

Management of Contractors / Contractor Rules

Purpose:	Carry out a complete review and update of the existing document to ensure that adequate fire prevention measures are included.
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10	05/17	Robin Clayton		Multiple changes throughout the document.
11	24/05/17	Jim Lilley		Fire controls and tweaks
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1. **Introduction.** East Midlands Airport (EMA) is committed to supporting the Manchester Airport Group (MAG) vision zero and legislative requirements for health, safety (H&S) and the environment. This requires all parties including contractors to abide by all relevant legislation and EMA procedures. This document provides requirements specific to EMA, contractors are legally required to abide by all legislative requirements as well as this document.
2. The requirements specific to EMA are laid out in this document and support the MAG Management of Contractors, Works and Projects policy and permit to work policy.
3. **Summary of control measures.** For Core Buildings EMA uses a tiered approach to managing contractor safety as follows:
 - a. Tier 1: Contractor vetting is completed by an authorised EMA department (see para 15). The Project Fire Risk Assessment (PFRA) and fire safety controls are vetted by the EMA Fire Safety Manager (FSM); all contractors are required to comply with the requirements of HSG 168 Fire Safety in Construction. If the Contractor meets the required standards they will be added to approved contractor list.
 - b. Tier 2: Contractor submits RAMS and Project Fire Risk Assessment for a specific job, RAMS assessed by Engineering and PFRA by FSM to ensure appropriate safety standards and required competencies are met. If contractor is compliant the Job registration is approved by Engineering. For routine low risk tasks the job registration can last for the period of contractors insurance. For non-routine or non-low risk tasks a job registration is required for each task.
 - c. Tier 3: Contractors make arrangements to visit site, start work etc.
 - (1) EMA buildings – contractors must report to engineering to be included onto the contractor control board, receive induction briefing and have PTW issued if required and confirm Job Registration information.
 - (2) Non EMA buildings – Property team manage inductions and on the day checks as required.
 - (3) Tenants areas/buildings – contractors must report to engineering to be included onto the contractor control board and PTW issued if required. Concessionaires are responsible for inducting contractors and overseeing their activities while they are working within their unit.
 - d. Tier 4: Monthly audits of the approval process is carried out by engineering, a monthly audit of PTW is carried out by engineering and H&S, a monthly audit of approved contractor list and job registrations is carried out by H&S, capital delivery complete audits as per their SLA.

4. Contractor approval process. Contractors are not permitted to work at EMA unless they are on the approved contractors list, in order to be included on this list contractors are required to complete the competency evaluation questionnaire for assessment by the EMA H&S team. You will only be approved for the work detailed on your questionnaire, if this does not cover the work you are contracting to undertake you will need to submit another competency evaluation questionnaire covering the work you will be undertaking. The evaluation questionnaire is at Annex C.

5. In all cases a copy of your public liability and employers' liability insurance is required; some contractors may also need airside insurance or professional indemnity insurance. Contractors who are not working for MAG must have employers' liability insurance cover for £10 million and £50million cover for project work with no aviation exclusions. Contractors who are working for MAG can be covered for public liability and contract works insurance under the 'owner controlled insurance programme'. This is to enable smaller companies who would find the cost of such insurance prohibitive to work for MAG. Dependent on the area of work, airside insurance with a minimum of £12 million cover may also be required.

6. Once a contractor has gained approved contractor status an EMA representative from Terminal Engineering, Capital Delivery, Ops (Development & Safety Manager) or Property, can appoint you to carry out work for EMA (job registration), however this is subject to the submission of detailed RAMS (appropriate for the task) and proof of competence of operative undertaking the work.

7. If a contractor is subcontracting out the work all of the above requirements still apply and the primary contractor must provide written evidence in their RAMS to their EMA point of contact. Primary contractors are responsible for vetting subcontractors to at least the same standard as EMA and for briefing on the approved RAMS and EMA requirements. Primary contractors are responsible for ensuring that subcontractors abide by these procedures.

8. Contractors may also require a permit to work (PTW); this will be issued prior to the job starting, a briefing on any additional risks and site induction will be provided at this time. The Emergency response card will also be issued at this time.

9. A minimum of 5 days' notice is required for the issue of PTW or Airfield Operations Permit (AoP), however the PTW / AoP will only be issued on the day the work starts and after the induction process has been completed.

10. The duration of the permit and any additional controls will also be discussed at this time. If working airside the briefing will include additional requirements. The EMA point of contact is responsible for ensuring that all contractors who are required to work airside are trained to do so.

11. Contractors are required to keep a list of their staff who have attended induction training including dates, contractors staff are not to work on a project at EMA unless they have been inducted.

12. If temporary visitors are brought onto site who have not been inducted they must be accompanied and supervised at all times. Inductions will be carried out when the job registration is issued.

13. Contractors are required to carry a copy of their job registration and PTW at all times and present them to any EMA representative if they are asked for. Contractors and all of their staff are required to be polite and courteous to EMA staff and customers at all times. Unsafe or inappropriate behaviour will not be tolerated and may result in individuals being removed from site or the contract being stopped until a suitable team is provided. This may also lead to approved contractor status being removed.

14. The approved contractor status of contractors will be reviewed annually; this will normally be carried out at the time of Employers Liability Insurance renewal.

15. Contractors are responsible for the safety of their staff, and for ensuring that they do not put anyone else at risk by what they do or do not do.

16. The following EMA departments are authorised to assess and authorise contractors and add them to the approved contractor's database on a routine basis:

- a. Engineering.
- b. Capital Delivery
- c. Property
- d. Operations – Development and Safety Manager
- e. H&S will provide technical support if required but as they will be auditing compliance with the system will not on a routine basis be authorising contractors.

17. In addition to the above Airport Duty Managers are authorised to undertake a dynamic assessment and authorisation of a contractor if the work is business or life safety critical. This is only to occur in emergency situations and can be carried out in a timely manner. Contractors safety controls and competence must be assessed as normal, it can however be done immediately prior to work commencement. Records of the assessment are still required. The H&S team is to be informed of all dynamic assessments and dynamic approvals of contractors asap after the event.

18. EMA personnel who assess the safety standards and suitability of RAMS and issue Job Registrations and Permits to Work must be trained and competent to do so. They must also be trained in operation of the approved contractor's database.

19. All supporting documents such as RAMS must be saved for cross reference and audit purposes.
20. EMA personnel who assess the safety of contractors, add contractors to the approved contractor database, issue Job Registrations and PTW are accepting that they are confident from the documents provided that the contractor has demonstrated that they can undertake the task in a safe manner. If there is any doubt the contractor is not to be approved or issued Job registrations or PTW until the issuer is confident the contractor can work safely.
21. The issuer is responsible for closing down Job Registrations within 5 days of a job being completed or the Registration expired.
22. The EMA H&S team will carry out monthly audits of contractor management documents to monitor standards and compliance.
23. **Permits to Work.** Where specific risks have been identified by the contractor or by the issuer, a permit to work for the task will be required.
24. Permits to work are only to be issued by a competent person. 'Competent persons' must have sufficient knowledge, skills and experience to understand the requirements to be included in a permit to ensure that contractors or others are capable of completing the designated task in a safe manner. The H&S team and HSE Manager for Capital Delivery will provide support and advice if required.
25. The following EMA departments are authorised to issue permits to work (PTW) for contractors who they have assessed for safety and competence:
 - a. Engineering (terminal and airside).
 - b. Capital Delivery.
 - c. Property.
 - d. Airfield ops.
 - e. H&S team
26. High risk permits for work on EMA controlled projects are normally issued by the engineering team.
27. Capital Delivery can issue permits for C55, excavations, work at height, control of premises, roadwork and cranes and tall structures but only after consultation with the Safeguarding officer.

28. High Risk permits are required for:

- a. Work at height: (TE, CD, H&S)
- b. Excavations (including hand digging within 1 m of hi voltage and isolation) (CD, TE)
- c. Asbestos containing buildings (TE, H&S, CD)
- d. Confined spaces/restricted access (Engineering)
- e. Radiological equipment (H&S, AE)
- f. Hot works (including welding and arc eye controls for aircraft etc.) (TE, CD, AE)
- g. Isolation of fire protection equipment and services (TE, CD, AE)
- h. Airside operations – C55 (Airfield Compliance, AO, TE, AE)

29. **Cranes and tall structure permits** for use on the airfield will be raised and managed by the compliance team following consultation with the safeguarding officer.

30. **Live working and high voltage work** is not permitted without a permit for this purpose. The permit is to be issued by the competent authority based in Manchester.

31. **Radiography**; if there is a risk of exposure to any radioactive sources an RPS must be consulted as part of the PTW process. Details can be obtained from H&S.

32. **Isolation / interference of fire protection systems/equipment.** An isolation /interference of fire protection systems permit is to be issued whenever isolations of or interference with fire safety systems or equipment is to occur. The permit is to detail exactly what is planned to be isolated/affected, why, by what and how long for. It is also to include what measures the contractor is planning to put in place to mitigate against the temporary loss of fire safety systems.

33. There is no permit for work that will breach a fire compartment wall, ceiling or doors. Despite this there is a need to manage contractor work to ensure that this does not occur unless agreed by Capital Delivery or Terminal Engineering and that suitable fire stopping is put in place to maintain existing the fire protection rating.

34. Project Managers and TE are to check that any work they are managing will not breach a fire protection wall, door or ceiling. If there is no alternative workable option then the work must include the fitting of suitable fire stopping to maintain the existing fire protection integrity. The Health & Safety and Fire Safety Manager is to be informed of any such work at least 14 days in advance with details of the work and scheduled date for fire stopping. This work is to be inspected by a member of the H&S team while access to the area is still available and before works are completed.

35. The contractor is to provide suitable documentary evidence at the time of inspection which details the work completed, fire stopping method used and certificate of fire rating.

36. All such work must also be labelled to ensure it can be identified in the future and before and after photographs are required.

37. Photographs and documentary evidence is to be provided in the H&S file on completion of the project and the Capital Delivery team are required to check the file to ensure it is compliant with legislation, the project and this procedure.

38. CP wall. The Head of Security is to be informed of any planned breaches of the CP wall, no work is to be undertaken until the Head of security has agreed to the work and detailed any provisions required.

39. Applications for isolations / interference with fire safety systems are to be submitted to the EMA Fire Safety Manager at least 7 days in advance of the required start date. If acceptable the FSM will issue the fire safety isolation permit and inform the control room and RFFS of the isolation. Once complete the FSM will close down the permit and inform the control room and RFFS that this has occurred.

40. **Hot Work Permits.** Hot work is defined as 'operations requiring the use of open flames or the application or creation of heat, sparks or friction which introduces a foreseeable risk of fire or explosion through a source of ignition by means of tools or equipment'. Examples include welding, flame cutting, soldering, brazing, grinding and the use of other equipment incorporating a flame such as tar boilers etc.

41. Hot work is a known source of ignition and therefore has the potential to create a significant fire risk at EMA. Sparks and molten material can be scattered more than 10m at high temperatures above 1000 degrees F. At this temperature materials such as paper, wood, flammable liquids and vapours will readily ignite.

42. In order to manage this risk a hot work permit system is in use at EMA.

43. The Terminal Engineering team are responsible for issuing Hot Work permits using the form at Appendix D. Persons issuing hot work permits must be trained to do so and are to check the works to be carried out and the area that the work is to be completed in detail. In all cases an alternative method is to be sought, ideally hot work should be avoided, if this is not possible it should be carried out in low risk areas and the completed item moved into any high risk areas or work undertaken during quiet periods when the risk is lowest.

44. If the hot works are being carried out in an external airside area, both a hot works permit and Airfield Operations (C55) permit will be required.

45. A hot work permit is only to be issued if:

- The issuer is satisfied that an adequate fire risk assessment and method statement have been prepared. This must be attached to the Hot Work Permit and retained for audit purposes.
- The issuer is competent to issue a hot work permit.
- When necessary precautions are in place (as detailed in the fire risk assessment and method statement). This must include any isolation of existing fire safety equipment, what mitigations are in place to compensate for any reduction in existing fire safety arrangements, the presence of a trained fire warden or person trained to assess and undertake first aid firefighting and raise the alarm and a final check of the area no earlier than 1 hour after end of hot works and a second check at 2 hours after end of works. These checks are to be recorded as evidence of occurrence.
- The hot work is to be carried out by persons competent to undertake the activity safely.
- The persons undertaking the activity have been briefed on any fire risks in proximity to the hot work and included the risks and mitigating measures in their fire risk assessment and method statement.

46. Hot works in areas of very high risk such as gas or fuel storage tanks are only to be authorised by the EMA Fire Safety Manager. The Head of Facilities and Engineering holds the map detailing areas of very high risk.

47. The control room and EMA Fire Safety Manager is to be informed of the issue of all hot works permits, this is to ensure that they are aware of any additional fire safety risks in EMA. They are also to be informed when the hot work permit is closed.

48. A copy of the hot works permit with the warning sign visible is to be prominently displayed at any hot works site (ensure this is correctly secured to prevent FoD!).

49. The EMA Fire safety Manager will carry out a monthly audit of issued hot work permits to check that the correct procedure is being followed and that additional fire risks are being managed. The audit will be recorded on the form at Annex E.

50. Each PTW has a 12 hour validity period; this may be extended by a period of 2 hours with the approval of the issuer. If a PTW is required beyond this period then a new PTW is required to be issued by a competent person. PTW are not transferable and must be issued for one specific job of work.

51. Where more than one type of permit is required and several competent persons are required to issue the PTW's then the principal client, contractor or designer as appropriate will be required to coordinate this.

52. **MAG Property Projects.** Certain projects will be managed by MAG Property and carried out by main contractors. If the work is of a routine nature and will not impact upon airport activities and the contractor has been assessed as competent to do so they may if authorised by MAG Property to manage the issue of their own PTW as if they were working under CDM.

53. **High risk permits** should be issued, monitored and closed by the same 'competent' person.

54. Each permit is specific to the work being carried out and unless it requires specialist knowledge in that area of work safety should, whenever possible, be issued by the person who has authorised the RAMs and job registration, this is because they understand the job, its risks and have certified that the contractor is suitably trained and prepared to manage the job safely.

55. **Dynamic PTW issue and RAMS approval.** In an emergency or business critical situation there may be insufficient time to follow the normal process of assessing a contractor for inclusion on the approved list, raising a job registration, assessing RAMS etc. In such situations the competent person is responsible for holding a meeting with contractors and other interested parties to discuss what work they will be carrying out and to undertake a dynamic risk assessment and PTW issue. The PTW must be more detailed than normal as it must detail or cross refer to specific work, risks and control measures. Assistance from other stakeholders such as the Head of Engineering, H&S, compliance and members of the airport leadership team is to be obtained as required.

56. **CDM (2015).** EMA will be the client under CDM (2015), CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance. The client is anyone for whom such a project is carried out.

57. The client has overall responsibility for the successful management of the project and is supported by the principal designer and principal contractor in different phases of the project. If you are raising a Job Registration you will be classed as the client.

58. The client must make suitable arrangements to ensure that, throughout the planning design and construction of a project, adequate consideration is given to the health safety and welfare of all those involved in the construction work.

59. If more than one contractor will be working on the project then the client must appoint a principal designer and principal contractor in writing. The client is responsible for ensuring that these positions are suitably qualified to fulfil these roles.

60. If you do not appoint people to these positions during the pre-construction phase you will be legally responsible for fulfilling them yourself.
61. The client will monitor that the principal contractor and principal designer fulfil their roles in accordance with the requirements of CDM 2015.
62. If the project is expected to last longer than 30 working days **and** have more than 20 workers working on the project at any one time, or exceed 500 person days the job will need to be notified to the HSE on Form F10.
63. CDM contractors that are approved for a Capital delivery project will be legally responsible for their work site and permit activities within their legally defined demise (i.e. where this does not pose a direct risk to or affect airport staff, public and estate and operations). If EMA involvement is required this will remain under the control of EMA in accordance with this policy, such as permit issues etc.
64. Further details of how to manage contracts and contractors under CDM can be obtained from the Head of Construction Safety.
65. **Concessionaires in the terminal.** Contractors who will be working in concessionaires areas in the terminal building must be assessed and approved as any other contractor. However if the tenant provides written details and evidence that their management of contractors is as good as or better than EMA then job registrations can be raised on this premise. The H&S Dept at EMA will review the arrangements put in place for tenants. All other contractors require assessing in the normal manner. The Retail Operations Manager and H&S Manager will hold a list of tenants who have been deemed to meet EMA requirements.
66. Tenants that have proven they assess their contractors to an equivalent standard to EMA can be issued a job registration for a period of their insurance.
67. All high risk work will still require a permit to work (PTW) to be issued by engineering.
68. **Tenants in shared buildings and/or leased buildings.** If the building is under the control of EMA for repairs and contractor work then requests for such work should be directed through your point of contact. Contractors for such work must be assessed in the normal manner in accordance with this policy.
69. If responsibility for repairs etc. falls under the leaseholder then they are responsible for ensuring that contractors they wish to use are assessed to ensure they are competent to undertake the work safely. The process used by tenants to select competent contractors will be checked as part of the annual audit carried out by the property services team.

70. **Audits.** The H&S department will conduct monthly audits on the contractor approval process to ensure that contractors, staff and EMA are not put at risk and that correct levels of compliance is achieved. Any issues will be communicated with the EMA approver and logged as a non-compliance on the H&S score card.

71. The H&S department will also carry out audits of contractors work activities on a regular basis. Any issues will be communicated with the EMA approver and logged as a non-compliance on the H&S score card. Further details of this audit are at Annex A.

72. All high risk permits and 25% of low risk permits will be audited by the engineering manager and H&S on a monthly basis.

73. Capital Delivery are required to carry out audits as required by their SLA.

74. All audits must be recorded and made available to key stakeholders on the shared drive.

75. **General requirements.** Contractors must provide their EMA point of contact a list of all staff or sub-contractors staff who will be working on the project along with 24/7 contact numbers where they can be contacted to support a co-ordinated response in the event of an emergency situation with the works.

76. **Inspection of work site.** As a minimum, contractors are required to carry out a daily inspection of their work site by a competent member of staff; these are to be recorded and may be asked for by an EMA representative at any time.

77. **Drugs and alcohol.** Contractors are responsible for ensuring that their staff do not work under the influence of drugs or alcohol.

78. **Smoking.** It is the contractors' responsibility to ensure that their staff do not smoke anywhere other than designated areas whilst at EMA. Smoking is prohibited in all airside areas.

79. **Radios and electronic devices.** It is the contractors' responsibility to ensure that their staff do not use a radio transmitter or receiver or other electronic device which may affect the operation of any communication or navigation system at the airport. If they need to use any such equipment they must specify this with full details in their RAMS. Radios or electronic emitting devices (GPS survey equipment etc) within airside areas are covered within the Airfield Operations permit.

80. **Security and passes.** Work in certain areas requires the issue of a pass, the issue of a temporary pass will require staff members to present a valid passport or their photo card driving licence with their current address on. Further details will be provided by your EMA point of contact.

81. All personnel who work airside will be subject to normal airport security screening. All tools and equipment will need to be authorised by security before use and will also be subject to security screening. All vehicles which are required airside will also be screened by security before entry is allowed.

82. **Noise control.** Contractors are responsible for ensuring that their staff are not subject to unmanaged noise risks. They must also ensure that passengers and others who may be in in close proximity to any works noise are not subjected to levels that could cause harm or distress.

83. Airside work may require hearing protection, refer to your RAMS in relation to noise and hearing protection or ask your point of contact for details on the type of hearing protection your staff are required to wear.

84. **Dust, fumes and smells.** Contractors are responsible for ensuring that any dust, fumes or smells created by their operations do not put staff or passengers and others who may be in in close proximity to levels that could cause harm or distress, or to cause false alarms with the fire systems.

85. **Fire precautions.** Contractors shall provide a works fire risk assessment to include: -

- Details of the fire risk created by the works.
- Details of people at risk from smoke and fire.
- Details of control measures to be implemented by contractors to minimise and manage the risk.
- This is to be used to create a Construction Fire Safety Plan.

86. **Contractors are required to:**

- Undertake induction training that includes fire safety awareness specific to the building involved, this will be delivered by the department that issues the Job registration.
- Apply active fire prevention management across their site.
- Report any incident of fire.
- Report any fire hazards.
- Follow the Permit to Work procedure for any works to or involving fire safety systems.
- Adhere to the specific Permit to Work procedures for any hot working activity.
- Adhere to the requirements and controls of the project fire risk assessment and construction fire safety plan (CFSP). For capital delivery projects the CFSP is to be in accordance with HSG 168 Fire Safety in Construction and must be accepted by MAG Projects and Group Fire Safety.

87. **COSHH and chemical use.** Details of any chemicals intended for use by contractors use and their control measures for both H&S and environmental controls must be included in the RAMS.

88. **Asbestos.** Some EMA buildings contain asbestos; The issuer of job registrations are responsible for ensuring that they consult the asbestos register to identify if there is any asbestos in the area of work and to inform contractors of this so they do not inadvertently disturb or damage it. They must be briefed on and issued with the accidental asbestos release procedure and the job registration issuer is required to check on the contractors periodically to confirm that they are not disturbing any asbestos.

89. If the project involves intrusive work in an area that has not had an asbestos survey it must not start until an R&D survey has been completed and the results received and analysed.

90. If the work will disturb known asbestos the requirements of the management of asbestos procedure must be adhered to. Work must not start until these requirements are complied with in full.

91. If contractors discover any material which is suspected of containing asbestos they must stop work immediately, seal off the area and inform their point of contact or another member of EMA of the situation. Do not attempt to remove the material.

92. The asbestos management procedure must be followed to rectify the situation, further advice and support is available from the Health Safety and Environmental Business Partner. Post incident the asbestos register must be updated to record the presence and state of asbestos found.

93. **Accidents and emergencies.** The contractor should provide adequate first aiders to provide first aid cover for their operations. In an emergency situation and if EMA first aiders are available they may be asked to provide temporary cover.

94. The RAMS must include details of how emergencies will be managed; this must include all foreseeable situations and emergencies.

95. **Personal protective Equipment (PPE).** Contractors are required to identify all PPE that is required to be worn on site as part of their risk assessment process; this is to be submitted as part of your RAMS. Contractors are responsible for issuing PPE to their staff, ensuring it is suitable and that their staff wear it.

96. Hi visibility jackets or waistcoats to BS EN 471 Class 2 (yellow not orange) must be worn and fully fastened when airside at all times. PPE is to be kept clean and suitable for use.

97. **Work at Height.** Work at height should whenever possible be carried out with equipment designed for the purpose such as MEWPs, cherry pickers etc. Roof access requires an additional permit and controls. If a harness is required for roof or other work at height they must be suitable for the task, the user trained and an emergency rescue plan in place to rescue the operative in case they fall and are hanging suspended by their harness. First aiders must also be trained in how to deal with suspension trauma. Details must be included in the RAMS.

98. **Welfare arrangements.** Details of proposed welfare arrangements are to be detailed in the RAMS.

99. **Works access.** Contractors are responsible for ensuring that where required unauthorised access is denied to works areas through the use of suitable barriers such as Heras fencing and signage. Details are to be included in the RAMS.

100. Access to any frangible surfaces, edges, pits or holes is to be denied through the use of suitable covers, signage or training. Details are to be in the RAMS.

101. **Use of plant and equipment.** Contractors are not to use plant or equipment which is under the control of EMA unless this has been specifically agreed by an authorised EMA representative and appropriate controls put in place to ensure it is used safely.

102. Contractors are responsible for ensuring that all plant and equipment they use for the job is safe and appropriate for the task and operatives are competent to operate it safely.

103. Contractors that are required to bring plant and equipment airside will need to apply additional controls, the EMA point of contact will be able to assist contractors with this. Airside driving will only be permitted to individuals who have been trained, examined and issued with a licence in accordance with EMA regulations, unless escorted by an EMA airside driving permit holder.

104. Electrical equipment should operate at 110v or less.

105. **Banksman.** Whenever reasonably practicable vehicle movement should be planned without the need for a banksman. If a banksman is required they must be trained in this task and wear appropriate PPE. Note: All works airside require a banksman.

106. **Scaffolding.** Scaffolding must be erected by competent personnel and have a visible method for identifying the following

- a. Date of erection and by whom
- b. Owners name and contact number

- c. Safe working load.
- d. Date of last inspection and by whom

107. **Housekeeping/ Foreign Object Debris (FOD).** Housekeeping standards must be kept to the highest level at all times, this is especially important when airside to prevent FoD.

108. **Environmental management.** The contractor is responsible for managing all environmental aspects of their work in accordance with the MAG Control of Construction Projects (Environmental Information for Contractors).

109. Contractors are to ensure suitable separation of all waste, this is to be place in suitable lockable covered containers, bins or skips, these shall be covered at all times to prevent F.O.D and maintain good housekeeping regimes.

110. Contractors are not to use EMA bins for disposal of works generated waste, the works must not have a detrimental effect on the airports environmental process and procedures, any likely impact on land air and water must be checked and accepted by the Environmental Manager prior to works commencing.

111. Spillages must be intercepted before entering EMA's drainage systems, all spillages no matter how minor are too reported to EMA immediately via the emergency number 01332 818555.

112. Contractors are to include appropriate environmental compliance plans in their RAMS, these are to be approved by the Environmental Manager prior to works commencing.

113. **General induction briefing.** The general induction briefing is at Annex B.

Contractor Audit Process

1. **Introduction.** East Midlands Airport operates an audit process to check that its internal contractor selection and management process is working effectively.

2. This process operates in 3 stages:

a. Stage 1. The contractor approval and job registration process is checked monthly by the H&S department. This is an online check to confirm that all of the requirements to ensure contractors are safe to carry out a job have been complied with.

b. Any issues will be discussed with the task owner/contractor approver and will have a non-conformity raised as part of the feedback process.

c. Stage 2. The H&S department will visit the contractors work area to check that they are working in accordance with both legislative and EMA requirements. Feedback will occur during the visit.

d. Minor breaches will be discussed at the time and noted on the contractor management system. Persistent minor breaches will result in a formal discussion with a representative of the contractor company. Continued breaches will result in the contractor being removed from the approved list for a period of time, and perhaps permanently.

e. Major breaches will be discussed at the time of the visit, recorded on the contractor management system and followed up with contact with the contractors head office. If the breach is severe the offending contractor(s) will be informed to leave site even if this means stopping the task.

f. Stage 3. The engineering team & HSEBP will carry out monthly audits for EMA buildings.

g. Stage 4. Capital delivery will carry out audits under their SLA.

h. Stage 5. Construction safety teams will carry out adhoc audits as part of the SLA.

General Induction

1. Introduction.

- a. Check that contractor has a copy of their RAMS and understands the task, safety controls required and scope of works. RAMS and Job Registration are to be carried or displayed at the job and applied at all times.
- b. If the induction identifies that the scheduled work will not comply with the RAMS agreed for the task at Job Registration then new ones need to be raised by the contractor and agreed by the original job registration issuer before work commences. This applies during the work as well as at induction.
- c. Check that contractor's staff are competent to carry out the work.
- d. Check that staff are not sub-contractors, if they are, check they are on the approved contractor list or certified by the main contractor as being compliant with EMA contractor control standards. If not they are not to work until requirements are met.
- e. The job registration will be explained and attached to the general induction form (Annex b).
- f. Specific procedures relating to airside areas will be provided as part of the induction process / referenced within works RAMS.

2. Emergency Procedures.

- a. Inform the contractor of emergency phone numbers to contact if an incident occurs and that all incidents and accidents are to be reported to their EMA point of contact as well as their own procedures. Emergency numbers are: 01332 818555, or 3333 on an internal phone or pick up a red emergency phone. Inform your EMA project manager or point of contact that an incident has occurred.
- b. Inform contractors if a fire alarm test is due.
- c. Inform contractors where nearest fire extinguishers, fire exits, assembly points and emergency phones are located.
- d. Remind contractors to keep all fire and other exits clear, not to leave tools or other objects unattended or as trip hazards.

e. Remind contractors that they should have made their own first aid arrangements.

3. Asbestos.

a. Inform contractor if they are working in a suspected asbestos area, check that the contractor is either certified for the work or knows not to disturb asbestos containing materials.

b. Brief contractor that if they disturb anything they believe may be asbestos to stop work, secure the area and report the incident immediately.

c. Contractors may leave the area once it is secure if they have not been contaminated with dust or debris, if you are contaminated you should remain in place and await assistance.

d. Contractors are to contact their project manager or EMA point of contact and person issuing the PTW asap to inform them of the incident.

4. Evacuation.

a. In the event of an emergency situation or if low visibility results in you being asked to stop work you must follow any instructions given to you by EMA or emergency service personnel. Leave your work area immediately ensuring the area is safe and tools are safely positioned or taken with you.

5. Evacuation in the event of a hazardous substance release or spillage.

a. Hazardous substances could include the following (although not exclusively):

- a. Fibrous release of asbestos
- b. Chemical substances
- c. Biological materials
- d. Hazardous waste

b. In the event of a release or spillage of one of the above substances, the contractor should follow their own procedures for dealing with this as agreed in their project plan. However, if they consider that there is a potential risk to health or life and an immediate evacuation of the area is required then the following actions should be taken:

(1) Use the nearest "break glass" system which will activate the fire alarms and evacuate the building or sector.

(2) Telephone the Airport's Emergency Number on 01332 818555 and inform them that the alarm has been activated due to a release or spillage of a hazardous substance. Advise of the exact location of the incident.

(3) Evacuate the building. If the contractor has come into contact with any of the material they should remain separate from other persons but make themselves known to the Fire Service as soon as possible.

6. Actions by EMA staff.

a. EMA staff are to follow the requirements of the Aerodrome Emergency Plan, part C, section 3, substance release, section 3, evacuation in the event of a hazardous substance release or spillage.

7. COSHH.

a. Check if the contractor will be using chemicals, check they know how to use, store, manage and dispose of them safely.

8. Tools and equipment.

a. Confirm from contractor that they are competent to use any tools and equipment and that these items are safe to use and appropriately serviced and inspected.

9. Welfare.

a. Inform contractor of which toilets are available to them and where they can obtain refreshments, take a break. This may be in their own work area.

10. RAMS.

a. Contractors are required to follow the RAMS that were approved by EMA for the job; if a deviation is required this is to be approved via the submission of updated RAMS.

b. Contractors are responsible for ensuring that any staff they use or subcontractors they use are competent to carry out the works safely and to not put their staff, EMA staff, customers or others at risk.

11. Security pass.

a. If you require a security pass it must be worn at chest height and visible at all times. If worn on a lanyard this must have a working quick release function.

b. If you require tools for the job you will need a tools pass.

c. If you work airside you will need to pass through EMA security checks, these are laid down by the Department of Transport and are not Jobs worth!

You are required to comply with requests from security staff. EMA will not tolerate abusive or obstructive behaviour. Any such behaviour will be acted upon and may result in the police being called and the offender being removed from site.

Contractor Competency Evaluation

You are required to complete all sections and answers; this should be with as much detail as possible. This should enable your competency to be assessed and found to be sufficient without the need for additional information. Any contractor who does not submit adequate information will not be approved; this will delay or prohibit you from carrying out contract work for EMA.

Completed by: (print name) –

Position:

Company:

Date:

Telephone number:

e-mail address:

Ser	Question	Remarks
1	Management of Health & Safety	
1.1	Provide a copy of your H&S policy statement, this must be signed by a senior person within the company and be less than 2 years old.	
1.2	Do you have a H&S policy document that details how you manage H&S to comply with legislative requirements? Yes No If no, explain how you manage H&S	
1.3	Give a brief description of the work your company is competent to provide:	
1.4	Who is responsible for H&S within your company? What H&S qualifications do they have?	
1.5	Describe the H&S training completed by staff who will be	

	<p>working for you on EMA projects:</p> <p>How do you ensure that staff remain up to date with training?</p> <p>Details of staff competencies is to be included as part of the RAMS submission.</p>	
1.6	<p>How is H&S communicated to your staff?</p> <p>How will this be achieved for work on EMA sites (include frequency)</p>	
1.7	<p>What system do you have to investigate and record incidents?</p> <p>How will such incidents be communicated to EMA?</p>	
1.8	<p>How will you ensure that staff are fit to work and not under the adverse influence of drugs or alcohol?</p>	
1.9	<p>Will you be using sub contractors in work you carry out for EMA?</p> <p>If yes they will need to be on the approved contractors list as per the management of contractor's policy and you are responsible for ensuring they comply with your RAMS.</p>	
1.10	<p>Who will be responsible for carrying out site safety</p>	

	<p>inspections and how often will this be done?</p> <p>EMA may carry out an audit of your work area/activity during the contract. Who should this be arranged through?</p> <p>Contact name and number:</p>	
2	Health & Safety Performance	
2.1	Accident statistics for the past 3 years including RIDDOR are required.	
2.2	Details of any statutory enforcement, advisory or FFI notices you have received in the past 3 years is required.	
2.3	Please provide details of any H&S awards and accreditations you have received.	
3	Working at EMA	
3.1	Who will be responsible for managing H&S on site, please provide details of their qualifications and how they will ensure legislative requirements are met.	
3.2	Do you have the competency to provide detailed RAMS for all work you carry out? Explain how this is achieved.	
3.3	What system will you employ for managing hazardous substances on site?	
3.4	How will you ensure that members of the public, EMA staff and others are not put at risk by your activities? This includes, noise, dust, welding etc as well as other works.	
3.5	What first aid arrangements will you deploy at EMA?	

4	Environmental Requirements	
4.1	Provide a copy of your environmental policy statement	
4.2	Do you have an environmental policy that details how you will manage your environmental responsibilities in accordance with legislative requirements? If no explain how you achieve this.	
4.3	How will you dispose of waste created from your work? If you will be removing this provide details of your waste carriers licence number.	
4.4	How will you manage the environmental impacts at EMA from your work?	

On completion of this form (Annex C) please return it to:-

Mr James Lilley
Health & Safety and Fire Safety Manager
East Midlands Airport
Castle Donnington
Derby
DE74 2SA