

CONTRACTORS HANDBOOK

Version 1.4

January 2021

1.0 GUIDANCE NOTE FOR CONTRACTORS

1.1 These guidelines are issued to all contractors, including self-employed contractors, who work on The Inn's premises. They are not a substitute for any verbal briefing that may be necessary and additional controls may be required for some tasks. Please ensure every effort is made to assist The Inn in their aim for zero accidents on site.

2.0 YOUR LEGAL RESPONSIBILITIES

2.1 Contractors, sub- contractors and their employees who are employed on sites belonging to The Inn must comply with all relevant health and safety legislation and also the safety rules and regulations of The Inn. Failure to do so could result in contractors, or their sub-contractors, being asked to withdraw their employees from the site at no additional cost to The Inn. This may also result in the termination of their contract.

2.2 Where it is practicable to do so, the contractors must ensure that the work area is roped, fenced or taped and notices stating 'No Admittance' (or similar restricted access) must be displayed. Where access is restricted in this manner, the area will then be the responsibility of the contractor, however, The Inn reserves the right to monitor the operation. The Inn will, therefore, agree with the main contractor those 'Authorised Persons' who may enter the restricted area. The 'Authorised Person' wishing to enter the restricted area must then report to the contractor's

representative and will comply with the contractor's rules at all times.

3.0 SMOKING POLICY

3.1 Contractors should be aware that The Inn has a 'No Smoking' Policy. There are designated smoking areas. Smoking by contractor's employee(s) outside of the designated areas will require the contractor to remove their employee(s) from site forthwith.

4.0 BEFORE YOU COMMENCE WORK

4.1 Contractors must obtain permission from The Inn, in writing wherever possible, before work commences on site and before they arrange for any deliveries of equipment etc. prior to their work starting. When starting work each day contractors are requested to report to a designated point. During the hours 8.30 am to 4.45 pm all contractors and their employees coming onto the site must report the Estates Department, outside of these hours contractors are to only report to site by prior arrangement. The Manager responsible for the completion of the work (hereinafter referred to as 'the Manager') will then discuss the arrangements for the work being carried out (i.e. A plan of work). When leaving the site the Contractor must also sign out.

5.0 SITE ACCESS

5.1 Contractors and their employees are not free to move around the site except into areas agreed. The office areas are out of bounds to all contractors unless authorised by the Estates Department. Contractors and their employees should be aware that during various periods throughout the day the volume of vehicle movements in the surrounding areas is high. In particular, contractors and their employees should be aware of the threat posed by reversing lorries and

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movement of gardening machinery. The general public have access to the site and all contractors and their employees should be aware of the hazard.

- 5.2 Contractors will be permitted up to a maximum of two vehicles on site at any one time, unless agreed otherwise with the Inn. Vehicle details and driver names must be provided to the Gatehouse prior to arriving at Lincolns Inn.
- 5.3 The Inn reserves the right to withdraw parking privileges at any time.
- 5.4 There are height and width restrictions for vehicles entering The Inn. Height 3.9 meters (12.8 feet); width 3.1 meters (10.17 feet).

6.0 OVERHEAD HAZARDS

- 6.1 No overhead or above ground level work is to be carried out without reference to the Estates Department so that suitable safeguards can be implemented. Where required, contractors and their employees will wear suitable head protection at all times and appropriate warning notices will be posted at all likely access points to the area of risk.

7.0 CRANES, HOISTS AND LIFTING TACKLE

- 7.1 Any equipment of this type that is bought onto the premises must have a current copy of the relevant test and inspection certificate available for presentation to the Estates Department.

8.0 ELECTRICAL WORK

- 8.1 All electrical connections to the Company's supplies must be carried out in accordance with current safety procedures outlined in the latest edition of the IEE Regulations. All appliances

and systems used must comply fully with the Electricity at Work Regulations 1989.

9.0 FIRE PRECAUTIONS

- 9.1 No bonfires or open air burning of contractor's refuse will be permitted on site. NB Any person discovering a fire, no matter how small, must report it immediately to the Gatehouse. The Company has fire fighting equipment available, this is not to be used for any other purpose other than fire fighting and must only be used by trained personnel. Contractors should ensure their employee(s) are made aware of the nearest Fire Alarm, the correct evacuation signal, the nearest escape routes, the correct extinguishers to be used (only if they have been trained to use them) and their location, and the assembly points where they should gather if the alarm sounds.

10.0 PERMIT TO WORK

- 10.1 The Inn operates a permit to work system for the following types of work:
 - Hot works
 - Work requiring roof access
 - Work that requires fire alarms to be either disabled or covered.
- 10.2 Any contractor found carrying out works which fall into the above categories without a permit will be escorted from site.

11.0 MACHINERY

- 11.1 No machines driven by an internal combustion engine may be used within the Inn's buildings where there are workers present, without first ensuring that suitable ventilation has been provided.

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11.2 All machinery used by contractors must conform to all relevant legislation. Particular attention should be paid to:

- The Abrasive Wheels Regulations 1970
- The Electricity at Work Regulations 1989
- Employers Liability (Defective Equipment) Act 1969
- Provision and Use of Work Equipment Regulations 1998

12.0 PERSONAL PROTECTIVE CLOTHING (PPE)

12.1 Adequate protective clothing must be provided by the contractor against inclement weather, extremes of temperature, sparks, hot substances and all hazardous materials and substances that the Contractor and their employee(s) are likely to come into contact with whilst carrying out their duties. When the hazard of dangerous fumes, vapours, dusts or fibres are present, then suitable breathing protection must be provided for the employee(s).

12.2 Specific operations such as chipping, grinding, sanding welding and similar activities must not be undertaken without the provision of suitable eye protection.

13.0 PRESSURE VESSELS

13.1 Any pressure vessel brought onto site must confirm to the relevant sections of the Factories Act 1961, Pressure Systems and Transportable Gas Containers Regulations 1989 and the Single Pressure Vessels (Safety) Regulations 1991 (as amended 1994). Contractors must be able to show the Estates Department a current certificate of test and inspection.

14.0 ROOFS, LADDERS AND SCAFFOLDING

14.1 When working on roofs of a brittle nature, i.e. asbestos sheeting, suitable crawling boards must be used. If employees are working close to the edge of the roofs, necessary precautions, such as guard rails, toe boards, and/or safety harness, must be used.

14.2 Ladders, when being used in any one place for any length of time, **must** always be secured. If they are only being used in a particular spot for a short period of time, they may be footed instead. Any ladders/step ladders used must be in a sound and safe condition and must be inspected for damage before use by the User. Use of any of The Inn's ladders is only to be permitted after consultation with the Estates Department.

14.3 Scaffolding must be erected on safe foundations and suitably tied to the structure to ensure stability. Particular attention should be given to the provision of guard rails and toe boards to prevent the fall of materials, tools and people. Materials should not be stored on the scaffolding to a height that exceeds that of the toe boards, unless a suitable mesh screen is fitted. In all such cases, care must be taken not to overload the scaffolding by the storage of materials. (See also 'Overhead Hazards')

15.0 SERVICES BELOW GROUND

15.1 It is important that before contractors commence digging operations they ascertain the position of below ground services, additional details and advice may be obtained from the Estates Department. Contractors who fail to do

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so will be held liable for any subsequent damage or loss arising.

prior to the commencement of the activity.

16.0 TRANSPORT

- 16.1 The entrances and exits of The Inn are in constant use and all pedestrians should take particular care. Any vehicle driven within the confines of The Inn should take extreme caution and be aware of pedestrians at all times.
- 16.2 Site speed limits must be strictly adhered to (10 mph) and drivers, driving their vehicles in excess of the speed limit will be prohibited from site. To keep all areas safe, the parting of contractor's vehicles should be carried out in such a manner so as not to cause an obstruction. Consultation with the Estates Department must take place and should result in the optimum safe access for all users of the areas.

17.0 NOISE (ON SITE AND NOISE POLLUTION)

- 17.1 The Inn operates a 'Noisy Works' Policy. In summary the policy restricts noisy works to the hours of 08:00 to 10:00 and 12:00 to 14:00 Monday to Friday. Unless otherwise agreed with the Inn's Surveyor these hours must be adhered to. A full copy of the Noisy Works Policy can be obtained from the Estates Department.
- 17.2 Any activity or process that is like to generate noise in excess of 85 dB(A) should be assessed, by a competent person, to determine who is at risk from the noise generated. Where necessary, suitable hearing protection must be issued to those at risk of noise induced deafness. Where noise is likely to pose a problem for neighbours of The Inn site the Estates Department should be informed so that suitable consultation can be made with neighbouring sites

- 17.3 This requirement for prior consultation also applies to any odours, smells, dusts or vapours likely to be generated by the activities of contractors that neighbours might find offensive.

18.0 ENVIRONMENTAL ISSUED – DRAINS & SEWARS

- 18.1 No sand, soil, cement, ballast or plaster may be deposited down any drains, either through the cleaning of tools or by disposal. Every effort must be made to prevent, sand, soil, cement, ballast or plaster being washed down the drains during adverse weather conditions.
- 18.2 Spillage of hazardous substances into any drains on site should be reported to the Estates Department immediately.

19.0 ENVIROMENTAL ISSUES – WASTE DISPOSAL

- 19.1 Contractors are responsible for the regular removal of their waste materials from the site and must submit a Site Waste Management Plan. Contractors MUST NOT deposit their waste materials into The Inn's waste skips or other waste containers unless authorised to do so by prior arrangement with the Estates Department. Waste Transfer Notes must be provided for all waste removed from site.

20.0 COSHH

- 20.1 Contractors must ensure that COSHH Assessments are available for inspection for all hazardous substances brought on site as agreed at the time of contract. The Inn's employees should not have access to these substances, particularly if stored on site for extended periods. All substances brought onto

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site must be stored, used and disposed of in a proper and safe manner.

21.0 SUB CONTRACTORS

21.1 It is the responsibility of the main contractor to ensure that any sub-contractors used on site are made aware of The Inn's Guidelines. The Estates Department should be made aware of all sub-contractors who are likely to be used, other than those agreed prior to the placement of the contract.

22.0 FIRST AID AND ACCIDENT REPORTING

22.1 If any contractor or their employee is involved in an accident that results in damage to materials, vehicles or premises, or results in injury being suffered by themselves or other person, he/she must report the details to the Estates Department. In addition, the contractor will be expected to co-operate fully in any subsequent investigation by the Assistant Under Treasurer. Refusal to make a statement at the time of an incident may prejudice any possible findings made during further investigations.

23.0 FIRST AID FACILITIES

23.1 Contractors are normally expected to have available their own First Aid supplies but can call for assistance from any Inn First Aider if required. Any member of staff can be requested to assist in obtaining first aid from the first available qualified employee.

24.0 WELFARE FACILITIES

24.1 All sites have adequate welfare facilities for The Inn employees. Smoking is only permitted in certain areas. Contractors can seek agreement for the use of these

facilities prior to commencement of the contract. If during a contract the contractor or their employees need to use these facilities, written agreement is to be obtained from the Estates Department.

24.2 Contractors will provide their own personnel trained to respond to emergencies i.e. First Aid trained. However, The Inn will provide trained personnel during a contract if necessary, and only after written agreement has been obtained from the Estates Department.

25.0 CONFIDENTIALITY

25.1 During the course of supply and/or offering to supply goods and/or services to the Inn and its Tenant's, you may receive or be privy to information which is confidential. In consideration of the above you must undertake at all times:

(i) to keep any such information confidential and not to use the same for your own purposes or to disclose the same to any third party except with prior written consent of an authorised person or as required by law;

(ii) to ensure that your employees, agents and sub-contractors engaged with the supply of goods and/or services are aware of and comply with (i) above; and

(iii) to permit the Inn to obtain any information from you, and to inspect your records (including electronic records) of any material or information recorded from entry into the Inn's premises.

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