

Site Rules and Confidentiality

- **No Smoking**
Smoking is NOT permitted on the Client's property
- **Be Asbestos Aware**
All contractors must examine the relevant section(s) of the Client's asbestos register with the project Lead Officer and complete the Client's Asbestos Contract Procedure form prior to starting any works.
- **Respect Confidentiality and Dignity**
Contractors must respect confidentiality and dignity of other users of the premises at all times. Contractors must not discuss or disclose anything confidential they encounter whilst on site. This condition applies during your time working for the Client and after that ceases. If you are found to have used any information you have seen or heard whilst within the Trust you and your employer may face legal action.
- **Hand Hygiene**
Hand hygiene is the single most effective means of preventing hospital-acquired infection and essential in preventing the spread of gastrointestinal infections. Hands should be washed with soap and water. Contractors are required to wash hands on entering and before leaving the ward area.
- **Infection control**
Infection control is necessary to minimise the risk of acquiring or spreading infection to patients/clients/residents and health care workers. Contractors who have symptoms of diarrhoea or vomiting should be excluded from work until they have been symptom free for 48 hours.
- **Do you need a fire alarm isolating or permit to work?**
Contractors will be held accountable for any false alarms caused by fire alarms not being isolated and will be recharged for the call out fee from the fire service.
Contractors should allow a minimum of 7 days from approval of method statements and risk assessments to issuing of permits to work.
- **Are you competent to carry out the work?**
Contractors must be fit and competent to perform the task assigned.
- **Security, Tidy Site and Terrorism**
Access to Trust sites must be by prior agreement and you must comply with any local arrangements as notified at the time of the access for the specific site in question.
Contractors are responsible for ensuring their work area is kept secure, all waste and debris is disposed off-site the work area is kept clean, safe and tidy at all times.
Contractors must ensure they do not leave bags, containers etc un-attended and that their un-attended vehicles are registered with Security.

Declaration

I have read and understood Client's Site Rules and Confidentiality agreement and agree to adhere to the conditions

Name of Employer:	
Name of Individual (Print Name)	
Contact Number:	
Signature:	
Date:	