Dorchester Almshouses

SITE SAFETY RULES

Works shall not be undertaken until the contractor has:

1. *Read and signed as having understood, these Site Safety Rules.*
2. *Reported to the Clerk's Office to obtain the necessary passes / permits and agreed a safety regime with the relevant General Manager, Warden or Trustee.*
3. *Ensured that everyone, for whom they are responsible on site, including sub-contractors under their instruction, are aware of the rules.*

Signed: …… Please print name: ……
Company Name: …… Date: ……

General Information

We are a charity offering sheltered housing to older people at our two sites, Whetstones and Nappers House, in West Walks, Dorchester.

Address: The Clerk's Office, Whetstones, West Walks, Dorchester, Dorset, DT1 1AW

Phone: 01305 262662 **Email:** office@dorchesteralmshouses.co.uk

Website: www.dorchesteralmshouses.co.uk **Office hours:** Weds-Thurs, 9.30am – 5.00 pm

Warden's mobile: 07976 511313 (Mon-Fri, 8.00 am – 1.00 pm)

Health & Safety Policy & Procedures

The charity's policy & procedures are displayed in the Chubbs Room and a copy is available on request.

Repair timescales extract:

- **Emergency** repairs MUST be made safe to ensure that health and safety is not at risk within 24 hours
- **Standard** repairs MUST be completed within a maximum of 8 weeks.

Data Protection

Dorchester Almshouses takes the protection of personal information very seriously and further information is available in the Privacy Notice and Data Protection Policy & Procedures.

You may be given information to enable you to do your job on-site. This could be personal information (relating to an identifiable person who can be directly or indirectly identified, eg name, address and telephone

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number), about residents, employees or trustees or it could be more sensitive information about people though this is less likely.

As a data processor who processes information on behalf of Dorchester Almshouses, you have specific legal obligations under the UK General Data Protection Rules (UK GDPR 2018) to which you must adhere:

- You must act only on Dorchester Almshouses' instructions.
- You must ensure that people processing the data are subject to a duty of confidence.
- You must take appropriate measures to ensure the security of data.
- You must keep records of processing activities.
- You must only engage a sub-processor with the prior consent of Dorchester Almshouses and a written contract.
- You must assist Dorchester Almshouses in providing subject access and allowing individuals to exercise their rights under UK GDPR.
- You must assist Dorchester Almshouses in meeting its UK GDPR obligations in relation to the security of processing, the notification of personal data breaches and data protection impact assessments.
- You must safely destroy all personal data at the end of the contract.
- You must submit to audits and inspections, provide the General Manager with whatever information is requested to ensure Dorchester Almshouses is meeting Article 28 obligations, and tell the General Manager immediately if asked to do something infringing the UK GDPR or other data protection law.
- You must advise the General Manager *immediately* of any data breach.
- You may be subject to investigative and corrective powers of the Information Commissions' Office
- You may be subject to a fine, other penalty or have to pay compensation if you fail to meet your obligations under the UK GDPR.

Competency & Professionalism

1. Contractors are required to provide evidence of their competency in relation to the planned works eg Gas Safe.
2. Contractors are legally responsible for their own workforce and for ensuring their work is carried out in a safe manner.
3. Contractors are expected to comply with appropriate rules and regulations governing their work activities.
4. Contractors are usually expected to provide evidence of suitable public liability insurance of at least £5 million.

Dorchester Almshouses

Conduct

1. Contractors must not behave in a manner which may cause offence to residents, staff, visitors or other contractors whilst on any Charity premises. The Charity reserves the right to remove any contractor from site who behaves inappropriately.
2. Dorchester Almshouses will not tolerate the bullying or harassment of its staff, residents or trustees. Harassment is described as unwanted behaviour towards another and it may take many forms. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
   Further information is available in the Anti-Harassment & Bullying Policy & Procedures, located in Chubbs Room policy folder.
3. All contract personnel must maintain a suitable dress code.

Smoking & Alcohol

1. Contractors are not permitted to smoke or vape on-site.
2. Contractors are not permitted to consume alcohol or use illegal substances on-site.
3. The Charity reserves the right to remove any contractor ignoring points 1 or 2 in this section.

Residents' Health & Wellbeing

1. We request that contractors do not come onto our sites if they have been in contact with contagious illness.
2. If a contractor feels unwell we ask that you do not enter residents' flats.
3. These measures are to protect our more vulnerable residents.
4. Please advise the General Manager if any of these apply.

Residents' Privacy, Dignity & Confidentiality

1. Contractors should be aware that their presence within residents' homes may cause concern.
2. We request contractors to act with the utmost discretion at all times.

Accidents, Injuries, First Aid

1. Injury to persons or "near misses" must be reported to the General Manager.
2. The Warden and General Manager have undertaken first aid training if this is required.
3. A first Aid kit is located in the office
4. A defibrillator is available at each site.

Asbestos

1. At no time shall the contractor attempt to interfere with any materials suspected of containing asbestos e.g. ceiling tiles, boarding, cladding, insulation fire stops etc.
2. The Charity maintains a register of all known locations of asbestos that exists on the premises and the General Manager will inform the contractor as required.
3. Any contractor who finds any material suspected of bearing asbestos on any of the Charity's premises, should stop work immediately and bring it to the attention of the General Manager.

Entry & Exit Routes (Internal, External)

1. All routes into and out of the contractors work area must be agreed with the General Manager prior to work commencing.
2. It is the contractor's responsibility to ensure all entry and exit routes, and pedestrian walkways, on Charity sites are kept unobstructed and clear of debris at all times.

Excavation

No excavation works or underground works are to be undertaken until the area has been thoroughly scanned and Permission to Excavate has been given by the General Manager.

Fire Precautions & Procedures

1. The General Manager will ensure that contractors are made fully aware of the emergency evacuation procedures, assembly points and location of fire alarm activation systems.
2. No fires will be lit on the premises.
3. The contractor shall inform the Manager before using any equipment, materials or substances that could potentially cause fire or dust.
4. If contractors are carrying out works that have a fire risk, they should provide their own fire extinguishers and be trained to use them
5. Automatic Fire Detection isolation must be considered if the work involves creating dust. The contractor must nominate a member of staff to liaise with the General Manager.
6. If contractors cover smoke or heat detectors these must be uncovered when the property is unoccupied.
7. A Fire Action Safety Notice is clearly displayed at manual call points in each building.
8. Fire escapes must be kept clear at all times.

Hazardous Materials: Flammable Liquids, Noxious Substances, LPG, Pressurised Cylinders etc.

1. Any hazardous materials brought on to site should be in limited amounts.
2. Any of the above is to be used in strict accordance with the appropriate legislation.
3. All hazardous materials must be removed from site at the end of each working day or stored in an approved locked compound.

Hot work

1. Contractors must provide their own fire extinguisher if hot work is undertaken – use of a blow torch, hot tar, renewing felt etc
2. They must not carry out hot work during the last hour they are on site.
3. The General Manager must be informed if hot work is undertaken on a roof, for insurance purposes.

Infection Control

All contractors must maintain good standards of infection prevention/control practice whilst on Charity premises. This practice includes attention to hand hygiene.

Ladders, Access Equipment, Scaffolding

1. All access equipment shall be provided by the contractor and must be in good condition and suitable for the purpose. All ladders must be tied and footed before being used.
2. The working area must be cordoned off.
3. Ladders must not be left unsupervised under any circumstances.
4. All ladders and access equipment must be removed, or have access restrictions installed, at the end of the working day.
5. Scaffold can only be erected and modified by qualified persons i.e. PASMA registered scaffold erectors.

Noise & Vibration

1. Contractors shall take appropriate measures to limit the harmful effects of noise and vibration emanating from the working area.
2. Contractors shall agree appropriate controls with the General Manager prior to commencing/continuing the work.

Parking, Vehicle Movements

1. Parking arrangements and facilities will be as agreed with the General Manager.
2. Where appropriate, vehicle movements are to be under the guidance of a banksman.

Personal Protective Equipment

Personnel must wear the correct protective equipment of a type suitable for the working environment in accordance with the Personal Protective Equipment Regulations and comply with any local site entrance safety signage.

Portable Tools / Equipment

1. Evidence that all portable tools have been P.A.T. tested may be required.
2. Alternatively, battery driven tools may be used.
3. Only suitably competent personnel should operate and use items of plant/tools or equipment.
4. Trailing leads must be kept to a minimum and hazard signs used to prevent trips.

Rubbish Removal

1. The contractor must clear the work area daily and subsequently remove any rubbish created during the course of the works. To facilitate this, the contractor must provide their own waste disposal arrangements.
2. No skips are allowed on site without the prior agreement of the General Manager.
3. At the conclusion of the works, the work area will be cleaned to the satisfaction of the General Manager.

Site Fencing, Barriers & Signs

The contractor is to supply and erect safety fencing and/or suitable barriers, to isolate the work area from others, together with the appropriate warning signs.

Workshop Facilities, Site Cabins

1. Contractors are expected to provide their own support facilities where required.
2. The use of cabins and their siting must be agreed with the General Manager.