



CONTRACTORS' CODE OF CONDUCT

ADOPTED: 7th August 2024

Version Control

Version	Description of Change	Officer	Reviewing Committee	Frequency of Review	Version Approval Date	Next Review Date
1.	Creation	Town Clerk	Finance and Policy	Annual	July 2024	July 2025
2	Amendment and update	Facilities Manager & Town Clerk	Finance and Policy	Annual	August 2024	August 2025

1. Introduction

- 1.1 St Ives Town Council (the Town Council) has high expectations in relation of standard of services provided and received. Safety is of paramount importance.
- 1.2 This code of conduct has been prepared to help contractors meet those standards in a safe and proper manner.
- 1.3 It is required that all contractors and their representatives work to this Code of Conduct.
- 1.4 A copy of this Contractor Code of Conduct and Safety Rules will be issued to all contractors and a receipt obtained on Appendix A confirming that they have read the document and will comply with the rules.
- 1.5 The Town Clerk is the officer responsible for holding the day to day responsibility for ensuring delivery of this Code. In the absence of the Town Clerk, the Facilities Manager should be contacted in respect to this Code of Conduct where the Town Clerk is highlighted.
- 1.6 This Code of Conduct has been designed to ensure that all contractors undertake work on Town Council premises in a safe and proper manner.
- 1.7 Any breach of the aforementioned rules may render the contractor liable to expulsion and cancellation of the contract.

2. Health and Safety at Work Etc Act 1974

- 2.1 All contractors, whether undertaking maintenance or projects, have legal responsibilities placed on them by the *Health and Safety at Work etc Act 1974*, to ensure the Health and Safety of themselves and any other persons who may be affected by their acts or omissions.
- 2.2 To comply fully with the Act, contractors, service engineers etc including those who are self-employed, must ensure:
 - a safe means of access and egress to their workplace
 - provision and maintenance of plant and equipment, and systems of work, that are safe and without risk to health
 - safe handling, storage and transportation of articles and substances
 - supply information, instruction, supervision and training to their employees
 - the provision and maintenance of a safe working environment
 - full co-operation between contractor and client staff on all health & safety matters
- 2.3 Section 7 of the Act places a duty on all employees to take reasonable care for the health and safety of themselves and others who may be affected by their activities.
- 2.4 Section 8 of the Act makes it illegal for anyone to recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

3. Access

- 3.1 It is incumbent upon the contractor to arrange with the Town Council a time and date to carry out contractual works in advance. If this is not undertaken, access may be denied.
- 3.2 Due notification is required if an appointment cannot be made and revised date agreed.

4. Identification

- 4.1 The contractors' employees shall be expected to carry corporate and/or personal identification with them at all times.

5. Accident Prevention and Reporting

- 5.1 All dangerous occurrences which occur on the Town Council's property or land must be reported to the Town Clerk at the earliest opportunity and an accident form must be completed.
- 5.2 Contractors must comply with the current edition of the RIDDOR Regulations regarding the notification of incidents to the enforcing authority.
- 5.3 The Contractor must report to the Town Clerk any hazards which are due to his works or operations which will affect Town Council staff or the public, in order that appropriate action can be taken.
- 5.4 The Contractor is responsible for keeping his work area clean, tidy and free from a build-up of waste materials. It must be remembered that the public should be inconvenienced as little as possible and full consideration must be given to both them and Town Council property and staff.

6. Fire Precautions and Prevention

- 6.1 The Contractor and its employees must make themselves aware of the fire procedures which apply to the premises at which the work is being undertaken. Particular attention should be made to the evacuation routes and method of raising an alarm.
- 6.2 Smoking is not permitted in any Town Council property, and especially where highly flammable liquids are stored.
- 6.3 Before commencing any hot work, which includes open flame or the process of producing hot materials or substances, the Contractor must liaise with the Town Clerk to ensure that they have taken all safety precautions necessary including:
 - access to work permit completed
 - ensuring work area is clear of readily combustible materials
 - arrangements for adequate fire fighting equipment to be close at hand
 - supply of suitable non-combustible blankets or screens if necessary to protect any remaining vulnerable areas including building services
 - adequate provision for the safe dispersal of any gases or fumes produced as a result of the works, especially in confined or non-ventilated areas
 - ensure hot work equipment is not left unattended
- 6.4 No fire fighting equipment or fire alarm may be disconnected, removed, resisted or otherwise rendered inoperable without prior agreement of the Town Clerk.
- 6.5 No fire check door, fire exit or escape route may be obstructed, removed or rendered unusable without prior agreement of the Town Clerk.

7. Confined Spaces

- 7.1 Entry to confined spaces, for example closed tanks, sewers, drains, interceptors etc must be carried out in compliance with the current edition of the Confined Spaces Regulations.

8. COSHH

- 8.1 Contractors must comply with the COSHH Regulations. It is the responsibility of the Contractor to provide all relevant information and data sheets on hazardous substances to be used to the Town Clerk. It is the responsibility of the Contractor to undertake all reasonable precautions to remove or reduce the risks associated with these substances.

9. Asbestos

- 9.1 Where the contract works involve areas of a premises where asbestos is known to be present this will be made known to the contractor.
- 9.2 Where the discovery of suspected asbestos is made during the contract operations, all work must be suspended and reported to the Town Clerk and can only be resumed with the approval of the Town Clerk

10. Excavations

- 10.1 Every excavation shall comply with the requirements of the current edition of the Construction Design Management (CDM) Regulations 2007 Part 4.
- 10.2 In areas where Town Council staff or members of the public circulate, any hole must be adequately fenced off or covered at all times and precautionary notices displayed. In areas where vehicles circulate there must be adequate early warning and traffic management.

11. Ladders and Scaffolds

- 11.1 All ladders, steps and trestles must be used in accordance with HSE Guidance notes. Scaffolding and tower scaffolds must be erected and used in accordance with the current edition of the Work at Height Regulations (2005).
- 11.2 Metal ladders must never be used in the vicinity of exposed live electrical equipment or services. Ladders used outside the building must be removed or rendered safe at the end of each day.

12. Roof Work

- 12.1 Roof work in general should be carried out in accordance with Work at Height Regulations (2005).
- 12.2 Any area below the roof or at the side of buildings where work is being carried out above must be cordoned off to protect people below from falling objects.

13. Machinery and Tools

- 13.1 The contractor must maintain all tools, machinery and equipment in a safe condition.
- 13.2 All electrical tools must be tested and inspected in accordance with the current edition of the Electricity at Work Regulations.
- 13.3 If it is necessary to use the premises' power supply, prior agreement must be obtained from the Town Clerk. Consideration must be given to the safe routing of cables through pedestrian circulation areas.
- 13.4 All machinery and tools must be removed from site or locked away at the end of each working day.

14. Cranes, Hoists and Lifting Tackle

- 14.1 All contractors lifting tackle and appliances must be certified, tested and marked with the applicable regulations and be in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

15. Electrical Work

- 15.1 All works involving electrics must only be carried out by qualified and competent electricians.
- 15.2 All areas must be in a safe condition at all times when the work area is left unattended.
- 15.3 All work must be carried out in accordance with the current editions of:
- The IEE Wiring Regulations
 - The Electricity Supply Regulations
 - The Electricity at Work Regulations

16. Gas Work

- 17.1 All gas installations or maintenance must be carried out by Gas Safe Registered qualified gas fitters and all works must be carried out in accordance with the current edition of the Gas Safety (Installation & Use) Regulations (1998, and Amendments) and associated Approved Code of Practice.

17. Water Work

- 17.1 All water supply installations or maintenance must be carried out by qualified engineers/plumbers. All installations should be compliant with HSE ACOP L8 The Control of Legionella Bacteria in Water Systems.

18. Behaviour

- 18.1 It is essential for Contractors to remember that Town Council properties are open to the public. All Contractors are to refrain from the use of behaviour, bad language or language which is likely to offend. Some examples of this may include, but is not limited to, offensive behaviour which relates to sex, race, age, disability, sexual orientation, religion or belief, pregnancy or gender reassignment.

19. Security

- 19.1 Doors and windows will not be left open during or after works unless this is essential to the contract works and with the agreement of the Town Clerk.
- 19.2 Bags, tools and briefcases must not be left unattended unless secured within the work area.
- 19.3 Town Council premises have procedures to deal with suspect packages/bomb alerts. All suspicious packages should be reported to the nearest Town Council officer.

20. Contractor Vehicles and Parking

- 20.1 All Contractors' vehicles should be parked in accordance with the Highway Code.
- 20.2 No parking should take place on landscaped areas unless prior approval is given by the Town Clerk. Public rights of way and access should be left clear of vehicles, plant and materials.

21. Completion of Works

- 21.1 On completion of the works the Town Clerk will inspect the work to confirm that it is in accordance with requirements. If required, the Contractor must provide a full set of operating instructions, and these should be issued to the Town Clerk by the contractor within five working days or as stated in the contract documents.
- 21.2 It is the responsibility of the contractor to ensure that the area is left in a clean and tidy condition and that he disposes of all of his waste material in the proper manner.

22. Equal Opportunities

- 22.1 The Town Council is committed to providing equality in the way services are delivered and accessed. We therefore expect that contractors, when carrying out works on behalf of the Town Council, will take into account the needs of all.

Appendix A

Acknowledgement

I acknowledge receipt of St Ives Town Council' Contractor Code of Conduct.

I have read and understand the document. I will ensure that all relevant conditions are drawn to the attention of my/our employees and sub-contractors.

Name: Position:

Company:

Signed: Date:

Note: A copy of this acknowledgement must be signed and returned to the Town Clerk prior to any work commencing.