



BRUNEL MANAGEMENT LIMITED

Contractors' Rules

Introduction

Brunel Management (“Brunel”) is a property management company which commissions building and maintenance contracts on behalf of client landlords.

Brunel is committed to ensuring that the highest levels of due diligence, health and safety and performance are achieved by all its contractors.

These Contractors' Rules (“Rules”) set out the basic rules which must be followed by contractors appointed by Brunel to ensure safety and to minimise inconvenience to third parties. The Rules may not cover every eventuality or situation which may arise and do not relieve contractors of their legal and contractual responsibilities.

Failure to comply with the Rules will result in the review of the relationship with the contractor concerned.

Definitions:

“the premises” refers to the premises the subject of a maintenance contract.

“the contractor” refers to a contractor appointed by Brunel to carry out or perform a maintenance contract.

“tradesmen” refers to the employees of the contractor, sub-contractors and their employees and all contracting staff working on the premises under a maintenance contract.

A “maintenance contract” is a contract with Brunel to perform repairs, maintenance or redecoration work on the premises and may be in writing, telefax or email or, where necessity or convenience requires, by verbal agreement or instruction.

“Written” or “in writing” includes messages by email, text and telefax.

Contractor Requirements

Note: Work involving construction, alternation, conversion, fitting out, commissioning, renovation, repair, maintenance or dismantling of any structure or services are covered by the Health and Safety (Management in Construction) (Jersey) Regulations 2016.

Before sending their employees to the premises the contractor must provide to Brunel:

- copies of their current Employers Liability and Public Liability insurance certificates;
- copies of training certificates of the tradesmen attending the premises;

- copies of the risk assessments and, where required, method statements for the planned work;
- copies of current inspection and maintenance for equipment to be used on the premises.

To minimise nuisance or disturbance to tenants, the contractor must have reached an agreement with a Brunel manager regarding:

- hours of work to minimise tenant's disruption;
- contractor parking and delivery arrangements;
- arrangements to access the premises, e.g. keys or security codes;
- arrangement for the storage and removal of waste material;
- arrangements for communication with the manager during the works; and
- emergency procedures.

(Note: The above notifications can be specific to a particular contract or in general terms by agreement or arrangement with Brunel).

Contracting Staff

The contractor must ensure that all tradesmen are aware of and observe the following rules:

Tradesmen must:

- treat tenants and occupiers with respect and courtesy whilst working on the premises;
- be aware of their duties under the Health and Safety at Work (Jersey) Law, 1989 and take reasonable care of themselves and others;
- be suitably trained and competent to undertake the task that they have been employed to do;
- make sure that all equipment they take to the premises is safe to use;
- adopt a 'clean as you go' when working in tenants' homes and communal areas;
- report any incidents of health & safety concern, including near misses, to their manager; and
- stop work if you they any concerns in regards to their safety, the safety of other people and report the matter to their manager.

Tradesmen must not:

- interfere with, or misuse any items which have been provided for health and safety reasons;
- be under the influence of any form of recreational drugs or alcohol at any time when working on the premises;
- use radios or use abusive language when in the premises;
- behave recklessly or in a manner which may cause injury or ill health to themselves or others.

Before starting work on the premises, tradesmen must have:

- confirmed in writing that they have read and understood the Rules;
- read and understood the task specific risk assessments and, for high risk work and method statements;
- if required, completed the induction for the premises they will be working in; and
- if required, signed in to the premises or made their manager aware that they are on the premises.

General Health and Safety Rules

Security

- the contractor should be mindful if the premises are tenanted that tradesmen are not permitted to enter the premises without the prior consent of a Brunel manager or the tenant;
- tradesmen must not make openings in any wall or boundary fence without the prior written consent of a Brunel manager.
- tradesmen must not leave scaffolding ladders in place and should ensure that all scaffolds are left in a secure manner when not in use;
- tradesmen must ensure that all work areas are suitably isolated to prevent unauthorized access; and
- where tradesmen are permitted access to a tenant's home when the tenant is not present, all doors must be locked at the end of the work to avoid other persons entering without permission.

Housekeeping

To avoid any inconvenience and unnecessary disruption, tradesmen should maintain a high standard of housekeeping at all times, adopting a 'clean as you go' approach and keeping all access ways clear and tidy. Tradesmen must protect all flooring surfaces during works to ensure that no damage is caused to them.

First Aid

All contractors must provide appropriate first aid arrangements, e.g. suitable first aid kits and appropriately trained first aiders.

Asbestos Containing Materials

The following rules apply to works which may result in the disturbance of asbestos:

Brunel holds Asbestos Surveys and Asbestos Management Plans which will be provided to the contractor as necessary to allow them to confirm that asbestos containing materials in the fabric of the building will not be disturbed by their work.

Where there is any concern regarding working on the fabric of the building, further asbestos sampling will be arranged, and the Asbestos Management Plan updated.

If the contractor does not receive the above documentation or written confirmation that there is no asbestos present, they must request it before work starts.

Work on or to remove asbestos containing materials is not permitted by the contractor or any tradesmen except competent asbestos removal contractors, due to the known long-term health risks.

If suspected asbestos containing material is uncovered or damaged, work must immediately stop, the emergency procedures in the Asbestos Management Plan, (located at the Brunel offices) must be followed and the Brunel manager immediately informed.

Fire Precautions

- tradesmen must not bring any flammable substances including Liquefied Petroleum Gas, (“LPG”), oil-based paints, white spirit, thinners and other flammables products onto the premises without detailing their requirements in the risk assessment/method statement and prior authorization from the Brunel Manager;

(Note: tradesmen such as decorators using oil-based paints on a regular basis can provide generalised requirements into non-job-specific risk/assessment method statements authorised from time to time by Brunel.)

- all fire assembly points, exits and roadways must be kept clear at all times; and
- waste materials must be removed from the premises on a daily basis and the storage and use of high-risk items on the premises is not permitted.

Working at height

Working at height is regarded as high-risk and will require a method statement:

- working at height should be avoided whenever possible;
- where work at height cannot be avoided, controls should be in place to prevent falls, e.g. tower scaffolds, mobile elevated work platforms, (“MEWP’s”), restraint harnesses etc.;
- where the risk of falls cannot be avoided controls should be in place to minimise the distance or consequence of a fall, e.g. safety nets or fall arrest harnesses etc.;
- where necessary, proof of training and inspection and maintenance certificates will be required by Brunel along with the method statements for the work;
- when scaffolding is erected, tradesmen must not use it until it has been inspected by a competent person and a hand-over certificate provided;
- suitable and robust emergency plans must be in place (that do not entirely rely on the emergency services);
- the scaffolding must be re-inspected by a competent person every 7 days or when damaged or when it has been altered or exposed to weather conditions which are likely to affect it.

Lifting Equipment, including MEWPS

- all lifting equipment must be in a maintained and safe condition having an identification mark with the Safe Working Load clearly identified;
- records of statutory inspections must be available and provided on request;
- all lifts must be supported by a lifting plan which must be reviewed by the lifting operative before the lifting takes place; and
- all crane drivers must be trained to the Construction Industry Training Board, (“CITB”) or the equivalent standard.

Pressurised systems

(These may include ventilation and heating and cooling systems.)

- the contractor should maintain reports on the examination, testing and records for the use of refrigerants and this should be made available to Brunel;
- all gaskets which are used for steam and other pressure systems must be correctly

sealed for the required duty and installed in strict accordance with the manufacturer's instructions;

- the contractor must supply a copy of all instructions/operator's manuals to Brunel for the installation; and
- appointed maintenance contractors must remove and clean shower heads between tenancies. If these are damaged, they should be replaced prior to the commencement of the following tenancy.

Plant and Equipment

- the contractor must ensure that all portable electrical equipment, including extension leads, brought onto the premises have up to date portable appliance testing certificates and ensure that all equipment brought onto the premises is fit for purpose, regularly maintained and inspected/calibrated.
- where work has been undertaken with Brunel plant or equipment, it must be returned in a safe working condition upon completion. Failing this, the Brunel manager must be contacted with a detailed report of the problem and the time-frame for repair/replacement; and
- all equipment which is used on or near electrical installations or potentially explosive atmospheres must be intrinsically safe.

Substances Hazardous to Health

The use of Liquefied Petroleum Gas ("LPG") or hazardous substances must be avoided if possible on the premises.

If hazardous substances, which cannot be substituted for a less harmful product, are required by the contractor, suitable and sufficient hazardous substances assessments for the activity and safety data sheets for the products being used must be prepared before coming to the premises.

The hazardous substance assessments must identify the following as a minimum:

- the substance/s that are being used;
- the proposed use of the substance/s;
- the associated health hazards;
- necessary safety precautions to be taken;
- storage arrangements;
- amounts that are being kept;
- emergency procedures; and
- disposal arrangements.

The contractor must take all appropriate precautions to protect all other people and the environment.

Personal Protective Equipment, ("PPE")

Where PPE is specified in risk assessments and/or method statements:

- the tradesmen must wear it during the work;
- PPE must be fit for purpose (e.g. correct grade of dust mask); and
- all operatives must be trained in the use of the PPE they have been issued.

Electricity

Tradesmen must use only 110 volt or battery-operated tools and equipment when on any the premises. The use of 240 volt equipment is prohibited.

Tradesmen are reminded that faults can develop between inspections and therefore electrical items, extension leads and equipment should be checked prior to use. In the case of a fault the item itself should be removed from service and labelled as such.

When tradesmen undertake work on any electrical system, suitable isolation procedures, including lock out/ tag off of the electrical system must be undertaken.

Competency of Staff

The contractor must ensure that all tradesmen who undertake works on the premises are suitably trained, competent and qualified.

Permissions to Work

Where there is a risk of serious injury from the work (for instance a risk of fire or falls from height or roof works) or risk of significant disruption to tenants, the contractor must obtain from Brunel, in writing, a 'Permission to Work' authorisation before commencing any such work. The contractor must first have confirmed, in writing, the controls that the contractor has specified in its risk assessments and/or method statements to minimise the risk of injury.

A Permissions to Work and the contractor's responsibilities under it remain in full force and effect until termination of it in writing by Brunel.

Work undertaken under a Permission to Work will be considered to have been completed only if the work area has been made safe and all equipment, waste and material removed.

The types of work where Permission to Work may be required are as follows:

Permissions to undertake Hot Works

Hot Work may introduce fire and explosive hazards. Tradesmen who complete these tasks may use oxyacetylene, welding, cutting, brazing, soldering and grinding, risking fire from the ignition of flammable or combustible materials in the work area, and from leaks of flammable gas from hot work equipment.

- Contractors must include in their risk assessments and method statements any control measures which are in place before work starts, e.g. fire extinguishers, clearing any combustible materials or covering it with flame proof coverings, screens, fire watch for one hour after works have ended etc.; and
- detail the method of raising alarms and emergency procedures taking into account there may be tenants in the building.

Contractors must ensure, following a Hot Work Permission issued by Brunel, that all control measures are in place. At the end of the work Brunel will require confirmation that all tools and materials have been removed and the area made safe before terminating the Permission to Work.

Other Permissions to work e.g. electrical isolations, water isolations, working at height and confined spaces.

The necessity for Permissions to Work required for other tasks may be determined by the contractor or by Brunel based on the type of work, scale of work and any significant identified risks.

Emergency Arrangements

- the contractor must report all incidents, near misses and accidents to the Brunel manager including those which result in injury, damage to property, equipment or the environment;
- the contractor must not allow any harmful substance to enter the premises' drainage/water course; and
- any spillage of a harmful substance must be reported to the Brunel manager to enable the damage to be limited and to ensure that the Brunel manager is aware of the same.

General Data Protection Regulation (GDPR)

The contractor is obliged to comply with the data protection law and must ensure:

- no tenant's information is disclosed to third parties;
- all tenants' names, addresses and information are treated as confidential; and
- no personal data is transferred outside of Jersey or used for any other purpose other than the purpose for which it was supplied to the contractor, including for direct marketing purposes.