



L O N D O N
BIGGIN HILL
A I R P O R T

Contractors' Guide to
Working at
Biggin Hill Airport
**(Including Biggin Hill Airport
Contractors/Tenants)**

Rules, Requirements and Arrangements



FOREWORD

The purpose of this document is to detail the minimum health and safety rules, requirements and procedures that the Contractor must adopt, whilst carrying out works at Biggin Hill Airport in any area under the control of Biggin Hill Airport.

Biggin Hill Airport has a duty to assess the risks posed to the health and safety of its Employees and others who use the Airport. This guidance sets out the framework for managing all Contractor activities at the Airport either those directly employed by the Airport or those employed by a Tenant/Third Party; who will work on the Airport premises or sites for which the Airport has a responsibility.

REVISION REGISTER

Revision No	Date	Name	Revision Details
1	03/03/2021	B Spiers (Head of Safety and Compliance)	Initial Issue

CONTROL OF CONTRACTOR GUIDANCE

1. Introduction

This guidance intends to provide information for safe working and general compliance to the systems and procedures in place at Biggin Hill Airport. It is not intended to give a full interpretation of Health and Safety Law, Regulations, Guidance or interpret Building Regulations or other documentation.

If Contractors are in doubt about appropriate health and safety measures to be adopted to ensure safety, they should not commence work at the Airport site and should liaise with the relevant party who engaged them as a Contractor.

It is a requirement that all Biggin Hill Airport Contractors tendering for Project work and those Contractor undertaking any maintenance works must read and familiarise themselves with this Guidance. It is the responsibility of Tenants/Third Parties to issue this document to their Contractors who undertake any physical works at the airport which also includes Project and maintenance works.

Non-compliance with this Guidance may lead to enforcement action which will eventually lead to exclusion from site.

It is expected the provisions set out in this Policy will be incorporated into any Tender submission.

It should be noted that the term 'Contractor' does not just apply to those persons who undertake building or maintenance work, it applies to any person/s contracted to carry out physical works; whether employed directly by Biggin Hill Airport or by a Tenant/Third Party. It also encompasses Sub-Contractors employed by the Contractor.

The Representative refers to the person who is responsible for overseeing the Contractor's work and performance whilst working on the Biggin Hill Airport site. This may be the Principal Contractor. If more than 1 Contractor are undertaking work on a Project.

All Tenants/Third Parties are reminded that prior to any alterations being carried out to the Tenant's accommodation written approval is required from Biggin Hill Airport's Property Department. Once approval is obtained, the Tenant must then submit the Permission to Work Form (Appendix 32) outlined in the Permission to Work Procedure (07/52).

All Tenants/Third Parties are reminded that any Project works planned to buildings belonging to Biggin Hill Airport will require written approval from Biggin Hill Airport.

For all planned maintenance works, Biggin Hill Airport Contractors, Tenants/Third Parties must submit a Permission to Work Form (to the Compliance Office at least 7 working days prior to commencement of works).

2. Contractor Approval Process

Full details of the Biggin Hill Airport own Contractor approval process can be found in Appendix 20 of the Biggin Hill Airport Health, Safety and Environment Manual or via the Airport Safety and Compliance Department.

3. Insurance Requirements

It is the responsibility of all Contractors to ensure that they and their Sub-Contractor/s hold the relevant and appropriate levels of insurance. Please note **ALL** Contractors/Sub-Contractors **MUST** be insured to the minimum levels required by Biggin Hill Airport are £10million and for airside works, must include Airside cover.

4. Health and Safety Competence (suitable skills, knowledge, experience and training)

All Contractors are required to assure Biggin Hill Airport they have access to competent advice. The Contractor must nominate a competent person as the Contractor's Safety Representative, whilst working at the Airport for any works. This individual will oversee the work being performed by the Contractor's Employees. For the purpose of this document, a competent person is someone who:

- Is qualified due to knowledge, training and experience to organise the work and its performance;
- Is familiar with all applicable environmental, health and safety regulations and fire Regulations that apply to the work being performed; and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

The Safety Representative is required to monitor Health and Safety performance continuously and to make regular (at least monthly) formal inspections of the site, for the purpose of auditing safety. The Safety Representative will ensure that the deficiencies in both unsafe conditions and behaviours are corrected immediately. A copy of the site inspections will be made available to Biggin Hill Airport upon request.

Depending on the nature and duration of the task, the Safety Representative must ensure that health & safety is an Agenda item at Progress Meetings. A written record of attendance and topics of discussion are to be maintained by the Contractor, for the duration of the Project. It is imperative that a Representative from Biggin Hill Airport Compliance Office is invited to Progress Meetings for all Projects.

The Safety Representative is responsible for conducting a thorough investigation of all incidents. Near miss incidents that involve Contractor personnel, should also be reported and investigated. The Biggin Hill Compliance Office is to be notified by the Safety Representative of reportable incidents. Where it is deemed necessary to involve regulatory bodies for example, the HSE, it is imperative that a representative from the Biggin Hill Airport Compliance Office is present.

5. Arrival on Site

When arriving at site, Contractors must sign in with Airport Security at the Main Terminal Security Gate. All staff shall receive a Contractor Lanyard and pass (which requires to be worn on at all times whilst on site. Airport Security shall contact your works sponser who shall direct you to the location you need to be to receive your induction and local safety briefing. Your project sponser

For any airside works, your project sponser shall advise you of any additional conditions and/or change of meeting location as required by the location and nature of works as set out within the Airport Works permit.

6. Communication

6.1 Pre-start Meeting

A Pre-Start Meeting will be held prior to work commencing on any Project, and Biggin Hill Airport should be invited.

6.2 Permission to Work

A Permission to Work Form must be submitted for **ALL physical** works on site, as detailed in the Permission to Work Procedure (07/52).

7. Contractor Consultation and Induction

All Contractors on site must be aware of their duties under the Construction (Design and Management) (CDM) Regulations 2015. Any concerns or questions regarding their responsibilities should be addressed, prior to commencement of site activity, with Biggin Hill Airport. All Contractors working at the Airport, must undertake the Biggin Hill Airport Contractor Induction.

8. Contractor Information

8.1 Permission to Work

Biggin Hill Airport operates a Permission to Work system and these are issued by **Authorised Persons ONLY**.

All work involving Permissions to Work, wherever possible, should be requested from the Authorised Persons during core hours, which are 08:00 to 16:00 hours Monday to Friday.

All Permits must be signed off by the Contractor on completion of works and returned to the issuer. A minimum of 7 working days' notice is required for the issue of a Permission to Work.

Hazard Control Permits are also required in specific circumstances, the full details of which are outlined within the Permission to Work Procedure (07/52).

8.2 Deliveries

Deliveries must be coordinated with Biggin Hill Airport and no deliveries are to be made without prior notification to the works sponsor.

8.3 Housekeeping

Housekeeping is an individual responsibility and hazards caused by poor housekeeping will not be tolerated by Biggin Hill Airport.

Contractors must:

- Keep their work area tidy to avoid the risk of slips, trips or falls;
- Keep exits and emergency escape routes clear at all times;

Where works may cause dust, RAMS should both identify this and the process for controlling generation and exposure to dust given.

8.4 Personal Protective Equipment (PPE)

Biggin Hill Airport requires that the Contractor's Employees and Sub-Contractor's wear the appropriate PPE as detailed in their RAMS and also provide evidence of training/fit testing for RPE as required. If working airside, ensure that they are aware of the specific PPE requirements for the area where they are working.

8.5 Smoking

Contractors and their Employees will adhere strictly to the no smoking rules throughout the Airport. Your works sponsor shall advise you of where your nearest smoking area is located on the airfield.

8.6 Drugs and Alcohol

The Contractor or their employees shall not bring on site any illegal drugs or alcohol.

No person will be allowed to work on site who is, or is reasonably suspected of being, under the influence of drugs or alcohol. Biggin Hill Airport Limited reserves the right to conduct ad-hoc drug/alcohol tests on any person they believe to be under the influence of drugs or alcohol.

8.7 Fire Precautions

The Company Representative will ensure that fire precautions for the particular area of the Airport is explained to the Contractor, including the location of the fire assembly points etc via the 'local' safety brief.

The Contractor must ensure that all Employees and Sub-Contractors employed on site are fully acquainted with the same procedures.

No connection shall be made into, or water drawn from fire hose points or hydrants for any reason unless authorisation has been obtained from the Head of Fire and Emergency Planning, Head of Airport Operations or Technical Services Manager.

8.8 Radios

No radios are permitted on site without permission from Biggin Hill Airport Representative.

8.9 Tools and Equipment

Contractors must ensure that all equipment that they bring to the Airport is fit for purpose and subject to appropriate periodic inspection and test. All portable appliances should be provided with evidence of current test. Where practical, battery operated power tools should be used. Alternate systems include the 110V centre-tapped to earth system (CTE) equipment can be used. If the use of 240V or higher voltage equipment is required in high risk environments, this must be approved by Biggin Hill Airport and such equipment must be RCD protected. Extension cables must be of a three-wire type, in good condition and not overloaded/daisy-chained. Any cables should be routed and protected, to avoid damage and or slips, trips and falls.

Under no circumstances will baggage trolleys be used by Contractors.

All apparatus should function as quietly as possible. Contractors should advise the Biggin Hill Airport Representative if equipment is likely to exceed 85 db (a).

8.10 Stepladders, Ladders, Mobile Scaffold & Scaffold Towers

Stepladders, ladders, mobile scaffold and scaffold towers must be inspected, tested and details recorded. Mobile scaffold tower wheels should be locked in position before workers are allowed onto them to work. Where RAMS identify the need for fall arrest equipment, this must be tested and inspected and people using it, have up to date and appropriate level of training.

Where working at height is included within the works, arrangements for an exclusion zone under and around the work area are required, to prevent materials/tools falling, particularly at times when the work area is not manned, should be detailed within the RAMS. Access for working at height should be restricted and protected to prevent unauthorised entry. A Rescue Plan may need to be in place, dependent on the nature of the works, and this should be referred to within the RAMS.

8.11 Compressed Air

Where compressed air is being used, hoses and couplings must be in good repair and checked daily. All hose couplings must be provided with a positive locking device and cylinders stored according to the manufacturer's instructions. Hose sections 13mm in diameter or greater, and greater than 50 psi air pressure must be wired together at each coupling connection.

8.12 Gas & Gas Cylinders

All gas cylinders used on site must be secured to prevent toppling, at all times, either by storage in an approved cage or cylinder rack. Where practical, all cylinders should be stored in an agreed, external, well-ventilated area, when not in use. Oxy-Propane should be used where practical; the use of Acetylene on site must be approved by Biggin Hill Airport prior to use.

8.13 Barriers, Guards, Screens and Notices

The Contractor shall supply and erect such barriers, guards and screens, as agreed by the Biggin Hill Airport Representative, to protect the public and other personnel from the works. Wherever barriers, guards and screens are erected, suitable notices shall be displayed, to denote the hazard within the restricted area. These shall conform to current Health & Safety requirements and be erected in an appropriate manner.

8.14 Waste Disposal

Contractor waste and debris from any work undertaken at the Airport remains the responsibility of the appointed Contractor/s. All waste and debris, including packaging, must be removed from site by the Contractor.

Under no circumstances must the waste facilities on the Airport site be used without prior arrangement with the Biggin Hill Airport.

Tenant/Third Party Contractors carrying out works within their premises, must also provide their own waste disposal facilities. No skips, compactors etc shall be placed in any airport location, without the permission of Biggin Hill Airport.

The requirement for skips to be brought airside should be identified in the planning process for airside works. This will enable appropriate consideration to be given to siting requirements. No skip should be brought airside, other than into a fenced Contractor's compound, without coordinating its placement with the Airfield Duty Manager.

Any requirement for skips in landside or Service Yards at the Airport should be coordinated via the Biggin Hill Airport Representative. It is the responsibility of the Tenant/Third Party to inform their Contractors of this requirement.

8.15 Vehicles and Mobile Plant

No one is permitted to drive airside without a valid airside driving permit, or being under escort from a BHAL Airport Operations representative. Agreement must be obtained from Biggin Hill Airport, prior to bringing on to site any vehicle or mobile plant, as part of the Permission to Work process. Only authorised and trained personnel are allowed to operate such equipment. Authorised operators must be identified in some way, to indicate that they are trained and authorised to use such equipment.

Contractors and their personnel must adhere to all traffic signage at all times. Biggin Hill Airport operates in conjunction with the Road Traffic act and Airport Bylaws.. At all times pedestrians have the right-of-way.

9. Infrastructure Requirements

9.1 Asbestos

Asbestos Information Request Forms must be submitted for all pre-2000 buildings. There are a number of areas on the Airport site that contain asbestos. Biggin Hill Airport holds a Register of these locations, which can be obtained via the Head of Estates or Safety and Compliance Department,.

9.2 Electrical Works

It is a legal requirement for all work on fixed electrical installations in buildings to comply with relevant EN Standards, Health & Safety requirements and the current IEE Wiring Regulations. All electrical systems installed at Biggin Hill Airport must be undertaken by persons classed as competent to undertake such work. All Contractors are expected to have Safe Systems of Work in place. Any work on the High Voltage must be included within the permit to work, so the Airport Technical Services Department can evaluate the nature of the works proposal.

9.3 Lockout/Tag Out Procedures

All hazardous energy sources must be rendered harmless before any work begins. Fully identified locks and tags must be used to secure energy-isolating devices. Energy control must be verified before working on equipment or process.

9.4 IT Cables & Infrastructure

All installations must be authorised by the Biggin Hill Airport Technical Services Department before any work commences. The scope of changes/installations includes any item related to the information infrastructure, telecommunications or CCTV whether for the Airport directly or for a Tenant/Third Party. At least 7 working days' notice is required for authorisation.

All work shall be carried out to agreed industry standards and will not be deemed as complete until a Test Certificate is issued to the customer, with a copy passed to the Biggin Hill Airport Technical Services Department and IT Manager.

9.5 Natural Gas Systems

To allow Biggin Hill Airport to maintain accurate schematics, no alteration to the gas supply will be allowed without authorisation from the Biggin Hill Airport Engineering Department. No work will be performed on any gas system, either appliance or pipework, unless the Contractor is Gas Safe approved for the category of work being undertaken.

9.6 Water Systems - Legionella

No alterations are permitted to water supply without authorisation from the Biggin Hill Airport Technical Services Department.

The Contractor will be responsible for any cleaning or chlorination, once the work is completed. Cleaning or Chlorination Certificates must be sent to Biggin Hill Airport Technical Services Department.

9.7 Hot Works

All burning, grinding, cutting and welding (Hot Work activities) need to be undertaken under a Hazard Control Permit within the permit to work portal (Appendix 29 of the BHAL Health, Safety and Environment Manual).

9.8 Fragile Roofs/Roof Access

The Biggin Hill Airport Estates Department holds a Register of the location of all fragile roofs. This must be consulted, prior to work commencing. All roof works or access requires a Hazard Control Permit. The Contractor is responsible for designing a Safe System of Work that negates the need to work on any fragile surface.

9.9 Confined Spaces

All Contractors who are required to enter a confined space will require a Confined Space Permit to Work which can be located within the permit to works portal (Appendix 32 of BHAL Health, Safety and Environment Manual).

10. Accident – Incident Reporting

All accidents, incidents, dangerous occurrences and near misses must be reported to the Compliance Office as soon as possible and, if airside, also to the Head of Airport Operations.

11. Removal of Contractor from Site

BHAL Management are empowered to stop a Contractor from working if they consider that the work is being carried out in an unsafe manner; they must then inform their Manager/Supervisor immediately.

The Safety and Compliance Department or any Director/Manager is empowered to remove the Contractor from site if they are not satisfied that full compliance with the Contractor Guide and/or Permission to Work is being met, after any reasonable requests to rectify any defect have been made.

The Safety and Compliance Department or any Director/Manager and the named Company Representative, have the authority to issue a formal warning to the person responsible for works on site, if deemed necessary for Health & Safety reasons. This warning will be followed by formal written notification to the contract Company involved, and will remain on file and 'live' for a period of twelve months, from the date of issue.

If three warnings are issued within the twelve month period, this may jeopardise any future works by the Contractor involved.

11. Documentation

It is the responsibility of the Biggin Hill Airport Representative to issue relevant Airport Documents to their appointed Contractors.