

## **APPENDIX 2 Contractor's Regulations**

The following are to be followed by all contractors working for Shaftesbury plc.

### **Considerate Constructors Scheme (CCS)**

If the scheme is above the threshold of £75,000 the contractor should ensure that the scheme is registered with CCS and comply with all of the requirements as appropriate. In addition, contractors are encouraged to register as a company with the scheme and follow the principles for all development.

### **Scaffold**

- a) No scaffold to be erected without prior notice and only between the hours of 8:00 am and 12 noon Monday to Friday.
- b) At least 14 days notice to be given to Contract Administrator before scaffold is erected.
- c) All scaffolds to be alarmed as soon as first lift is erected . Alarm to cover top lift and bottom lift including outside the scaffold at first lift level, and ends.
- d) The scaffold alarms are to be linked to a monitoring station and the contractor is to make their own arrangement in respect of any call outs.
- e) All scaffold to be lit in accordance with Westminster's requirements. Additional lights shall be provided as agreed with Contract Administrator.
- f) Scaffold standards are to be painted white and are generally not to be boxed in, except where stated by the Contract Administrator.
- g) Signage shall be provided for the tenants as agreed with Contract Administrator.
- h) All scaffolds to be safe and secure at the end of each day even if only part complete. Any incomplete scaffold shall be adequately signed as such. Scaffold to be alarmed by the end of day one before leaving site.
- i) No scaffold poles, clips or boards are to be left in the street.
- j) Scaffolding structures should be erected immediately prior to commencement of work and dismantled immediately on completion.
- k) All ladders and climbing aids must be removed nightly from the scaffold structure and securely locked away, or if this is not possible they should be chained and locked in horizontal position, covered by alarm.
- l) If a licence is required for the scaffold a copy of the licence and conditions shall be kept on site and must be shown on demand to council officials or police.
- m) Scaffold is only to be erected in accordance with Contract Administrator's plans and elevations to be incorporated in every tender document. Any variation from this is to only be by prior agreement with Contract Administrator. Prior agreement to be at least fourteen days prior to erection.

## **General**

- a) The contractor shall show consideration to occupiers of neighbouring properties and local communities.
- b) No vehicles in pedestrianised streets after 11 am.
- c) All rubbish and debris to be removed only between 8am and 11am.
- d) No skips shall be permitted.
- e) The street outside the site and common parts shall be cleaned each night.
- f) Shopfronts to be washed down on regular basis.
- g) Contractors signboards shall not be permitted.
- h) Rubbish/debris shall not be stored on the street or common parts but shall be loaded directly from the site or scaffold.
- i) At least 48 hours notice shall be given to the Contract Administrator of any disruptive work. This includes noisy and dirty works. This is to allow adjacent tenants to be notified accordingly.
- j) Operations on site shall be confined only to the contract area.
- k) The contractor shall keep a full register of visitors to the site and insist on the use of hard helmets and appropriate safety equipment.
- l) The contractor shall comply with any other additional requirements set out in the tender documents or pre-tender health and safety plan.
- m) The contractor shall register with Community Repaint Scheme for disposal of unused paint.
- n) Ensure that all contracts above the legal threshold complete an appropriate Site Waste Management Plan.

## **Exceptions**

The above rules shall be complied with at all times except where health and safety of operatives and/or occupiers and other persons may be jeopardised.

If the contractor in other circumstances wishes to carry out works not in accordance with the above regulations at least 48 hours notice shall be given to the Contract Administrator giving full reasons and an alternative method of working.