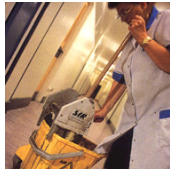


LSH Contractor*Plus*

Contractor Approval Database



www.lshcontractorplus.co.uk

Postal Application 2011

Lambert
Smith
Hampton



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.

Company Name:

Company Registration Number:

Company VAT Number: (numbers only [0-9], no chars [a-z] or spaces [])

Head Office Address:

Town:

County:

Postcode:

Telephone:

Fax:

Total Number of Directors & Employees:

Website:

Notes:

CIS—Construction Industry Scheme



This contractor does not fall under the CIS scheme

-or-

Please select one of the following CIS Tax Treatment Status Options:

Unmatched (taxed 30.0%)

Gross (taxed 0.0%)

Net (taxed

Unique Tax Reference (UTR)2:

A brief description of this company and its services to be displayed to clients on the system.

Contact Details

Company Name:

Title:

First Name:

Surname:

Job Title:

Telephone:

Fax:

Mobile:

E-Mail:

Notes:

Address:

Town:

County:

Postcode:

Insurance

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 new certificates.

3.0 Do you have the following insurance certificates? Please give details of limits and copies of the Insurance certificates and schedules.

If you have do not have any employees and are not eligible for employers liability compulsory insurance. Please tick box:

Employers Liability Insurance:

Limits:

Expiry Date: (dd/mm/yyyy)

Public Liability:

Limits:

Expiry Date: (dd/mm/yyyy)

Products Liability:

Limits:

Expiry Date: (dd/mm/yyyy)

Professional Indemnity Insurance:

Limits:

(dd/mm/yyyy)

*Please send a copy of the insurance certificate and schedule.

Part 3—Accident Reporting—Prosecutions—Permits to work.

Accident Reporting and Analysis

5.0 Give details of procedure for reporting accidents within your organisation.

5.1 Give details of how accident information is analysed within your organisation.

5.2 Give details of any reportable accidents, incidents, or diseases which have occurred within the last 3 years. (enclose additional information if necessary)

Prosecutions and Notices

(answering these questions will not automatically exclude you from being Certified)

6.0 Give details of any prosecutions and convictions under Health and Safety Legislation within the last 3 years.

6.1 Give details of any improvement or prohibition notices issued within the last 5 years

Permits to Work:

7.0 Are there any activities to be carried out which require a permit to work?

- Yes No

7.1 If yes, please list activities and provide a copy of permits and any other documentation issued.

Part 4—Quality System—Relevant Experience—Supporting

Quality System

8.0 Does your organisation operate a Quality Assurance System?
 Yes No

8.1 If yes, please supply details of the system and enclose a copy of your accreditation certificate if appropriate.

Relevant Experience

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

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

Supporting Information

10.0 Please give details of any information that might support your application, giving examples where appropriate.

Part 5 —Environmental Management

11.0 Please enclose with the application form a copy of your Environmental Policy.

Prosecutions

12.0 Please give details of any prosecution and convictions under Environmental Legislation within the last 3 years and any action you have taken to prevent a recurrence.

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Accreditations

13.0 Does your company have accredited certification to ISO 14001 or BS 8555, or are you verified to EMAS? If so, please provide a copy of the certificate/evidence of the verification and clarity of the scope of the certification/verification.

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If you do not have ISO 14001 or BS 8555 certification or EMAS, are you in the process of obtaining certification/verification?

Yes No

If you are not intending to obtain, or are in the process of obtaining, certification/verification, do you operate an Environmental Management System? (If so, please provide details).

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Environmental Risk

14.0 Please list your 5 highest areas of environmental risk.

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15.0 Do you report publicly on your environmental performance? If so, please provide details.

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Sub-contractors

16.0 If you employ sub-contractors, please supply information on how you evaluate and control environmental aspects associated with their work.

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17.0 Please add any other information you feel would be helpful regarding your environmental performance.

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Part 5—Work Types

Please select the type of work that you carry out.

Safe working procedures, risk assessments and method statements will be required to be provided in respect of all work types selected.

Work Types

- | | | |
|--|---|--|
| <input type="checkbox"/> Ability to Sub-contract works | <input type="checkbox"/> Electrical Contractor | <input type="checkbox"/> Indoor Air Quality Monitoring |
| <input type="checkbox"/> Acid Descaling | <input type="checkbox"/> Electrical Equipment | <input type="checkbox"/> industrial Cleaning |
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Electrical Installation Work | <input type="checkbox"/> Industrial Fencing Installation |
| <input type="checkbox"/> Air Hygiene Surveys | <input type="checkbox"/> Electrical Systems | <input type="checkbox"/> Installation |
| <input type="checkbox"/> Alarm / Fire Systems | <input type="checkbox"/> Electrical Supply | <input type="checkbox"/> Installation & Commissioning of Building Services |
| <input type="checkbox"/> Alarm Maintenance | <input type="checkbox"/> Elevators | <input type="checkbox"/> Installation & Maintenance of CCTV |
| <input type="checkbox"/> Architectural Curtain Wailing | <input type="checkbox"/> Emergency Lighting | <input type="checkbox"/> Installation of Animated Christmas Displays |
| <input type="checkbox"/> Asbestos Decontamination | <input type="checkbox"/> Empty Gullies | <input type="checkbox"/> Installation of Earthing Systems |
| <input type="checkbox"/> Asbestos Encapsulation | <input type="checkbox"/> Energy Management Consultancy | <input type="checkbox"/> Interior Plant Maintenance |
| <input type="checkbox"/> Asbestos Removal & Associated | <input type="checkbox"/> Environmental & Industrial Services | <input type="checkbox"/> Interior Refurbishment |
| <input type="checkbox"/> Asbestos Surveys | <input type="checkbox"/> Environmental Services | <input type="checkbox"/> Internal Decorations |
| <input type="checkbox"/> Audio / Visual Communication | <input type="checkbox"/> Escalators | <input type="checkbox"/> Internal Plants |
| <input type="checkbox"/> Blinds / Curtains | <input type="checkbox"/> Estate Management | <input type="checkbox"/> Internet Service Provider |
| <input type="checkbox"/> Boiler Maintenance | <input type="checkbox"/> Excavation & Repair | <input type="checkbox"/> IT Support |
| <input type="checkbox"/> Brickwork | <input type="checkbox"/> Exterior Cladding | <input type="checkbox"/> Joinery |
| <input type="checkbox"/> Building Contractor | <input type="checkbox"/> External Cleaning | <input type="checkbox"/> Kiosk Equipments |
| <input type="checkbox"/> Building Exterior Cleaning | <input type="checkbox"/> Eyebolts | <input type="checkbox"/> Kitchen Extract Cleaning |
| <input type="checkbox"/> Building fabric maintenance | <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Landscape Maintenance |
| <input type="checkbox"/> Building Refurbishment | <input type="checkbox"/> Facility Services | <input type="checkbox"/> Leadwork |
| <input type="checkbox"/> Camera Survey | <input type="checkbox"/> Fire Consultancy Work | <input type="checkbox"/> Legionella Risk Assessments |
| <input type="checkbox"/> Car Park Barrier Repairs | <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Letting Board Management |
| <input type="checkbox"/> Car Park Security | <input type="checkbox"/> Flooring / Carpeting | <input type="checkbox"/> Lift Engineer |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Fuel Dispensers | <input type="checkbox"/> Lift Maintenance |
| <input type="checkbox"/> Carpet Cleaning | <input type="checkbox"/> Furniture | <input type="checkbox"/> Lifts |
| <input type="checkbox"/> Catering Equipment | <input type="checkbox"/> Fuse Board Replacement | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> CCTV Access Control | <input type="checkbox"/> Garden Maintenance | <input type="checkbox"/> Lightning Protection & Earthing Systems Design |
| <input type="checkbox"/> Ceilings & Partitions | <input type="checkbox"/> Gas Supply | <input type="checkbox"/> Lightning Protection & Earthing Systems Repair |
| <input type="checkbox"/> Civil Enforcement | <input type="checkbox"/> General & Processed Pipe Fitting | <input type="checkbox"/> Lightning Protection & Earthing Systems Supply |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> General Building Maintenance | <input type="checkbox"/> Lightning Protection & Earthing Systems Testing |
| <input type="checkbox"/> Cleaning & Monitoring of Ductwork Systems | <input type="checkbox"/> General Flooring | <input type="checkbox"/> Lightning Protection Installation |
| <input type="checkbox"/> Commercial windows / doors | <input type="checkbox"/> General Handyman Tasks | <input type="checkbox"/> Lightning Protection Maintenance |
| <input type="checkbox"/> Compressed Air Lines | <input type="checkbox"/> General Site Cleaning | <input type="checkbox"/> Litter Picking |
| <input type="checkbox"/> Compressors | <input type="checkbox"/> Generators | <input type="checkbox"/> Locksmith |
| <input type="checkbox"/> Concrete Works | <input type="checkbox"/> Glazing & Window Fixings | <input type="checkbox"/> M&E consultants |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Goods Supplier | <input type="checkbox"/> M&E Inspection Maintenance |
| <input type="checkbox"/> Contract Cleaning | <input type="checkbox"/> Graffiti removal | <input type="checkbox"/> Maintenance of Earthing Systems |
| <input type="checkbox"/> Contract Security Services | <input type="checkbox"/> Grounds / Car park cleaning | |
| <input type="checkbox"/> Cooling Towers | <input type="checkbox"/> Grounds Maintenance | |
| <input type="checkbox"/> Debt Recovery | <input type="checkbox"/> Health & Safety | |
| <input type="checkbox"/> Demolition Contractor | <input type="checkbox"/> Heating | |
| <input type="checkbox"/> Design and Internal Planting | <input type="checkbox"/> Heating & Mechanical Maintenance | |
| <input type="checkbox"/> Design Manufacture | <input type="checkbox"/> Heating & Electro Mechanical Maintenance | |
| <input type="checkbox"/> Door Entry & Warden Call | <input type="checkbox"/> HVAC—Heating, Ventilating and Air Conditioning | |
| <input type="checkbox"/> Doors & Gates (Entry Systems) | | |
| <input type="checkbox"/> Drain Cleaning & Repairs | | |
| <input type="checkbox"/> Dustwork Installation | | |

- | | | |
|---|--|---|
| <input type="checkbox"/> Making Safe & Boarding (24 hour Service) Glazing | <input type="checkbox"/> Property Maintenance | <input type="checkbox"/> Supply & Installation of Window Film |
| <input type="checkbox"/> Manufacture & Service of Washing Machines | <input type="checkbox"/> Pumps | <input type="checkbox"/> Supply & replenishment of grit bins |
| <input type="checkbox"/> Manufacture of Joinery | <input type="checkbox"/> Refrigeration & Air Conditioning Maintenance | <input type="checkbox"/> Sweeping of roads |
| <input type="checkbox"/> Mechanical & electrical Plant | <input type="checkbox"/> Refrigeration | <input type="checkbox"/> Tank Refurbishment / Replacement |
| <input type="checkbox"/> Mechanical Cleaning | <input type="checkbox"/> Reglazing | <input type="checkbox"/> Toilet facilities |
| <input type="checkbox"/> Mechanical Engineers | <input type="checkbox"/> Relining Specialists | <input type="checkbox"/> Tool & Instruments specialist equipment services |
| <input type="checkbox"/> Minor Repairs to flat roofs at lower levels | <input type="checkbox"/> Replacing broken glass / windows | <input type="checkbox"/> Total Drainage |
| <input type="checkbox"/> Office Cleaning | <input type="checkbox"/> Replanting where required | <input type="checkbox"/> Tree Surgery |
| <input type="checkbox"/> Office Maintenance | <input type="checkbox"/> Risk Assessments | <input type="checkbox"/> Tube Recycling |
| <input type="checkbox"/> Oil fired boiler / Tank Installation | <input type="checkbox"/> Road & Car Park Marking | <input type="checkbox"/> Turf Maintenance |
| <input type="checkbox"/> On-line Systems Cleaning | <input type="checkbox"/> Road Works | <input type="checkbox"/> TV Aerial Systems |
| <input type="checkbox"/> P.A. Systems | <input type="checkbox"/> Roller Shutter Doors Installation | <input type="checkbox"/> UPVc Window & Door Replacements |
| <input type="checkbox"/> Painting & Decorating | <input type="checkbox"/> Roof Work | <input type="checkbox"/> Urinal Descaling |
| <input type="checkbox"/> Passenger Conveyors | <input type="checkbox"/> Roofing-flat in liquids -single ply or bituminous | <input type="checkbox"/> Ventilation |
| <input type="checkbox"/> PC Support | <input type="checkbox"/> Safety Line Systems | <input type="checkbox"/> Video Tape |
| <input type="checkbox"/> Personal Hygiene Machinery | <input type="checkbox"/> Scenery design | <input type="checkbox"/> Vinyl floor Scrubbing or Re-polishing |
| <input type="checkbox"/> Pest Control | <input type="checkbox"/> Security Guard | <input type="checkbox"/> Wall repairs |
| <input type="checkbox"/> Pigeon Control | <input type="checkbox"/> Security Services | <input type="checkbox"/> Waste Disposal |
| <input type="checkbox"/> Planned & reactive maintenance | <input type="checkbox"/> Security Systems | <input type="checkbox"/> Water / Heating Service |
| <input type="checkbox"/> Plant Maintenance | <input type="checkbox"/> Service, repair & replacement | <input type="checkbox"/> Water Machine Rental |
| <input type="checkbox"/> Plastering | <input type="checkbox"/> Signage | <input type="checkbox"/> Water Treatment Tanks |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Signs / Flags | <input type="checkbox"/> Water Treatment/Hygiene |
| <input type="checkbox"/> Pre-commission flushing | <input type="checkbox"/> Slate & Tile Roofing | <input type="checkbox"/> Weed control |
| <input type="checkbox"/> Pressure Systems | <input type="checkbox"/> Smoke Ventilation Systems | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Pressure Washing | <input type="checkbox"/> Specialised Mats | <input type="checkbox"/> Window Cleaning |
| <input type="checkbox"/> Principal / Main contractor | <input type="checkbox"/> Stone Cleaning | <input type="checkbox"/> Windows by Abseiling / Cradles |
| <input type="checkbox"/> Property Brochures | <input type="checkbox"/> Supply & Installation of Handrails | |

If there are work types that your organisation carry out that are not listed above please detail:

Part 6—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 to 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

Activities requiring a permit to work:

- Deep excavations
- Hot work
- Work in confined spaces
- Work on pressure systems

Other activities:

- Ability to sub-contract work
- Abseiling (rope access techniques)
- Asbestos removal works
- Demolition
- Electrical work
- Manual handling
- Removal of clinical waste
- Removal of waste
- Roof work
- Work as a principal contractor under CDM Regs
- Work at height
- Work on gas appliances (copy of CORGI/GAS SAFE registration certificate required)


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 (copy of MEWPs Certificate required)
- Petrol driven equipment e.g. lawnmower, strimmer, generator
- Pneumatic tools
- Scaffold
- Suspended access platform/chairs
- Tower scaffold

Use of the following substances:

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

Additional: (Please state in this box if your activities are not in the list above)

 **Important:**

- 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.

Part 7: Regions of Work

Please select the regions serviced by your organisation:

- Ireland
- Midlands
- North—East
- North—West
- Scotland
- South—East
- South—West
- Wales
- East Anglia
- Yorkshire & Humberside
- London



Part 8—Declaration

Please sign after acknowledgment and enclose with completed application.

I hereby apply to join SM&MS Ltd Contractors Registration Scheme for LSH Contractorplus. Subject to **SM&MS Ltd Terms and Conditions** for the scheme.

I have hereby read the **Health and Safety Information for Contractors** and fully understand its contents.

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

I have also read/I hereby acknowledge receipt of the **Safety Rules for Contractors** 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.

Health & Safety Information for Contractors

(NB Please do not send this section 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. I

f 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 HEALTH & SAFETY INFORMATION FOR CONTRACTORS;
THIS IS FOR YOUR INFORMATION AND DOES NOT NEED TO BE RETURNED TO
SM&MS ON COMPLETION.**