



NOTICE TO CONTRACTORS

All contractors working on Thirteen owned properties or land must read the following statement and confirm that they can and will work safely at this site and comply with the rules stated.

General Rules

All contractors working on site shall note and comply with the following:

- Instructions to the contractor to sign in and out of the building
- Work of any kind must not be started until the contractor is in possession of a valid Permit to Work.
- Read and adhere to any of the site Health and Safety and Security Procedures and ensure that all his employees, sub-contractors and agents are fully conversant with the arrangements.
- Adhere to the site fire precautions and evacuation procedures.
- The contractor must have in place adequate insurance protection to meet their legal liabilities in full while on the site and any liability arising there from.
- Park your vehicles only in the designated areas. Vehicles and contents parked at owner's risk.
- Obey site traffic signs.
- Smoking, eating, and drinking are not allowed anywhere but in the designated areas.
- Remove all rubbish and building materials as used or resulting from work carried out.
- Personal protective clothing must be always worn.
- You have provided the group with appropriate Health and Safety documentation to carry out the task i.e., method statements and risk assessments required 5 days before work is to commence

Additional Rules

- Extra safety precautions and systems of work may apply when working in some areas or when doing some types of work.
- Entry into electrical switch rooms will need written authority and any isolation must be agreed with the Asset team.
- Digging or excavating will require to be noted in advance on the Permit and approved by Thirteen.

Specific Fire Safety Rules

- You must ensure that you have read and fully understand the evacuation procedure for the building.
- Familiarise yourself and your staff with the location of all fire escape routes before any work commences and find out if a drill is expected on the day that you will be in the building.
- Establish who will call the fire brigade in the event of a fire or other emergency.
- That any staff working on site have a copy of your company's safety instructions.
- If any of the work that you are carrying out involves breaking holes through walls running cables you must ensure that you leave the building in the same condition that you found this in. You must ensure that proper reinstatement of the passive fire protection is executed.
- You must ensure that any fire stopping is carried out by third party accredited contractors who are members of FIRAS or BRE schemes. They must only use third party approved products only. **The use of fire resistant/retardant foam is only accepted if it has been applied as per manufacturer's instructions and thirteen only accepts it if used as a backing material for a fire tested approved product.** Areas that you will be working in will be checked and if found that fire stopping has been incorrectly applied you will be called back to put right or charged for reinstatement of the passive fire protection. Details of any products used for fire stopping must be supplied.

NB There may be exemptions in relation to ensuring fire stopping is carried out by third party accredited contractors. Any exemptions must seek prior approval from the groups Asset Team who will confirm if the proposed method of fire stopping is acceptable.

By signing the application declaration, you confirm that you have read this notice, accept the above and all responsibility for your own employees' safety and the safety of any other contractors under your supervision at the site.