



**OSS SUBCONTRACTOR**

**CODE OF PRACTICE**

**March 2022**

## Introduction

**OSS** (Off-Site Solutions) is a trading division of Algeco UK Limited, offering offsite permanent structure design and modular building solutions in the UK.

The purpose of this **Code of Practice** is to set out rules and procedures that will apply to all OSS projects in order to ensure that work is carried in a controlled manner, in accordance with our health and safety policy, our IMS Procedures, the principles of the Considerate Constructors Scheme and site specific construction phase health and safety plans and site rules.

All Subcontractors on our approved subcontractor register will be expected to sign up to this Code of Practice and to comply with it on each and every contract on which you are appointed. It is one of our Mandatory Policies and forms part of your contract with us.

This Code of Practice applies to any site that you attend in connection with any OSS project, including construction sites, the OSS manufacturing site and any other Algeco or customer site.

**All capitalised words and abbreviations used in this Code of Practice are defined in our contract with you or in the Glossary to be found at the end of this document.**

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## Competence

Under the Construction (Design and Management) Regulations 2015 we have a duty to verify that its Subcontractors are competent and Subcontractors have a duty to verify that all operatives employed are competent to carry out their specific tasks.

As part of our vendor assessment procedure all prospective subcontractors are therefore required to complete a competence questionnaire, which is then checked and signed off by our senior management before each Subcontractor is appointed and the subcontract order placed.

We have also mandated that all operatives entering OSS sites will, as an absolute minimum, have passed the CSCS test and hold CSCS cards appropriate to their individual level of skill.

Over and above this minimum standard, Subcontractors will ensure that all operatives are competent to carry out the specific tasks, and to use power tools and plant, allocated to them and where appropriate hold the necessary qualifications and certificates required by statutory legislation. Evidence of competence / certification will be required at the site induction process and copies will be held on site by the site manager.

Individual method statements produced by Subcontractors are to specify the level of competence that operatives undertaking the task should possess and the operatives allocated to the specific task should sign the method statement to signify that they have the necessary skill and competence.

On particularly sensitive sites or in instances where work is being carried out in close proximity to children, operatives may be required to provide an up to date criminal records certificate.

## Supervision and Management

The Subcontractor will ensure the manager of the subcontractor is trained and competent to OSS SMSTS.

If the Subcontractor is attending the construction site with less than three men one of the men must at a be a supervisor and hold as a minimum the SSSTS qualification

If the Subcontractor's workforce is constructed of separate teams, each team will be managed by a supervisor, trained and competent to SSSTS

## Quality Management

OSS operates a quality management system that is accredited to BS EN ISO 9001, and has formalised procedures in place to maintain this accreditation.

Each site manager has a copy of those procedures that apply to site operations and Subcontractors are expected to fully comply with the general principles and to cooperate with site audits by our management and consultants.

Each contracts manager will produce a contract specific test and inspection plan setting out the stages of construction at which joint inspection of work carried out is to be undertaken by the OSS site manager and the Subcontractor's representative. Any work found to be defective is to be immediately rectified and re-inspected before the relevant section of the plan is signed off by both parties. In certain instances our customer's representative may wish to be involved in this process. Any tests required to comply with the plan, including provision of sample materials or workmanship, are to be carried out and /or provided free of charge by the Subcontractor.

Any materials delivered to the site, for incorporation into the Subcontract Works, that are found to be defective must not be used and must be placed in the quarantine area.

## Considerate Constructors Scheme

All OSS projects exceeding £500,000 in value and where OSS are the principal contractor, are registered under the **Considerate Constructors Scheme**.

Sites and companies that register with the CCS sign up and are monitored against a code of considerate practice, designed to encourage best practice beyond statutory requirements.

The CCS is concerned about any area of construction activity that may have a direct or indirect impact on the image and standards of the industry as a whole. The main areas of concern fall into three main categories: the environment, the workforce and the general public.

A CCS auditor will visit site once or twice during the progress of a contract and will audit standards of performance against their 8 point code of practice, namely: consideration, environmental awareness, cleanliness, good neighbouring, respect, safety, responsibility and accountability.

As the results of these audits are used in meeting BREEAM requirements and in assessing performance when tendering for future works, we expect all Subcontractors to sign up to the principles of the CCS and to take an active part in complying with the eight point plan.

### Site Induction

All Subcontractor operatives arriving on the construction site or factory for the first visit must report to the site agent / manager, sign the attendance register and receive a site specific site induction.

Where OSS is not the principal contractor of the construction site, the induction may be delivered by the principal contractor

On all subsequent visits your operatives must report to the site office and sign the attendance register. They must also sign out when leaving site.

The site specific induction will cover the nature of the contract, any known hazards, any restricted access, the site rules, details of site facilities and emergency procedures. Operatives are required to show their CSCS cards (mandatory on all OSS sites) together with proof of competence / certification for the tasks they are employed to carry out. They will also be required to demonstrate an understanding of task specific method statements and risk assessments and to sign the documents to signify their understanding.

After completion of the induction your operatives will be required to sign the site induction form.

On particularly sensitive sites where work is being carried out in close proximity to children and the public, operatives may be required to wear visibly at all times on the site, photographic identity badges issued by the site manager.

### Safe Systems of Work

A copy of the relevant parts of the Construction Phase Health and Safety Plan will be issued to all Subcontractors with their official order. The Algeco group Health and Safety Policy and manuals will be integrated into the plan. A copy will also be held on site by the OSS site manager and will be available to all Subcontractors on request. Subcontractors must comply fully with the construction phase health and safety plan and the Algeco health and safety policy.

All Subcontractors must prepare project specific risk assessments and method statements and submit them to our office for approval 14 days prior to commencement of your Subcontract Works. Generic documents will not be accepted.

Subcontractors must ensure that all work is carried out in accordance with all legal and statutory requirements including, but not limited to, the Working at Height Regulations 2005, Manual Handling Regulations, and CDM Regulations

No work will be allowed to commence before risk assessments and method statements have been approved in writing and signed by the operatives carrying out the works.

COSHH assessments will be required for all Subcontractor supplied materials and products.

Permits to work will be required and should be requested from the OSS site manager for the following activities:

- Excavation (permit to dig)
- Hot works
- Work in confined spaces
- Work involving live electricity
- Use of ladders and step ladders and 'hop ups'

Subcontractors are responsible for supervision of their own works by appropriately skilled and qualified staff.

**NOTE** – Where Subcontractors are providing 10 or more operatives to any one site you must also provide a suitably qualified first aider.

When requested to do so Subcontractors must attend site progress meetings, health and safety meetings / briefings and tool box talks.

All accidents, incidents, dangerous occurrences or near misses, no matter how insignificant must be reported immediately to the OSS site manager.

### Management of Health and Safety

You must ensure that you employ a person / company / consultant who is competent to provide health and safety advice as required by the Management of Health and Safety at Work Regulations. You must ensure such person manages your workforce safely and monitors their work by using the competent health and safety resource. The frequency of the monitoring process which will include site inspections will be determined on the risk of the work and duration.

Regular inspections will be required to be conducted by the OSS site manager and the Subcontractor's manager with a record made of the inspections including any relevant actions required to be taken.

The frequency of inspections will be determined by the risk of the work conducted by the Subcontractor and the duration of the project and relevant works.

### Fit for Work

You must ensure your employees are fit to carry out the work you employ them to do. This will require the work to be risk assessed for the hazards which are inherent to the work which the Subcontractor is conducting.

For example – working at height, use of mobile plant and equipment, use of hot works, works which create air borne dust

### Tools and Equipment

With the exception of fixed scaffolding, scaffold towers, general crane and forklift trucks and general lighting, all task specific tools, tackle equipment and plant necessary for their element of the works, are to be provided by Subcontractors and the cost will be deemed to be included in the Subcontract Sum.

All plant and equipment brought to site or hired in is to be supported by current test certification including PAT testing for electrical tools and equipment.

The operative using the plant and work equipment must be qualified and competent in its use. Proof of competence will be required to be shown to the OSS site manager as requested.

All power tools are to be either 110 volt or battery powered.

Specialist tools which are 240 volt will only be allowed on site with permission of the OSS site manager, fitted with a RCD accompanied with a specific risk assessment

Hand held or guided tools are to be selected with the lowest possible vibration and noise levels.

Use of powered saws require to be fitted with dust extraction to reduce the hazard of air born dust

Ladders are permitted for access only. They must be securely tied or footed by another operative when in use. No painted ladders will be allowed.

No stepladders are permitted on OSS sites unless their use is justified via a site specific risk assessment which has been approved by our project management team. A permit to work must be issued for all step ladders. The risk assessment must determine why alternative means of working at height, such as mobile towers or podium cannot be used.

Mobile scaffold towers are ONLY to be erected and altered by PASMA certified operatives. Any scaffold towers already erected by others are to be inspected by a PASMA certified operative before being used. If the mobile tower is in position for more than 1 week the competent PASMA certified operative must inspect the tower and complete the SCAFTAG form to be attached to the mobile tower.

Under no circumstances must any alterations to standing scaffolding be made other than by the appointed scaffolding subcontractors. Standing scaffolding can only be used if labelled as safe to use. If there is any doubt regarding the safety status of scaffolding the Site Agent should be consulted. The scaffold will be erected to the TG20:13 guidelines

### Personal Protective Equipment

As an absolute minimum, all operatives entering an OSS site must wear a safety helmet, safety footwear, light eye protection and a high visibility waistcoat.

In order to maintain a corporate image and ensure that equipment of an acceptable standard is in use, safety helmets and waistcoats marked with the company logo will be made available by OSS. Safety footwear, light eye protection and task specific PPE including waterproof clothing is to be provided by the Subcontractors.

Subcontractors will be permitted to provide helmets and work wear bearing their own company logo but under no circumstances will logos of any third party / main contractor be accepted.

The requirement for task specific PPE will be assessed by the Subcontractor as part of the risk assessment and method statement process and operatives are to be fully informed of PPE requirements during task briefing.

There may be occasions when OSS tell you that further PPE, such as hearing protection may be required. This PPE must be provided by the Subcontractor prior to commencing works.

The Subcontractor will ensure when using RPE that a 'Fit Test' has been conducted, the operative is trained and the correct type of RPE is being used

## Environmental Management and Waste Control

OSS operates an environmental management system that is accredited to ISO14001.

This requires all of our employees and Subcontractors to work within the parameters of the system and to cooperate with any procedures or initiatives that are in place.

An environmental aspects and impacts register is completed for all projects where Algeco is Principal Contractor. All Subcontractors are expected to assist in completing the assessment, provide information regarding their works and possible impact on the environment and to comply with any restrictions that are implemented prior to and during the project.

A site specific site waste management plan will be prepared for each contract by the contract manager, a copy of which will be held on site by the OSS site manager.

All Subcontractors will be expected to assist in the preparation of the plan by identifying the types and quantities of waste that are likely to be produced by their element of the works.

Details of the plan will be made available to each Subcontractor with his official order.

Dedicated skips will be hired in for each of the waste materials identified in the plan to maximise potential for recycling and reduce the quantity of waste being disposed of to landfill.

All Subcontractors are expected to clear away, and deposit in the skips provided, the waste generated by their own operations. This must be carried out in a sensible manner to limit the number of skips required by compacting waste as much as possible.

General labour provided by OSS is for the purpose of general site cleanliness and not for clearing away Subcontractors' waste. In the event of a Subcontractor failing to manage its own waste, resulting in clearance by our general labour, a contra charge may be levied.

## Behaviour and Conduct

All operatives and visitors to site must report to the OSS site manager and receive a site induction and sign the attendance register before entering the site, and must sign out when leaving site.

All operatives have responsibility for their own safety and the safety of fellow workers, especially those new to the site, and must refrain from horseplay, abuse of welfare facilities and be positive in suggesting ways of eliminating hazards.

All operatives must use correct tools and equipment for the job, use safety equipment and wear protective clothing as prescribed in method statements and risk assessments and avoid improvisation which could expose them to unnecessary risk. As an absolute minimum safety helmets, safety footwear and high visibility waistcoats must be worn at all times except in the site cabins.

Any operative who does not feel competent to carry out a specific task must inform the OSS site manager and seek further advice.

All accidents, near misses, incidents or dangerous occurrences must be reported to site management including any defective plant or equipment or any obvious health risks.

In the event of a serious fire, operatives are instructed to vacate the area immediately and raise the alarm to warn others. All operatives should meet at the designated fire point. The Site Agent will contact the emergency services and isolate the area.

Should the fire be of a minor nature, fire fighting equipment is provided on site in noted locations and in the site cabins.

Whilst on site appropriate clothing must be worn at all times - i.e. no shorts, bare tops or vests. A T-shirt is minimum upper body clothing) in hot weather.

The use of radio, personal stereos mp3 players and similar devices is not allowed.

The use of a mobile phone is only allowed in designated safe area identified by the OSS site manager.

All food and refreshments are to be consumed within designated areas. Hand washing facilities are provided to enable operatives to exercise good hygiene.

Operatives must refrain from using language that could cause offence to others.

All working areas to be kept tidy and all rubbish is to be deposited into designated skips.

Operatives must avoid direct contact or fraternisation with staff, patients, pupils or the general public associated with buildings on or adjacent to our sites.

Smoking is prohibited on site and in the site cabins and will be restricted to designated smoking area. Sites that the Client has designated as totally smoke free will have a total smoking ban.

Alcohol and drugs are prohibited on all Algeco sites. Random testing or “for cause” testing following incidents or suspected substance abuse for drugs and alcohol may be carried out without notice.

Any person suspected to be under the influence of drugs and alcohol will be removed from site

No one under 18 years of age will be permitted to work on the site

Young and inexperienced workers to be fully supervise, by their relevant supervisor / manager. Our site manager will ask for the relevant young persons risk assessment for inclusion in the Construction Phase Plan.

OSS operates a red and yellow card warning system for breaches in environmental, health & safety compliance to site rules.

### Facilities Provided by OSS

The following facilities are provided to Subcontractors on each contract, charges, if any, are to be negotiated at pre-contract stages:

- Site welfare facilities including toilets, mess, drying room and showers.
- Mess will generally include hot and cold drinking water, fridge and a microwave oven.
- First aid facilities are available in the site office. The OSS site manager will always be a qualified first aider.
- Fixed scaffolding
- Scaffold towers
- Access lighting
- Site power at 110v to a single designated point
- Mains water supply to a single designated point
- Reasonable use of forklift truck and driver
- Reasonable use of crane and driver when available. (Please note: if specialist crange is to be provided by the Subcontractor this will be stated on the Order)
- Fire extinguishers (Please note: Subcontractors carrying out hot works will be required to provide task specific fire extinguishers)

Subcontractors are expected to make use of these facilities in a safe and responsible manner and not interfere with, alter or damage any of the equipment provided.

### Plant and Equipment Competency Requirements

A variety of plant and equipment is used on our constructions sites. The following table highlights some of the common items and the relevant training required by OSS.

Item of Equipment	Evidence of Competence Required
Mobile Tower Scaffold	PASMA
Mobile Elevated Platform	IPAF 3a or relevant CPCS card
Mobile Elevated Boom	IPAF 3b or relevant CPCS card
Push Around Vehicle (PAV)	IPAF 3a, 3b or PAV
Excavator 180° below 5 tonnes	Relevant CPCS Card*
Excavator 180° above 5 tonnes A10	Relevant CPCS Card*
Rough Terrain Masted Forklift	Relevant CPCS Card*
Forklift Side-Loader	Relevant CPCS Card*

Industrial Forklift Truck	Relevant CPCS Card*
Telescopic Handler	Relevant CPCS Card*
Slinger/ Signaller	Relevant CPCS Card*
Excavator 360° below 10 tonnes	Relevant CPCS Card*
Mobile Crane	Relevant CPCS Card*
Appointed Person - Lifting Operations	Relevant CPCS Card*
Abrasive Wheel/Chopsaw	ROSPA or other recognised training body
Scaffolder	NASC membership, relevant scaffolder / advanced scaffolder card
Safety Net Rigging	FASET membership

**\* NOTE – OSS will only accept CPCS as evidence of competence.**

### Insurance

The Subcontractor will comply with the insurance requirements of the Subcontract, and produce on demand, if requested, the policies of such insurances, together with receipts for premiums.

In case of neglect by the Subcontractor to effect the insurances, the Contractor will be at liberty to insure on behalf of the Subcontractor and to deduct the premium so paid from any monies due or becoming due to the Subcontractor.

### Subcontractor use of second tier subcontractors

The Subcontractor will not sub-subcontract works to a second tier contractor without the permission of Algeco. Any second tier subcontractor must be:

- An existing Algeco approved subcontractor
- Hold one or more of the following accreditations, Safe Contractor, CHAS or Achilles Building Confidence. (Note a valid certificate is required as evidence).

Proof must be provided that the you have operated a sub contract approval system in line with Algeco requirements.

### Payment

The payment provisions in the Subcontract apply.

All interim payments will be on account only, and these will not be held to signify approval by the Contractor of the whole or any part of the works executed nor will any final payment prejudice any claim the Contractor may have against the Subcontractor in respect of any works, either for making good any defects appearing before the expiry of the defects liability period or otherwise.

If the Subcontractor fails to comply with any of the conditions of any Subcontract, the Contractor reserves the right to suspend or withhold payment of any monies due or becoming due to the Subcontractor.

The Contractor also reserves the right to deduct from any payments certified as due to the Subcontractor and/or otherwise to recover the amount of any bona fide contra accounts and/or other claims which he, the Contractor may have against the Subcontractor in connection with any other contract.

The Contractor further reserves the right to set-off costs incurred under any subcontract from other sums due to or owed to the Subcontractor under any other subcontract, framework agreement or purchase order entered into between the Subcontractor and the Contractor (or any other contractor which is an affiliate, subsidiary or parent company of the contractor as such terms are defined by the Companies Act 2006).



## Variations and Extra Work

The variation provisions in the Subcontract apply.

The Subcontractor will not undertake work involving a variation or extra work without previous authority from the Contractor.

### Daywork

No daywork for any variation will be permitted except where, in our opinion or that of the Employer's surveyor for the project, it would be unfair to value such work at other than daywork rates.

Where the Subcontractor considers he has claim to daywork, due notice must be given to us prior to its execution in order to facilitate checking the time and materials expended thereon, and all work done must be recorded on a daywork sheet together with the labour material and plant resources utilised to carry out the work. All daywork sheets will be completed and given to us or the Employer's site manager on the day the work is executed.

The signature of the site foreman will not be recognised as authorising or approving daywork sheets, nor be considered conclusive evidence either as to hours worked, or materials supplied, unless written confirmation is received from the duly authorised OSS site manager.

Where work is agreed to be carried out on a daywork basis, payments for such work will be made upon the net cost of wages and/or allowances properly payable under the appropriate working rule agreement for the construction industry to workmen actually and necessarily engaged upon the work, plus the percentage addition for labour agreed, and upon the net cost of materials provided by the Subcontractor, plus the percentage addition for materials agreed. If no percentage is agreed, the addition to labour and to materials will be agreed between the Subcontractor and the Contractor and failing agreement, will, subject to any provision to the contrary in any Subcontract, be determined by the Employer's Surveyor.

The foregoing percentages will be held to include all national and other insurances and holidays with pay contributions, use and waste of non-mechanical plant, sharpening of tools, foreman supervision and all overhead charges and profits.

Glossary

<b>BREEAM</b>	an international scheme that provides independent third party certification of the assessment of the sustainability performance of individual buildings, communities and infrastructure projects
<b>Code of Practice</b>	this OSS Subcontractor Code of Practice, as may be revised by us from time to time and a copy available on request
<b>Considerate Constructors Scheme, or CCS</b>	the not-for-profit, independent organisation founded in 1997 to raise standards in the construction industry, details of which can be found at <a href="http://www.ccscheme.org.uk">www.ccscheme.org.uk</a>
<b>Construction Phase Plan</b>	the construction phase health and safety management plan required on all projects under the Construction (Design and Management) Regulations, which apply to every construction project, regardless of size or duration, commercial or residential. It will include details of the work that is being done, the project team and emergency arrangements.
<b>COSHH</b>	Control of Substances Hazardous to Health
<b>CPCS</b>	Construction Plant Competence Scheme
<b>Employer</b>	the person named as Employer in the Main Contract
<b>IMS Procedures</b>	Algeco's Integrated Management System procedures
<b>Main Contract</b>	the contract between us and the Employer for carrying out the Main Contract works
<b>OSS, Algeco, Contractor, we, us, our</b>	Offsite Solutions, a trading division of Algeco UK Limited
<b>PASMA</b>	the prefabricated access suppliers' and manufacturers' association
<b>PPE</b>	personal protective equipment
<b>Principal Contractor</b>	the person appointed as Contractor or such other person appointed by the Employer under the Main Contract
<b>RCD</b>	residual current device - a sensitive safety device that monitors the electric current passing through a device and switches off electricity automatically if there is a fault
<b>RPE</b>	respiratory protective equipment
<b>SCAFTAG</b>	scaffolding tagging to identify when the last formal inspection was completed
<b>SMSTS</b>	OSS site managers safety training scheme
<b>SSSTS</b>	Site Safety Supervisors Training Scheme
<b>Subcontractor, you, your</b>	the subcontractor identified in our Order who is to supply subcontract services to us
<b>TG20:13 guidelines</b>	industry good practice guidance for tube and fitting scaffolding from the National Access and Scaffolding Confederation