



# SHROPSHIRE

## Fire and Rescue Service

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## **BRIGADE ORDER ADMINISTRATION NO. 12**

## **PART 2**

## **CONTRACTORS SITE INFORMATION**

## PART 2 – CONTRACTORS SITE INFORMATION

### PURPOSE

The Brigades Health and Safety duties include ensuring the safety of contractors working on its premises. As part of this duty we must ensure that contractors are advised, and take note of, any site hazards of which the Brigade is aware.

This Order establishes a procedure to ensure that relevant information is available at both occupied and unoccupied locations, and that contractors incorporate this information in their working system.

### STRATEGIC AIMS AND OBJECTIVES

By ensuring that contractors have all the necessary information to establish a safe system of work which protects themselves and other building users, this Brigade Order helps to achieve Strategic Aim 3 "Secure the Highest Level of Safety and Welfare for all Staff by Providing Effective Supervision, Training, Equipment and Systems of Work".

### ROLES, RESPONSIBILITIES AND REVIEW

The **Performance and Risk Manager** is responsible for ensuring this Order is implemented across the Brigade.

The **Site Manager, Contractor** and **Resources Manager** will be responsible for the day to day operation of the Order.

**Performance and Risk Manager** and **Resources Manager** will review this Order biennially in June and as and when organisational changes take place.

## **INFORMATION PROVIDED TO CONTRACTORS**

A folder will be provided to all locations to act as a source of all site and safety related information. The folder will include:

- The Brigades Health and Safety Policy Statement.
- A Site Safety Brief, to include:
  - Site information (staffing hours, alarm systems, parking etc).
  - Access and contact arrangement.
  - Accident reporting.
  - Site hazards (asbestos information, service isolation points etc).
- The Brigades General Safety Rules (Brigade Order Health and Safety No.1, Part 2, Appendix B).
- A Contractors General Safety Brief (attached as Appendix A).
- Site plans showing the extent of Fire Authority ownership, known service routes and isolation points.

The folder will also act as a point for recording reported building defects and the Contractors Site Attendance forms.

## **CONTRACTORS SITE ATTENDANCE FORMS**

When attending an occupied site the contractor will initially contact the site manager and the information included in the folder will be used as the basis of a site safety brief. The contractor will agree working systems with the Site Manager and complete the Contractors Site Attendance Form (**FB123**) (Appendix B).

When attending an unoccupied site the contractor will identify the folder, read the information and complete the Contractors Site Attendance Form.

The form is used to record that the contractor has read and understood the brief, has appropriate information, training tools and equipment to complete the works and the safety measures being used to protect the contractor and site users.

## **MAINTAINING CURRENT INFORMATION**

The Resources Manager will review and update the Site Safety Brief annually, or as and when significant building changes take place or new information becomes available.

## **MONITORING**

The Resources Manager will assess a number of completed Site Attendance Forms as part of routine quality control checks.

## CONTRACTORS GENERAL SAFETY BRIEF

**Do not touch the fire appliances  
You should access only those areas necessary for the works.**

### REPORTING

At staffed locations, report to the Officer in Charge. At unmanned locations, report to control on 01743 260200 and advise them of your arrival and departure. Complete a Contractors Site Attendance and Safety Procedures Register

### METHOD STATEMENTS

You must have a method statement or safe system of work for the task. You must make the Officer in Charge aware of it, ensure it is appropriate in this environment and follow it.

### HAZARDOUS SUBSTANCES

You must assess all substances potentially hazardous to health before use on site. The Officer in Charge must be informed of any hazardous substances brought on to site. You must ensure that no one else is affected by substances you use.

### WORK AT HEIGHT

All work above 2 metres in height, other than temporary work from ladders and steps, must be conducted with protection against falls. You must ensure the safety of anybody below you.

### ASBESTOS

If you discover or disturb asbestos during your work you must stop immediately and advise the Officer in Charge or Control.

### ELECTRICITY

All power tools used outside must be 110 volts. You should normally use 110 volt tools inside. You must isolate all power before working on electrical equipment or circuits.

### FIRST AID AND ACCIDENT REPORTING

It is your responsibility to provide first aid equipment. All accidents, or near misses, must be reported to the Officer in Charge or Control

### HAZARDS

You must ensure that your working activity does not cause a hazard to other users of the site. The enclosed site safety brief contains details of known site hazards.

### TOOLS, PLANT AND EQUIPMENT

All tools plant and equipment brought to site must be properly maintained and used by competent persons.

### TRAINING

All works must only be carried out by persons trained or competent in the task.

## SMOKING

Smoking is prohibited on all Fire and Rescue Service property.

## FIRE AND EMERGENCY

Be aware of fire exit locations, the sound of the fire alarm and action in the event of an emergency. You are responsible for ensuring all those working with you are directed to a place of safety

The disposal of material by burning is prohibited.

## PERSONAL PROTECTIVE EQUIPMENT

All Personal Protective Equipment identified as relevant to the task must worn

## VEHICLES

Park vehicles only in designated spaces, do not block emergency access routes. Beware of sudden vehicle movements from drill yards and appliance bays. Avoid blocking pedestrian access routes

## COMPLETION OF WORK

You are responsible for clearing and correctly disposing of all waste material resulting from your work activities, leaving the site free from hazards of your making, restoring any equipment or devices provided for safety reasons, Informing the Officer in Charge or Control of your departure.

SHROPSHIRE FIRE AND RESCUE SERVICE

**CONTRACTORS SITE ATTENDANCE FORM**

All questions must be answered. If you answer 'No' to any question you must detail alternative arrangements overleaf.

**This part to be completed before commencing any works**

Name(s): Trade(s):  
Company: Date and time:

Works to be carried out:
Order number:

Have you read and understood the general and site safety briefs	<b>Y</b>	<b>N</b>
Have you contacted control and advised them of your presence	<b>Y</b>	<b>N</b>
Do you have a written method statement or safe system for this work	<b>Y</b>	<b>N</b>
Are you fully trained to undertake this work	<b>Y</b>	<b>N</b>

What tools, plant or access equipment will you use
--

Are these in good condition, tested and appropriate	<b>Y</b>	<b>N</b>
Are you trained to use these	<b>Y</b>	<b>N</b>

What materials or chemicals will you use or affect during the works:
--

Do you have adequate safety data for these	<b>Y</b>	<b>N</b>
Do you have appropriate protective equipment	<b>Y</b>	<b>N</b>

What measures will you take to protect:

**You**

Safety shoes	<b>Y</b>	<b>N</b>	<b>NA</b>
Hard hat	<b>Y</b>	<b>N</b>	<b>NA</b>
Face mask	<b>Y</b>	<b>N</b>	<b>NA</b>
Gloves	<b>Y</b>	<b>N</b>	<b>NA</b>
Overalls	<b>Y</b>	<b>N</b>	<b>NA</b>
Ear defenders	<b>Y</b>	<b>N</b>	<b>NA</b>
Stop work/seek advice	<b>Y</b>	<b>N</b>	<b>NA</b>

**Others**

Warning signs	<b>Y</b>	<b>N</b>	<b>NA</b>
Barriers	<b>Y</b>	<b>N</b>	<b>NA</b>
Dust screens	<b>Y</b>	<b>N</b>	<b>NA</b>
Closed areas	<b>Y</b>	<b>N</b>	<b>NA</b>
Work out of hours	<b>Y</b>	<b>N</b>	<b>NA</b>
Stop work/seek advice	<b>Y</b>	<b>N</b>	<b>NA</b>

**This part to be completed before leaving site**

Are all works complete (if not, detail further works overleaf)	<b>Y</b>	<b>N</b>
Is the site left safe, clean and tidy	<b>Y</b>	<b>N</b>
Have you contacted control and advised them of your departure	<b>Y</b>	<b>N</b>

Date and time of departure:

Signature:

**THIS FORM IS TO BE LEFT ON SITE**

