



PROCEDURE (Essex) / Linked SOP (Kent) – Contractors On Site

Number: U 3001

Date Published: 2 February 2018

1.0 Summary of Changes

1.1 This joint procedure/SOP has been updated on its 2 yearly review as follows:

- Minor terminology amendments/changes to clarify certain areas have been made throughout the document;
- Section 4 has been amended to reflect and update the 9 EIA protected characteristics.

2.0 What this Procedure/SOP is About

2.1 This procedure/SOP sets out detailed guidance for police offices and staff in respect of the Code of Practice governing admittance of contractors to site.

2.2 In particular it covers recording access to site, induction to site, Permits to Work and clearance from site.

2.3 Although most contractors will be vetted and not require direct supervision, they will often be unfamiliar with our sites and will require guidance from Local Site Representatives (being the person responsible for admitting them to site), or Contract Administrators, in accessing sites to maintain Health and Safety both for themselves and for police officers, staff and other visitors.

2.4 It is the duty of all police officers and staff, but particular those acting as Contract Administrators or Local Site Representatives, to ensure that contractors comply with this procedure/SOP and the Contractor Code of Practice.

2.5 In cases of breach of policy or this procedure/SOP police officers or staff should raise the matter with the contractor. If this is not possible, or effective, then the matter should be referred to the Local Site Representative or the Contract Administrator or, if they are not available, the Line Manager.

Compliance with this procedure/SOP and any governing policy is mandatory.

3.0 Detail the Procedure/SOP

3.1 Introduction and Purpose of Procedure / Standard Operating Procedure (SOP)

3.1.1 Essex Police and Kent Police have a statutory duty under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and the Construction (Design and Management) Regulations, to ensure, so far as is reasonably practicable, the Health and Safety of all their employees and others who may be affected by their undertakings. Essex Police and Kent Police will plan, co-ordinate, control and monitor the activities of contractors to effectively minimise the risks presented to employees, other persons on-site and the public.



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3.1.2 The Essex Police and Kent Police Health and Safety Policy Statements recognise this duty and due to the range of work activities carried out on Essex Police and Kent Police premises by contractors, the Code of Practice and General Guidelines for Contractors (the Code) have been introduced.

3.1.3 The purpose of the Code is to highlight and raise awareness of Health and Safety standards, Health and Safety management and sources of safety information. It is not intended as an exhaustive guide or an extensive safety checklist. The Code of Practice has been prepared to assist contractors and their employees in outlining the standards of health and safety performance that Essex Police and Kent Police expect to achieve in their work, to meet legal requirements and industry best practice.

3.1.4 A copy of the Code is issued to each and every contractor working on behalf of Estate Services as part of the contract documentation for appointment and referred to as required during working on site.

3.1.5 The Code is published on the Estate Services Extranet Pages to enable other departments to view and consider using in the appointment of their own contractors.

3.2 General Matters

3.2.1 All contractors working on Essex Police and Kent Police premises must comply with the provisions of the Code, but in observance of the Code must not assume that the Code in any way relieves the contractor of their legal and contractual obligations. It is the contractor's responsibility to identify and demonstrate compliance with all relevant legislation and to undertake work in a competent manner.

3.2.2 All contractors, including self-employed persons, undertaking work on Essex Police and Kent Police sites must ensure they conduct their activities in accordance with the requirements of the Health and Safety at Work Act 1974 (HSAWA) and the relevant regulations and amendments made under HSAWA. This will include, but is not exhaustive to:

- The Management of Health and Safety at Work Regulations 1999;
- The Workplace (Health, Safety and Welfare) Regulations 1992;
- The Control of Substances Hazardous to Health Regulations 2002;
- The Manual Handling Operations Regulations 1992;
- The Provision and Use of Work Equipment Regulations 1992;
- The Personal Protective Equipment at Work Regulations 2002;
- The Electricity at Work Regulations 1989;
- The Noise at Work Regulations 2005;
- The Control of Asbestos at Work Regulations 2012;
- The Work at Height Regulations 2005;
- The Water Supply (Water Fittings) Regulations 1999;
- The Confined Space Working Regulations 1997.



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3.2.3 The contractor will be required to submit a statement describing their organisation and resources to safeguard the Health and Safety of operatives, including those of sub-contractors, and of any person whom the works may affect. It shall include:

- Compliance with the Contractors Health and Safety Assessment Scheme (CHAS);
- Accident and sickness records for the past five years;
- A copy of the Contractor's Health and Safety policy document, including Risk Assessment procedures;
- Records of previous Health and Safety Executive enforcement actions;
- Records of training and training policy;
- The number and type of staff responsible for Health and Safety on the project with details of their qualifications and duties.

3.2.4 All contractors must ensure that they and any employee or sub-contractor, familiarise themselves, be conversant with, and adhere to, the safety rules appertaining to the area in which they are working.

3.2.5 Site specific safety rules will be issued to all contractors and will be clearly stated in contractual arrangements, together with any special Health and Safety requirements likely to affect cost or time-scales.

3.2.6 In a case of doubt appertaining to the application of the Code, or any circumstances which arise that could affect safe working not perceived to be covered by the Code, further advice should be sought from the Force Head of Estate Services.

3.2.7 Failure to comply with the Code of Practice could prevent contractors and their employees from undertaking work at Essex Police and Kent Police Sites.

3.3 Security Vetting Clearance

3.3.1 Essex Police and Kent Police will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be achieved by a selection and evaluation procedure to ensure, as far as practicable, that only competent contractors are employed to work on police sites. All contractors must be appropriately security vetted and received full clearance prior to works commencing at any Essex Police and Kent Police site.



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3.3.2 Security restrictions apply to all operatives and personnel operating on or within Police premises or property. It is a policy requirement of Essex Police and Kent Police that no person will be admitted to a police property unsupervised until vetting of the individual has been undertaken. A register of vetting is maintained of all contractors' personnel. The Contractor must, prior to commencement on site, provide details of all personnel who will be working upon the premises to the Contract Administrator. The Contract Administrator will then arrange for issue of security vetting forms to the contractor for completion and submission directly to the Corporate Vetting Unit for Essex Police or Kent Police.

3.3.3 Only once security clearance has been granted can works commence on site. Essex Police and Kent Police reserve the right to refuse access to any operative without explanation.

3.3.4 A vetting clearance certificate will be issued to contractors' operatives for access to Kent Police buildings and this certificate is to be kept readily at hand by the contractor's operative for use, when requested, as proof of clearance. Contractors requiring regular access to Essex Police and Kent Police sites may be provided with an Essex Police or Kent Police contractor photo identification card which may allow access to external gates and doors, depending on the nature of the contractor's works.

3.3.5 All employees of the contractor, any sub-contractors and agents on the site of the works shall wear company identity cards. These cards must detail the name of the Contractor, the name of the operative, a photograph of the person and bear the person's usual signature. Contractor staff must ensure that they wear or present the company identification when attending Essex Police and Kent Police sites.

3.3.6 When working in occupied buildings, all contractors' operatives must report to the main reception in the building upon arrival at, and departure from, the premises each day. Operatives will be required to complete all necessary visitor pass applications.

3.3.7 Essex Police and Kent Police reserve the right to refuse to admit or withdraw permission of contractors' employees to work on Essex Police and Kent Police Sites, if deemed that admission or continued presence of a member of the contractor's staff would, in Essex Police or Kent Police's opinion, be undesirable.

3.3.8 Contractors' staff shall comply with such rules, regulations and requirements as may be in force for conduct of personnel on site. These include rules relating to security arrangements, the use of inappropriate language and Health and Safety issues.



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3.4 Commencement of Work on Site

3.4.1 All contractors' employees undertaking any works on site, must, in the first instance and at the start of each new working day, report to the appropriate authorised nominated person i.e. Contract Administrator or Local Site Representative. The Contract Administrator will advise the Local Site Representative of the work arrangements in order that all occupiers of the building may be made aware of the works on site.

3.4.2 Contractors must ensure that they do not accept instructions for work other than from the Contract Administrator. Instructions from site staff must not be accepted under any circumstances and if in doubt the contractor should contact the appointed Contract Administrator for clarification.

3.4.3 Each employee of the contractor will be issued with a visitor badge and this badge must be worn clearly at all times whilst on the premises and returned to the issuing clerk upon departure from the site. A visitor badge will be issued on a daily/weekly basis dependent upon the nature of the works. In the event of the visitor badge being mislaid, contractors' operatives should report immediately to reception/front office.

3.5 Monitoring of Safe Working

3.5.1 Adequate supervision of contractors' operatives is essential to maintaining healthy and safe conditions. Contractors must identify who will be responsible for supervision of their staff and how this will be carried out effectively. Contractors' personnel who are responsible for supervising staff must be clear about what they are expected to manage and where to obtain appropriate advice and authorisation particularly if changes or problems arise during the works.

3.5.2 Where required, contractors must work alongside and co-operate with other appointed specialists to ensure that works are not adversely affected by the work of others. Where there is more than one party working in an area, all parties must agree responsibilities in advance of the work commencing.

3.5.3 For more complex contracts involving CDM Regulations, Estate Services will ensure full compliance and liaison with contractors and will require comprehensive Risk Assessment and monitoring on site as appropriate.

3.5.4 Local Site Representatives must ensure that employees working in the vicinity of the works are made aware that work is to be carried out, the nature and extent of the work and who to contact should they have concerns. They must also ensure that members of staff do not encroach into the work area controlled by the contractor.



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3.5.5 Local Site Representatives have a responsibility for judging whether a contractor is working safely and they would be expected to recognise obvious hazards and raise these matters with the contractor. The Contract Administrator will also monitor working practices of contractors and this will include reviewing risk assessments and method statements prior to working commencing on site.

3.6 Accident/Incident Reporting

3.6.1 All accident, near misses or dangerous occurrences and any act of verbal/physical abuse or violence involving a contractor or a member of staff, must be reported immediately to the Local Site Representative and Contract Administrator.

3.6.2 All Essex Police and Kent Police employees will be expected to report any incident to their manager or supervisor, who will be expected to either:

- Stop the work, if deemed serious or of imminent danger to persons or property;
- Notify the relevant department or Contract Administrator responsible for coordinating the work.

3.6.3 All accidents must be reported to Essex Police and Kent Police by completing an Essex Police or Kent Police 'Accident Form'.

3.6.4 Unless there is imminent danger no accident will be cleared until the Contract Administrator has carried out a full investigation and has given permission for works to resume.

3.6.5 Contractors must ensure that incidents are adequately reported and investigated by their own company Health and Safety Officer and the resulting information must be disclosed to the Contract Administrator. Where construction work is carried out, such reporting and consultation will be in accordance with the Principal Contractor's Health and Safety plan or site rules.

3.7 Responsibilities for Health and Safety

3.7.1 Contractors must provide information about Health and Safety to their own employees and others working on their site. Contractors must also provide adequate instruction and training to ensure the Health and Safety of employees.

3.7.2 Employees of the contractor must have the necessary skills, training and experience to undertake all tasks safely and comply with current safety legislation whilst carrying out works on Essex Police or Kent Police sites.



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3.7.3 All systems and working practices must also comply with all relevant Health and Safety legislation or guidelines and it will be expected that the contractor will undertake risk assessments to ensure the safety of staff and work in a safe manner as described within the method statements which detailed how the works will be carried out and the control measures that will be adhered to.

3.7.4 Risk assessments and method statements must be made available to the Contract Administrator for inspection and these will be reviewed regularly to audit performance.

3.8 Construction (Design and Management) Regulations 2015

3.8.1 Where any construction work is carried out that is subject to the Construction (Design and Management) Regulations 2015, Essex Police or Kent Police will appoint a CDM coordinator and Principal Contractor for each project. Essex Police and Kent Police will ensure that those persons appointed are competent and have adequate resources available to carry out their duties responsibly.

3.8.2 Essex Police and Kent Police will ensure that no construction work commences until an adequate health and safety plan covering the work has been prepared.

3.8.3 Essex Police and Kent Police will ensure that any health and safety file, prepared in relation to any project, is kept readily available for inspection.

3.9 Behaviour

3.9.1 Contractors' operatives standard of dress must be clean and tidy with due regard to the areas in which they are working. Standard uniform should be worn wherever possible.

3.9.2 The wearing of shorts is not acceptable as they would not form part of personal protective equipment. Hard hats, safety footwear and other safety clothing must be worn when required.

3.9.3 No contractors' representatives shall attend an Essex Police or Kent Police property whilst under the influence of alcohol or drugs. The consumption of alcohol at an Essex Police or Kent Police property shall be strictly prohibited. All contractors' representatives shall be courteous at all times and shall not use vulgar or any inappropriate language in any areas of the property. In addition, contractors' representatives shall not:

- Consume food or drink in the work area;
- Use radios, personal stereos, MP3s, televisions or similar devices whilst on duty;
- Bring personal belongings into the work area;
- Use the telephone, computer or fax facilities other than to carry out their work;
- Allow rubbish to accumulate or leave litter;



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- Block fire escapes when undertaking their work;
- Use the property for any other purpose than the undertaking of the requirements of the service;
- No photographs shall be taken unless permission to do so is granted by the Contract Administrator.

3.10 Commissioners' Property

3.10.1 Contractors must ensure that work operations are conducted and all plant, equipment and materials are used in such a manner as to prevent injury to persons or loss or damage to buildings/ fabric and that there is no loss or obstruction of access. Plant, equipment and materials should not be left unattended in any area without adequate safeguards or being totally secured to avoid injury or damage.

3.10.2 Contractors are strictly forbidden to view, remove or interfere with any documents or files located on desks, notice boards or cabinets, nor to interfere with computer equipment or any personal belongings in any area where they are working.

3.11 Parking

3.11.1 Car parking on police premises is limited. The contractor shall allow for all car-parking charges associated with using adjacent car parking facilities.

3.12 Designated Working Areas

3.12.1 Contractors' employees will be restricted to operating within the agreed working areas (including welfare facilities), except when it is necessary for them to access another area in connection with their work as specifically agreed with the Contract Administrator. In circumstances where there is a requirement to work in any other area access routes will be agreed with the Contract Administrator. Essex Police and Kent Police staff will be restricted from entering a designated contractor work area without the necessary PPE and prior approval of the contractor.

3.13 Tools and Equipment

3.13.1 All plant, tools and other equipment used by Contractors on Essex Police and Kent Police sites must be adequate for their application, must comply with all relevant legal standards and must be maintained in accordance with appropriate safety standards. Contractors must ensure that only trained staff should operate equipment and that equipment is used for the purpose it was designed.

3.13.2 Contractors may not use Essex Police and Kent Police owned plant, tools and other work equipment without the express permission of the Contract Administrator or authorised representative.



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3.14 Lighting, Power and Water

Electrical Supply	Electricity from Essex Police and Kent Police main supply may be used for the purpose of the works.
Supply Voltage	230 volts single phase, site voltage to be 110 volts only or battery powered tools
Water Supply	Water from Essex Police and Kent Police main supply may be used for the purpose of the works.
Utility Supplies	Supplied free of charge with reasonable use.

3.14.1 Essex Police and Kent Police will not be held responsible for the effects of any failure or restriction in supply.

3.14.2 Contractors will not connect to any supply of electricity, gas, water, compressed air or any other services without the authority from the Contract Administrator or his authorised representative.

3.15 Personal Protective Equipment and Clothing

3.15.1 Contractors are responsible for providing all employees with the appropriate personal protective equipment and clothing required for the work being undertaken. Essex Police and Kent Police may, from time to time, request the contractor to provide evidence of the adequacy for use or the specification for the protective equipment or clothing that has been provided.

3.16 Materials

3.16.1 All materials used should be fit for the purpose intended and exhibit sufficient stability so that functional effectiveness is not impaired under any environments and conditions of use that may reasonably be encountered when in use.

3.16.2 Materials used must not in any way affect other materials with which they may reasonably be expected to come into close proximity or contact, such that either becomes unfit for purpose, loses stability or produces harmful emissions.

3.16.3 In particular, Estate Services reserve the right to require proof of the quality or standard to which any material is manufactured and may require its removal from Essex Police or Kent Police property, if not to a satisfactory or suitable standard.



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3.17 Safety and Warning Signs

3.17.1 Contractors must ensure they conspicuously display the appropriate safety signs and notices relevant to the works being undertaken, in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996, at relevant locations.

3.17.2 Contractors must observe any instructions given on warning signs displayed by Essex Police and Kent Police. Should any such warning signs be displayed in the contractor's work area, they must contact Estate Services before commencing any work.

3.18 Fire Evacuation Procedures

3.18.1 All contractors' operatives must observe the Fire Evacuation Procedures as displayed on FIRE ORDERS. The signal to evacuate a building will either be a continuous bell or electronic sounder, indicating necessary and immediate evacuation by the nearest available exit. The contractor must ensure the all staff working on site are familiar with Essex Police and Kent Police procedures/SOPs and that they establish the locations of fire alarm points, firefighting equipment, fire exits and muster/assembly point.

3.18.2 Contractors must make every effort and apply precautions to prevent personal injury, death or damage to property from fire.

3.18.3 Contractors must comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Construction Confederation and The Fire Protection Association.

NO PERSON WILL BE EXEMPTED FROM EVACUATION PROCEDURES.

3.19 Bomb Warning Procedures

3.19.1 All contractors' employees must observe the Bomb Warning Procedures in the areas that they are working and act as instructed. The signal of a Bomb Warning will either be an intermittent bell or by verbal warning. The contractor must ensure the staff working on site are familiar with Essex Police and Kent Police procedures/SOPs.

NO PERSON WILL BE EXEMPTED FROM EVACUATION PROCEDURES.



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3.20 No Smoking Policy

3.20.1 Smoking is prohibited in any Essex Police and Kent Police building. Contractors must ensure that their employees observe this procedure/SOP.

Smoking on site	Prevent except in designated areas, which must be carefully controlled, equipped with fire-fighting equipment and receptacles for the safe disposal of smokers' materials and inspected to guard against risk of fire.
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3.21 Hazardous/Harmful Substances and Materials

3.21.1 Contractors must ensure that any use of hazardous or harmful substances is undertaken in accordance with the Control of Substances Hazardous to Health Regulations 1999 or other applicable legislation.

3.21.2 Contractors must report immediately to the Contract Administrator if any hazardous/harmful substances or materials are suspected, discovered or disturbed in the course of their work. Works must not proceed until the area is made safe and the suspect materials inspected or removed.

3.22 Asbestos Based Materials

3.22.1 Asbestos Registers are available upon request at each site, to which the contractor must refer to before commencing any works.

3.22.2 If, in the course of carrying out the works, a hazardous material is encountered (or suspected), the works shall cease immediately and not be recommenced until the hazardous material is either dealt with or identified as a non-hazardous material. If the contractor, when visiting a property, notices a hazard whether it be suspected as an asbestos type material or any other hazard, they shall bring the observed hazard to the attention of the Contract Administrator prior to leaving the property.

General	Report immediately any suspected asbestos based materials discovered during execution of the works. Do not disturb materials. Agree methods for safe removal or encapsulation.
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3.23 Noise

Standard	Comply generally with the recommendations of BS 5228-1, clause 9.3 for minimising noise levels during the execution of the works.
Noise levels from the works	Maximum dB (A) level: 85 dB (A) when measured from adjacent Office/occupied areas.
Equipment	Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
Pneumatic drills and other noisy appliances	Do not use without consent during office hours.
Radios or other audio equipment	Do not use or permit employees to use at any time

3.24 Electrical Equipment and Plant

3.24.1 Any work to electrical services / supplies and any work involving the use of electrical tools and equipment shall be carried out in accordance with the appropriate statutory requirements and policies of Essex Police and Kent Police. All portable power tools, so far as is reasonably practicable, shall be operated at 110V or less. In certain circumstances, where agreed by the Contract Administrator or his/her representative, an alternative electrical device may be used and this must incorporate an earth leak / residual current device.

3.24.2 Contractors, or their employees, are prohibited from entering any sub-station, switch room or similar area without the express permission of the Contract Administrator. Work on live electrical equipment shall only be undertaken in accordance with the Electricity at Work Regulations 1989.

3.25 Safety of Machinery

3.25.1 All machinery and plant used during works on Essex Police and Kent Police sites by contractors shall be fully guarded in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998.

3.25.2 Guards, e.g. machine guards and fencing, shall not be removed without the express permission of the Contract Administrator and the correct isolation procedure (electrical and mechanical) being adopted.



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3.26 Lifting Equipment and Operations

3.26.1 Contractors shall ensure that any lifting equipment and lifting operations undertaken on Essex Police and Kent Police sites are in accordance with requirements of the Lifting Operations and Lifting Equipment Regulations 1998. The Contract Administrator may request, from time to time, documentary evidence that equipment and operations undertaken are in accordance with legislation and, if not provided, will remove any equipment or suspend any operation that does not satisfy this requirement.

3.27 Compressed Gas Cylinders

3.27.1 Contractors shall:

- Make adequate arrangements for the safe custody of their cylinders;
- Not store cylinders in cabins;
- Take note of the precautions and safe practices required by the equipment manufacturers and the Health and Safety Executive;
- Have arrangements for the safe and speedy removal of compressed gas cylinders.

3.28 Control of Pollution

3.28.1 Contractors shall not deposit any waste, chemicals or any other substances into any drains, skips or bins on Essex Police and Kent Police premises, unless express permission has been given by the Contract Administrator.

3.28.2 Contractors may not allow the emission of any harmful or noxious substances used during the course of their work.

Rubbish, debris, spoil, containers and surplus material	Remove regularly and dispose off-site in a safe and competent manner, as approved by the Waste Regulation Authority and in accordance with relevant regulations.
Waste transfer documentation	Retain on site.

3.29 Cartridge Operated Fixing Tools

3.28.1 Cartridge operated fixing tools must not be used on Essex Police and Kent Police premises without the prior permission of the Contract Administrator or his/her representative. If permission has been granted, such tools must be used only in accordance with the standards set out by the Health and Safety Executive.

3.30 Advertising

3.30.1 Advertisements must not be displayed without prior approval.



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3.31 Permits to Work

3.31.1 A Permit to Work is a safe system of work and it is specifically designed to cover any work, which involves the risk of injury or accidents from the processes or tasks being carried out.

3.31.2 By using the Permit to Work correctly, the risk of an incident can be reduced, if not fully eliminated.

3.31.3 The Permit to Work principle applies to all Essex Police and Kent Police premises, including offices, stations, etc.

3.31.4 Permit to Works are to be issued to cover the following:

- Asbestos;
- Confined Spaces;
- Electrical Works;
- Excavations;
- Hazardous Areas;
- Hot Works;
- Service Isolation;
- Working at Height.

3.31.5 Where a Permit to Work system is engaged in a particular building or area, no work shall commence until the Permit to Work has been authorised and issued by an Essex Police or Kent Police representative. The conditions associated with the Permit to Work must be complied with at all times whilst working in Essex Police and Kent Police Buildings or Sites and the Permit to Work must be kept at the work site while work is taking place.

3.32 Confined Spaces –Permit to Work (Kent PTW 1)

3.32.1 Entry into confined spaces must only be undertaken with the express permission of the Contract Administrator or his representative. If permission has been given, entry, subsequent work and emergency arrangements must be in accordance with the Confined Spaces Regulations 1997.

3.33 Electrical Works – Permit to Work (Kent PTW2)

3.33.1 The Electricity at Work Regulations 1989 are in place to protect staff and others against risks to their health while working on electrical equipment and infrastructure therefore the following precautions must be taken:

- Ensure that every effort is made to avoid working on live electrical parts/circuits;
- Ensure that, where working on live electrical parts/circuits cannot be avoided, a suitable and sufficient assessment of the risks to health has been carried out;



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- Ensuring employees, contractors and their representatives are consulted when assessing the risks connected with working on live electrical parts/circuits;
- Providing suitable work equipment or other measures to prevent accidents where work on live electrical parts/circuits cannot be avoided;
- Ensuring all equipment used while work on live electrical parts/circuits is being carried out is properly inspected and maintained;
- Ensuring that prior to working on live electrical parts/circuits, a written safe system of work, including emergency procedures, has been developed and where necessary, a Permit to Work issued;
- Ensuring all staff/contractors involved on working on live electrical parts/circuits are aware and comply with local procedures and safe systems of work;
- Ensuring all staff/contractors who work on live electrical parts/circuits are fit to do so;
- Ensuring that all staff/contractors who work on live electrical parts/circuits, and those who issue Permits to Work, have appropriate information, instruction, training and supervision;
- Ensuring all contractors employed are competent to work on live electrical parts/circuits and are appropriately managed when on site.

3.34 Excavations – Permit to Work (Kent PTW3)

3.34.1 No excavation works will be undertaken without the prior consent of the Contract Administrator, who will advise on the existence of electrical cables, drains, gas, water mains etc. likely to be affected. The contractor must survey the area to identify existing services using suitable equipment designed for this purpose and by employing cautious hand excavating techniques to expose buried/concealed services.

3.34.2 All Excavation works must be undertaken in accordance with the relevant Construction (Health, Safety and Welfare) Regulations. Excavations must be appropriately protected and guarded with suitable signs and appropriately lit during the hours of darkness so as to prevent people and/or materials from falling into them.

3.35 Hazardous Areas - Permit to Work (Kent PTW4)

3.35.1 Work in a hazardous area, is work in any place, including a place at, above or below ground level where a person could be killed or injured from hazardous substances or dangerous conditions. This can also include means of access and egress to a place of work and those who try to rescue them without proper training and equipment.

3.36 Hot Works – Permit to Work (Kent PTW5)

3.36.1 A Hot Works Permit to Work is a Safe System of Work and it is specifically designed to cover (as the name suggests) any work which involves the risk of fire from the processes or tasks being carried out.



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3.36.2 These could, for example, involve the use of blow lamps for plumbing, or burning off paint; welding or laying asphalt on flat roofs etc. Any of these processes could, and far too often do, result in the fabric of a building catching fire, with the possible resultant loss of life and or property.

3.36.3 By using the Hot Works Permit to Work correctly, the risk of an incident can be reduced, if not fully eliminated.

3.37 Service Isolation – Permit to Work (PTW6)

3.37.1 This Permit to Work is in place to protect staff and others against risks to their health while working on or with live systems where services have been isolated/require isolation.

3.37.2 This Permit to Work outlines the steps to be taken by Essex Police and Kent Police to ensure that staff or others working on or with live services that have been isolated/require isolation are fully aware of their obligations.

3.37.3 Where this is not possible a written and suitable Risk Assessment must be undertaken and a safe alternative system of work developed.

3.37.4 Any work that requires services to be isolated needs to be properly planned in advance of the work activity, appropriately supervised and carried out in a safe manner. Careful consideration should be given to the selection and use of work equipment.

3.38 Working at Height – Permit to Work (PTW7)

3.38.1 Contractors must ensure that where undertaking any work at height the appropriate precautions are in place, in accordance with the relevant Construction (Health, Safety and Welfare) Regulations and The Work at Height Regulations 2005, to prevent the fall of persons and/or materials. Safe access and egress to and from work locations at height must be in place. Ladders etc. must be removed when daily work ceases to reduce the likelihood of unauthorised access.

3.38.2 Work must not be carried out above passers-by, employees, gangways, roadways etc. until all precautions are in place to protect people and property below.

3.38.3 Equipment and materials must be safely lowered to ground level, NOT thrown down.



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3.39 Asbestos – Permit to Work (Kent PTW8)

3.39.1 All work with asbestos materials shall be carried out in accordance with the requirements of current legislation, in particular:

- The Control of Asbestos at Work Regulations 2012 and Approved Codes of Practice;
- The Asbestos (Licensing) Regulations 1983;
- Approved Code of Practice: Working with Asbestos Insulation, Asbestos Coating and Asbestos Insulation Board.

3.40 Site Access – Permit to Work (PTW9)

3.40.1 This section is not yet implemented.

3.41 It has been determined that certain areas of buildings require controlled access due to the health and safety risks identified. This procedure/SOP sets out the process for the application and operation of Permits to Work/Restricted Access where deemed appropriate for various activities within the Estate.

3.42 Compliance with this procedure/SOP and guidance is mandatory for all work that is undertaken by Essex Police and Kent Police officers and staff and contractors working in areas being managed by or under Essex Police and Kent Police control. Where work is undertaken in areas not under Essex Police and Kent Police direct control, those managing or undertaking the work shall adopt equivalent and approved safe systems of work. Such alternative arrangements should be agreed in writing by the Contract Administrator responsible for the work.

3.43 This procedure/SOP should be read in conjunction with the specific policy document for the work it applies to as contained within Estate Services' Permit to Work codes of practice and guidance.

4.0 Equality Impact Assessment

4.1 An Equality Impact Assessment has been carried out and shows the proposals in this procedure/SOP would have no potential or actual differential impact on grounds age, sex, disability, race, religion or belief, marriage and civil partnership, sexual orientation, gender reassignment and pregnancy and maternity.

5.0 Risk Assessment

5.1 There is organisational risk of loss of reputation and vulnerability to criminal or civil liabilities that could arise from the failure to manage contractors and adhere to the deployed procedures and guidelines associated with this procedure/SOP.



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5.2 There is an organisational risk of loss of reputation and vulnerability to civil liabilities and financial consequences associated with health and safety that could arise from the failure to manage contractors and adhere to the deployed procedures as part of this procedure/SOP.

5.3 There is a risk of compromise associated with individuals and frontline policing that could arise from the failure to manage contractors and adhere to the deployed procedures associated with this procedure/SOP.

6.0 Consultation

6.1 Technical consultation has taken place in Kent with:

- LPA/Divisional Commanders/specialist Heads of Department;
- Support Services Heads of Department
- Health & Safety Department.

6.2 The following parties have been consulted in Essex concerning the formulation of this procedure/SOP:

- Equality and Diversity Co-ordinator;
- Health & Safety;
- Facilities Services;
- Members of Estates – Contract Administrator, Engineering Managers, Assistant Head of Property Services.

7.0 Monitoring and Review

7.1 This procedure /SOP will be monitored by, or on behalf of, each Head of Estate Services to ensure that it remains accurate and compliant with both legislation and national/local drivers.

7.2 This procedure/SOP will be reviewed every 2 years by, or on behalf of, each Head of Estate Services to ensure that it is accurate and fit for purpose.

8.0 Governing force policy.

Related force policies or related procedures (Essex) / linked standard operating procedures (Kent)

- U 1000 Policy – Estates
- U 1001 Procedure/SOP – Estate Management
- U 1002 Procedure/SOP – Building Management
- U 1003 Procedure/SOP – Building Works



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- U 1004 Procedure/SOP – Police Housing
- U 1007 Procedure/SOP – Key Management
- U 1008 Procedure/SOP – Quiet Rooms
- U 1009 SOP – Access Control (PLAN) Cards – Kent only
- U 1010 Procedure/SOP – Estate Disposals
- U 2000 Policy – Asbestos Policy
- U 3000 Policy - Contractors on Site
- U 4000 Policy – Legionella Policy

9.0 Other source documents, e.g. Legislation, APP, Force forms, partnership agreements (if applicable)

- Force Health & Safety Policy;
- Health & Safety at Work Act 1974 and related Regulations;
- Construction (Design & Management) Regulations 2015;
- Guidance – Code of Practice & General Guidelines for Contractors working on Essex/Kent Police Sites