



# **CONTRACTORS WORKING ON SKY PREMISES**

Guidance



## DOCUMENT CONTROL

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## HEALTH & SAFETY POLICY STATEMENT

Sky is committed to providing a safe and healthy working environment. We believe that the health and safety of all our members of staff, and that of our business partners, visitors, associates and contractors is of paramount importance.

We fully accept our responsibility for safeguarding the interests of people who work with us, and those who are affected by our activities. We will continue to ensure that every effort is made to have arrangements in place to meet our statutory responsibilities at all times. To achieve this we will enable all managers throughout Sky to both understand and accept their individual role in providing the highest standards of robust and clear leadership of health and safety throughout the operations for which they are responsible.

Whilst it is the responsibility of management teams to provide a safe working environment, good health and safety performance can only be achieved with the active participation of all our employees and we will continue to ensure that there are robust routes for employee consultation through the engagement of the Sky Forum at all levels of our governance structure.

Sky's operations are wide reaching and we engage with many third parties who undertake work on our behalf. We have set high standards for health and safety performance across all our operations and require the committed support of our business partners, associates and contractors in avoiding harm to anyone who may be affected by our activities.

Our aim is to achieve a safe workplace, free of accidents, within all areas of Sky.



**Ralph Tribe**

Director for Organisation & People Development  
Sky UK Ltd.

1<sup>st</sup> July 2015

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## 1. INTRODUCTION

This Guidance sets out the actions required when works are to be undertaken by contracting companies on Sky premises. The purpose of this Guidance is to minimise the risks to the health and safety of Sky staff, contracting company personnel and third parties.

The Guidance contains information concerning health and safety matters. Complying with its contents should be beneficial to both contracting companies and Sky, by reducing the possibility of accidents, and by promoting good working relationships. It is therefore essential that everyone involved in the execution of the works read and understand this Code of Practice.

All contracting companies and their personnel must adhere to the requirements set out in this Guidance.

This Guidance has been produced by Sky for distribution to all contracting companies and their employees working, or intended to work, in areas controlled by Sky. The Guidance does not attempt to impart knowledge, instruct or direct contracting companies on matters which are intrinsically / inherently part of their trade competency, and the carrying out of their trade.

For the purposes of this document and its supporting documentation, a contracting company is any 3rd party (including vendors) that is called upon to perform operational works/services for Sky and who is engaged or remunerated through Accounts Payable, not Payroll.

It is the contracting company's responsibility, when sub-contracting any part of the work, to ensure that their sub-contractors also adhere to the requirements set out in this document.

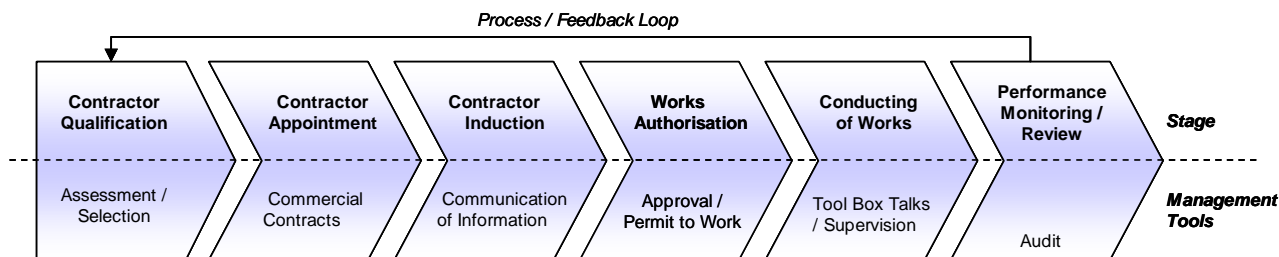
The notes contained in this document are not exhaustive, and contracting company's attention is drawn to the requirements of the relevant health and safety legislation.

## 2. MANAGEMENT OF CONTRACTING COMPANIES AT SKY

Definition of a Commissioning / Sponsoring Manager - The Commissioning / Sponsoring Manager is any Sky employee, or an appointed / authorised Agent, responsible for requesting / employing the services of a contracting company for Sky business related activities. This document applies to all contracting companies working on Sky owned or managed premises.

All on-site works / contracts will be in the charge of the Sky Commissioning / Sponsoring Manager, who will ensure the relevant application of this Guidance by the contracting company.

The health and safety process for the management of contracting companies for which the Sky Commissioning / Sponsoring Manager is responsible is outlined as follows:



Following the successful qualification and appointment of a contracting company, all contracting company personnel shall be supplied with this essential Sky health and safety booklet before, or on, arrival at a Sky site. Additional copies will also be made available at all Sky premises. All contracting companies and their personnel must adhere to the requirements set out in this Code of Practice.

Additional, and site specific, arrangements for contractor induction and works approval may also be in place for contracting companies and their personnel.

At this stage (or earlier), all requisite information pertaining to operational hazards created by Sky's business activities shall be communicated to the contracting company for their consideration (see '2.1 Workplace Information' below).

## 2.1 WORKPLACE INFORMATION

It is the responsibility of the Commissioning / Sponsoring Manager and, where necessary, the Property Service Group (PSG) department (or an agent appointed to act on their behalf i.e. Mitie) to ensure that sufficient information is provided in a timely manner to the contracting company to ensure the health and safety of both contracting company personnel and Sky staff during the execution of the works.

The following reference documents may be used to assist in the provision of sufficient information:

- Site drawings and plans
- Risk Assessments for the premises
- Asbestos Register
- Fire Risk Assessments
- Health and Safety File (as required by CDM Regulations)
- Any other relevant information which may include times of fire warning system tests, evacuation procedures (including for FM200 fire suppression systems and live transmission areas), signing-in procedures, first aid information and security procedures.

## 3. SKY REQUIREMENTS FOR CONTRACTING COMPANIES AND THEIR PERSONNEL

### 3.1 SUPERVISION AND COMPETENCY

The contracting company must appoint a named competent supervisor to be responsible for safety and to act as the contracting company's representative on site. Self-employed individuals may nominate themselves.

The contracting company must ensure that their personnel are suitably trained and competent prior to the conducting of any work activities on a Sky site. Their personnel should receive adequate instruction for all jobs with regard to health, safety and security and have the necessary equipment and protective clothing to carry out the job safely.

### 3.2 RISK ASSESSMENT, METHOD STATEMENTS AND SAFE SYSTEMS OF WORK

The contracting company is responsible for carrying out a suitable and sufficient Risk Assessment for all work activities undertaken as part of the Contract. The contracting company shall produce Method Statements and employ Safe Systems of Work at all times, and where appropriate must include arrangements which ensure the safety of persons working unaccompanied, Sky employees and members of the public. The contracting company should note that some sites are complex and other contracting companies may be involved in the work area.

The contracting company shall make available copies of Risk Assessments, Method Statements and Safe Systems of Work when requested by the Commissioning / Sponsoring Manager or, where appropriate, to Sky's Property, M&E department (or an agent appointed to act on their behalf), or the Health & Safety department.

All significant findings and necessary control measures identified through the risk assessment process shall be communicated by the contracting company to its personnel and be comprehensively implemented. Furthermore, appropriate communication of the risk assessment's significant findings should also occur with other parties who might be affected by such activities.

All applicable Building Regulation requirements must be adhered to in the design, build, refurbishment or modification to any structure.

Where proposed works are subject to the Construction (Design and Management) Regulations (CDM) a Health & Safety Plan and File must be prepared in relation to the works.

Where prior work has been carried out at the premises which has been subject to the CDM Regulations and a Health and Safety File exists, this shall also be referenced, and where necessary updated.

### 3.3 ACCESS AND SITE HEALTH & SAFETY INDUCTION

All contracting company's employees and sub-contractors will, on every occasion they visit a Sky site, sign in and sign out of the premises using the formal 'contractors' security pass system\*. On their first visit this will also include the communication of site-specific health, safety and emergency procedures (site induction) - either verbally by the Sky Commissioning / Sponsoring Manager (or an agent appointed to act on their behalf), or in writing in the form of a local site information leaflet.

\* Where this is in place.

All visitors / contractors will be expected to wear identification provided.

Particular care should be taken when driving on a Sky site and adherence made to the 10mph speed limit. Parking must only be within designated bays.

Sky operates a 'No Smoking' policy across all its sites.

### 3.4 AUTHORISATION TO WORK

All contracting companies must complete a suitable and sufficient risk assessment for the works / contract they will be undertaking for Sky. Such risk assessments shall be submitted to Sky's Commissioning / Sponsoring manager prior to works starting, and be fully implemented.

The Sky Commissioning / Sponsoring manager must authorise the commencement of all works / projects prior to them starting. Authorisation to proceed will only be granted if all the necessary health and safety issues have been addressed and documentation provided. The contracting company must ensure that no works start until such time authorisation has been granted.

Contracting companies will not be permitted to work at closed premises where normal access / egress is not possible, unless granted prior permission and have agreed working arrangements.

### 3.5 PERMIT TO WORK

High-risk activities / work areas on Sky premises or demise shall be carried out under the application of a Permit to Work procedure as managed / issued by Sky or an agent appointed to act on its behalf (e.g. Mitie).

The contracting company will be responsible for ensuring the completion of the required Permit to Work before commencement of the work, and for liaising with the Commissioning / Sponsoring Manager and, where appropriate, the Property and Facilities Management department (or an agent appointed to act on their behalf) to ensure safety for the proposed work.

Work activities where Permits to Work are required include:

- Hot works (e.g. welding, burning, brazing, roof pitching, the cutting / grinding of metal producing sparks)
- Demolition
- Excavation works and any sub-terrain works
- Asbestos operations
- Work in confined spaces
- High voltage electrical work
- Generators (excluding those used for OB's) and / or UPS systems
- Lifts
- Fire alarms and fire protection systems
- Internal / External access cradle / BMU
- Cranes and / or Mobile Elevated Working Platforms (excluding internal studio operations and OB's)
- Roof work (where there is a risk of falling; no edge protection)
- Breaking into lines carrying hazardous or pressurised substances (e.g. lines containing steam, fuel, gas, compressed air, solvents or acids)



### 3.6 DESIGNATED WORK AREAS

The work areas, within the premises, in which the works are to be carried out, shall be agreed between the contracting company and the Commissioning / Sponsoring Manager.

Before moving to a new working area within the premises, the contracting company must report to the Commissioning / Sponsoring Manager, who will ensure that it is safe and convenient to start work in the new area.

### 3.7 RESTRICTED AREAS

Under no circumstances may any contracting company's employees enter restricted areas without prior permission from the Commissioning / Sponsoring Manager and, where appropriate, the Property, Technology / IT, Engineering or M&E department (or an agent appointed to act on their behalf), and / or the manager in control of the area.

Touching the controls of Sky machinery or equipment and the handling of Sky products is forbidden unless authorised to do so by the Sky Commissioning / Sponsoring Manager.

### 3.8 FIRE PREVENTION

Fires can be caused by the neglect or misuse of electrical wires, fittings and equipment. That could mean overheating circuits, poor wiring, over-loading extension leads, using unauthorised electrical appliances and fitting the wrong rating of fuse.

To help prevent the outbreak of fire the following actions should be taken:

- Electrical equipment should be inspected regularly
- Wiring or fitting faults must be repaired promptly
- Before leaving site on each and every occasion the contracting company must ensure that naked lights and other ignition sources have been extinguished and that all electrical apparatus has been switched off, where applicable

Smoking remains a major cause of fires; cigarette butts must be fully extinguished and discarded safely. Sky operates a No Smoking policy in all its buildings.

Some materials are particularly vulnerable to ignition and fire. Packing materials, video tapes, paints, flammable liquids or aerosols should be kept to a minimum and stored safely away from sources of ignition.

Particular care should be taken with highly flammable materials such as glues, solvents, chemicals and gas cylinders. Wherever possible these should be kept in separate and secure storage areas.

### 3.9 TOOLS AND EQUIPMENT (INCLUDING PERSONAL PROTECTIVE EQUIPMENT)

#### 3.9.1 PROVISION

Contracting companies will supply all necessary tools, equipment, protective clothing and safety equipment required to carry out their works. Equipment will NOT normally be loaned by Sky.

All portable electrical work tools / equipment must operate from a 110v transformer, or be battery powered. If this cannot be achieved, 240v portable electrical work tools / equipment must be controlled by a comprehensive risk assessment, be under the direct supervision of a competent person and be fitted with an appropriate Residual Current Device (RCD) safety cut-out.

All portable electrical work tools / equipment must be portable appliance tested (PAT) and carry a valid test label.

On some Sky sites (e.g. Dunfermline and Livingston) prior approval to plug in portable electrical equipment is required from the Mechanical and Electrical (M&E) Department. This requirement should be identified and / or arranged in the first instance via the Sky Commissioning / Sponsoring Manager.

Specialist access equipment may be available for use by the contracting company, subject to:

- Prior permission of the Commissioning / Sponsoring Manager and, where appropriate, the Property Service Group department (or an agent appointed to act on their behalf);
- Completion of a Risk Assessment by the contracting company which will ensure the suitability of the equipment for the work to be undertaken;
- Proof of competency to use any such equipment;
- Availability and suitability of the equipment.

Exceptionally, where tools or equipment are loaned, a written record shall be kept by the Commissioning / Sponsoring Manager and, where appropriate, the Property Service Group department (or an agent appointed to act on their behalf). The record shall contain a list of loaned equipment, a report of its condition and copies of any risk assessments made. The record should be signed by the Commissioning / Sponsoring Manager and an authorised representative of the contracting company. On completion of the work the Commissioning / Sponsoring Manager shall inspect the loaned tools / equipment against the original condition report and provide the contracting company with a signed acceptance receipt.

Contracting companies shall at all times make full and proper use of appropriate personal protective equipment, as demanded by either the work or the environment (e.g. protective clothing, gloves, hard hats, ear defenders, eye protection, safety shoes, respiratory protective equipment, correct breathing equipment) for the risk involved.

Contracting companies are responsible for supplying their employees with the appropriate personal protective equipment and for its correct maintenance and inspection.

### 3.9.2 MAINTENANCE

It will be the responsibility of the contracting company to ensure that any tools, plant or equipment are maintained in a safe working condition. If any tool, plant or equipment is declared by the Commissioning / Sponsoring Manager or, where appropriate, the Property Service Group department (or an agent appointed to

act on their behalf) to be unsuitable or in an unsatisfactory condition, it is to be removed from site immediately.

### 3.9.3 INSPECTION

The Commissioning / Sponsoring Manager or, where appropriate, the Property Service Group department (or an agent appointed to act on their behalf) or the Health & Safety department will have the right at any time to:

- Inspect tools, plant or equipment used by a contracting company;
- View copies of all relevant test and inspection records related to those tools, plant or equipment.

### 3.10 LIVE ELECTRICAL WORKING

Live electrical working with tools, other than for testing purposes by appropriately trained, competent and authorised individuals using approved equipment, is not permitted. Where such work is necessary it must be controlled by a comprehensive risk assessment and method statement and be under the direct supervision of an authorised and competent person. Such work shall follow the 'Assessment procedure for safe working practices' set out in the Health and Safety Executive's guidance document on this topic entitled "Electricity at Work – Safe Working Practices" (HSG85)

### 3.11 LIFTING EQUIPMENT

The use of lifting equipment must comply with the Provision and Use of Work Equipment Regulations (PUWER) and the Lifting Operations and Lifting Equipment Regulations (LOLER). Upon request the contracting company must make available to the Commissioning / Sponsoring Manager or, where appropriate, the Property & FM department (or an agent appointed to act on their behalf) copies of current certificates of inspection for all lifting equipment brought on to Sky sites.

### 3.12 LIFTING OPERATIONS

Lifting operations should be undertaken in accordance with requirements of the Lifting Operations and Lifting Equipment Regulations. In particular the lifting operations should be planned, supervised and carried out by competent persons.

### 3.13 SCAFFOLDING

The contracting company will be responsible for ensuring that any scaffolding erected in order to undertake the works is erected by a competent person and is subject to statutory inspection. Copies of relevant statutory documentation shall be held on site for the duration of the works and shall be made available for inspection by the Commissioning / Sponsoring Manager or, where appropriate, the Property Service Group department (or an agent appointed to act on their behalf).

All scaffold structures should have suitable notices / tags which bear:

- The scaffold identifying number
- The safe platform working load
- The inspector's signature
- The validity date of structure (inspections typically required every 7 days)

Incomplete or out of date inspection structures must have 'Do Not Use' notices displayed. Scaffolds shall only be altered by competent persons and must be re-inspected and tagged before being used again.

### 3.14 WORKING AT HEIGHT

Controls must be in place to prevent falls from height likely to cause injury. The means should include physical barriers, fall arrest equipment or other safe methods of working applied, wherever possible, in line with the hierarchy of controls as identified in the Work at Height Regulations..

Ladders should only be used if a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk and -

- the short duration of use; or
- existing features on site which cannot be altered.

Any person who will be working on or near a fragile roof including roof-lights, must ensure the work is carried out safely including the use, where appropriate, of physical barriers, safe means of access and fall arrest equipment.

Contracting companies must assess the job-specific risks with working at height and take into account all legislative requirements, industry guidance and best practice on the measures to be taken to prevent falls. These may include eliminating or minimising the need to work at height, the use of appropriate combinations of physical barriers, equipment for providing safe access and a safe place of work, fall arrest equipment and safe systems of working.

### 3.15 EXCAVATION WORK

Before the start of any excavation or trenching work on Sky premises the Sky Commissioning / Sponsoring Manager and where appropriate the Property Service Group, Technology / IT, M&E departments (or an agent appointed to act on their behalf) must be consulted. The presence of overhead and underground utilities must be checked (e.g. electric cables, data / telecoms, drains, sewers, pipes, gas and water supply lines). A signed Sky Permit to Work must be obtained prior to work commencing and be followed. A ground / CAT scan survey may need to be undertaken prior to any excavation works beginning.

### 3.16 ELECTRICAL, CABLED AND PIPED SERVICES

Written approval must first be obtained from the department in charge of the operation / services (e.g. the Property, M&E, Technology / IT or Engineering - or an authorised agent appointed to act on their behalf) before standard services are utilised or affected by a contracting company.

Disruption of any services, including isolation, reinstatement or commissioning will not be permitted without prior arrangement and agreement with the aforementioned parties / departments.

The contracting company will be wholly responsible for the supply and installation of any connection, and for its satisfactory removal and reinstatement upon completion of the works / contract.

### 3.17 HAZARDOUS MATERIALS AND SUBSTANCES

The use of all hazardous materials, substances and processes must comply with Control of Substances Hazardous to Health Regulations (COSHH).

Contracting companies bringing materials or substances of a hazardous nature on to Sky sites must hold on-site all relevant COSHH assessment records and Material Safety Data Sheets.

Where necessary or appropriate, the means of storage of any hazardous substances shall be agreed by the Commissioning / Sponsoring Manager.

### 3.18 ASBESTOS

Under the Control of Asbestos at Work Regulations employers have a duty to manage asbestos in non-domestic premises.

As a consequence, Sky will:

- take reasonable steps to find out if there are materials containing asbestos in its premises, and if so, its amount, where it is and what condition it is in;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make, and keep up-to-date, a record of the location and condition of the asbestos containing materials - or materials which are presumed to contain asbestos;
- assess the risk of anyone being exposed to fibres from the materials identified;
- prepare a plan that sets out in detail how the risks from these materials will be managed;
- take the necessary steps to put the plan into action;
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them (i.e. contracting companies).

There is also a requirement on contracting companies to co-operate as far as is necessary to allow the dutyholder to comply with the above requirements.

Most asbestos work must be undertaken by a licensed contractor but any decision on whether particular work is licensable is based on the risk. Materials containing asbestos are not allowed to be brought onto any Sky sites.

All works on materials containing asbestos, shall be carried out in accordance with the Permit to Work procedure and the Property department's (or an agent appointed to act on their behalf) policy / procedure covering the management and control of Asbestos.

Detailed risk assessments and method statements, together with the provision of competent personnel and appropriate protective equipment, will need to be demonstrated to Sky by any contracting company involved in such works.

### 3.19 COMPRESSED GAS CYLINDERS

Contracting companies working with compressed gas cylinders, including those used for oxyacetylene welding and cutting, must ensure that they are secured in an upright position at all times. Oxygen and fuel gas cylinders are to be stored at least 20 feet apart and placed away from points of contact which may cause rupture or ignition. Cylinders must be correctly and clearly labelled as to the nature of their contents and any relevant hazards. Gas cylinders should always be stored in a proper manner and removed from site after use.

The use of MAPP gas is PROHIBITED on site.

### 3.20 BARRIERS AND SCREENING

Suitable barriers must be erected around any hole, excavation, open cable pits, lifted floor tiles, building works, or other necessary work areas, supplemented with safety signs by day and lamps by night. This is particularly important for short duration work.

Furthermore, where practicable the contracting company will ensure that an excavation is adequately covered when left unattended. The contracting company is responsible for the provision of the necessary barriers, notices and lights unless otherwise agreed beforehand with the Commissioning / Sponsoring Manager.

### 3.21 SAFETY SIGNS AND NOTICES

Contracting companies must obey any Sky safety sign or instruction notices displayed on site.

Contracting companies are responsible for supplying and displaying sufficient safety signs to prevent injury to Sky staff, or other persons, on or off site. The positioning of contracting company's notices must be agreed with the Commissioning / Sponsoring Manager.

### 3.22 LIFTS AND SERVICE HOISTS

Work on, or involving, Lifts and Hoists may only be carried out with the written permission of the Commissioning / Sponsoring Manager and, where necessary, the Property department (or an agent appointed to act on their behalf), and after a Risk Assessment has been carried out by the contracting company, which will ensure the suitability of the lift or hoist for the load to be carried.

### 3.23 NOISE & VIBRATION, DUST, FUMES AND SMOKE

Contracting companies must take all practical steps to control and minimise any physical agents or nuisances created by their own operations. The relevant activity risk assessment should include how exposure by individuals is to be prevented or controlled and how in-take through air-conditioning systems is to be avoided.

Particular attention must be made of the proximity to, and any possible impact on, technical areas, ventilation intakes, smoke detectors or fire alarm systems (isolations or detector caps may be required). Sensitivities exist with IT and broadcast engineering equipment which can result in the loss, or interruption, of their normal operation if such physical agents are allowed to ingress into areas where they are located.

Contracting companies must inform the Commissioning / Sponsoring Manager in advance of any operation they intend carrying out where these hazards cannot be eliminated.

### 3.24 HOUSEKEEPING

#### 3.24.1 OBSTRUCTIONS

Contracting companies must at all times keep the site of their work clean and tidy and free from unnecessary obstructions and tools. All gangways and escape routes must be kept clear and free from obstructions and hazards.

#### 3.24.2 WASTE MANAGEMENT AND RECYCLING

Contracting companies must arrange for the regular removal of their own rubbish. Items of salvage must only be kept in a location agreed with the Commissioning / Sponsoring Manager.

Involvement in a construction project, in the UK, (worth £300,000 or more), no longer carries with it a legal duty to develop a Site Waste Management Plan (SWMP). As best practice guidance Sky may still request a SWMP to be developed. The Principal Contractor will be responsible for the SWMP detailing how they propose to handle waste including, where appropriate the methods for its reuse, recycling, recovery and / or disposal.

In all cases due diligence must be made to the potential for recycling or reuse of waste.

### 3.25 SKY WORKSHOPS AND MAINTENANCE FACILITIES

Contracting company's employees are not normally permitted to use Sky workshops or maintenance facilities.

Sky workshops or maintenance facilities may exceptionally be available for use by the Contracting company, subject to:

- Prior permission of the Commissioning / Sponsoring Manager and the facilities owner / manager;
- Completion of a Risk Assessment, which will ensure the suitability of the area for the work to be undertaken.
- Availability and suitability of the area.

Exceptionally, where Sky workshops or maintenance facilities are made available, a written record shall be kept by the Commissioning / Sponsoring Manager. The record shall contain a list of the areas made available, a report of its conditions, and copies of any risk assessments made. The record shall be signed by the Commissioning / Sponsoring Manager and an authorised representative of the contracting company. On completion of the work the Commissioning / Sponsoring Manager shall inspect the area against the original condition report, and provide the contracting company with a signed acceptance receipt.

### 3.26 STORAGE AREAS

The Commissioning / Sponsoring Manager and, where necessary, the Property department, will advise contracting companies of the permitted locations for any

Portacabins, containers or other temporary storage facilities before they arrive on site.

### 3.27 WELFARE

Sky canteen / restaurant and welfare facilities may not be used by the contracting company without prior permission from the Commissioning / Sponsoring Manager. Unclean work wear, including work boots / shoes, must not be worn in any Sky restaurant or welfare area.

Failure to comply may result in the withdrawal of the privilege.

### 3.28 DISCIPLINE

Contracting companies are responsible for the discipline and behaviour of their employees, including any sub-contractors. Sky's Commissioning / Sponsoring Manager will require the removal from site of any contracting company's employee or sub-contractor found acting in an unacceptable manner.

### 3.29 UNSAFE WORKING PRACTICES / CONDITIONS

Contracting companies are required to operate in a responsible and safe manner at all times. The Commissioning / Sponsoring Manager, the Property department, the Health & Safety department and any other persons authorised to act on their behalf have the authority to require the contracting company to stop work immediately in the event of unsafe practices or if unsafe working conditions exist.

Where it is evident that there is serious or imminent danger, any Sky employee has the duty to act by requesting that the work cease.

Sky also reserves the right to remove any contracting company and/or its employee(s) from site, and if necessary terminate the contract with the contracting company forthwith in accordance with its provisions. Such actions will jeopardise any future use of that contracting company by Sky.

### 3.30 ALCOHOL AND DRUGS

No alcohol or illegal drugs / substances shall be brought onto any sites managed or controlled by Sky. Anybody who in the reasonable view of the Company is under the influence of alcohol or illegal drugs / substances may be disallowed from attending work / site and be reported to their manager. Such actions will jeopardise any future use of that contracting company by Sky.

### 3.31 ENVIRONMENTAL PROTECTION

Nothing shall be discharged to drains, whether on Sky premises or not, unless clearance has been given by the Commissioning / Sponsoring Manager, the relevant Property department and, where necessary, the appropriate regulatory authority (e.g. the Environment Agency, the Scottish Environmental Protection Agency or the Local Authority).

All wastes, unless otherwise agreed, should be removed from site and disposed of in an environmentally sensitive manner by the contracting company (see also 'Housekeeping' section at 3.2.4 above).



## 4. EMERGENCY ARRANGEMENTS

### 4.1 EMERGENCY EVACUATION

The Commissioning / Sponsoring Manager and, where appropriate, the Property department (or an agent appointed to act on their behalf) will make the contracting company's personnel aware of the site specific rules, restricted areas and emergency arrangements.

In general (excluding live transmission areas), the following procedure should be followed in the event of a fire:

1. If you discover a fire or see smoke, raise the alarm by activating the nearest call point / break glass unit and initiate an evacuation.
2. Leave the building immediately using the nearest available fire exit. If necessary make safe your work area / equipment before you leave and shut all doors behind you.
3. Do not stop to collect personal belongings or use the lifts.
4. Only tackle a fire if you have been trained to use fire extinguishers and the fire is small. Remember: fire-fighting is much less important than your safety – don't put yourself at risk.
5. When you've reached a place safety, make sure the Fire Service has been called. Contact Security to check that this has been done.
6. Go to the designated assembly point for the building you are in and wait there until the all clear is given by the Fire Service and Security.

Contracting companies must ensure that their employees are aware of:

- Fire alarm alert signal and planned tests, along with assembly points and evacuation routes to be used in the event of an emergency;
- Any other evacuation arrangements in place (e.g. live transmissions, bomb alerts);
- The use / location of FM200 (or similar) fire suppression agents and the associated procedures for working in such areas and emergency evacuation.
- The identity of any Sky staff nominated to assist in evacuation procedures.

It is the duty of the contracting company to bring this information to the attention of all sub-contractors.

### 4.2 FIRST AID

Contracting companies are expected to provide first aid facilities and trained personnel for its employees in accordance with statutory requirements, unless written agreement is reached with the Commissioning / Sponsoring Manager that Sky facilities and resources may be used.

### 4.3 ACCIDENT, INCIDENT AND NEAR-MISS REPORTING

In the event of an accident occurring, however minor, in connection with any work being carried out by the contracting company on Sky premises, the Commissioning / Sponsoring Manager, or their nominated representative, must be notified at the time of the accident. The Health & Safety department must also be notified as soon as possible.

In the event that immediate emergency assistance (e.g. fire, medical, security) is required contractor company personnel can dial Sky's internal emergency telephone number (x7777 in Osterley, x5555 in Dunfermline and Livingston, or x8032 in Chilworth). This number is permanently staffed by local Security personnel. Other site specific numbers / procedures may exist and these should be communicated on initial induction to the site.

All accidents, incidents and near-misses involving contractors should be reported by the Commissioning / Sponsoring manager on the Sky On-Line Accident Reporting System (SOLARS) which can be accessed via the People Portal.

If a notifiable accident (as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995) occurs on site, and the injured party is an employee of the contracting company, it is the responsibility of the contracting company to notify the relevant enforcing authority in accordance with RIDDOR.

In the event of a dangerous occurrence (as defined by RIDDOR) in connection with any work being carried out by the contracting company on Sky premises, it is the responsibility of the contracting company to notify the relevant enforcing authority in accordance with the Regulations. The Commissioning / Sponsoring Manager, or their nominated representative, must be notified at the time of the dangerous occurrence.

Sky reserves the right to investigate all accidents and dangerous occurrences on its premises in accordance with the Company's Policy and Code of Practice and expects any contracting company to co-operate fully and openly in such an investigation.

## 5. SAFETY CHECKLISTS

### 5.1 FOR SKY COMMISSIONING / SPONSORING MANAGERS

- Ensure that the contracting company (and its personnel) has been issued with Sky's 'Health & Safety Contractors Working on Sky Premises Guidance (this document).
- Ensure the contracting company is made aware of any operational hazards at the premises.
- Obtain a copy of the contracting company's Risk Assessment / Method Statement before the commencement of works. If necessary these should be forwarded to the Health & Safety Department for review and approval.
- Ensure the timely notification of all relevant / affected departments or managers.
- Ensure that all contracting company's personnel are signed in and receive all necessary health and safety induction information, including site rules and procedures, fire alarm information, restricted areas and emergency evacuation arrangements.
- Ensure contractor security passes are carried and displayed at all times.
- When ready, authorise the contracting company to start work.
- Where appropriate, ensure that any necessary Permits to Work have been obtained before work commences.
- Monitor the health and safety performance and standards displayed by the contracting company during the term of the works. Report to the contracting company any non-compliances and deviations away from their risk

assessment. Significant unsafe acts or conditions should also be reported promptly to Sky's Health & Safety Department.

- Ensure all accidents and incidents are reported through the Sky On-Line Accident Reporting System and are investigated accordingly.

### 5.2 FOR CONTRACTING COMPANIES

- Ensure all personnel receive and read a copy of Sky's 'Health & Safety Contractors Working on Sky Premises Guidance document.
- Complete and submit a suitable and sufficient Risk Assessment and Method Statement for the work to be undertaken.
- Appoint an on-site works supervisor and conduct a tool box talk / works briefing before starting.
- Ensure all personnel are signed in and receive a health and safety induction briefing.
- Ensure a formal Authorisation to Work permit is obtained before the commencement of works.
- Ensure a Permit to Work is issued for all works requiring one.
- Ensure safety signs and barriers are provided as required.
- Ensure any hazardous areas are cordoned off and staff are advised.
- Ensure escape routes and exits are free from obstructions, and fire doors kept closed.
- Ensure all fire extinguishers are kept accessible.
- Ensure all walkways are free from obstruction.
- Ensure all extension leads and trailing power supplies are safely managed.
- Ensure COSHH assessments and Material Safety Data Sheets are available.
- Ensure tools and materials are contained in the designated area.
- Ensure the work activity does not create potential hazards, e.g.
  - high-level working (where there is a risk of falling)
  - hazardous substances
  - temporary electrical working
- Ensure the integrity of any fire detection and alarm system.
- Ensure the safety of staff and the general public.
- Ensure that all relevant site records are kept up to date.
- Ensure that unacceptable levels of noise, fumes or dust are avoided.
- Ensure that all necessary Personal Protective Equipment or work clothing is provided and worn.
- Ensure that safety systems of work are re-appraised should be the nature of the works significantly change.
- At the completion of works ensure that the worksite is made safe and tidy.
- That any accidents, incidents or near-misses are reported to the Sky Commissioning / Sponsoring Manager, or their nominated representative and the Health & Safety Department. An appropriate investigation must also be undertaken.

## **CONTRACTOR RULES FOR WORKING IN SKY BUILDINGS**

It is imperative that ALL rules are respected and that protocols are observed at all times.

1. THE PRINCIPAL CONTRACTOR ON SITE MUST RECEIVE A SKY / MITIE INDUCTION BEFORE COMMENCING ANY WORKS. THIS IS ARRANGED THROUGH SKY H&S. IT IS THE RESPONSIBILITY OF THE PRINCIPAL CONTRACTOR TO ENSURE THAT ALL SITE RULES AS DETAILED DURING THE SKY / MITIE INDUCTION ARE INCORPORATED INTO THEIR OWN INDUCTION AND DELIVERED ACCORDING TO THEIR CONTRACTORS.
2. ALL NOISY WORKS MUST TAKE PLACE BETWEEN PRE-DETERMINED HOURS.
3. ALL HOT WORKS (WELDING, BRAISING ETC.) MUST TAKE PLACE BETWEEN PRE-DETERMINED HOURS WITH A VALID PERMIT TO WORK IN PLACE.
4. ANY WORKS REQUIRING ALTERATIONS TO THE FIRE SAFETY SYSTEM (SPRINKLER, PAVA, FIRE DETECTION) MUST BE AGREED BY SKY PROPERTY M&E AND MUST TAKE PLACE BETWEEN PRE-DETERMINED HOURS
5. ALL MOVEMENT OF MATERIALS TO THE WORKS AREA MUST BE PLANNED AND TIMINGS AGREED BY SKY H&S AND THE PRINCIPAL CONTRACTOR.
6. MATERIALS MUST BE BROUGHT TO THE SITE BY THE DESIGNATED ROUTE AS AGREED AT THE BEGINNING OF THE PROJECT.
7. FIRE ALARM / SPRINKLER ISOLATIONS WILL ALL NEED TO BE REQUESTED AND APPROVED BY SKY AT LEAST 48 HOURS IN ADVANCE OF THE WORKS COMMENCING.
8. FOR ALL THE ABOVE WORKS, RISK ASSESSMENTS AND METHOD STATEMENTS MUST BE SUBMITTED TO SKY FOR APPROVAL.
9. THE PRINCIPAL CONTRACTOR IS RESPONSIBLE FOR ALL THEIR SUBCONTRACTORS ON SITE AND MUST ENSURE THAT THEY ARE WORKING IN ACCORDANCE TO THEIR RAMS.

**The above rules must be communicated and included in inductions to all sub-contractors under the supervision of the Principal Contractor.**

**ANY CONTRACTORS FOUND TO BE IN BREACH OF ANY OF THE ABOVE WILL BE ASKED TO LEAVE SITE IMMEDIATELY.**