

**North Yorkshire Fire & Rescue Service
Standard Operating Procedure**

HSU Contractors Procedure

1. NYFRS RESPONSIBILITIES

- 1.1. All employees are to report dangerous activities by Contractors to their Supervisor as soon as possible.
- 1.2. Supervisors are to stop Contractors working if they consider there is a possibility of serious or imminent danger to Fire Service employees, the contractors, property or the public.
- 1.3. Supervisors will notify the Health and Safety Unit and Estates immediately if a Contractor has been stopped from working, stating the reasons why.
- 1.4. The Health and Safety Unit in consultation with Estates will initiate action with the Contractor and any other relevant section of NYFRS to prevent the dangerous activity by the Contractor.
- 1.5. Employees of NYFRS must not supervise or instruct Contractors in the carrying out of their work or how to carry out their work in terms of methods of work or materials used etc.
- 1.6. Wherever possible, before the commencement of any work a responsible NYFRS employee should advise the Contractor of any site specific health and safety requirements, particularly in relation to the Turn Out procedure but also fire /emergency evacuation procedures.

2. CONTRACTORS RESPONSIBILITIES

- 2.1 When the site is occupied by NYFRS staff, Contractors will report to the most senior Fire Service person present and explain what they intend to do and the areas they will need to work in before commencing any work.
- 2.2 Contractors will sign the visitor's book on entering and leaving the site.
- 2.3 If the building is unoccupied Contractors must ensure that the building is secure upon leaving.
- 2.4 Contractors will undertake all necessary Risk Assessments and Method Statements, (including Permit to Work requirements if applicable) before commencing any work and consult all relevant available information relating to the work area e.g., Asbestos Surveys, Health and Safety Files etc. If this information is not available on site Contractors should consult Estates at Joint Headquarters.
- 2.5 Contractors will locate all service isolation switches or valves for gas, water, electricity etc. and turn off as necessary before commencing work. Any isolated services must be turned on when the work is complete.
- 2.6 If it is necessary to isolate the mains electrical supply or any sub circuits this must not be done without first contacting NYFRS Control, to ensure that this action does not interfere with the Turn Out System.

3. RESPONSIBILITIES (General)

- 3.1 Where any project is notifiable under the Construction Design and Management Regulations the requirements of those Regulations shall take precedence in matters of Health and Safety.

Please note this is the website version of this document. If you are a member of NYFRS staff please use the intranet version.