

Safety Instructions for Contractors

As a contractor for Kingsclere Estates Ltd. you are expected to:

- Ensure that you have adequate Employers and Public Liability Insurance;
- Comply with the Health and Safety Policy laid down by the business, a copy of which is available for inspection in the Office;
- Comply with all site health and safety rules / instructions listed below but also e.g. speed limits, accident reporting, no smoking areas, no children or pets permitted;
- Communicate all risks associated with your work to both site management and any other persons who could be affected by your activities (e.g. through risk assessments); Types of hazards to include are:
 - Work involving hazardous substances;
 - Work which is excessively noisy;
 - Excavation work;
 - Working at heights;
 - Work involving the use of scaffolding;
 - Handling / removing asbestos;
 - Entry into a confined space;
 - Maintenance on electrical installations.
- Notify management of any damage caused during the work;
- Ensure that, when necessary, you (and your employees) comply with all current legislation (including training and license requirements) connected with the work you are about to undertake;
- Ensure that, where practicable, you have provided information about your arrangements and organisation for dealing with hazards associated with your work on site;
- Provide whatever information, instruction, training and supervision is necessary to ensure health and safety at work;
- Ensure that you (and your employees) are aware of all matters likely to cause danger to yourself and others (see list of special hazards below);
- Provide and maintain machinery, equipment, etc. and systems of work that are safe and without risk to health;
- Provide and maintain personal protective equipment appropriate for the job;
- Carry out your work in such a way that persons not in your employment, who may be affected by your operations, are not exposed to any risk to their health and safety;
- Leave the site in a safe condition after working hours;
- Observe and comply with all health and safety notices displayed;
- Notify management and, where applicable, the HSE of any accidents, incidents of ill health or dangerous occurrences arising from your work;
- Ensure you know where first-aid and welfare facilities are. However, this does not negate the requirement for you to make provision for your own (and your employees) first-aid.

Special Site Hazards

Before work commences on site you should be aware of the hazards on our premises. Your site contact will provide you with specific details on the following as relevant to your activities on site:

- Location of public footpaths;
- The presence and location of services, e.g. power lines, water and gas mains – both above and below ground;
- Ground condition;
- The presence and location of any nearby watercourses;
- Transportation routes;
- Presence of Livestock;
- Hazardous substances, e.g. chemicals and asbestos containing materials;
- Unsafe structures such as fragile roofs;
- Noise;
- Confined spaces;
- Flammable / explosive atmosphere;
- Toxic / hazardous atmosphere;
- Special events, such as open days or group visits;
- Particular risks from other work activities and contractors;
- Emergency and evacuation procedures;
- First aid arrangements.