

Babcock International Group PLC
Marine & Technology Division – Rosyth
Code of Practice for Contractors
Health, Safety, Environment & Security

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01 Foreword

Babcock Marine & Technology Division at Rosyth is committed to conduct its activities in such a way so as to ensure the health and safety of its employees at work and that the environment is protected from harm. This duty also extends to Contractors and persons not employed by the Company but who may be affected by its activities.

Babcock Marine & Technology Division's health and safety culture is that all accidents can be prevented and that no-one's health should be impaired by the activities of the Company or Contractors and persons not employed by the Company.

Babcock seeks to achieve the highest standards in the management of environmental matters and we are committed to continuing to improve our environmental performance, minimising our environmental impact and making resource efficiency a core requirement of our operations at Rosyth Business Park.

Babcock Marine & Technology Division requires and expects your co-operation and commitment to these principles whilst employed at Rosyth Business Park.

REMEMBER:

PROPER REGARD TO THE HEALTH AND SAFETY OF PERSONS AND OF ENVIRONMENTAL PROTECTION MUST AT ALL TIMES BE ENSURED

Ian Donnelly

Ian Donnelly
Managing Director
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Babcock Marine & Technology (Rosyth)

02 Introduction

The health, safety and environmental policies of Babcock Marine & Technology Division are to secure a high standard of performance in all its undertakings and require that contractors working within Rosyth Business Park conduct their operations in the same manner.

To ensure that Contractors adopt safe working practices and comply with Company policy and statutory requirements this booklet has been prepared as a Code of Practice.

A copy of this Code of Practice will be included in, and be a condition of, all contract agreements. Prior to commencement of the contract, the overseeing manager dealing with the contract will ensure that the Contractor has this Code of Practice and where necessary discuss any areas of specific hazard which could affect the health and safety of either party or have an adverse effect on the environment. All Contractors employees working on site must be fully conversant with these rules.

Additional copies of this Code of Practice shall be supplied on request, for distribution by the Contractor to his own staff and any of his sub-contractors.

It is to be recognised that the content of this Code of Practice does not cover every hazard and observance of the rules does not relieve Contractors of their legal obligations under the Health and Safety at Work etc. Act 1974, The Environmental Protection Act 1990, or any obligations under the conditions of contract or sub-contract.

Whilst every effort has been made to be accurate, the Company disclaims responsibility for errors and omissions in the Code of Practice.

03 Types of Contractor

In the text of this Code of Practice the term 'Contractor' means any party to whom the performance of certain work is contracted out by the Company.

There are two main types of Contractor:

(i) A project contractor specifically contracted by the Company to provide 'an end product'.

(ii) A support service contractor contracted by the Company to provide a service (such as maintenance, cleaning, security and waste removal).

Prior to the commencement of the contract, the Company representatives dealing with the contract shall discuss the systems of work to be employed by the Contractor. Additional copies of this guide shall be supplied on request, for distribution by the Contractor to his own staff or sub-contractors.

It is the responsibility of the Contractor to ensure that his subcontractors are in receipt of this Code of Practice.

Prior to commencement of the sub-contract a copy of this Code of practice will be included in, and be a condition of, all sub-contract agreements.

04 Health, Safety, Security and Environmental Induction

All contractor personnel who are required to work at Babcock for less than three days in total are required to watch the Health, Safety, Security & Environmental Induction film (Approximately 5 minutes in duration)

Those required to work at Babcock for three or more consecutive days/occasions are required to participate in the Health, Safety, Security & Environmental Induction film utilising Touch Screen Monitors (Approximately 45 minutes in duration)

Health, Safety, Security & Environmental induction training is normally undertaken at the rear of the Visitors Reception Centre and is open from 06:30 to 16:30 Monday to Thursday and 06:30 to 12:00 on Friday. Health, safety, security & environmental induction training out with normal operating hours is carried out at the McMillan Building at the main entrance to the site.

Security passes will not be issued by Security staff until the Health, Safety, Security & Environmental induction training has been successfully completed. Successful completion of the induction training is valid for 36 months

05 Important Telephone Numbers

	Internal / External
Emergency Fire, Police, Ambulance	2222/01383 422222
Senior Health & Safety Officer	52343/01383 422343
SHE Compliance Officer	52525/01383 422525
Security Controller	54594/01383 424594
IT Security Officer	53264/01383 423264
Medical Centre	52320/01383 422320
Environmental Solutions Laboratory	54100/01383 424100
Shift Engineer	52211/01383 422211

06 Breaches of Rules & Regulations

Contractors are advised that breaches or failure to comply with any of the rules/regulations by their employees may result in termination of their Contract and/or summary removal from site of any of their offending employees. The Contractor will be responsible for the costs that may result from such a termination of contract.

The Company's decision on whether or not a breach or failure to comply has occurred shall be final and binding on the contractor.

07 Alcohol & Drugs

Contractors are to be aware that a zero tolerance policy for alcohol & drugs exists at Babcock. This is enforced by Random and For Cause Drugs/Alcohol Testing. All contractors / sub-contractors should be aware of [SAF/POL/2/037 – Alcohol & Drugs](#) and the need to comply with its contents.

08 Compliance with Babcock Health, Safety, Environment & Security Officers' Instructions

Whilst on site, all Contractors' personnel will comply with any reasonable instruction given by a Babcock's Health, Safety, Environment & Security Officers in respect of their conduct, use of personal protective equipment, materials, equipment or methods of work. Contractor personnel who refuse to comply will be removed from site.

09 Responsibility for Safety, Health & Environment

Throughout this Code of practice reference is made to the 'Overseeing Manager'. This is a generic term for persons nominated by their divisional manager for the on-site management of contractors, including the co-ordination of activities & compliance with Health, Safety & Environmental Company Procedures.

10 Employee Responsibilities

Contractors' employees are to be aware that they have a duty under Sections 7 and 8 of the Health & Safety at Work etc. Act 1974 to take reasonable care of their own safety and the safety of others who may be affected by their acts or omissions and also to co-operate with the

Employer and others to enable them to comply with their duties under the Act. Any person found intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare will be removed from site and reported to the Health & Safety Executive.

11 Young Persons and New and Expectant Mothers

No person under the age of 18 is to be employed within the Company without clearance from the Health, Safety, Environmental & Security Department. Full details of work to be carried out are to be provided prior to any young and expectant person coming on site.

See: [SAF/POL/2/024 – Young Persons and New and Expectant Mothers](#)

12 Welfare

The Contract Agreement will determine who is to provide welfare facilities, e.g. first aid arrangements, accommodation for meals/clothing, washing facilities, sanitary conveniences etc.

Facilities provided by the Company are to be maintained in a safe and clean condition and any person wilfully damaging such facilities will be removed from the site and may be prosecuted.

Any facilities provided by the contractor are to be to an acceptable standard and maintained in a clean and safe condition.

See: [SAF/POL/2/006 - Workplace Health, Safety and Welfare](#)

13 Housekeeping

Contractors are to keep their work areas and sites clean and not allow rubbish, waste or scrap to accumulate. All waste materials are to be segregated and stored securely to prevent pollution of air, water or land. At the end of each shift they are to leave the working area in a tidy and safe condition.

See: [SAF/POL/2/007 - Good Housekeeping](#)

See: [ENV/POL/9/016 - General, Recyclable & International Catering Waste Disposal Policy](#)

See: [ENV/POL/9/002 - Disposal of Special Waste](#)

14 Safety Plans – Requirements

Certain activities require the Contractor to provide a specific Safety Plan, Such activities shall include, but not necessarily be limited to, the following;

- demolition operations and roof work
- the use of explosives and cartridge tools

- the application of any substance having a flash point below 32°C over an area which exceeds 20m² or the storage of such substances.
- any work adjacent to or above overhead travelling cranes in workshops where there is a possibility of Contractors' employees being struck by the crane or coming into contact with live electrical conductors which power the crane. This includes operations in which the overhead travelling crane is used as a work platform, whether scaffolded for the purposes or not.
- exposed work at heights or above water
- any activity which is affected by the Control of Lead at Work Regulations 2002.
- all excavations
- maintenance work in sewers
- the use of high pressure water jetting equipment
- entry into confined space e.g. spaces in which it is foreseeable to expect the presence of dangerous fumes or gases, a deficiency or excess of oxygen or the presence of flammable vapour of gas
- the use of ionising radiation
- the removal or application of materials containing asbestos
- diving activities
- any work which may affect utility supplies to nuclear facilities
- the storage of any substances, classified as dangerous, for supply in accordance with Regulation 5 of the Chemicals (Hazard Information and Packaging) Regulations 2009 in quantities which exceed 100 litres
- any work which is governed by the requirements of Construction (Design and Management) Regulations 2015
- storage of environmentally harmful fluids

The purpose of the Safety Plan is to identify potential risks inherent in the work and to demonstrate the system of work by which such risks are controlled.

The Safety Plan is to be submitted to the Overseeing Manager for approval before the activities are scheduled to commence. Work is not to commence without approval being given.

15 Risk Assessment

Contractors are to carry out workplace health, safety & environmental risk assessments on their activities not covered by specific Safety Plan requirements. Where significant risks are identified a risk assessment is to be written identifying the measures needed to minimise or eliminate the identified risks.

Contractors risk assessments are to be made available to the Overseeing Manager or Senior Health & Safety Officer on request.

Before commencing any activity a Dynamic Risk Assessment should be conducted e.g. a Point of Work Safety Assessment (PoWSA) or a Point of Lift Safety Assessment (PoLSA)

See: [SAF/2/020 – Health and Safety Risk Assessment](#)

16 Reporting Accidents/Incidents

Contractors are to make themselves aware of the location of the Medical Centre and ensure their employees are made aware. The Medical Centre is operational for First Aid treatment as follows:

08.30 – 16:30 Monday to Friday

For First Aid treatment out with Medical Centre opening times, telephone extension 62679 or via direct line yellow phone outside the Medical Centre on Keith Road.

- giving your name and nature of the injury

A first aider will be sent by the Security Control Room to the Occupational Health Department.

All accidents to a Contractor's employees whilst working within Rosyth Business Park are to be recorded in the Contractor's Accident Book Form B1510 or equivalent. The Accident Book is to be kept on site and available to the Senior Health & Safety Officer and Overseeing Manager on request.

In accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and Company Policy, the Contractor will:

- inform the Overseeing Manager and the Senior Health & Safety Officer immediately by telephone when the accident results in a Fatal or Major Injury.

See: [SAF/POL/2/025 - Emergency Response required for serious Accident/Fatality.](#)

- record details on Form F2508 for Fatal, Major and Reportable Injuries and Dangerous Occurrences and Form F2508A for Reportable Diseases and send forms to the Health and Safety Executive and a copy to the Senior Health & Safety Officer.

Contractors are to note that the contact extension number for summoning the emergency services within the company is 2222 or 01383 422222 from a mobile phone.

See: [SAF/POL/2/009 - Reporting and Investigation of Injuries and Diseases.](#)

All near misses/dangerous occurrences will, whilst working within Rosyth Business Park be recorded and made available to the Senior Health & Safety Officer upon request. For any near misses/dangerous occurrences which effects or is likely to affect Babcock employees completed forms shall be forwarded to the Senior Health & Safety Officer for action as necessary.

See: [SAF/2/028 - Near Miss Reporting.](#)

Accidents/occurrences on the contractor's employees within radiation controlled areas, or other wise involving work with ionising radiation are to be reported the Health Physics Department in addition to any obligation stated above (Duty Health Physics Advisor Ext. 53384).

See: [CP/NUC/2/026 - Radiological Protection Standing Orders.](#)

Accidents/occurrences on the Nuclear Licensed Site involving the Contractor's operations and employees are to be reported to the Nuclear Site Licence Manager (NSLM) Ext. 53004 and the Site Licence Compliance Manager (SLCM) Ext. 53238, in addition to any obligations stated above.

See: [CP/NUC/2/030 – Nuclear and Radiological Event Reporting](#)

17 Contractor / Sub-contractor Health and Safety Performance

Babcock is committed to conduct its activities in such a way so as to ensure the health and safety of not only our employees but contractors /sub-contractors also. Contractors and sub-contractors are to be aware that they must submit details of their health and safety performance along with hours worked on a monthly basis to the Health, Safety, Environment & Security Department.

In order to ensure a consistent approach is adopted across the company, a proforma has been developed and can be obtained from the Health, Safety, Environmental & Security Department (01383) 424311.

18 Training/Competency

Legislation continues to emphasise the significance of information, instruction and training. Contractors are to ensure that their employees and sub-contractors are competent to carry out their work and aware of all the risks associated with it and the control measures necessary for safety, health & environmental protection.

Records of training/competency to be made available for inspection.

19 Personal Protective Equipment

Contractors shall comply with the Personal Protective Equipment Regulations 2002 and Babcock's Company regulations with regards to PPE.

Contractors are to ensure that their employees are provided with all necessary personal protective equipment (PPE). Depending on the nature of work and where working on the site then the following may need to be provided, helmet, safety shoes/boots, eye protection, ear defenders, gloves, suitable clothing, safety harnesses/lanyards etc.

Helmets, eye protection and safety footwear are to be worn at all times on docksides, dock bottoms, ships, submarines, Build Hall and stores. Where hearing protection is mandatory, appropriate signage will be clearly displayed

All personnel entering and moving around between buildings and work sites within the restricted area must, **as a Minimum**, be wearing hi-vis clothing, in accordance with **BS EN 471_Class 2** – (Intermediate level).

It is important to note that, to conform to BS EN 471 standards, items must have a yellow or orange background. Hi-vis items of any other colour do NOT conform to UK and EU standards for high visibility clothing. The minimum requirement is to wear a fluorescent yellow or orange hi-vis waistcoat with two conspicuous bands around the body and braces to both shoulders

See: [SAF/POL/4/001 The Wearing of Safety Footwear.](#)

See: [SAF/POL/4/002 Hearing Conservation.](#)

See: [SAF/POL/4/003 Head Protection.](#)

See: [SAF/POL/4/004 Respiratory Protective Equipment.](#)

See: [SAF/POL/4/005 High Visibility Clothing.](#)

See: [SAF/POL/4/006 Protection of Eyes.](#)

See: [SAF/POL/4/007 Safety Harnesses.](#)

See: [SAF/POL/4/008 Hand Protection.](#)

20 Noise

Contractors are to comply with the Control of Noise at Work Regulations 2005 and The Environmental Protection Act 1990.

Prior to Contractor's commencing any work which will result in the generation of excessive noise, the Overseeing Manager is to be informed in order that a risk assessment can be carried out.

See: [SAF/POL/4/002 Hearing Conservation](#).

21 Asbestos

Contractors are to comply with the Control of Asbestos at Work Regulations 2012.

The Contractor shall not use or supply any article or substance which contains asbestos. Where doubt exists regarding the presence of asbestos the contractor shall assume it is present until suitable sampling has been confirmed otherwise.

Prior to removing any lagging, insulation etc. which may contain asbestos the Contractor is to notify the Overseeing Manager. A sample is to be taken by the Company Environmental Solutions Laboratory located in Great Michael Road.

If asbestos is identified then a licensed asbestos contractor is to be appointed to remove the asbestos. All asbestos materials are to be removed, handled and disposed of as required by the relevant statutory regulations. Notification and method statement for removal is to be forwarded, prior to start of work, to the Health and Safety Executive and the Senior Health & Safety Officer. On completion of work the containment area is to be cleaned and monitored and if found to be clear, a Clearance Certificate is to be handed over to the Overseeing Manager and a copy posted in the work area. This is to be carried out by the Company Environmental Solutions Laboratory.

It is to be emphasised that the prime responsibility for ensuring that the work is carried out in a safe and proper manner rests with the Licensed Asbestos contractor nominated to remove the asbestos.

See: [SAF/POL/3/014 Asbestos - Safe System of Work](#)

22 Control of Substances Hazardous to Health

Contractors are to comply with the Control of Substances Hazardous to Health Regulations 2004.

The Control of Substances Hazardous to Health Regulations (COSHH) require that a full assessment of risk is to be carried out prior to commencement of work where ever substances or processes potentially hazardous to health are used or carried out.

Contractors are to provide copies of any COSHH assessments required to the Overseeing Manager prior to contract commencing.

Contractors are to note that copies of hazard/safety data sheets do not represent an adequate assessment and will not be accepted as such.

Contractors are to pay particular attention in the COSHH assessment to the neighbourhood workers, i.e. those not directly involved in the process but who may be affected by it. The risks to and precautions taken for such neighbourhood workers must be adequately specified in the assessment.

See: [SAF/POL/3/001 - Control of Substances Hazardous to Health.](#)

23 Lifting Appliances/Lifting Gear

The Contractor is responsible for ensuring that all lifting appliances and lifting gear brought onto site are in compliance with statutory regulations, they are to be of good construction, properly maintained and marked with an identification number and the safe working load (SWL).

They are to be accompanied by a current Test Certificate and all mandatory examination and inspection documentation.

All certificates and documentation are to be available on request by the Overseeing Manager or the Senior Health & Safety Officer.

All lifting appliances and lifting gear is to be under the control of a competent person and all lifting operations carried out in accordance with statutory regulations and by employees competent to carry out the task.

See: [SAF/POL/7/004 - Lifting Equipment Examination Testing & Operations.](#)

24 Working on Roofs

During roof construction or repair, the correct edge protection, guardrails and toe-boards must be used. Any access ladders to the roof are to be secured and crawling boards are to be utilised for all fragile roof and leading edge operations.

Crawling board platforms at roof leading edges are to comprise a platform at least two boards wide, which incorporates a guardrail. All translucent sheets are to be highlighted and no materials, unless securely tied, are to be left on the roof in periods of inactivity.

Contractors are to ensure that their employees are fully conversant with Health and Safety Guidance Note HSG 33 (Safety in Roof Work).

No contractors are permitted to go on to a roof of any of the Company's buildings without permission from the Overseeing Manager, who is to inform the Building Manager.

Nothing must be thrown to the ground from the roof. Rubble and rubbish must be removed from the roof at the end of the shift.

25 Ladders

All ladders used by Contractors must be inspected before being put into use to ensure they are in a safe condition. Ladders when being used in one place for any length of time are to be tied. If they are only being used in a particular spot for a short period of time they may be footed instead.

Access ladders, unless a suitable alternative handhold is provided, are to extend a sufficient height above the level to which they give access. Ladders are to be tied with wire and the ends of the wire crimped or covered.

See: [SAF/POL/7/003 - Ladders, Step-ladders and Trestles.](#)

26 Pressure Vessels

Any pressure vessel brought onto the site must have an up to date Certificate of Inspection and Test which is to be made available to the Overseeing Manager.

27 Liaison with Ships Manager

Every vessel (ship or submarine) under Company control has a nominated Ship Manager who has ultimate responsibility for health, safety and fire precautions within the vessel. Before boarding any vessel, the Contractor is to locate and make himself known to the Ship Manager through his nominated Overseeing Manager.

28 Fork Lift Trucks (FLT's)

Contractors are to ensure the following is adhered to when using FLT's.

- all operators to be trained
- all loads must be secured
- all fluids are to be carried in suitably labelled robust and sealed containers
- no load is to be carried which obscures the position lights or direction indicators of the FLT
- no load is to be carried which obstructs the operator's view
- no load is to be carried which projects either side of the forks by more than half the distance between the forks

- any load which projects beyond the front, rear or sides of the vehicles must be clearly visible to other road users and pedestrians
- any Contractor found not complying with the above will be removed from site
- When not in use, apply the parking brake and remove the key to prevent unauthorised use.

See: [SAF/POL/7/010 - Forklift Trucks](#).

29 Fire cards/evacuation procedure

All Contractors who board ships and submarines or who enter the Dock bottoms are to be in possession of a fire card.

In the case of number 1 Dock and J/K Berth, and those working on the QEC project an electronic fire card will be issued to every contractor.

Fire cards are obtained from the Overseeing Manager and are to be marked with Dymo tape with the employee's name and company. The fire cards are to be placed in a rack provided at access brows when the employees board the vessel or enters the dock bottom and removed when leaving the vessel or dock bottom on all occasions. It is to be noted that the purpose of the fire card and evacuation procedure is to assist search and rescue in the event of an emergency.

See: [SAF/POL/6/003 - Fire & Flood Evacuation Procedure from Ships and Submarines and other Vessels - Accounting for Personnel](#).

30 Fire Precautions

All Contractors are required to comply with the Company Fire Procedures and any specific instructions. The Contractor is to provide his own firefighting equipment where necessary. Such equipment is to be in a fully serviceable condition and of a type to suit the risk. At no time is firefighting equipment to be removed from the building or vessel permanent fire points other than for actual fire. All Contractor employees are to have received suitable and sufficient training in fire prevention and the use of first aid firefighting equipment, and the action to take in the event of fire.

All highly flammable liquids/materials are to be stored in accordance with statutory regulations. Combustible materials, such as paper, rags and waste material is to be cleared away daily. No rubbish is to be burnt on site. Empty containers, paint tins, aerosols etc. are to be removed from site and not left to accumulate.

All forms of heating and lighting in huts/accommodations provided by the Contractor is to be installed and maintained so as not to present a fire risk.

Suitable fire extinguishers are to be provided and a good standard of cleanliness maintained and appropriate certification provided.

All fire exits are to be kept clear of obstructions at all times. The contractor is to ensure that emergency access to or from buildings or vessels is not obstructed by his activities.

Contractors are not to bring temporary offices, huts, accommodation on site until their location and fire precautions have been agreed with the QEC Facilities, Estates Manager and the Senior Health & Safety Officer.

The temporary accommodation is to have an appropriate number and type of fire extinguishers provided by the Contractor. All electrical installations are to be properly and safely installed and maintained in good working order and in accordance with Company Policy.

At no time during the course of their work are Contractors to isolate or interfere with electrical systems within buildings or vessels that may render the fire alarm, detection or suppression system inoperable. If in any doubt they must consult the relevant Overseeing Manager.

31 Hot Work

Contractors are to ensure that hot work, i.e. work involving use of welding equipment, grinding and metal cutting torches, blow torches or any other naked flame or spark producing equipment, is only to be carried out once the area has been inspected and all combustible material removed. A fire sentry is to be provided with appropriate fire extinguishers being available.

Hot work operators and fire sentries working on board vessels are to complete a Hot Work Fire Safety course which is available through Morson. A fire permit may also be required depending upon the circumstances and controls in place.

All fires, however small, are to be reported to the Overseeing Manager and the Senior Health & Safety Officer.

When using welding equipment, screens are to be used as appropriate to prevent neighbouring workers being subjected to a 'welding flash'.

See: [SAF/POL/6/004 - Hot Working](#)

See: [SAF/POL/6/005 - Control of Hot Work in Vicinity of Pressurised Fuel Systems](#)

32 Highly Flammable Liquids flash point below 32°C

Contractors are to comply with all relevant statutory and company regulations.

Highly flammable liquids are to be kept in strong screw capped cans, steel barrels, drums or jerrycans all capable of being securely closed. Petrol containers are to be marked 'Petroleum Spirit – Highly Flammable'. The proposed use or storage of Petroleum Spirit is to be cleared through the Senior Health & Safety Officer. Containers for other liquids must be appropriately and legibly marked.

It is recommended that the maximum quantities that may be stored in cabinets and bins are no more than 50 litres for extremely, highly flammable and those flammable liquids with a flashpoint below the maximum ambient temperature of the workroom/working area; Lockers and stores are to be marked to indicate the contents and warn against smoking. Ref: The Dangerous Substances and Explosive Atmospheres Regulations 2002

Lockers and stores are to be in the open air at least 6 metres from boundary fences, roads, openings to buildings or combustible material and from any source of ignition and as far from watercourses and drains as reasonably practicable.

Decanting of liquids is to be carried out in the open air as far from watercourses and drains as reasonably practicable and with all suitable spill precautions deployed before transfer takes place. Empty containers are to be securely capped and returned to store. Only sufficient liquids for immediate requirements are to be taken from store. Appropriate PPE is to be used during decanting process.

Flammable paints (flash point between 32⁰C and 66⁰C) in quantities over 50 litres are to be treated as flammable liquids.

See: [ENV/INFO/024 - General Chemical Use, Handling, Storage and Disposal](#)

See: [ENV/POL/9/019 - Oil & Chemical Handling, Storage & Disposal Policy](#)

33 Applications/spraying of highly flammable liquids

The Contractor is to provide adequate and safe means of escape in case of fire from all parts of the working area and is to ensure that the process will not jeopardise means of escape from any other part of the premises.

Employees are to be made aware of the danger of the process and instructed not to smoke or to operate electrical switches or electrical appliances, unless intrinsically safe, in places where vapour may accumulate.

Portable sources of ignition are to be removed from the working area. Permanent sources of ignition shall be safe, sufficiently remote or isolated from supply.

Ventilation must be adequate and monitored until the vapours have cleared and a Gas Free Certificate issued by a competent analyst. Rags or 'masking' materials, on which the highly flammable materials may have accumulated, are to be collected and placed in a metal container with a lid and safely disposed of at the end of each working period.

Advice is to be sought at an early stage from the Senior Health & Safety Officer.

Where applicable, the requirements of [ENV/INFO/035 – 'Pollution Protection & Control Permit Part B – PPC/B/1110524'](#) must be followed by everyone involved.

See: [SAF/POL/3/003 – Application of Paints, Mastics, Adhesives or Similar Materials.](#)

See: [ENV/POL/9/014 - Application of Coatings \(Such as Paint\) to Metal or Plastic](#)

34 Smoking

No smoking will be allowed anywhere on site during working hours. Working hours will include all overtime hours. The following hours of work cover most Contractors conditioned hours however Contractors whose conditioned hours fall out with the listed hours are equally affected.

Dayshift Workers	07.30 - 12.30 / 13.00 - 17.15
Backshift Workers	15:00 - 20:00 / 20:30 - 00:45
Nightshift Workers	21:45 - 02:45 / 03:15 - 07:30

For those Contractors who are required to work a 12-hour shift, smoking will be allowed within the agreed 15-minute break in a designated smoking area.

Outside of working hours, smoking on the site shall only be permitted at the designated smoking areas situated throughout the company. Contractors are reminded of the need to keep the designated areas clean, tidy and litter free. Smoking materials must not be carried by the person during the working day.

See: [SAF/POL/3/008 – Smoking Policy.](#)

35 Explosives/cartridge tools

Explosives/cartridges tools are not to be brought into Rosyth Business Park without the express permission of the Senior Health & Safety Officer. If there is a requirement then a risk assessment is to be provided prior to work starting and agreement reached on a safe system of work.

See: [SAF/POL/7/014 - Cartridge Operated Fixing Tools](#).

36 Use of gas cylinders and hoses

Contractors are to ensure that all hoses connected to cylinders are in good repair, jointed with approved connectors and have all necessary flash back arrestors and hose check valves properly fitted. Appliances being fed from such hoses must be checked for gas tightness prior to use. Where gas hoses are to be used on ships/submarines then only approved proprietary hose clamps are permitted. Under no account are jubilee clips to be used.

Where flexible gas hoses are to be taken below decks then precautions must be taken to ensure that the route is snag free and clear of all hot work or other dangerous operations.

All hoses are to be removed to the open air at the end of each shift, and also immediately after the job has complete this is in accordance with SAF/POL/3/005 5.5.3.4 Take the torch to an area which is open to the atmosphere and purge all gases from the hoses by opening the torch valves.

*Purging is important as it removes fuel and oxygen from the hoses.

At lunch or other meal breaks the hoses are to be disconnected from the cylinder. The hoses are to be neatly stowed and disconnected from the source of gas and also from the torch or other apparatus.

See: [SAF/POL/3/005 - Use of Gases, Gas Hoses and Gas Cylinders & Associated Equipment](#)

37 Waste Storage & Disposal

Contractors are to ensure the compliance with the following:

- waste is to be dealt with under Part II of the Environmental Protection Act 1990. Waste is to be stored safely and securely preventing it causing pollution or harming any one.
- waste is to be stored in designated areas which are completely isolated from surface water drains.
- controlled waste and special waste must not be deposited in any of the skips located throughout Rosyth Business Park.
- special wastes are to be managed in accordance with the relevant legislation. They are not to be deposited at Rosyth Business Park's storage compound unless contractually agreed.
- at the end of the contract, the Contractor is to remove all materials and waste arisings from the site and leave the area in a safe and tidy condition unless contractually agreed otherwise.

See: [ENV/POL/9/016 - General, Recyclable & International Catering Waste Disposal Policy](#)

See: [ENV/POL/9/002 – Disposal of Special Waste](#)

See: [ENV/POL/9/017 – Disposal of Waste Electrical & Electronic Equipment](#)

38 Trade Effluent

The Contractor must ensure the following is complied with:

- discharge of any trade effluent to any watercourse incl. the surface water drains, foul sewer, non-tidal basin or Forth Estuary is strictly prohibited without the express permission of the Safety, Health & Environment Dept.

Contractors are to note, failure to comply with the above will result in a report going to the relevant regulatory authority and personnel involved being removed from site.

See: [ENV/POL/9/005 - Discharges into the Non-Tidal Basin Policy](#)

39 Oil and Chemical Spillages

Any Contractor who causes a spill of oil or chemicals must inform the Overseeing Manager and the Senior Health & Safety Officer. The contractor is responsible for its clean up in accordance with

See: [ENV/POL/9/001 - Oil and Chemical Spillages on land](#)

See: [ENV/POL/9/004 – Oil & Chemical Spillage – Flooded Dock, Non-Tidal Basin or Forth Estuary](#) .

See: [Toolbox Talk 226 – Harmful Fluid Spill Response](#).

40 Oils and Chemicals on site

Any contractor who brings potentially environmentally harmful fluids such as oils, fuels, paints &/or chemicals on to Rosyth Business Park must submit a completed Harmful Fluids Permit application form (ENV/FM/017) to the Overseeing Manager. All such stored fluids must be provided with suitable & sufficient secondary containments and provided with suitable spill absorbent kits in the immediate vicinity.

All potentially environmentally harmful fluids are to be managed in accordance with the following documents:

See: [ENV/INFO/024 - General Chemical Use, Handling, Storage and Disposal](#)

See: [ENV/POL/9/019 - Oil & Chemical Handling, Storage & Disposal Policy](#)

See: [ENV/FM/017 - Harmful Fluids Permit](#)

41 Confined Spaces

(Certificate to Enter)

Under no circumstances are Contractor employees to enter any confined space e.g. foul sewer, tanks etc. unless a certificate of test and an appropriate permit to work has been issued and displayed at the entrance to the confined space.

When work in a confined space is necessary then the Contractor is to consult the Overseeing Manager.

If entry is required then an atmospheric test is to be carried out by an authorised tester arranged by the Overseeing Manager. Where any doubt exists, then the Contractor is to contact the Overseeing Manager or Senior Health & Safety Officer.

See: SAF/POL/6/006 - Entry into & Working in Confined Spaces

42 Scaffolding/Staging

All working at height must be carried out in accordance with legislative requirements and Company policy.

All scaffolding/staging is to be of sound construction and erected by a competent person. Scaffolding/staging is to be assembled on a safe foundation (sole and base plates) and it has to be perpendicular without the uprights leaning away from the building or ship. It is to be suitably braced and tied to all components properly spaced. Working platforms are to be boarded over and toe-boards and guardrails fitted. Intermediate guardrails must be fitted.

In certain circumstances, mobile scaffolds may be required. All mobile scaffolds shall conform to legislative requirements. They are to be of sound construction and erected by a competent person. Mobile scaffolds are to be, wherever possible, tied into the building or structure. The working platform is to be fully boarded with toe-boards, guardrails and internal secured ladder.

Mobile scaffolds are only to be used on level, firm ground and must never be moved until all persons and materials have moved to ground level. Wheels are not to be less than 125mm in diameter, must be secured to the standards and fitted with brakes.

Scaffolding/staging inspections are to be carried out by a competent person every day and after inclement weather or alteration. Details of the inspections are to be recorded by the person carrying out the inspection. The details of inspections are to be kept on site and available for inspection by the Overseeing Manager and/or Senior Health & Safety Officer.

All Contractors will use a 'Scafftag' arrangement on all scaffolding/staging erected for the purposes of this work. The 'Scafftag' is to indicate whether the scaffold/staging is safe to use and the loading for which it was constructed. Following each statutory inspection of the scaffold/staging the 'Scafftag' is to be indelibly marked with the date of the inspection and the signature of the competent person who carried out the inspection.

See: [SAF/POL/7/002 - Staging and Scaffolding](#)

43 Liaison with Building Managers

Every building under Company control has to have a nominated Building Manager who has specific duties in respect of health, safety, environment and fire precautions within the area. Before entering any building to carry out work the Sub-contractor is to locate and make himself known to the Building Manager through the Overseeing Manager.

See: [FIR/POL/3/003 - Building Fire Safety Manual](#)

44 Use of Company Services & Portable/Electrical Appliances

Permission of the Overseeing Manager must be obtained before any Contractor connects up to any service, i.e. electrical, compressed air etc. The contractor is to ensure that proper and compatible connections are used.

Low voltage (110V) supplies supplied from a suitable transformer are to be used for portable electrical tools. Portable tools and extension leads are to be fitted with proper plugs and never connected by inserting bare wires into a socket or junction box.

All Contractor supplied portable electrical appliances and extension leads are to be inspected and tested regularly and evidence supplied on request. See: [SAF/POL/5/001 - Portable Electrical Equipment \(PEE\) Inspection & Testing](#)

45 Plant Machinery

All plant/machinery brought into the Company is to be of good mechanical construction, properly maintained and suitable for purpose. All the necessary test and inspection documentation (including up to date noise level information) is to be up to date and available for inspection. Any plant/machinery is to be operated by and be under the control of a competent person trained in its use.

Measures are to be in place to prevent unauthorised persons being allowed or able to operate the plant. Plant/machinery is not to be left unattended with keys in ignition.

All plant/machinery brought onto site is to be fully safeguarded and protected in accordance with legislative requirements. Guards removed at any time for maintenance, repair or inspection etc. must be put back into position before the machine is used.

No guard or protective devices may be removed, or misused, by the Contractor's employees from any plant/machinery.

All plant/machinery brought on to Rosyth Business Park containing potentially environmentally harmful fluids is to be fitted with suitable & sufficient secondary containments and all associated gauges and metering is to be maintained within suitable calibration. Suitable spill absorbent kits are to be maintained in the immediate vicinity of such plant/machinery.

46 Electrical Distribution Systems

Contractors engaged in work associated with Rosyth Business Park's electrical distribution system must ensure compliance with the following:

- all electrical work within line feeder pillars, dockside service units and cable change boxes are prohibited. Equipment must be isolated by authorised personnel from Rosyth Business Park before commencement of work
- the Contractor will employ on site a competent person as defined in the Electricity at Work Regulations 1989.

47 Demolition

When demolition work is in progress Contractors are to take adequate steps to ensure people in the vicinity are protected from the hazard of falling debris. No timber with projecting rails, screws or similar hazards is to be left in a position where it may be a source of risk to anyone. Tools or other materials must never be thrown to the ground from elevated positions. The sites are to be fenced to prevent unauthorised persons gaining access.

48 Excavations

Before any Contractor starts digging, he must first ascertain the position of below ground services and request a site clearance to be carried out through the Overseeing Manager. The Contractor is to comply with [FAC/POL/039 – Site Clearances for Excavations](#), which can be obtained through the Overseeing Manager.

Edge protection in the form of a physical barrier is to be erected around excavations and all necessary support work/battering carried out. Excavations are to be inspected by a competent person every day and when an event or incident has occurred which could have affected the strength or stability of the excavation.

Details of the inspection are to be recorded and be available for examination by the Overseeing Manager or Senior Health & Safety Officer.

If any services are damaged, the work is to stop and the Overseeing Manager informed immediately.

49 Road-works

Where operations involve work being carried out on, or at the edge of, a road, or where diversions etc. are necessary, then all road signs etc. are to be set out in compliance with the Department of Transport booklet, 'Traffic Warning Signs for Road-works'.

Before a Contractor makes any road diversion he is to inform the Overseeing Manager. The Overseeing manager is to ensure that the Security Controller and the Senior Health & Safety Officer have been informed.

50 Radioactive Substances

No radioactive source is to be brought onto Rosyth Business Park without written permission from the Overseeing Manager who is to inform the Health Physics Department x52165/53384.

51 Nuclear Safety Measures

ACTIONS TO BE TAKEN IN THE EVENT OF A NUCLEAR INCIDENT

If a nuclear incident occurred on this site, resulting in a radiation emergency, the hazard to personnel would be limited. The hazard would be restricted to a possible increase in radiation levels close to the incident scene.

If the nuclear alarm sounds :-

- Personnel in the Immediate Response Zone should proceed to Local Access Control Point. This will have been identified to you if you are in an Immediate Response Zone.
- All other personnel on Rosyth Business Park can continue to work as normal, and do not require to take any immediate action. They should remain attentive to broadcast messages as advice may change as the situation is dealt with and brought under control.

In due course, the Incident Commander will either declare the nuclear incident over; or in extreme circumstances instructions will be given to evacuate the site. If evacuation is required, you will be advised by broadcast message. The Incident Commander will co-ordinate any evacuation from the Site.

52 Radiological Safety

Where work involves radioactive materials or the entry of employees to radiation controlled areas, Contractors are to ensure that they comply with the provisions of the Ionising Radiation Regulations 1999 (IRR'99).

Contractors involved in radiation work are required to sign a written agreement to comply with Rosyth Business Park's local rules and written system of work before work is permitted to commence (contact the Health Physics Department ext. 52904)

For entry into controlled areas, Contractor's employees should report to the Health Physics Dosimetry Section to provide personal details and written summaries of any radiation dose accrued during the current year. The latter shall comprise a Radiation Passbook issued in compliance with IRR'99 in the case of classified persons.

Classified Persons are to be in possession of a dosimeter issued by the Contractor's Approved Dosimetry Service and should have undergone a radiation worker medical within the previous twelve months (it should be ensured that the medical will remain valid for the period of the contract). Contractor's employees under the age of 18 years are not permitted to enter Controlled Areas.

Before entry to a Controlled Area is permitted, Contractors' employees will attend the standard radiation safety lecture carried out by the Health Physics Department.

Personnel will be required to wear a local control dosimeter when entering Controlled Areas, in addition to any dosimetry supplied by the Contractor.

See: [CP/NUC/2/026 - Radiological Protection Standing Orders](#)

53 Access Passes for Contractors and Visitors

Access to the restricted area of the Rosyth Business Park is controlled by means of photographic identity passes or an electronic access control system and full height turnstiles.

Visitors Passes

These are issued to visitors who require access to the restricted area on a daily basis. A Company employee must sponsor the personnel concerned and must notify the Visitors Reception Centre (VRC), by means of a Secy Form 1, as far in advance of the visit as possible, indicating the visitor's name, nationality, employing company, specific area to be visited and the date & time of arrival and duration of visit.

On arrival, the visitor will be logged through the Babcock visitor database within the VRC. Delays may be incurred by visitors who arrive unexpectedly.

The Company sponsor will then be contacted to arrange for the visitor to be collected at the point of entry and escorted throughout the visit, eventually escorting them off site. At no time should they be left unescorted. The visitor pass will not be issued until the escort is present.

Contractor Passes

These passes are photographic and are issued to Contractors who require access into the restricted area to carry out specific work. Since this pass entitles the individual to travel unescorted within this area and possible access to sensitive information, it can only be issued after an individual has been authorised for access following the successful completion of one or more parts of a process known as security vetting.

Following sponsorship by a Company employee the Contractor must first obtain the necessary security documentation for each applicant from the Visitor Reception Centre.

This documentation must be completed legibly in full and returned to the Security Administration Office where it will be processed. In some cases an additional form may be required which may be forwarded to the appropriate government authority for additional checks. When all checks are successfully completed the Contractor will then be notified.

Please note that this process can take from two days to several weeks from the time the completed forms are received by the Security Administration Office. The period may be significantly longer depending on each individual set of circumstances.

When attending to obtain a photographic pass, individuals must be in possession of suitable personal identification before a pass will be issued. i.e. Full Passport, Photographic Drivers Licence etc.

See: [SCY/POL/012 – Photographic Identity & Proximity Access Passes](#)

Holders of passes are personally responsible for their safe custody and all possible precautions should be taken against the pass being lost, stolen or damaged. Loss or misuse of a pass prejudices security and is regarded as a serious matter. Any loss etc. must be immediately reported to the Babcock Health, Safety, Environmental & Security Department and local police.

Passes are official documents subject to the Official Secrets Act. They should be carried discreetly when outside Rosyth Business Park and should not be kept with personal papers, e.g. in a wallet, which may identify the holder's place of work. When a pass expires or is no longer required, it must be handed in to the Babcock Health, Safety, Environmental & Security Department.

The onus is placed on the employing company to ensure that a pass issued to one of their employees is recovered and subsequently returned to the Health, Safety, Environmental & Security Department as soon as they leave that company's employment. Contractors who fail to ensure the return of their employees' passes, may not be considered for further contracts. Individuals who do not return passes will not be issued with passes in the future.

54 Vehicle Permits

All vehicles requiring to park on the site or enter the restricted area must be in possession of a vehicle permit. Application forms for longer term or regular vehicle access can be obtained from the Security Control Room. Contractors' private vehicles will only be issued with a yellow parking permit and must park outside the restricted area of the site.

The vehicle permit must be displayed at all times when within Rosyth Business Park but hidden from sight when the vehicle is outside.

Loss of a permit must be reported to the Health, Safety, Environmental & Security Department immediately. When the permit is no longer required it must be handed in to the Security Control Room.

Temporary parking permits, valid for up to 1 month can be issued to infrequent or short term visitors. These are issued by the Health, Safety, Environmental & Security Department at the Security Control Room/Visitors Reception Centre and must be returned when expired or no longer required.

All vehicles entering Rosyth Business Park are subject to random entry/exit searches. Failure to conform to a vehicle search may result in the vehicle and possibly the driver being prohibited from entering the site for an indefinite period.

55 Photography

Photography and the carrying of photographic equipment within the restricted area is generally prohibited.

Applications for authority to use a camera must be made in writing to the Security Controller. Only applications directly involved with the contract will be considered.

Being found in possession of, or using photographic equipment without the appropriate authority will result in its confiscation and seizure of film or deletion of digital images.

Devices such as Mobile Phones, Tablets etc must not be used to take photographs within Rosyth Business Park.

56 Traffic Regulations

You are subject to the same traffic laws inside the Rosyth Business Park as you are outside. Any contravention will normally result in withdrawal of the permit, banning of the vehicle and/or the driver responsible for an indefinite period.

See: [SCY/POL/006 – Traffic Policy](#)

57 Armed Servicemen on HM Vessels at Rosyth

Armed service personnel will be used on all ships/submarines with servicemen living on board. The periods where armed service personnel will be used are prior to Ships Staff Move Ashore (SSMA) and post Ships Staff Move on board (SSMOB).

A Health and Safety notice will be displayed in a prominent position at the ship's brow, which provides details of the procedure.

The Contractor is to ensure all their employees and sub-contractor employees are aware of this and to comply at all times with instruction given by armed servicemen.

58 Security Alert States

There are special arrangements for dealing with the threat of terrorist attack. The aim is to protect personnel and property from injury or damage. Everyone has a part to play in this strategy and it is essential that a high standard of vigilance is maintained at all times.

There will inevitably be occasions when delays occur, such as when the alert status increases. Vehicle searches may be undertaken on a random basis prior to entry and exit. Parking restrictions may also be applied, so do not take it for granted that you will be able to park at your normal location or even within Rosyth Business Park.

59 Conditions of Vehicles & Speed Limits

Contractors bringing vehicles on site are to ensure that they are suitable for the type of work to be undertaken and are maintained in a road worthy and safe condition. Vehicles are to meet all statutory requirements of the Department of Transport.

Vehicles are to be operated by authorised competent persons who are to ensure that no unauthorised passengers are allowed on the vehicle. Passengers are only permitted where there is standard fixed seating. All loads on vehicles are to be properly secured and vehicles are never to reverse on a confined area unless a guide is present. Contractors are to ensure that any loads they transport around the Company are stable and suitably secured.

Vehicle engines are not to be left running when the driver is not seated at the controls.

Particular care is to be taken to ensure that vehicles are not left where they obstruct access to docksides and berths for emergency vehicles.

Contractors are not to operate Company vehicles without written permission to do so from the Overseeing Manager. All vehicles moving on site are to travel at a safe speed and observe the maximum speed limit of 20 mph. In certain areas a lower speed limit is in operation, eg. 5 mph on caissons and docksides, these must be complied with.

Seatbelts must be worn whilst on the site. Mobile Phones may not be operated whilst driving, if a call has to be made then park the vehicle and switch off the engine before dialling. Hands free kits are not recommended.

Failure to comply with any of the above will result in summary removal by the Security Force of vehicle permit.

60 Searches

All personnel entering Rosyth Business Park are liable to search in accordance with SCY/POL/015 – Search Policy. Such searches can be carried out on entry, exit or while within Rosyth Business Park. This applies to vehicles and any items in the possession of a person. Failure to submit to a search when requested by an authorised searcher will be addressed through the relevant disciplinary procedures and may result in exclusion from the site.

Code of practice for Contractors Acknowledgement

I/we hereby confirm that I/we have received a copy of the Code of Practice for Contractors, (SAF/MAN/001), have read and understood them and agree to comply with the requirements therein.

By signing this acknowledgement I/we will ensure that all our employees, while working within Rosyth Business Park, are made aware and comply with the Code of Practice.

Signed: _____

Position: _____

Company: _____

Date: _____

Our site liaison officer on all matters pertaining to safety, health & environmental protection will be:

Name: _____

Position: _____

Telephone No: _____

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