

# LSH Contractor*Plus*



[WWW.lshcontractorplus.co.uk](http://WWW.lshcontractorplus.co.uk)

Postal Application  
2009 - 2010

**Lambert Smith  
Hampton**  
Property Solutions



## Contractor Approval Application Form

Please complete the application form using block capitals, and ensure that all requested information is attached and sent with the completed application form. Failure to do so will result in your application not being assessed by our consultants, and you will be contacted regarding the missing information. Please ensure that all questions marked with an \* are completed as this information is a mandatory requirement for your details to be processed.

### Section 1 - Your Company Details

Company's Name \* .....

Company Registration Number .....

Company VAT Number .....

Registered Office Address .....

Town .....

County .....

Postcode \* .....

Telephone \* .....

Fax .....

Number Of Employees \* .....

Website Address .....

### Section 2 -Your Company Sales Contact Details

Title \* .....

Surname \* .....

First Name .....

Position .....

E-Mail Address \* .....

Address \* .....

Town .....

County .....

Postcode \* .....

Telephone \* .....

Fax .....

Mobile .....

## Section 4 - Work Types

**(4.0)** Please make the appropriate selections for your company from the work types below. Safe working procedures, risk assessments and method statements will be required to be provided in respect of all work types selected. These should be attached to your application.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Architectural Curtain Walling<br><input type="checkbox"/> Alarm Maintenance<br><input type="checkbox"/> Brickwork<br><input type="checkbox"/> Building Fabric Maintenance<br><input type="checkbox"/> Camera Survey<br><input type="checkbox"/> Car Park Passes<br><input type="checkbox"/> Catering Equipment<br><input type="checkbox"/> Cigarette Butt Ends<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Cooling Towers<br><input type="checkbox"/> Doors and Gates<br><input type="checkbox"/> Drains and Pipes<br><input type="checkbox"/> Electrical Engineer<br><input type="checkbox"/> Electrical Installation Work<br><input type="checkbox"/> Elevators<br><input type="checkbox"/> Energy Management Consultancy<br><input type="checkbox"/> Escalators<br><input type="checkbox"/> Exterior Cleaning<br><input type="checkbox"/> Facility Services<br><input type="checkbox"/> Fire Detection<br><input type="checkbox"/> Fire Protection<br><input type="checkbox"/> Flooring / Carpeting<br><input type="checkbox"/> Garden Maintenance<br><input type="checkbox"/> General Building Maintenance<br><input type="checkbox"/> Generators<br><input type="checkbox"/> Grounds/ Car Park Cleaning<br><input type="checkbox"/> Heating<br><input type="checkbox"/> Industrial Contract Cleaning<br><input type="checkbox"/> Installation of Christmas Displays<br><input type="checkbox"/> Internal Decorations<br><input type="checkbox"/> Landscape Maintenance<br><input type="checkbox"/> Lift Engineer<br><input type="checkbox"/> Lighting<br><input type="checkbox"/> M&E Consultants<br><input type="checkbox"/> Mechanical Engineers<br><input type="checkbox"/> Office Cleaning<br><input type="checkbox"/> P.A. Systems<br><input type="checkbox"/> Passenger Conveyors<br><input type="checkbox"/> Phone Charges<br><input type="checkbox"/> Plant Maintenance<br><input type="checkbox"/> Pressure Systems<br><input type="checkbox"/> Property Maintenance<br><input type="checkbox"/> Refrigeration<br><input type="checkbox"/> Replanting Where Required<br><input type="checkbox"/> Scenery Painting<br><input type="checkbox"/> Signage<br><input type="checkbox"/> Stone Cleaning<br><input type="checkbox"/> To Provide Duty of Care<br><input type="checkbox"/> Urinal Descaling<br><input type="checkbox"/> Wall Repairs<br><input type="checkbox"/> Water<br><input type="checkbox"/> Water Quality Testing<br><input type="checkbox"/> Weed Control<br><input type="checkbox"/> Window Cleaning<br><input type="checkbox"/> Water/ Heating Services<br><input type="checkbox"/> Water Treatment/ Tanks<br><input type="checkbox"/> Welding | <input type="checkbox"/> Ability To Sub Contract Works<br><input type="checkbox"/> Auto roll<br><input type="checkbox"/> Building Contractor<br><input type="checkbox"/> Building Refurbishment<br><input type="checkbox"/> Car Park and Barrier Repairs<br><input type="checkbox"/> Carpentry<br><input type="checkbox"/> CCTV Access Control<br><input type="checkbox"/> Cleaning<br><input type="checkbox"/> Contract Cleaning<br><input type="checkbox"/> Design and Internal Planting<br><input type="checkbox"/> Drain Cleaning<br><input type="checkbox"/> Dustwork Installation<br><input type="checkbox"/> Electrical Equipment<br><input type="checkbox"/> Electrical Systems<br><input type="checkbox"/> Emergency Lighting<br><input type="checkbox"/> Environmental and Industrial<br><input type="checkbox"/> Estate Management<br><input type="checkbox"/> External Cleaning<br><input type="checkbox"/> Fire Alarms<br><input type="checkbox"/> Fire Equipment Inspections<br><input type="checkbox"/> Fire Protection Equipment<br><input type="checkbox"/> Furniture<br><input type="checkbox"/> Gas<br><input type="checkbox"/> General Flooring<br><input type="checkbox"/> Goods Supplier<br><input type="checkbox"/> Grounds Maintenance<br><input type="checkbox"/> Heating and Mechanical Main-<br><input type="checkbox"/> Installation<br><input type="checkbox"/> Interior Plant Maintenance<br><input type="checkbox"/> Internal Plants<br><input type="checkbox"/> Landscaping<br><input type="checkbox"/> Lift Maintenance<br><input type="checkbox"/> Litter Picker<br><input type="checkbox"/> M&E Inspection Maintenance<br><input type="checkbox"/> Mechanical Installation Ser-<br><input type="checkbox"/> Office Cleaning<br><input type="checkbox"/> Painting & Decorating<br><input type="checkbox"/> Personal Hygiene Machinery<br><input type="checkbox"/> Pigeon Control<br><input type="checkbox"/> Plastering<br><input type="checkbox"/> Principal/ Main Contractor<br><input type="checkbox"/> Pumps<br><input type="checkbox"/> Reglazing<br><input type="checkbox"/> Scenery Construction<br><input type="checkbox"/> Total Drainage<br><input type="checkbox"/> Security (new door locks)<br><input type="checkbox"/> Security Systems<br><input type="checkbox"/> Signs / Flags<br><input type="checkbox"/> Supply &refilling of grit bins<br><input type="checkbox"/> Toilet Facilities<br><input type="checkbox"/> Tree Surgery<br><input type="checkbox"/> Ventilation<br><input type="checkbox"/> Waste Disposal<br><input type="checkbox"/> Security Services<br><input type="checkbox"/> Windows by Abseiling<br><input type="checkbox"/> Air Conditioning<br><input type="checkbox"/> Boiler Maintenance | <input type="checkbox"/> Building Exterior Cleaning<br><input type="checkbox"/> Building Services Maintenance<br><input type="checkbox"/> Car Park Control<br><input type="checkbox"/> Carpet Cleaning<br><input type="checkbox"/> Ceilings and Partitions<br><input type="checkbox"/> Compressors<br><input type="checkbox"/> Contract Security Services<br><input type="checkbox"/> Design Manufacture<br><input type="checkbox"/> Drain Cleaning & Repairs<br><input type="checkbox"/> Electrical Contractors<br><input type="checkbox"/> Electrical Goods<br><input type="checkbox"/> Electricity Supply<br><input type="checkbox"/> Empty Gullies<br><input type="checkbox"/> Environmental Consultancy<br><input type="checkbox"/> Excavation and Repair<br><input type="checkbox"/> Services<br><input type="checkbox"/> Facilities Management<br><input type="checkbox"/> Fire Consultancy Work<br><input type="checkbox"/> Fire Fighting<br><input type="checkbox"/> Fire Systems<br><input type="checkbox"/> Fuse Board Replacements<br><input type="checkbox"/> Gas Supply<br><input type="checkbox"/> General Site Maintenance<br><input type="checkbox"/> Graffiti Removal<br><input type="checkbox"/> Health and Safety<br><input type="checkbox"/> Industrial Cleaning<br><input type="checkbox"/> Maintenance<br><input type="checkbox"/> Interior Refurbishment<br><input type="checkbox"/> Landscape Maintenance<br><input type="checkbox"/> Landscaping<br><input type="checkbox"/> Lifts<br><input type="checkbox"/> Locksmith<br><input type="checkbox"/> Commercial windows/doors<br><input type="checkbox"/> Office Maintenance<br><input type="checkbox"/> vices<br><input type="checkbox"/> Painting of Equipment<br><input type="checkbox"/> Pest Control<br><input type="checkbox"/> Planned & Reactive<br><input type="checkbox"/> Maintenance<br><input type="checkbox"/> Plumbing<br><input type="checkbox"/> Property Brochures<br><input type="checkbox"/> Air /Con Maintenance<br><input type="checkbox"/> Relining Specialists<br><input type="checkbox"/> Scenery Design<br><input type="checkbox"/> Security Guards<br><input type="checkbox"/> Service Repair & Replacement<br><input type="checkbox"/> Specialised Mats<br><input type="checkbox"/> Sweeping of Roads<br><input type="checkbox"/> Tool &Instrument Services<br><input type="checkbox"/> Turf Maintenance<br><input type="checkbox"/> Video Tape<br><input type="checkbox"/> Waste Removal<br><input type="checkbox"/> Water Machine Rental<br><input type="checkbox"/> Water treatment and Hygiene<br><input type="checkbox"/> Window Cleaning |
|--|---|--|

**(4.1)** If there are work types that your organisation carry out that are not listed above please detail .....

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## Section 5 - Regions of work

(5.0) Please select the regions serviced by your organisation

- Scotland
- Ireland
- North - East
- North - West
- Midlands
- Wales
- South - West
- South - East



## Section 6 - Construction Industry Scheme (CIS)

(6.0) Please select one of the following CIS Tax Treatment Status options

- Unmatched (taxed 30.0%)
- Gross (taxed 0.0% )
- Net (taxed 20.0%)
- I declare that we do not fall under the CIS Scheme

(6.1) Please enter your Unique Tax Reference (UTR) in the box below

If you do not have the above information because you have not yet registered with the CIS scheme, please visit the HMRC Website at [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

The HMRC website also provides guidance notes with regards to the CIS scheme.

## Section 7 - Insurance Details

Please note that details of insurance expiry dates will be recorded and closely monitored. 4 weeks prior to the insurance expiration dates SM&MS will contact you requesting copies of new certificates.

Do you have the following insurance certificates? Please give details of limits and copies of the certificates:

### (7.0) Employers Liability Compulsory Insurance \*

Limits (£)   
Expiry Date  (dd/mm/yyyy)

### (7.1) Public Liability Insurance \*

Limits (£)   
Expiry Date  (dd/mm/yyyy)

### (7.2) Products Liability Insurance

Limits (£)   
Expiry Date  (dd/mm/yyyy)

### (7.3) Professional Indemnity Insurance

Limits (£)   
Expiry Date  (dd/mm/yyyy)

**\*\*Please ensure that copies of the above certificates are enclosed with your application before sending\*\***

## Section 8 - Third Party Accreditation

(8.0) Do you hold accreditation to any other Health and Safety Organisations Contractor List ?

NO  YES

(8.1) If yes, please select one of the following schemes, if it is an alternative scheme to the ones shown, please provide details below.

CHAS Scheme  Safe Contractor Scheme  
 Alternative Scheme Alternative Scheme Details .....

(8.2) If you have selected one of the above please attach a copy of the certificate with this application upon return and detail the expiry date on the certificate in the box

Expiry date DD/MM/YYYY

**Section 9 - Health and Safety Systems**

**(9.0)** Please enclose with the application form a copy of your Health and Safety Policy. This is required for **all** businesses including those with five or less employees.

**(9.1)** Please enclose with the application, copies of all the Risk Assessments relevant to the lines of business being applied for. These may include:

- General Health and Safety Assessment
- COSHH Assessment
- Manual Handling Assessment
- Other Assessments

**(9.2)** Please enclose with the application copies of working procedures based on the Risk Assessments above.

**(9.3)** If not already detailed in the Health and Safety Policy provided for part (6.0) please detail how you exchange information with clients to ensure the safety of all involved.

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**(9.4)** If you employ subcontractors, please detail what vetting system you adopt to ensure compliance with the Health and Safety system.

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**Section 10 - Accident Reporting and Analysis**

**(10.0)** Please give details of procedures for reporting accidents within your organisation

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**(10.1)** Please give details of how accident information is analysed within your organisation

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**(10.2)** Please give details of any reportable accidents, incidents or diseases which have occurred in the last 3 years. (Please attach additional information if necessary)

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**Section 11 - Prosecutions and Notices**

(Answering these questions will **not** automatically **exclude** you from being certified)

**(11.0)** Please give details of any prosecution and convictions under Health and Safety Legislation within the last 3 years

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**(11.1)** Please give details of any improvement or prohibition notices issued in the last 5 years

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**Section 12 - Organisational Structure**

**(12.0)** Attach to this application a copy of your company structure detailing the key positions and responsibilities within your organisation.

**(12.1)** Please attach any details of external health and safety advisors retained by the contractor and the area of responsibility covered by these ( if any).

**Section 13 - Permits to work**

**(13.0)** Are there any activities to be carried out which require a permit to work ?

NO                       YES

**(13.1)** If yes, please list activities and provide a copy of permits and any other documentation issued.

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**Section 14 - Quality Systems**

(14.0) Does your organisation operate a quality assurance system?

NO

YES

(14.1) If yes please supply details of the system including a copy of your accreditation certificate if appropriate.

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**Section 15 - Relevant Experience**

(15.0) Please give details of your experience as a contractor carrying out the type of work for which you are seeking accreditation.

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(15.1) To support the above please supply either the names of previous clients that will provide a reference for your work in this area. Letters of recommendation should be attached if available.

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(15.2) If you hold accreditation to any professional trade or bodies, these should be enclosed with the application if available.

**Section 16- Supporting Information**

(16.0) Please give details of any information that may support your application, attaching documentation with application if relevant.

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## Section 17 — Activities

Please indicate which of the following activities your company carries out, by ticking the appropriate boxes. Safe working procedures, risk assessments and method statements will be required to be provided in respect of all activities selected. These should be attached to your application.

(Please note that approval will only be given in respect of the activities indicated)

### Activities requiring a permit to work;

- Excavations
- Hot Work
- Work in confined spaces
- Work on pressure systems
  
- Other Activities;
- Ability To subcontract Works
- Abseiling (rope access techniques)
- Asbestos removal works
- Demolition
- Electrical Work
- Manual Handling
- Removal of clinical waste
- Removal of waste
- Roof work
- Work at height
- Work on gas appliances
- Work that falls within the CDM Regs

### Use of the following equipment

- 
- Battery operated tools and equipment
- Cartridge tools
- Dangerous items of equipment e.g. chain saw
- Electrical tools and equipment
- Hand tools
- Ladders and stepladders
- Lifting equipment
- Mobile access platforms
- Petrol driven equipment e.g. lawnmower, strimmer, generator
- Pneumatic tools
- Scaffold
- Suspended access platforms/ chairs
- Tower scaffold

### Use of the following substances

- Hazardous substances (that come under the scope of COSHH)
- Highly flammable liquids

(Please tick box)

I confirm that only the activities indicated above are carried out by this company. Should this situation change I will contact SM&MS Ltd and update the information provided.

## Section 18 - Declaration

**(18.0)** Before continuing to the next stage of the application please read the following carefully. (NB Please do not send section 17.0 with the application upon completion, it should be kept for your organisations records only)

### **APPROVED LIST OF CONTRACTORS**

All contractors who wish to carry out work on behalf of 'The Client' will be subjected to an assessment of their standard of health and safety documents.

The scheme is based on quality assurance principles.

All documentation will be audited by our Health and Safety Consultants to ensure that it meets the requirements of current legislation, codes of practice and recognised safe working procedures. Any shortfalls in documentation will be notified to you and assistance can be given on meeting the required standard.

Upon successful approval, contractors will be placed on the approved list of contractors who may then be used by 'The Client' to carry out work for the following year. The audit will be reviewed on an annual basis thereafter.

All Approved Contractors will be issued with an Approval Certificate indicating the services for which they are approved where certain work activities are excluded these will also be stated. The certificate may be accepted by other clients as evidence of compliance and may negate the need for further vetting.

### **SM&MS HEALTH AND SAFETY INFORMATION FOR CONTRACTORS**

This Information for Contractors is designed to provide you with information to assist you in completing the enclosed questionnaire and in fulfilling your obligations with regard to the health, safety and welfare of your employees. It will also assist 'The Client' in ensuring the health, safety and welfare of your employees whilst on their premises. We also ask that you co-operate in all health and safety matters in order that all duties are fulfilled under The Management of Health and Safety at Work Regulations 1999 to safeguard the welfare of our employees.

We would ask that you read this information carefully and comply with our request to liaise on certain matters and to co-operate in order that health and safety may be controlled within our client's premises. We would also suggest that you take any necessary steps to comply with all health and safety requirements.

Should you have any queries regarding any of these matters please contact SM&MS Ltd.

### **HEALTH AND SAFETY POLICY**

It is a requirement of Section 2 of the Health and Safety at Work etc. Act 1974 that all employers have a policy on health and safety at work. All employers who employ more than five employees are required to have a written health and safety policy. The policy should include the company's written statement of intent to safeguard the health and safety of employees and others who might reasonably be affected by the company's activities, and the organisation within the Company for ensuring health and safety standards are met and the arrangements in place for doing so.

We require that all contractors forward a copy of their safety policy to us for approval.

## **RISK ASSESSMENTS**

Regulation 3 of The Management of Health and Safety at Work Regulations 1999 requires all employers to carry out an assessment of the risks to the health and safety of their employees whilst at work and the risks to the health and safety of non-employees arising out of or in connection with their undertaking. The purpose of the assessment is to help employers to determine the measures needed to comply with their duties under relevant statutory provisions. Again, employers who employ five or more employees are required to record the significant findings of such an assessment.

We request that all contractors' carry out risk assessments in respect of the activities carried out within our Clients properties. A copy must be forwarded to us for approval.

Where activities vary from building to building, a method statement should be provided outlining the safe systems of work to be adopted in each of the buildings, including the safety precautions to be taken.

## **FIRE PROCEDURES**

Procedures have been drafted for action in the event of a fire in each of our clients properties and fire procedures notices are posted in the common areas of the premises. Contractors are required to familiarise themselves with the procedure for action within each building, including the location of the assembly point, on arrival on site.

Should any contractor discover a fire within any of our Clients buildings, the Fire Alarm must be sounded immediately via the nearest break glass point. Where an alarm is not installed, the alarm must be raised verbally.

Contractors must then inform any staff on site of the location of the fire and evacuate the building. Staff on site will then contact the Fire Brigade.

Where there are no members of our staff on site, contractors should contact the Fire Brigade using the following procedure:

The person discovering the fire should call the fire brigade from the nearest telephone by dialling 999.

When the exchange operator answers, he/she will ask for the FIRE SERVICE and give the telephone number of the telephone from which they are calling.

When connected to the Fire Service, he/she will state slowly and distinctly:

This is Give name and address of premises

Tel: Give telephone number - "WE HAVE A FIRE"

He/she will not replace the receiver until this information has been correctly acknowledged.

He/she will evacuate the premises by the nearest available exit and proceed to the designated assembly point.

No one will re-enter the premises until told to do so by the appropriate Fire Marshal.

**Upon hearing the alarm**, all contractors must leave the building immediately by the nearest available exit and proceed to the designated assembly point.

No one must re-enter the building until told to do so by the Fire Marshal for the premises who will liaise with the Senior Fire Officer in the event of a fire.

Fire fighting equipment is provided at locations throughout the common areas of the majority of premises. Should the need arise to use a fire extinguisher, staff on site or the Clients representative responsible must be notified in order that it can be replaced. Contractors must ensure that all emergency escape routes are maintained free from obstruction at all times. This includes the final exit routes which must not be obstructed by vehicles. Where any work restricts the use of an emergency escape route, staff on site or the Clients representative must be notified and steps taken to ensure that all other escape routes are available.

If you are an employer you are required to provide fire instruction, training and drills to employees at least once and preferably twice a year. This should include:

- The action to be taken on discovering a fire.
- The action to be taken on hearing the fire alarm.
- Raising the alarm, including the position of the main call points and alarm indicator panels.
- The correct method of calling the Fire Brigade.
- The location and use of fire fighting equipment.
- Knowledge of escape routes.
- Appreciation of the importance of fire doors and of the need to close all doors in the event of a fire and on hearing the alarm.
- Evacuation of the building.

Details of all such training should be recorded.

Fire drills are carried out at many of our Client's premises twice annually and are coordinated with all tenants of the building in order that the whole building may be evacuated. The results of such drills are communicated to all tenants. Should you be working within one of our client's premises when a fire drill is being carried out, we would ask that you co-operate fully and follow the fire procedure.

Should you have any queries regarding fire procedures within any of our buildings, please contact SM&MS Ltd.

### **OTHER EMERGENCY PROCEDURES**

The Client has also drafted procedures for action in case of other emergencies within many of their managed properties including bomb alert, gas leakage, electricity failure, etc.

Should you or any member of your staff be working within one of our buildings at the time of such an emergency, we would ask that all instructions issued by staff on site, or Fire/Bomb Marshal be followed. This could involve the evacuation of the premises, refraining from smoking, etc.

Should you wish to become familiar with any of these procedures, please contact staff on site or SM&MS Limited.

## **SMOKING POLICY**

The Client have developed and implemented smoking policies within the common areas of each property, where appropriate.

We require that all contractors refrain from smoking on all premises.

## **FIRST AID**

The Health and Safety (First Aid) Regulations 1981 require all employers to carry out an assessment in order to determine their own individual requirements for the provision of first aid for their employees.

In most cases this will require the provision of a First Aid Kit to the minimum prescribed standard and the nomination and training of a First Aider or an Appointed Person.

A First Aider must be fully qualified and certificated and will be responsible for administering first aid treatment, maintaining first aid kits and facilities, summoning medical assistance and maintaining records. Some contractors may employ sufficient staff to warrant the nomination and training of a First Aider; smaller Companies may nominate an Appointed Person who will not administer first aid but will take charge of an emergency situation, summon medical assistance, etc., in the absence of a first aider.

As a minimum requirement an Appointed Person must be available at all times. This will probably mean that at least two persons will be required to be nominated in order to cover periods of absence.

Contractors are responsible for the provision of their own first aid arrangements while on site.

## **ACCIDENT REPORTING**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 requires that certain accidents or dangerous occurrences at work are appropriately reported. The Client has developed a system of accident reporting and investigation for their own employees and would suggest that all of our contractors do likewise in order to comply with existing legislation.

Such a system would involve an investigation to determine the cause of an accident and any relevant contributory factors. This would be followed up with regard to rectifying any hazards in the workplace, modifying or amending a system of work and informing employees of any lessons to be learned.

We would also request that all contractors inform any staff on site, or the clients representative, of any accidents or near misses occurring to themselves or their employees whilst on the premises. The accident will be recorded in the Accident Book and arrangements made to notify the enforcing authority, where appropriate.

## **ELECTRICITY AT WORK**

The Electricity at Work Regulations 1989 requires that the complete electrical installation be examined and tested at least every five years by a competent person. This was carried out within the last five years and a certificate has been issued. Further examinations and tests will be carried out as required.

The Client would ask contractors not to carry out any alterations to the main installation without the prior consent. All electrical works must be carried out under the authorisation of the clients representative.

Portable electrical equipment is also required to be regularly tested by a competent person. Records should be kept of all such tests and any maintenance work carried out. Contractors are requested to ensure that such tests are carried out on all electrical equipment used within our Clients premises. We would also request that all electrical equipment used within the premises is used at a voltage of 110V, wherever possible.

### **SUBSTANCES HAZARDOUS TO HEALTH**

The Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) state that no work which is liable to expose anyone to substances which are hazardous to health shall be carried out unless an assessment of their activities has been made.

The assessment involves evaluating the risks to health arising from work involving substances hazardous to health, and then establishing what has to be done to meet the requirements of the whole of the COSHH Regulations.

We request that all contractors carry out an Assessment of any hazardous substances used by their employees. Such substances would include those labelled as "very toxic", "toxic", "corrosive", "harmful", or "irritant". The reason for this request is to enable us to know what substances are being used within our areas of each building in order to determine their compatibility with other substances and with the fabric of the building. It also enables substances to be cleaned up effectively and safely in the event of a spillage.

We would ask that all contractors provide us with a copy of their COSHH Assessment, particularly as regards substances to be used within the landlord areas of our Clients premises.

### **HIGHLY FLAMMABLE LIQUIDS**

The Client requests that all contractors inform them of any highly flammable liquids used or stored for use within their areas and of the method of storage used. This information is required to ensure that such substances are stored in the correct manner and to ensure that the Fire Department are informed of their presence in the event of a fire.

### **DEFECTS REPORTING**

The Client will endeavour to ensure that the premises are maintained to the highest standard and, to this end, regular inspections of the premises are carried out. However, should any contractor notice any potential hazard or defect within the building we would be pleased if you would report this immediately to staff on site, or the client's representative, who will record the defect and take any appropriate action.

### **DISPLAY SCREEN EQUIPMENT**

The Health and Safety (Display Screen Equipment) Regulations 1992 cover workers who habitually use VDU's for a significant part of their normal work. Employers are required to assess the workstations of all such employees and assess and reduce risks.

Factors such as hardware, software, workstation, the environment and any other factors specific to individuals using the equipment must be considered. Where risks are identified, steps must be taken to reduce them.

We would suggest that all contractors carry out an assessment of any display screen equipment in order to comply with this legislation.

## **MANUAL HANDLING**

The Manual Handling Operations Regulations 1992 apply wherever there are risks to the health of employees from manual handling, including any lifting and carrying carried out by office staff. The employer is required to: -

Avoid the need for hazardous manual handling as far as is reasonably practicable;  
Check whether an item needs to be moved at all, can any repair or maintenance work be carried out in situ?  
Consider the use of mechanical aids;  
Assess the risk of injury from any manual handling that can't be avoided; and  
Reduce the risk of injury from hazardous manual handling, as far as reasonably practicable.

It may be that as a result of such an assessment the main requirement is to provide adequate training of employees to cover:

How to recognise harmful manual handling  
Appropriate systems of work  
Use of mechanical aids  
Good handling technique

The Client has carried out an Assessment of the manual handling activities of their employees and would suggest that all contractors do likewise in order to comply with these Regulations.

## **WORK EQUIPMENT**

The Provision and Use of Work Equipment Regulations 1998 requires that employers ensure that all items of work equipment provided to their employees and the self-employed working for them comply with these Regulations. All work equipment must be suitable by design, construction or adaptation, for the purpose for which it is used or provided. It must be suitable for use in the place it was intended to be used and only used for the purpose it was intended and in accordance with the manufacturers' instructions. All work equipment must be maintained in an efficient working order and in good repair.

Contractors are required to provide their own work equipment for use within our client's premises. Under no circumstances must contractors use equipment provided by the Client unless authorised to do so.

We would also ask that you inform us of any equipment which may be classed as dangerous and is used or stored on the premises. Such equipment might include abrasive wheels, angle grinders, etc.

We would also request that you take any necessary steps to ensure that you comply with the requirements of these Regulations and that you ensure that all work equipment is in good condition, well maintained and suitable for the task.

We would also remind contractors that they would be responsible for any excessive noise created from the use of noisy items of equipment on site. Reasonable precautions must be taken by contractors to maintain noise from equipment to a minimal level.

This may require the provision of dampers to items of equipment. Should noise cause problems to any tenants on site, contractors may be asked to carry out such works outside normal working hours. Any such arrangements must be made with the clients representative. In any case, noisy activities must not be carried out on the premises between 07.30 hrs and 18.00 hrs.

### **PERSONAL PROTECTIVE EQUIPMENT**

The Personal Protective Equipment (PPE) at Work Regulations 1992 requires employers to assess the risks and the PPE they intend to use to ensure that it is suitable. Employers are also required to ensure that they clean, maintain and replace PPE; provide storage for PPE when it is not being used; ensure that PPE is properly used; and give training, information and instruction to employees on how to use and how to look after it. All new PPE must have a "CE" mark.

N.B. PPE should be relied upon only as a last resort.

Please ensure that you take the necessary steps to comply with these Regulations.

### **ASBESTOS**

A Type 2 Asbestos Survey of all our Client's properties has been undertaken and a report prepared. Any asbestos containing materials (ACM's) are detailed on the Asbestos Register for the property, which must be made available to you.

Wherever possible all such materials will be removed by a licensed contractor. However, where such materials are in good condition they may be left in situ, encapsulated and labelled "Asbestos - Do not disturb". Under no circumstances must contractors carry out work on such materials.

Should any contractor come across a substance, within any property, which they suspect may contain asbestos, they must not disturb the material. Work in the vicinity must stop immediately and steps taken to ensure that other persons do not disturb the material. The Clients representative must be contacted immediately. Steps will then be taken to verify the composition of the material. Contractors must not resume work until it has been deemed safe to do so.

### **WORK TO EXTERNAL FACADE**

Only contractors who are trained in the use of suspended access equipment will be permitted to use them within properties to which they are installed. Proof of such training must be provided prior to access being gained.

The contractor will be responsible for making a visual inspection of the equipment prior to use. Any defects noted must be reported to staff on site or the Clients representative and access will not be permitted until such defects have been remedied.

Use of the equipment must be supervised by a competent person and a safe system of work must be adopted at all times. The Safe Working Load of the equipment must not be exceeded at any time.

## **SCAFFOLDS**

Scaffold brought onto site by contractors, whether hired or not, must be accompanied with test certificates and be correctly tagged.

All scaffolding must be erected by competent personnel, in full accordance with all current legislation and guidelines on the erection and safe use of access equipment.

Outriggers are required to be used from 2 flights upwards, if scaffold is left unattended at any time, signage must be displayed stating 'incomplete scaffold - do not use' (standard signs available from any sign supplier).

Copies of weekly inspection certificates must be supplied to the client every week.

## **THE USE OF FLAME OR SPARK PRODUCING APPARATUS**

Before commencing work with heat, flame, spark or dust producing apparatus, the contractor must examine the need for isolation of local fire alarm detection system to prevent false alarms. Any such isolations must be carried out with the authority of staff on site or the clients representative and the appropriate sections of the Permit to Work completed. Where staff are not available on site contractors should adopt their own permit-to-work system.

Welding, cutting, brazing, blow lamps, plumbers furnaces and other flame or spark producing apparatus shall be operated only by skilled tradesmen, each of whom shall be made aware of the following precautions:

All litter, rubbish and combustible materials shall be removed from the vicinity of the work. Where combustible materials are fixed and immovable, it shall be protected with non-combustible material such as sheet metal or fire blanket.

Floors and roofs which might otherwise be damaged shall be protected from the heat of flames and hot slag.

Special care shall be taken to prevent flame, sparks, or molten metal reaching combustible material along or down ducts, channels, chases or open-ended pipes, or through hole in the walls and floors. Non-combustible material shall be used for temporary plugging of holes.

The possibility of damage by heat which may be conducted by metal work or through partitions, shall be investigated and combustible material in contact with such material removed.

Flame or spark producing apparatus shall not be used on or near containers of flammable liquids or compressed gases.

Apparatus shall not be left alight when unattended. An adequate number of appropriate fire fighting appliances (at least two) shall be placed readily to hand until all possibility of an outbreak of fire has passed.

Tasks involving the used of flame or spar producing equipment or apparatus shall cease at least 1 hour before the contractor leaves the employers premises.

Before leaving the premises the area of work the 'Danger Area' shall be examined closely by the contractor to ensure that there s no smouldering or incipient fire.

NB The 'Danger Areas may extend to cavities, voids, tools, cupboards, ducts or other concealed spaces where, despite precautions, flame, hot sparks or conducted heat may have penetrated.

On completion of the works the contractor shall again inform any staff on site who will ensure that any fire detection that may have been temporary isolated for the period of the works is reinstated. Where staff are not available on site the contractor must ensure that all such equipment is re-instated

### **ADDITIONAL REQUIREMENTS**

We would request that all contractors take care when working on all premises not to damage any adjacent surfaces or areas within the building. Where necessary, contractors should ensure that such surfaces are covered or otherwise protected from damage.

Contractors will be held responsible for any damage caused to property of the landlord or tenants during the course of any work on site.

Contractors will also be responsible for the removal of any refuse or debris, produced by them, during the course of any work on the premises. We request that contractors place all refuse/debris in suitable bags or other receptacles and remove them from site on a daily basis. On completion of the work, all tools and equipment must be removed from site. Any equipment remaining will be suitably disposed of.

### **SAFETY RULES FOR CONTRACTORS**

It is the intention of 'The Client' to ensure a high standard of health and safety in all areas under their control. The Contractor shall conduct his activities such that conditions and methods of work are safe with respect to his own employees, the employees on site, the employees of tenants, any other Contractors on site, any visitors to the premises and members of the public.

The Contractor must: -

Comply with the requirements of these Safety Rules, the provisions of the client's Health and Safety Policy and the safe working procedures contained therein. Should a site inspection indicate that contractors are not complying with these requirements, they may be asked to cease work immediately until the situation is rectified. In extreme cases contractors may be asked to leave the premises. Failure to comply could result in termination of the contract.

Employ only such persons as are skilled, experienced and competent in the performance of their trade or tasks.

Provide employees with sufficient training to enable them to carry out their work activities in a safe manner.

Ensures that all work is carried out in accordance with all relevant statutory provisions and the safe working procedures set down in his Health and Safety Policy.

Have regard for the health, safety and welfare of the clients' employees, visitors and any other persons who might reasonably be affected by their work activity.

Notify staff on site/the Client of the work to be undertaken and where it is to be carried out. The relevant details must be completed in the maintenance schedule, examination and test records etc. Contractors must ensure that emergency escape routes are maintained free from obstruction at all times, unless with prior agreement.

Ensure that all plant and equipment brought onto site is suitable for the task, is safe and in good working order. Any necessary guards and safety devices must be in place and any necessary test or examination Certificates must be made available for checking.

Ensure that all portable electrical equipment brought onto site has been examined and tested by a competent person and records produced as requested.

Ensure that no power tools or electrical equipment of more than 110 Volts are used on site. All transformers, generators, extension leads, plugs, sockets etc. must be suitable for the task and in good condition.

Ensure that staff on site or the Client is informed of any hazardous, flammable or explosive substances which are brought onto the premises. (COSHH Assessments must be provided where required.) All such substances must be used, stored and disposed of according to current statutory provisions, Codes of Practice, British Standards, etc.

Ensure that any spillage of hazardous substances or other liquids are cleared up immediately in the appropriate way. Where this cannot be done immediately suitable warning signs must be provided to prevent a slipping accident and contact with the substance.

Ensure that any equipment provided for the health and safety of their employees e.g. personal protective equipment is used in the correct manner and is in good working condition.

Ensure that all reasonable steps are taken to prevent unauthorised use, interference with, or damage to the property and any plant, machinery and equipment contained therein.

Ensure that any accident or injury occurring to any of their employees whilst on site is reported immediately to staff on site or the Client's representative who will take any appropriate action.

Ensure that any defect or hazard noted on site is reported to staff on site or the Client's representative responsible who will record the defect and take any appropriate action.

Read, observe and comply with the on-site emergency procedures.

Ensure that all equipment and any refuse produced during the course of the work are removed from site on completion. All refuse/debris should be suitably bagged prior to removal.

Co-operate with the client in all aspects of health and safety on the premises.

**PLEASE REMOVE THE LAST 11 PAGES OF THE APPLICATION AS THEY ARE FOR YOUR INFORMATION AND DO NOT NEED TO BE RETURNED TO SM&MS ON COMPLETION.**

**PLEASE CONTINUE TO SECTION (18.1) WHICH SHOULD BE ENCLOSED IN YOUR APPLICATION UPON COMPLETION.**

**(18.1) Please sign after acknowledgment and enclose with completed application.**

I hereby apply to join SM&MS Ltd Contractors Registration Scheme Contractplus Subject to **SM&MS Ltd Terms and Conditions** (Section 17.0) for the scheme.

I declare that the information given in response to this questionnaire is complete and accurate. I will inform Safety Management and Monitoring Services of any changes in the information provided.

I have hereby read the **Health and Safety Information for contractors** (section -17.0) and fully understand its contents.

I also acknowledge receipt of the **Contractors Safety Rules** (section -17.0) and agree to abide by them and to liaise with the clients delegated responsible person at all times.

All information will be passed to our employees, as appropriate.

**Signed** .....

**Name** .....

**Position Held** .....

**On Behalf Of ( Company Name)** .....

**Date** .....

**BEFORE RETURNING THE APPLICATION PLEASE CHECK THAT ALL RELEVANT SECTIONS HAVE BEEN COMPLETED AND ALL REQUESTED INFORMATION ATTACHED.**

**Please send your completed application to the following address;**

**LSH Contractorplus  
Farzana Ramzan  
SM & MS Ltd  
Salus House  
Dyson Wood Way  
Bradley Business Park  
Huddersfield  
HD2 1GN**

Please note that applications will not be processed until payment has been received. For more information regarding costs please contact Farzana Ramzan at SM&MS Ltd on ; 01484 452 349 .

Thank you for completing the application we will contact you shortly regarding its outcome.