



Sparks
Commercial Services Ltd

Contractor Health & Safety Induction For VMU Swindon

Site Contact is
Joe Titcombe

This Induction is split in to two parts

- Part A is for all contractors
- Part B is for Building work contractors only (you need to do both parts if carrying out building work)



PART 'A'



- We are committed to providing a safe and healthy environment for all members of our community
- In return, we expect all members of our community to respect the policies, rules and regulations of the Site.
 - Act reasonably, be well-behaved and show respect to others
 - Carry out their work or activities in a way that safeguards:
 - their own health and safety
 - the health and safety of anyone else who could be affected by their Works.



- When you work for Sparks Commercial Services you are representing us.
- You should always be dressed appropriately and wear company ID so that you can be easily identified
- You need to be wearing – and using – the required Personal Protective Equipment to do your job safely
- Work safely and think about the safety of others who may be affected by your works
- Follow any rules or procedures set by us when working on our site



- Follow these safety guidelines.
- If you fail to do so you (and your company) may be removed from site permanently.
- If you have any doubts about what is required of you, please ask your Site contact.
- Remember – always WORK SAFE be SAFE!



- Sparks Commercial Services requires contractors to provide written risk assessments and method statements whenever there is a significant risk of injury associated with a job or activity.
- RAMS identify the things that could cause harm and injury and what needs to be put in place to protect you, your workmates and others from harm.
- DO NOT start any work until these have been provided to your Site contact.



- You must make sure that you have read and understood any RAMS for your work.
- You must make sure that you properly follow the RAMS including properly implementing identified control measures.
- Report any concerns to your supervisor



- We Require all contractors to have £10,000,000 Public Liability Insurance
- All contractors must also hold Professional Indemnity and employer liability Insurance



Smoking is not allowed:

- in any buildings
- Within 5 metres of any buildings
- Only in the designated smoking area (ask your site contact)



- Our buildings are fitted with fire alarms
- We carry out weekly fire alarm tests in all buildings. Testing is carried out on a Tuesday morning.
- We have fire wardens in all buildings. Fire wardens will check designated areas to make sure that everyone has left the building in the event of an alarm.
- There is a designated assembly point for the site by the main gate.
- Information on the assembly points will be provided by your site contact.
- Make sure that you know where your nearest exits are.



- If you discover a fire:
 - Activate the alarm by pushing a red call point
 - Fire extinguishers are provided in all buildings – you should only tackle a fire if you are confident in the use of an extinguisher, and it is safe to do so.
 - Exit by the nearest fire escape route and go directly to the assembly point.
- If you hear the alarm:
 - Stop working and make your area safe.
 - Do not take possessions with you.
 - leave the building by nearest available route closing doors and windows behind you.
 - Go directly to the assembly point and await further instructions.



Never put yourself or anyone else at undue risk!

- First Aiders
 - We have First aiders on site
 - If you require first aid or if you need an ambulance:
 - Call Reception.
 - If an ambulance is required contact reception rather than calling 999. They will call the emergency services and will meet them on arrival to direct them to where you are working.
 - All first aiders are fully trained and have access to a first aid kit.
- A Defibrillator is available on site.



- All accidents, near misses and incidents must be reported to site as soon as possible.
- You should do this by telling your site Contact. They will complete the company report form, and they may need certain details from you:
 - What happened.
 - Details of who was involved.
 - Any injuries or damage caused.
 - What has been done to make the situation safe or prevent a recurrence.
- Remember we will attend all incidents.



DO NOT CALL THE EMERGENCY SERVICES DIRECT!

- Appliances
 - Wherever practicable use battery operated equipment. Where this is not possible, 110v equipment or 240V with RCD protection should be used.
 - All electrical equipment should have an in-date PAT Test
- Extension Cables
 - Use wisely
 - Never use more than one extension cable at a time with each appliance
 - Avoid using extension cables with high wattage appliances such as kettles
- Portable heaters should not be used



- Keep floors clear to avoid slip, trip or fall
- Tidy and restrict cables to prevent them from becoming a hazard
- Clear up spills immediately
- Do not leave work equipment or materials unattended
- Tidy rubbish as you go
- Do not obstruct corridors or doorways
- Make sure that fire exits are kept clear



Contractors can use car parking on site.

You must not park on:

- Pavements or in reserved, named parking bays
- Hatched areas
- Double yellow lines
- In front of emergency exits
- Spaces reserved for electrical vehicles must only be used for parking or charging electric vehicles
- Accessible parking spaces can only be used by people with a “Blue badge”
- Drive slowly when on site and observe all speed and road traffic signs.
- Be aware of pedestrians and cyclists



- We expect all persons on site to treat each other with dignity and respect.
- We will not tolerate unacceptable behaviour, and anyone found to have broken this rule will be removed from site.
- Whilst on site we expect you to observe our site rules. In particular:
 - Do not smoke in or round buildings, use the designated smoking area
 - Do not use mobile phones when working at heights, driving or doing other work tasks that require your proper attention
 - When you are in and around the site please be considerate of other users, especially when using phones or having conversations with other people
 - Radios and similar should not be used on site
- Where appropriate clothing at all times and your ID card where applicable



- You should now be aware of:
 - Our commitment to health and safety
 - Your responsibilities including Acceptable behaviour (conduct, smoking and working on site)
 - Risk Assessments and Method Statements
 - Parking and Driving on site
- You should now know what to do if:
 - You hear the fire alarm
 - You discover a fire
 - You need to report an incident
 - You need first aid treatment or the emergency services



If you have any concerns about working at our site then please speak to your site contact.

PART 'B'



- Works on our building fabric, services and infrastructure is tightly controlled.
- Regardless of who you are working for, all such work has to be approved by the Business control Manager or the Health, Safety and Compliance Manager
- Your Site contact is responsible for gaining approval for this work to be done.
- You will need to provide your RAMS in advance (2 weeks Minimum) so that they can confirm they are happy for you to proceed.
- You may be required to attend a pre works meeting to discuss your works in advance of them starting



- You should not start any such work until you have the necessary permissions in place. Types of work falling under this include (but are not restricted to):
 - Drilling, penetrating, attaching to, rubbing down, painting, taking down, altering existing or constructing new walls, partitions, ceilings and all other parts of a building's structure
 - Anything that could compromise fire safety (compartments, fire doors, means of escape and alarm systems)
 - Accessing above suspended ceiling or risers or ducts, including floor ducts
 - Works on the fixed electrical system (including any equipment hard-wired into the system)
 - Works on the site heating systems including any associated pipework
 - Plumbing work that alters or connects into a building's hot or cold water systems



If in doubt speak to your Site Contact

- We operate a permit to work system for any work on the fabric of the building, your site contact will need to arrange the issue of permits in advance of you carrying out any works.
- You will need to provide RAMS for the work that you will be carrying out and these will need to be approved by the Health, Safety & Compliance manager before a permit is issued.
- Permits are required for each of the following:
 - Roof works / access
 - Electrical works
 - Works on building gas supplies
 - Excavations / Ground penetrations
 - Powering down critical equipment such as computer servers.
 - Asbestos Works
 - Hot Work
 - Work on pressure systems
 - Isolation of fire alarms



- Many of our buildings contain asbestos.
- Asbestos does not pose a risk unless it is disturbed or damaged.
- The asbestos register is held on site. No works should be carried out on the building fabric, services and infrastructure unless the asbestos register has been checked to confirm that it is safe to proceed
- Any contractor who may come into contact with asbestos must have had asbestos awareness training in the last 12 months (proof will be required).
- If you discover asbestos whilst working:
 - Stop work immediately
 - Make the work area as secure as possible
 - Alert your Site contact



- Never cover smoke or fire detectors unless you have been specifically authorised to do so
- Remember, Hot Works may only be done under a permit to work
- Keep fire exits and routes clear at all times
- Do not wedge fire doors open
- Tidy up as you go – waste should be put in appropriate bins
- Store flammable materials as directed



- You should now be aware of:
 - Our commitment to health and safety
 - Your responsibilities including Acceptable behaviour (conduct, smoking and working on site)
 - Risk Assessments and Method Statements
 - Rules for working on building fabric, services and infrastructure
 - Parking and Driving on site
- You should now know what to do if:
 - You discover asbestos (Building works)
 - You hear the fire alarm
 - You discover a fire
 - You need to report an incident
 - You need first aid treatment or the emergency services



If you have any concerns about working at our site then please speak to your site contact.

Thank You

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