



Contractors



Standard Operating Procedures (SOPC)

February 2008

Version 5.0

On course for excellence...



www.redfunnel.co.uk



To: **Fleet Operations Assistant
Operations Management Group
Red Funnel Group
12 Bugle Street
Southampton
SO14 2JY**

Please return this copy to Red Funnel Group

ACCEPTANCE of STANDARD OPERATING PROCEDURES FOR CONTRACTORS

I am in receipt of and understand and accept RFG 'Standard Operating Procedures for Contractors'. I agree to train employees and sub-contractors under my supervision in these procedures and will ensure they are complied with at all times.

Company Name:

Contractor's Representative:

Position:

Date:

Signature:

TRAINING AND COMPETENCE	
Are you a member of a trade/professional body appropriate to the work being undertaken? (please detail and supply copies of any certificates)	
Do you ensure that any sub-contractors used work to the same standard of competence? (Please state how?)	
Do you prepare them for working safely on site?	
Do they receive Health and Safety training suitable to the work being undertaken?	
Do you pass Health and Safety information on to your staff and sub-contractors appropriate to the work being undertaken?	
Are you prepared to show us your training records and programme?	
How many employee accidents at work over the past 12 months?	
Do you have a Health & Safety Policy? (if yes, please supply a copy)	
How do you communicate Health & Safety to Your Employees?	
Please supply copies of your risk assessments relevant to the work being undertaken	
Please supply a Method Statement for the work being undertaken	
Other Remarks:	

Approver: *Risk, Safety and Security Manager*
Approved Date: *February 2008 (Version 5.0)*



This copy remains in Document for your records.

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Other Remarks:	

Approver: Risk, Safety and Security Manager
Approved Date: February 2008 (Version 5.0)

Contractor Insurance Declaration			
NAME OF CONTRACTOR:			
ADDRESS:			
.....			
.....			
TENDER / CONTRACT N ^o : (If applicable)			
PLEASE STATE THE BUSINESS DESCRIPTION AS SHOWN IN THE COMPANY'S POLICY SCHEDULES:			
.....			
.....			
.....			
<u>EMPLOYERS' LIABILITY</u>			
(a) Insurer's name and address:			
.....			
(b) Limit of Indemnity:		(d) Expiry date:	
(c) Excess		(e) Policy Number:	
<u>PUBLIC & PRODUCTS LIABILITY</u>			
(a) Insurer's name and address:			
.....			
(b) Limit of Indemnity:		(d) Expiry date:	
(c) Excess		(e) Policy Number:	
<u>CONTRACTORS 'ALL RISKS'</u>			
(a) Insurer's name and address			
.....			
(b) Limit of Indemnity:		(d) Expiry date:	
(c) Excess		(e) Policy Number:	
<u>PROFESSIONAL INDEMNITY</u>			
(a) Insurer's name and address			
.....			
(b) Limit of Indemnity:		(d) Expiry date:	
(c) Excess		(e) Policy Number:	
We confirm the above insurance arrangements have been made on behalf of our Client/Insured and all premium payments due to date have been paid. We undertake to inform you of any cancellation or material change in these arrangements during the currency of the policies.			
SIGNATURE:		DATE:	
NAME and TITLE:			
FOR & ON BEHALF OF			
(Insurance Co. or Broker)			
PLEASE ENDORSE WITH YOUR OFFICIAL COMPANY STAMP			

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1 Definitions

1.1 Throughout this document, the following definitions shall apply:

Company means: Red Funnel Group (RFG) comprises of the parent company and its subsidiary *Red Funnel Distribution*.

RFG Responsible Person means: Person in charge of the work on behalf of the Company as nominated in writing or verbally to the Contractor by the RFG Manager.

RFG means: Red Funnel Group.

Contractor means: Any company, individual or sub-contractor or a self-employed person employed by RFG to do work under a contract for services.

Contract means: Any written or verbal agreement between RFG and the Contractor for the work.

Employee means: An individual who works under a contract of employment

HSE means: The Health and Safety Executive.

Act means: The Health and Safety at Work Act 1974.

CDM Regulations mean: *The Construction (Design and Management) Regulations 2007*

Incident means: Any injury, reportable or dangerous occurrence, 'near miss' or potential hazard to health and safety (RIDDOR).

Site means: Any RFG building, Office, Terminal, berth vessel or other premises.

Regulations means: Applicable Health and Safety Regulations.

ACOP means: Approved Codes of Practices

AC means: Approved Contractor

PTW means: Permit to Work

AtW means: *Authorisation to Work*

2 Introduction

2.1 The nature of the Company's operation is such that there are areas under its control where access is freely available to members of the public, tenants, customers and other visitors. Under the common law duty of care and the Act, the company has a responsibility towards its employees and others and is required to do whatever is reasonably practicable to prevent or minimise health and safety risks, acts or emissions arising from its undertaking, which could affect them. Procedures and Safe Systems of Work are followed by the Company's employees to prevent and minimise risks to the health and safety of themselves and others.

2.2 This document is aimed at Contractors employed to do work for the Company. This is regardless of the size and nature of the work and whether there is a written agreement in place for the work or not. The Contract between the Company and the Contractor will define whether this document is to form a binding part of the Contract, or is issued as a guide for the Contractor in finalising his Health and Safety Plan for the work.

This includes work being carried out on or at any company site. Special arrangements or considerations may have to be made when a vessel is handed over to a third party such as a shipyard for repair/maintenance.

2.3 The intention of this document is to enable the Company to fulfill its obligations under the Act and at common law as well as to maintain minimum standards of safety in its operations.

2.4 The procedures contained in this document are not intended to be exhaustive enough to guide Contractors to meet their obligations under the health and safety legislation. Therefore, they must not regard this as definitive. The Contractors must refer to the list of references attached for the details on what is required under certain circumstances to comply with legislation. If they do not have in-house expertise, then they must seek professional safety advice from an independent consultant, where necessary. **The Company will not formulate risk assessments or safe systems of work for the Contractors.**

2.5 RFG does not in any way act as a consultant to the Contractor. The contractor must seek advice from a professional safety consultant if he cannot understand his obligations under the safety legislation.

2.6 The Company will monitor the activities of the Contractors as far as reasonable to establish compliance with these procedures. This includes verbal questioning of contractor's employees on site using the guideline questions laid out in the Acceptance of Standard Operating Procedures for Contractors.

2.7 Any breach of the procedures or safety legislation will be deemed a breach of Contract and the Contractor will be required to remedy the breach without any financial penalty on the Company. Failure to conform to the Company's requirement may result in termination of the contract without any financial penalty being incurred by the Company. The procedure followed by the Company will be as follows:

- 1) - A verbal reminder will be given to the Contractor on first observation of the breach.
- 2) - A written reminder will be given to the Contractor following the second observation of the breach. If there is a serious risk of injury, a written reminder will be given immediately after the first observation and the verbal reminder.
- 3) - If no improvement takes place after 1 and 2 above, the work will be stopped and the contract may be terminated.

Note: If any RFG employee notes an unsafe act, he/she has the right to stop work until made safe and work can recommence.

- 2.8 Red Funnel must be informed of any Accident or Incident sustained by or caused by the Contractor. The contractor must also inform Red Funnel Group of any near miss incidents, hazards identified or other potentially dangerous situation that they identify. See also section 27.
- 2.9 Contractors will be required to comply with all relevant employment legislation including the requirements of the Working Time Regulations, as amended. Contractors will give RFG access to whatever records the company deems appropriate, in order to ensure compliance with the law.
- 2.10 All contractors' employees must adhere to the RFG Drugs and Alcohol Policy. *Appendix A*

3 General Requirements

- 3.1 The Company expects Contractors to work to at least the minimum safety standards required under the Act and the associated safety legislation. The Contractors must have knowledge of their duties and responsibilities under the Act.
- 3.2 The Company will seek evidence of risk assessments, safe systems of work, method statements, statutory inspection records, training and safety records as appropriate to the circumstances and the work involved. The guidelines for contractors list questions, which will be asked in the early stages.
- 3.3 A **PERMIT TO WORK** is required unless you are informed otherwise by an authorised person within RFG. This will be for non-routine work such as Hot Work, excavations, diving activities, invasive electrical work, entering enclosed spaces, or any other work where the risks or hazards may endanger the health of employees, contractors, visitors or the public.
In the case where a Permit to Work is not required an authorisation to work will be issued by the responsible person.

Red Funnel seeks to use the Permit to work system for five main goals:

- a) **For the safety of life**
- b) **To safeguard the environment**
- c) **To safeguard our operation**
- d) **To safeguard our property**
- e) **To ensure that safe systems of work are provided**

- 3.4 Red Funnel Group therefore operates on the premise that **all work being undertaken by RFG employees or contracted employees requires a Permit to Work - unless authorised to carry out the work without a Permit** by the responsible person. ***In the case where a Permit to Work is not required an authorisation to work will be issued by the responsible person.*** Thus all work is examined, assessed for risks in its own right as well as against other potentially conflicting work being carried out in the same period.
- 3.5 The contractor will be advised, at the time of contracting, to report to one of the points of entry identified below and that a Permit to work will be required unless advised otherwise. The RFG Responsible person *may* inform a contractor at the time of issuing a contract, that a permit will not be required. They should also be advised who to report to with regard to the issue of a Permit to Work and commencing the contracted task. A Permit to Work can only be issued for work from the Point of Entry that is responsible for the area of work. (e.g. Bugle Street will only issue permits to work for Bugle Street.)

A Permit to Work is only valid:

- After successful completion
 - when signed by an authorised person and the acceptor (contractor)
 - after a review has been made of other permits in force
 - a copy is held by the contractor carrying out the work (white copy)
 - a copy is posted on the Permit to Work Management Board (blue copy) for the area concerned
 - a copy will be kept on record for a minimum period of *twelve* months after work is completed (yellow copy)
- **Contractors should therefore ensure that once issued with a Permit to Work (white copy) they have it available for inspection at all times at the location of work.**
 - **In all circumstances the Permit to Work must be closed by endorsement by both the RFG authorising person and the contractor.**
 - **Permits to Work are not transferable and are valid for a maximum of 12 hours.**
- 3.6 **Visitor Passes** All Visitors and contractors must report to a point within Red Funnel to gain a Pass.
- No visitor or contractor will be allowed access or allowed to remain on an RFG site without possession of a valid Visitor Pass.
 - A Pass is normally valid for the day of issue only.
- 3.7 The following locations have been designated as **Points of Entry (POE)**, where visitors and contractors are managed, with Permits to Work requirements clarified.

Contractors Employees should be advised to report to one of the identified Points of entry on arrival to receive a Visitors Pass and complete Permit to Work Procedures where applicable.

- 3.8 In the event of an emergency situation where evacuation is necessary, then the contractor is to make their work safe and report to the Emergency Assembly Point, making themselves known to RFG staff.

Points of Entry and Permit to Work Locations:

	Area	Location	Visitor Passes	Travel/ Visitor Passes*	Permit to Work
1	Bugle Street	Reception	✓		✓
2	Terminal 1	<i>Terminal Service Manger's Office</i>	✓	✓	✓
3	Terminal 1	Ticket Office	✓	✓	
4	Hi-Speed Maintenance	Hi-Speed Maintenance Berth**			✓
5	Terminal 2	Hi-Speed Office Lobby			✓
6	East Cowes	<i>Terminal Services Manager's Office</i>	✓	✓	✓
7	West Cowes	Ticket Office	✓	✓	✓
8	Red Funnel Distribution (Newport)	General Office	✓		✓
9	Ferries (Raptor Class) (3)	Bridge/Engine Room			✓

* Bar Coded Stickers

** In the event of short notice work, Hi-Sped vessels have an allocation of PTWs; therefore the Commander may issue a PTW.

- 3.9 The Company will require Contractors to conform to any particular safety requirements pertaining to the work. The Contractors will be expected to provide and wear protective clothing as determined by the risks prevailing at the location of work and as required by the Company.
- 3.10 Contractors working on board a company vessel must report to the Master/Commander or Chief Engineer and obtain a *Permit to Work or Authorisation to Work*. As stated, contractors must report back to the Master/Commander or Chief Engineer to close out the PTW.
- 3.11 No personnel should change, modify, connect, build, extend, excavate or tamper in any way with land, buildings, services and installations owned by ABP or RFG in connection with RFG operations without prior consent.
- 3.12 **Travel Passes** The table prior also indicates that certain Visitor passes also act as a Travel pass for RFG vessels. These passes will need to be authorised by an RFG Authorising Person.
- 3.13 Boarding or disembarking from Company vessels must only be made by the approved gangway, steps, ladders or linkspan, as approved by the RFG Authorising Person.

4 Consultation Prior to the Commencement of Work

Approver: *Risk, Safety and Security Manager*
Approved Date: *February 2008 (Version 5.0)*

- 4.1 **The Contractor must report to the Responsible Person at the Company's premises on arrival.** At this point, all necessary travel permits and security arrangements will be made. No contractor will be allowed to remain on company property without a RFG Security pass.
- 4.2 The method of work, (*as detailed in a written Method Statement*), the number of persons involved, duration of the work, health and safety risks to Contractors and to others, the equipment to be utilised must be confirmed with the Responsible Person. If necessary for reasons of health and safety the site of work must be visited with the responsible person for familiarisation, for the location of services and to establish the safe method of work. A safety briefing may also be considered to ensure compliance and completion of the PTW.
- 4.3 Depending on the level of risk and the type of work involved the Responsible Person may issue a Permit to Work to the Contractor for the work, which may be subject to special conditions.
- 4.4 The Contractor at this stage must identify:
- The methods that will be used for the safe disposal of waste generated during the work, *in accordance with current environmental legislation.*
 - Any sub-Contractors to be used to carry out any part of the work, *with the proof of their competence, health and safety record regarding accidents and any breeches of legislation over the past 12 months and confirmation of their limits of liability for Employers and Public Liability Insurances.*
 - The provision the Contractor and any sub-contractors will make to ensure facilities for proper First Aid and access to emergency services when engaged in work out of normal hours.
 - The erection and use of site huts.
 - The use of flame, arc, spark or heat producing appliances (shielding to be used) with any fire protection arrangements and fire fighting equipment.
 - The use of explosives, including cartridge operated tools.
 - Segregation of work (barriers, cones, etc)
 - Safety signage (hazard warning, etc)
 - Building work or works of engineering construction and the likely duration of that work including roof work, false work and crange (to assess implications of CDM Regulations) and as submitted in the Safety Plan.
 - Work involving asbestos or other hazardous substances (Asbestos Regulations apply)
 - The use of laser devices.
 - Work in confined spaces. (*Confined Space Regulations apply*)

- The use of sources of ionising radiation.
- Excavations *and associated safety arrangements*.
- Work above floor level including use of ladders, erection of access. platforms or scaffolding (any work above 2m will require a PTW) (*Working at Height Regulations apply*)
- The installation, extension, repair, maintenance or testing of any electrical systems operating at greater than 110v.
- Release of noxious or harmful gas, dust or vapour.
- Excessively noisy (above 85 dBA) operations. (*Noise at Work Regulations apply*)

4.5 Any potential health and safety risks must be identified in all of the above areas and control measures, **together with the necessary protective and preventative measures**, must be agreed with the Responsible Person prior to the commencement of work. *These measures are to be recorded on the Authorisation to Work if they have not already been identified in the Method Statement.*

4.6 During the work period, some form of monitoring and feedback may be necessary, depending on the size and nature of work being undertaken, to ensure that the contractors are performing their work safely and satisfactorily, i.e.:

1. Joint safety meetings
2. Site meetings
3. Accident Reports
4. Safety Auditing and Inspections
5. Non-compliance

5 Contractor's Employees

5.1 Contractor's employees or other persons undertaking work for RFG for services must be *inducted to the Red Funnel Group and be* suitably trained and instructed for the work to be undertaken. Evidence of training having been given may be required in the form of certificates and permits or licences.

5.2 Contractor's Employees must be familiar with requirements of these procedures and their own responsibilities under the Act and health and safety legislation. They must also operate within RFG rules and procedures.

5.3 Contractor's employees must not interfere with any plant and equipment belonging to the Company. They must not venture into other work areas unless given specific permission to do so either verbally or in writing by the Responsible Person.

5.4 Contractor's employees must be adequately supervised by the Contractor to ensure that work is carried out safely and that the procedures laid down in this document are followed.

5.5 Contractors' employees are to be suitably trained to ensure competency when operating plant, equipment, services and machinery.

6 Housekeeping Standards

- 6.1 The Company expects the Contractor to maintain good standards of housekeeping throughout the duration of the work. Gangways and access ways must be kept clear at all times of materials and items causing obstruction or a trip hazard or a slip hazard. See reference in *Appendix B* for further guide on the prevention of Slips, Trips and Falls.
- 6.2 All excess materials and waste generated must be removed in accordance with RFG policy at the end of each working day, or as determined by the Contractor or Responsible Person.
- 6.3 All tools and equipment should be stored away safely at the end of each working day.
- 6.4 Waste must not be burned on site or placed in the Company's skips without permission from the Responsible Person.

7 Segregation of Work Activities

- 7.1 All construction and building work must be segregated from other operations at the premises by way of fencing or other suitable barriers as determined by the Responsible Person. All other activities will require segregation if the risk assessment for the job deems it to be necessary. Also consider any noise, dust, sparks, heat or fumes which may be emitted.
- 7.2 As stated, the Contractor will be responsible for the erection of any necessary safety warning signs.

8 Construction Work

- 8.1 *Construction work is generally covered under the CDM Regulations 2007. Where the Regulations specifically apply, the Company as Client under the Regulations will take the necessary steps to discharge its responsibility. The CDM Co-ordinator will provide information for the Health and Safety File and also fulfil his role as required by the regulations. The Principal Contractor so appointed will be expected to fulfil his role under the Regulations and conform to the appropriate procedures.*

9 Asbestos

- 9.1 If asbestos is discovered the Contractor must inform the Responsible Person immediately and cease work.
- 9.2 No work involving the installation, removal or disturbance of asbestos or any article or substance containing asbestos shall commence until the Company has given written permission. Where the work attracts the requirements of the Control of Asbestos at Work Regulations 2006, the Contractor must ensure:
 - That the contractor is properly licensed for the removing of the asbestos work to be undertaken (an approved list can be obtained via the HSE).

- Compliance with the conditions of the licence, as issued by the Asbestos Licensing Unit (ALU).
- Notification to HSE.
- Compliance with the Control of Asbestos at Work Regulations 2006.
- That the contractor at all times complies with all applicable Regulations.
- A licensed asbestos remover must conduct disposal of Asbestos.

10 Working at Heights

- 10.1 Work above floor level presents a range of hazards to both the Contractor's and the Company's employees, and others who may have a reason to be in the vicinity. These hazards include:
- Persons falling from and through working surfaces.
 - Falling materials/objects and tools
 - Machinery operating above floor level.
 - Contact with overhead electrical systems or un-insulated electrical conductors.
- 10.2 The Contractor must ensure that suitable and safe access equipment is provided to secure a safe means of egress and access and a safe place of employment for his and his sub-contractors' employees. Certain activities will require a Permit to Work, which will be issued by the Responsible Person.
- 10.3 INDG 368 and HS (G) 150, along with the HSC publication 'A Guide to Managing Health Safety in Construction' give extensive advice on the safe use of access equipment. Effective steps shall be taken to ensure that falling materials do not put at risk the safety of the Company employees or others. The Contractor should ensure that the work will not put his employees at risk of danger from contact with un-insulated conductors. The Responsible Person will issue a Permit to Work before any work can take place near live conductors.
- 10.4 All roofs shall be regarded as fragile; unless and until it can be shown they are capable of supporting the work proposed to be done.
- 10.5 Safety harnesses secured to a suitable anchor point will need to be used, especially if scaffolding cannot be provided.

11 Working Near or Over Water

- 11.1 Some of the Company's premises at terminals are surrounded by deep water with some rapid river or tidal flows. The risk of falling in water and drowning is deemed as high. Furthermore, the weather can deteriorate rapidly (high winds, etc) which may increase the risk.
- 11.2 No work is to be carried out near or over water unless a *Method Statement is produced detailing the work to be completed with all the safety features* and a Permit to Work has been obtained from an Authorised Person. The Contractor will be expected to make provision for life jackets, rescue equipment, communication and emergency contingencies.
- 11.3 The Contractor must ensure that, wherever practicable, adequate protection is provided, by way of barriers or netting and or safety harnesses to prevent falls into water.
- 11.4 Where the risk of falling in water remains, no matter how small, following the steps taken in 11.3 above, the Contractor shall ensure that lifejackets or safety harnesses are worn at all times when working near or over water, unless, some other greater degree of hazard deems it impracticable. In such a situation, some other arrangement shall be agreed with the Responsible/Authorising person to minimise the risk of drowning.
- 11.5 Personal Protective Equipment (PPE) such as high-visibility clothing, non-slip safety footwear and other personal protection is also to be worn.

12 Diving Work

- 12.1 The Contractor must be familiar with the requirements of the Diving at Work Regulation 1997 and must fully comply with its provisions.
- 12.2 The Contractor must demonstrate to the Company, its experience and track record relating to diving works, evidence of the medical fitness for the activity, supervision arrangements and arrangements for first-aid and rescue, to the satisfaction of the Responsible Person. All these points must be covered in the contractor's Diving Project Plan as required by the Regulations and its associated Approved Code of Practice.
- 12.3 A Contractor may agree on standard diving procedures (Project Plan, method statement and general risk assessment etc.) for conducting a standard operation that is undertaken on a regular basis. These procedures will be documented and must be adhered to at all times. A Task Risk Assessment must still be carried out to consider day-specific hazards (weather, shipping, other operations etc.) If a variance from the standard operation is anticipated, a full review of the operation must be carried out with risk assessments being undertaken before continuing. Such a Contractor will then be classed as an RFG 'Approved Contractor' for diving. However, the diving company must fulfil its obligation in accordance with Diving at Work Regulations 1997.

- 12.4 No diving activity is to take place on the Company's premises until a Permit to Work (Diving) has been obtained from the Responsible Person or the Authorising Person.

13 Excavation Works

- 13.1 All excavations must be carried out in accordance with the requirements of *The CDM Regulations 2007 and associated guidance*.
- 13.2 Before the commencement of the work a Permit to Work and a safe system of work must be invoked by the Responsible Person or Authorising Person.
- 13.3 Any opening in the ground created by any excavation work must have barriers unless the nature of the work renders this impracticable, (see *CDM Regulations 2007, Reg 31*).
- 13.4 During excavation work, the surrounding areas must be maintained in an orderly and tidy condition. Notices, barriers, cones and where appropriate, warning lights should be posted by the contractor to warn personnel of the presence of an excavation or opening in the ground. If the work is to take place on a dock road or on the side of the road such that it will hamper the traffic, the Contractor must take steps to comply with the requirements of the Code of Practice relating to Road and Street Works produced by the Department of Transport. In addition, safe access and egress from the excavation must be suitable and sufficient.
- 13.5 The Contractor should not regard any information provided by the Company about any underground services as conclusive as to their presence or absence in the vicinity of the excavation. The publication HS (G) 47 entitled 'Avoiding Danger from Underground Services' and the BS 1710 'Specification for Identification of Pipelines and Services' both give advice on locating and avoiding hazards from electrical cables.

14 Company Plant and Equipment

- 14.1 Contractors must not interfere with the Company plant and equipment unrelated to work under the contract. Other than fire alarms and emergency equipment, no person shall operate any equipment owned by the Company unless its use has been authorised in writing by the Company. The Contractor is responsible for ensuring the suitability of any equipment provided under such an authorisation and for ensuring that his employees or sub-contractors are properly trained to use it. Such equipment shall only be used in accordance with any restrictions applied to its use.
- 14.2 Where plant and equipment has to be dismantled, guards removed or safety systems made inoperative as part of the contract work, the Contractor must ensure that such equipment is properly isolated (*locked off where possible*) and *signage displayed* or otherwise made safe (*physically isolated*) before starting work and that any Permit to Work is in force. On completion or suspension of such work, the plant and equipment must be made safe either by secure isolation or reinstatement of guards and safeguarding systems.

15 Contractor's Plant and Equipment

- 15.1 The Contractor must ensure that all plant, equipment and vehicles brought to the Company premises are in a safe condition and comply with the 'Provision and use of Work Equipment Regulations 1998' (PUWER 1998), and the '*Lifting Operations and Lifting Equipment Regulations 1998*' (LOLER 98) applying to their use, particularly in respect of any requirements for periodic examination.
- 15.2 Contractor's employees must be sufficiently trained, experienced and competent to operate the equipment brought to the Company premises.
- 15.3 Evidence of the above *including any certificates and proof of training* must be presented to the Responsible Person or authorising person.

16 Contract Material

- 16.1 The Contractor must ensure safe storage of all substances, materials and articles brought to the Company's premises. No substance, material or article may be stored on the Company premises other than with the agreement of the Company.
- 16.2 No highly flammable liquids or Liquefied Petroleum Gases may be stored inside any building or within 5 metres of any building.

The following LPG safe working procedures must be followed at all times when being used on RFG property:

- a) A risk assessment must be conducted before use.
- b) Use must comply with the PUWER 1998
- c) Know Occupational Exposure Limits in accordance with EH40
- d) Have emergency contingencies in place such as;
 - First aid for 'Cold Burns' and Burns
 - Damage Cylinders
 - Environmental Hazards
 - Manual Handling
 - No "Smoking"
 - Separation, Transportation and Storage
 - Use of LPG in Confined Spaces
 - PPE to be used

The following are rules apply:

- a) Never use a match or other naked flame
- b) If a leak is suspected, DO NOT operate electrical switches (including lights) ON or OFF.
- c) Never use a "water extinguisher" to attempt to put a LPG fire out.

- 16.3 There are numerous legislative and approved HSE guidelines dealing with LPG, fuels and other substances. The contractor is to ensure full compliance of the aforementioned.
- 16.4 No such liquids or gases can be brought on board any company vessel without the prior approval of the responsible person.
- 16.5 Flammable materials must not be stored in any position where they would prejudice the safety of any means of escape in case of fire.
- 16.6 All materials must be properly stacked in areas that do not obstruct free movement around the premises or vessels.

17 Site Huts

- 17.1 No site hut or temporary office/mess room shall be erected without the written permission of the Company.
- 17.2 Lighting and heating must be installed and maintained so that the risk of fire is avoided. The Contractor must provide and maintain sufficient and suitable fire fighting appliance in any hut. RFG operate a no smoking policy on all of its sites.
- 17.3 The Company reserves the right to make inspections of site huts to ensure compliance with legislation and its own Health & Safety Policy.

18 Electrical Equipment

- 18.1 All electrical equipment used by the Contractor on site must comply with the requirements of the Electricity at Work Regulations 1989, applicable to its use. Authorisation from the Responsible Person will be required for:
 - i) The connection of portable tools and equipment to the Company supply.
 - ii) Step down transformers connected to the Company's 240v supply.
 - iii) The use of the Company supplies for equipment or services at voltages in excess of 240v.
 - iv) Any installation, extension, modification, maintenance, repair or testing of the Company's electrical systems or equipment.
 - v) The use of battery operated hand tools is encouraged.
- 18.2 All electrical equipment must be suitable for the purpose for which it is to be used, particularly in respect of exposure to water and flammable or dusty environments.
- 18.3 The Contractor should be familiar with the requirements of the Electricity at Work Regulations 1989.
- 18.4 All portable electrical equipment should be Portable Appliance Tested (PAT) annually and have a certificate to prove this test has been carried out. The RFG Authorising or Responsible Person may request this evidence.

19 Compressed Gas Cylinders

19.1 Gas cylinders present a range of hazards from that of falling over, to causing fires and explosions. Contractors must make sure they are used safely. The safe working practices set out in HSG 139 – Safe Use of Compressed Gases in Welding, Flame Cutting and Allied Processes – are a useful reference. Cylinders containing flammable gases or oxygen must be secured and isolated on the completion of each working period. The following will be regarded as mandatory using:

- i) Gauges and Regulators to be in good condition.
- ii) Flash and flame arrestors fitted (HSG 158 refers)
- iii) Hoses to British or CE standard, short in length and in good condition.
- iv) Bottles or containers to be secured – not free standing (HSG 51 refers).
- v) Segregation of fuel gases and oxygen when in store (HSG 51 refers).

19.2 The Company may undertake checks of the equipment to ensure safety remains paramount.

19.3 The location of Gas Bottles being used must be noted on the Permit to Work.

19.4 Any electrical contractor working on RFG's electrical systems will be trained to BS7671 and 16th Edition of the IEE Wiring Regulations 1991.

19.5 Causes of Electric Shock

- Contact between a live conductor and earth.
- Contact between phase and neutral conductors (as the body is likely to be of less resistance than the load).

19.6 Site Distribution (IEE Regulations)

All wiring, etc is to conform to IEE Regulations, even though much of it may be temporary. Note: Whenever possible, a reduced voltage should be used.

19.7 Generators (BS 7375)

Generators may be provided and will be powered by petrol or diesel engines. Attention must be given when siting such equipment in order to minimise pollution caused by noise or fumes. BS 7375 is to be strictly followed for the safe use of generators.

19.8 Working Near Overhead Power Lines

The local electricity authority must be contacted in the event of RFG contractors prior to work commencing to ensure compliance with Regulation 14 of the Electricity at Work Regulations.

19.9 Permit to Work

In accordance with RFG Policy, any invasive work will require a Permit to Work to be authorised accordingly.

19.10 Emergencies

All emergencies must be catered for, especially regarding Electrical Shock First Aid actions.

20 Control of Dust and Fumes (COSHH 2002)

20.1 Stationary internal combustion engines must not be used in any enclosed or confined space unless satisfactory arrangements have been made either to conduct exhaust gases into the open air or to provide adequate ventilation so as to prevent a dangerous concentration of fumes and gases. (Contractor is to be fully aware of EH40 Occupational Limitations).

20.2 The Contractor must effectively control or counteract the creation of dust, fumes or the generation of any other hazardous emissions, which could be hazardous to health.

20.3 At all time the Contractor shall fully comply with the Control of Substances Hazardous to Health Regulations 2002.

21 Confined or Enclosed Spaces

21.1 The Contractor must not allow any of his employees to enter any confined space, as defined in the Confined Spaces Regulations 1997 guidance given in L101 (Safe Work in Confined Spaces), or enclosed space ashore or aboard vessel without the successful completion of a Permit to Work and the space has been confirmed as safe to enter without Breathing Apparatus. (A risk assessment will highlight the hazards with this operation).

Entry into a space with Breathing Apparatus may only be made following a full risk assessment and approval of senior management.

21.2 Unless alternative arrangements are agreed it shall be the Contractor's responsibility to test and certify as safe to enter any confined space that his employees work in.

21.3 This also applies to work in confined spaces on board any company ship, where the Master or Chief Engineer will issue a permit to work, in particular entry into the Sewage Treatment Plant or other tank entry.

22 Electrical Sub-Stations/Distribution Boards

- 22.1 No Contractor's employees shall enter any electrical sub-station, distribution boards service intake or generator room other than with the authorisation of the Responsible Person.
- 22.2 The person entering the sub-station etc. must observe any constraints or limitations applied by the permission, permit to work or risk assessment.
- 22.3 In addition, when working near overhead electrical cables, GS6 should be observed.

23 Hot Work

- 23.1 Most hot work operations involve a number of parties, all of who have responsibilities for ensuring that the work is carried out safely. Various guidelines and regulations are available to ensure the safety requirements with all types of Hot Work. Due to its vicinity, RFG also falls under the Dock Regulations. HSE information sheet 'Hot Work at Docks' exclusively sets out the safe systems, which must be followed at all times whilst working on RFG property.
- 23.2 No flame, arc, spark or heat-producing appliance may be used for any Contract work, other than with the written permission of the Company by way of a Permit to Work. Before any Hot Work is conducted in the confines of the Port of Southampton, approval from ABP (VTS Centre) will be required.
- 23.3 Any conditions applied to the written permission must be strictly observed.
- 23.4 Where Hot Work is being carried out, it should be ceased by 1 hour prior to departure from the site and the area checked to ensure that no fire risk is present.
- 23.5 No smoking is permitted at any time within the area of a Hot Work Permit to Work.

24 Waste Management

- 24.1 The Contractor must ensure that waste generated as a result of the work is disposed of in accordance with the provisions of the Environmental Protection Act 1990 and the Regulations made thereunder. All special waste, as defined in The Special Waste Regulations 1996 (amended 1997), shall be disposed of in accordance with the Regulations.
- 24.2 No waste shall be deposited in the Company's skips other than with the authorisation of the Responsible Person.
- 24.3 The Contractor must effectively control any waste, which could be injurious to health or the environment, by making provisions for its safe and secure containment. No solid or liquid wastes are to be deposited or allowed to enter into drains or dock waters.
- 24.4 In the event of disposal of controlled waste, then the appropriate documentation must be completed.

25 Noise

- 25.1 Contractors must use the best practicable means of minimising noise. The statutory obligations under the Noise at Work Regulations 2005 must be complied with.
- 25.2 The use of hand tools or other equipment generating excessive noise levels will not be permitted in areas where Company's employees or the general public may be at risk

26 First Aid

- 26.1 Any first aid facilities available from the Company do not relieve the Contractor from his obligations under the Health and Safety (First-Aid at Work) Regulations 1981 and associated Approved Code of Practice Contractors must make adequate provisions for their own employees.

27 Injuries, Diseases and Dangerous Occurrences

- 27.1 The Contractor must be familiar with the requirements for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- 27.2 All reportable occurrences shall be notified to the Responsible Person immediately followed up with a copy of the report sent to the HSE.
- 27.3 Any injury sustained whilst working on RFG property must be reported to the responsible person.

28 Fire Precautions

- 28.1 The Contractor must ensure that his employees are familiar with the action to be taken in case of fire. They are to know where to report to in the event of any emergency whilst on RFG property. Contractor managers are to ensure of their employees' accountability in the event of an emergency and report this fact to the RFG Responsible person.
- 28.2 Portable fire fighting equipment installed by the Company may be used by the Contractor's employees in the event of fire. All fires and the use of fire fighting equipment must be reported to the Responsible Person. Other than use in an emergency, no fire fighting equipment, detection equipment or alarm system shall be disturbed or rendered ineffective other than with the authorisation of the Company.
- 28.3 Smoking restrictions where applied must be strictly observed by the Contractors. No smoking is permitted at any time within the area of a Hot Work Permit to Work.
- 28.4 On completion of all work, the contractor is to ensure that no fire hazards exist. Housekeeping and cleanliness of the site is paramount to reducing fire hazards.

APPENDIX A RED FUNNEL GROUP LIMITED

DRUG AND ALCOHOL POLICY STATEMENT

Statement of Policy

It is the Policy of the Company to ensure that employees' use of either alcohol or drugs (prescribed), does not impair the safe and efficient operation of the Company or the Company's vessels. Red Funnel Group will endeavour to ensure that the organisation, people, equipment and the environment are not put at risk, as a result of accidents or incidents caused by the misuse of drugs or alcohol in the work place.

To achieve this objective the Company will:-

Alcohol

- a) Operate a positive action policy designed to prevent drink related problems by controlling the issue of, and restricting the use of, alcohol on the company's ships.
- b) Make employees aware of the long-term and short-term effects of consuming excessive amounts of alcohol through information and training programmes.**
- c) Equip Masters/Commanders, Managers and Senior Officers to identify those who may have a problem, and to refer them for professional help.**


Drugs

- a) Prohibit possession or use of those drugs which are normally declared illegal. Such drugs include for example, but are not limited to:**

Marijuana, Cocaine and Heroin

- b) Require those using legally prescribed drugs on board ship, to inform the Master immediately on reporting on board. Ship's staff that are using prescribed medications will be required to seek advice from the prescribing practitioner as to whether the medication may affect their ability to safely perform their duties. Any impairment or restrictions must be immediately brought to the attention of the Master and the Company.

The Company recognises that the advantages to all concerned in operating this positive action preventive policy are: a more productive workforce, improved morale and retention of staff, while providing help and support for any employee who might succumb to alcohol or drug related problems.



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MANAGING DIRECTOR

27 July 2007

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DATE

APPENDIX B

References

The following list of publications although *not exhaustive* is regarded as relevant to Contract work. The Contractor is expected to be familiar with the relevant Regulations, Approved Codes of Practice and Guidance Notes. Although not exhaustive, the Company will use the standards outlined in the following publications to judge compliance with the best practices of the trade.

General Series

- GS 38 Electrical Test Equipment for use by Electricians
 GS 4 Safety in Pressure Testing
 GS 6 Avoidance of Danger from Overhead Electric Lines 1991

Health and Safety: Guidance Booklets

- HS(G)107 Maintaining Portable and Transportable Electrical Equipment
 HS(G)136 Workplace Transport Safety: Guidance for Employers
 HS(G)140 Safe Use and Handling of Flammable Liquids
 HS(G)141 Electrical Safety on Construction Sites
 HS(G)151 Protecting the Public: Your Next Move
 HS(G)155 Slips and Trips: Guidance for Employers on identifying Hazards and Controlling Risks
 HS(G)158 Flame Arresters: Preventing the spread of Fires and Explosions in Equipment that contains Flammable Gases and Vapours
 HS(G)168 Fire Safety in Construction Work: Guidance for Clients, Designers and those managing and carrying out Construction Work involving significant Fire Risks
 HS(G)17 Safety in the use of Abrasive Wheels
 HS(G)139 Safe Use of Compressed Gases in Welding, Flame Cutting & Allied Processes
 HS(G)185 Health 7 Safety in Excavations: Be Safe and Shore
 HS(G)204 Health and Safety in Arc Welding
 HS(G)37 Introduction to Local Exhaust Ventilation
 HS(G)38 Lighting at Work
 HS(G)39 Compressed Air Safety
 HS(G)47 Avoiding Danger from Underground Services
 HS(G)48 Reducing Error and Influencing Behaviour
 HS(G)51 Storage of Flammable Liquids in Containers
 HS(G)53 Selection, use and maintenance of Respiratory Protection Equipment: A Practical Guide
 HS(G)6 Safety in Working with Lift Trucks
 HS(G)65 Successful Health and Safety Management
 HS(G)97 Step by Step Guide to COSHH Assessment

IND(G) Leaflets

- IND(G)73(L) Working Alone in Safety: Controlling the Risks of Solitary Work
 IND(G)197(C) Working with Sewage: The Health Hazards
 IND(G)199(L) Transport Safety at the Workplace
 IND(G)231 Electrical Safety and You
 IND(G)223(L) Managing Asbestos in Premises
 IND(G)227(L) Safe Working with Flammable Substances
 IND(G)229(L) Using Work Equipment Safely
 IND(G)258(L) Safe Work in Confined Spaces
 IND(G)308 Safe Use of Gas Cylinders

Legislation (L) Series

- L 22 Safe Use of Work Equipment – ACOP and Guidance
- L 23 Manual Handling – Guidance on Regulations
- L 24 Workplace Health, Safety and Welfare – ACOP and Guidance
- L 25 Personal Protective Equipment at Work – Guidance on Regulations
- L 73 A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- L 143 Working with Materials Containing Asbestos. Control of Asbestos Regulations 2006

Plant and Machinery Series

- PM 15 Safety in the use of Pallets
- PM 28 Working Platforms on Fork-lift Trucks
- PM 29 Electrical Risks from Steam/Water Pressure Cleaners, etc
- PM 56 Noise from Pneumatic Systems
- PM 83 Drilling Machines: Guarding of Spindles and Attachments

OTHER USEFUL PUBLICATIONS

“Safe Under Pressure”, published by:

BOC Ltd. - available from their Industrial Trade Outlets

“Fire Prevention on Construction Sites”, published by:

The Fire Protection Association (FPA)

OTHER SOURCES OF INFORMATION:

The Loss Prevention Council

The National Contractor’s Group

Code of Safe Working Practices (HMSO) for Merchant Ships

APPENDIX C

Guides for Contractors – Companies intentions to audit

Management of Health and Safety – Supervision

- Who will supervise your work?
- How will changes arising during the job be dealt with?
- How will you liaise with the Company (to keep regular contact or to inform of accidents/incidents or other problems)?
- If you identify a problem, what action do you take, (i.e. is the work stopped, area cordoned off, specialist advice sought etc)?
- Are you aware that you must report any accidents/incidents or near misses, or potential hazard to Health and Safety to the Company.
- Have you been made aware of our safety rules (i.e. Safety codes, Permit to Work procedures, Protective Clothing etc and Standard Operating Procedures and Emergency Procedures)?
- How will safe access be maintained throughout the work?

Experience

- What experience do you have of working in this specific environment (e.g. port, ship, depot etc)?
- How familiar are you with the hazards in this environment?
- Have you undertaken this sort of job before?
- Can you provide a risk assessment or method statement for a similar job?

Emergencies

- In the event of an emergency, what actions would you take?
- Do you know where the Assembly Points are?
- What actions would you take in the event of a minor/serious injury?

The above questions may be asked by an RFG manager at any time whilst work is being conducted.