

RAW GROUP CONTRACTORS' MANUAL

RULES AND CONDITIONS FOR CONTRACTORS
WORKING FOR, OR ON BEHALF OF,
RAW GROUP & RAW TECHNOLOGY

Please ensure that all of your employees have read, and fully understood, the guidance provided in this document prior to their attendance on any project undertaken for, or on behalf of, RAW Group.

This Manual and the information contained herein are the property of RAW Group trading as RAW Technology. It must not be reproduced or otherwise disclosed without prior consent in writing from RAW Group.

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1.0 INTRODUCTION

In line with RAW Group's company Health and Safety, Environmental and Quality policies (as enclosed), we are committed to working in a safe, controlled and responsible manner and to working in a positive manner to prevent injury, ill health, damage or loss as a result of our activities.

This document is provided to inform the management of Contractors employed by RAW Group of the standards required when working for RAW. It has been prepared to assist Contractors with working safely and to aid them in fulfilling their obligations with regards to the Health and Safety of their own employees and others who may be affected by their works on site. The rules and conditions outlined herein must not be considered exhaustive and additional conditions may be enforced as and when required (e.g. site specific rules, land-owners' conditions etc).

All Contractors employed by RAW Group must be appointed to our 'Approved Suppliers list' prior to undertaking any works, or providing any service. Full details of our approval procedure are available from our Commercial Manager, upon request.

This document should be distributed to all employees, or sub-contract staff, engaged on any project for RAW Group, whether on a RAW Group site or on a RAW Group customer's site. The standards outlined herein must be adhered to by all staff throughout the Contract period.

This document and the conditions outlined herein are to be considered an integral part of the Contractor's Contract with RAW Group and any failure to comply may be considered a breach of Contract. The prime objective of these rules is to provide a memorandum of understanding between the company and the contractor and to try to prevent accidents.

This document is not to be considered exhaustive and no part of this document is intended to be construed as a Method Statement, nor does it relieve the Contractor of any of his responsibilities in respect of Health and Safety or the protection of the Environment.

Should there be any doubt or query regarding these rules and conditions, or their interpretation, the advice of and/or ruling from RAW Group's management is readily available and it is the responsibility of the Contractor to seek and obtain the same to his satisfaction.

Further copies of this Manual are available for distribution upon request.

DEFINITIONS:

For the purpose of these Rules and Conditions, the following definitions apply, and any related phrases shall be construed accordingly:

The Company RAW Group T/A RAW Technology

Site: Any property or location at which the contracted works are required to be undertaken

Contractor: The company, organisation or individual engaged by RAW Group and his employees and sub-contractors

In the event of any dispute on the interpretation of statutory requirements, the ruling of the Company's management shall be considered final.

Health & Safety regulations referred to in this manual will always relate to the current version including any amendments made and variations.

2.0 DUTY OF CARE

It shall be the duty of every person whilst at work to take care of his/her own health and safety and the health and safety of other persons who may be affected by the work. It is the duty of every person to co-operate fully with regard to any duty or requirement imposed on his employer or any other person in the interest of health and safety in accordance with the Health and Safety at Work Act 1974 or the Safety, Health and Welfare at Work Act 2005 (hereafter referred to as 'the Act').

It is the duty of the Owners, Directors and Managers of the Contractor's company to make their employees aware of their duties under the provisions of the Act and any other pertinent legislation.

3.0 USE OF SUB-CONTRACTORS

Should the Contractor wish to sub-contract any part of the Contract works, he must first seek the permission of RAW Group and demonstrate that the sub-contractor has been assessed and shown to be competent to undertake that work and that he carries appropriate insurance cover.

The Contractor is responsible for ensuring that all sub-contractors engaged by him are fully aware of these Rules and Conditions and comply with them at all times.

The Contractor remains fully liable for the actions of his sub-contractors.

4.0 PRICING

The acceptance by the Company of any quotation provided is on the basis that the price quoted is inclusive of all elements of cost necessary to comply with all statutory requirements, and with the Company's Rules and Conditions.

On occasion, RAW Group will supply a Scope of Works to the Contractor upon which to base a cost estimate. Where specialist contracting works are required, a scope of works may be requested by the Company from the Contractor.

5.0 APPOINTMENT AND PAYMENT

Appointment will take place in accordance with our Approval Procedures, which require the Contractor to have first satisfactorily completed our approvals process.

Appointment for works will be undertaken under a Purchase Order detailing a project number and the value of the proposed works. Under no circumstances must work be undertaken prior to receipt of such an order, excepting where the Company is managing works on site but payment is to be directed to a third party or where emergency works are commissioned out of hours. In this instance, a purchase order will be provided as soon as possible during the following office hours.

Payment will be in accordance with the supplied Purchase Order. If the works period exceeds one month, then interim payments may be made at the Company's discretion.

Any additional or amended works which affect the project cost will be subject to the issue of an amended or additional Purchase Order. A verbal order is not sufficient to organise payment and payment will not be made on the basis of any verbal instructions, whether given by RAW staff or a third party. Payment can only be made in accordance with the Purchase Order provided. For emergency out of hours works, which may be commissioned verbally, payment can only be made following provision of a Purchase Order.

In the case of direct billing to a third party, RAW Group will advise in writing that approval has been given for works to commence. Under these circumstances, these Rules and Conditions remain applicable (unless advised otherwise in writing) and can be considered to be have been issued by RAW Group on behalf of the third party.

Unless otherwise agreed in writing in advance of the works, our payment terms are 60 days for the UK and for ROI

6.0 PROGRAMME AND COMMUNICATION

Upon receipt of a Purchase Order, the Contractor must agree a works programme with the Company, including a start date.

It is expected that all works will be completed in a timely manner. Consideration will be given to delays due to unexpected conditions or Acts of God (such as adverse weather etc). Any delays to the programmed works must be notified to the Company immediately, together with details of the cause.

Working hours must be agreed in advance with RAW Group and must be in compliance with any Local Authority, or other regulatory body's, requirements.

RAW Group must be provided with contact details for the site foreman (or the appointed contractor undertaking the works), including a mobile telephone number, for each site, together with details of the Contractor's management team.

The Contractor shall undertake all reasonable effort to inform the Company and any relevant third parties as to the correct longer term running, operation, servicing, maintenance and any other relevant aspects of the Contract works.

Occasionally works may attract third party or media attention. No comment should be made to any third party unless previously agreed with the Company. Any requests for information should be referred to the Company immediately.

7.0 TERMINATION

The Contractor may have their approval for works terminated at any time under the following circumstances:

- Failure to adhere to statutory guidance or legislation or local law with respect to Health and Safety, environmental compliance or any other aspect of the works; and
- Failure to supply the agreed goods/service;
- Failure to adhere to the agreed Terms and Conditions;
- Failure to comply with the contents of this document;

- Any other Breach of Contract

8.0 WARRANTIES

The Contractor shall warrant that (subject to the other provisions outlined herein) the services / goods provided will be of satisfactory and expected quality. This warranty shall cover the efficacy of the works for a reasonable period of time following completion

9.0 BEFORE ARRIVAL ON SITE / COMMENCING WORK

Prior to commencing any works on site, the Contractor will be required to develop a site specific Method Statement and Risk Assessment suitable and sufficient for his works, which must be submitted to the Company for approval two weeks in advance of any works or in agreement with RAW Group's Project Manager. The Contractor must notify the Company of any specific hazards that are likely to arise as a result of his operations. Contractors submitting Risk Assessments or Method Statements (RAMS) that are not suitable and sufficient will not be able to start work on site until they have been brought up to the required standard. Costs incurred from delays caused by insufficient or unsuitable contractor RAMS will not be recoverable from RAW Group.

It should be noted that, should the works to be carried out fall under the requirements of the Construction (Design and Management) Regulations or the Safety, Health and Welfare at Work (Construction) Regulations, then more specific instructions and guidance will be issued prior to commencement of any works.

On the first day of site works, the Contractor must provide details of all of his staff who are to be present on site during the works period and details of their site foreman.

The Contractor must ensure that their personnel are competent and have the skills and training necessary for the works to be undertaken. Evidence of training and experience shall be made available upon request.

Micro Contractors (small scale organisations) are not to work under the assumption that RAW Group RAMS will cover their activities. Upon request a set of generic Risk Assessments can be made available, these will have to be modified and updated to reflect the undertakings of the contractor. RAW Group will not accept liability for the suitability or sufficiency of these Risk Assessments for third parties.

10.0 SITE RULES

The site rules on RAW Group and RAW Technology sites are sub-divided into four categories: Applicable to All, Applicable to All On Site Except Visitors, Applicable to Site Manager/Supervisor Only and Applicable to Visitors. As a Sub-Contractor working for RAW you are expected to make yourself and your staff and Sub-Contractors fully aware of these Site Rules.

RULES APPLICABLE TO ALL

RAW Group is committed to operating in a responsible way and whilst you are working on this site we will expect you to adhere to our basic rules for health, safety and the environment; failure to do so may lead to removal from site. Everyone on site is responsible for discharging their duty of care to protect health, safety and the environment. As part of this induction you will be made aware of all the significant risks as described in the Project Safety Health & Environmental Plan (PSHEP).

REPORTING

All personnel visiting this site must sign the PSHEP Acknowledgement, Attendance and Briefing Form. Where possible and where arrangements have been put in place, attend a site induction so that strict observance and conformity to the RAW site rules can be observed.

FIRE

All personnel must follow the fire procedures displayed on the premises and adhere to any smoking restrictions.

In the event of a fire raise the alarm. Do not attempt to fire fight and put yourself and others at risk unless it is safe to do so and you have been trained in the use of the fire-fighting equipment.

React to all alarms, and make your way to the assembly point where the senior site person will check names against the PSHEP Acknowledgement, Attendance and Briefing Form.

SECURITY

Vehicles must not obstruct fire escape routes, roads, access or other vehicles. ***You must park in authorised areas only.*** Nothing may be taken from the site without prior permission and ***your vehicle may be subject to unscheduled searches at any time.***

ACCIDENTS/ INCIDENTS

All accidents/ incidents and injuries must be reported to the RAW Group Site Representative in order that the QHSE Manager can comply with RIDDOR and internal reporting requirements. ***First aid is available from first aiders on site (see notice boards -where applicable).***

PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

Personnel must wear personal protective equipment which is suitable and sufficient for the task when required and in accordance with the risk assessments detailed within the PSHEP.

HYGIENE

Hygiene is important, toilet facilities, where provided, are expected to be used at all times necessary. Any person found misusing the facilities will be ordered to leave site immediately.

Where provided please use the mess facilities for consuming food.

There is a risk of Weil's disease on sites. It is advised you wash your hands and forearms before any hand to mouth contact and cover any open cuts or abrasions.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Explosives, combustible or unauthorised substances are not allowed on the site without prior (24 hour) notice to the Raw Group Site Responsible Person. All materials must have a Material Safety Data Sheet (MSDS) and a task specific COSHH risk assessment before they can be used on site.

ALCOHOL & DRUGS

Personnel suspected of being under the influence of or in possession of alcohol or drug related substances will be escorted from site. Random testing for drugs and alcohol will, at times, be conducted.

MOBILE PHONES

Uncontrolled use of mobile phones on construction sites by everyone working for and on behalf of RAW Group is discouraged. Mobile phones should only be used in the office buildings and designated areas.

Where it is necessary for communication to be available between two parts of a site, suitable equipment for this purpose will be made available. The wearing of headphones is strictly prohibited.

WASTE AND HOUSEKEEPING

All waste generated on site must be carefully controlled and managed. The Site Waste Management Plan and associated map provides all the information you need for the proper reduction, reuse, recycling and disposal of material. Waste should be removed regularly from working areas and should not be put in the client's skips without prior agreement.

A locked facility for the disposal of hazardous waste may be provided and access obtained from the RAW Site Responsible Person. Sub-contractors are responsible for control and disposal of their own waste, unless otherwise notified.

Any organisation removing waste from site must carry a valid waste carrier's license and provide a waste transfer note for each load of material removed. All waste materials deposited on or removed from the site should be recorded in the Site Waste Management Plan.

It is everyone's responsibility to keep the site tidy. Untidy sites are a major cause of slips, trips and falls, they also attract vermin; all litter should be placed in the appropriate receptacle.

Burning of materials on site is not permitted.

Contractors should liaise with the RAW Site Responsible Person before unloading and storing equipment and materials.

SPILL PREVENTION AND RESPONSE

Drip trays should be used for all mobile plant and re-fuelling. They should be checked daily and the contents disposed of as detailed in the Site Waste Management Plan.

Spill kits are to be located around the site should there be a fuel or oil spill. The contaminated kits should be treated as hazardous waste. All spillages must be reported to the Site Responsible Person **immediately**.

GENERAL

Take care, entering and leaving the site to avoid causing hazards to other road users. If a route to the site is specified please use it.

If you are approached by a member of the public always be polite but refer them directly to the RAW Site Responsible Person, don't discuss the issue yourself.

Be aware of vehicle and plant movements and keep to designated walkways.

APPLICABLE TO ALL ON SITE, EXCEPT VISITORS

All persons working on RAW sites are to adhere to the following: -

- All risk assessments and method statements (RAMS) are to be read and signed up to by signing the PSHEP Acknowledgement, Attendance and Briefing Form, by all members of the team.
- In all cases, hot work, confined space work and planned excavations, will require a permit to work.
- Where applicable, certificates of competence are to be submitted at induction; i.e. crane operatives, forklift drivers, welders, abrasive wheels users etc.
- Parking is restricted to designated areas. Only authorised vehicles are allowed on site for loading, unloading etc.

- Reversing vehicles are to be guided by a banksman. Due care and attention is to be taken and hazard-warning lights must be used.
- Adhere to all site signage.
- All fixed scaffolding must be tagged. Mobile scaffold is only to be erected by qualified persons in compliance with the manufacturer's instructions.
- All ladders must be tied or footed and have a 1m landing overlap. Stepladders (where use is allowed) must be Class 1 Industrial Grade, be staged correctly and the top three steps must not be worked from.
- Ensure all materials are stored correctly and safely. All fuels, oils and larger COSHH items should be kept in a lockable container and banded. When you leave site make sure that none of your equipment, materials or fuels are accessible for vandals, as you are likely to be held liable for any pollution.
- If you think an item is too heavy for you to lift manually, get assistance or use alternative lifting means.
- Copies of the site SHE objectives and targets are displayed on site notice boards. Please take note of these and help us to achieve them.
- Toolbox safety talks will take place regularly, you will be required to attend and sign the PSHEP Acknowledgement, Attendance and Briefing Form.
- The wearing of shorts and no sleeve shirts is prohibited.
- The use of fixed blade / Stanley knives is prohibited.
- The use of radios or personal stereos is prohibited, other than authorised communication equipment.
- You should notify your supervisor or manager and sign out before leaving site.

Remember to leave your area of work clean and tidy, the scope of your work is unfinished until then.

APPLICABLE TO SITE MANAGER/SUPERVISOR ONLY

Supervisors are responsible for the following: -

- Setting a good example in all respects including QHSE matters
- Ensuring that work does not start unless approved RAMS have been supplied for the work being undertaken.
- Maintain a copy of and ensure compliance with all RAMS
- Conducting RAMS briefings
- Enforcing site rules
- Ensure that all site personnel for whom you are responsible for are familiar with the site rules
- Ensure all site personnel have been inducted before starting work
- Daily inspection of work areas
- Conducting toolbox talks, recording attendees and submitting records
- Attending safety co-ordination meetings.
- Ensuring accidents, incidents and near misses are reported immediately
- Ensuring high standards of housekeeping
- Taking charge of work areas in an emergency and initiating appropriate site emergency procedures
- Ensuring weekly & daily inspections are completed (if applicable) for:
 - scaffolding
 - plant
 - lifting accessories
 - lifting equipment
 - excavations
 - ladders
 - work areas
 - and anything else deemed necessary
- Providing copies of inspection registers (where required)

- All electrical hand tools and extension leads must have P.A.T certificates
- Ensure you are familiar with the site drainage and site waste management plan. To prevent pollution, you must seek permission before disposing of any liquids; this includes into watercourses, drains or onto the ground
- Continual monitoring of the behaviour of staff to eliminate unsafe acts
- Reporting and rectifying unsafe conditions

APPLICABLE TO VISITORS

Construction sites are hazardous places and your safety is paramount to RAW Group whilst you are visiting this site. So to ensure your safety, you must be escorted around site **at all times** during your visit by an RAW Group representative.

If the alarm sounds during your visit, you will be immediately directed to the assembly (muster) point, as shown to you during this induction.

You should have received an overview of the site layout and facilities.

You will be made aware of any additional site hazards, which may be apparent on the day of your visit. You must sign up to the PSHEP.

11.0 SITE BEHAVIOUR

Every effort shall be made to carry out the Contract works in a manner befitting the RAW Group, its Clients and any third parties, to include, but not be limited to, regulatory bodies, property owners, and other contractors on site.

Where relevant, due respect must be paid to cultural, and any other, sensitivities. Any potential conflicts or delays / costs to the contract works due to such considerations must be immediately advised to the Company. Under no circumstances will any discrimination, harassment or offensive behaviour be tolerated.

Occasionally property owners, or other third parties present on site, may prove aggressive or unpleasant. Extreme sensitivity must be employed on site and every effort must be made to avoid any conflict. Any unreasonable requests, or those which may affect the quoted / project cost, must be immediately referred to the Company for further advice and an amended or additional Purchase Order. Works additional to those agreed with the RAW Group must not be undertaken at any third party's request without first obtaining the approval of the Company.

The Company reserves the right to take all appropriate security precautions to protect its own interests, including reserving the right to stop and search all Contractor's employees / vehicles etc, should it deem this necessary.

Any person caught stealing or causing wilful damage will be excluded from site. Horseplay, spitting, urinating or any activity on site which may adversely affect the safety or health of any person is strictly forbidden and will result in expulsion from site.

12.0 SMOKING

Smoking is permitted only in designated smoking areas and smoking on site is strictly forbidden at all residential properties. 'No Smoking' signs must be observed at all times.

13.0 DRUGS AND ALCOHOL

RAW Group has a zero tolerance policy in respect of non-prescription drugs and alcohol being brought onto site by any persons. Any person found to be in possession of, or under the influence of, the same will be immediately subject to removal from site.

RAW Group reserve the right to take random samples of breath and urine in an attempt to qualify or exempt workers from site.

Personnel must advise their supervisor immediately if they are taking prescription drugs that may affect their performance in any way.

Where required or requested RAW will communicate its client's drug and alcohol policy to its subcontractors and you will be required to comply at all times.

14.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Contractor shall be responsible for ensuring that his personnel are equipped with and utilise such items of PPE (Personal Protective Equipment) and RPE (Respiratory Protective Equipment) as may be necessary under statutory requirements, due to the nature of works to be done or to the site specific conditions. All RPE (disposable, half and full face) supplied to operatives is to be face fit tested (qualitative or quantitative) to the individual and records produce to demonstrate compliance. Operatives that are not able to demonstrate compliance will be stopped from working until such time compliance can be demonstrated.

15.0 WELFARE FACILITIES

Where welfare facilities are available on site, they must not be used without first gaining the Company's approval and, where applicable, the permission of the owner and/or tenant of the work premises. It remains the Contractor's responsibility to provide appropriate facilities for his employees.

All facilities must be kept clean and tidy and must be regularly maintained.

16.0 VEHICLES AND PLANT

All vehicles and plant which the Contractor intends to utilise during the project works, shall be suitable for the purpose and shall be in full working order, in safe condition and in compliance with all relevant legislation including in the UK, the Provision and Use of Work Equipment Regulations 1998 (PUWER) and in the Republic of Ireland the Health and Welfare at Work (General Applications) Regulations Chapter 2, Part 2: Use of Work Equipment. All vehicles and plant must conform to statutory and insurance requirements and the Contractor shall be able to provide documentary evidence demonstrating this upon request.

Plant and vehicles shall only be operated by competent personnel and the Contractor shall be able to prove such competency upon request. Contractors' vehicles are forbidden to go into any part of the site other than the area in which they are currently undertaking contract works, except as may be necessary in connection with their works when only previously agreed designated routes shall be used.

Plant and vehicles shall be inspected on arrival on site and daily before use by the contractor responsible for its operation. Inspections shall be recorded and provided to RAW Group on request.

All plant and equipment shall be appropriately guarded and fenced. Contractor's machinery or plant found to be unguarded, or in breach of statutory requirements, will be immediately stopped from operating and the costs of any such stoppages will be charged to the Contractor.

Keys must be removed from parked vehicles and any stationary / unused plant.

Where site speed limits are not otherwise specified, Contractor's vehicles must not exceed 10mph.

All loads transported to, from or within the site must be in accordance with all relevant legislation and must be appropriately loaded and secured. No vehicle shall be loaded in excess of its design capacity or otherwise be operated in an unsafe manner. All loading / unloading activities, and all use of lifting equipment, must be in compliance in the UK with the LOLER Regulations or in the Republic of Ireland S.I. No. 299 Safety, Health and Welfare at work (General application) Regulation and any other relevant statutory provisions.

Plant which is not roadworthy / licensed for use on the public highway shall not be travelled between sites, or different areas of one site, without the use of a transport vehicle (i.e. low loader).

Contractors' employees' private vehicles are parked at the owner's risk and must be confined to the agreed parking areas (where available), as directed by the site owners.

The Company shall not be responsible for the Contractor's plant or vehicles, or the use or misuse thereof.

Under no circumstances shall any plant, vehicles or equipment be taken off site without fully removing the risk of carrying contaminated soils away from site. Any damage to, or contamination of, the public highway caused by the Contractor's vehicles and plant shall be made good at the Contractor's expense to the satisfaction of RAW Group and the highways authority.

17.0 DELIVERIES, OFF-LOADING AND COLLECTIONS

All deliveries to site are to be made at the deliverer's / contractor's risk and will be subject to his insurance cover e.g. Public Liability, Employers Liability etc. RAW Group cannot accept any liability for deliveries or off-loading works.

Delivery drivers must be appropriately qualified for, experienced in, and capable of the off-loading works required e.g. Hiab or tipper deliveries, placement and lifting of skips etc. Certificates of operator competence and the maintenance/inspection of lifting equipment are to be carried by the driver operator and will

Whilst RAW staff will use their best endeavours to keep the area behind any reversing vehicle free from personnel, vehicles etc, no member of RAW staff has been trained to, or will, act as a banksman.

All reversing manoeuvres are to be carried out under the control of qualified banksmen.

18.0 TOOLS AND EQUIPMENT

All tools and equipment which the Contractor intends to utilise during the project works shall be suitable for the purpose and shall be in full working order and in safe condition. All tools and equipment must conform to statutory (including in the UK the PUWER or in the Republic of Ireland, the Health and Welfare at Work (General Applications) Regulations Chapter 2, Part 2: Use of Work Equipment) and insurance requirements. The Contractor shall be able to provide documentary evidence demonstrating this upon request.

All portable electrical tools and equipment shall, except where agreed in advance in writing, be of the following description: 110V with the supply taken from a 240/110V centre tapped to earth secondary, double wound transformer. All portable electrical appliances shall be tested and identified in accordance with in the UK the Electricity at Work Regulations or in the Republic of Ireland the Safety, Health and Welfare at Work (General Application) Regulations, Part 3: Electricity; and a record of tests and inspections for such equipment must be available for inspection upon request.

Tools and equipment shall only be operated by competent personnel and the Contractor shall be able to prove such competency upon request. All tools and equipment must be stored securely at all times. RAW Group will not be responsible for lost or stolen tools.

The Company shall not be responsible for the Contractor's tools and equipment, or the use or misuse thereof. Unless otherwise agreed on site, all tools and equipment must be removed from site at the end of the working day.

The Contractor may not use any of the Company's tools, equipment, or materials without first obtaining approval, in writing.

Raw Group reserve the right to confiscate unsafe and/or defective tools and dispose of them

19.0 UTILITY SERVICES

The Contractor is to make his own arrangements for the provision of all power for the work. Contractors shall not connect to, interrupt or interfere with, any piped or cylinder services on site (e.g. electricity, gas, water, compressed air, steam etc) whether belonging to the site, the Company or any third party, without first obtaining approval, in writing, from Company management.

Should overhead services be present in the vicinity of the works area, a site-specific method statement and risk assessment, detailing precautions to be taken and control measures to be employed, must be approved by RAW Group prior to any works commencing on site.

Prior to any excavation works commencing, the Contractor must ascertain from the Company's management (or a representative as designated by him) the position (so as this can be defined) of any services anticipated to be encountered. Scanning for underground services shall be undertaken prior to commencement of any excavation. Hand excavation should be undertaken to a depth of 1.2m to determine the presence (or absence) of any buried services prior to commencing any mechanical excavation (see also 26.0).

Contractors making contact with or striking services are to immediately notify RAW Group. All incidents are to be reported using RAW Groups Incident Reporting procedure HSP008

20.0 HOUSEKEEPING

Contractors must ensure that a good standard of housekeeping is maintained at all times. Waste items must be stored in appropriate containers and must not be allowed to accumulate on site.

The Contractor must not deposit any materials, or mix concrete / mortar etc on the public highway.

The Contractor must not store materials over live pipes, drainage, cables, gas mains etc and must adequately protect the same against heavy plant movements and other hazards.

Upon completion of the Contract works, all materials, tools, equipment, wastes etc must be removed from site unless otherwise agreed with the Company.

Trailing leads and other trip hazards are to be avoided where possible, in cases where this is not possible the hazard is to be clearly marked.

21.0 TOXIC SUBSTANCES / CHEMICALS

The contractor shall not bring onto site any toxic or hazardous substances or chemicals which are known to have harmful effects on persons who may be exposed to them, or on the wider environment, without the prior knowledge and approval of the Company's management. COSHH assessment documentation will be required for all such substances.

It shall be the responsibility of the contractor to ensure that all chemicals and substances are stored in appropriate containers and do not pose a risk to health or the environment.

22.0 ASBESTOS CONTAINING MATERIALS (ACMs)

Whilst RAW Group do not undertake work with asbestos containing materials (ACMs), the nature of the Company's works (and, therefore those that a Contractor may undertake on our behalf) means that, on occasion, ACMs may be encountered.

In the event of materials suspected of containing asbestos being encountered on site, the Contractor shall:

- a) Use his best endeavours not to disturb the materials and shall cease work if the continuance of work would put his operatives, or others, at risk;
- b) Take steps to preserve the materials in the exact position and location as they were found; and
- c) Inform RAW Group immediately and comply with their further instructions with regards to its treatment and / or removal.

Where required, RAW Group will appoint suitably qualified personnel to assess any suspected ACMs and to advise on their treatment and removal, if required.

RAW Group will not accept any liability for the costs of delays to the works due to the identification and removal of ACMs which were not identified prior to the works.

23.0 POLLUTION AND WASTE

In accordance with our environmental policy, RAW Group strives to minimise waste.

Oils, solvents and other harmful wastes shall be disposed of appropriately, and in accordance with all relevant legislation and duty of care. No waste shall be deposited or discharged to ground or drainage on site without the prior knowledge and acceptance of RAW Group.

All waste, whether or not it is deemed to be harmful or contaminated, shall be disposed of in a responsible manner and in accordance with all relevant legislation and duty of care. The Contractor must provide copies of all waste transfer documentation to the Company upon completion of works, and must maintain his own records for a minimum period of twelve months following completion of the works (or longer if statutory requirements dictate). The Contractor shall be able to provide details to the Company, in writing, of the arrangements to dispose of any substances considered to be wastes, harmful, or hazardous to the environment, upon request. Burning of wastes on site is not permitted on any RAW Group site.

Any spillages must be reported to RAW Group immediately and appropriate actions must be taken immediately to minimise the spread of contamination. In the event of an accidental discharge of wastes (or other hazardous substances) to drainage or ground, the Company must be notified immediately and the Contractor must comply with their instructions thereafter.

24.0 NOISE AND DUST

Both UK and ROI legislation requires that noise levels emitted by all equipment and processes be assessed, and control measures be implemented where necessary. The Contractor must advise the Company if any plant or machinery is likely to require hearing protection to be used by persons in the vicinity. The Contractor must provide adequate protection to his employees from any noise source.

Where dust, fumes, vapours and other emissions of a type or quantity likely to be injurious to health or cause pollution or nuisance are likely to be produced by the Contractor's activities, these must be considered in the site-specific risk assessment and method statement and must be minimised by the use of appropriate control measures.

Should RAW Group staff consider dust or noise levels to be too high, then they will instruct the Contractor to cease those operations until improved control measures are put in place.

25.0 MANUAL HANDLING

All works must be undertaken in accordance with best practice and contractors must ensure that all staff are appropriately trained in manual handling techniques.

All manual handling activities must be assessed within the site specific method statement and risk assessment provided to RAW Group prior to works commencing, and appropriate control measures must be utilised where manual handling cannot be avoided.

26.0 WORKING AT HEIGHT

Any work at height must be notified to RAW Group in advance and an appropriate site-specific method statement and risk assessment, in compliance with in the UK the Working at Height Regulations or in the Republic of Ireland the Safety, Health and Welfare at Work

(General Application) Regulations Part 4: Work at Height, must be provided, detailing all control measures, for approval.

The use of any ladders and staging by Contractors must comply with the requirements of the HSE in the UK or the HSA in the Republic of Ireland, and should be inspected for defects prior to use by a competent person. The Register of Inspection must be available for inspection by the Company's Management. Work from ladders is permitted only for short durations of less than 30 minutes and must be subject to risk assessment.

In general, the use of staging is the preferred method of access to a work area and this requires assessment and agreement with the Company's Management prior to the commencement of work.

27.0 CONFINED SPACES AND HAZARDOUS ATMOSPHERES

Under no circumstances shall work be carried out in any area where gas or a hazardous atmosphere is likely to be present until the appropriate authority has been obtained in writing and until a safe system of work has been developed and approved.

Wherever possible, entry into confined spaces is to be avoided. Contractors must not enter any tank, chamber or other confined space (or any space suspected of being confined) until there has been a safe system of work developed and approved in compliance with in the UK the Entry into Confined Spaces Regulations or in the Republic of Ireland, SI No. 218 of the Safety, Health and Welfare at Work (Confined Spaces) Regulations.

All operatives entering into a confined space are to have sufficient training commensurate with the level of risk posed by the confined space.

Should such works be required, all works must be in full compliance with all legal requirements and the Company systems of work, including permits to work and other safety related procedures.

28.0 EXCAVATIONS

Prior to any excavation commencing, the Contractor must ascertain from the Company's management (or a designated representative) the position (so far as this can be defined) of any services anticipated to be encountered.

Prior to any intrusive works being undertaken a Cable-Avoidance Tool (CAT) and Genny scan should be utilised to locate cables and a full risk assessment must be carried out prior to commencement of works to take the following (not exhaustive) into consideration: Underground and above ground services, noise, dust, open excavations, handling potentially contaminated materials, working near or with a mechanical excavator, potential ACMs etc.

During any excavation work, the surrounding area shall be maintained in a safe condition and due consideration shall be given to potential changes in weather conditions. Loading / surcharge of the adjacent ground must be avoided. Falls from height to below ground level is to be considered on all risk assessment relating to excavations. All spoil from excavations is to be butted back at appropriate angles and a minimum distance of one metre

It must be ensured that the excavation is a safe distance from any building structure, so that it will not affect foundations. If such an excavation is required, further advice must be sought in advance from RAW Group, who may in turn consult a structural engineer.

All excavations must be maintained in a safe condition, with appropriate edge protection, fencing, signage and lighting as required, and in compliance with statutory guidance and shall be inspected daily before entry and/or when changes to the excavation have been made or occurred.

Entry into excavations is to be avoided. No personnel may enter any excavation greater than 1.2m in depth without prior written agreement from RAW Group management and then only if no other method of working can be utilised, the excavation is adequately supported and appropriate access / egress routes are in place. A full risk assessment and method statement must be undertaken prior to works of this nature.

Any excavations greater than 1.2m in depth must be controlled by a permit to work.

29.0 HOT WORKS

Contractors must not undertake any hot works until there has been a safe system of work developed and this has been approved by the Company's management.

Should such works be required, all works must be in full compliance with all legal requirements and the Company systems of work, which include permits to work and other safety procedures.

A fire watch is to be undertaken and all hot works are to cease at least 30 minutes before the end of the working day.

30.0 FIRE AND EMERGENCY PROCEDURES

Contractors must ensure that they familiarise themselves (and their employees) with the fire safety arrangements on any site.

The Contractor must provide and maintain suitable fire-fighting equipment for site offices, storerooms and all areas of work under their control.

He must also maintain clear access and egress routes to/from the work area at all times and must ensure that his operations do not interfere with or impede designated evacuation / escape routes on site.

The risk of fire and other emergency situations must be considered with the site specific method statement and risk assessment that the Contractor is to provide prior to any works commencing.

The Contractor is responsible for the safe handling, storage and use of any compressed gas cylinders or other pressurised containers delivered to them, or used by them on site, in accordance with all relevant statutory provisions.

Combustible materials and wastes are not to be stored on site without the agreement of the RAW Group and all must be appropriately secured.

31.0 FIRST AID, ACCIDENTS, INCIDENTS AND DANGEROUS OCCURRENCES

Contractors shall ensure that they are fully conversant with the Company's first aid arrangements on site but it must be noted that this does not relieve the Contractor of his obligations under in the UK the Health and Safety (First Aid) Regulations or in the Republic of Ireland Chapter 2 of Part 7 of the Safety, Health and Welfare at Work (General Application) Regulation and associated Codes of Practice. The Contractor must make adequate provisions for his own employees.

Full details of the nearest treatment centre should be obtained, and be made available to all employees, prior to commencement of works on site, in case of emergency.

All accidents resulting in personal injury to the Contractor's personnel must be reported to the RAW immediately and, if advised by RAW management, RAW procedures followed in addition to the Contractor's own procedures.

In the event of a 'notifiable dangerous occurrence', as defined by law, full details shall be presented to the RAWs' management within three days in addition to initial notification as soon as practicable after the event. This does not affect the Contractor's duties under in the UK the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations or in the Republic of Ireland Sections 58 to 61 of the Safety, Health and Welfare Act (General Application) Regulations

32.0 PROPERTY DAMAGE

The Contractor must employ suitable control measures so as to protect RAW Group and third party-owned property.

The Contractor shall indemnify the Company against any claim, loss, damage or expense in respect of personal injury, damage to property or any loss (whether cause by negligence or not) which may arise out of, or is connected with or in consequence of the carrying out, completion or maintenance of the work or which may arise from a breach by the Contractor or his sub-contractors or agents (whether or not in the course of their employment), providing nothing herein shall impose any liability on the Contractor for negligence on the part of the RAW Group or its servants or agents.

The Contractor shall insure his liabilities under the above clauses by provision of Employers Liability Insurance, Public Liability Insurance (for a minimum of £2 million) and, where applicable, by the provision of Contractor's All Risks or Professional Indemnity Insurance. Such insurances shall include an indemnity from the insurer to the RAW Group. Evidence and details (e.g. level of cover, date of expiry, any excesses or exclusions etc) of such insurance cover shall be required to be provided at approval stage, and thereafter at renewal of each of the policies.

Any damage caused to property as a result of the Contractor's activities must be reported to RAW Group immediately and the damage made good.

Where a measure of damage is required as part of the Contract works, this must be agreed with RAW Group in advance, and the Contractor will be held responsible for any unnecessary damage caused.

33.0 DATA PROTECTION

All contractors are legally required to adhere to the terms of the Data Protection Act 1998 and subsequent amendments.

All contractors must not (except in the proper course of your duties for RAW) either during your engagement or after its termination (howsoever arising), use or disclose to any person, company or other organisation whatsoever (and shall use your best endeavours to prevent the publication or disclosure of) any confidential information.

All contractors must ensure that any information that they are provided with or is obtained during the course of their contract is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure

34.0 SUMMARY

RAW Group has detailed written procedures in place for all of the topics covered by this guidance. Site inspections may be carried out at any time, and without notice, and details of inspections will be recorded. Any action required as a result of the inspection will be recorded on an action plan, a copy of which will be kept on site.

If there is any doubt, or you have any queries relating to the works to be undertaken, Company procedures, Health and Safety, or any matter which causes concern, please contact the RAW Group QHSE Manager on (+44) (0) 345 166 8491 or 07769558144.