staff with the contents and monitor their compliance when on site.

I enclose a copy of our Company Health and Safety Policy statement.

Signed	Name
Position	Company
Date		