

Tracey Masters

From: intu <intu@ctracker.co.uk>
Sent: 24 January 2018 11:44
To: tracey@beaverfloorcare.co.uk
Subject: intu work request authorised
Attachments: Induction-353632.docx

Dear Tom Campton,

We are pleased to confirm your work access request has been authorised.

Work No. #353632

intu Braehead - ** Tenant/Retail Unit - Apple Unit - 8 / 9 Yard - E Telephone number - 0141 885 4200

Access Start Date: February 5th 2018

Access Finish Date: February 8th 2018

Description of Work:

Stone floor maintenance deep clean and seal within FOH. We shall require access to the mall for application of additional masking/protection, no works are to be carried out within the mall access only required.

All contractors must report to the relevant Security office upon arrival to site to book in with security.

Please ensure that operatives bring a copy of this email or the work reference number (noted above) when visiting the Centre.

Please see the attached document regarding Centre access arrangement and operational requirements; please ensure all operatives are familiar with the contents of this document and adhere to all Centre requirements at all times when on site.

Kind regards,
intu Management

EmailID: 1516794236.703edad873b25f3c0e47b26e22b4256e

Risk Assessments and Method Statements (RAMS)

Risk assessments and method statements for all relevant tasks are to be site specific and must have been read and understood by all staff working on site.

Where these documents have been requested centre management team, no work activities can start without them having been reviewed and agreed.

Public Liability Insurance

All work activities carried out by contractors on site must be covered by a public liability insurance policy. Copies of your insurance certificate must be supplied prior to authorization of any works.

Unless notified otherwise by a senior member of the centre management team, our requirement is that the minimum coverage of such a policy is £10 million. Some high risk activities may lead to a request from the centre for additional coverage over and above this.

Training

Works must be carried out by operatives that are trained and are considered competent for the task. Where requested, training certificates must be provided for any specialist work.

Health & Safety on site

You have a legal duty to take care of your own and others Health & Safety whilst on site.

Personal Protective Equipment (PPE)

In terms of PPE, our expectations are that:

- Safety shoes will be worn at all times
- Hi-visibility clothing will be worn in service yards, car parks and on the roof
- Any additional PPE noted in your site specific risk assessments and method statements will be used accordingly

Roof works

Access to the roof area is controlled by the centres technical services and security teams. As with working in any external area, certain environmental factors (such as lighting levels and weather) can affect a contractors ability to safely work in these areas. Please ensure that if works are to take place in these areas that you have consulted the centre over their rules governing wind speeds, light levels, slippery conditions etc.

Use of equipment (covering MEWPS, mobile plant, lifting equipment, abrasive wheels, dsafety harnesses etc)

- No equipment should be brought on site without being certified as safe for use in accordance with any statutory requirements or service standards.
- No person should operate or manage equipment on site unless they are trained and competent to do so and a suitable and sufficient risk assessment exists.

Without evidence of the suitability of the equipment and operator, the equipment will not be allowed on site and the activity cannot be carried out

Only 110v or less electrical equipment to be used for any works.

Petrol/Diesel driven still saws/generators must not be used.

Scaffolding and Scafftags

All scaffold can only be modified / erected by competent persons and must have a documented inspection programme not exceeding 7 days since last inspection. DO NOT USE if no evidence of inspection within this timescale is available.

Ladders and stepladders

Ladders are for access only and must be adequately secured. Stepladders are only to be used as a last resort (short duration) and must allow 3 points of contact. If safer alternatives are reasonably practicable, this must be used.

The use of stepladders must be accompanied with a Risk Assessment confirming why they have been chosen above other equipment.

Excavations / buried services

Any excavations must be controlled to avoid falls of materials / persons / striking of underground services etc and must be considered and recorded in your risk assessments and method statements as necessary.

Confined spaces

All Confined Spaces work must be clearly identified and communicated to centre management before starting work. Only trained and competent operatives are authorised to complete such work.

Access routes

Any pedestrian access routes must be followed. You must not divert from any designated walkways whilst moving about site, as they have been marked to protect all users.

Asbestos

Asbestos should be identified and / or removed by the Principal Contractor.

Any suspected unregistered asbestos materials identified on site should be immediately reported to centre management. DO NOT DISTURB IT.

COSHH

Any chemicals or substances harmful to health must be provided with relevant COSHH assessments.

Housekeeping

Fire exits and service corridors must be kept clear at all times.

We all have a duty to maintain our workplace to a reasonable standard. Ensure that your workplace is maintained to avoid the potential for fires, slips, trips, falls etc.

Customer facing work areas must be clear and clean (to the standards of the centre) 30 minutes prior to the public entering the building. Any cleaning costs picked up by the centre will be passed on.

Storage of materials

Materials must only be stored in your designated area and be kept clean and tidy.

Yellow and red card system

intu operate a system to identify and eradicate unauthorised work activities and breaches of health & safety rules.

All employees are empowered and encouraged to approach anyone not acting / working safely and, if required, remove them from site. Please report any unsafe acts or conditions immediately to the centre management team.

Fire safety and evacuations

Fire-fighting equipment is sited around the centre, though specific work activities will require contractors to carry their own additional equipment.

Please familiarise yourself with the location of the relevant escape routes, assembly points equipment before commencing work.

In the event of discovering a fire:

- Raise the alarm
- Immediately proceed to the assembly point in the nearest service yard or car park
- Report to the relevant person in charge and identify yourself
- Do not return to the building until you are instructed to do so

In the event of the fire alarm sounding:

- Immediately proceed to the assembly point in the nearest service yard or car park
- Report to the relevant person in charge and identify yourself
- Do not return to the building until you are instructed to do so

Other considerations

Control of waste disposal on site

Waste must be controlled responsibly. The location of general skips is to be agreed with the centre management team prior to the skips arriving on site.

Centre skips are not to be used for building waste, please make your own arrangements for a skip, if required.

First Aid

Any accidents, incidents or Near Misses must be reported to the centre management team.

The centre has first aid trained staff, first aid provisions and defibrillators around the site.

Hours of work in customer facing areas

Works in customer facing areas (such as malls and car parks) are restricted to times when the areas are closed. The areas must be clean and clear 30 minutes prior to the public entering the site. Please contact centre management to confirm access times for the relevant area on the day in question.

Welfare facilities

The welfare facilities are to be provided by the main contractor or the client.

No smoking is allowed within the building or on the roof. Please only use the designated smoking shelters.