



Contractors' Code of Practice

HMNB Clyde – July 2014



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1. Introduction

HMNB Clyde recognises the duty of care owed and is committed to conducting its activities to ensure:

- the health, safety and welfare of its employees at work
- the protection of the environment and pollution prevention

This duty also extends to contractors and persons not employed by HMNB Clyde but who may be affected by its activities.

The Health, Safety, Environmental and Security policies at HMNB Clyde exist to secure a high standard of performance in all its undertakings and contractors working within the Base are required to conduct their operations in the same manner.

To ensure that contractors adopt safe working practices and comply with HMNB Clyde policy and statutory requirements, this booklet has been prepared as a Code of Practice. A copy of this Code of Practice is included in, and is a condition of, all contractual agreements. All contractors' employees working on site must be fully conversant with this Code.

Additional copies of this Code of Practice shall be supplied on request, for distribution by the contractor to his own staff and any sub-contractors. The information in this Code of Practice is designed to provide an introduction to working at HMNB Clyde.

It is to be recognised that the contents of this Code of Practice do not cover every hazard and observance of the rules does not relieve the contractor of their legal obligations and any obligations imposed under the conditions of contract or sub-contract.

1.1 Scope

The sections contained within this Code of Practice provide basic health, safety and environmental (HS&E) information and common examples of issues of concern that can regularly feature as part of contracted works. In this respect, the document should not be regarded as an exhaustive list of such issues, legislation or policy and are for guidance purposes only to help ensure that any engaged works are carried out in accordance with all legal obligations, HMNB Clyde policy objectives, BM/MOD Terms and Conditions and specific conditions set out within individual contracts.

Where further clarification is required or where concerns or issues arise outwith the given examples, the Contract Sponsor should be contacted in the first instance. Contractors are also free to contact the Health, Safety and Environment Department for further guidance.

1.2 Contractor Responsibilities

In the context of this Code of Practice the term 'contractor' means any party with whom the performance of certain work is contracted out within HMNB Clyde. Prior to the commencement of the contract, the Contract Sponsor responsible for the contract shall discuss the systems of work to be followed by the contractor.

Contractors are to ensure that their employees and sub-contractors are suitably qualified experienced personnel (SQEP), trained and fully competent to carry out their work. It is the responsibility of the contractor to ensure that his sub-contractors are in receipt of this Code of Practice.

1.3 Contractor 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, reported to the Health & Safety Executive (HSE) and removed from the approved supplier/contractor list.

1.4 Contract Sponsor Responsibilities

The 'Contract Sponsor' is a generic term for persons nominated for the on-site management of the contractor, including the co-ordination of activities, compliance with HMNB Clyde Health & Safety Policy, processes and procedures. The Contract Sponsor should be contacted by the contractor and contractor employee where further information or advice is required.

Prior to commencement of the contract, the Contract Sponsor dealing with the contract will ensure that the contractor is provided with this Code of Practice and where necessary discuss any areas or specific hazards which could affect the health and safety of either party.

1.5 Important Telephone Numbers

Department	Faslane	Coulport
Emergency (Fire, Police Ambulance)	2222	2222
MOD Police	3335/3336/3337	93254 6435/6429
Health & Safety Department	7009	93254 5750
Duty Naval Base Officer	4005	N/A
Duty Officer (Silent Hours)	4005	93254 4567
Duty Control Engineer	7005	93254 5858/5857
Queen's Harbour Master	3555/6512	N/A
Ships' Liaison Officer	N/A	93254 6225
Procedure Authorisation Group	6155	N/A
Nuclear Services Authorisation Group	3121/4264/6356	93254 5585/5275
Defence Fire and Rescue Service	4078	93254 5401/6446
Occupational Health Department	6825	93254 5315
Base Radiation Safety Officer	7582	93254 5252/5366
Security/Visitor Reception Area	3836	93254 5581
Grounds Waste & Building Manager	3219	93254 6416
Explosive Safety Representative	4395	93254 5345/6814
Environmental Department	7720/3081	N/A

2. General Information

2.1 Alcohol and Drugs

From 1st April 2013 all contractors working under Babcock Marine (Clyde) will be subject to an alcohol and drug with cause or suspicion test.

‘With cause’ testing involves testing when there are reasonable grounds to believe that alcohol or drugs could have, or potentially could have, an adverse effect on the health and safety of any individual and/or if there are circumstances where it is considered that there is evidence that alcohol consumption or drug use has occurred.

A contractor may be referred for a ‘with cause’ test when:

- cause exists to suspect the contractor of being under the influence of alcohol and/or drug/substances
- an incident has occurred where firstly a serious injury has been sustained either to an individual or individuals, secondly significant damage has occurred to the infrastructure or property.

‘With cause’ testing leading to a positive result will result in dismissal of the contractor from site.

Additional information is available in the HMNB Clyde ‘Alcohol and Drug Policy’.

2.2 Audits, Health Checks and Inspections

To achieve and maintain compliance with policy objectives and statutory provisions, all areas and activities of HMNB Clyde are frequently visited by Babcock and MOD staff and external auditors and regulators to carry out Health Checks, Inspections and Audits.

The purpose of these visits is to examine and report upon the status of health, safety and environmental compliance, identify areas for improvement and prompt mitigation measures where required. In the case of visits by regulators, identification of any legally non-compliant activities has the potential to result in enforcement action being undertaken.

All contractors are required to fully co-operative with such inspections and comply with requests to provide any information as and when requested by any Babcock or MOD staff, external auditors or regulators.

2.3 Breaches of Rules/Regulations

Contractors are advised that breaches or failure to comply with any of the rules/regulations committed by their employees may result in the suspension of their work and/or summary removal from the Base of any of their offending employees. The contractor will be responsible for the costs that may result from any such action.

2.4 Building Managers/Co-ordinators

Every building within HMNB Clyde has a nominated Building Manager/Co-ordinator who has specific duties in respect of health, safety and fire precautions within their designated area. Prior to commencing work activities, the contractor is to make themselves known to the Building Manager/Co-ordinator.

2.5 Compliance with Instructions

While on site, all contractors' personnel will comply with any reasonable instruction given by the Contract Sponsor, their representative or Safety or Environmental Practitioners 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.

2.6 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 in a confined area unless a guide is present. Contractors are to ensure that any loads they transport around the site are stable and suitably secured.

Vehicle engines are not to be left running when the driver is not seated at the controls or left idling for an unreasonable amount of time when drivers are sitting waiting for periods of time or having a break.

Particular care is to be taken to ensure that vehicles are not left where they obstruct access/egress or emergency routes.

All vehicles moving on the site are to travel at a safe speed and observe the speed limit of 20 mph. In certain areas a lower speed limit is in operation. Speed limits must be complied with at all times.

Failure to comply with any of the above will result in summary removal by the Ministry of Defence Police (MDP) of vehicle permits.

2.7 Emergency Procedures

The procedures to follow in an emergency will be covered in the initial HMNB Clyde induction and are shown in the 'Base Emergencies – What to Do' poster displayed in buildings throughout the site. Contractors may be expected to partake in drills of these procedures.

2.8 Habitat & Wildlife

Contractors must be observant that any work to be undertaken does not have an adverse impact upon any flora or fauna that has not already been taken account of as part of the contractual process. If works are impacting wildlife or habitat, the contractor must advise their Contract Sponsor. The Environmental Department and/or the Environmental Health Department will then be contacted for further advice and mitigation measures will be introduced as appropriate.

In many cases it is an offence to kill or capture animals including birds. The law also protects some wild creatures from disturbance or harassment as well as prohibiting disturbance of their nests or resting places. It is also against the law to pick some native plants.

There is a variety of wildlife on the Base including a number of endangered and protected species. It is Base Policy that no animal, including birds and ducks, under any circumstances, are to be disturbed or harassed, or nests destroyed or moved or eggs/young disturbed or handled. Failure to comply with environmental legislation and Base rules will be considered a breach of rules/contract and further action will be taken. This may involve a police investigation and criminal proceedings being taken.

2.9 Housekeeping

Contractors are required to keep their work areas and sites clean and not allow rubbish, waste or scrap to accumulate. Materials used should be stored appropriately to avoid obstruction and preventing escape. At the end of each shift they are to leave the working area in a tidy and safe condition. Also see section 3.27 – Oil and Chemical Use/Storage.

2.10 Legal Permissions/Authorisations

It is the responsibility of all contractors engaged in any works within HMNB Clyde, to ensure that all relevant environmental legislative authorisations are valid before the related work commences. This concerns any activity with an environmental consequence that requires the permission of any Regulator with an environmental function. On no account should any work be undertaken without the requisite permission(s) being in place. The following are examples for guidance:

- a PPC part B permit obtained from SEPA for the operation of certain types of mobile plant
- the removal of asbestos waste to be carried out by a HSE licensed contractor. See section 3.2 for further details
- an exemption from a waste management licence obtained from SEPA for the keeping, treatment and disposal of certain wastes
- a Waste Carriers' Licence where any waste of any quantity is transported from HMNB Clyde
- Marine Scotland Licence, under Part II of the Food and Environment Protection Act 1985 (FEPA), for all deposits and/or removals in/from the sea or the seabed. There is also a licence requirement for some activities adjacent to inland waters

where there is a significant risk to the aquatic ecosystem

- a CAR (Controlled Activity Regulations) Licence for all discharges into controlled waters including surface water drains, burns and lochs
- authorisation from Aquatrine for discharge into foul sewers

Copies of any relevant permits/authorisations are required to be supplied to the Environmental Department prior to the commencement of any works, for their retention for the duration of the particular contract concerned. All legal permissions/authorisations held by the contractor should be declared on the Approved Supplier Questionnaire and at tendering stage.

All contractors should identify and understand and adequately address time constraints involved in any permit application process which will impact the contract schedule. The onus is on the contractor to ensure that this does not impinge upon the agreed timescale for the contractual works.

Contractors should be aware that there are instances where statutory requirements in Scotland differ from other parts of the UK, particularly with regards to waste legislation and oil storage. As the Environmental Regulators are Scottish bodies and any legal proceedings would be taken through Scottish courts, Scottish legislation takes precedent. The Environmental Department is available to offer support to contractors on statutory requirements concerning contractual activities.

2.11 Management System

Babcock is fully committed to meeting its legal responsibilities and successfully discharging any duties placed on its operations and business activity by all UK health, safety and environmental legislation. This commitment and obligation to promote and maintain a high standard of health, safety and environmental awareness is clearly identified in the HMNB Clyde Organisation and Arrangement Statement and in Babcock Marine Safety and Environmental Protection Policy.

All engaged contractors should be fully aware that as part of achieving those policy objectives, HMNB Clyde operates and is certified to BS EN ISO 14001:2004 as part of its Environmental Management System.

Babcock has a dedicated Health, Safety and Environmental Department who have been tasked with the role of monitoring and acting upon the status of HMNB Clyde's health, safety and environmental compliance from both a legislative and policy perspective. The Department adopts a proactive role and can offer advice and assistance on any health, safety and environmental matters pertaining to HMNB Clyde.

2.12 Material Requirement

Only materials required for the activities to be carried out at HMNB Clyde are permitted to be brought onto the Base. No other materials are to be brought on site or stored within the Base.

The transportation of hazardous material to and around the Base is required to be carried out in accordance with the Carriage of Dangerous Goods legislative requirements where appropriate. For information regarding health and safety

requirements of materials on site refer to section 3.4.

The potential environmental impacts associated with potentially hazardous materials brought onto site should be identified in a risk assessment and provided to the Contract Sponsor. This can be completed as a standalone Environmental Risk Assessment or as part of a larger Health Safety and Environmental Risk Assessment. Where the latter is undertaken, the Environmental aspects and impacts should be clearly distinguished from the Health and Safety risks.

The contractor/supplier is required to notify the Contract Sponsor of the use and quantity of any Ozone Depleting Substance (ODS) brought onto site and/or used in performing procured services.

As part of our commitment to improvement of environmental performance and prevention of pollution we encourage contractors and suppliers to adopt green purchasing for the materials used and supplied on site which may include reduction of packaging, reusable/recyclable packaging, high energy efficiency, high fuel efficiency, reduced water use, reduction/elimination of hazardous chemicals, use of sustainably managed timber, increased life span.

2.13 Northern Utilities Building (NUB)

The NUB area within HMNB Clyde is subject to strict environmental regulation under a Part A, Pollution Prevention and Control (PPC) Permit. This area is highly regulated and frequently inspected by the Scottish Environment Protection Agency (SEPA) as a requirement of the Permit and is also subject to Nuclear Safety Assurance Group (NSAG) requirements.

Any contractual works being carried out within the boundary of the NUB and PPC permit area must be strictly observant in complying with the express provisions contained within those permit/requirements. In order to help facilitate this, all contractors engaged on such work shall initiate and ensure close liaison with the Health, Safety and Environmental Department before, during, and at the end of the contracted works through the Contract Sponsor.

2.14 Nuisance

At HMNB Clyde we take pride in maintaining good relationships within our local community and the behaviour of all personnel, including contractors, reflects on the Base. We expect all personnel working at HMNB Clyde, including contractors and suppliers, to respect the local residential, rural and business communities in the local area while outwith the Base. This includes:

- minimising noise production
- minimising dust generation
- taking care to prevent pollution to controlled waters some of which are used for recreational purposes and potentially private water supplies
- adhering to the Highway Code including switching off engines when not required to help reduce local air pollution
- disposing of waste appropriately and no fly tipping.

2.15 Operating Hours

HMNB Clyde's normal contracted hours are Monday to Thursday 0700 – 1830hrs and Friday 0700 – 1300hrs. For visitors and contractors, initial access to the Base will be limited by the HMNB Clyde Induction Centre, normal operating time as follows:-

Monday – Thursday	0730 – 1600hrs (last induction at 1530hrs)
Friday	0730 – 1200hrs (last induction at 1130hrs)

It should be noted that the operating hours of the Visitor Reception Area (VRA) restrict access to Coulport until after 08:30. Base passes for Coulport cannot be obtained before this time. The opening hours for the VRA are as follows:-

Monday – Thursday	0830 – 1230hrs	1330 – 1630hrs
Friday	0830 – 1230hrs	

2.16 Reporting Accidents/Near Misses

All accidents/incidents including near misses which occur while undertaking contracted work at HMNB Clyde are to be reported to the HS&E Department on Ext. 7009.

All accidents/incidents including near misses involving contractors employed by MOD/Lodger Units are to be reported by the relevant Lodger Unit with a copy of the report form forwarded to the HS&E Department.

In accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and Base policy, the contractor must inform the Health & Safety Department immediately by telephone, of a reportable dangerous occurrence or an accident which results in major injury/fatality. A copy of Form F2508 (Fatal, Major or Reportable Injuries and Dangerous Occurrences) or Form F2508A (Reportable Diseases) shall be forwarded to the Health and Safety Department as soon as practicable.

All Environmental Incidents and near misses should also be reported through Ext. 7009. Contractors are responsible for reporting any environmental incident as well as informing their employer and Contract Sponsor.

2.17 Signs

Obey all signage while on site e.g. No Entry, Restricted Access, PPE Requirements etc.

Safety signs can be identified as follows:-

Blue – Mandatory

Red – Prohibited/Fire

Yellow/Black – Hazard/Warning

Green – Safe Conditions

Additional information is available in the HMNB Clyde policy, 'Safety Signs and Signals'.

2.18 Smoking

Contractors are to be aware that HMNB Clyde operates a No-Smoking policy; this policy is to be complied with at all times. Smoking is only permitted in designated areas. No smoking materials are permitted within the designated explosives areas and must be surrendered on entry.

Additional information is available in the HMNB Clyde 'Smoking Policy'.

2.19 Traffic Regulations

You are subject to the same traffic laws inside HMNB Clyde as would apply on public roads. Any contravention will result in withdrawal of the vehicle permit, banning of the vehicle and/or the driver responsible for an indefinite period.

2.20 Traffic Management – Roadwork

The Contract Sponsor is to be consulted and the relevant authority given before any road diversion is undertaken.

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

2.21 Use of MOD Facilities

In some instances contractors may require to make use of MOD owned facilities such as buildings and stores. In these instances request for the use of these facilities should be made to the Contract Sponsor.

2.22 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 HMNB Clyde are to be maintained in a safe and clean condition and any person wilfully misusing or 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.

2.23 Young Persons

No contract personnel under the age of 18 are to be employed within HMNB Clyde without clearance from the Health & Safety Department. Full details of work to be carried out are to be provided prior to any young person coming on site.

Additional information can be found in HMNB Clyde 'Young Persons Policy'.

3. Health, Safety and Environmental Information

3.1 Application/Spraying of 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 equipment or electrical appliances unless the equipment is intrinsically safe.

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 person.

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 Health & Safety Department.

3.2 Asbestos

The contractor shall not use or supply any article or substance, that contains asbestos.

The Contract Sponsor will provide details from the asbestos register of any areas where asbestos has been identified, and where the contractor will be working. This will be reviewed prior to undertaking any task liable to disturb asbestos containing materials (ACMs) in that area.

Only licensed asbestos contractors shall be permitted to remove, repair and dispose of ACMs in accordance with the relevant statutory regulations (The Control of Asbestos Regulation 2012) and associated codes of practice.

Where doubt exists regarding the presence of asbestos the contractor shall assume asbestos is present until suitable sampling is undertaken by an accredited contractor and the analysis results known.

If the contractor suspects asbestos is present they should:

- stop work immediately
- inform those around the immediate area
- everyone should leave the area where the asbestos is suspected
- the contractor should contact the Project Sponsor and await further instructions – do not carry on working.

In the event the contractor is exposed/contaminated inadvertently by asbestos:

- do not further disturb the material or stay longer in the affected area than is

essential, leave the area and go outside by the shortest route to an area where nobody else is around

- if the problem is within, or associated with, a Project area, contact the Site or Project Manager/Sponsor
- any contaminated work wear/clothing must be removed and sealed/double-bagged in polythene bags which are to be labelled as containing asbestos waste
- the contractor should not go home or get in their vehicle until given the all clear.

The contractor shall provide a Clearance Certificate which shall include a Clean Air Certificate on completion of any licensed asbestos work to the Contract Sponsor.

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.

Where doubt exists regarding the presence of asbestos in a waste material, the waste shall be treated as asbestos waste until sampling and testing is completed by a suitably accredited person.

Waste containing asbestos should in no circumstances be deposited into general bins as this would result in the uncontrolled release of asbestos fibres during waste uplift and disposal posing a significant health risk to Base staff, waste contractors and the general public.

Only licenced waste contractors are permitted to dispose of asbestos waste materials. The disposal of asbestos waste is specific to the contract terms and conditions. Waste disposal requirements are specific to individual contracts and may specify the contractor is responsible for disposal and is therefore responsible for ensuring:

- an appropriately licenced waste disposal contractor is used
- appropriate waste carriers licences are in place where required
- waste transfer notes for waste owned by HMNB Clyde and disposed of by the contractor are returned to Estates Waste Department via the Contract Sponsor.

Additional information is available in the HMNB Clyde 'Asbestos Policy' and the 'Asbestos Management Plan'.

3.3 Confined Spaces

Contractors shall consult the Contract Sponsor if entry is required into a confined space.

Work in confined spaces shall not begin until the area and task in question have been appropriately assessed by a competent person and authority given to enter by the named competent individuals. Where permits are issued they shall be displayed at all points of access and egress.

Where any doubt exists, the contractor is to contact the Contract Sponsor or Health & Safety Department for advice.

3.4 Control of Substances Hazardous to Health

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

Contractors are to provide copies of any COSHH assessments required to the Contract Sponsor prior to the 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.

Additional information is available in the HMNB Clyde 'COSHH Control of Substances Hazardous to Health Policy'

3.5 Demolition

Demolition shall comply with the requirements of Construction (Design and Management) Regulations.

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 adequately fenced to prevent unauthorised persons gaining access.

3.6 Discharges

Trade effluent is any liquid waste discharged from premises being used for trade or industry. No liquid waste should be deposited in any drain at HMNB Clyde:

- the discharge of any trade effluent to any surface water drains within HMNB Clyde is completely prohibited
- the discharge of any trade effluent to the foul sewerage system within HMNB Clyde is also prohibited. Should this prove to be necessary for the completion of the contract, then a permit is required and advice should be sought from the Environmental Department and their subsequent instructions fully complied with.

Controlled waters include surface water, including burns, culvert water and groundwater.

3.7 Documentation/Records

Contractors should be aware of the quality and safety requirements and hold the contact references within their company. Any control procedures, certification and records, are available on site and produced upon request by the Contract Sponsor.

The sub-contractor shall also maintain records of work undertaken. Test results or dimensional inspections shall be undertaken using calibrated equipment which is liable to examination. Any records required by the contract are to be passed to the

nominated Contact Sponsor.

Copies of all waste transfer notes resulting from activities on the Base should be forwarded to the Grounds & Waste Department through the Contract Sponsor.

3.8 Dust

Dust can travel a considerable distance particularly if prevalent weather conditions have been dry and windy, especially if heavy plant is being used, and can result in a serious environmental nuisance both on and off site. The onus is on contractors to be aware of the need to assess their work programme prior to commencing in order to identify the possibility of dust nuisance and by acting proactively in taking suitable mitigation measures to prevent the escape of dust. For example this may take the form of 'sheeting-off' certain areas and damping down techniques. Advice should be sought from the Environmental Department for damping down activities as any discharge to controlled waters, drains and sewers is strictly prohibited without a permit issued by authorised bodies due to the potential impact of increased solids entering controlled waters and affecting aquatic ecosystems.

3.9 Electrical Equipment & Generators

Contractors are required to ensure energy use is minimised when using electrical/diesel equipment. This should be done by:

- Using high efficiency electrical equipment/lighting
- Ensuring that electrical/diesel equipment is correctly maintained and PAT tested
- Ensuring that equipment is switched off when not in use

For the purposes of emissions reporting, contractors are required to report their own emissions (electricity/fuel) and fuel usage under CRC/EU ETS regulations as appropriate.

Contractors who bring Portable Electrical Equipment (PEE) onsite are to provide proof, on request, of examination/test of such equipment in accordance with HS(G) 107 - Maintenance Portable and Transportable Electrical Equipment.

Any equipment found not to comply with the references quoted is to be removed from the site.

Separate arrangements exist for the Coulport Explosives Area. No contractor may take PEE (including battery operated equipment) into this area unless an application has been made and approved by the Coulport Explosives Safety Officer.

3.10 Excavations

Before any contractor starts excavating and prior to commencing the work, they must first obtain the appropriate approvals through the Contract Sponsor this includes:

- Underground Services Clearances Certificate(s)
- Authorised and approved NSAG/C12 Safety Clearances

Physical barriers and suitable warning signs are to be located around excavations with adequate lighting provided during hours of darkness. Excavations are to be inspected by a competent person every day and when an event 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 Contract Sponsor or Health & Safety Department. If any services are damaged, the work is to stop immediately and the Contract Sponsor informed.

Ground excavation works and works involving pumping water from manholes/ducts should take into consideration potential environmental issues which include wildlife becoming trapped within open excavations, dust generation, soil and groundwater contamination, creation of a conduit to controlled waters, disposal of contaminated soils and pumping and disposal of water.

Areas to be excavated should be checked against the Asbestos Register and care should be taken to identify any warning signs on the ground marking the area as containing asbestos.

During excavation works any indication of contamination, including oily sheens, residues or odours, should be reported to the Environmental Department through Ext: 7009. The Environmental Department will inspect the excavation and may take samples for laboratory analysis.

A strategy for removing any waste left over from ground excavations is required to be identified at tendering stage and implemented on site, ensuring that any soil material identified as contaminated is disposed of appropriately.

3.11 Explosives/Cartridge Tools

Explosives/cartridge tools are not to be brought into HMNB Clyde without the express permission of the Contract Sponsor and the designated responsible authority and agreement is reached on a safe system of work.

3.12 Fire Precautions

Contractors are to comply with the Fire Regulations as laid down in the Standard Fire Precautions for contractors engaged on works for Crown Civil & Defence Estates (HMSO, ISBN No: 0-11-753094-8). Contractors' activities or plant shall in no way prejudice:

- means of escape in case of fire
- fire warning or fire fighting systems/equipment
- water supplies for fire fighting.
- access for Fire Appliance/Defence Fire and Rescue Service

DFRMO (Defence Fire Risk Management Organisation) will carry out an inspection of site accommodation and storage and give instruction on the levels of fire prevention equipment to be provided and maintained by the contractor. No smoking materials are permitted within the designated explosives areas. They must be surrendered on entry.

All highly flammable liquids/materials are to be stored in accordance with statutory

regulations. Combustible materials, such as paper, rags and waste material are 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.

Contractors shall not isolate or interfere with electrical systems within buildings or vessels that may render the fire alarm detection or suppression system inoperable unless appropriate approvals have been given. If in any doubt, consult the relevant Contract Sponsor.

Additional information is available in the 'Base Fire Safety Policy'.

3.13 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
- 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
- ignition keys are to be removed from the FLT when not in use

Any contractor found not complying with the above will be removed from site.

Additional information is available in the HMNB Clyde 'Lift Truck (LTs) Policy'

3.14 Highly Flammable Liquids – Flash Point below 32°C

Contractors are to comply with all relevant statutory regulations and HMNB Clyde requirements.

Highly flammable liquids are to be kept in strong screw capped cans, steel barrels, drums or jerry cans 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 Health & Safety Department. Containers for other liquids must be appropriately and legibly marked (Note: re-fuelling operations are not permitted in Explosive Areas).

The containers are to be kept in either a locked metal bin - maximum content 270 litres (60 gallons) - provided by the contractor or in a well-ventilated locked hut. Lockers and stores are to be marked to indicate the contents and warn against smoking.

Lockers and stores are to be in the open air at least six metres from boundary fences,

roads, openings to buildings or combustible material and from any source of ignition.

Decanting of liquids is to be carried out in the open air. Empty containers are to be securely capped and returned to store. Only sufficient liquids for immediate requirements are to be taken from store. Appropriate Personal Protective Equipment is to be used during decanting process.

Flammable paints (flash point between 32°C and 66°C) in quantities over 50 litres are to be treated as flammable liquids.

3.15 Hot Work

Contractors are to ensure that hot work, i.e. work involving use of welding equipment and metal cutting torches, blow torches or any other naked flame or spark producing equipment, is only carried out once the relevant Hot Work Permit has been issued by the Base's Permit Authority.

All fires, however small, are to be reported to the Emergency Services on Ext: 2222. The Contract Sponsor is also to be made aware of all fires. When using welding equipment, screens are to be used to prevent neighbourhood workers being subjected to a 'welding flash'. Work should be undertaken in accordance with HMNB Clyde's 'Hot Working Policy'.

RNAD Coulport, as highlighted below, has other restrictions in place for Hot Work:

To comply with explosive licensing, the minimum number of personnel required to perform the task/job should be in the Explosives Area. The Explosives Licensing Officer (DESO) must be notified on Ext: 5380 of changes to numbers of contractors on site in the Explosive Area.

Relaxation of the rules must be acquired from Director Weapons/Superintendent Weapons via DESO at least 24 hours prior to use. Additionally, a Hot Work Permit is required from the Depot Station Fire Officer for any operation that involves the use of flame or heat producing equipment. The following equipment is affected:

- electric drills (commercial type with either flexible power leads or battery operated)
- compressors (petrol or diesel powered), generator sets (petrol or diesel)
- any plant or equipment powered by internal combustion or electricity not complying with Explosives Regulations
- soldering irons and battery operated equipment
- aerosol sprays
- gas bottles
- any flame producing cutting/burning tools
- fuel in drums for refuelling plant
- tar boilers etc.

To avoid/minimise the chances of a pollution incident, containers/drums of fuel/oils/chemicals should be stored in contained areas, e.g. bunded and covered.

All hot works must stop a full 2 hours before end of each working day, with the permit

signed off by Depot Station Fire Officer on completion of work. The contractors representative/supervisor/operative must attend a 30 minute Fire Sentry Training Course in order to be eligible to obtain the hot work permit.

3.16 Invasive Species

Contractors are required to take additional care in areas where non-native species, such as Japanese Knotweed, are present. Mitigation measures may include spraying of wheels, equipment and feet with a suitable herbicide. Where there are doubts regarding the presence of an invasive species, the Environmental Department are to be contacted for further information through the Contract Sponsor.

3.17 Ladders

All ladders used by contractors must be inspected and have a valid inspection certificate 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/secured. If they are only being used in a particular location for a short period of time they must be footed.

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 required to be tied when deemed appropriate.

Additional information is available in the HMNB Clyde 'Working at Height Safely Policy'.

3.18 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 (Lifting Operations and Lifting Equipment Regulations LOLER). 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 Contract Sponsor or Health & Safety Department. All lifting appliances and lifting gear are 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.

If lifting equipment is to be used on or near Nuclear Safety Implicated (NSI) systems a valid Nuclear Lift Certificate is required. The use of mobile cranes and aerial platforms is subject to local procedures and limitations. Contact Nuclear Services Authorisation Group (NSAG) prior to any lifting operations. No commencement of lifting activities in any designated facility will take place prior to obtaining approval from the Facility Operator.

3.19 Mechanical/Electrical (M&E) Distribution Systems

Contractors engaged in work associated with HMNB Clyde's electrical distribution system must ensure compliance with HMNB Clyde's Electrical Safety Rules (ESRP).

Work on any mechanical/electrical systems requires assessment and approval by the relevant authority via the Contract Sponsor prior to proceeding.

Only authorised persons may enter HMNB Clyde Plantrooms. Authorisation may be granted by the Authorised Person (Mechanical) for Faslane or Coulport subject to attendance at a suitable training brief.

3.20 Method Statements/Risk Assessments

Contractors are to carry out workplace risk assessments on all their activities as well as required method statements and safety plans. A risk assessment is to be written identifying the measures needed to minimise or eliminate identified risks. Contractors' method statements/risk assessments are to be made available to the Contract Sponsor or Health & Safety Department on request. The Contract Sponsor is to liaise with the Building Co-ordinator in providing relevant health and safety information to the contractor to assist them in compiling method statements/risk assessments.

Environmental risks should also be identified where activities to be carried out will result in an environmental impact. This can be incorporated into a health and safety risk assessment ensuring environmental impacts are distinguished from health and safety impacts, or alternatively, produced as a standalone environmental risk assessment.

3.21 Noise

Prior to contractors commencing any work, which will result in the generation of noise, the contractor shall conduct a suitable noise assessment.

Contractors are to pay particular attention in the noise assessment to nearby 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 workers must be adequately specified in the assessment.

Noise can also be the cause of an Environmental Nuisance. This should be considered where activities are likely to cause a high level of noise or where activities carried out outwith normal operational hours are likely to disturb nearby communities. Further information on nuisance noise can be sought from the Environmental Department through the Contract Sponsor.

For additional information see HMNB Clyde 'Noise and Hearing Conservation Policy' and the 'COSHH – Control of Substances Hazardous to Health policy'.

3.22 Nuclear Safety

HMNB Clyde is a Nuclear Authorised Site and as such is subject to tight and prescriptive management arrangements to control all work affecting nuclear support

services. All contractors are to ensure their employees are aware of and comply with the nuclear safety clearance procedures known locally as 'NSCF' and 'C12' systems. Emergency procedures will be covered in HMNB Clyde's Induction. A copy of the procedures to follow in case of a nuclear emergency can be seen in the 'HMNB Clyde Base Emergency – What to Do' Poster. Contractors will be expected to follow these procedures and partake in any drills.

3.23 Personal Protective Equipment (PPE)

Contractors are to ensure that their employees are provided with all necessary personal protective equipment (PPE) as identified by the relevant risk assessment.

Contractors are to comply with all statutory and HMNB Clyde requirements with regard to PPE. PPE is to be worn where directed by Mandatory Safety Signs or identified in the risk assessment.

3.24 Plant/Machinery

All plant/machinery brought into HMNB Clyde 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 made available for inspection on request.

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/machinery. Plant/machinery is not to be left unattended with keys left in the 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.

Contractors shall not use plant/machinery or equipment belonging to HMNB Clyde without prior agreement through the Contract Sponsor.

3.25 Pressure Vessels/Systems

Any pressure vessels/systems brought onto the site must have up-to-date Certificates of Inspection and Test which are to be made available to the Contract Sponsor and in accordance with the site permit to work system.

3.26 Pumping

This includes the potential requirement to pump excavations and dispose of water off-site as no effluent can be discharged into controlled waters, drains or sewers without consent. Where pumping of water from excavations/ducts/manholes is likely to be required, the Environmental Department are to be contacted.

3.27 Oil and Chemical Use/Storage

Contractors working within the Base are expected to adopt the Base commitment to pollution prevention. As such all chemicals and oils are expected to be used and stored in a manner which prevents uncontrolled and unnecessary discharge into the environment. Preventative action should be taken including covering drains where necessary and ensuring high housekeeping standards. Mitigation measures in case of spills should also be taken (see section 3.28).

Any contractor, who intends to store oil or chemicals in containers (mobile or permanent) with a capacity of 200 litres or greater within HMNB Clyde, will ensure compliance with the relevant legislative provisions which will include appropriate bunding and secondary containment.

Permission for such liquid storage should be sought from the Environmental Department through the Contract Sponsor and Defence Fire & Rescue Service (DFRS) should then be informed of the details. Restrictions may be placed on the storage of these items such as the volume to be stored on site and the storage area to be used.

3.28 Oil and Chemical Spills

All contractors who are responsible for the use and/or storage of oils/chemicals should ensure that there is a readily available and accessible provision of appropriate spill kits for the liquid concerned and that employees are adequately trained in their use.

Where more than 200 litres of any chemical/oil liquid is being stored the Environmental Department will require spill plan details of trained personnel on site and spill kits available when permission to store is sought. Health checks may be carried out during works to verify spill plan details.

In addition, all contractors responsible for the storage and/or use of any chemical or oils of any volume within HMNB Clyde should fully understand the procedures required to be followed in the event of a spill to land or water. All spill incidents are to be reported to the Health, Safety & Environment Department on Ext: 7009 which can be done through the Contract Sponsor.

Further details of the procedures can be obtained from the Environmental Department upon request. The contractor remains responsible for the cost and time incurred with any clean-up operation.

3.29 RADHAZ

Hazards exist on the roofs of certain buildings and on-board vessels due to Radio Frequency (RF) transmissions from radar and radiating aerials. Before gaining access to such areas contractors are to contact their Sponsor to identify the precautions to be observed.

3.30 Radioactive Substances

No radioactive sources are to be brought onto HMNB Clyde without written permission from the Contract Sponsor who will consult first with HMNB Clyde Base Radiation Protection Advisor or Base Radiation Safety Officer.

3.31 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 comply with HMNB Clyde requirements and written system of work before work is permitted to commence.

For entry into controlled areas, contractors' 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 and should have undergone a radiation worker medical within the previous 12 months (it should be ensured that the medical will remain valid for the period of the contract). Contractors' 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.

A copy of the procedures to follow in case of a radiological emergency can be seen in the 'HMNB Clyde Base Emergencies – What to Do' Poster. Contractors will be expected to follow these procedures and partake in any drills.

3.32 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 20 metres² 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 in excess of 2 metres or above water
- any activity which is affected by the Control of Lead at Work Regulations

- all excavations
- maintenance work in sewers
- 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 or gas
- any work involving ionising radiation
- the removal 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 in quantities which exceed 100 litres and in accordance with COSHH and COMAH regulations
- any work which is governed by the requirements of Construction (Design and Management) Regulations
- work on all mechanical or electrical (M&E) services
- any work on pressure systems
- any work which involves activities on roads/access routes

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 Contract Sponsor for review before the activities are scheduled to commence.

Work is not to commence without approval being given.

3.33 Scaffolding/Staging

All working at height must be carried out in accordance with legislative requirements and HMNB Clyde policy/processes.

Scaffolders shall comply with HSE endorsed guidance issued by the National Access and Scaffolding Confederation entitled 'The Use of Fall Arrest Equipment Whilst Erecting, Altering and Dismantling Scaffolding' (NASC Guidance Note SG 4:00).

All scaffolding/staging is to be of sound construction and erected by fully trained and competent persons. 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/structure. It is to be suitably braced and tied to all components and be properly spaced. Working platforms are to be boarded over and toe boards and guard rails fitted. Intermediate guard rails must be fitted.

All scaffolding constructed for use within HMNB Clyde must have any ladder access points and general working areas on the platforms protected by the means of either self-closing gates, ladder traps or by the arrangement of staggered tubes that prevent accidental approach. The practice of having to duck under a single guardrail and toe

board as the user gets on and off the working platform is not acceptable.

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, guard rails and internal secured ladder.

Scaffolding/staging inspections are to be carried out by a competent person every seven days 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 Contract Sponsor or Health & Safety Department.

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.

Contact Nuclear Services Authorisation Group (NSAG) if scaffolding is to be erected on or near Nuclear Safety Implicated (NSI) Systems or ducts.

3.34 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 be aware of all the risks associated with it and the control measures necessary for safety. Records of training/competency are to be made available for inspection on request by the Contract Sponsor, Health & Safety Department or Environment Department.

3.35 Water Abstraction

Water cannot be abstracted from the lochs or from any other controlled water source without an appropriate agreement with the regulator in place.

Water cannot be abstracted from water supply pipes without prior consent. A specific permit is required for Base standpipe connections/fittings approved by the relevant authority.

Where operational activities involve water abstraction, the Environmental Department are to be contacted with regards to obtaining the licence from the relevant authority through the Contract Sponsor. The contractor is responsible for ensuring that the obtaining of any necessary licence through the Environmental Department is carried out in a timely manner in order not to disrupt project schedules.

3.36 Waste Storage

Waste can only be stored within the work area during work operations. No waste is allowed to be stored anywhere on the Base outwith the work operation area without written permission from all relevant stakeholders, which can be obtained through the Contract Sponsor.

During production of waste and where authorisation for storage of waste has been granted, waste is to be:

- securely stored to prevent it being blown away or escaping
- isolated from any surface or foul water drains
- located in an authorised and designated area

Where special waste is produced additional storage requirements are required in accordance with the Special Waste Regulations 1996 as amended. The requirements agreed in the contract are required to be implemented while works are ongoing.

On the cessation of any contractual works, the contractor must inspect their area of work to ensure that all waste arising from the contract has been removed and that the site is in a safe and tidy condition. Any failure in carrying out this task will result in the cost from any subsequent clean up being apportioned to the contractor.

3.37 Waste Disposal

No waste is to be deposited in any skip or other waste receptacle located in HMNB Clyde other than those provided as contractually agreed or as otherwise arranged by the contractor for that specific purpose with the permission of Contract Sponsor. Waste disposal requirements are specific to individual contracts, some contracts specify the contractor is responsible for disposal and is therefore responsible for ensuring:

- an appropriately licenced waste disposal contractor is used
- appropriate waste carriers licences are in place where required
- waste transfer notes for waste owned by HMNB Clyde and disposed of by the contractor are returned to Estates Waste Department via the Contract Sponsor

Instances of fly tipping committed by contractors will be considered a breach of rules and will be treated as such; action taken may include temporary/permanent suspension of works and removal of the offending employee from the Base.

All contractors transporting waste from the Base are required to hold a Waste Carriers Licence. Where waste owned by HMNB Clyde is removed by the contractor, copies of waste transfer and consignment notes (in the case of special waste), must be provided to the Contract Sponsor for retention.

Contractors are expected to adopt the Waste Scotland Regulations 2012 in line with HMNB Clyde, which includes the segregation of key recyclable material (metal, plastic, glass, paper and card) for separate collection and ensuring key recyclable material and food are not disposed of at landfill or an incinerator. The Environmental Department may carry out periodic Duty of Care checks to ensure waste produced on site adheres to statutory requirement and site rules.

Contractors are reminded that disposal of any waste material by means of burning within HMNB Clyde is completely prohibited.

Hazardous waste should in no circumstances be deposited into general bins as this would pose a significant health and safety risk to Base staff, waste contractors and the general public during uplift and disposal.

Waste is a controlled item and is to be dealt with in accordance with all legislative requirements. The primary legislation in this respect is Part II of the Environment Protection Act 1990 and related subordinate legislation. Additional legislation may be applicable to specific waste streams including; waste electrical and electronic equipment, special waste, batteries and accumulators and asbestos.

3.38 Working On-Board Vessels

All personnel i.e. Base staff, service personnel, visitors or contractors working on-board but who are not members of the ship's company are considered to be contractors while on-board and shall comply with the Commanding Officer's Safety Policy.

Work afloat is strictly controlled so that Nuclear Safety is not compromised. The Procedure Authorisation Group (PAG) review and authorise operating, maintenance, repair, test and commissioning documentation for all nuclear implicated work on board vessels alongside.

All contractors shall receive a brief or combination of briefs, dependent on their reason for boarding the vessel. Shiplift Maintrol/Ship Staff shall brief at the controlled point of entry to the vessel in respect to the daily hazard on-board. Contractors shall brief the ship's staff overseer on their work processes and any hazardous activities or substances involved, providing any COSHH and risk assessment prior to the start of work.

All contractors who board ships and submarines must be accounted for while on-board and briefed relevant to the reason for their being on-board. The attendance of contractors on-board shall be recorded by a member of the ship's company on the Ship's Safety Information Board (SSIB) or in the ship's Visitors Log.

Essential information regarding any specific hazards that may be present on-board at the time shall be displayed on the SSIB. Contractors must inform ship's staff of any potential hazards that their presence may introduce so that the SSIB can be updated.

3.39 Working at Height

The Work at Height Regulations set out important health and safety requirements for working at height. It places duties on employers in respect to the management of risk for working at height including the organisation and planning, competence, selection and inspection of work equipment, fragile surfaces, falling objects, inspections and duties of personnel involved

Contractors are to ensure that all work required to be carried out at height is:

- properly planned taking into account the selection of appropriate work equipment, the vicinity surrounding the work area and the weather conditions during the period of work
- subject to suitable and sufficient emergency and rescue plans detailing the actions to be taken in the event of emergencies and rescue

- appropriately supervised, recognising that the competence of individuals involved must be assessed to ensure that effective levels of supervision are included in the planning process

For additional information see HMNB Clyde 'Work at Height Safely Policy'.

3.40 Working on Roofs

During roof construction or repair, the correct edge protection, guard-rails, toe boards, harnesses and anchors 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 of at least two boards wide, which incorporates a guard-rail. All translucent sheets are to be highlighted and no materials, unless securely tied, are to be left on the roof during periods of inactivity.

Contractors are to ensure that their employees are fully conversant with Health and Safety Guidance INDG 284 (Working on Roofs) and in accordance with the Working at Height Regulations and HMNB Clyde 'Working at Height Safely Policy'.

No contractor is permitted access onto the roof of any of HMNB Clyde's buildings without permission from the Contract Sponsor, who is to inform the Building Manager/Co-ordinator.

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.

3.41 Use of Gas Cylinders and Hoses

Contractors are to ensure that gas cylinders are properly secured at all times and that all gas hoses connected to cylinders are in good repair, jointed with approved connectors and have all necessary flash 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, then only approved proprietary hose clamps are permitted. On no account are jubilee clips to be used.

Where flexible gas hoses are to be used, 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 the job in hand is complete. The hoses are to be neatly stowed and disconnected from the source of gas and also from the torch or other apparatus.

3.42 Use of HMNB Clyde Services & Portable Electrical Appliances

Permission of the Utility Operator/Maintainer via the Contract Sponsor 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. All contractor supplied portable electrical appliances and extension leads are to be inspected and tested regularly and evidence supplied on request.

4. Security

4.1 Access for Contractors

Access to HMNB Clyde is controlled by means of passes. The pre-requisites for entry to the Base are that the main contractor shall, on issue of contract, submit to the relevant Security Office (through their Contract Sponsor) a completed security questionnaire (HMSO code 028 2201) for each person he proposes to employ on the Base. The contractor must verify the individual's identity, trade or occupation and any other relevant security information through their Contract Sponsor. Whether signed or not, all contractors are bound by the conditions of the Official Secrets Act (OSA) 1911-1989.

Until security clearance has been processed and a Letter of Authority issued, persons must be escorted at all times by an Authorised Person (AP) while within the confines of HMNB Clyde.

On arrival, all contractors are required to complete a formal induction process prior to being issued with a Base Security Pass. This involves a Health, Safety, Environmental and Security presentation (HMNB Clyde Induction) and a multiple choice test which covers some of the points outlined in this document, in particular emergency procedures and safe working practices will be covered. Security of HMNB Clyde is undertaken by the Site Security Force (SSF); Ministry of Defence Police (MDP), MOD Guard Service, Royal Navy and Royal Marine personnel. Any instructions issued by any member of the SSF MUST be complied with.

4.2 Armed Police/Service Personnel

HMNB Clyde is an operational Naval Base and armed personnel operate within its confines. The contractor is to ensure all their employees and sub-contractors' employees are aware of this and to comply at all times with instructions given by armed personnel.

4.3 IT Equipment

The use of IT equipment is strictly prohibited without prior authorisation from the Contract Sponsor. The Contract Sponsor will consult with company security professionals prior to any approval being granted.

4.4 Photography

Photography and the carrying of photographic equipment including mobile telephones with the facility to take pictures/video within HMNB Clyde are prohibited. Applications and justification are to be submitted through the Contract Sponsor. Possession of or using photographic equipment without the appropriate authority will result in its confiscation and may lead to prosecution by the Ministry of Defence (MOD).

4.5 Restrictions

As Coulport has specific rules which apply, a list detailing articles which are prohibited can be obtained from the Contract Sponsor. No accommodation and/or storage facilities shall be brought into HMNB Clyde without prior authority obtained through the Contract Sponsor.

The siting of any such facilities must be approved by the Contract Sponsor and Estates Management prior to bringing the facilities into the Base. No alcohol or drugs, unless prescribed by a Medical Practitioner, are to be brought into HMNB Clyde without specific written authority.

No vessels are to be brought alongside berths or jetties without authorisation. For Faslane access, arrivals require 24 hours' notice and all vessels are to call Queen's Harbour Master (QHM) on VHF channel 73 before entering the Queen's Harbour and transiting Rhu Narrows. For Coulport access, the Contract Sponsor is to contact the Ships' Liaison Officer (SLO).

Where the crew is not security cleared or not British Nationals, arrangements should be made to maintain a Ministry of Defence Police presence at access brows, in order to prevent unauthorised access, prior to approaching the Base.

All unmanned vessels are to have their moorings/ropes checked by a competent person at regular intervals.

Citizen Band Radios and radio telephones are not to be used in HMNB Clyde. The use of mobile telephones is restricted in certain areas and prohibition signs must be complied with.

Binoculars must not be brought into the Base without prior authorisation. No person shall bring into HMNB Clyde any tools or stores which previously have been the property of the Crown unless proof of ownership is declared. Notwithstanding this, any tools etc. bearing the Government mark found in the possession of the contractor/sub-contractor/supplier working at HMNB Clyde shall be confiscated and subject to investigation.

4.6 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.

On entering HMNB Clyde you will see a notice board displaying the current Counter Terrorist response Level. There are three response levels – NORMAL, HEIGHTENED and EXCEPTIONAL with EXCEPTIONAL being the highest response level. Vehicle and personnel searches may be undertaken on a random basis prior to entry and exit. Failure to co-operate will result in refusal of entry or exit.

4.7 Vehicle Passes

Vehicle passes are issued and must be presented on entry and exit and are to be displayed at all times while on site and concealed outside the Base. Vehicles are liable to search by SSF personnel at any time; failure to co-operate will result in refusal of entry or exit.

Vehicle Permits are official documents, the unauthorised possession, use, retention, alteration, reproduction or transfer to another person is an offence. They should not be displayed outside of HMNB Clyde 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, the onus is placed on the contractor to ensure that it is recovered and returned to the Contract Sponsor.

The loss of any vehicle permit is to be reported to the Contract Sponsor as soon after the loss is realised.

General car parking is not available within HMNB Clyde for contractor personnel or their sub-contractors and suppliers. Parking will be allocated through the Contract Sponsor for work vehicles and deliveries.

It should be noted that the Pass Office at Coulport does not open until 0830 hrs. Base passes for Coulport cannot be attained before this time.

When the permit is no longer required it must be handed in to the Security Office. Temporary/daily permits for commercial vehicles are issued by the Security Office at the Main Entry Gate/Visitors Reception Area and must be handed in on departure.

5.0 Signature of Acceptance & Understanding

All contractors on site must adhere to Safety and Environmental Protection Policy and all Contract Sponsors are responsible, along with contractors for ensuring that this is followed.

I hereby declare that I have read and understood the information contained within and the requirements imposed by the Code of Practice.

Print Name:

Signature:

Position:

Telephone Number:

Health & Safety Department

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