

CONTROL OF CONTRACTORS (ESTATES AND FACILITIES MANAGEMENT DIRECTORATE)	Type: Policy Register No: 09083 Status: Public
Developed in response to:	Health & Safety at Work etc. Act 1974
Contributes to CQC:	Regulation 15 – Premises and Equipment

Consulted With	Individual/Body	Date
Terry Fleming	Projects Manager	Nov 2017
Richard Wilks	Senior Fire Officer	Nov 2017
Andy Wright	Head of Hotel Services	Nov 2017
Steve Lewis	Senior Health and Safety Advisor	Feb 2018
Steve Farnden	BME Manager	Nov 2017
Phil Robson	Head of Maintenance	Nov 2017
Simon Shelter & Kathryn Freake	PFI Contracts	Nov 2017
Vince Ridings	MEHT PFI Bouygues	Nov 2017
David Howard	BCH PFI Grosvenor	Nov 2017

Professionally Approved By:		
Elmarie Swanepoel	EFM Site Manager	February 2018

Version Number	5.0
Issuing Directorate	Estates & Facilities
Ratified by:	Document Ratification Group
Ratified on:	17th May 2018
Trust Executive Sign Off Date	June 2018
Implementation Date	14 th June 2018
Next Review Date	April 2021
Author/Contact for Information	Ian Jackson, Principal Engineer
Policy to be followed by (target staff)	All Staff, Contractors and Sub-Contractors
Distribution Method	Intranet & Website
Related Trust Policies (to be read in conjunction with)	08052 Company Representative Policy, 04088 Waste Management Policy, 09040 Permit to Work Policy, 09030 Health & Safety Policy 04072 Hand Hygiene Policy , 04051 Security Policy 04070 Decontamination of Equipment & Environment Policy 04054 Car Parking Policy, 04061 Risk Management Strategy 07007 Mobile Phone Policy, 08078 Lone Working Policy 12043 Grounds and Gardens Policy, 09086 Asbestos Policy Safeguarding Policies

Document Review History:

Version No:	Reviewed by:	Issue Date:
1.0	Chris Churchouse	28/08/2009
1.1	Jo Mitchell - to incorporate ID Badges & snagging inspections	30/09/09
1.2	Jo Mitchell - updated Appendix 2 and Monitoring section	16/02/10
1.3	Jo Mitchell - amended BME contact number	18/02/10
1.4	Jo Mitchell - updated monitoring section	07/06/10
2.0	Jo Mitchell - updated in accordance with PFI centralisation and formal review	October 2010
3.0	Formal review to include changes to Asbestos logging.	August 2011
3.1	Update to include further detail relating to Bouygues	December
3.2	Minor change to Rules Handbook details	July 2012
3.3	Changes to include further detail on site induction, noise and dress code	May 2014
4.0	Formal Review	August 2014
4.1	Included reference to Safeguarding Adults and Children Para 13.3, Updated	April 2015
5.0	Formal Review	14 th June 2018

INDEX

- 1 Purpose**
- 2 Background**
- 3 Aims**
- 4 Scope**
- 5 Definitions**
- 6 General Health, Safety and Welfare**
- 7 Risk Assessments & Method Statements**
- 8 Work Equipment**
- 9 Personal Protective Equipment**
- 10 Training**
- 11 Noise**
- 12 Authorisation to Work on Site**
 - 12.1 Notice Period to Arrive on Site
 - 12.2 Arrival on Site
 - 12.3 Permits to Work
 - 12.4 ID Badges & Identification of Contractors
 - 12.5 Car Parking & Vehicles
 - 12.6 Asbestos Materials
 - 12.7 Leaving Site
- 13 Rules on Site**
 - 13.1 Rules on Site Handout
 - 13.2 Contractors Induction
 - 13.3 Safeguarding Adults and Children
 - 13.4 Infection Prevention
 - 13.5 Dress Code
 - 13.6 Decontamination of Equipment
 - 13.7 Smoking
 - 13.8 Alcohol/Substance Misuse
 - 13.9 Signs
 - 13.10 General Housekeeping & Waste Disposal
 - 13.11 Provision of Suitable First Aid Equipment and Personnel
 - 13.12 Reporting of Accidents/Incidents/Near Misses
 - 13.13 Provision of Facilities
 - 13.14 Fire or Other Emergency
 - 13.15 False Fire Alarms (Unwanted Fire Signals)
 - 13.16 Visitors
 - 13.17 Mobile Phones and Radios
 - 13.18 Confidentiality
 - 13.19 Lone Working
 - 13.20 Ceiling Access
- 14 Monitoring Control of Contractors on Site**
- 15 Contact Information**
- 16 Appendices**
 - Appendix 1 Reporting Procedures for Contractors on Site
 - Appendix 2 Rules on Site Handout
 - Appendix 3 Contractor Breach Report

1.0 Purpose

- 1.1 This document provides a robust process to ensure that all Contractors working on behalf of the Estates and Facilities Management Directorate that attend site for the purpose of undertaking works do so in an authorised and safe capacity.

2.0 Background

- 2.1 Mid Essex Hospital Services NHS Trust manages and operates a number of healthcare sites and buildings for the provision of clinical services. By their nature, these buildings offer a high level of access to the general public. However, it is necessary to ensure that such access is controlled as regards the attendance of contractors to undertaking activities on hospital premises.
- 2.2 A significant element of the premises from which the Trust operates is the PFI building at Broomfield Hospital. Responsibility for the condition and maintenance of this building rests with the Trust's PFI partner (Project Co). As such, certain elements of activity envisaged by this policy are controlled by Project Co (MEHT PFI).
- 2.3 Braintree Community Hospital (BCH) forms part of the Hospital Premises and is a PFI building. Responsibility for the condition and maintenance of this building rests with the Trust's PFI partner of this building (Project Co). As such, certain elements of activity envisaged by this policy are controlled by Project Co (BCH PFI).
- 2.4 Activities at all the other buildings operated by the Trust (the "Retained Estate") are controlled by the Trust's Estates Department.

3.0 Aims

- 3.1 The Trust is committed to working to the Health & Safety at Work etc. Act 1974 and providing the safest environment possible which reduces risks to the health and safety of employees, patients, visitors, contractors, and any persons who may be affected by their undertakings, as far as is reasonably practicable.
- 3.2 The Trust and its Project Co. partners operate on the principle that health and safety matters have equal status with any other quality or business objective. For this reason, all contractors operating on the hospital premises must ensure that contractor personnel maintain similar safety standards, and work toward the same objective: that any work undertaken is as free as possible from risks to health and safety, so far as is reasonably practicable.
- 3.3 This document details the health and safety standards required from contractors by the Trust and its Project Co. partners and as such forms part of the conditions of any tender or contract. It should be understood as forming an addendum to the Trust Health and Safety Policy.
- 3.4 The Trust and its Project Co. partners are committed to the provision of a service that is fair, accessible and meets the needs of all individuals.

4.0 Scope

- 4.1 This policy applies to all the Trust Estates and Facilities Management Directorate and Project Co staff (for both MEHT and BCH PFI) engaged in or considering the appointment of contractors and to all appointed contractors and sub-contractors.

5.0 Definitions

- 5.1 Any company that is directly contracted by the Trust and its Project Co. partners, as part of a contract, or on an ad-hoc basis, is referred to as a **Contractor**.
- 5.2 Any nominated contractor employed directly via the Contractor is referred to as a **Sub Contractor**.
- 5.3 A **Trust Contract Administrator** is the member of the Trust staff that is allocated as the responsible person to manage the delivery of a contract within the Trust property, excluding the PFI buildings.
- 5.4 A **Bouygues Contract Administrator** is the Project Co staff member that is allocated as the responsible person to manage the delivery of a contract within the Broomfield PFI building
- 5.5 A **Grosvenor Contract Administrator** is the Project Co staff member that is allocated as the responsible person to manage the delivery of a contract within the BCH PFI building.
- 5.6 Collectively the Trust Contract Administrator, the Bouygues Contract Administrator and the Grosvenor Contract Administrator shall be referred to as the **Contract Administrator**, with the Work Site determining whether it is the Trust Contract Administrator, the Bouygues Contract Administrator or the Grosvenor Contract Administrator that should be referred to. In the event that the Work Site includes the PFI buildings and other areas outside of the PFI buildings then reference to the Contract Administrator should be taken as meaning to the Trust Contract Administrator, the Bouygues Contract Administrator and/or the Grosvenor Contract Administrator. It should also be noted that whilst the Contract Administrator shall be the main point of contact for the Contractor or the Sub Contractor, they may also require that the Contractor or Sub Contractor take instruction from other members of the relevant Estates and Facilities Departments.
- 5.7 The location and area where the Contractor or Sub Contractor's work is being carried out is referred to as the **Work Site**.
- 5.8 The healthcare premises from which the Trust provides clinical services or has responsibility for ensuring are capable of use for the provision of clinical services, inclusive of the PFI buildings is referred to as the **Hospital Premises**.

6.0 General Health, Safety and Welfare

- 6.1 The Contractor or Sub-Contractor shall ensure that all health and safety measures required by or under virtue of the provision of any relevant act or industry regulation

are complied with, and will co-operate with the Trust and /or it's Project Co. partners' personnel to ensure legal compliance and maintenance of safe working and best practices, including such documents as Health Building Notes (HBNs), Health Technical Memoranda (HTMs), Health Guidance Notes (HGNs), Approved Codes of Practice (ACoPs) and HSE Technical Guidance (HSGs).

- 6.2 The Contractor or Sub-Contractor, if requested, shall supply the Contract Administrator with a copy of their current Health and Safety policy, (where relevant, all employers with 5 or more staff should have an up to date health and safety policy) the name of the employee(s) responsible for health and safety matters, and any information as requested relating to accidents, risks, dangerous occurrences or occupational ill health.
- 6.3 The Contractor or Sub-Contractor is responsible for ensuring that its employees are familiar with this policy, and other relevant Trust and Project Co policies as provided by the Trust and it's Project Co. partners, including, but not limited to:
- Permit to Work as a Contractor Policy
 - Health & Safety Policy
 - Security Policy
 - Hand Hygiene Policy
 - Data Protection Policy
 - IT Security Policy
 - Working at Heights Policy
 - Grounds & Gardens Policy

7.0 Risk Assessments & Method Statements

- 7.1 The Contractor or Sub-Contractor shall supply to the Contract Administrator, at any pre-contract meetings, copies of written assessments as required by:
- The Control of Substances Hazardous to Health Regulation 2002;
 - The Control of Noise at Work Regulations 2005;
 - The Management of Health and Safety at Work Regulations 1999;
 - Manual Handling Operations Regulations 1992
 - Health & Safety (First Aid) Regulations 1981
 - Control of Asbestos Regulations 2012
 - Environmental Protection Act 1990
 - Data Protection Act 1998
 - The control of Legionella bacteria in water systems (ACOP L8)
 - Working at Height Regulations 2005
 - Construction (Design and Management) Regulations 2015
- 7.2 This list is not meant to be exhaustive. The Contract Administrator should consider all aspects of the regulations and any other written assessments that must be made as required under current safety legislation relating to the work to be undertaken.
- 7.3 Method statements provided by the Contractor or the Sub Contractor should take into account the specific risks of the area of work and activity to be undertaken. Generic method statements should refer to the site specific risks and control measures.
- 7.4 The Contractor Supervisor or Sub-Contractor Supervisor (where applicable), of any

contracted staff shall maintain on site at all times a current copy of all relevant, approved Risk Assessments and Method Statements (RAMS) and COSHH assessments and will have read and understood the content and implications of these.

8.0 Work Equipment

- 8.1 Any equipment/tools brought onto the Hospital Premises must comply with the standards laid down by current legislation and codes of practice, including the requirements of the Personal Protective Equipment at Work Regulations 1992.
- 8.2 The Contractor or Sub Contractor shall ensure that records of equipment maintenance and other proof of compliance with equipment standards are available for inspection by the Contract Administrator as required.
- 8.3 The Contractor or Sub Contractor shall not allow its personnel to bring personal equipment onto the Hospital Premises unless it complies with Clauses 8.1 and 8.2.
- 8.4 The Trust and it's Project Co. partners are not liable for Contractor or Sub Contractor equipment brought to or used on the Hospital Premises.
- 8.5 The use of Oxygen/Acetylene equipment on site is prohibited.

9.0 Personal Protective Equipment

- 9.1 The Contractor or Sub Contractor shall provide any Personal Protective Equipment to its personnel which have been assessed as appropriate for the tasks to be undertaken by the Contract Administrator and is fit for purpose.
- 9.2 The Contractor or Sub Contractor shall ensure that equipment complies with the relevant BS – British Standard / CE – European Standard.
- 9.3 The Contractor or Sub Contractor shall ensure that its personnel are appropriately trained in the use and maintenance of any Personal Protective Equipment issued to them, and that they are aware of all work tasks on the Trust site which require the use of the Personal Protective Equipment issued.

10.0 Training

- 10.1 The Contractor or Sub Contractor shall ensure that its personnel have the necessary competencies and have received appropriate training which conforms to relevant legislation and best practice for their duties and responsibilities.
- 10.2 The Contractor or Sub Contractor shall ensure that records of such safety training are made available for inspection by the Contract Administrator as required.
- 10.3 The Contractor or Sub Contractor shall provide annual updates or sooner of relevant training records to the Contract Administrator to ensure that the Contract Administrator has a record that relevant training is current for individuals and/or organisations carrying out work.

11.0 Noise

- 11.1 The Contractor or Sub Contractor shall ensure that the work undertaken, so far as possible, does not produce an unreasonable level of noise. Noise could be described as loud noise at work which could risk damage to hearing, but does not apply to low-level noise which is a nuisance but causes no risk of hearing damage or members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places.
- 11.2 Where the level of noise produced is likely to cause disruption or distress, the Contractor or Sub Contractor shall liaise with the Contract Administrator to ensure that, so far as possible, the work is undertaken at a time that will cause the least possible inconvenience.
- 11.3 Where the level of noise produced is governed by the Control of Noise at Work Regulations 2005, the Contractor or Sub Contractor shall display appropriate warning signs and take appropriate measures to comply with these regulations.

12.0 Authorisation to Work on Site

- 12.1 **Notice Period to Arrive on Site:** Unless for an Emergency as authorised by a Contract Administrator, Contractors or Sub Contractors must give the Contract Administrator a minimum notice period of 48 hours for work on Mondays to Fridays 0800–1600 prior to arriving on site. Unless for an Emergency as authorised by a Contract Administrator any work outside of these hours will require a minimum notice period of 72 hours. Not observing this notice period may result in Contractors and Sub Contractors being turned away. See Appendix 1 for reporting procedures.
- 12.2 **Arrival on Site:** All Contractors or Sub Contractors must follow the reporting procedures as outlined in Appendix 1 or as instructed by their Contract Administrator.
- 12.3 **Permits to Work:** A Permit to Work must be obtained before carrying out any of the following works in accordance with the Trust/Project Co. partners Permit to Work Policy. The Contract Administrator must ensure that the Contractor or Sub Contractor comply with this policy.
- Working in confined spaces
 - Isolation of services/facilities to a building (i.e. electricity/gas or water)
 - Undertaking hot work within a building
 - Site excavations below ground
 - Any works covered by Control of Asbestos at Work Regulations (CAR 2012) and HSE ACOP Managing & Working with Asbestos
 - Working at heights
 - Fire Alarm
 - Lone working
 - Medical Gas
 - HV Voltage, LV Voltage
 - Fume Cupboards
 - Restricted Access
 - Water Systems
 - Others identified by the Project Manager

12.4 ID Badges

Attendance for meetings only: The Contractor or Sub Contractor shall arrange the meeting with their Contract Administrator who will escort them whilst on the Hospital Premises throughout the visit. No ID badge is required.

Attendances to conduct works: For each attendance date the Contractor or Sub Contractor shall supply an up-to-date list of staff and sub-contractors to their Contract Administrator, who will arrange for ID badges to be made available to the Contractor and / or Sub Contractor's staff upon their arrival on site and signing-in in accordance with Appendix 1. Once issued, such ID badge must be worn at all times on Hospital premises.

12.5 Car Parking & Vehicles:

All Contractors or Sub Contractors must park where they have been instructed to by their Contract Administrator in accordance with the Trust Car Parking Policy. Vehicles should not be parked as to cause obstruction at any time.

Parking anywhere other than designated car parking spaces is only acceptable to off-load materials, equipment and tools for a minimal period and must not cause obstruction at any time.

All vehicles belonging to or under the responsibility of the Contractor or Sub Contractor shall be maintained and operated in a safe and proper manner, including on site speed limits.

As far as possible, vehicles being the responsibility of the Contractor shall park on the Work Site, if feasible. In all other circumstances, vehicles must be parked in accordance with the site parking regulations for visitors and the appropriate fees paid.

Failure to comply with parking requirements may result in the issue of Penalty Charge Notices which will be payable by the Contractor.

12.6 Asbestos Based Materials:

All Contractors or Sub Contractors that will undertake works of an invasive nature must ensure that they check, in advance of any works, the Asbestos Register held by the Trust or it's Project Co. partners, as relevant to the Work Site, to establish any asbestos present in the areas of work.

All staff and contractors must adhere to the Trust and it's Project Co. partners Asbestos Policy. All Contractors and Sub Contractors MUST view the asbestos register before work commences if they are due to undertake any invasive works.

Contractors working outside of the PFI buildings will also be issued with access details into the Trusts online system called "Document Locker "where current details of the Buildings register for all sites other than the PFI buildings are stored. This will enable Contractors to check the Work Site prior to arrival on site Document Locker produces a receipt to prove that the system has been accessed. The Contractor will be asked to produce this on arrival and when booking in.

12.7 **Leaving Site:** All Contractors or Sub Contractors must make local arrangements with their Contract Administrator for the return of keys. Lost or unreturned keys may result in charges being made to the contractor for replacement of locks.

13.0 Rules on Site

13.1 **Rule on Site Handout:** All Contractors on site will be expected to read and sign a copy of the Rules on Site Handout as contained in Appendix 2, to confirm they fully understand and agree to follow Trust and Project Co procedures in the below practices. The signed copy should be retained by the relevant Contracts Administrator.

13.2 **Contractors Induction:** All Contractors and Sub Contractors will receive a local induction from the Contract Administrator prior to commencing work on site. It is the Contractor and Sub Contractor responsibility to ensure that they work in accordance with this induction in addition to the Rules on Site. A record of all personnel who receive a local induction will be maintained and all personnel will be required to receive updated induction training if required.

13.3 **Safeguarding Adults and Children:** All Contractors and Sub Contractors will receive hard copies of the Trust guidance for Safeguarding Children and for Safeguarding Adults as part of their local induction. By signing for receipt of the Contractors Induction, each individual commits to having read and understood this guidance and commits to raise any questions with the Contract Administrator.

13.4 **Infection Prevention:** Strict hand hygiene codes must be adhered to on the Hospital Premises. Everyone is expected to use hand gel when entering and exiting a ward or clinical department in accordance with the Trust's Infection Prevention Policy or to wash hands in accordance with the Trust Hand Hygiene Policy where this is stipulated at the entrance to a ward or department. If a department is closed due to infection, it is imperative that the Contractor speaks with the nurse in charge via the intercom prior to entering the area in order to ensure correct PPE is used.

13.5 **Dress Code:** All staff must appear smart and professional at all times. Unless specifically permitted in exceptional circumstances by the Contract Administrator wearing of shorts, vests and jeans are not allowed. Torn or ripped clothing is not allowed. Clothing should be plain and only marked with the Company Logo and/or with markings for Health and Safety requirements.

13.6 **Decontamination of Equipment:** The Contractor or Sub Contractor must ensure that any medical equipment they handle has been decontaminated by the relevant department in accordance with the Trust's Decontamination Policy.

13.7 **Smoking:** Smoking, including the use of E-Cigarettes is prohibited within any hospital buildings and grounds.

13.8 **Alcohol and Substance Misuse:** The Contractor or Sub Contractor's personnel are not permitted to consume alcohol or use illegal substances whilst on Hospital Premises or to attend site whilst under the influence of alcohol, illegal substances or prescription / over the counter medication that could effect their ability to undertake work in a safe manner.

13.9 **Signs:** The Contractor and Sub Contractor shall ensure that work areas are properly fenced off and that suitable safety warning signs are erected, in a professional manner. Such safety signs shall comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and HSE Guidance note L64.

13.10 **General Housekeeping & Waste Disposal**

The Contractor or Sub Contractor shall ensure:

- that its Work Sites are maintained in a safe, secure and tidy condition
- that debris and other waste arising from the works undertaken pose no risk to health or safety
- that all waste and debris produced by the works is removed from the Works Site and Hospital Premises
- that all disposal of waste is carried out in line with all current legislation and the Trust's Waste Management Policy
- that the Work Site is made good once the works are completed, eg grounds and gardens are landscaped back to their condition prior to the Contractor's works or ceiling tiles are replaced if removed as part of the Contractor's works

13.11 **Provision of Suitable First Aid Equipment and Personnel:** The Contractor or Sub Contractor shall ensure that suitable and sufficient First Aid equipment is provided on construction sites located on Hospital Premises, and that personnel suitably qualified in First Aid are in attendance for the duration of the contract. In special circumstances, arrangements may be made with the Contract Administrator for the provision of appropriate First Aid facilities.

13.12 **Reporting of Accidents/Incidents/Near Misses**

The Contractor or Sub Contractor shall be responsible for the reporting and investigation of accidents, incidents or near misses within areas under its control.

In all other circumstances, the Contractor or Sub Contractor shall comply with the Trust's policy for reporting risk events and shall liaise with their Contract Administrator.

Where the statutory obligations to report the events described under the reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013, it is the Contractor's or Sub Contractor's responsibility to undertake this for its employees. Should such an event occur then the contractor should notify their Contract Administrator.

13.13 **Provision of Facilities**

Arrangements should be made with the Contract Administrator for the provision of welfare facilities for the Contractor's personnel whilst on site. The Contractor or Sub Contractor shall be expected to ensure that the facilities are left in a clean and tidy condition.

Where the Contractor or Sub Contractor has a large number of employees working on site, they shall provide and maintain all necessary facilities and appropriate welfare arrangements. This must be agreed with the Contract Administrator as part of any contractual arrangements.

13.14 **Fire or Other Emergency**

Where proposed work may block a means of escape for fire, the Contractor or Sub Contractor is responsible for ensuring that another means of escape (including escape by bed where applicable) and this is to be detailed within their Risk Assessment and Method Statement that is submitted for approval before works are started and to be approved by the Trust Senior Fire Officer to ensure a satisfactory means of escape. The Contract Administrator is to obtain approvals before works start.

The Contractor or Sub Contractor shall ensure their activities comply with the Trust's Fire Safety Policy with particular attention to the controlling of Unwanted Fire Signals (refer to section 12.12 of the policy) and Acetylene gas welding plant not permitted on site.

If protective covers for smoke detection devices are identified as a requirement by the Contract Administrator for undertaking the works, the Contractor or Sub Contractor will not be able to undertake the task until these are in place. In some areas isolation of a fire alarm zone can be considered with agreement of the Trust Senior Fire Officer and is identified within the Contractors Risk Assessment and Method Statement.

If a Contractor cannot work in a safe manner, by mitigating against risks highlighted above, they will not be allowed to continue until a safe method of working is agreed with their Contract Administrator.

13.15 **False Fire Alarms (Unwanted Fire Signals)**

There are unnecessary risks to the fire authority, public, staff and patients when producing Unwanted Fire Signals (UwFS) and the Trust and Project Co are committed to taking appropriate measures to reduce these risks.

It is the responsibility of the Contractor or Sub Contractor to identify and understand what can activate smoke or heat detectors and to take the appropriate precautions to avoid UwFS.

The Contractor or Sub Contractor must specifically include within their Method Statements, the control of UwFS. Evidence will be requested following any UwFS incident and the Contractor may be liable for any costs incurred by unnecessary attendance of the Fire Brigade as a result of a careless unwanted fire signal.

Typically Hot Works could activate detectors, although the Permit to Work for hot works system as outlined within the Trust's Permit to Work as a Contractor Policy should control this risk and must be followed.

The Contractor or Sub Contractor must identify any excessively dusty work or dusty work in close proximity to a detector, prior to start of the work. They must report to the Estates Department relevant to the Work Site, where they will be advised of any additional required controls relevant to such work.

The Contract Administrator may advise that fire detector heads will require covering. It is the responsibility of the Contractor or Sub Contractor to supply these covers and to

ensure they are fitted correctly. They must report to the Estates Department relevant to the Work Site after the works and state that all covers have been removed. Areas where Detector heads are disabled or covered must not be left unattended.

- 13.16 **Visitors:** The Contractor or Sub Contractor shall ensure that any visitors to the Work Site are advised of relevant safety procedures and controlled entry areas, and that they are issued with, and required to wear, the appropriate Personal Protective Equipment and identity badges.
- 13.17 **Mobile Phones & Radios:** Contractors and Sub Contractors must follow the Trust's Mobile Phone Policy and must not use radios on Hospital Premises. A copy of this policy will be provided if required.
- 13.18 **Confidentiality:** Contractors and Sub Contractors working on site may have incidental access to patient information, which may be either in writing, such as on ward whiteboards or on the front of medical records or be overheard, such as discussions between staff and patients . All Contractor or Sub Contractor staff must observe strict confidentiality in perpetuity and not discuss or share any information. All contracting organisations working with the Trust, where applicable, are required to sign confidentiality clauses as part of the terms and conditions of their contract. It is the Contracting Organisations responsibility to ensure that it's Contractors and Sub Contractors work in accordance with these terms and Conditions.
- 13.19 **Lone Working:** Contractors or Sub Contractors that are required to work alone on Hospital Premises, particularly such as a plant room, are required to comply with the Lone Workers Policy and Permit to Work Policy.
- 13.20 **Ceiling access:** The Contract Administrator is responsible for ensuring Contractors and Sub Contractors understand methods of accessing false ceilings as part of the Contractors Induction process. If correct methods of access are not used ceilings will become damaged with Contractors causing damage potentially being **barred** from site in future and held accountable for the cost of repairing any damage
- 13.21 **Accidental damage:** Contractors or Sub Contractors should report any unintended/ accidental damage that occurred whilst on site that may/may not be associated with the planned works being undertaken.

14.0 Monitoring Control of Contractors on site

- 14.1 All Contract Administrators are responsible for monitoring their Contractors or Sub Contractors to ensure this policy is being adhered to. Regular Contract Performance Meetings are to be held and records maintained.
- 14.2 All grounds & gardens landscaping works to be approved and signed off by the Grounds & Gardens Manager prior to Contract Administrator sign-off.
- 14.3 Any Contractor or Sub Contractor found on site not adhering to this policy will be issued with a Contractor Breach Report (as seen in Appendix 3) by the Contract Administrator and may be asked to leave site immediately. Breach Reports must be sent to the relevant Estates Manager for recording. Contractors or Sub Contractors will then not be authorised to continue to work until the relevant Estates Department is satisfied that the problem has been remedied.

- 14.4 An Estates Manager from the Trust and it's Project Co. partners shall be responsible for ensuring any contractors known to be working on Hospital Premises are periodically checked to ensure compliance with this policy.
- 14.5 Contract Administrators must check the Work Site when works are completed to identify any snagging issues and the Contractor shall be held responsible for rectifying such issues at no further charge to the Trust.
- 14.6 A Register of Breaches and a record of all monitoring of contractors shall be maintained by the Estates Departments of both the Trust and it's Project Co. partners.
- 14.7 Any breaches relating to health & safety will be reported to the Health & Safety Committee on an annual basis.

15.0 Contact Information

Trust Estates & Project Department	
Deputy Director of Estates & Facilities Management	01245 514438
Head of Maintenance	01245 513631
Project Manager	01245 514560
Senior Estates Manager (PFI)	01245 514532
Hospital Engineer	01245 514532
Estates Helpline	01245 514531
Senior Fire Officer	01245 516637
Estates On-Call (via switchboard)	01245 443673
Bouygues Facilities Helpdesk (24/7)	01245 516000
Grosvenor Facilities Helpdesk (24/7)	01376 314100
Project Co Bouygues	
Contract Manager	01245 515419
Estates Manager	01245 515427
Maintenance Manager	01245 515426
Helpdesk	01245 516000
Project Co Grosvenor	
Contract Manager	01376 555954
Helpdesk	01376 314100
IT Department	
IT Contracts Manager	01245 514039
IT Operations Manager	01245 515412
Head of IT	01245 515445
IT On-Call (via switchboard)	01245 362000

Clinical Technology

Lead Clinical Technician 01245 516397

Infection Prevention Team

Infection Prevention Lead Nurse 01245 515488

Senior Health and Safety Advisor

01245 516433

BME Department

Medical Equipment Engineer 01245 514576

Reporting Procedures for Contractors on Site

NOTE : Below are the following locations that Contractors should report to **UNLESS** instructed otherwise by their Contract Administrator

Estates Contracts – All Hospital Premises other than the Broomfield PFI Building and BCH PFI Building	08:00-16:30 Mon-Fri Estates Reception, Broomfield Hospital
	16:30-08:00 Mon-Fri, Sat & Sun, Bank Holidays Switchboard, Broomfield Hospital
	Emergency Estates On-call via switchboard
Estates Contracts - Broomfield PFI	24/7 Bouygues Help Desk Office, Broomfield Hospital
Estates Contracts - BCH PFI Building	08:00-16:30 Mon-Fri Estates Reception, Braintree Community Hospital
	16:30-08:00 Mon-Fri, Sat & Sun, Bank Holidays Grosvenor Help Desk
Estates Capital Projects Contracts	08:00-16:30 Mon-Fri Projects Department, Broomfield Hospital
	16:30-08:00 Mon-Fri, Sat & Sun, Bank Holidays Switchboard, Broomfield Hospital
	Emergency Estates On-call via switchboard
IT Contracts	08:00-16:30 Mon-Fri IT Contracts Office, Broomfield Hospital
	16:30-08:00 Mon-Fri, Sat & Sun, Bank Holidays Switchboard, Broomfield Hospital
	Emergency IT On-call via switchboard
BME Contacts	08:00-16:00 Mon-Fri BME Department, Broomfield Hospital
	16:00-08:00 Mon-Fri, Sat & Sun, Bank Holidays Switchboard, Broomfield Hospital
Pest Control Contracts	09:00-16:30 Mon-Fri General Office Department, Broomfield Hospital
	16:30-09:00 Mon-Fri, Sat & Sun, Bank Holidays Switchboard, Broomfield Hospital
All Other Contracts	Take instruction from Contract Administrator

ON ARRIVAL

- Sign in and collect any ID badges (as arranged with Contract Administrator)
- Sign and collect any relevant Work Permits (where applicable)
- Sign and collect any relevant keys
- Collect car parking instructions and permit (where required)

LEAVING THE SITE

- Sign out and return any ID badges (as arranged with Contract Administrator)
- Return any keys issued (as arranged with Contract Administrator)
- Return any car parking permits issued (as arranged with Contract Administrator)

APPENDIX 2

RULES ON SITE	
Permits to Work	<p>You must not undertake any of the following works without the relevant Permit to Work:</p> <ul style="list-style-type: none"> • Working in confined spaces • Isolation of services/facilities to a building (i.e. electricity/gas or water) • Undertaking hot work within a building • Site excavations below ground • Any works covered by Control of Asbestos at Work Regulations (CAR 2012) and HSE ACOP Managing & Working with Asbestos • Working at heights • Fire Alarm <ul style="list-style-type: none"> • Lone working • Medical Gas • HV Voltage, LV Voltage • Fume Cupboards • Restricted Access • Water Systems • Others identified by the Project Manager
Infection Prevention	<p>The Trust has strict hand hygiene codes in practice that must be adhered to. You are expected to use hand gel when entering and exiting a ward or clinical department in accordance with the Trust's Infection Prevention Policy. Please speak to the nurse in charge via the intercom before entering an area that may be closed due to infection</p>
Decontamination of Equipment	<p>You must ensure that any medical equipment you handle has been decontaminated by the relevant department in accordance with the Trust's Decontamination Policy. It should have a yellow tagged attached and signed to evident it has been decontaminated.</p>
Dress Code	<p>You must appear smart and professional at all times. Unless specifically permitted in exceptional circumstances by the Contract Administrator wearing of shorts and jeans is not allowed. Torn or ripped clothing is not allowed. Clothing should be plain and only marked with the Company Logo and/or with markings for Health and Safety requirements.</p>
Smoking	<p>The Trust operates a Smoke Free site. Smoking is strictly prohibited within any hospital buildings and grounds.</p>
Alcohol and Substance Misuse	<p>You are not permitted to consume alcohol or use illegal substances whilst on Trust premises or to attend site whilst under the influence of alcohol or illegal substances.</p>
Signs	<p>You must ensure that work areas are properly fenced off and that suitable safety warning signs are erected, in a professional manner. Such safety signs shall comply with the Health and Safety (Safety Signs and Signals) Regulations 1964.</p>
General Housekeeping & Waste Disposal	<p>You must ensure that your work site is maintained in a safe, secure and tidy condition and that any debris and other waste arising from the works undertaken pose no risk to health or safety. You must ensure that all waste and debris produced by the works is removed from the works site and hospital premises.</p>
Toilets	<p>You are expected to you leave any toilet facilities you use on site in a clean and tidy condition. Patient toilets must not be used under any circumstances.</p>

RULES ON SITE	
Confidentiality	You may have incidental access to patient information, which may be either in writing, such as on ward whiteboards or on the front of medical records or be overheard, such as discussions between staff and patients . You must observe strict confidentiality in perpetuity and not discuss or share any information.
Car Parking	You must park where you have been instructed to by your Contract Administrator in accordance with the Trust Car Parking Policy. Vehicles should not be parked as to cause obstruction at any time. Parking anywhere other than designated car parking spaces is only acceptable to off-load materials, equipment and tools for a minimal period and must not cause obstruction at any time.
PPE	You must wear the appropriate Personal Protective Equipment (PPE)
Reporting of Accidents/Incidents/ Near Misses	The Contractor or Sub Contractor shall be responsible for the reporting and investigation of accidents, incidents or near misses within areas under its control. In all other circumstances, the Contractor or Sub Contractor shall comply with the Trust's policy for reporting risk events and shall liaise with their Contract Administrator.
Fire or Other Emergency	Where the work blocks a means of escape for fire, you are responsible for ensuring that another means of escape (including escape by bed where applicable) is maintained at all times except where written approval to the contrary is obtained from the Trust's Senior Fire Officer (via the Contract Administrator). If protective covers are required, you will not be able to undertake the task until these are in place.
Noise Levels	Where the level of noise produced is likely to cause disruption or distress, you must liaise with your Contract Administrator to ensure that, so far as possible, the work is undertaken at a time that will cause the least possible inconvenience. Radios should not be used on site – please remember you are in a patient environment.
ID Badges	You must wear any ID badge you have been issued with visibly when on Trust premises – please remember to return them as part of the signing out procedure.
Misconduct	You must behave in a professional manner at all times, remembering you are working in a patient environment – no shouting and swearing.
Lone Working	You must ensure complete a risk assessment with your Contract Administrator prior to working alone.
Ceiling Access	You must use correct methods of accessing above ceilings.

I have read, understood and will follow the above rules on site when working on Mid Essex Hospital site premises as a contractor.

COMPANY NAME: (please print)	
NAME: (please print)	
SIGNED:	
DATE:	

APPENDIX 3

CONTRACTOR BREACH REPORT

Issuing Details	
Date of Issue:	
Time of Issue:	
Issuing Officer:	
Details of Contractor	
Contract Administrator Name:	
Company Name:	
Operative/s Name/s:	
Details of Breach	
Job Summary	
Breach Type (please circle below)	
<ul style="list-style-type: none"> ▪ ID Badge ▪ Car Parking/Vehicle ▪ Permit to Work ▪ PPE ▪ Misconduct ▪ Mobile Phones & Radio ▪ Other 	<ul style="list-style-type: none"> ▪ Noise ▪ Smoking ▪ Alcohol & Drugs ▪ Waste Disposal & Housekeeping ▪ Hand Hygiene ▪ H&S Training/Qualifications ▪ Failure to adhere to Risk Assessment/Method Statement
Description of Breach:	
Actions Taken	
DATIX Completed: Yes/No	DATIX Ref. No:
Description of Actions Taken:	

