


DOCUMENT NUMBER: QMS100205	TITLE: Contractors Health and Safety Procedure	
REVISION: 2	DOCUMENT CLASSIFICATION: 02-Work Instruction	

HEALTH AND SAFETY RULES FOR FACILITIES AND MAINTENANCE CONTRACTORS WORKING FOR KINGSTON LANDSCAPE GROUP LTD

This procedure applies to sub-contractors engaged in project specific work and contractors brought into Kingston Landscape Group (KLG) Ltd for facilities & maintenance activities

PLEASE NOTE THE FOLLOWING INSTRUCTIONS AND REQUIREMENTS

The documents detailed below must be forwarded to the HSEQ Manager at KLG Ltd prior to work commencing.


Failure to do so may result in the work being delayed.

KLG Ltd accept no responsibility for any delay caused by failure to comply.

	Contractor check	KLG check
a) General definition of scope of work required		
b) Statement of Contractors competency to carry out work		
c) Copy of Company Insurance		
d) Name of lead contractor and responsible person on site for the work required		
e) Names of all personnel engaged on the work		
f) Statement of all personnel competency		
g) Risk Assessment (if required by the scope of supply)		
h) Method Statement (if required by the scope of supply)		
i) COSHH Assessment (if applicable)		
j) Signed copy of acknowledgement of 'Health and Safety Rules for Contractors Working at KLG' by all personnel involved in contractor work		

Contractors must read the information contained within this document, sign the last page agreeing that they will abide by the KLG Ltd Safety arrangements and return a signed copy to the KLG Ltd HSEQ Manager prior to commencement of the work defined.

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1. Introduction

This document is issued to all contractors working at any KLG Ltd site.

Before commencing any work, contractors must read the information contained within this document, sign the last page agreeing that they will abide by the KLG Ltd Safety arrangements and return a signed copy to the KLG Ltd HSEQ Manager prior to commencement of work.

The safety rules cover general requirements and do not detract from the contractor's responsibility to comply with current health and safety legislation. Contractors failing to abide by the safety rules will be required to cease work and may be required to leave the KLG Ltd site immediately.

2. 2 Responsible Persons

2.1 KLG Ltd Responsible Person

- Contractors must contact the Site/Nursery Manager or failing this, the Health and safety Manager on their initial arrival at KLG Ltd.
- For the purpose of this document, these persons are referred to as the Company Representative.
- Contractors should discuss any queries or concerns regarding this document or health and safety in general with the KLG Ltd Production Manager.

2.2 Contractor Responsible Person

At all times whilst working on a KLG Ltd site, the contractor must appoint a responsible person who is the main point of contact for KLG Ltd.

This person must take responsibility for the behaviour of all contractor employees and workers, the quality of the work and ensure adherence to all KLG Ltd Contractor Rules contained within this document and any applicable regulations.

3. ACCESS

Routinely, contractors must report to the main KLG Ltd reception upon arrival and complete the visitor's signing in process. They will be allocated a visitor's badge, which must be worn at all times.


Contractors must be met at reception by the Company Representative and will be given a KLG Ltd induction training course.

Under no circumstances should a Contractor start work before this.

Contractors must confine themselves to the area where they are working. This is with the exception of using general building facilities i.e. toilets, canteen, reception.

All Contractors must report to reception before leaving the premises, return their visitors badge and sign out.

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4. PARKING FACILITIES

- Contractors must park their vehicles using the parking facilities available.
- Where Contractors have larger vehicles i.e. vans, wagons, etc, this must be brought to the attention of the Company Representative, who will allocate an alternative parking space.
- Contractors must not obstruct access routes at KLG Ltd.
- KLG Ltd imposes a 5 mph speed limit and clearly defines traffic flow routes i.e. signage and directional arrows throughout the car park facilities. These requirements must be strictly followed when using the site.

5. HOURS OF WORKING

The normal hours of work are:

5.1 Head Office

Monday to Friday	7:30am – 4:00pm
Saturday	Closed
Sunday	Closed

5.2 The Otter Nursery

Monday to Friday	8:00am – 5:00pm
Saturday	9:00am – 5:00pm
Sunday	10:00am – 4:00pm

5.3 Twickenham Plant Centre

Monday to Friday	7:30am – 4:00pm
Saturday	9:00am – 4:00pm
Sunday	Closed

Contractors wishing or required to work outside normal working hours must obtain authorisation from the Company Representative prior to work commencing.


Work outside these hours is not permitted unless written authorisation is given by the Director & HSEQ Manager who will ensure that **any additional security and safety controls are put in place.**

Lone working is not permitted!

6. TELEPHONE NUMBERS

Head Office Reception	Dial 300
HSEQ Manager	Dial 324
External Emergency Services	Dial 999

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7. CONDUCT AND PERSONAL REQUIREMENTS

Whilst working at KLG Ltd, Contractors must conduct themselves in a professional manner. Horseplay, obscene language, harassment, discrimination etc will not be tolerated.

Whilst on site, contractors should wear suitable clothing in addition to any PPE that may be required.

Generally speaking, long hair can be dangerous and should be suitably restrained to avoid possible entanglement.

Excessively loose clothing, short trousers and unsuitable footwear may also be considered inappropriate. The items listed are not exclusive.

8. FIRST AID

When working on the KLG Ltd site, all injuries must be reported and entered in the Accident Book and the KLG Ltd Company Representative must be informed.

KLG Ltd have qualified First Aiders to administer first aid. Their names and details of how to contact them are displayed throughout the company.

First Aid boxes are located in the KLG Ltd kitchens. An Accident books is located Reception area kitchen. The First Aid boxes are clearly identifiable.

A KLG Ltd First Aider must examine all personal injuries, however minor.

9. FIRE


Contractors should familiarise themselves with the nearest fire exit and also the location of the nearest fire alarm call point i.e. red break glass unit.

The fire alarm consists of an audible alarm (continuous klaxon). The fire brigade is called automatically when the fire alarm is activated.

IF YOU DISCOVER A FIRE:

- Raise the alarm immediately using the nearest break glass unit
- Do not attempt to tackle the fire. Only trained KLG Ltd personnel should do this if safe to do so.
- Evacuate and report to the fire assembly point, as directed on site induction

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ON HEARING THE ALARM:

- Keep calm.
- Where possible, switch off any equipment leaving it in a safe condition.
- Exit the building via the nearest exit – Do not waste time collecting personal items.
- Proceed to fire assembly points at far side of the car park at the side of the KLG Ltd buildings.
- Comply with any instructions given by KLG Ltd Fire wardens and behave in an orderly manner.
- Do not leave the assembly point until instructed to do so by the Emergency Evacuation Co-ordinator.

In order to test the fire alarm and to familiarise personnel with its sound, the fire alarm is tested each week on Wednesdays at 9:00am. The fire alarm will be activated for approximately 5 seconds.

10. ACCIDENTS AND INCIDENTS

KLG Ltd operate a policy of reporting all accidents and incidents including near misses. If you have an accident or incident or experience a near miss, report this immediately to the Company Representative.

11. SMOKING

With the exception of the designated smoking areas, smoking is strictly prohibited in and around the KLG Ltd buildings.

When smoking at the designated smoking area, you must ensure:

- You use the ashtray provided.
- Any matches, cigarette or other materials are extinguished before leaving the area.

12. DRUGS AND ALCOHOL

KLG Ltd operate a strict drugs and alcohol policy on its site or when working elsewhere on behalf of KLG Ltd.


- The use of illegal drugs and misuse of legal drugs or other substances is prohibited.
- The possession and sale of illegal drugs is prohibited.
- The consumption of alcohol is prohibited.
- Working under the influence of drugs and/or alcohol is prohibited.

Where the above is suspected, the company reserves the right to search Contractors. If consent is withheld or substances are found on the Contractor, the Contractor will be removed immediately from the KLG Ltd site. KLG Ltd may also take further action which may include other groups.

Some prescribed and over the counter drugs and medicines have side effects that could affect a person's ability to carry out their work in a safe manner ie drowsiness.

Any person taking prescribed or over the counter drugs or medicines must ensure that in doing so,

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the side effects will in no way affect their ability to carry out their work safely.

Where the side effects would affect a person's ability to carry out their work safely, they must not carry out their work.

13. HOUSE KEEPING

Contractors must follow good housekeeping practices. Typically:

Do's:

- Put work equipment away when you have finished with it.
- Clean up spillages. If the floor is still wet, report this to the Company Representative.
- Tidy up after yourself.
- Report any poor housekeeping concerns to the Company Representative.

Don'ts:

- Have rubbish lying around. Use the bins provided or remove to the designated area.
- Obstruct stairways, walkways, doorways, etc.
- Leave work equipment lying around.
- Leave cabinets or drawers open.
- Have trailing cables or cords.
- Ignore good housekeeping practices.

Good housekeeping is everybody's responsibility!

14. KLG LTD WORK EQUIPMENT


Contractors must not use KLG Ltd work equipment unless special arrangements have been made with the Company Representative.

15. CONTRACTORS WORK EQUIPMENT

Contractors should make the necessary arrangements to provide all work equipment necessary to carry out their work activities.

It is the Contractor's responsibility to ensure that in doing so, the work equipment is safe, and that it complies with all relevant health and safety legislation.

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16. SECURITY ARRANGEMENTS

Contractors are responsible for the security of their own property. KLG Ltd will not be held responsible for damaged or stolen property.

Contractors must comply with Security arrangements.

17. BUILDING SERVICES

Where the Contractor requires building services, (electricity, gas, air, water) arrangements must be made with the Company Representative prior to work commencing.

18. HAZARDOUS SUBSTANCES

The Contractor must not bring or use any hazardous substances at KLG Ltd unless authorised to do so and then they provide a Material Safety Data Sheet for that product and a COSHH assessment and suitable PPE.

The Contractor must identify the substance to the Customer Representative who will then seek advice from the KLG Ltd Health and Safety Manager.

19. PERSONAL PROTECTIVE EQUIPMENT (PPE)


It is a requirement to wear safety shoes when working in the yard areas at KLG Ltd. Any contractor not wearing safety shoes will be requested to leave site.

The above does not detract from the Contractor's own responsibility to identify the requirements for wearing PPE when carrying out their work activities.

When identified as being a requirement of the task, additional PPE must be worn at all times.

It is the contractor's responsibility to provide suitable PPE. Where PPE is found to be unsuitable for the task, KLG Ltd reserve the right to suspend the work.

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20. PERMITS TO WORK

Certain work activities at KLG Ltd require a permit to work. The Health and Safety Manager will advise if this covers a Contractor’s work activity. In such cases, Contractors must not start work until the permit is in place.

Not adhering to the requirements of a permit to work will result in the immediate annulment of it. In such cases, Contractors may be removed immediately from the KLG Ltd Site.

KLG LTD HAVE A COMPREHENSIVE SET OF POLICIES AND PROCEDURES THAT ANY CONTRACTOR SHOULD BE AWARE OF AND MAY REFER TO FOR FURTHER INFORMATION

PLEASE CONTACT THE KLG LTD HEALTH AND SAFETY MANAGER

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CONTRACTOR ACKNOWLEDGEMENT

I have received, read and understand the Safety Rules for Contractors attached and agree to abide by them at all times.

Name: Print:

Sign:

Date:

Company:

**PLEASE COMPLETE AND RETURN
THIS DOCUMENT TO THE
KLG LTD HSEQ MANAGER**