



**European Bank**  
for Reconstruction and Development

**EBRD CONTRACTOR CODE OF CONDUCT AND HEALTH AND SAFETY  
POLICY**

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## 1.0 INTRODUCTION

- 1.1 This procedure is issued to inform Contractors of the Code of Practice of the European Bank for Reconstruction and Development and to statutory duties under the Health and Safety at Work Act. The aim is to ensure that safe working practices are adopted on site by Consultants, Contractors and Sub-contractors, thereby reducing the risk of accidents and injuries so far as is reasonably practicable, either to themselves or to others. Contractors must not rely solely upon the Bank's procedures or documentation to meet their obligations.

## 2.0 DEFINITIONS

- 2.1 **"The Bank"** means The European Bank for Reconstruction and Development.
- 2.2 **"The Bank's Representative"** means an authorised member of the Bank's staff appointed by the Bank to be responsible for supervising the contract or the relevant part of the contract.
- 2.3 **"The Bank's Safety Officer"** means the Bank's Health and Safety Officer, or an employee of the Bank designated to take specific responsibility for safety.
- 2.4 **"The Contractor"** means any Consultant, Contractor or Sub-contractor appointed to undertake work on the Bank's Premises.
- 2.5 **"The Factories Act"** means the Factories Act 1961 or any statutory modifications or any re-enactments thereof for the time being in force.
- 2.6 **"OSRP Act"** means The Office Shops and Railway Premises Act 1963.
- 2.7 **"HSW Act"** means the Health and Safety at Work etc. Act 1974.
- 2.8 **"Maintenance Manager"** means the Manager appointed by the Term Maintenance Contractor.
- 2.9 **"Surplus Materials"** means material, fixtures and fittings declared not salvageable by the Bank.
- 2.10 **"Lock Off and Label"** is a control procedure administered by the Bank for isolations.

## 3.0 STATUTORY OBLIGATIONS OF CONTRACTORS

- 3.1 Contractors have duties both in Civil and Criminal Law not to expose their own or Bank employees or any other persons to health and safety risk. In particular, Contractors have obligations under section 3 of the HSW Act, and may also have obligations under section 4, to conduct their work in such a way

as to maintain, so far as is reasonably practicable, the health and safety of their employees and not to endanger persons who are not their employees.

- 3.2 When Contractors erect or install machinery or equipment section 6 (3) of HSW Act obliges them to ensure, so far as is reasonably practicable, that it is safe and without risk to health and safety when properly used.
- 3.3 Where Contractors are carrying out engineering or building construction work on Bank premises there are many specific requirements placed upon them by the various Construction Regulations. Section 127 of The Factories Act states that certain provisions of the Act shall apply to building operations or works of engineering constructions. Under this section Contractors must inform the local Health and Safety Inspector if the work is expected to last longer than 30 days, unless the contract is subject to the Construction (Design and Management) regulations 2007.

#### **4.0 OBLIGATIONS SET BY THE BANK**

- 4.1 Before commencing work in any Bank location the Contractor must present the Bank with a method statement and risk assessment detailing the works which will be undertaken. Once the work process has been approved the Bank's Representative will arrange for the issue of a Work Permit. The Contractor shall not use equipment or processes that have not been identified on the permit without the permission of the Bank's representative.
- 4.2 The Bank's Representative will advise the Contractor of any special precautions to be taken or of any special local circumstances that may affect the work, and will similarly inform the Bank's Safety Officer.
- 4.3 Work may not commence without the Contractor being in possession of a valid Work Permit issued by the Bank's representative.
- 4.4 In the case of prolonged contracts Work Permits will be reviewed and reissued on a weekly basis. The period of a time for which each Work Permit is valid is stated on the individual permit.
- 4.5 The Bank's Safety Officer will visit the site/area of the operation from time to time. Any safety instructions issued by the Bank's Safety Officer must be carried out.
- 4.6 These rules and instructions cannot be regarded as exhaustive and it is the responsibility of the Contractor to ensure that all safety precautions are implemented.

## **5.0 CONTRACTOR'S SAFETY POLICY**

- 5.1 A copy of the Contractor's and/or Sub-contractor's Safety Policy and details of the organisation and arrangements for implementing the policy must be given to the Bank's Representative before commencing work.
- 5.2 For each contract a method statement is to be agreed with the Bank's Representative prior to commencing work.
- 5.3 It is the responsibility of the Contractor to produce a written Risk Assessment for each contract and each activity that involves a risk. The Contractor must present the Risk Assessment for witnessing when requested by the Bank.
- 5.4 Where the contract or activity involves the lifting of heavy or awkward objects it is the Contractor's responsibility to ensure that their staff or Sub-Contractor's are fully conversant with the Manual Handling Regulations and procedures.

## **6.0 DUTIES OF EMPLOYEES OF CONTRACTORS UNDER THE HSW ACT.**

### 6.1 SECTION 7

It shall be the duty of every employee while at work:

- a) To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omission at work; and
- b) As regards any duty or requirement imposed on their employers or any other persons by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

### 6.2 SECTION 8

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **7.0 RESPONSIBILITIES OF THE CONTRACTORS**

### 7.1 BEHAVIOUR

Foolhardy and reckless behaviour can result in accidents and will not be tolerated on Bank premises. Misuse of equipment or incidents that occur as a result of improper behaviour will be considered as contravening Section 8 of the HSW Act.

### GROSS MISCONDUCT

The EBRD reserves the right to remove any of the Contractor's personnel from the Premises for breaches of the EBRD Code of Practice for Contractors and also for any unacceptable behaviour, gross misconduct, breaches of security, drug, substance and alcohol abuse.

### 7.3 PROTECTIVE CLOTHING

It is the responsibility of the Contractor to ensure that their employees are provided with all necessary protective clothing. Certain items of protective clothing are mandatory and therefore must be worn. All protective clothing provided shall conform to existing legal requirements and relevant British Standards. Where a condition of employment exists on the wearing of protective clothing within certain areas as indicated by the Bank's warning signs then Contractor's employees will be bound by these conditions if they carry out work in these areas.

All employees of the Contractor will display the Contractor's name for ease of identification. Any identification tags issued by the Bank must be prominently displayed on the Contractor's person.

### 7.4 HAZARDOUS OR TOXIC MATERIALS

It is the responsibility of the Contractor to notify the Bank's Representative of the intention to bring on site materials which may be hazardous or injurious to health and to satisfy the Bank's Representative that adequate precautions will be taken to protect the Contractor's employees, Bank employees and member of the general public who have occasion to visit the Bank or any other person who may be affected.

The Contractor shall comply in every respect with the COSHH Regulations. The Contractor must provide a written policy document demonstrating their compliance with COSHH Regulations and evidence of their COSHH Risk Assessments and that their employees are adequately trained in the application of the COSHH Regulations.

## 8.0 HAZARDOUS APPARATUS

### 8.1 NON DESTRUCTIVE TESTING

Use of Non-Destructive Testing (NDT) equipment incorporating a radioactive isotope must be agreed beforehand with the Bank's Representative. Only classified workers may be used to carry out this work and must be supervised by a competent person whose name and telephone number is made known to the Bank. Radiation Warning Signs must be displayed around the area and the area cordoned off to meet current statutory radiation exposure levels.

### 8.2 ABRASIVE WHEELS

No person may mount or change an abrasive wheel unless he has been trained and is in possession of a certificate of appointment by their employer. Contractors will be expected to produce such certificates and register on request if they intend using an abrasive wheel while on the premises or site.

### 8.3 CARTRIDGE TOOLS

Contractors must notify the Bank's Representative of their intention to use Cartridge Tools prior to using them on site.

Cartridges and equipment must be kept in a secure container under the supervision of a responsible person. Any missing cartridges or tools must be immediately reported to Security.

## **9.0 HIGHLY FLAMMABLE LIQUIDS AND OTHER HAZARDOUS SUBSTANCES**

- 9.1 All highly flammable liquid must be stored and used in accordance with Highly Flammable Liquids and Liquid Petroleum Gases Regulations 1972.
- 9.2 All containers holding flammable liquids and other hazardous substances such as chemicals must be capable of being sealed, by having their lids replaced, when not in use. Only small quantities for immediate use should be held out of store; the bulk of the flammable liquids or chemicals must be kept in an approved store. Empty containers must be removed from site as soon as possible.

## **10.0 WORKING AREA**

- 10.1 Contractors must confine their activities to their clearly defined areas of work Representative.
- 10.2 Where practical, contract areas should be roped or boarded off and sealed where required but care must be taken to ensure that safe access routes are not obstructed.
- 10.3 All work areas must have suitable signs placed so as to warn others of any potential hazards.

## **11.0 PLANT AND EQUIPMENT SAFEGUARDS**

- 11.1 No safeguards, e.g. machine guards or fencing shall be removed from the Bank's equipment without Permit to Work. Where safeguards are removed they shall be replaced as soon as possible after the work has been completed and before the plant or equipment is brought back to use.
- 11.2 All machinery and plant brought into the Bank by the Contractor shall be fully safeguarded and protected in accordance with the legal requirements and shall conform to relevant British Standards. Any such machinery and plant must be operated by competent persons only.
- 11.3 The Bank's plant and machinery shall not normally be operated by the Contractor. Any requirement to do so must be agreed with the Bank's Representative and the necessary Work Permit provided to the Contractor. All isolations of plant and equipment must be Tagged Out in accordance with the Bank's procedure.

## **12.0 PETROL AND DIESEL POWERED EQUIPMENT**

12.1 Petrol and diesel powered equipment will only be allowed on site by agreement with the Bank's Representative. Every effort must be made to reduce exhaust emissions by switching off engines as soon as possible, stationary appliances must be fitted with exhaust emission control and fumes ducted outside the building. Fuel for such appliances must be stored under arrangements agreed with the Bank's Representative and in accordance with legal requirements. Suitable fire extinguishers must be provided by the Contractor and placed in the near vicinity of the plant or equipment.

## **13.0 COMPRESSED GAS CYLINDERS**

13.1 The Contractor shall make adequate arrangements for the safe custody of their gas cylinders in consultation with the Bank's Representative. All cylinders shall be secured and so placed as not to cause obstruction neither are they to be placed or stored near any heat source. Arrangements for the storage or cylinders must be agreed with the Bank's Representative.

13.2 The Contractor shall ensure the safe condition of any equipment brought into the Bank for the purpose of cutting or welding. Flash-back arrestors **MUST** be fitted and the fuel gas and oxygen cylinders must be separated by a baffle plate. Oxygen and fuel gas cylinders must never be stored or used in an horizontal position. All gas cylinders must be handled with care and must be properly shut off when not in use.

## **14.0 WELDING AND BURNING**

14.1 The use of welding and burning equipment in premises owned or leased by the Bank are subject to Hot Work Permit which must be strictly adhered to. Suitable screens and barriers must be placed around the work area.

## **15.0 SAFE MEANS OF ACCESS AND SAFE PLACE OF WORK**

15.1 The Factories and Health and Safety at Work Act requires the provision of "safe means of access and safe place of work". The Contractor must consider this requirement particularly in respect of ladders, platforms or staging where any person has to work at a place from which he will be liable to fall a distance of 2.0m (6ft 6ins) or more. Where required, tested and certificated safety harnesses are to be provided by the Contractor and worn by their workforce.

15.2 The Contractor must comply with their obligations and provide all necessary material and trained personnel to ensure the safe erection of ladders, staging and platforms etc. Particular attention shall be given to the provision of proper guard-rails and toe boards where appropriate and precautions for work on any roof.



- 15.3 All cranes, hoists and lifting tackle brought onto the site by the Contractor must be clearly marked with its safe working load and inspection certificates made available for inspection by the Bank's Representative.
- 15.4 Entry of persons into vessels and confined spaces where dangerous fumes may be present, or where there may be lack of oxygen, must be carried out in accordance with Section 30 of the Factories Act 1961.

Before entry is allowed, the area is to be ventilated and suitable tests carried out to demonstrate that access may be allowed. The results of these tests must be given to the Bank's Representative.

The Contractor, as part of the Permit to Work procedure, must demonstrate and provide a method statement which confirms a safe system of work. All possible piped service to and from the tank/vessel must be isolated and 'Locked off and Labelled' as a point of isolation.

## **16.0 ELECTRICAL WORK**

- 16.1 The Bank will provide an electrical supply or supplies when specified in the contract. Normally this will be single phase for lighting and power, although a three phase supply will be provided where specified. An authorised employee of the Bank will provide the necessary power supply and will make the connection to the Bank's distribution board. Earth continuity of the supply will be regularly checked by the Bank. The Contractor is to supply all transformers.
- 16.2 The supply will be disconnected by the authorised Bank employee at the completion of the contract.
- 16.3 All items of equipment provided by the Contractor and requiring electrical power shall be connected to the Bank supply only by the approved Contractor's equipment which is incorrectly connected shall be removed from the site.
- 16.4 The Contractor shall only connect heavy duty equipment to the Bank's supply that is of no greater voltage than 110 Volts, that has been tested and is within test date. Equipment which is of the incorrect rating or which is faulty or unsafe shall be removed from the site.
- 16.5 The Contractor shall not, under any circumstances tamper with the Bank's supply or make any unauthorised connections to the Bank's distribution board.

## **17.0 HOUSEKEEPING AND REMOVAL OF MATERIAL**

- 17.1 The Contractor shall keep all their work areas tidy and not allow rubbish or scrap to accumulate. It is the Contractor's responsibility to ensure that all surplus materials, rubbish, Contractor's tools and equipment, etc. are cleared away and removed from site as soon as possible. Fire exits, stairways or passages are not to be used to store materials or rubbish. The Bank reserves the right to charge Contractors the cost of removing such rubbish when the Contractor ignores the requirements of this clause.
- 17.2 The Contractor must adhere to the 'Duty of Care' Regulations regarding the disposal of waste. All waste material must be disposed at a licensed waste disposal site and by a licensed waste carrier. Certification of waste disposal must be retained by the Contractor and if necessary be made available for inspection by the Bank's Representative.
- 17.3 All operations that generate significant quantities of dust shall be conducted in such a manner as to ensure that dust levels in the surrounding atmosphere are minimised to prevent damage to machinery and nuisance to people.

## **18.0 FIRE PREVENTION**

- 18.1 The Contractor is responsible for ensuring that all their employees are made aware of the sound of the fire alarm and evacuation signal and the procedures to be adopted.

Information on all emergency procedures will be provided by the Bank's Representative or the Bank's Safety Officer.

- 18.2 If hot work is undertaken, e.g. grinding, welding, cutting etc., the Contractor must provide fire extinguishers and fire blankets where appropriate close to the place of work as specified by the Hot Work Permit. No hot work shall be carried out where there is a danger of material catching fire until satisfactory steps have been taken by the Contractor to remove, or have removed the combustible material or protect the plant/equipment at risk. This precaution is particularly important when burning or welding overhead or in riser ducts where sparks can ignite material laying some considerable way below the work area. A person provided by the Contractor shall operate as a fire watch and remain at their post for a period of 1 hour on completion of the hot work.

## **19.0 FIRST AID AND ACCIDENT REPORTING**

- 19.1 The Contractor is responsible for making his/her own arrangements to meet the requirements of the Health and Safety (First Aid) Regulations (1981) in respect of providing First Aid personnel and equipment. In emergency the Bank's First Aid facilities may also be used but must be reported to the Bank's Representative to ensure that any materials or equipment used are replaced.

19.2 Under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (1985) the Contractor must report all fatal accidents, major injuries and time lost in excess of 3 day accidents and Dangerous Occurrences to the HSE or the local reporting authority. Any such report shall without exception be similarly reported to the Bank's Safety Officer. The Contractor shall also maintain an accident and injury book for the purpose of recording all accidents and injuries which occur to their employees whilst on site.

## **20.0 NOISE**

20.1 The Contractor must endeavour to keep noise to a minimum during normal office working hours. Any work that involves drilling, hammering, grinding or use of cartridge operated tools can only be carried out with the permission of the Bank's Representative who will assess the impact of such noise on the working environment of the Bank's staff.

20.2.1 The Contractor must provide all of his/her employees with suitable ear protection and erect suitable signs warning other persons of the need to wear ear protection whilst in the vicinity of the working area.

## **21.0 STORAGE OF MATERIALS**

21.1 The Bank will set aside an area where materials and equipment must be stored whilst awaiting use. No other areas will be permitted to be used and in particular all corridors and emergency exit routes must be kept clear at all times.

## **22.0 SECURITY**

22.1 Prior to commencement of work, Contractors must send the Bank a letter, on their headed note paper and signed by the Company Secretary (or other authorised person) accepting the Bank's requirements on secrecy. A similar letter must also be obtained from any Sub-contractor.

22.2 Contractors are not to advertise or provide details of any work undertaken for the Bank to any third party without written permission of the Bank's Representative.

22.3 Contractor's personnel working at, or wishing to visit the Bank's premises must obtain the appropriate security clearance prior to arrival at the site, and on arrival and periodically whilst on site, report to the Bank's Representative.

**N.B.** Where reasonably possible, all Contractor's staff, operatives and Sub-contractors intending to work on the Bank's premises will be required to provide personal details three days prior to issue of Security Passes.

- 22.4 Security passes must be displayed at all times whilst on the site.
- 22.5 Request for access by vehicles for the purpose of loading and unloading must be made to security 24 hours in advance of anticipated arrival with details of the size, model, make and registration number of the vehicle and where possible, the name of the driver.
- 22.6 The details of all personnel working outside of normal business hours and at weekends must be provided by noon the previous day to Security, after authorisation by the Bank's Representative.
- 22.7 All powered tools and special equipment brought on site must be listed by equipment type, model, manufacturer and serial number. This listing will form an inventory of equipment that may be removed from site by the Contractor.
- 22.8 The consumption of intoxicating and banned substances is **NOT** permitted on the Bank's premises.
- 22.9 Smoking is not permitted on the Bank's Premises.
- 22.10 Contractors shall undertake and comply with the following requirements with regard to the security of drawings:

All copies of drawings issued to the Contractor shall be returned to the Bank at the end of the project.

No copies, extracts or drawings shall be made or provided to any third party by the Contractor without written permission of the Bank's Representative. Any so issued shall be accounted for.

Drawings shall be identified by title of the project alone. No reference of the Bank's name or title shall be added to any copies.

Sensitive plans or drawings (denoted by the prefix **LK**), copies or extracts must remain on the Bank's premises, where facilities will be provided for them to be viewed and worked upon under controlled supervision.

All **LK** drawings subsequently issued to the Contractor shall be held on site and kept in a secured locker/drawer when not in use.

All copies of **LK** drawings issued to the Contractor will be numbered and the Contractor shall maintain a register of all drawings received. Plans and copies (with the register) shall be returned to the Bank within six months of the practical completion date of the project.

## **23.0 ONSITE REGISTRATION**

All Contractor's personnel will enter and leave the Bank's premises by way of the loading bay security access point, unless otherwise instructed.

All Contractors must sign in and out at the security point in the Ground Floor loading bay area.

## **24.0 CLARIFICATION**

In the event of the Contractor being unsure of any of the aforementioned clauses or wishes to receive guidance on actions to take e.g. in reporting accidents, he/she must seek guidance from the Bank's Representative or Health and Safety Officer.

**To:- Administration Department, Property and Facilities Management  
European Bank for Reconstruction and Development  
One Exchange Square  
London. EC2A 2JN  
Fax No: 0171 338 6500**

**For the attention of: - Michael Cantwell**

**DECLARATION**

**I have read, understood and hereby agree to comply with these rules and conditions, known as the 'Code of Practice for Contractors', applicable to Contractors, their employees and Sub-contractors.**

**I undertake that I, or persons in my charge will not disclose to any third party information which may be acquired or given in confidence.**

Signed .....

Name.....

Position.....

Company.....

**The following information where applicable must be provided:**

- 1. Safety policy statement**
- 2. Notification form F10**
- 3. Name of Safety Supervisor on site**
- 4. Copies of all reportable accidents/dangerous occurrences**
- 5. Notification of COSHH records for material and substances to be used**
- 6. Notification of intended use of hazardous apparatus**
- 7. Notification of intended use of cartridge tools**
- 8. Results of any test required before entry into confined spaces**
- 9. Inventory of equipment to be brought to the site**
- 10. Copies of Certification for the disposal of waste**
- 11. Copies of risk Assessments carried out for the Contract works or activity**
- 12. Copies of COSHH Risk Assessments**