

Control of Contractors Induction Pack

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SECTION 1: INTRODUCTION AND COMMENCING WORK

1.1 Introduction

These documents are applicable to all contractors working for Northumbria Healthcare Foundation Trust and it's wholly owned subsidiary Northumbria Healthcare Facilities Management.

Welcome to **Northumbria Healthcare NHS Foundation Trust (NHCT)**. Before commencing any work, all contractors must carefully review and comply with this Contractor Induction Pack.

NHCT is committed to safeguarding the health, safety, and welfare of its employees, patients, contractors, visitors, and the public. All work must be carried out in a manner that ensures no one is adversely affected by the work undertaken, the methods used, or the condition of the estate.

This Contractor Induction Pack provides information on Trust policies, statutory requirements, site-specific risks, and procedures to ensure work is carried out safely and legally. It supplements, but does not replace, contractors' legal duties.

Legal Duties and Responsibilities

- Under the **Health and Safety at Work etc. Act 1974 (HSWA)**, all contractors have a duty of care to protect their own workforce, Trust staff, patients, visitors, and others who may be affected by their activities.
- Under the **Construction (Design and Management) Regulations 2015 (CDM 2015)**:
 - NHCT will act as the **Client** and will appoint Principal Designers and Principal Contractors where applicable.
 - All contractors (including sub-contractors) have duties under **Regulation 15** to plan, manage, and monitor their work to ensure it is carried out safely and without risks to health.
- Contractors must also comply with all relevant NHS Health Technical Memoranda, Care Quality Commission requirements, and Trust safety policy and procedures.

Induction and Competence

- All contractors, including their employed and sub-contracted workforce, must undergo a Trust induction before starting work, and annually thereafter.
- Additional **local inductions** may be required depending on the nature of the work, specific hazards, or clinical sensitivities.
- Contractors must provide evidence of **competence**, including training records (e.g., CSCS cards, trade qualifications, health and safety training), and ensure all operatives are fit and suitable for work.
- A signed declaration (see Appendix 2) must be completed before access is granted.

Enforcement

Failure to comply with this induction pack, NHCT policies, or codes of practice may result in:

- Immediate suspension of work.
- Removal of individuals or companies from site.
- Exclusion from NHCT's approved contractor framework.
- In serious cases, referral to the **Health and Safety Executive (HSE)** or other regulatory authorities.

This Contractor Induction Pack does not exempt contractors from their wider legal or contractual obligations to NHCT, whether expressly stated or implied.

1.2 Commencing Works

Pre-Work Requirements

- **Risk Assessments and Method Statements (RAMS)** must be submitted to NHFM / NHCT in reasonable time, prior to commencement. RAMS must be *suitable, sufficient, and specific to the site*.
- **Construction Phase Plan (where required under CDM 2015)** must be agreed before work begins.
- Contractors must adhere to all **signing-in/out and identification procedures**.
- Contact details for all contractors and sub-contractors must be provided in advance.

- Contractors must familiarise themselves with the Trust's **asbestos register** and other hazard information before any intrusive work is carried out.
- **Self-declaration of attendance restrictions.** The Capital Project Manager, Estates Liaison or Contractor employing manager must confirm that no operative attending NHCT sites is subject to any known restriction that prohibits or reasonably limits site attendance (e.g. Trust banning/exclusion notices; police bail conditions or court orders; safeguarding restrictions; infection/isolation requirements). Any known restriction must be **declared to NHFM/Estates in advance / Department** (or immediately upon becoming aware) and attendance must not proceed without written approval.

Liaison and Supervision

- Each contractor must appoint a **senior representative** as Liaison Officer to ensure coordination with NHFM, NHCT and any sub-contractors.
- While day-to-day supervision remains with the contractor, the Liaison Officer must ensure:
 - All operatives are inducted and competent.
 - Work is planned, managed, and monitored in line with RAMS.
 - Effective communication with NHFM, NHCT and other contractors is maintained.

Emergency Procedures

- Contractors must familiarise themselves with **fire evacuation routes, alarms, and assembly points**, as well as **first aid arrangements, spill response procedures, and site security alerts**.
- All accidents, incidents, and near misses must be reported immediately to NHFM, NHCT and recorded in the **DATIX system** within 24 hours.

Infection Prevention and Control

- Contractors must comply with Trust **infection prevention and control requirements**, including use and disposal of PPE, restricted access to sterile or clinical areas, and compliance with vaccination/health screening requirements where applicable.

Environmental Responsibilities

- Contractors must ensure that waste is managed in compliance with the **Environmental Protection Act 1990** and Trust sustainability policies.
- Hazardous waste must be disposed of by licensed carriers with appropriate documentation.

Suspension and Termination

The Trust reserves the right to **suspend or terminate work** at any time if:

- Health and safety rules are breached.
- Contractors ignore safety signage, site rules, or Trust instructions.
- Any individual is suspected of being under the influence of alcohol, drugs, or substances.

- An activity poses an immediate risk to health, safety, or the environment.
- Any other inappropriate behaviour as detailed but not limited to section 2.6 below

All such actions will be confirmed with the NHFM **Capital Project Manager** or **Estates Department** or NHCT Department and may result in permanent exclusion from future work with NHCT.

SECTION 2: SPECIFIC GUIDANCE AND INFORMATION

2.1 Prior to Commencing Works

- **Risk Assessments & Method Statements (RAMS)** must be submitted to the Capital Projects or Estates Department in reasonable time.
- RAMS must be *suitable and sufficient, site-specific, and aligned with NHCT policies*. Generic RAMS will not be accepted.
- All RAMS will be reviewed by a **competent NHFM manager**. Inadequate documents will be returned for amendment and re-submission.
- Work must not commence until formal written acceptance of RAMS has been issued.

2.2 Arrival and Departure Procedure

- On arrival, all contractor staff, including contractors employed by all business units, must report to the Estates Department, sign in, and collect a site pass. Passes must be returned at departure. Failure to return passes may result in financial penalties and/or removal of site access rights.
- Contractors working **out of hours** must obtain prior approval and comply with all security requirements, and make their presence known to the on-site security/duty manager
- All contractors and sub-contractors must sign in and out **daily without exception**. Persistent breaches may result in

exclusion from NHCT sites.

2.3 Asbestos

Regulations and Compliance

Contractors must comply with all relevant asbestos legislation including:

- Health and Safety at Work etc. Act 1974
- Control of Asbestos Regulations 2012 (CAR)
- CDM Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- NHCT Policy RMP49 (Asbestos Management Plan)

Asbestos Database and Responsibilities

- NHCT maintains an Asbestos Database (VEGA) covering all pre-2000 buildings.

- Contractors are required to check the asbestos register for each site before starting work.
- Confirmation of this check must be documented during pre-start meetings.

Asbestos Documentation and Acknowledgement

- Contractors will be provided with asbestos register information and must **sign to confirm receipt** before starting work.
- Access to the VEGA portal may be provided to record electronic access and audit trail.

Unexpected Asbestos Discovery

- If asbestos or suspected ACMs are found or disturbed, work must **stop immediately**, the area evacuated, and NHFM informed.
- Work must not resume until clearance and written authorisation are provided by NHCT.

Training Requirements

- All operatives working on the estate fabric or services must hold valid **Asbestos Awareness Training certification** in line with CAR 2012 Regulation 10.
- Evidence of training must be provided prior to access.

2.4 Cartridge-Operated Fixing Tools

- Cartridge-operated fixing tools must not be used on NHCT premises without **written approval** from NHFM.
- If approved, they must only be operated:
 - By trained, competent operatives holding current certification.
 - In accordance with HSE Guidance PM42.
 - Under a **permit-to-work system** managed by NHFM.

2.5 CDM Regulations 2015

Where applicable, contractors and sub-contractors must comply with all duties under CDM 2015, including:

- **Client Duties** – NHCT will discharge its role as Client and appoint Principal Designer and Principal Contractor where required.
- **Contractor Duties** – All contractors have a duty to plan, manage, and monitor work in compliance with Reg. 15.
- **Construction Phase Plan** – Must be prepared by the Principal Contractor and accepted by NHCT before work starts.
- **Notification** – An F10 notification to the HSE must be made where CDM thresholds are exceeded.
- Contractors must familiarise themselves with the following industry guidance:
 - CDM 2015: Guidance for Principal Contractors
 - CDM 2015: Guidance for Contractors
 - CDM 2015: Guidance for Workers

- HSE Short Guide (INDG411)

2.6 Conduct and Behaviour

Alcohol and Drugs

- Contractors, sub-contractors, and self-employed individuals must not report for duty or work under the influence of alcohol or drugs.
- Where safety-critical work is involved, contractors may be required to participate in random or post-incident testing in line with NHCT procedures.
- Any individual suspected of being under the influence will be immediately removed from site, and the employing contractor will be held accountable.

This aligns with:

- Health and Safety at Work etc. Act 1974
- Misuse of Drugs Act 1971
- Transport and Works Act 1992

Serious Incidents

- NHCT Site Contacts have the authority to issue direct safety instructions to any contractor operative in the event of a serious incident.
- All such interventions will be formally recorded with NHFM and escalated to the contractor's management. If RIDDOR-reportable, incidents will be referred to the HSE.

Respect and Professionalism

- Abusive, aggressive, or harassing behaviour (including racial harassment) will not be tolerated under any circumstances. This aligns with the **Equality Act 2010**.
- Contractors must maintain professional conduct, respecting the privacy, dignity, and confidentiality of patients, staff, and visitors.
- Contractors must comply with:
 - NHS Code of Confidentiality
 - Data Protection Act 2018 (UK GDPR)
Any breach of confidentiality may result in removal from site, legal action, and reporting to relevant authorities.

Trust values apply to you.

During all works on NHCT sites (including welfare areas and access routes), contractor personnel must act consistently with **Northumbria Healthcare's values**:

1. Respect.
 2. Everyone's contribution counts.
 3. Responsibility & Accountability.
 4. Patients first.
 5. Safe and high-quality care.
- Induction/Toolbox talks must cover how these values look **in practice** (e.g., speaking up, courtesy, patient-first decisions, safe working).

Dignity, Respect & Anti-Harassment

1. **Standard of behaviour.** All contractor personnel must treat staff, patients, visitors and other workers with dignity and respect at all times while on NHCT premises or representing NHCT.
2. **What is prohibited.** Harassment means any unwanted conduct—whether a **single incident** or a **course of conduct**—that has the purpose **or** effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Examples include sexual remarks or jokes; intrusive staring; wolf-whistling; unwanted touching; following someone; repeatedly asking for personal details; displaying/forwarding explicit or suggestive material; and persistent unwanted attention on or off site (e.g., by phone or messaging) connected to Trust work.
3. **Where it applies.** This standard applies in all work areas, welfare spaces, car parks, access routes and any Trust-managed setting, including during out-of-hours works.
4. **Reporting.** Raise concerns **immediately** with the NHFM/Estates/NHCT representative. Where there is an immediate risk, contact Security and/or the police.
5. **Consequences.** NHCT may stop work, remove individuals from site, terminate access or contracts, refer matters to the police where appropriate, and exclude contractors from future projects.
6. **Contractor management duty.** Contractors must take all reasonable steps to prevent and address such conduct by their workforce and sub-contractors, including prompt supervision and cooperation with NHCT investigations.
7. **Attendance restrictions — declaration duty.** Contractor personnel must declare to the NHFM/Estates/NHCT representative or their line manager any known restriction that would prevent or limit attendance at NHCT sites; individuals must not attend until clearance is given. Declarations must be kept to the minimum necessary; NHCT will process any personal data in accordance with the **Data Protection Act 2018 (UK GDPR)**.

Legal framework

- **Equality Act 2010 (s.26)** – defines harassment; employers can be liable unless they took *reasonable steps*. Applies to workers and (in services) users/visitors.
- **Worker Protection (Amendment of Equality Act 2010) Act 2023** – places a **positive duty** on employers to take *reasonable steps* to prevent sexual harassment (including by third parties).
- **Protection from Harassment Act 1997** – criminal and civil protection against a **course of conduct** amounting to harassment (includes stalking).
- **Health & safety duties** – the **HSWA 1974** and **MHSWR 1999** require employers to assess and control risks (including violence and aggression).
- **NHS England Violence Prevention & Reduction (VPR) Standard (Dec 2024 refresh)** – risk-based framework for preventing violence/abuse against staff.
- **Protection from Sex-based Harassment in Public Act 2023** – An Act to make provision about causing intentional harassment, alarm or distress to a person in public where the behaviour is done because of that person's sex; and for connected purposes.

2.7 Control of Pollution and Spillage

- Contractors must take precautions to prevent contamination of drainage, sewage, or waste disposal systems by waste, oils, chemicals, cement, or other materials.
- Spill kits and trained personnel must be available where relevant to the work.

- Any spillage that presents a health, safety, or environmental risk must be cleaned immediately and reported to the Estates Department. Significant incidents must also be escalated via NHFM to the **Environment Agency**.

This requirement aligns with:

- Environmental Protection Act 1990
- Water Resources Act 1991
- Control of Pollution (Oil Storage) Regulations 2001
- COSHH Regulations 2002

2.8 Electrical Plant and Equipment

Restricted Areas

- Contractors must not enter substations, switch rooms, or similar electrical areas without written authorisation.
- Access is only granted under a Permit-to-Work or Limitation of Access issued by an **NHFM Authorised Person (HV/LV)**.
- Only competent, qualified personnel may carry out electrical works, with evidence of certification provided prior to access.

Portable Tools and Equipment

- All portable electrical equipment must be **PAT tested and in-date**.
- Tools must be double-insulated or effectively earthed.
- In wet conditions:
 - Lighting ≤ 50V
 - Portable tools ≤ 110V via isolating transformer
- Earth monitoring devices may be used to automatically cut supply if earth is lost.

Compliance

All electrical work must comply with:

- Electricity at Work Regulations 1989
- Relevant HSE guidance (INDG231, HSG85, PM38, HSR25, GS38).

2.9 Entry into Confined Spaces

- Contractors must not enter tanks, pits, chambers, pipes, manholes, or similar confined spaces without prior authorisation and a Permit-to-Work issued by NHFM.
- All confined space work must:
 - Be planned and documented under a **safe system of work**.
 - Be carried out only by operatives with valid **Confined Space Training certification**.
 - Include a **rescue plan**, trained rescue personnel, and suitable emergency equipment.

- No work may proceed unless all risks are assessed and controls are confirmed by NHFM.

This aligns with:

- Confined Spaces Regulations 1997 (Reg. 5)
- HSWA 1974
- Management of Health and Safety at Work Regulations 1999

2.10 Trust Restrictions

- **Restricted / Sensitive Areas**
 Contractors are strictly prohibited from entering restricted areas (e.g., roofs, ducts, plant rooms, substations, laboratories, theatres) unless explicitly authorised in writing by the NHFM Capital Projects or Estates Department.
 - Access will only be permitted under an approved **Permit-to-Work** or equivalent safety documentation.
 - Any unauthorised access will be treated as a **serious breach of contract** and may result in removal from site and exclusion from future work.
- **Use of Personal Devices**
 The use of personal entertainment systems, headphones, or radios is prohibited while on duty. Such distractions present a **significant safety risk** under the Health and Safety at Work Act 1974, Section 2(2)(a).
- **Patient and Operational Confidentiality**
 Contractors must not attempt to access medical records, IT systems, or sensitive areas unless authorised. Any breach of confidentiality obligations may result in disciplinary action, termination of contract, and potential prosecution under the **Data Protection Act 2018 (UK GDPR)**.

2.11 Environmental Management

The Trust is committed to minimising environmental impact. Contractors are legally required to comply with environmental legislation.

- **Waste Management Requirements**
 - For all projects over £300,000, a **Site Waste Management Plan (SWMP)** must be prepared before works commence.
 - For projects over £500,000, the SWMP must be regularly updated with detailed records of waste movement and disposal.
 - The **Principal Contractor** remains accountable for ensuring waste documentation is complete, accurate, and available for inspection.
- **Waste Disposal**
 - Contractors are prohibited from using Trust waste receptacles or skips.
 - All construction and hazardous waste must be removed by **licensed waste carriers**. Disposal records (waste transfer notes / hazardous waste consignment notes) must be kept for **at least 3 years** in accordance with the **Environmental Protection Act 1990**.
 - Fly-tipping or unauthorised disposal will be treated as a breach of the **Environmental Protection Act 1990** and may result in prosecution.

- **Environmental Protection**

Contractors must take all reasonable precautions to prevent pollution incidents, including contamination of drains, watercourses, or soils. This duty aligns with the:

- **Water Resources Act 1991**
- **Control of Pollution (Oil Storage) Regulations 2001**
- **COSHH Regulations 2002**

Any spillage, however minor, must be reported immediately to the Estates Department. Contractors remain liable for environmental damage caused by their activities.

2.12 Fire Safety for Contractors

All contractors must comply with **NHCT Policy RMP13**, the **Regulatory Reform (Fire Safety) Order 2005**, and relevant HSE guidance (**HSG168: Fire Safety in Construction**).

- **Site-Specific Fire Induction**

Contractors must receive fire safety guidance at induction. No work may commence until site-specific fire arrangements have been confirmed.

- **Action in the Event of Fire**

1. Raise the alarm at the nearest break-glass call point.
2. Notify the switchboard (internal: 4444; community hospitals: 9-999).
3. Only attempt to extinguish the fire if trained and safe to do so.
4. Evacuate immediately and proceed to the designated assembly point.

- Continuous alarm = **Evacuate immediately**.

- Intermittent alarm = **Stand by and prepare to evacuate**.

- **Preventing False Alarms**

- Dust covers must be used for detectors during works and removed at the end of each shift.
- Break-glass call points must be shielded where accidental activation is likely.
- Work affecting alarms or suppression systems must be agreed in advance with Estates.
- Isolation of alarms or suppression systems within work area if required.

- **Hot Work & Permit to Breach**

- All hot work (welding, grinding, soldering, etc.) requires a **Hot Work Permit**, issued daily by the Estates Department.
- Hot work is prohibited in sensitive areas unless justified by RAMS and controlled via permit.
- Areas where hot work has been completed must be monitored for **at least one hour post-completion**.
- Any penetration of fire compartmentation requires a **Permit to Breach** and must be rectified in accordance with **Building Regulations 2010 (Approved Document B)**.

- **Storage & Combustibles**

- Combustible waste must be cleared daily to designated storage areas.
- Skips must be covered and positioned at least **10m from Trust buildings**.

- Gas cylinders must be removed to external storage at the end of each day.
- **Acetylene cylinders** are banned unless explicitly authorised by the Estates Fire Officer.
- **Tar Boilers / Mastic Heaters**
 - Must be placed on insulated surfaces and at least **6m from combustible materials**.
 - Flames must be extinguished **one hour before the end of the working day**, with a final fire-watch inspection carried out.

2.13 Highly Flammable Liquids (HFLs)

The **Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)** apply to all activities involving flammable or explosive substances. Contractors must recognise that paints, thinners, solvents, adhesives, and cleaning fluids present significant **fire and explosion hazards** due to vapour ignition.

- **General Restrictions**
 - The use of highly flammable liquids (HFLs) on NHFT premises is **prohibited unless no practicable non-flammable alternative exists**.
 - Contractors must provide justification in their **Risk Assessment & Method Statement (RAMS)** for using HFLs, and secure prior written approval from NHFM Capital / Estates Department and the Trust Fire Safety Team.
- **Control Measures (Mandatory)**
 - Store only the minimum quantity required for immediate use.
 - Ensure all storage complies with **HSG51 – Storage of Flammable Liquids in Containers**.
 - Use in well-ventilated areas only, with **no ignition sources permitted**.
 - Provide suitable fire extinguishers (foam, dry powder, or CO₂ as appropriate) within immediate reach.
 - Maintain a register of HFLs used on site, including **Safety Data Sheets (SDS)**.
- **Accountability**
 Any failure to comply with DSEAR requirements will be deemed a **serious breach of contract** and may result in removal from site and reporting to the **Health and Safety Executive (HSE)**.

2.14 Liquefied Petroleum Gas (LPG)

LPG presents significant **fire, explosion, and asphyxiation hazards**. Its use and storage are therefore strictly controlled under DSEAR and NHFT safety rules.

- **General Restrictions**
 - Only the minimum quantity of LPG required for immediate operational use may be brought onto NHFT premises.
 - **On-site storage of LPG is prohibited** unless specifically authorised by the Trust Fire Safety Team.
- **Indoor Use & Safety Requirements**
 - Cylinders must only be connected to approved and well-maintained equipment.

- When not in active use, LPG cylinders must be disconnected and removed from buildings.
- Contractors must obtain approval from the **Trust Fire Safety Team** before bringing LPG to site.
- **Safe Handling**
 - Cylinders must be transported, stored, and used upright.
 - Flashback arrestors, non-return valves, and secure cylinder storage cages must be used.
 - Contractors must carry out daily inspections of LPG equipment and maintain inspection records.

2.15 Water Safety Management and Control

NHFT operates a **formal Water Safety Management Plan** in accordance with **HSE L8** and **HTM 04-01**. Oversight is provided by the **Water Safety Group**.

- **Contractor Requirements**
 - Only **competent, trained contractors** may undertake work on water systems.
 - All work must follow the Trust's **IC34 Water Safety Policy**, with written approval from the NHFM Capital / Estates Department.
 - Contractors must implement measures to prevent **Legionella proliferation**, including correct flushing, disinfection, and commissioning procedures.
- **Documentation & Compliance**
 - All works must be supported by RAMS addressing water hygiene risks.
 - Contractors must maintain detailed records of system interventions, in compliance with **CDM 2015 Regulation 4 (Client Duties)** and **HSWA 1974 Section 3 (duty to others affected by work)**.
 - Failure to comply may result in works being suspended until adequate safety measures are implemented.

2.16 Low Voltage / High Voltage Electrical Systems

Electrical systems present serious **fire, shock, arc-flash, and electrocution risks**.

Contractors must comply with the **Electricity at Work Regulations 1989, BS 7671:2018 (18th Edition IET Wiring Regulations)**, and Trust policy **RMP81 V01 Electrical Safety Policy**.

- **Permit-to-Work (Mandatory)**
 - No electrical work may commence without a **Permit-to-Work** issued by an **NHFM Authorised Person**.
 - All work must be carried out in accordance with relevant RAMS and **HTM 06-01: Electrical Services Supply & Distribution**.
- **Safety Standards**
 - Contractors must use lock-out/tag-out (LOTO) systems when isolating electrical supplies.
 - Appropriate insulated tools and PPE (arc-rated clothing, insulated gloves, eye protection) must be used.

- Live working is **strictly prohibited** except in exceptional circumstances, where it must be fully justified in writing and authorised in advance.
- **Legal Compliance**
 Contractors must comply with:
 - **Electricity at Work Regulations 1989** – Ensuring safe systems of work.
 - **Health and Safety at Work etc. Act 1974** – General duty of care.
 - **BS 7671:2018 (18th Edition IET Wiring Regulations)** – UK wiring standards.
 - **COSHH 2002** – Where hazardous substances (e.g., insulating oils, cleaning agents) are used.
 - **HTM 06-01** – Electrical services in healthcare environments.
- **Accountability**
 Non-compliance will be treated as a breach of contract and reported to the HSE under **RIDDOR** where applicable.

2.17 Noise Management

Construction and maintenance work can generate significant noise, potentially disrupting healthcare operations and affecting staff, patients, and the public. Contractors must assess noise exposure as part of their **RAMS** and implement effective controls.

- **Noise Control Measures**
 - Eliminate or reduce noise at source by using low-noise tools and equipment.
 - If noise cannot be eliminated, provide suitable **hearing protection** and ensure it is correctly worn.
 - Contractors must liaise with the **Site Contact** before operating noisy equipment near patient areas to agree on acceptable levels and duration.
 - Schedule noisy work outside sensitive hours where possible.
- **Legal Compliance**
 - **Control of Noise at Work Regulations 2005** – Protects employees from excessive workplace noise.
 - **Health and Safety at Work Act 1974** – Duty to safeguard workers and the public from risk.
 - **Environmental Protection Act 1990** – Noise pollution and statutory nuisance control.
- **HSE Guidance**
 - L108 – Controlling Noise at Work (ISBN 0 7176 61644)
 - CRR73 – Dust and Noise in the Construction Process (ISBN 0 7176 07682)
 - INDG362REV1 – Noise at Work – Employer Guidance (ISBN 0 7176 61652)

2.18 Contractor Parking on NHFT Sites

NHFT operates parking controls via ANPR, Pay on Foot, or Pay and Display. Contractors must comply with all site parking rules to ensure patient and staff access.

- **Parking Rules for Contractors**
 - Maximum of **two vehicles per contractor** in visitor car parks.

- **Staff car parks** must not be used.
- Special arrangements for **loading/unloading** must be pre-approved.
- Failure to display a valid parking permit or comply with parking rules may result in fines or removal of vehicles.

2.19 Permits-to-Work

A formal **Permit-to-Work (PTW)** system is mandatory for all hazardous activities to manage risk under **CDM 2015** and **HSWA 1974**.

- **Activities Requiring PTW**
 - Medical gas systems
 - Water systems (if required)
 - Electrical systems (HV / LV)
 - Hot works (welding, grinding, cutting)
 - Pressure systems
 - Confined space entry
 - Working at height
 - Access to switch/plant rooms
 - Roof access
 - Fire compartment breaches (**Permit-to-Breach**)
- **Contractor Responsibilities**
 - Obtain **prior authorisation** from NHFM or Estates Department before isolating, disrupting, or working on any services.
 - Follow all **safety procedures, RAMS, and PTW documentation**.
 - Non-compliance may result in **work stoppage, removal from site, and contractual penalties**.

2.20 Personal Protective Equipment (PPE)

Contractors are legally required to provide suitable PPE for their workforce, in line with **PPE at Work Regulations 1992**, ensuring it is **appropriate, maintained, and correctly used**.

- **Required PPE** (dependent on risk assessment)
 - Foot Protection – Safety Shoes
 - Eye protection – safety goggles, face shields
 - Head protection – helmets, bump caps
 - Hand protection – gloves suitable for task/hazard
 - Respiratory protection – dust masks, respirators
 - Hearing protection – earplugs, earmuffs
- **Contractor Responsibilities**
 - Select PPE **based on RAMS and task-specific hazards**.
 - Ensure workers are **trained in correct use, limitations, maintenance, and storage** of PPE.
 - Regularly inspect PPE for damage or wear.

- **HSE Guidance**
 - INDG174 REV1 – A Short Guide to PPE at Work (ISBN 0 7176 61415)
 - L25 – Guidance on the PPE at Work Regulations 1992 (ISBN 0 7176 6139 3)

2.21 Petroleum Spirit (Petrol)

The storage and use of petrol on NHFT premises are strictly regulated under the **Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)** to minimise **fire, explosion, and health risks**.

- **Storage and Handling Requirements**
 - Store petrol in **sealed, clearly labelled metal containers** designed for flammable liquids.
 - Storage must be in a **fire-resistant, well-ventilated area**, away from ignition sources, heat, and direct sunlight.
 - Maximum quantities must not exceed **50 litres or half a day's supply**, whichever is lower.
 - Petrol **must not** be stored in basements, underground rooms, or confined spaces.
 - Spillages must be cleaned immediately using appropriate absorbent materials, and contaminated material disposed of safely.
- **Additional Precautions**
 - Keep containers **closed when not in use** to prevent vapour accumulation.
 - Decant petrol **only in well-ventilated areas**, away from ignition sources.
 - All petrol-powered equipment must be **risk-assessed**, and work must comply with all **fire safety regulations and PTW requirements**.
- **Legal Compliance**

Contractors must adhere to:

 - **DSEAR 2002** – Safe storage and handling of flammable substances.
 - **Petroleum (Consolidation) Regulations 2014** – Petrol licensing and storage.
 - **COSHH Regulations 2002** – Control of health risks from petrol vapours.
 - **Regulatory Reform (Fire Safety) Order 2005** – Fire prevention and compartmentation.
 - **Health and Safety at Work Act 1974** – Duty of care for safe working practices.
- **Enforcement**

Non-compliance may result in **immediate work suspension, site removal, and referral to the HSE**.

2.22 Reporting of Accidents

All incidents, accidents, ill-health events, or near misses must be **reported immediately** through the **NHFT DATIX Reporting System**, accessible via the NHFT Estates representative.

- **Legal Requirements**

Contractors must comply with:

 - **RIDDOR 2013** – Reporting work-related injuries, dangerous occurrences, and

occupational diseases.

- **Health and Safety at Work Act 1974** – Duty to identify, manage, and report risks.
- **Management of Health and Safety at Work Regulations 1999** – Requirement to conduct risk assessments and manage incidents effectively.
- **Contractor Responsibilities**
 - Report all incidents promptly, even if minor or near-miss.
 - Cooperate with NHFT investigations, providing full details for regulatory reporting.
 - Maintain internal records to support DATIX submissions and audits.

2.23 Road Safety

NHFT sites present **complex pedestrian and vehicular risks**. Contractors must ensure safe driving, delivery, and site movement at all times.

- **Contractor Responsibilities**
 - Obey site speed limits and drive cautiously.
 - Take extra care when reversing; consider **patients with mobility impairments or sensory limitations**.
 - Prioritise **pedestrian safety**; vehicle access is restricted to **loading/unloading or designated parking** areas.
- **Roadworks and Temporary Structures**
 - All roadworks must be **clearly marked and secured** with cones, barriers, warning signs, and lights, in line with public safety standards.
 - Scaffolds or access structures near roadways must be **protected, illuminated, and signposted** to prevent accidents.
- **Legal Compliance**
 Contractors must comply with:
 - **Health and Safety at Work Act 1974** – Duty of care for all personnel and the public.
 - **Workplace (Health, Safety and Welfare) Regulations 1992** – Safe vehicle routes and traffic management.
 - **CDM 2015** – Safe design, planning, and management of roadworks and temporary structures on construction sites.
- **Enforcement**
 Any unsafe driving, breaches of traffic control, or failure to protect pedestrians will result in **work suspension, removal from site, and possible reporting to authorities**.

2.24 Services

Contractors **must not connect to, isolate, or interfere** with any NHFT services—including **medical gas, steam, electrical, water, or fuel supplies**—without explicit written permission from the **NHFM Capital / Estates Department**.

- **Service Isolation and Connection Procedures**
 - All service isolations must be **pre-arranged** with the relevant department.
 - A **Permit-to-Work (PTW)** is mandatory before commencing any work on NHFT

services.

- Requests for service connections require **at least seven days' written notice**, except for:

- Portable electrical tools using standard plug tops.
- Equipment operating via isolating transformers.

- **Enforcement**

Failure to comply may result in **work suspension, site removal, and reporting to NHFT management.**

- **Legal Compliance**

- **HSWA 1974 Section 3** – Duty to prevent risks to persons affected by work.
- **CDM 2015 Regulations 4 & 15** – Safe planning and coordination of service work.
- **Electricity at Work Regulations 1989** – Electrical safety in workplaces.

2.25 Site Access and Egress Routes

- **Contractors' Personnel**

- Access and egress routes will be defined during pre-contract meetings and documented in project specifications.
- Routes should avoid patient areas and operational departments where possible.
- If access through occupied departments is required, **written permission** must be obtained from the departmental manager or ward sister.

- **Staff, Patients, and Public**

- Contract work must **not obstruct walkways or pavements** unless authorised by the Site Contact or Project Manager.
- If unavoidable, **alternative safe pedestrian routes** must be clearly signed and protected.

- **Contractors' Vehicles**

- Vehicle routes must be pre-agreed with the Site Contact to ensure safe circulation.
- Electrical leads, hoses, or materials **must not obstruct corridors or access areas.**

- **Safety Measures**

- Temporary movement restrictions require **prior approval**, and measures such as fencing, signage, and lighting must be implemented.

2.26 Tools and Equipment

- **General Requirements**

- All tools and equipment must be **suitable, compliant with legal standards, and properly maintained.**
- Maintenance records and defect rectification logs must be kept for audit.

- **NHFT Property**

- Contractors **may not use NHFT equipment** without prior written permission from the Site Contact.

- **Contractors' Property**
 - NHFT is **not responsible** for contractors' tools, materials, or equipment.
 - Contractors must arrange **secure storage** and **must not install permanent structures** without approval.
- **Work Equipment and Safety Measures**
 - All equipment must be **regularly inspected** and maintained.
 - **Drilling and Cutting:** Prior approval from the Site Contact is required to protect against **hidden hazards** such as asbestos, electrical cables, or pipework. PTWs must be in place.
- **Portable Electrical Tools**
 - All tools must be **PAT-certified**.
 - Use **110V tools** where possible; 240V tools must be **RCD protected**.
 - Trailing cables must be safely routed, and portable lamps must be **insulated and secure**.

2.27 Welfare Facilities

- **Use of NHFT Restaurant Facilities**
 - Contractors may use public hospital restaurants only if authorised.
 - **Work overalls must be removed** before entry.
 - Footwear must be cleaned to maintain **hygiene standards**.
- **Sanitary Facilities for Contractors' Employees**
 - Public toilets are **not for contractor use** unless authorised.
 - For medium- and long-term contracts, contractors must provide **mobile or temporary sanitary facilities**.
 - Any NHFT facilities used must be **kept clean** to maintain hygiene and infection control standards.
- **Legal Compliance**
 - **Health and Safety at Work Act 1974 Section 2 & 3** – Duty to provide safe working conditions.
 - **Workplace (Health, Safety and Welfare) Regulations 1992** – Sanitary provision and hygiene.
 - **Infection control and local NHFT codes of practice** – Minimise risk to patients and staff.

2.28 Work Above Ground (Work at Height)

Falls from height remain the leading cause of workplace fatalities and serious injuries in the UK. All work at height on NHFT premises must comply with the **Work at Height Regulations 2005** and associated HSE guidance.

- **General Requirements**
 - Conduct a **risk assessment** before any work at height.
 - Avoid working at height where possible; where unavoidable, select appropriate work equipment.

- Contractors are responsible for the **safety of their personnel and others nearby**, including where NHFT buildings lack roof edge protection.
- **Hierarchy of Fall Prevention**
 1. Avoid working at height where feasible.
 2. Prevent falls using guardrails, scaffolds, or other protective measures.
 3. Minimise fall distance and consequences using fall arrest systems (harnesses, nets, soft landing zones).
- **Scaffolding, Access, and Protective Measures**
 - Scaffolding, shoring, or similar structures must include:
 - Guardrails, toe boards, walkways, and warning lights.
 - Daily safety inspections; ladders and access points must be removed when work ceases.
 - Temporary safety measures may include **guardrails, barriers, safety harnesses, and nets**.
 - Ladders must be secured by tying, staking, wedging, or using a second person to foot the ladder.
- **Roof Access Restrictions**
 - Contractors may only access roofs with:
 - Written **authorisation from NHFM Capital Projects / Estates Department**.
 - A valid **Permit-to-Work (PTW)** under the NHFM system.
- **Legal Compliance**
 - **Work at Height Regulations 2005**
 - **Health and Safety at Work Act 1974**
 - **CDM Regulations 2015** – Planning and coordination of high-risk work.

2.29 Work Below Ground / Confined Spaces

All ground excavation and work in confined spaces must be carefully controlled to prevent injury and damage.

- **Excavation and Underground Work**
 - Prior authorisation is required from **NHFM Capital Projects / Estates Department**.
 - Contractors must obtain **utility information** regarding:
 - Electrical cables
 - IT and telephone lines
 - Drains and sewer systems
 - Gas and water mains
- **Safety Measures**
 - Accurately locate and mark underground services before excavation.
 - Trenches and excavations must be **properly shored** to prevent collapse.
 - Materials must be secured to prevent falling into excavations.

- Work areas must be **secured with barriers, warning signs, and adequate lighting**.
- Upon completion, reinstate the site and restore all safety markers.
- **Confined Space Entry**
 - Contractors may not enter confined spaces (tanks, pits, chambers, manholes) unless:
 - Authorisation is obtained from **NHFM Capital Projects / Estates Department**.
 - A **Permit-to-Work** has been issued.
 - Work must follow **RAMS and HSE Confined Space Guidance**.
- **Legal Compliance**
 - **Confined Spaces Regulations 1997**
 - **HSWA 1974 Sections 2 & 3**
 - **CDM Regulations 2015**

2.30 Scaffolding

All scaffolding on NHFT premises must be **erected, altered, and dismantled only by trained personnel**.

- **Scaffolding Safety Requirements**
 - Scaffolds over 2 metres must have:
 - Guardrails, toe boards, and fully boarded platforms.
 - Altering scaffolds, removing boards, or guardrails is **strictly prohibited**.
 - Use **designated access ladders only**; do not climb frames.
 - Mobile scaffolds must be **locked before use**, and personnel must not remain on them while moving.
- **Inspection Requirements**
 - Scaffolds must display a **valid inspection tag** and be inspected:
 - Before first use
 - Every 7 days
 - After alterations
 - Following adverse weather
 - After accidents or impacts
- **Preventing Unauthorised Access**
 - Fencing and barriers must prevent access to scaffolds outside working hours.
 - Ground-level ladders must be **secured at the end of each day**.
- **Legal Compliance**
 - **Work at Height Regulations 2005**
 - **HSWA 1974**
 - **CDM Regulations 2015**
 - **HSE Scaffolding Guidance (HSG33)**

2.31 Protocol for Managing Out-of-Hours Contract Work

- **Standard Working Hours**
Contractors will be advised at the pre-contract meeting that NHFT standard working hours are:
 - **Monday to Friday:** 08:00 – 16:00
 - **Saturday, Sunday, Bank Holidays:** Work permitted **only with prior written agreement** from the Project Manager / Estates Department
- **Requesting Out-of-Hours Work** (Via Estates)
 - If approved, contractors will be briefed on:
 - Noise control measures
 - Delivery and traffic restrictions
 - Signing in/out procedures and security arrangements

The **Site Manager has authority to halt work immediately** if safety or operational risks arise and will notify the Project Manager of any actions taken.

- **Legal and Safety Compliance**
 - **HSWA 1974** – Duty to ensure safe working conditions at all times
 - **CDM 2015 Regulations 4 & 15** – Duty to plan, manage, and monitor high-risk or out-of-hours work
 - **Workplace (Health, Safety and Welfare) Regulations 1992** – Managing access, lighting, and welfare for out-of-hours operations

2.32 Health Surveillance and Medical Fitness

Contractors must ensure that all personnel are **medically fit** and under appropriate **health surveillance** for their duties, in accordance with UK Health & Safety legislation.

Health assessments are mandatory for anyone undertaking **safety-critical work**, including:

- Work at height
- Entry into confined spaces
- Use of respiratory protective equipment (RPE)
- Electrical, or other high-risk tasks

All health surveillance must comply with the **Health and Safety at Work etc. Act 1974**, **Management of Health and Safety at Work Regulations 1999**, **COSHH 2002**, **Work at Height Regulations 2005**, and **Confined Spaces Regulations 1997**

Evidence and Assurance Requirements

Contractors must provide, on request, documented confirmation that suitable health surveillance is in place for employees engaged in work where health surveillance is required under UK legislation (e.g. work involving vibration, noise, hazardous substances, or confined space entry).

This confirmation must be either:

- A current statement or fitness certificate from an Occupational Health provider, or
- A letter on company headed paper signed by a competent person confirming that required

health surveillance has been carried out and records are maintained in accordance with HSE guidance (HSG 61 and INDG 381).

A signed declaration **alone** is not sufficient where surveillance is a legal requirement.

Where surveillance or medical assessment identifies any restrictions or fitness concerns relevant to Trust work, the contractor must not deploy the individual to site without written clearance from their Occupational Health provider and prior notification to NHFM/Estates.

SECTION 3: Permit to Work Documentation

3.1 Completion of Permit to Work Documentation

- **Purpose**

A Permit-to-Work (PTW) system provides **formal, documented control** for work activities that involve risks which cannot be mitigated by normal procedures or supervision alone. PTWs are mandatory for work in:

- Roof spaces
- Laboratories or clinical areas
- Confined spaces
- High-risk areas identified in Risk Assessments and Method Statements (RAMS)

- **Permit-to-Work Requirements**

Prior to commencing work, written instructions must clearly specify:

- **Scope of Work** – Description of the work to be undertaken
- **Work Location** – Precise area(s) where work will take place
- **Authorised Personnel** – Names of all individuals permitted to perform the work
- **Restricted Areas** – Areas where access is prohibited
- **Hazards and Precautions** – All relevant hazards and required control measures
- **PPE Requirements** – Personal protective equipment to be used
- **Authorisation** – Certification by a competent Authorised Person confirming the area is safe for work

- **Completion and Sign-Off**

Upon completion, the Competent Person Responsible for the Work must:

- Sign the **Handback / Cancellation section**
- Confirm whether the work is **fully or partially completed**
- Verify that the area is **safe, tidy, and left in a secure condition**

The **Authorising Officer or Head of Department** must inspect the area, confirm safety, and sign off the permit before reinstating normal operations.

- **Mandatory Completion of the Permit Form**

All sections of the PTW form must be fully completed, including:

- Site name and location details
- Personnel names covered by the permit
- Detailed description of the work
- Identification of potential hazards

- Protective equipment requirements
- Verification by an Authorised Person
- **Record-Keeping**
 - A **duplicate copy of the permit** must remain in the PTW book at all times for audit and compliance purposes.
- **Legal Compliance**
 - **HSWA 1974** – Duty to ensure work is carried out safely
 - **CDM 2015 Regulations 4, 15, 22** – Coordination and management of high-risk work
 - **HSE Guidance on Safe Systems of Work** – Controlling risk through formal documentation

Appendix 1 – RAMS Acceptance Sheet

Northumbria Healthcare Foundation Trust

RAMS Acceptance Signing Sheet

Project / Work Information

Project / Work Title:	
Location / Site:	
Department / Ward:	
Contractor / Company Name:	
RAMS Reference / Document No.:	

Date Submitted: _____ Date of Review: _____

RAMS Review Checklist

- ☐ RAMS is relevant to the specific task / project
- ☐ Risk assessments adequately identify hazards
- ☐ Control measures are suitable and sufficient
- ☐ Method statements are clear, logical, and safe
- ☐ Emergency procedures are included (e.g., fire, medical)
- ☐ Competency and training records provided
- ☐ COSHH assessments included (if applicable)
- ☐ Permits required identified (e.g., Hot Work, Confined Space)

Acceptance / Comments

Reviewed By (NHS Trust Representative):

Name:	
Position:	
Signature:	
Date:	

- ☐ Accepted – Work may proceed in line with submitted RAMS
- ☐ Accepted with Comments – Work may proceed with noted adjustments
- ☐ Rejected – RAMS must be revised and resubmitted

Comments:

Contractor Acknowledgement

I confirm that I have read, understood, and will ensure compliance with the approved RAMS.

Name:	
Position:	
Company:	
Signature / Date:	

 **Note:** This signing sheet must be filed with the approved RAMS and kept on record by the NHFM Estates / Health & Safety Department. Copies must be available on site at all times during the works.

Appendix 2 – Contractor Rules

Northumbria Healthcare NHS Foundation Trust – Contractor Rules

1. Sign In and Out

- Contractors, including subcontractors, must report to the designated Trust Representative upon arrival, provide valid identification, and **sign in and out daily**.
- Temporary site passes must be returned at the end of each visit. Failure to do so may result in **financial penalties and restricted future access**.
- Contractors working outside standard hours must follow the site's **out-of-hours access procedures** as communicated by Estates.

2. Compliance with Legislation and Trust Policies

- Contractors must adhere to **all applicable UK legislation** and Trust policies, including but not limited to:
 - Health and Safety at Work Act 1974
 - Construction (Design and Management) Regulations 2015
 - Control of Substances Hazardous to Health (COSHH) Regulations 2002
 - Control of Asbestos Regulations 2012
 - Trust Site Safety Rules
- Contractors remain legally responsible for their own and their employees' health and safety while on Trust premises.

3. Permits, Work Plans, and Risk Assessment

- All work must be carried out in accordance with **approved Risk Assessments & Method Statements (RAMS)** and **Safe Systems of Work**.
- Any deviations from approved work must be **approved by the Trust Representative prior to execution**.
- **Permit-to-Work systems** apply to high-risk activities, including but not limited to:
 - Working at height
 - Hot works (welding, grinding, cutting)
 - Confined spaces
 - Electrical works (Low and High Voltage)
 - Breach of fire compartments
 - Medical Gas
 - Decontamination
 - PSSR – Pressure Systems Safety Regulations
- Contractors must **submit RAMS in reasonable time to** ensure they are **reviewed and formally authorised** and Permits to Work issued (if necessary) before work commences.

4. Personal Protective Equipment (PPE)

- Contractors must provide and **ensure the correct use of PPE** at all times, according to:
 - Risk Assessments & Method Statements (RAMS)
 - Local signage and instructions from the Trust Representative
- PPE includes but is not limited to: Safety footwear, helmets, eye protection, gloves, respiratory protection, and hearing protection.
- Contractors are responsible for **ensuring PPE is maintained, fit for purpose, and that staff are trained in its correct use.**

5. Tools, Equipment, and Electrical Safety

- All tools and machinery must be **maintained, inspected, and within current safety certification periods.**
- Electrical Equipment:
 - **Battery operated tools are preferred and 110V tools as secondary option;** in exceptional circumstances 240V tools can be used but must be **double-insulated and RCD protected.**
 - Use of 240V extension leads is prohibited unless **written permission is granted by Estates.**
 - Equipment must never be left unattended.
- Contractors are responsible for the **safe storage, use, and inspection of all tools** on site.

6. Fire Safety

- Contractors must familiarise themselves with **site-specific fire evacuation procedures and fire exits.**
- Escape routes **must not be obstructed** unless approved temporary arrangements are in place.
- Hot works require a **Hot Work Permit**, appropriate fire precautions, and monitoring.
- Contractors will be informed of **weekly fire alarm tests**, which do not require evacuation unless the alarm sounds continuously.
- Compliance aligns with:
 - Regulatory Reform (Fire Safety) Order 2005
 - HSWA 1974
 - Building Regulations 2010 (Approved Document B)

7. Incident, Accident, and Near Miss Reporting

- All **accidents, incidents, or near misses** must be reported immediately to the Trust Representative and **recorded in the NHFT DATIX Reporting System.**
- Contractors must cooperate with investigations and implement corrective actions as required.

8. Substance Use Policy

- **No smoking** is allowed anywhere on Trust property, including buildings, grounds, and vehicles.
- **Alcohol and drugs are strictly prohibited.**
- Contractors or subcontractors suspected of being under the influence will be **immediately removed from site.**
- Compliance aligns with:
 - HSWA 1974
 - Misuse of Drugs Act 1971

9. Asbestos Awareness

- Contractors must review the **Trust Asbestos Register** prior to commencing work.
- If the register is unavailable, contractors must **assume asbestos is present** and follow all relevant precautions.
- Access to the **VEGA portal** may be provided for digital register checks.
- All personnel must have completed **Asbestos Awareness Training**, in accordance with Regulation 10 of the Control of Asbestos Regulations 2012.

10. Restricted and Sensitive Areas

- Contractors must **not enter restricted areas** (e.g., Paediatrics, Maternity, Acute Psychiatry, laboratories, plant rooms, roofs, mortuary) unless accompanied by a member of the Estates Team or authorised under a Permit-to-Work.
- Radios, personal entertainment systems, or other distractions are **prohibited** in all work areas.

11. Parking and Vehicle Access

- Contractors must **park in designated areas** and avoid obstructing pathways, emergency routes, or hospital operations.
- Special arrangements for deliveries, loading/unloading, or compound setup must be **pre-approved.**

12. Worksite Cleanliness and Professional Conduct

- Contractors must maintain a **tidy work area** and dispose of waste in accordance with Trust and environmental regulations.
- Use of public canteen facilities is permitted **only in clean attire and footwear.**
- Contractors and subcontractors agree to **abide by Northumbria Healthcare's values**—
 1. Respect.
 2. Everyone's contribution counts.
 3. Responsibility & Accountability.
 4. Patients first.

5. Safe and high-quality care
 - Supervisors must reinforce these standards in daily briefings and stop work/remove any individual whose conduct breaches them.

13. Medical Fitness and Health Requirements

- Contractors must be **physically fit to carry out their work**.
- Workers must **not pose a risk of infection** to patients or staff.
- The Trust may require health or fitness verification for certain high-risk tasks.

13A. Health Surveillance – Evidence of Compliance

Where legislation requires health surveillance (e.g. under COSHH 2002, Control of Vibration at Work 2005, Control of Noise at Work 2005, Confined Spaces 1997), contractors must hold and, on request, present documentary evidence that all affected personnel are under appropriate health surveillance and declared fit for the duties to be undertaken.

- A signed declaration is acceptable only for low-risk work where health surveillance is not legally required.
- Failure to provide evidence when requested may result in suspension of works, removal from site, or exclusion from the approved contractor framework.

14. Dignity, Respect & Anti-Harassment

Contractors and subcontractors must not engage in harassment or any unwanted conduct—whether a single incident or a course of conduct - towards staff, patients, visitors or other workers. This includes sexual or non-sexual comments, jokes, gestures, staring, following, requests for personal contact details, persistent unwanted attention, or any behaviour that creates (or could reasonably be perceived to create) an intimidating, hostile, degrading, humiliating or offensive environment (Foul language). Concerns must be reported immediately to the Trust Representative and recorded via DATIX. Breaches may result in removal from site, termination of access, reporting to the police where appropriate, and exclusion from future work.

15. Supervision, Compliance, and Enforcement

- The Trust reserves the right to:
 - **Stop work or remove contractors** from site for non-compliance.
 - **Exclude contractors from future projects** for repeated or serious breaches.
- Contractors are responsible for ensuring **all subcontractors comply with these rules**.
- Continuous non-compliance may result in **legal action and financial liability**

16. Contractor Declaration

I acknowledge that I have read and understood these rules, and I will ensure **compliance with all relevant duties under the Health and Safety at Work etc. Act 1974, the Construction (Design and Management) Regulations 2015, and all Trust policies.**

I confirm that **I and my employees are competent, suitably trained, and physically fit to carry out the work safely.**

I understand that **failure to comply with these rules may result in removal from site, reporting to the Health and Safety Executive, and exclusion from future work with Northumbria Healthcare NHS Foundation Trust.**

I/We agree to comply with the Trust's **Dignity, Respect & Anti-Harassment** requirements and to ensure that neither we nor our employees/subcontractors engage in any unwanted conduct (including a single incident or a course of conduct) towards staff, patients, visitors or other workers. I/We will report any concerns immediately to the Trust Representative and cooperate fully with any investigation.

I/We confirm there is **no known reason** why any named employee/sub-contractor should not attend NHFT sites. We will **immediately declare** any restriction that arises and will not permit attendance without Trust approval.

Name:

Signature:

Date:

Company name and Contact :

For further information or clarification, contact the **Site Representative**. If in doubt – **ask before proceeding.**

Appendix 3 - INFECTION CONTROL INFORMATION FOR CONTRACTORS 2025

Welcome to our Trust. The hospital environment is safe to work in, as long as Infection Prevention and Control (IPC) requirements are understood and followed. Any breaches of IPC should be reported to your line manager, who will then seek advice from the IPC team.

Please ensure you and your colleagues read the following information prior to commencing work in the Trust.

1. General guidelines

Clothing and Appearance: Please ensure clothing and shoes are presentable and free from mud, dust and debris before entering the hospital premises.

2. Waste and dust management

- Always keep dust levels to a minimum
- For dust generating work, an appropriate screen must be in place as advised by the infection control team.
- Prior to work commencing, the IPC team will check the screening.
- Areas must be cleaned up on completion of any work carried out by contractors.
- Where possible, plan the route for waste removal to avoid patient and heavily populated areas.

3. Hand hygiene - critical

Good hand hygiene is the most important way of stopping bugs associated with infection spreading to you or to others. It is important for your health and safety that you clean your hands regularly when working in a hospital.

When to Clean Your Hands:

- Before entering a patient area or public facilities
- Before going for a break
- After handling hospital equipment
- After working in contaminated areas
- After using the toilet

How to Clean Your Hands:

- Wash with soap in warm/hot running water if visibly dirty
- Use alcohol/sanitising gel from dispensers if hands are clean

- Do not apply gel to damaged skin
- Ensure all cuts/sores are covered appropriately
- Clean all surfaces of hands, especially fingers and thumbs

4. Working in clinical/patient areas

Important: Where possible, work in clinical areas should be performed when patients/service users are not present.

- If work cannot be avoided during patient presence, contractor supervisor **MUST** liaise with estates manager
- Estates manager will contact the IPC team for guidance
- The person in charge of a ward/department must be informed prior to work commencing
- For specific areas/ works, contractors may be required to wear full Personal Protective Equipment (PPE) provided by the Trust. Discussions with IPC team will risk assess and advise on this prior to the work commencing.
- In the event of an outbreak, you may be asked to stop work until the outbreak is deemed over

5. Dealing with needles and contaminated sharps

DO NOT TOUCH needles and sharp instruments that could have been used in patient care. Immediately seek advice from your supervisor who can contact the facilities department.

If injured by a needle or sharp instrument:

- Do not suck the wound - try to make it bleed
- Wash under running water and cover appropriately
- Report the incident immediately
- Go to nearest A&E department for assessment

6. Dealing with blood and body fluids

Dealing with blood and body fluids requires special training. Every effort will be made to stop you coming into contact with body fluids. If there is a risk that this contact could occur, such as working on drains, the Trust will give advance training on how to manage this.

7. General health requirements

Vomiting and Diarrhoea Illness:

- Report to your supervisor immediately
- Do not come to work with this type of illness
- Can spread rapidly and cause major outbreaks

- Cannot return to work until 48 hours symptom-free

Respiratory Viruses:

- Wash hands at hospital entrance when entering and leaving
- If symptomatic but well enough to work, wearing a mask is advisable

8. Risk assessment and training

- Health and Safety rules of your company must be followed at all times
- Specialist assessments will be made before work starts in conjunction with Northumbria Healthcare Estates Department
- IPCT will provide specific training after risk assessment when required
- Training provided before work starts

9. Additional trust-wide precautions

At the time of your visit there may be additional precautions implemented, for example an outbreak in which masks are to be worn in your area. This information will be communicated to you in advance by the estates team. Any precautions must be adhered to.

Contact information

For questions or queries about IPC risks:

1. First speak to the estate representative involved in the work
2. Contact the IPC team on 0344 811 8111 via extensions:

North Tyneside General Hospital - Extension: 112385

Northumbria Specialist Emergency Care Hospital (Cramlington) - Extension: 122995

Wansbeck General Hospital - Extension: 139742

Thank you for helping us maintain a safe hospital environment for everyone.

Northumbria Healthcare NHS Foundation Trust | August 2025