

Mandatory requirements upon acceptance of a Subcontract Order;

Health, Safety and the Environment

1. All subcontractor/contractors are required to ensure they work in accordance with the requirements of the Health & Safety at Work etc. Act 1974 and subordinate legislation, in particular the Construction (Design and Management) Regulations 2015. You **must** provide us with suitable and sufficient risk assessments. All such assessments should be made available to us a minimum of 7 days in advance of work commencing, to allow the Contracts Manager time to review the documents and request any reviews. If the work process involves the use of hazardous substances, then suitable COSHH assessments must be submitted. Our site rules must be complied with at all times. You may be required to provide information for inclusion in the health and safety file. You should provide this within the specified clients requirements.

2. Asbestos

Prior to commencing work on site **all subcontractor/contractors** must be trained to a minimum of Category A (asbestos awareness training). When required a refurbishment and demolition survey will be commissioned. The findings of which will determine what action is taken by the client. Action may include the removal from site of known asbestos containing material. However, this is not a guarantee all ACM's have been identified. Site workers should always remain vigilant to the risks presented by asbestos. Should you require any further information please do not hesitate to contact the contract manager or site manager. You will be made aware of the findings of the asbestos report at the site specific induction.

3. Labour Only (all site operatives)

In line with our company policy all labour only workers are required to take an unpaid break of 30 minutes on any day where they work in excess of five hours and an additional 15-minute unpaid break on any day when 7 or more hours are worked.

4. Personal Protective Equipment

All subcontractor/contractors must ensure all operatives/visitors wear personal protective equipment that has been identified by risk assessment as being an appropriate control measure. Minimum standards are;

- High visibility jackets or waistcoats
- Safety footwear
- Additional PPE identified in your risk assessment

Site Rules

1. Personnel must have company identification when attending site or access will be denied.
2. This site will be strictly a non-smoking zone anyone found in breach of this will be removed from site.

3. The listening to radios is strictly prohibited anyone found listening to radios will be removed from site.

Project Information

1. All documentation provided on this project **MUST** be treated as confidential, treated as such and disposed of accordingly.
2. Please contact contract manager should you require any further information on the following:
 - a) Site visit if required
 - b) Drawings
 - c) Programme dates

Anti-Bribery

Murray & Willis Limited expects from its employees, and all others that represent it, the highest standards of integrity and conduct in all matters concerning the Company. Employees must not subordinate their duty to their private interests or place themselves in any position where their responsibilities towards the Company might conflict with their private interests or give grounds for suspicion in this regard. The Company looks to its employees to exercise scrupulous care at all times in these matters, particularly in relation to the following:

- Gifts, favours and hospitality;
- Share dealing;
- Financial and business interests;
- Official information

In all circumstances, all employees and others who represent the Company must adhere strictly to this policy and the associated procedure. Failure to do so will result in summary dismissal and may result in criminal prosecution.

Contract Terms

Please refer to our Subcontract General Terms and Conditions which can be found by using this link:
<http://www.murrayandwillis.co.uk/policies>