



**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

**Dorset & Wiltshire Fire and Rescue Authority  
(Dorset & Wiltshire Fire and Rescue Service)**

## **INFORMATION AND GUIDELINES FOR CONTRACTORS**

## 1. Introduction

Dorset & Wiltshire Fire and Rescue Service's aim is to provide a safe, healthy and secure working environment for all visitors and workers on its premises. By following these guidelines, you will be helping to ensure your own health and safety and that of other people working on or visiting the premises.

This Pre-Construction information draws together generic information for the Client's properties and it provides details on the significant site-specific issues that the Principal Contractor will have to manage during the contract period. It is intended to ensure the safe execution of this contract and to pass Health and Safety instructions to the contractor.

In addition, the Contractor shall develop a Health & Safety Plan to identify the hazards and assess the risk for each of the activities being undertaken. The Health & Safety Plan shall be a working document that needs to be kept up to date throughout the contract period.

Any reference in this document to 'Regulations' refers to the Construction Design and Management Regulations 2015.

Nothing in these guidelines absolves Contractors from their duty to comply with all existing relevant legislation, including the Health and Safety at Work, etc Act 1974, the Management of Health and Safety at Work Regulations 1999 or any other Health & Safety legislation.

Please ensure that you read and retain this booklet for reference. If there is anything that you do not understand please do not hesitate to ask.

**Where a visitor's book is available on the premises you are required to sign the book to confirm that you have received, read and understood this booklet.**

## 2. Fire Stations

### **On Call (Retained) Stations:**

Part-time manned station providing emergency response as required. Situated in residential/urban areas with vehicular access off normally trafficked public roads. Normal road traffic priorities for Station access and egress prevail at all times.

On occasion, the stations may be used by authorised community groups, limiting available parking facilities. During these periods, the Contractor must take extra precautions to ensure Public safety is not affected.

### **Wholetime Fire Stations**

Manned 24/7 providing continuous emergency response as required. Situated in residential/urban areas with vehicular access off heavily trafficked public roads. Normal road traffic priorities for Station access and egress prevail at all times.

On occasion, the stations may be used by authorised community groups, limiting available parking facilities. During these periods, the Contractor must take extra precautions to ensure Public safety is not affected.

### 3. Workshops

Industrial workshops used for the maintenance and repair of DWFRS vehicles.

The buildings are inherently busy and dangerous and, when attending these particular locations, the contractor must in the first instance report to the Workshop Manager or reception before entering the workshop area.

### 4. Security

The Principal Contractor will be responsible for the security of the buildings and should prevent any unauthorised access

The Principal Contractor must formulate procedures for the control of visitors to site and arrangements for accompanying them at all times.

The Principal Contractor must take all reasonable measures to minimise any danger, inconvenience or nuisance to nearby property owners, taking all reasonable steps to prevent loss, damage or theft.

The sites must be left safe and secure at the end of each service visit, breakdown or call out, removing access equipment (steps, ladders, tower scaffold and the like) and materials put away and stored safely.

Contractors should submit a list of their workers before work commences on site, and provide names of those working in the building outside normal working hours to the Officer-in-Charge of the premises 24 hours before night work or weekend working.

Where appropriate, all contractors will be issued with a security pass by DWFRS which must be displayed at all times whilst on site.

The contractor shall comply with all security procedures currently operated by DWFRS. All contractors must sign in and out of the premises in the visitor's book (if available).

The contractor will ensure that only staff cleared for working on the DWFRS estate can obtain access control cards in their possession.

The contractor is responsible for keeping safe DWFRS access control cards they are provided with and must ensure they report any lost cards immediately.

The contractor will provide DWFRS with a list of staff using access cards and ensure they notify DWFRS of any changes with their staff. DWFRS will annually review contractor access and request a list of staff requiring access.

### Do's and Don'ts

#### Do:

- clearly display your security badge at all times (if available)
- sign in on arrival and sign out when leaving the building
- remember your designated working area and the official name of the
- contract/project that you are working on
- provide adequate notice of out of hours working
- contact the Service Headquarters and ask for the Estates management department regarding any H&S concerns

#### Don't:

- leave the building for temporary periods without signing out,
- wander outside your designated work area,
- leave unattended packages in the building,

- leave plant and/or materials insecure at the end of a working shift.
- Be confrontational when asked to show ID

## **5. Disclosure and Barring Service Checks (DBS)**

The Principal Contractor will ensure that all employees entering DWFRS premises have been cleared for access to the Estate by a standard DBS check. Principal Contractors are also responsible for ensuring that subcontractors are DBS checked

The Principal Contractor plays a crucial role in maintaining safety and security on DWFRS premises. By ensuring that all employees and subcontractors have been cleared through a standard DBS check, they help prevent individuals with adverse backgrounds from gaining access. This rigorous vetting process is essential in upholding the integrity and safety of the Estate.

Prior to accessing and starting work on the estate, the Principal Contractor will provide DWFRS with a list of staff and subcontracted staff with proof of DBS clearance.

## **Planning and Management of Works**

The Client requires compliance with the Construction Design and Management Regulations 2015 and all current legislation relevant to the type of work being undertaken.

All persons working on the sites must be competent to carry out the duties that are requested of them.

Contractors will be required to confirm that health & safety standards on site will be controlled prior to commencement of the contract to achieve the following goals:

- Contract completion without risk and with minimal inconvenience to operatives or nearby residents to include members of the public.
- Zero accident rate and no enforcement action or criticism by enforcing authorities.
- Prompt communication and resolution of risks on site.
- Effective communication and cooperation between all contractors.

## **6. Communication and Liaison**

This Pre Construction information has been compiled by the Contract Administrator and is based on known information.

All unforeseen eventualities which may occur during the works and which affect previously recognised or known health & safety issues or resources must be reported to the Contract Administrator without delay.

Any proposed amendments to the specified work methods by the Principal Contractor or Sub Contractors must be notified to the Contract Administrator prior to undertaking such alterations or amendments.

The Principal Contractor is required to liaise with the Contract Administrator should any specific issues be raised that have not been discussed in this information.

The Principal Contractor must review each site and assess normal traffic movements, procedures and priorities before the commencement of the contract.

Any additional site-specific traffic management controls that are deemed necessary by the Principal Contractor are in the first instance to be approved by the Contract Administrator.

Predominantly, the available space around the Fire Stations is restrictive, providing minimal parking and manoeuvring space for vehicles. The principal Contractor shall ensure that movement of all vehicles associated with the works are controlled to ensure Station access and egress remains clear of obstructions.

Fire Fighters responding to emergency calls do so in accordance with the local traffic regulations.

## **8. Permits and Authorisation**

The Client may request Risk Assessments and Method Statements (RAMS) for specific tasks. RAMS must be submitted for client approval prior to commencement of the work.

Some work processes are potentially more hazardous than others and may need a tighter control. DWFRS Building Services Manager must be consulted where any of the following work is intended to be carried out:

- hot work - Prior to commencing any hot work, a Hot Works Permit is to be requested from DWFRS instructing officer. Work is to be carried out in accordance with the Hot Work Permit.
- entry into confined spaces
- cutting into any pipe work carrying hazardous substances
- mechanical or electrical work requiring the isolation of the power source, e.g. before work on the inside of a large machine or any similar hazardous activity.

## **9. Significant Hazards**

The following site operations are identified as potentially hazardous and must be addressed in the contractors Health & Safety Plan using method statements.

Method statements are to be produced by the Principal Contractor and are to be provided to the client at the pre-start meeting for inspection and approval, these include:

- Working on operational fire stations during emergency responses involving the movement of station personnel and vehicles.
- Ensuring continuous access for Fire Service personnel and vehicles to the main entrances for the duration of the works including procedures for controlling loading/unloading vehicles during emergency responses.
- Storage of materials in accordance with COSHH regulations.
- Working at height, in particular, working on those buildings of 2 or more stories.
- Working in areas of known asbestos and related products.

## **10. Existing Services**

Services within and around the existing buildings are generally live and should be treated as such.

The fire Stations are operational and subject to the automatic activation of several engineering installations.

The contractor is to be aware that during an emergency or test alert, certain lighting circuits and the communication equipment can be automatically made live which with the attendant audible warning could constitute a health and safety hazard and should be addressed in a method statement.

## 11. Asbestos

Asbestos containing products are known to exist on or around external elements of DWFRS properties and are managed accordingly by the client.

**Asbestos Registers** are held on all stations and shall be referred to during the contractors initial site visit, and subsequently during the works phase as required. The contractor shall ensure that he is fully aware of the location and nature of the asbestos products within the designated works areas and make suitable provision to carry out the works safely without disturbing or damaging the asbestos products.

### **Disturbance of KNOWN Asbestos and or related products:**

If safe working practices are not adequately allowed for when pricing the works, and such known asbestos and or related products are allowed to be disturbed or scattered as a result of the works, then the CA shall order the immediate suspension of the whole works.

The CA shall then instruct the decontamination of the works, and all other areas into which the asbestos has been dispersed. Such works are to be carried out by a Licensed Contractor, whether domestic or “persons engaged by the Employer”, and instruct the removal by a Licensed Contractor of the residual undisturbed material.

Payment of all costs, charges and expenses arising from, and in consequence of the contamination, including those of the Licensed Contractor, and the time lost, will be the liability of the Contractor.

The instructions of the CA shall be dealt with under the provisions for variation.

### **Discovery of UNKNOWN Asbestos and or related products:**

If, after the commencement of the Works, the presence of asbestos is either suspected or found in existing construction that is not identified within the relevant asbestos register, then work in the affected areas shall cease immediately to avoid contact with, and disturbance of the material.

Work in the affected area shall be postponed and the matter shall, immediately, be drawn to the attention of the CA who will arrange for a chemical analysis to be taken.

When the result of the analysis is known, work shall only be resumed on the instruction of the Contract Administrator, and only if the material is harmless or after removal by a Licensed Contractor if the material is harmful.

The licensed Contractor, depending on the instruction of the CA, may be either “persons engaged by the Employer” or a domestic Sub-Contractor. In either case, every facility shall be given to provide access, space and general attendance to enable the removal to be carried out to the requirements of the controlling Regulations.

The instructions of the CA shall be dealt with under the provisions for variation.

### **Asbestos Removal:**

Asbestos removal will be managed by the Client

## 12. Health and Safety Rules

The following site rules shall apply at all times, in conjunction with other Health and Safety rules and techniques such as the contractors own Health and Safety policy and other legislative requirements.

Ensure that you follow the documented safe system of work paying particular attention to the following rules.

### Working Area

- Work only in your designated area and carry out operations related to your project/work
- Do not tamper with or obstruct any fire doors
- Report any findings to the site foreman or to the officer-in-charge of the premises

### Personal Protective Equipment

- Personal Protective Equipment including hard hats, protective footwear, dust and ear protection must be worn at all appropriate times.

### Equipment

- Do not remove any existing guards, barriers or locks without express permission
- Do not use makeshift tools or equipment
- Do not climb upon any structures unless authorised to do so
- Transport equipment/materials in a safe manner along agreed routes
- Do not enter machinery enclosures unless power has been properly isolated
- Do not leave plant and/or equipment in a dangerous condition or unguarded
- Wear personal protective equipment where necessary
- Provide suitable warning signs

### Electricity

- All electrical equipment is to be suitably tested and marked as required under the Electricity at Work Regulations 1989
- All electrical tools in use should be either DC supplied or suitably protected, i.e. though an RCD etc.
- Do not carry out any electrical isolation or reinstatement of electrical equipment without permission

### Permit to work

Some work processes are potentially more hazardous than others and may need a tighter control. DWFRS Premises Manager must be consulted where any of the following work is intended to be carried out:

- Hot work – Prior to commencing any hot work, a Hot Works Permit is to be requested from DWFRS instructing officer. Work is to be carried out in accordance with the Hot Work Permit.
- Entry into confined spaces
- Cutting into any pipe work carrying hazardous substances
- Mechanical or electrical work requiring the isolation of the power source, e.g. before work on the inside of a large machine or any similar hazardous activity



## Housekeeping

- Keep all aisles, corridors, access and exits clear; do not block fire exits
- Do not allow rubbish to accumulate; rubbish is to be properly bagged prior to removal from site

## General

- Obey all safety signs
- Do not work alone on potentially hazardous operations
- Do not smoke in areas which are not designated smoking areas
- In the event of a fire call, a siren or bell will sound; please ensure you stand well clear of any fire appliances and responding firefighters.
- On unmanned fire stations, be aware that fire fighters will be arriving in their vehicles so ensure you vacate the drill yard areas and do not obstruct their entry into the premises
- Contractors are expected to maintain an intelligent attitude towards their Health & Safety and to minimise the possibility of an accident occurring whilst working on these premises

## 13. Safety Breaches and Failures

Where any safety rules are disregarded or not implemented, then you are likely to be stopped working until the matter is corrected.

Continued or any serious breaches of safety may result in you being instructed to leave the premises and you may be removed from the Service's approved Contractors list.

## 14. Working at Height

In accordance with the Work at Height Regulations 2005, all work at height (WAH) must be properly planned, supervised and carried out safely. Ensure risks from WAH are assessed and appropriate work equipment used.

Where work at height cannot be avoided the contractor must provide suitable and appropriate access equipment.

**Access equipment and working platforms** must be used for access above two metres. Ladders must be lashed; edges and openings must be filled in or securely separated from working areas.

**Independent/Tied Scaffold:** Scaffolding shall only be erected and adapted by qualified personnel and must be certified after erection and regularly inspected and certified for the duration of the works. No modifications are to be made to the scaffold by unauthorised personnel. Ensure access to the scaffold is restricted to contractor operatives at all times. Access ladders shall be removed at the end of each working day.

**Mobile Scaffold Towers:** Used in strict compliance with the operating and erection instructions and to be constructed by competent operatives only. Towers should not be overloaded at any time and must be dismantled at the end of each working day where internal storage has not been agreed with station personnel.



## **15. Slips, Trips & Falls**

The sites should be kept in good order, clean, tidy and well organised.

Pedestrian routes, vehicle routes, entrance doors and workplaces should be kept free of obstructions at all times.

Materials should be stored in a safe and accessible manner.

Waste should be removed from the work areas as the work proceeds and removed from site at the end of each working day.

## **16. Barriers**

The contractor shall ensure that barriers and signs are placed around the working areas where appropriate and that they are removed upon completion of the work.

The contractor's attention is drawn to the importance of ensuring that all work undertaken is executed with the minimum of disruption to the DWFRS's normal operations.

## **17. Use of Powered Tools and Dirty/Dusty Work**

The contractor's staff are to minimise the effects of dirty, dusty or noisy working.

All electrical hand tools are to be suppressed to prevent electronic interference.

## **18. Parking and Speed Limits**

Car parking facilities may not always be available during normal working hours.

No extended parking of lorries or large vans will be permitted without prior approval of DWFRS.

Vehicles should not block access/egress for Service vehicles including fire appliances.

There is a maximum 15 mph speed limit on all Service premises – in certain circumstances this is reduced to 5 mph.

## **19. Fire and Emergency Procedures**

### **Fire alarm and firefighting equipment**

In the event of a fire, the fire alarm bells will sound (where fitted).

Portable firefighting equipment is available within each of the Fire Stations.

Do not remove or obstruct fire extinguishing equipment or other emergency equipment.

### **Action on discovering a fire**

On discovering a fire, the following procedure is to be followed:

- Break the glass of the nearest fire alarm point (if fitted)
- Inform a member of staff at those premises referred to above, of the location and extent of the fire; at all other unmanned premises, follow the instructions displayed on the telephone located in the office
- Tackle the fire with the equipment provided only if it is safe to do so, and only if you have been trained in the use of firefighting equipment
- Leave the building by the nearest available exit door

### **Action on hearing the fire alarm (if fitted)**

On hearing the fire alarm, the following procedure should be followed:

- Leave the building by the nearest available exit
- Assemble in the designated assembly area which you will be directed to
- Do not return for personal belongings and tools
- Do not return to the building for any reason until authorised to do so by the duty fire officer

## **20. Accidents and First Aid**

Remember to report all accidents, near misses and hazards to a member of staff. The Service will provide first aid for contract staff. The location of first aid equipment is indicated on the Service's Health & Safety Notice board.

First Aid boxes are available at each Fire Station. In the event of an incident requiring the use of items from these boxes, the Principal Contractor should advise the Contract Administrator of the items used so that the box can be replenished.

### **Accident & Emergency Hospitals**

The Contractor must review each site and identify the nearest accident and emergency hospital.

## **21. Welfare Arrangements**

For the full duration of each project the Contractor will be required to hire a mobile welfare unit suitable for accommodating up to 6 people with a separate toilet, storage/drying room and a space to rest and eat.

All contractors' employees are to treat DWFRS's buildings, facilities and furniture with respect and should observe the following guidelines.

**Radios:** Will not be permitted on sites without the Client's consent.

**Telephones:** Should not be used unless required for emergencies.

**Smoking:** No smoking is allowed on DWFRS premises, except for designated smoking areas only.

**Alcohol:** The consumption of alcohol on the premises is prohibited.

**Eating and drinking:** Food and drink is not to be consumed within work areas.

## **22. Behaviour of Contractors**

Contractors will behave in a professional manner. Contractors should be mindful of the language that is being used while on site. Any incidents will be reported by either a member of staff or a member of the public and will be dealt with appropriately.

## 23. Values

The Service expects its contractors to adhere to our [Core Code of Ethics](#) and these priorities;

- Leadership, partnership and organisational commitment
- Effective service delivery
- Community knowledge and engagement
- Employment, Health and Wellbeing
- Recruitment, Training and Selection for Progression/Promotion