

**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"

HEALTH AND SAFETY REQUIREMENTS

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1. Introduction

1.1 Addenbrooke's NHS Trust recognises the responsibility it has to contractors under the Health and Safety at work Act (1974), the Management of Safety at Work Regulations 1999 and the Construction, Design and Management (CDM) Regulations 1994. Those departments bringing contractors on to Trust premises need to ensure that those contractors and their employees have been provided with comprehensive information concerning risk. As from 1st July 2004 all contractors working on construction projects must be registered with CHAS (Contractors Health and Safety scheme).

1.2 Addenbrooke's NHS Trust aims to ensure that all private contractors fulfil their obligations under health and safety legislation, whether acting independently or when involving others in their work. Contractors are also required to comply with the Trusts standards and practices as laid down in this document. The Estates and Facilities Department acts as "landlord" on behalf of the Trust's contracted work.

2. Site rules and procedure

2.1 Site rules will be issued to all contractors as part of this document and will be clearly stated in contractual arrangements together with any special health and safety requirements likely to affect cost or timescale.

2.2 In shared workplaces, all parties will make arrangements for the exchange of all relevant information arising for risk assessments and emergency procedures, particularly steps taken to protect employees from the other contractors and the Trust's undertaking in the workplace.

3. Equipment

3.1 Plant and equipment such as temporary access platforms, ladders, PPE, lifting equipment, internal transport vehicles and electrical equipment will not be loaned to contractors. Appropriate method statements will be required for the use of any equipment where there is a significant risk in its use.

4. Role and responsibilities of Estates and Facilities staff in managing projects

4.1 Within the Estates and Facilities department, a supervising officer will be appointed to oversee and co-ordinate each contract (including those outside of the scope of CDM regulations). This responsibility requires that Contractor's staff are appropriately inducted and briefed e.g. through the use of the Addenbrooke's video package, by undertaking regular site visits, by ensuring good communications and by encouraging the correct safety culture amongst contractors.

The supervising officer is responsible for the planning and monitoring of both progress and methodology of the work undertaken, implementing the permit to work system where necessary and taking appropriate action if unsafe work practices / hazards arise.

The supervising officer must ensure the following before work commences:

- Relevant Trust staff/other site users are made aware of the contractors' presence on site
- Risky activities are limited and controlled
- That the contractor is carrying out adequate control to minimise risk to his employees and others
- All work stops if risk to any person exists or the contractor fails to comply with the contract documentation. A breach of contract can result in its' termination.

4.2 In order to comply with the CDM regulations, the Estates and Facilities Department is responsible for appointing suitably competent personnel to co-ordinate and manage health and safety throughout all stages of any construction project, notably the Planning Supervisor and Principal Contractor.

4.3 This responsibility also extends to the appointment of suitably competent designers and contractors. As far as reasonably practicable, efforts must be made to ensure the project is carried out safely.

5. Contract specification considerations

5.1 All contractors undertaking work on the Trust's premises should ensure that the following issues are acted upon correctly:

- The necessity to ensure full compliance with the health and safety at work act 1974, or any relevant statutory regulations applying to any particular task involved
- The specific requirement to work under Permit to work systems where the Trust and NHS codes dictate
- The provision of suitable Liability Insurance
- The adherence to specific site requirements e.g. noise, vibration, no smoking, hygiene, fire control, environmental hazards, etc.
- The procedure for the recording and reporting of accidents or incidents as dictated in the site safety rules and ensuring full compliance with RIDDOR
- The requirements to ensure the control of infection i.e. hygiene/occupational health arrangements
- The need for protective clothing
- The need for monitoring of risk prevention

- To be aware that certain works undertaken on the Trusts' premises will bring contractors into contact with patients admitted under the Mental Health Act.