

# Code of Conduct for Contractors

## 1. Background

Abbeyfield The Dales Ltd. (ATD) is committed to providing high quality housing, care and support services which enhance the quality of life for older people. This code of conduct has been produced to reflect our values.

In carrying out its work ATD is very much in the public eye and it is obviously important that public confidence in the integrity of the organisation is maintained. It is reasonable for ATD to expect contractors to support this Code of Conduct which aims to protect such integrity.

## 2. Objectives

ATD is committed to providing services that enhance the quality of life for older people and developing services that will meet the needs of future generations. This commitment is based on the Mission and Values of ATD. ATD will also comply with all relevant and current legislation.

The aim of this policy is to ensure contractors and suppliers are aware of their responsibilities and conduct themselves in an appropriate manner whilst working on ATD premises.

**All Contractors MUST be given a copy of this document.**

Contractors are expected to familiarise themselves with all ATD procedures, precautions and guidelines – they're here to keep everyone safe, and contractors are included. While working at ATD head office, or any other building that the ATD has or manages, contractors must strictly adhere to them at all times. The same goes for contractors' workforce, their sub-contractors and anyone else brought on to any of our sites.

Our operations never stop, providing quality of life for older people with different cultures and abilities. Health and Safety is our priority 24 hours a day, 365 days a year.

Primarily, contractors are bound by the duties contained within the Health and Safety at Work etc. Act 1974. This places duties upon ATD and contractors to ensure the health and safety of employees and others who may be affected by the work.

The Management of Health and Safety at Work Regulations 1999 (as amended 2003), require co-operation and co-ordination of work activities where two or more employers share a workplace, whether temporary or on a permanent basis.

Dependent upon the nature of the work involved, other legislation may also apply, for example, the Control of Substances Hazardous to Health Regulations 2002 (as amended 2003). The Construction, Design and Management Regulations (CDM) 2015. You'll see many references to health and safety legislation in this document, and it's your responsibility to keep track of any changes to legislation and take them into account in your work. We aim keep up to date with our legal duties and current best practice, and we expect you to do the same.

## 3. Scope

All contractors, sub-contractors, contractor companies with only 4 employees, single work staff and suppliers working in ATD houses, care homes and sites are always expected to follow the code

of conduct. All contractors with 5 or more employees must provide the Maintenance Manager and the Health & Safety Manager with suitable and sufficient RAMS (Risk Assessment and Method Statement) before work is commenced.

## **4. Policy**

### **4.1. General Working Conditions**

ATD expects its contractors and suppliers to comply with the following at all times on our sites and must not put anybody at risk, themselves included, and must comply with all relevant legislation. This includes: All current legislation, Health & Safety legislation, in particular, the Construction, Design and Management (CDM) Regulations 2015, Building regulations, all fire safety legislation and Environmental legislation:

- Remember that ATD houses and care homes are homes and must be treated accordingly;
- Have due regard to the policies, procedures, values and interests of ATD;
- All contractors are required to fill out the ATD Contractor Approval form;
- All contractors must provide all requested documentation, certificates, staff training certificate and records, SSIP certificates, and insurance certificate upon request.
- Carry out work to the best of their capabilities and to the standard required by the ATD Senior Management Team. Guidance may be sought from the relevant Maintenance person if required;
- Contractors must maintain confidentiality in relation to any personal information that is supplied to them about our customers or any information that they may come across whilst working in our customer's homes (Data Protection Act);
- Comply with all instructions either verbal or in writing from the Maintenance Manager or Care Department and the Health & Safety Department;
- Report immediately to the supervising manager any accidents or dispute arising between themselves, a resident or staff member, volunteer or any member of the public;
- Comply with all Health and Safety requirements in accordance with both ATD Health and Safety Policy and all current legislation;
- Work in a way that is both safe to themselves and any other persons who may be affected by their work. Safe working methods and the use of Personal Protective Equipment (PPE) where applicable must be adhered to;
- All contractors must wear hi viz clothing at all times while on ATD sites and cordon off a safe working area with cones, a frame board, barriers or tape before starting work.
- All contractors while accepting work from ATD agree to adhere to all safety standards within the document and failure to comply with this could put future works at risk or in some cases removal from ATD approved contractor list.
- Comply with the ATD Asbestos Policy when dealing with Asbestos;
- Contractors must comply with Part 4 of the CDM Regulations 2015 where this applies. This covers the following:
  - Safe places of work;
  - Site security;
  - Stability of structures;
  - Demolition and dismantling;
  - Use of explosives;
  - Excavations, coffer dams and caissons;
  - Reports of inspections;
  - Energy distribution installations;
  - Traffic routes and vehicles;

- Prevention of risk from fire;
- Emergency routes and exits;
- Emergency procedures, fire detection and firefighting; and
- Provision of fresh air, temperature/weather protection and lighting.
- Ensure that all vehicles used on company business are licensed, insured, certificated (Mot & Tax) and kept in a clean and roadworthy condition. Vehicles must also be driven by someone that holds the relevant license, not under the influence of drink or drugs and parked in a courteous manner;
- Ensure they take proper care of and use legally and safely any plant or equipment required by them in the performance of their work. All equipment to be serviced and maintained as advised by the manufacturers;
- Adhere to the Equality & Diversity Policy adopted by ATD;
- Where possible, ensure that company ID cards are carried and worn at all times when in ATD premises or grounds. ID cards should have a photograph of the bearer, their name, and name of the company for which they work. ATD contractors' badges must also be worn at all times;
- Take all reasonable steps to provide an appointment for a House Manager / Housing & Care Services Manager or Resident when arranging access to carry out works in their home. All appointments for repairs should be made as soon as practically possible of the repair being reported to the contractor and should occur within the repair timescale set by ATD;
- Maintain a professional and cordial relationship with all residents, ATD staff and volunteers;
- Respect the confidentiality of any information received whilst working for ATD;
- Comply with the detailed provisions of the 1985 Housing Association Act with regard to inducements/bribes and duality of interest (Section 15);
- Wear uniform clothing where provided; dress sensibly to give a good impression and prevent offence or embarrassment to residents, House/Home staff and volunteers; and
- Maintain the highest level of personal conduct both during and outside working hours.

## **4.2. Permits to Work**

We operate a Permit to Work system. If the work is inside a designated site and wholly managed by a Contractor, Permits to Work will be controlled by the Principal Contractor. Permits are otherwise issued by the Maintenance Manager or the Health & Safety Manager, Building Managers are to confirm that a permit to work is in place and that areas have been made safe before you start work.

Contractors will need a permit to work before work start, any contractor who carries out work without a permit will be removed from site and removed from the ATD approved contractor list and MUST re-apply.

Permits are required for:

- Ground excavations, including any striking of the ground;
- Roof access and working at height;
- Entry into a confined space;
- Isolations of services;
- Hot works; and
- Use of a drone.

### 4.3. Equipment & Plant

- We reserve the right to inspect power tools, plant and any other equipment brought onto any of our sites and to forbid their use if we consider them unsafe;
- We reserve the right to ask for PAT testing records for all equipment brought on to any
- We expect contractors to provide all necessary plant, equipment (including access equipment), tools etc. required to carry out the work safely. No item owned or controlled by Abbeyfield The Dales may be borrowed;
- Contractors must not use items owned or controlled by other contractors unless authorised in writing by that contractor;
- If a portable generator (Diesel ONLY) is required, it must be located outdoors, away from air intakes, doors and windows, so that fumes do not enter any buildings. We will not permit any electrical live working; and
- See also sections on 'Plant (Inc. handheld petrol driven equipment, e.g. disc cutters/saw/grinders)' and 'Power Tools'.

### 4.4. On-Site Working

ATD expects its Contractors to comply with the following at all times:

- Not to use toilet or washing facilities without consent (Contractors undertaking Major Works must provide their own facilities on site);
- Ensure that any private work undertaken for Residents is completely separate with no ATD direct involvement, or responsibility for payment. As the Resident may require permission to carry out the work, the contractor must ensure that the relevant maintenance person/supervising manager is aware of and has given any necessary permission before the works starts;
- Ensure compliance with the ATD's health & safety requirements when undertaking work in Resident's homes or in their vicinity. All contractors will comply with ATD's signing in and signing out procedures and wear the red contractor lanyard or sticker, and make themselves aware of the fire evacuation procedure for the site they are working at;
- Take particular care and consideration when working in the vicinity of vulnerable people;
- Ensure compliance with and pre-planned time for work to be carried out with a safety-first attitude;
- Ensure that sufficient notice of the period of disruption is given when any disconnection of services or interruption of access is necessary;
- Ensure that, where appropriate, any statutory consents are obtained before work commences and that any statutory notices have been applied for;
- Ensure that wherever possible work activities are restricted to normal working hours or that agreement has been received from the House Manager / Housing & Care Services Manager/Residents and neighbours for any work outside of this time;
- Ensure that in all occupied premises the Resident or his/her representative is present. Arrangements for unaccompanied access are discouraged but if absolutely necessary should be agreed with the House Manager / Housing & Care Services Manager and/or the maintenance department prior to work commencement;
- Leave site immediately and report to the House Manager / Housing & Care Services Manager whenever they encounter a threatening/potentially violent situation;
- Ensure adequate care is taken in the protection of Residents fittings, furniture and gardens with the use of dustsheets and screens as required;
- Provide adequate warning and information notices regarding work in progress as may be required including but not limited to warning A frames, signs, barriers and warning tape;

- Ensure footpaths and rights of way are maintained in a safe condition at all times;
- Not to use radios or other audio equipment whilst working in residents homes or their immediate vicinity and to only use mobile telephones for business and emergency use only;
- Take reasonable precautions to prevent pollution from noise, smoke, dust or rubbish and clean up during regular intervals each day;
- Ensure that vehicles are parked legally on the public highway or drives/designated parking areas where agreed. ATD will not be responsible for parking offences or any resulting fines. Vehicles are not to be parked on grassed areas without the express permission of a manager.
- Ensure that radio and telecommunications procedures are adhered to and that equipment is maintained in a good working condition;
- Ensure Residents properties are left safe and secure before leaving site and that all redundant items are removed from the home and garden; do not leave doors or windows open unnecessarily and always close when finished;
- Should any furniture or other items be moved, make sure they are put back in the same position. People who are visually impaired rely on remembering where objects are placed. Allow Residents time to answer the door or telephone;
- For some Residents, English is not their first language. If an interpreter is needed, please ensure that local arrangements are put in place. ATD staff should be in a position to provide assistance in coordinating an interpreter;
- ATD will not tolerate acts of discrimination, bullying, derogatory, racist or sexual remarks, innuendoes, racial and sexual harassment towards anyone. If proven, the contractor or individual will be permanently removed from the contractor approved list;
- The use of foul language is not permitted on any site. If proven, the contractor or individual will be permanently removed from working on ATD sites or the contractor approved list.
- ATD constantly monitors contractor performance, satisfaction questionnaires are issued for every job and the results are scrutinised to ensure that works are being carried out to a good standard, within a fair time scale and are value for money; and
- No works are to be carried out without a works order / order number, if additional works are required over and above what is stated on the original order authorisation will be required, this can be by email or a phone call to the maintenance department.

#### **4.5. Employment of Contractors**

ATD shall require all contractors to comply with this Policy and to:

- Hold and maintain a current tax certificate and provide a copy of the certificate to the Health & Safety ~~Manager~~ Department (DP);
- Hold and maintain current public liability insurance cover to the value of at least £5 million. Any insurance cover for less than this figure is to be approved by the HSM prior to work commencing. Contractors must provide a copy of the certificate to the DP before commencing work;
- Comply with the details & provisions of the 1985 Housing Association Act with particular regard to inducements/bribes and duality of interest (Section 15). Any offer or suggestion of inducement to influence the issuing of work or payment of claims will be interpreted as bribery and corruption and will be dealt with accordingly;
- Comply with all health and safety requirements in accordance with both ATD Health and Safety Policy and all current legislation
- Comply with the Equality & Diversity policy of ATD;
- Comply with the Hospitality and Gifts policy of ATD;

- Comply with appropriate European Union or British Standard Specifications or Codes of Practice current at the time of carrying out works on behalf of ATD;
- Provide trade and bank references, copies of specialist body membership (e.g. Corgi, NIC-EIC) and trading accounts as requested;
- Provide as requested full details of the company organisation including number and trades of employees, capacity limits, geographical limits etc; and
- This Code of Conduct should be circulated to all contractors, their staff and sub-contractors. Any sub-contractors are to be approved by the HSM in the first instance with responsibility remaining with the main contractor at all times.

#### **4.6. Religious or Cultural Beliefs and Language**

- Contractors may be requested to comply with a religious or cultural belief by a resident. In such a case, the contractor should respect the residents request where possible e.g. to remove shoes before entering a room. If the residents request has safety implications or affects the ability to carry out the work, the contractor should contact the Health & Safety Manager as soon as possible; and
- Where a residents first language may not be English, appropriate support will be provided to ensure that they understand the work to be carried out.

#### **4.7. Asbestos**

- Due to its age, some of our buildings may contain asbestos. Before any work starts that might disturb the fabric of a buildings constructed before the year 2000, an appropriate asbestos survey of the work area must be arranged by the appointed Project Manager or Health & Safety Manager. This documentation will be made available along with the relevant building's Asbestos Management Survey;
- When working, remember that only areas covered by the asbestos survey have been fully inspected and deemed safe to work in. If there is a need to alter the scope of work for any reason then, as a contractor, you must confirm that this is acceptable with the Project Manager or Health & Safety Manager before proceeding;
- Any work that is required on known asbestos-containing materials must be undertaken by a licensed asbestos removal contractor and will be carried out in accordance with the requirements of the Control of Asbestos Regulations 2012. Evidence of this training must be shown within 24 hours of any member of SMT, Maintenance or H& S requesting it. Failure to do so will result in the operatives for whom the certification is not provided being asked to leave site until the requested certification is produced; and
- Anyone engaged to work on site (including sub-contractors) should have been provided with asbestos awareness training from a competent training provider in the last 12 months. All building managers must have completed the ATD online Asbestos awareness training. The Contractor shall, upon the discovery of any suspect material, stop work and report to the Health & Safety Manager and Project Manager. If the material is broken, the contractor must:
  - Stop work;
  - Leave any potentially contaminated materials in the work area;
  - Ask others working nearby to stop work;
  - Exit the area;
  - Put measures in place to prevent access;
  - Report to the building manager; and
  - Report to the Health & Safety Manager.

#### **4.8. Personal Protective Equipment (PPE)**

- Where appropriate, wear suitable and sufficient protective clothing and equipment. This must be supplied by your employer. If wearing PPE is mandatory, checks must be carried out to ensure it is being worn, so find out what the requirements are before you start work. Any contractor found on site not wearing PPE will be removed from site until such a time when the person has suitable PPE. If a person fails to wear PPE for a second time, they will be banned from all site permanently.
- All contractors must wear yellow Hi-Viz vest or jackets and toe protection while on any ATD site, this is the minimum standard to be used by all contractors working for ATD.
- The Personal Protective Equipment at Work (Amendment) Regulations 2022 (*come into force on the 6 April 2022.*) and all contractors must follow this legislation.

#### **4.9. Power Tools**

- Contractors must maintain all power tools in a safe working condition. ATD prefer tools operating at 110 Vac 50Hz or battery-operated tools to be used in preference to all equipment. Where this is not practical, you can use 240v 50Hz, provided that the circuit from which they are supplied is fed via a (RCD) residual circuit device set to operate at 30mA or less. Don't use cartridge fixing tools on site. You must route cables to minimise the risk of mechanical damage and avoid trip hazards. Protect transformers from damage - especially from water. The electrical load demand must not exceed the supply of the socket / outlet;
- We reserve the right to inspect power tools and any other equipment brought onto any ATD sites and to forbid their use if we consider them to be unsafe; and
- If you need a portable generator, it must be located outdoors, away from air intakes, doors and windows so that fumes do not enter any buildings. Petrol generator should not be used.

#### **4.10. Work at Heights (above or below Ground Level)**

Contractors must:

- Fully comply with Abbeyfield The Dales' Working At Height Policy at all times;
- Comply with the Work at Heights Regulations;
- Only use ladders and stepladders for access and short duration (30-minute max) work where three points of contact can be maintained;
- Maintain ladders and other access equipment in good condition;
- If using a ladder, ensure it can be secured by securing both stiles bottom and top. The bottom must be secured to the building using fixing bolts and suitable straps to prevent the ladder slipping away at the bottom, holes should then be sealed. The bottom If this is not practicable, an effective ladder stability device must be used, or the ladder wedged against a wall or other heavy object. Having a second person foot the ladder must only be used as a last resort;
- Make sure ladders project at least 1.05 metres (3ft 6in) above the platform level, where used for access;
- Deny access or use of ladders to trespassers or pranksters. (HSE; INDG403);
- Erect, maintain and inspect scaffolding in conformity with the appropriate legislation and Codes of Practice;
- Erect scaffolding on a firm foundation;
- Make sure scaffolding can withstand the forces that will act on it, ensuring it is adequately braced, tied to the building or otherwise supported. Provide toe boards and guard rails;

- Inspection of scaffolding in conformity with all legislation. Label complete /incomplete scaffolding as such;
- Dismantle scaffolding safely;
- Protect individuals who might be at risk from falling objects;
- Gutter cleaning from the ground, all staff including contractors must wear suitable head and eye protection at all times in addition to all other PPE;
- Never place objects near roof edges or unguarded platforms;
- Take precautions with overhead cables;
- On flat roofs etc., either;
- Ensure suitable edge protection is in place so that people working at height cannot fall, or, ensure that suitable safety harnesses, attached to a suitable anchorage point, are worn;
- Make sure all hoists, access platforms and cranes used on ATD sites conform to relevant legislation; and
- Do not obstruct emergency exits from buildings with access equipment or materials.

#### **4.10.1. Working below ground level and breaking into ground**

Working below ground level includes any operation that has the potential to interfere with buried services.

Contractors must have a clear method statement for any work which involves breaking or striking the ground such as digging an excavation or post installation, and this must be agreed with the Project Manager or person in charge of the works. Relevant permits and information must be obtained before work can commence.

Contractors must:

- Ascertain whether there are buried services or other obstructions in the area of the excavation and take appropriate precautions;
- Excavate cautiously, even when no services are expected;
- Hand-dig in areas where services are anticipated using safe tools, and never use picks or forks;
- Make, maintain and inspect trenches and excavations in compliance with appropriate Regulations and Codes of Practice;
- Shore up excavations correctly and adequately so as to prevent the sides of the trench collapsing;
- Not place spoil heaps, vehicles or other material where they could collapse into excavations;
- Adequately light and ventilate excavations;
- Provide suitable access;
- Comply with the Confined Spaces Regulations; and
- Erect suitable barriers around excavations with clearly visible warning lights at night.

#### **4.11. First Aid & Emergencies**

Contractors must:

- Provide first aid equipment and trained first aiders to meet the requirements of the First Aid at Work Regulations;
- Provide when requested first aid training certificates of all trained staff;
- Be informed about the provision of first aiders in all ATD buildings and the location of first aiders in areas where contractors will work, especially in high hazard areas like plant rooms where specialised first aid services might be required;



- Keep records of accidents involving employees and make statutory reports of injuries and dangerous occurrences to enforcing authorities;
- Immediately inform the ATD, via the Project Manager, of any incident whether it resulted in injury or property damage; and
- Abbeyfield The Dales reserves the right to inform the Health and Safety Executive or the Environment Agency independently of any accident or incident we consider worthy of further investigation.

#### 4.12. Fire Safety

Everyone involved in contractual or construction work for Abbeyfield The Dales must work together to ensure that, where possible, the existing fire alarm system and fire evacuation arrangements remain in place. However, where alterations are necessary:

- Adequate fire detection and prevention methods must be incorporated during the contract planning stage;
- The work on site is undertaken to the highest standard of fire safety, affording the maximum level of protection to buildings and their occupants such as residents and ATD staff and volunteers; and
- All contractors must always fully comply with ATD fire policy.

##### 4.12.1. Smoking

**Smoking is not allowed** in any structures or buildings and grounds that form part of an ATD property, construction site or compound, external work areas, gardens, driveways, woodlands or within 3 meters of any building, opening windows and doors. Smoking includes tobacco, e-cigarettes and vapes.

##### 4.12.2. Plant (incl. handheld petrol driven equipment, e.g. disc cutters/saw/grinders)

Internal combustion engines should be avoided if possible or should be positioned in the open air or in a well-ventilated non-combustible enclosure. They should be separated from working areas and other buildings by at least 5m and sited so that exhaust pipes and exhaust gases are kept clear of combustible materials. Compressors should be housed singly, away from other plant and in separate enclosures, not only to reduce risk of fire but also carbon monoxide poisoning.

- Fuel tanks must **not** be filled while engines are running;
- Stand-alone fuel tanks should be separated from the combustion engine by 5 metres;
- Do not re-fuel inside a building. Designate a separate refuelling area;
- Plant and equipment must be protected against accidental impact;
- Air intakes must be situated so that the air is cool, uncontaminated and free from flammable gases or vapours;
- Where appropriate, sand trays should be provided to absorb drips of fuel or lubricant; and
- Suitable fire extinguishers should be provided by the contractor using their own equipment.

##### 4.12.3. Waste Materials

Good housekeeping is essential on all sites:

- All waste, packing materials, wood, shavings and oily rags must be regularly removed;
- Unwanted materials must be collected at regular intervals;

- Open skips must be at least 10 metres away from any building, closed skips must be at least 5 metres away from any building;
- Separate waste cooking oil bins, with close-fitting lids, must be provided for oily rags and other combustible waste;
- Waste materials awaiting disposal must be stored 10 metres away from temporary and permanent buildings, stores and equipment;
- All dry vegetation must be cleared regularly; and
- Rubbish must not be burned on site.

## **5. Finance, Value for Money & Social Value**

N/A

## **6. Supported Appendices**

Appendix 1: Contractors and Suppliers Code of Conduct Agreement

## **7. Linked Policies**

Asbestos (YH002P)

Equality & Diversity (LG016P)

Fire Safety (HSF001)

First Aid (HSF002)

Health and Safety (HSF007)

Gifts, Wills and Legal Matters (LG021P)

Permit to Work (HFS005)

Working at Height (HSF010)

## **8. Legislation/Regulation**

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Control of Substances Hazardous to Health Regulations 2002 as amended

Provision and Use of Work Equipment Regulations 1998

Construction (Design and Management) Regulations 2015

The Work at Height Regulations 2005 (as amended) (WAHR)

The Control of Vibration at Work Regulations 2005

The Personal Protective Equipment at Work Regulations 2022 amend the 1992 Regulations

Housing Association Act 1985, Section 15

## **9. Review**

Every 2 years, subject to any regulatory or legislative updates.

## **10. Procedure/Guidance**

N/A

## Contractors & Suppliers Code of Conduct And Health, Safety & Environmental Competency Assessment



It is important when filling in this assessment that you provide a response to all the questions depending on your volume of staff. Failure to do so may result in your company not being eligible for inclusion in the Abbeyfield The Dales Ltd (ATD) approved contractors list.

If you require any further information or assistance in completing this form, please contact us on 01943 886000.

When returning the completed questionnaire please ensure you include all documents where appropriate listed in section 12. Your co-operation in completing this assessment is very much appreciated.

### Section 0: Number of staff

☐ Under 5 staff employed, complete section 1,2, 12.1 & 13 only. ☐ 5 and over, complete all sections.

### Section 1: Company Details

|                     |               |           |         |             |
|---------------------|---------------|-----------|---------|-------------|
| Company Name:       |               |           |         |             |
| Companies House No: | If applicable |           |         |             |
| Contact Address:    |               |           |         |             |
| Telephone:          | Office        | Servicing | Repairs | Emergencies |
|                     |               |           |         |             |
| Email:              |               |           |         |             |

### Section 2: Company Insurance Details

Provide employers & public liability Insurance details (please provide a copy of the certificate).

|                     | Employer Liability (If applicable) | Public Liability |
|---------------------|------------------------------------|------------------|
| Insurer Name:       |                                    |                  |
| Certificate Number: |                                    |                  |
| Sum Assured:        |                                    |                  |
| Expiry Date:        |                                    |                  |

### Section 3: Health & Safety Advisor

Details of the person acting as your competent health and safety adviser (MHSWR 1999. Regulation 7).

|            |  |
|------------|--|
| Name:      |  |
| Telephone: |  |
| Email:     |  |

State their Health & Safety and Environmental qualification and experience:

|  |
|--|
|  |
|--|

Scope of work or works undertaken by your company:

|  |
|--|
|  |
|--|

## Section 4: Information, Instruction and Training

4.1. State how you inform your employees about your policy.

4.2. List the current Health & Safety handbooks or written instructions issued to your employees.

4.3. List the health and safety training relevant to the work or equipment given to Managers / Supervisors and workers in the last two years.

| Manager/Supervisor | Workers |
|--------------------|---------|
|                    |         |
|                    |         |
|                    |         |
|                    |         |
|                    |         |
|                    |         |
|                    |         |
|                    |         |
|                    |         |

## Section 5: Accident Information & Enforcement Notices

5.1. Please provide information on your accident Investigation procedures.

| Year | Fatal (Y/N) | Major Injury or "Over 7-Day" | Accident Injury Rate * |
|------|-------------|------------------------------|------------------------|
|      |             |                              |                        |
|      |             |                              |                        |
|      |             |                              |                        |
|      |             |                              |                        |
|      |             |                              |                        |
|      |             |                              |                        |

*\*Accident Injury Rate = Total number of major injuries or over 7 day accidents - divided by total number of employees - multiplied by 100,000.*

5.2. Please provide details of any enforcement notices or prosecutions served on your company by the HSE or Local Authority or Fire Authority's.

|            | Improvement Notices | Prohibition Notices | Prosecutions |
|------------|---------------------|---------------------|--------------|
| Number of: |                     |                     |              |

5.3. Details of enforcement action and corrective action taken:

| Number | Date | Notice Type | Notice Details |
|--------|------|-------------|----------------|
|        |      |             |                |
|        |      |             |                |
|        |      |             |                |
|        |      |             |                |
|        |      |             |                |

## Section 6: Health & Safety Association Memberships

6.1. Is your company a member of any trade association (EG: CITB, CHAS SAFE CONTRACTOR, ISO 18001)?.

☐ Yes, go to 6.2.    ☐ No, please explain why below then go to 6.3.

6.2. If Yes, please provide details and indicate if they provide health and safety information and advice.

| Association | Membership Number | Advise (Y/N) |
|-------------|-------------------|--------------|
|             |                   |              |
|             |                   |              |
|             |                   |              |
|             |                   |              |
|             |                   |              |

6.3. Is your company a member of any health and safety organisation (for example RoSPA, British Safety Council)? If yes, provide details below, if no go to 6.4.

6.4. Has your company received any health and safety related awards (for example from RoSPA or the British Safety Council). If yes, provide details below, if no go to Section 7.

## Section 7: Environmental Association or Accreditations

7.1. Is your Company a member of any trade association (for example IEMA, ISO 14001)?

☐ Yes, go to 7.2.    ☐ No, please explain why below then go to 7.3.

7.2. If Yes, please provide details and indicate if they provide health and safety information and advice.

| Association | Membership Number | Advise (Y/N) |
|-------------|-------------------|--------------|
|             |                   |              |
|             |                   |              |
|             |                   |              |
|             |                   |              |
|             |                   |              |

7.3. Does your Company have an Environmental Policy?

☐ No    ☐ Yes, please provide a copy.

## Section 8: Risk Assessments and Safe Systems of Work (SSoW)/RAMS

8.1. Do you undertake your own risk assessments & SSOW/RAMS?

If yes, who in your company undertakes them?

Please enclose three copies of the procedure or arrangements used on live jobs from the last year completed Risk assessment & SSOW/ RAMS, relevant to work being conducted to Abbeyfield The Dales.  
If no, who undertakes them on your behalf?

## Section 9: Audits and Health & Safety Reviews

9.1. Please describe how your company undertakes formal reviews of HSE performance.

Please enclose copies of completed workplace inspections used in offices, workshops or on sites.



## Section 10: Health Surveillance

10.1. Please describe (if applicable) for who & what your company's arrangements for providing satisfactory health surveillance for your employees.

## Section 11: Contractors/Consultants

11.1. Does your company use contractors or consultants EG: DGSA?

If yes, Please describe the arrangements for assessing Health and Safety competence and include a copy of your procedure or questionnaires and one example of a completed assessment.

## Section 12: Supporting Documents

Documents attached

Yes/No

### 12.1 All Companies

Copies of insurance certificates. *(Section 2)*

### 12.2 Companies with 5 and over staff volume

Health & Safety Policy statement (the statement of intent).

The organisation for carrying out the policy - that is the division of duties, delegation of responsibilities and management structure chart for example. *(Section 3)*

Arrangements for Health & Safety (safety manuals, handbooks, guidance notes or codes of practice). *(Section 4)*

Accident Investigation procedures. *(Section 5)*

Environmental policy. *(Section 7)*

Procedure used for undertaking risk assessments. *(Section 8)*

3 examples of a Risk Assessment/SSOW/RAMS used on live jobs in the past year. *(Section 8)*

**This example must be specific to work undertaken by your company.**

Copies of workplace inspections for (where applicable) Offices / Workshops / Sites. *(Section 9)*

Contractor competency assessment procedure. *(Section 11)*

Completed example of a contractor assessment. *(Section 11)*

## Section 13: Declaration

As the responsible person\* for the above organisation, having read the Abbeyfield The Dales Code of Conduct for Contractors policy agree to abide to the Code of Conduct when working on all Abbeyfield The Dales locations. Where applicable, I have informed all our employees who will conduct work at Abbeyfield The Dales of their responsibilities to abide by the Code of Conduct.

I agree the organisation will not sub-contract any work without prior permission of the ATD Director of Support Services.

Where any work of a 'high risk' nature is to be undertaken the I/we agree to work within the guidelines of the Permit to Work process which will be issued and managed by Abbeyfield The Dales Maintenance Department. The Maintenance department will decide whether a permit to work is required.

I confirm this application is a true reflection of this company or organisation's health and safety arrangements and management systems at the time of completion.

Signed\*:

Date:

*\* The responsible person must be the owner, director or senior partner of the company, not an employee or consultant working on behalf of the company.*

**This agreement is valid for one year from the above date.**