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**TRANSPORT for LONDON – SURFACE TRANSPORT**

**Schedule 1 – Statement of Requirements, Appendix 1**

**Health and Safety Requirements**

**REF: tfl\_scp\_001552**

**TfL Approved Assessment Centre Scheme**

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## Purpose

The purpose of the TfL Surface Transport and non LUL locations Health and Safety Requirements is to control risk down the supply chain for contracted work on TfL Operational Property, other TfL premises or any premises provided by a Service Provider for TfL staff to undertake work on behalf of TfL under the remit of Surface Transport and TfL Head Offices.

Note: The requirements detailed are in addition to legislative requirements, British and European standards and industry good practice.

## 1 Scope

These Health and Safety Requirements apply to Pre Licensing Assessments, activities or services supplied by the Service Provider on behalf of TfL which take place on Service Provider Operational Property or other premises under the management of the Service Provider which affect / impact upon the operation of the TfL network. TfL determines the relevant conditions on the basis of risk associated with the works, activities or services.

## 2 Roles and responsibilities

### 2.1 TfL

TfL shall:

- 1) be responsible for ensuring the requirements outlined in this document are managed in all contracts where they are applicable.
- 2) identify the point of contact that will represent TfL's organisation.

This representative shall be responsible for ensuring compliance with TfL's requirements. This work may be amalgamated within other, recognised roles within TfL's organisation.

### 2.2 The Service Provider

The Service Provider shall be responsible for managing the activity of the Service Provider's organisation and their supply chain so that compliance with the Health and Safety Requirements is achieved.

The Service Provider shall:

- 1) Be responsible for satisfying these Health and Safety Requirements applicable to the works;
- 2) Have or develop a comprehensive knowledge of these Health and Safety Requirements;
- 3) Ensure that all suppliers forming part of the supply chain (sub-contractors), including nominated TfL contractors, comply with all applicable Health and Safety Requirements.

- 4) Upon contract award, identify the point of contact who will represent the Service Provider's organisation and their supply chain, where applicable.

This representative shall assure TfL that full compliance with the Health and Safety Requirements is being achieved within the Service Provider organisation and its supply chain, where applicable. This work may be amalgamated within other, recognised roles within the Service Provider's organisation.

Note: The intention is to accommodate this work within the Service Provider's delivery team without creating a specific role; the point of contact should be a co-ordination function.

### **3 Arrangements for the management of health and safety risks**

The Service Provider shall develop and document arrangements for managing health and safety risks. The Service Provider shall:

- 1) Ensure that the arrangements demonstrate the approach and structure of the health and safety management to be employed on the Contract;
- 2) Maintain and periodically review the arrangements and forward amendments to TfL.

### **4 Emergency Plan**

Where the Service Provider has control of a premises or enclosed/segregated area, the Service Provider shall prepare Emergency Plans relating to fire and other health, safety and environmental emergencies and ensure that all personnel are aware of the arrangements in them. The Emergency Plan shall define the arrangements, procedures and measures that will be implemented to eliminate or minimise the identified hazards and the potential hazards, including those specified by TfL. The Plan shall:

- 1) clearly state the procedures to be adopted for each emergency;
- 2) list the duties and responsibilities of personnel on site;
- 3) identify a party with responsibility for liaison with the emergency services; and
- 4) include the names and telephone numbers of the Service Provider's staff (including mobile telephones if applicable) who can organise or assist with emergency action (including safety, fire or environment) in the event of an incident occurring on the site outside normal working hours or when the Service Provider is absent from the site.

The Emergency Plan shall be kept at site along with any other documents, posters or notices required by law or directed by TfL. Where the works, activities or services being provided is carried out on an 'ad hoc' basis, e.g. fault repair, the Emergency Plan shall always be available on site while work is in progress. The Service Provider shall provide TfL with a copy of the Emergency Plan.

Where the Service Provider is working within a non-enclosed/unsegregated area under the management of TfL, the Service Provider shall ensure their personnel,

including any sub-contractors are made aware of and comply with the emergency arrangements for the premises.

## **5 Risk Assessments and Method Statements**

The Service Provider is free to use its own format for risk assessments and method statements; TfL does not mandate a specific format.

## **6 Service Provider's site induction**

The Service Provider shall ensure that their personnel, their sub-contractors and any visitors to the Approved Centre are made aware of the Service Provider's health, safety and environmental requirements specified in the Contract relevant to site safety.

## **7 Access to health and safety advice and support**

The Service Provider shall provide the name, contact details and evidence of competence of the health and safety advisor appointed to support the Contract.

## **8 Provision of health and safety performance information**

The Service Provider shall provide health and safety performance data in accordance with the requirements and timescales notified by TfL. This information may include, but not be limited to, incidents, hours worked and results of monitoring activities, relating to their own organisation and any sub-contractors employed.

## **9 Staff requirements**

### **9.1 Behaviours**

#### **9.1.1 General**

Service Providers shall take appropriate actions to prevent and eliminate unacceptable behaviour or conduct. Service Providers shall comply with site rules and the instructions of Authority employees or representatives, where these do not conflict with the health and safety of staff or safe operation of the property/infrastructure. TfL reserves the right to object to and (where appropriate) immediately expel any of the Service Provider's personnel or supply chain employed on the works.

#### **9.1.2 Alcohol and drugs**

Service Providers' personnel, including any sub-contractors are prohibited from consuming alcoholic drinks or consuming or using drugs at work, or from being under the influence of alcohol, drugs or other substances that might impair the proper performance of their duties on the Service Providers premises or infrastructure.

#### **9.1.3 Smoking**

Service Providers staff are prohibited from smoking in the Approved Centre, including the use of e-cigarettes or vaping devices.

## 9.2 Communication

The default language for all Service Providers and services to TfL shall be English and this requirement shall extend to:

- 1) oral communications;
- 2) all written communications and instructions including any training or technical material provided by any Service Provider following the modification, renewal or replacement of any asset.

Those staff that have responsibility for managing the Contract and the Service Provider's personnel at the Approved Centre shall be able to communicate in both written and oral English to a standard appropriate to the tasks being performed.

TfL may permit the presence of Service Provider's team members who are not competent in the English language provided that the Service Provider can demonstrate to the satisfaction of TfL that:

- 1) such team members will receive the required safety training/briefing (including any emergency procedures) before commencing work;
- 2) the Service Provider will make appropriate arrangements to ensure that instructions are effectively communicated to, and understood by, all such team members.

## 9.3 Welfare

The Service Provider shall make their own welfare arrangements.

## 9.4 First Aid

The Service Provider shall make their own first aid arrangements.

The Service Provider shall ensure that there is a qualified first aider located at the Approved Centre for the duration of each Assessment.

## 9.5 Site housekeeping

The Service Provider shall keep the Approved Centre in an orderly state appropriate to the avoidance of danger to persons and avoidance of adverse impact on the environment.

Fire exits and escape routes must be kept clear of obstructions and flammable material.

## 9.6 General requirements for fire prevention

The Service Provider shall not:

- 1) use solvent based products except where it is agreed with TfL that they are needed for technical reasons.
- 2) dispose of waste or other materials by burning on any site;

- 3) take or store anywhere in the Approved Centre any cylinders of industrial or flammable gases and containers of flammable or volatile substances without the prior written permission of TfL.
- 4) overload power sockets at any time or use any adapters in connection with electrical equipment and power outlet sockets;
- 5) relocate existing fire points;
- 6) obstruct existing fire points, call points, hydrants and extinguishers ensuring that they are available for operation at all times;
- 7) obstruct or obscure exits, signs and means of access, emergency stairs and doors;
- 8) use, or permit to be used, fire fighting equipment and appliances for any purpose other than fire fighting;
- 9) use or provide dry powder extinguishers;
- 10) store, or allow to accumulate, any flammable or combustible materials on Approved Centre, except as authorised by TfL;
- 11) obstruct, interfere with or remove existing fire plans.

The Service Provider shall:

- 1) ensure that all personnel are fully aware of Authority requirements in respect of fire prevention and protection;
- 2) take strict precautions to protect the site, any adjacent property and all persons from fire;
- 3) minimise the quantities of approved flammable materials temporarily stored, which shall at all times be the minimum consistent with safety and construction requirements;
- 4) remove immediately all empty drums, empty containers, surplus or waste material and used packing materials from operational premises at the end of each working shift;
- 5) minimise all fire risks, including mopping up spillages or absorbing them in sand or other suitable material which shall then be disposed of by the Service Provider;
- 6) ensure that existing facilities at the Approved Centre remain accessible;
- 7) request, via TfL, the isolation of fire detection equipment when any works may have an adverse impact on the equipment, e.g. smoke or dust, ensure that de-isolations are performed at the end of each period of work unless current exemptions are in place;
- 8) implement a system of hourly checks of the entire site in the event of such isolation being approved;
- 9) provide suitable and sufficient fire fighting equipment throughout the Approved Centre when the output of a risk assessment indicates an increase in the risk of fire at any work site or when required to do so by TfL. Service

Provider Personnel should be trained in the use of the fire fighting equipment provided.

- 10) provide and maintain fire points in each work area and working level when the output of a risk assessment indicates an increase in the risk of fire at any work site or when required to do so by TfL. In all cases a fire point must be located within 20 metres of each work site;
- 11) protect the fabric of the building, its assets and decorations with suitable non-combustible material and take every precaution to prevent damage by scorching or fire.
- 12) provide TfL with full information on moves and consequent changes however minor, which may affect fire plans;
- 13) prepare emergency plans that reflect TfL's local arrangements;
- 14) make such alterations and additions to the fire protection arrangements as TfL may reasonably require;
- 15) make information available on request to TfL and any other authority that requires it; and
- 16) make adequate provision for raising the alarm in case of fire.

## 9.7 Definitions

The following topic-specific definitions are created:

Term	Definition
Emergency Plan	A document setting out a planned and co-ordinated response to a sudden hazardous occurrence or danger, which requires immediate action.
Sub-contractor	Parties appointed by a Service Provider.
Service Provider	For Health and Safety Contract Conditions, the primary organisation or individual that is selected to deliver a product, service or facility to TfL. This may include consultants, contractors and excludes organisations or individuals selected by and contracting directly to them.

## 9.8 Person accountable for the document

Person accountable for the document
Andy Bradford – Safety Manager – Surface Transport

## 9.9 Document history

Edition	Date	Changes	Author
A1	April 2016	1 <sup>st</sup> issue	CB
A2	July 2016	2 <sup>nd</sup> issue	AB