

**ADDENBROOKE'S NHS TRUST
ESTATES & FACILITIES MANAGEMENT**

"Committed to Providing a Safe and Effective High Quality
Environment for the Delivery of Healthcare"

ESTATES DOCUMENT

"STANDARDS FOR CONTRACTORS"

SITE RULES

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SITE RULES

1. Location of site access and egress (internal)

Access routes within buildings on Trust Sites will be specified in the tender documentation of agreed at the preliminary site meeting with the Supervising Officer prior to commencing works. These routes may also be used by Trust staff, patients and visitors. It is the contractor's responsibility to ensure all access routes are kept clean and clear of debris at all times and checked regularly i.e. at least once a day by a designated Site operative.

2. Location of site access and egress (external)

Access routes into Trust sites will either be specified (with a site plan) in the Tender Documents or agreed at the preliminary site meeting with the Supervising Officer prior to works commencing. It is the contractor's responsibility to ensure that accumulations of mud and debris are cleared immediately they appear and that all access roads into site areas are maintained in a safe manner at all times for general site traffic.

3. Location of temporary site accommodation

If sufficient reason exists, the Trust may agree to the siting of temporary accommodation for the contract period in a suitable location. This will either be specified in the Tender Documentation or agreed with the Supervising Officer. It will be the contractor's responsibility to install, maintain and remove on completion any temporary services to temporary accommodation. All with the agreement of the Supervising Officer.

4. Services to be provided to the Contractor

Water and electricity will be provided from the nearest convenient take off point if agreed during the Tender stage or before work commences with the Supervising Officer. It will be the contractor's responsibility to install, maintain and remove on completion temporary supplies as necessary to enable the works and to reinstate services and finishes, all in accordance with legislation current at that time.

Welfare facilities for the Contractor's site staff may be available on a project specific basis. When not available, the Contractor will provide these facilities on a basis agreed with the Supervising Officer.

5. Location of loading and storage areas

Unloading areas may be allocated at specific times in certain locations by agreement with the Supervising Officer. Storage areas will be allocated in a similar way to temporary accommodation. Special requests for short-term storage should be made to the Supervising Officer. Generally no

internal storage within existing buildings will be provided unless designated within tender documentation.

6. Contractor parking

Because of the lack of parking spaces available for contractors on the site, only designated spaces can be made available to contractors. A parking permit for these designated spaces will only be issued by the Trust's Access Office if approved by the Supervising Officer.

The permit must be clearly displayed in the vehicle at all times. Failure to park in the designated parking area or failure to display a valid parking permit could lead to the Contractor being fined. The contractor will be held responsible for paying such fines for its vehicles.

7. Delivery of materials

Unless otherwise stated in the contract documentation, delivery of materials to the contractor's site should normally occur between 6a.m. and 7.30a.m. to minimise disruption to Trust staff and patients. Deliveries outside of these allocated times and at weekends may be agreed with the Supervising Officer.

All deliveries likely to cause an obstruction must be discussed with the Supervising Officer so that suitable traffic control arrangements may be agreed. Waiting areas for delivery vehicles etc., will also have to be agreed with the Supervising Officer.

8. Contractor's responsibility for traffic control

Contractors involved in works resulting in the restriction of access on Trust roads should provide traffic control equipment, they should also be aware that emergency vehicles will have priority over any traffic signals in use and are not to be obstructed at any time.

9. Contractor vehicular restrictions

A maximum axle weight restriction of 10 tonnes applies on the Addenbrooke's site, however, some localised areas on the site require a reduced axle weight. If in doubt, obtain approval for vehicle access from the Supervising Officer.

Contractors should be aware that vehicle height restrictions also apply in certain locations on the site. If in doubt, obtain approval for vehicle access from the Supervising Officer.

10. Identity badges

All Contractors will have an identity badge, which clearly indicates the company's name, the individual's name and has an identity photograph on it. It is to be worn whenever on Trust premises. Individuals not wearing badges will be asked to leave site.

11. Disabled access / egress

Disabled access routes must not be obstructed under any circumstances unless they form part of the site area and alternative arrangements have been agreed.

12. Pedestrian routes

In addition to the movement of vehicles on site access roads, Level 1 of the Hospital is utilised for the movement of supplies and waste using electrical vehicles towing multiple trolleys.

Contractors should ensure that they are familiar with the Level 1 Safety Rules (published on the Estates and Facilities Department web site, accessed via www.addenbrookes.org) before entering the area. Levels 2 and above are pedestrian only levels within the buildings.

Note: Patients on trolleys and beds will also be moved through some of these areas on all floors and any temporary screens etc., should be sited in full agreement with Supervising Officer to ensure full access for trolleys/beds is maintained at all times.

13. The 'permit to work' system

Permits to work will be required from the Supervising Officer, or another Trust representative, before starting any work regarding the following: -

- Medical Gas Systems
- High Voltage Systems
- Theatre Clean/Vent Systems
- Magnetic Resonance Imaging Controlled Area
- Fume Cupboards
- Areas of Controlled Radioactivity
- Radioactive Waste Drains
- Hot Works on Fire Risk Activities
- Pressure Vessels
- Confined Spaces
- Isolation of Electrical Systems
- Isolation of Water Services
- Natural Gas Installations
- Excavation

Once issued the conditions of the permit must be strictly adhered to at all times.

14. Fire / fire risk activities

All Contractors involved in fire risk activities should ensure that they take measures to minimise risk wherever possible by removing any combustible materials and providing adequate fire fighting equipment. When undertaking any fire risk activity all such work should cease at least half an hour prior to the end of the working day. An employee must be designated to check the site prior to leaving. Should a fire break out, the procedure on the Addenbrooke's Site is: -

Fire Action

1. Remove persons from immediate danger
2. Sound alarm by breaking glass of fire alarm call point.
3. Notify switchboard operator of location of fire by dialling hospital extension **2222**.
4. Attack fire if this can be done without jeopardising personal safety.

Intermittent sounding of the fire alarm sounders means there may be a fire in the vicinity.

Continuous sounding is an instruction to evacuate.

Should evacuation of an area be necessary, this will be co-ordinated at the scene of the fire by the Fire Response Team.

Close fire doors as you go.

Do not use the lifts.

15. Specific site hazards

The Trust will inform the Contractor of any known specific site hazards prior to him commencing work.

16. Noise and vibration levels

Contractors should ensure that noise and vibration levels created within their site are kept to a minimum at all times. Equipment that generates high levels of noise or excessive vibration should be substituted for less noisy or disruptive equipment where possible or adequately damped, silenced and soundproofed. Engine driven plant should only be operated during agreed hours or as specified within the project specify details of the tender documents.

Radios or other audio equipment, are prohibited on all Trust premises (including contractor's designated site areas and compounds). These devices may cause considerable disturbance to patients and staff, disrupting clinical treatment and as a result must not be used.

17. Control of dust, fumes and debris

All operations that produce dust (e.g. disc cutting, chasing, high-speed sawing etc.,) in excess of 10 milligrams of dust per cubic metre of air (10 mg/m³) averaged out over eight hours, or any respirable dust in excess of 5 mg/m³ averaged over eight hours is deemed to be a substantial concentration of dust and therefore within the definition of substance hazardous to health (COSHH).

Dust producing equipment is to be controlled at source with local exhaust ventilation or dust suppression tools to the satisfaction of the Supervising Officer.

All work areas are to be suitably sealed against dust breakout to other areas, and where required to control dust breakout measures such as double doors or air locks are to be supplied.

All temporary screens to be constructed out of fire retardant materials, of a suitable nature to fully contain any expected hazards. Approval of method statement to control dusts to be gained prior to starting work from the Supervising Officer.

Working areas to be cleaned as required by means that does not promote dust transfer.

When requested by the Supervising Officer, air and environmental monitoring of the building works and adjacent areas will be required.

HSG (95) 10 Hospital Infection Control
The Health and Safety at Work Act 1974
The Control of Pollution Act 1974
The Management of Health and Safety at Work Regulations 1999
The Control of Substances Hazardous to Health Regulations 2002
The Construction (Health, Safety and Welfare) Regulations 1996

Debris should be disposed of in accordance with the Trust's Waste Disposal Policy.

18. Contractors working hours

Normal working hours on Trust sites will be between 7.30am and 6pm excluding deliveries Monday to Friday except where special arrangements have been agreed with the Supervising Officer. I.e. deliveries to site to avoid Hospital site congestion.

19. Accidents / incidents

Any dangerous occurrences / incidents as defined in RIDDOR should be immediately reported to the HSE and the Supervising Officer.

Accidents / incidents which fall outside the scope of the RIDDOR should be recorded in the normal way and copies of the reports handed to the Supervising Officer at the next scheduled Site Meeting or on the completion of works whichever is sooner.

20. Electrical tools

All electrical tools used by contractors must be either 110 vac or 240 vac and RCD protected and with an up-to-date test certificate available for inspection.

21. Smoking

The Trust has a no smoking policy in all buildings including areas temporarily forming contractors working areas.

22. Fitness for work

Addenbrooke's NHS Trust requires that all contractors working on the Trust's site are at all times fit for work. The Trust retains the right to request individuals leave the site if they are unfit for work for reasons of alcoholism, drug taking, injury, tiredness or any other reason that may affect the standard of workmanship or the health and safety of members of the public or hospital staff within the area.

23. Standards of dress

All contractors will report to work in suitable clean clothing. Clothing will be suitable for the task being carried out. Personal protective equipment will be worn wherever applicable. Dirty clothes or overalls will not be worn in public or patient areas. The wearing of shorts or sleeveless singlets is not acceptable, neither are bare chests.

All contractors **must** display a high standard of personal hygiene.

24. Hospital equipment

The use and borrowing of Hospital equipment or tools is not acceptable. Contractors should ensure that they have sufficient equipment to carry out the work specified.

25. Two-way radios and Cell phones

There is a risk to patients from radio frequency transmissions interfering with electro-medical equipment. As a result the use of **two-way radios by contractors is prohibited.**

Cell-phones have the problem that whenever they are turned on they transmit signals back to their cell-net base regardless of whether they are just monitoring or receiving or transmitting calls. **Cell phones must be turned off to be safe.** The risks will be controlled by a **total ban** on the use of cell-phones within all areas of the hospital and up to 10 metres from those buildings. This includes corridors and circulation areas.

This means that **Cell-Phones may only be turned on** in the following locations:

- Outside, 10 metres away from any buildings

26. Asbestos

The Trust maintains a register of all known locations of Asbestos that exist on the Trust's premises. **This register must be checked before any work starts on any construction site on any part of the Trust's site.**

No work shall be carried out on any suspected asbestos bearing materials by any person who is not suitably trained.

No testing or analysing shall be carried out by any person or laboratory that has not gained N.A.M.A.S. or similar accreditation.

No work shall be carried out on any asbestos material without written instructions from the Trust's representative, this can be given in the form of a Specification / Site instruction.

Any Contractor finding what he believes to be an Asbestos bearing material on any of the Trust's premises should stop work immediately and bring it to the attention of the Trust's Supervising Officer or representative, who will if deemed necessary suspend all further work until the affected areas are made safe.

Asbestos Labelling

The Trust has adopted the H.S.E., suggested working for the Asbestos warning labels.

27. The Mental Health Act

Contractors need to be aware that certain works undertaken on the Trust's premises will bring contractors into contact with patients admitted under the Mental Health Act. These patients may be uninhibited or disruptive and contractors may need to put in place additional measures on his site that would minimise the risk to this group of patients.