

Managing Contractors

A Guide for Managers

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*The term 'contractor' includes self employed people, and any person who carries on a trade, business or other undertaking, whether for profit or not. This in effect covers any person or company of any size who provides a service to Shropshire Council, from an office cleaner to a major company carrying out road or construction works. This also includes volunteers. Similarly all consultants such as training providers and the like are contractors. Therefore the criterion for selection and management applies to them as well.

Introduction

'Managing Contractors – A Guide for Managers' has been written to assist managers within all premises including schools.

This guidance has been written by the Health and Safety Team to explain responsibilities when using contractors* and outlines general advice to be followed when engaging such services. It is based around the guidance given in the Health & Safety Executive's 'Managing Contractors – A Guide for Employers – HSG 159'.

The overriding message is that contractors should not simply be left to "get on with it", but must be carefully chosen and proactively monitored by those commissioning the works. In addition, managers must ensure that they take adequate steps to avoid risks to the contractors' employees.

It is inevitable that, when offering such generic advice contained within this document, the subject or content, in trying to cover the majority of situations, can be complex. Advice to managers is always readily available from the Health and Safety Team.

Professional advice and support for all projects is also readily available from within the Council's Premises Services Team. Utilising these in-house services is strongly recommended for all construction/building projects and activities.

It should be noted that whilst this guidance touches on the Construction (Design and Management) Regulations (CDM), it does not go into detail about the various roles and specific legal responsibilities laid out in these regulations. The regulations impose specific legal responsibilities on those who are commissioning construction or building work to be carried out. Such persons in the CDM regulations are known as clients.

A summary of a construction client's legal responsibilities for both small and large scale work is given in Appendix 1. Specific training on client responsibilities is available through the Health & safety Team.

This guidance sets out the general principles to be followed when employing contractors, regardless of the work being carried out (including non-construction activities). The principles could also be applied to other types of contractual relationships, such as partnership working.

This guidance must be read in conjunction with the Council's Construction Design Management (CDM) Procedure; available on the intranet and Shropshire Learning Gateway which offers more detail around the specific regulations relating to construction work.

Why are employers responsible for managing contractors?

The Health and Safety at Work Act 1974, in addition to responsibilities relating to employees, requires employers to conduct their business in a way that does not expose non-employees (which includes contractors) to risks to their health and safety.

Case law has shown that this duty extends to ensuring, so far as is reasonably practicable, that contractors and others working on the premises do not do anything that could present risks to their own health and safety and that of other people on the premises. See Appendix 2

Five Practical Steps for Safe Working

1. Planning
2. Selecting the Contractors
3. Contractors working on Site
4. Monitoring Contractors
5. Project Review

1. Planning

What must I think about at this planning stage?

You need to answer these two questions:

- 1 What is the job?
- 2 How can it be done safely?

Once you know what the job is, you need to build in health and safety by carrying out your own risk assessment relating to the known hazards that are evident on your site, for example:

- There may be known asbestos in the area where the contractors will be asked to work? Refurbishment projects, regardless of size are likely to require an additional and intrusive asbestos survey that is in addition to the Asbestos Register, that your premise already has. Speak to your building surveyor and see the Council's Asbestos Management Plan available on the intranet.
- The perimeter hedge that requires cutting may be on a steep slope, next to a busy road or poses other features making trimming difficult.
- Customers, pupils, service users etc may be in the vicinity during the work and so how will their safety be managed?
- Access to the area may be particularly difficult.
- When is the best time to complete the job?

- There may be hazardous chemicals stored in the area that will need to be managed?

Draw up information for the contractor, identifying local health and safety arrangements and any specific areas of risk pertinent to your site.

The proforma 'Health and Safety Information Sheet for Contractors' will be useful for this. See Appendix 3

Identifying hazards, assessing the risks and planning how to get rid of them is a straightforward process, largely a matter of common sense.

As the manager, you know best the hazards associated with your site/activity. Likewise, competent contractors are best placed to assess hazards associated with their activities.

Accidents happen more easily when the contractor's job is excluded from your usual methods of safe working if:

- the hazards of their job haven't been identified and steps have not been taken to minimise risks;
- no one is around to make sure the contractor follows health and safety rules on site.

Accidents with contractors can be caused by poor communication – when staff don't know there is a contractor working nearby and when contractors don't know the dangers on site.

What about contractors' risk assessments?

Contractors have responsibilities for preparing a risk assessment under the Management of Health & Safety at Work Regulations, 1999. Their risk assessment should fit in with your own and provide you with information. Likewise, as above, contractors will need information from you about the job, the hazards associated with the premise, etc when preparing their assessment.

Clearly, there is a need for continuous communication and close co-operation between you and the contractor so that all risks associated with the job are identified and monitored. Practically, this will mean sitting down with the contractor and sharing appropriate information at this important planning stage and indeed throughout the project.

Where significant risks are evident, contractors must prepare a detailed, relevant and appropriate safety method statement on how they intend to carry out the job so that risks are controlled and managed. This should be based on an assessment of risks to the health and safety of employees and others who could be affected by the work and must be specific to the actual task and location.

The CDM Regulations require all contractors to document a Construction Phase Health & Safety Plan for all construction work regardless of the size of the project. The effort devoted to planning should be proportionate to the complexity of the project and the risks involved.

Child / Adult Protection

Contractor's work areas should be secure (See Section 3) and access restricted to authorised personnel only. Therefore, children and vulnerable adults should not be allowed in areas where contractors are working due to the associated health and safety implications. Consequently, a situation should not arise where children and vulnerable adults are left unsupervised with contractors.

There is statutory guidance in relation to the safeguarding of children in schools. The Department of Education (DFE) provide a guidance document called Keeping Children Safe in Education (KCSIE) which provides that it is the school's responsibility to ensure that any contractor, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check.

In order to be able to work in Shropshire schools, Shropshire Council requires all of its registered contractors to complete a DBS agreement to demonstrate checks have been undertaken by the contractor and its employees.

Check list for Managing Contractors – Appendix 4

This breaks down the whole process into 4 areas and is a tabular summary of the information contained in this document:

- Beforehand
- First day
- During
- After

2. Selecting the Contractor

It is recognised that those responsible for engaging contractors (clients) have a significant influence on how any job is undertaken or contract is run. It is because of this that clients are made legally accountable for the impact that their approach has on the health and safety of those working on or affected by the contract/job.

It is essential that clients follow the Shropshire Council's recognised contract and financial rules when procuring and commissioning works. These can be found within the Shropshire Council Constitution, available on the Council's intranet

The client must ensure that any contractors engaged are competent.

The Council has a pre-procured contract or framework which includes only contractors that meet recognised health and safety criteria and who have appropriate levels of insurance to undertake such activities. It is recommended that managers utilise the in house professional services provided by Premises Services.

Shropshire Council expects that contractors must be registered under the Contractors HEALTH AND SAFETY Scheme (CHAS) or equivalent assessment scheme. Equivalent relates to those as defined as being mutually recognised under the arrangement with Safety Schemes in Procurement (SSIP) i.e. EXOR and NHBC. This is one of the requirements for inclusion on the aforementioned contractor's framework.

The degree of competence required will depend on the work being undertaken.

Where managers do not wish to engage the Council's in house professional services they must, as clients, amongst other responsibilities, satisfy themselves of the competence of potential contractors. See Council's 'CDM Procedure' available on the intranet or on Shropshire Learning Gateway for guidance on assessing contractor competence.

In this situation, it is essential also to confirm that any contractor engaged has suitable arrangements in place for appointing competent sub contractors who may undertake work on your site. It is recommended that sub-contracting is limited to one level, i.e. the principle contractor plus one level of sub-contractors.

Whether engaging contractors through Premises Services or sourcing them directly themselves, managers have a responsibility for monitoring contractors working on their premises. The extent of this monitoring is summarised in Section 4 of this document.

3. Contractors Working on Site.

Building works on site will fall into one of two categories:

- a) **Work area wholly handed over to and occupied by the contractor**
- OR
- b) **Work in and around areas still occupied by the premise.**

a) Work area wholly handed over to and occupied by the contractor

Primary responsibility for health and safety on the construction site rests with those who are actually doing the work. Others can be held responsible if they are

genuinely exercising control over what is going on. The contractors' duty in terms of physical requirements on site is to comply with the Construction, Design & Management Regulations 2015 – Part 4.

General client responsibilities are explained in the Council's CDM Procedure.

What standards of site security should be provided where the work area is solely occupied by the contractor?

Where construction work is being undertaken on land wholly handed over to and occupied by the contractor, those responsible for council premises (managers, headteachers etc) should ensure that site security is appropriate:

- The whole area handed over to the contractor is enclosed within a boarded or sheeted perimeter fence at least 2m high. This should be secured sufficiently to prevent access by unauthorised people (see also appendix 7), particularly children, unless this is already achieved by an adequate boundary wall/barrier.
- The contractor provides warning signs along the site boundaries in accordance with construction industry recommendations and complying with the requirements of the Safety Signs Regulations, for example: Building Sites are Dangerous Children Keep Out, accompanied by a pictogram.
- All aspects of fencing and protection are confirmed at the pre-contract or site hand-over meeting. The perimeter fencing should be erected before the works begin, and while the surrounding areas are clear of staff, pupils, customers, service users etc.
- The contractor provides all necessary padlocked entrance gates if required. He should keep these closed when they are not in use and locked when the site is unattended. Care must be taken to ensure that any fencing does not impede evacuation from other areas.
- By agreement, if fencing is to be moved or adapted during the works, this is only undertaken when the surrounding areas are clear of staff, pupils, customers, service users etc. All fencing shall be dismantled and removed at the completion of the work but not until all danger to the above have passed.
- Where there is a shared entrance to a site, proper liaison takes place with the contractor to ensure those contractors' deliveries and visitors do not present a hazard to pupils, customers, service users and staff. Appropriate notices stating these agreed arrangements

should be posted at the entrance. Where possible any movement of goods and vehicles should be before or after school/the facility opens and closes.

- Prior to the commencement of work, proper channels for the two-way communication of health and safety information are agreed by all parties, established and are well-known.
- Suitable arrangements are made to monitor and record that the above precautions are being followed to ensure that the contractor is meeting their obligations.

General advice would be that where there is doubt as to the safety of a particular work activity and if it is safe to do so, the contractor should be asked to cease work and advice sought from the Health & Safety Team.

b) Work in and around areas still occupied by the premise

What should I expect from Contractors working in and around an occupied premise?

Where reasonably practicable, the activities of the contractor and the premise should be separated by a physical barrier and contractor's work areas should not be accessible to employees, pupils or members of the public. Contractor management on site is an important element, for example, those responsible for the premise should ensure that:

- All contractors sign in and out – including reading and signing the asbestos register.
- Contractors have a named site contact, usually the manager.
- Contractors must have a documented Construction Phase Plan available on site. The plan should be sufficiently developed to reflect the risk associated with the project.
- Where necessary appropriate risk assessments and method statements are provided by the contractor that are specific to the site. Their risk assessment should fit in with your own and provide you with information. Likewise contractors will need information from you about the job, the hazards associated with the premise, etc when preparing their assessment.
- Your site's Health and Safety information is provided on signing in (Brief site induction) and site rules are reinforced – see base template – Appendixes 3 and 6.
- The job is checked and then work is allowed to begin
- Monitoring is undertaken. See 'Section 4. Keeping a Check' below.

Arrival on site

It is important for premises to control the coming and going of people in and out of their buildings. Maybe you already have a reception area with a book for visitors to sign. It is worth looking at your arrangements to see if there is room for improvement. Do you always know who is on site, where they are and what they are doing?

See Appendix 5 for check list to assess how well you are managing contractors.

Safety rules / HEALTH AND SAFETY Information

You probably have site health and safety rules - such as what to do in the event of an emergency, non-accessible areas etc. Contractors need to be told about these. You may have sent the contractor a copy of your site rules in advance. It is a good time to recap on these when contractors arrive on site.

See Appendix 4 for a basic template document that could be adapted to be shown to contractors on first signing into your premise. Don't forget to include any site specific hazards e.g. asbestos register, hazardous chemicals stored on site etc.

Often an induction talk is the best way of passing this information on. It is worthwhile checking that they have understood any essential points. The 'Health & Safety Information for Contractors Working on Council Premises' is a useful document to base the induction on – Appendix 3

Site contact

Contractors need a site contact - someone to get in touch with on a routine basis or if the job changes and there is any uncertainty about what to do. The site contact should be somebody nominated who is in a managerial position with sufficient authority and competence. The site contact will go over the job with the contractors:

- Checking what precautions are necessary for any risks involved and whether a Permit To Work (E.g. Hot Work, Working at Height, Confined Spaces) is needed;
- Ensuring everything necessary has been done;
- Agreeing further contact, supervision arrangements and a time limit for the job, if appropriate.

4. Keeping a check

- Assess the degree of contact needed
- How is the job going: - as planned? - Is the contractor working safely and as agreed? - Any incidents? - Any changes in personnel?
- Are any special arrangements required?

This step is critical in controlling jobs with contractors. It's about monitoring, checking on what is being done and how and whether the job is going as planned. Changes can be sorted out and agreed if there are problems. After working through this step you as the manager should be able to assess the degree of contact needed and identify how to check that the contractor is fulfilling their obligations.

How much checking is needed and how often?

Contractors are responsible for supervising their own work and for ensuring that they work safely. However, you can't just leave them from the start to get on with the job and arrange payment when they have finished. Too much could go wrong in between.

You do not need to watch them all the time. You have to decide what is reasonable. The amount of contact with the contractor must be related to the hazards and risks associated with the job. It needs to be decided and agreed at the beginning of the job. For high risk jobs for example, where a Permit to Work is used (e.g. hot work, work at height), more contact is needed than for jobs which are considered low risk. What are the main areas of risk? What could change and how quickly? Think about their work and how it affects the safety of your employees and vice versa. Do not put yourself at risk in undertaking the monitoring role.

The start and finish of the day are important times for going through the job and reviewing progress. However, the contractor should expect to see their site contact at other unspecified times when they will be looking out for safe working practices.

As the work proceeds, check compliance with documented risk assessments / method statements. Make sure these are being complied with. You may need to check more often at the beginning of the job until you are satisfied of their standards. There are other important reasons besides safety for doing this. Look for competence - in safe working as well as technical ability. Premises Services will be able to offer guidance in this area.

Encourage contractors to report incidents, near misses and injuries - even minor ones - to you. This gives you both the opportunity to look at any underlying causes and put matters right before someone is hurt. This approach takes time and requires a degree of mutual trust, but it pays off in terms of safe working.

What kinds of things should I look out for?

Below is a list of basic rules that should be applied to all contractor activities on a premise. Some of which have been covered earlier in this document and are summarised below.

Appendix 7 - 'Construction Site – Basic Health and Safety Check list' is a proforma designed for use by the Health and Safety Team. This gives more specific guidance on the standards that should be evident where contractors are working on SC workplaces and can be used for further reference by premises undertaking a monitoring role.

- All contractor staff and suppliers working at or visiting the premise must sign in to a central point as agreed with the Premise Manager.
- No work should commence until the manager or their nominated representative gives authorisation and the site's asbestos register has been read, signed and understood.
- All issues regarding any of the work undertaken must only be directed through the named site contact.
- Any work carried out where pupils, employees or members of the public may come into contact with any part of the activity must be suitably fenced or secured. For example, tape will not be suitable to prevent pupil or service user access to any part of the building works. This requirement extends to the use of ladders.
- No hot work will be undertaken without the prior consent of the Premise Manager. All hot work must be carried out under **a permit**. See Council's Hot Work Policy available on the intranet.
- Existing building evacuation routes must not be obstructed in any way, including access for emergency vehicles, without the consent of the Manager.
- All work involving asbestos must be undertaken by licensed contractors in line with the Council's Asbestos Management Plan.
- Work areas should be kept tidy and free from build up of uncontrolled slip/trip hazards
- Hazardous substances must not be left unattended or unsecured.
- All work equipment must be in good condition and safe in use.
- Electrical equipment should be powered by 110 volt supply.
- Access equipment must only be erected and dismantled by persons competent to do so. Suitable precautions must be taken to prevent

persons and/or objects falling onto anyone below. Scaffold should be regularly inspected.

- All tasks that may place contractor's staff and/or premise staff, pupils, customers, service users and others at risk must be formally risk assessed and controls implemented to reduce the risk, including the use of appropriate Personal Protective Equipment (PPE). The risk assessment requires input from both the premise and the contractor.
- The contractor should have a suitably developed Construction Phase Plan for construction work.
- Compliance with the above plan, risk assessments and associated method statements should form part of this monitoring stage. Any concerns should be raised with the contractor, the Health & Safety Team and any other relevant officer involved in the commissioning of the work.
- All activities shall comply with minimum legal requirements and shall conform to HSE and industry standard guidance.
- See Appendix 7 - 'Construction Site – Basic H & S Check list'

Where there is any doubt as to the safety of operations being undertaken by contractors, the HEALTH AND SAFETY Team (01743 252819) should be contacted for advice and support.

Step 5: Reviewing the work

Review the job and contractor- how effective was your planning? - How did the contractor perform? - How did the job go?

Record the lessons

Finally, the job is over - or is it? This step is about learning from the job and about the contractor when the work is completed. It explains the need for reviewing, identifies what to review and describes how reviews can be used.

Why does the job need reviewing?

The contractor's job is complete when the work has been done according to plan and the agreement between you. Reviewing is about evaluating the quality of the work against both the job and the contractor's performance.

The other reason for reviewing is to learn what will be done differently next time to improve your practice.

Review involves evaluating the health and safety of all other steps:

- 1 your planning;
- 2 choice of contractor;
- 3 the work;
- 4 effectiveness of the contact and supervision.

Further Reading

- Managing health and safety in construction - Construction (Design and Management) Regulations 2015. Guidance on Regulations – L153
- Using Contractors – a Brief Guide - HSE books – INDG 368 – Rev 1-03/13
- Managing Contractors: A guide for employers - HSG159 - HSE Books – Second Edition – published 2011
- **Need building work done?** A short guide for clients on the Construction (Design and Management) Regulations 2015 – INDG 411-Rev 1 – 04/15

Appendix 1

What do clients need to do?

Many clients, particularly those who only occasionally have construction work done, are not experts in construction work. Although you are not expected to actively manage or supervise the work yourself, you have a big influence over the way the work is carried out. Whatever the size of your project, you decide which designer and contractor will carry out the work and how much money, time and resource is available. The decisions you make have an impact on the health, safety and welfare of workers and others affected by the work.

More detailed guidance can be found in [HSE's Managing health and safety in construction - Construction \(Design and Management\) Regulations 2015. Guidance on Regulations – L153](#)

As a client, you need to do the following.

1 Appoint the right people at the right time

If more than one contractor will be involved, you will need to appoint (in writing) a principal designer and a principal contractor.

A principal designer is required to plan, manage and coordinate the planning and design work. Appoint them as early as possible so they can help you gather information about the project and ensure that the designers have done all they can to check that it can be built safely.

A principal contractor is required to plan, manage and coordinate the construction work. Appoint them as early as possible so they are involved in discussions with the principal designer about the work.

2 Ensure there are arrangements in place for managing and organising the project

The work is more likely to be done without harming anyone and on time if it is properly planned and managed. Sometimes the work is complex and uses many different trades. Often it involves high-risk work.

The principal designer should understand these types of risks and try to avoid them when designing your project. The principal contractor or builder should manage the risks on site.

3 Allow adequate time

Work that is rushed is likely to be unsafe and of poor quality. Allow enough time for the design, planning and construction work to be undertaken properly.

4 Provide information to your designer and contractor

Your designer and builder will need information about what you want built, the site and existing structures or hazards that may be present such as asbestos, overhead cables, and buried services. Providing this information at an early stage will help them to plan, budget and work around problems. Your principal designer can help you gather this information.

Putting together a 'client brief' at the earliest stages which includes as much information as you have about the project, along with the timescales and budget for the build and how you expect the project to be managed can help you to set the standards for managing health and safety.

5 Communicate with your designer and building contractor

Your project will only run efficiently if everyone involved in the work communicates, cooperates and coordinates with each other.

During the design and planning stage, you, your designer and contractor need to discuss issues affecting what will be built, how it will be built, how it will be used and how it will be maintained when finished. This will avoid people being harmed or having unexpected costs because issues were not considered when design changes could still easily be made.

Meeting with your designer and contractor as the work progresses gives an opportunity to deal with problems that may arise and discuss health and safety. This will help to ensure that the work progresses as planned.

6 Ensure adequate welfare facilities on site

Make sure that your contractor has made arrangements for adequate welfare facilities for their workers before the work starts. See the HSE publication *Provision of welfare facilities during construction work*.

7 Ensure a construction phase plan is in place

The principal contractor (or contractor if there is only one contractor) has to draw up a plan explaining how health and safety risks will be managed. This should be proportionate to the scale of the work and associated risks and you should not allow work to start on site until there is a plan.

8 Keep the health and safety file

At the end of the build the principal designer should give you a health and safety file. If the principal designer leaves before the end of the project, the principal contractor (or contractor if there is only one contractor) should do this. It is a record of useful information which will help you manage health and safety risks during any future maintenance, repair, construction work or demolition. You should keep the file, make it available to anyone who needs to alter or maintain the building, and update it if circumstances change.

9 Protecting members of the public, including your employees

If you are an employer, or you have members of the public visiting your premises, you need to be sure that they are protected from the risks of construction work. Discuss with your designer and contractor how the construction work may affect how you run your business, eg you may have to re-route pedestrian access; make sure signs to your entrance are clear; or change the way your deliveries operate.

10 Ensure workplaces are designed correctly

If your project is for a new workplace or alterations to an existing workplace (eg a factory or office), it must meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992.

Notifying construction projects

For some construction work (work lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work), you need to notify HSE of the project as soon as possible before construction work starts. In practice, you may request someone else to do this on your behalf.

Appendix 2

R V Associated Octel Ltd 1996

The principle that organisations (employers) retain responsibility for the safety of contractors working on their premises was established in the Associated Octel case, heard in the House of Lords in 1996.

The case involved a maintenance contract in respect of some tanks, which were classified as a confined space. An employee of the maintenance contractor was injured because he used the wrong equipment in a hazardous environment. The factory plant itself was closed for the annual summer shut down and the maintenance contractor was the only one working in the area. He was cleaning the inside of the tank with acetone and was using an electric light with which to see. Having nothing suitable to keep his acetone in, he retrieved an old bucket from the skip. The open container allowed the acetone to give off large quantities of flammable fumes. The environment was confined so the fumes didn't disperse easily.

The light bulb smashed. There was a flash fire as the flammable fumes and vapours caught fire. The maintenance engineer was badly burned. Octel was prosecuted under Section 3 Health and Safety at Work Etc Act 1974 for failing to ensure the safety of persons not in their employ. Octel defended itself and said that the way that the maintenance contractor carried out the task was up to them as they had the duty under Section 2 of the Health and Safety and Work etc Act to ensure the safety of their own employees, and that Octel had no right to control or stipulate how they did it. The case finally went to the House of Lords on appeal by Octel. Their appeal was rejected and they were found liable for the safety of the contractors. Octel, in effect, employed the contractor because they were regular workers on the site and Octel provided them with safety equipment and required them to follow a safe system of work, via a Permit to Work. Clear case law exists that employers have quite extensive duties for the safety of contractors working on their premises, especially if the jobs being undertaken are an integral part of the employers business.

Appendix 3

HEALTH AND SAFETY INFORMATION FOR CONTRACTORS WORKING ON COUNCIL PREMISES

Title of contract or brief description of work/service	
Location of work (building address)	
Expected date of commencement of work	
Expected date of completion of work	
Your Council Client Contact is:	Name Location Ext
Your local Premise Contact is	Name Location Ext

- 1. ID CARD** - Any temporary ID card issued by the Premise must be displayed (or readily available, if requested) by all contractors and sub-contractors working on site.
- 2. FIRE EVACUATION PROCEDURE** On hearing the fire alarm (continuous sounding), leave the building immediately by the nearest exit door using the safest route and go to the fire assembly point indicated on the Fire Action Notice. Do not use the lifts. Do not re-enter the building until given the 'all-clear' to do so by an authorised person e.g. fire or security officer. Silencing of the alarm is not the all-clear.

On discovering a fire, sound the alarm by pressing the nearest call point (red box next to fire exit doors). Do not attempt to fight the fire unless trained to do so. Follow fire evacuation procedure above. Do not disable fire alarms or detectors unless specifically agreed with the Premise Management.

3. **SMOKING** - No smoking is permitted inside or within 15 metres of any Council building.
4. **FIRST AID** - If you require first aid assistance, contact **xxxxxxxx**.
5. **ACCIDENT REPORTING** - All accidents, work-related illness or 'near-misses' on site must be recorded on the Council's Accident Reporting System (CARS) form. The form is available from **xxxxxxxxxxx**.
6. The nearest Hospital Accident and Emergency unit is: Royal Shrewsbury Hospital, Mytton Oak Road, Shrewsbury, SY3 8XQ. Tel 01743 261000.

To support points 2-5, the Premises' 'Health & Safety Information for Visitors & Contractors' (See Appendix 6) could be used to communicate the information to contractors and visitors.

Complete the below as appropriate to your premise:

6. **Toilet and washing facilities**
7. **Access and Parking**
8. **Any specific health and safety issues for the work area**Is there potential to disturb asbestos? REMEMBER your building's Asbestos register is not sufficient where building works involve breaking into the fabric of the building. Contact your building surveyor.
9. **Restricted areas....**
10. **Warning signage and barriers to be provided**
11. **Local arrangements made for the work by the premise....**
12. **Any other specific arrangements agreed for the work**

I confirm that I have read, understood and received a copy of the above health and safety information and that this information will be made clear to individuals carrying out the works.

Printed name of person undertaking or supervising the work:

Signature.....Company NameDate.....

Appendix 4 - Check list for Managing Contractors

Beforehand

- Clearly specify the nature and extent of the job.
- Draw up information for the Contractor identifying local health and safety arrangements, highlight any particular health and safety issues of the work or area, especially if the contractor could not reasonably expect these. Examples may be restricted times for the work or difficult access routes. The proforma 'Health and Safety Information for Contractors Working on Council Premises' – Appendix 3 will be useful for this.
- Include brief details of any local arrangements that the Premise will make in preparation for the work, e.g. removal of furniture.
- Provide information to Premises Services for inclusion in any formal tendering process.
- Consult with other teams in shared workplaces so that possible effects on them and their work can be taken into account and appropriate measures introduced.
- Select suitable competent contractors (See Section 2)
- Agree and record details of the work with the contractor, including site visits if necessary
- Obtain the contractor's risk assessments and codes of practice/method statements setting out how the contractor plans to carry out the work, including their proposed precautions for any issues you have highlighted. The contractor is responsible for the contracted work itself but make sure that your concerns are addressed.
- The contractor must develop a Construction Health & Safety Plan.
- Consult with the contractor to identify any other 'shared risks' and necessary measures.
- Agree and record any specific measures (e.g. permits to work, no-go areas, access arrangements, allocated delivery and storage areas, routes to be kept clear, and times to avoid). These could be included in an updated version of the 'Health and Safety Information for Contractors Working on Council Premises' sheet, and could be used in briefings.
- Appoint and brief a competent member of staff to meet with and supervise contractor's employees on the day. The briefing should include the date/time, location and duration of work, contractor's employees and ID expected, agreed work, methods and special requirements.
- Inform staff and any other groups who may be affected by the work. This should include the date/time, location and duration of work, possible effects, company/ID of contractors, who to contact if problems are encountered.

On the first day

- Check ID (company or premise) and names of contractor's employees on arrival.
- ALL contractors must read and sign the asbestos register before

commencing any works on site.

- Check that all contractors and subcontractors have temporary ID cards issued by the premise.
- Check contractor's supervisor/employees have been adequately briefed on the agreed work, methods and any special requirements specified in the 'Health and Safety Information for Contractors Working on Council premises' sheet.
- Ensure that all contractors have received an adequately site induction. It may be useful to show the 'Health and Safety Information for Contractors Working on Council Premises' sheet to the contractors and their employees if necessary.
- Ensure contractors sign in and out when working on your premise and continue to do so throughout the project.
- Ensure contractor's employees are aware of local emergency arrangements if they are to be left unaccompanied at any time (e.g. fire alarm, exit routes and assembly points, first aid).

During

- Check how the work is progressing periodically. Also check with neighbouring groups who may be affected.
- Report any concerns to the contractor's supervisor or contractor.
- Arrange alternative staff supervisor(s) if necessary for temporary absences e.g. meetings, lunch. Ensure they are fully briefed on the agreed arrangements.
- Agree arrangements if after-hours working or a return visit is required.

After

- Check the work has been completed satisfactorily.
- Check all work areas have been left clean, tidy and safe.
- Retrieve visitor passes.
- Check with colleagues and neighbouring groups if there were any problems with the work.
- Inform relevant colleagues if there have been problems, and particularly if the company should not be used again for any reason.
- Record any changes to arrangements that may be needed for future work.

Appendix 5

How well are you managing contractors on your site?

Signing in & Contact on site	No need to improve	Need to improve	Need to start
We have a reception area			
We assess contractors' competence in health and safety and check for evidence before they get the job			
Contractors sign in daily – we always know who is on site.			
Contractors sign out daily			
Contractors always use visitor passes/ID			
We look into contractors' procedures for health and safety to make sure they can fit in with ours			
Contractors are given relevant site safety information: (see App 5) <ul style="list-style-type: none"> • Known hazards on site e.g. LPG, chemicals, no access areas, vehicles on site • Fire/ Emergency procedures • First Aid information • Requirement to report accidents to you • Welfare arrangements - 			
New contractors are taken through this site safety information – See App 3.			
All contractors have a contact person whilst on site.			
We insist that contractors make daily contact with the manager or site contact			
Part of the contractor's signing procedure involves reading and signing the Site's Asbestos Register.			
Systems exist to manage the Site's Asbestos Register outside of normal opening hours			
All contractors are required to see and sign the Asbestos Register, including subcontractors.			

Appendix 6

Health & Safety information for Visitors and Contractors

The **(Insert Building name)** is committed to providing a safe and healthy working environment for its staff, customers, students and visitors. This leaflet will provide you with the basic safety information needed, so as to ensure you are fully informed of essential procedures.

Emergency Procedures

What to do if you discover a fire

- you should activate the nearest break glass point/raise the alarm.
- make your way to the Assembly Point located at **XXXXXXXX**

What to do if you hear the alarm (Describe alarm...)

- Leave the building immediately: (do not use the lifts)
- Make your way out of the building to the Assembly Point located at **XXXXXXX**, where you will receive further instructions.
- Visitors should only return to the building when advised to do so by the Fire Service/Marshall.

The fire alarms are tested regularly every **XXXXXX** morning at 09:00am.
The alarm should sound for no more than 30 seconds, any longer and it is a genuine fire alarm.

First Aid

- If you need first aid assistance due to an accident, or are feeling unwell, please report this to a member of staff straight away. First aid provision is available during opening hours.

Incident Reporting

- If you suffer an accident on the premise, please report it to the Reception who will ensure this is recorded appropriately using the Council Accident Reporting System. This is a legal requirement, and ensures that the cause of the accident can be investigated and any rectifying action taken.



No Smoking

- Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

Additional Information

- The nearest Hospital Accident and Emergency unit is: Royal Shrewsbury Hospital, Mytton Oak Road, Shrewsbury, SY3 8XQ..
- Telephone Tel 01743 261000.

N.B. You may need to amend this information dependant on your location.

Appendix 7 SHROPSHIRE COUNCIL – CONSTRUCTION SITE BASIC HEALTH AND SAFETY CHECKLIST

Introductory notes: -

This template Health and Safety Team site safety check list is designed to fulfil two main functions: - to monitor the HEALTH AND SAFETY performance of contractors working on SC sites and to ensure the safety of SC staff and clients who occupy or are visiting a site. It is designed for use by Health and Safety Officers but is included here as reference material to assist premises with monitoring contractor activities on their sites.

If serious imminent dangers are identified, you **must** ask the contractor to stop working immediately. You must inform the Health & Safety Team and appropriate Building Surveyor, Architect or Clerk of Works as soon as possible stating the reasons why work has been stopped.

N.B. Please note that this checklist will not cover every circumstance that may arise.

SITE SET-UP	YES	NO	COMMENTS & GUIDANCE
Fire precautions and an emergency plan are in place before work starts?			On occupied sites this should include co-ordination with the fire arrangements existing in the premise. Where modifications or extensions are being made to occupied buildings there will, inevitably, have to be temporary changes to normal fire emergency plans for the premise. It is worthwhile checking that this has been done where necessary, and that the changes will work.
Suitable first aid provision has been made?			
Welfare facilities are in place for site workers, in accordance with the Construction (Design and Management) Regulations (CDM) 2015			This question (and the one above) is here merely to give an indication of the contractor's management and control systems. Things to look for – drinking water, toilets and washing facilities, separate messing facilities.
The Asbestos Record System Manual (the red book) for the premise has been seen and signed by ALL contractors working on site.			If a contractor's manager has seen this at pre-contract stage, this will not guarantee that the operatives on site will have the necessary information. Check with operatives what

		they know.
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Traffic and persons are segregated as far as practicable?			<p>Ideally there should be separate routes for vehicles and people. Vehicle reversing should be eliminated where possible by having a one-way system round the site or Y points where vehicles can reverse safely. Banks-men must be used to control reversing vehicles. Vehicle routes should be kept away from doors out of the building.</p>
Traffic and pedestrian routes are kept clear of tripping and falling hazards?			
The site is tidy, with materials safely stored?			<p>Brick piles are sometimes an issue in that once a pack has been broken into, it loses its inherent stability and will spill bricks all over the place. Pieces of scrap timber with nails driven through are also a common hazard which can cause nasty injuries. Sand piles are a great temptation for children – Many kids have been buried by collapsing sand heaps after burrowing into them and a lot have died from suffocation. Sand heaps should be covered or otherwise secured after working hours to prevent access by children.</p>
There is satisfactory liaison between the contractor and the premise manager to ensure the safety of all on site.			<p>This liaison should cover things like joint fire and emergency arrangements, the timing of material deliveries to the site, and anything else around the interface between the works and the rest of the site. In the case of schools timing of deliveries is critical to avoid potential serious accidents</p>
On larger scale projects the job may be notifiable to the HSE. In this case the F10 should be prominently displayed?			<p>A construction project is notifiable if the construction work is expected to:</p> <ul style="list-style-type: none"> last longer than 30 working days and have more than

			<p>20 workers working at the same time at any point on the project or</p> <ul style="list-style-type: none"> • exceed 500 person days
The boundary between the work and the rest of the site or public areas is well defined with 2 metre high HERAS fencing, with appropriate signage.			<p>Access gates in the fence should be securely bolted at the end of the working day, and in some cases this may also be necessary during the working day if the access point is out of site of the work itself. Please note Heras fencing must be double clipped, not single clipped or cable tied. Where butted against an existing structure it must be securely fixed, so has not to be easily moved out of the way.</p>

PROTECTION OF THE PUBLIC	YES	NO	COMMENTS & GUIDANCE
Work areas are securely fenced as above?			
At the end of the working day, is the site left in a secure condition?			<p>Things to consider: - Gates fastened and locked; Access ladders removed or rungs securely boarded over to prevent climbing; Excavations and openings securely covered or fenced. Backfilling excavations may be desirable on vulnerable sites; Site plant immobilised to prevent unauthorised use; Materials stacked safely; Sand piles covered (and other materials likely to collapse); Flammable or dangerous substances locked away.</p>
Nuisance from smoke, dust and fumes is prevented?			<p>In very dry weather, movement of vehicles can generate large volumes of dust. This can be greatly reduced by damping down the site with water spray. Disc cutters used to cut bricks, slabs, etc also generate dust. Most industrial cutters can be fitted with water tanks and sprays to prevent this</p>
Noise output from the site is effectively managed?			<p>Most large plant is very effectively silenced these days, and the main sources of</p>

			nuisance, particularly on small sites, are the small petrol-engine driven portable tools.
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SCAFFOLDED WORKING PLATFORMS	YES	NO	COMMENTS & GUIDANCE
Is there a completion/handover certificate?			
If a scaffold has been in place more than seven days, is there a current inspection certificate?			Scaffolds must be inspected by a competent person at least every seven days (does not apply if fall height is less than two metres) and after any weather conditions likely to affect the integrity of the scaffold.
If a scaffold is incomplete (or in the process of being modified) are there warning notices in place and means of preventing access?			
Is the scaffold erected/modified” by a “competent” person?			A suitable competence standard is accreditation in accordance with Construction Industry Scaffolders Record Scheme (CISRS). Ask to see registration cards.
Is there a safe means of access to the working platforms?			e.g. ladders secured against movement at the top and bottom, with secure handholds at least 1.05 metres above landing level.
Where access ladders pass through working platforms, the access hole is as small as possible?			
If ladder access is used for heights greater than 9 metres, are there intermediate landings?			Required by the Working at Height Regulations (WAHR) and previous construction legislation
All uprights are provided with base plates (and timber sole plates where necessary on soft ground) to prevent sinking			See HSG 150 – Health and Safety in Construction;

Are all the standards, ledgers, transoms, sway and side braces and struts in place?		See HSG 150 – Health and Safety in Construction. See also CITB yellow book and NASC SG4:05
Putlog and independent tied scaffolds are secured to the building or structure in enough places to prevent collapse?		See HSG 150 – Health and Safety in Construction.
If scaffold is free standing, there are sufficient sway and side braces and rakers to ensure stability?		See HSG 150 – Health and Safety in Construction.
Rakers are securely tied back to a standard close to ground level, and are fitted with base plates (plus soleplates if on soft ground)?		Rakers should be at approx 75° from horizontal (i.e. 1 out for 4 up – same as ladders). It is not unknown for the outer ends of rakers to be waving about in the breeze with no contact with the ground at all.
There are adequate guardrails and toe boards (or equivalent protection) at every edge from which a person could fall so as to cause injury?		Top guardrail 950mm min. height. No unprotected gaps (vertical) greater than 470mm. No horizontal gaps in guardrails other than at ladder or stair access points. Removable rails at loading points to be securely closed when not loading. You may often find that there is only one rail fitted here, but there should be at least two to comply with the 470mm gap rule. Guardrails and toe boards must be fixed <u>inside</u> standards.
Working platforms are fully boarded, and boards are arranged to prevent tripping or tipping?		See HSG 150 – Health and Safety in Construction.
Working platforms are of adequate width for the purpose?		2 boards wide – adequate only for access, inspection, gangways. 3 boards wide – for men to work without materials, or for passage of materials. 4 boards wide – adequate space for men to work and passage of materials. 5 boards wide – room for stacking of materials while still allowing room for passage of men and materials and for men to work. 6-8 boards wide – used when heavy work being undertaken e.g. masonry work, or to provide

			support for higher platforms – Should only be used as part of a designed scaffold.
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Where scaffolds are erected in areas where public access has to continue (e.g. pavements and other access ways) they are adequately highlighted and lit as necessary. Protruding tubes are cut back to the adjacent standard and the ends capped to prevent injury.			
Suitable scaffold materials are used?			Important <u>Steel and aluminium scaffold tubes must not be mixed on the same level of a scaffold</u>

FALLING MATERIALS			
If materials are stacked above the height of toe boards, brick guards are in place to prevent materials falling off?			Brick guards to be mounted on <u>inside</u> of guardrails
Where the scaffold spans windows (or other fragile materials), protection against impact damage/breakage is provided?			
Where the building remains in use, or the work is above or adjacent to areas used by the public, fans are erected over doorways (including those only used as emergency exits), and other walkways?			
When conditions are as above, any gaps between working platforms and the building are covered by closing boards?			In some circumstances, e.g. where fine debris is created, it may also be necessary to sheet over the scaffold boards with plywood or hardboard.
When waste materials have to be removed from workplaces at height, enclosed chutes are used to deliver the waste directly into skips? Skips are covered to prevent spillage and dust nuisance?			If skips are on the public highway, they are to be marked and lit in accordance with Builders Skips (Marking) Regulations 1984 and traffic regulations.

ROOF WORKS			
Where scaffold working platforms or edge protection are provided, general scaffold and access requirements (as above) are met?			Access is sometimes required to the edge of the roof to complete the “turn over”. Contractors are usually tempted to remove all of the toe boards

		<p>while this is being done. One length of board only should be raised (NOT removed) to allow this work, and should be replaced before another is lifted. If there is still a risk of a person falling, alternative fall protection must be provided – harnesses and blocks etc. Alternative methods of preventing fall of materials and tools may also be required. In some cases it may be possible to lower the intermediate handrail, but remember the 470mm max gap between handrails.</p> <p>Edge protection scaffolds erected from ground level are not suitable for heights above about 5 metres. Above this height there is a greater risk of instability at roof level, and a proper scaffold platform or something erected from roof level will be required, such as weighted blocks and harnesses with travel restraint.</p>
<p>Where adequate means of fall prevention are not reasonably practicable, measures to mitigate the effects of falls are provided?</p>		<p>If edge protection (or other working platform) will not prevent falls, collective fall protection should be used. This could be in the form of safety nets immediately below the roof or inflatable air bags. This is likely to be necessary when erecting roof timbers or steelwork and when covering the roof. . For very high roofs, a birdcage scaffold and boarded floor just below the roof structure may be necessary. If none of the above are practicable, personal fall protection will be necessary. There are several BS documents covering how this should be managed, as well as the Work at Height Regs</p>
<p>Breakable surfaces such as roof lights and windows are protected to prevent falls and damage?</p>		<p>Roof lights should be covered with ply boards. If roof lights have to be removed, the holes should</p>

		be <u>securely</u> covered to prevent accidental falls and unauthorised access into the building. Windows adjacent to the work area should also be covered with ply boards.
Areas of any roof known, or suspected, to be fragile and non-load bearing are signed and fenced to prevent access?		See HS(G)33
Where work on or access to fragile roofs is necessary, a safe means of access is in use, combined with appropriate protection against falling through the roof.		See HS(G)33

Where hot processes are in use, appropriate fire fighting equipment is available at the point of work ?		Previous experience shows that the fire extinguishers are usually left in the van instead of being up on the roof!
Where hot processes are in use, a permit to work system is used to control the work. A fire watch is kept for at least one hour after hot processes stop for the day.		SC has its own Permit to Work system available on the intranet.
Bitumen boilers are at ground level? Fire safety issue.		Bitumen boilers are not normally allowed to be placed on roofs, but this may sometimes be necessary if it is the only way to do the work. Siting of boilers should have been agreed with the contract administrator at the pre-contract stage. This rule causes much discussion about whether it is worse to have the boiler on the floor and then having to lift buckets of hot pitch up to the roof on the end of a rope.
Bitumen boilers are closely attended when in use and gas burners are turned off when not attended?		“Closely attended” means having somebody by the boiler at all times when burners are alight
Gas cylinders are at least three metres away from the boiler? Are they secured against interference?		See HS(G)168 Fire Safety in Construction Work. Local first aid fire fighting equipment should also be available.

			Gas cylinders should be securely stored after hours or removed from site if suitable storage is not available.
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EXCAVATIONS (including Underground Services)			
Searches for underground services have been made before excavations begin?			Service plans may be available, but are not always totally reliable, as service ducting can move some distance when ground is crossed by heavy traffic. Positions should always be confirmed with location devices. Locations should be marked on the ground before digging begins.
Sides of excavations are secured against collapse, either by battering to a safe angle or by supporting them with timber, piling and sheeting or proprietary systems			
Edges of excavations are protected to prevent materials/persons/vehicles falling into the hole.			This protection can be simple toe boards, but people and vehicles may also have to be protected. If persons can fall into the hole and injure themselves the Working at Height Regs will apply and it will be necessary to provide proper handrails/toe boards in accordance with those Regs. Brightly painted baulks or barriers should be used to keep vehicles away from holes. Where lorries have to tip in to excavations, stop blocks should be used to prevent them over-running into the hole. It is a good idea for these blocks to be spiked to the ground to prevent movement.
Use of petrol or diesel-engine equipment is prohibited inside or close to excavations?			Exhaust fumes can be dangerous, as they are generally heavier than air and will collect in the bottom of the hole. If such equipment cannot be avoided it must only

			be used in conjunction with a means of ducting the fumes away or positively ventilating the space (Confined Spaces Regs will apply)
There is adequate separation between persons and moving machinery? Where this is not possible, safe systems of work are in place?			
People working in excavations are trained and have been given clear instructions on how to work safely?			

Supervision of the installation, alteration and removal of excavation support is carried out only by a competent person?			
There are records of inspection for the excavations?			A competent person should be inspecting the excavations: at the start of each shift before work begins; after any event likely to have affected the strength or stability of the excavation; after any accidental fall of rock, earth or other material.
Excavations in public areas are adequately fenced to prevent persons or vehicles from falling into them?			Where children are likely get into the site, additional precautions may be necessary e.g. backfilling the hole or covering it securely, with a view to reducing injuries that might otherwise occur.
Is the excavation likely to affect the stability of adjacent structures?			Walls often have shallow foundations, which can be undermined by very small trenches. The larger the hole, the larger the structure that could be affected. Additional support may be required before work begins. Excavations may also undermine the footings of scaffolds.

SITE ELECTRICS (including Overhead Lines and Underground Services)			
All portable tools and portable equipment used on site are of reduced voltage of 110v or less (If 240v equipment <u>has</u> to be used, it must be fed via suitable protective			110v equipment should be fed via a centre-tapped to earth (CTE) transformer, so that max voltage to earth is 55v.

devices e.g. RCD.)			RCD's should be dust and weather proof and protected against mechanical damage. They should be checked for correct operation daily, inspected weekly, and tested every three months by a competent electrician.
There is evidence that all portable tools and equipment are being tested regularly, as recommended in HS(G)107 - Maintaining portable electrical equipment?			Ask to see records – you will not often find them retained on site, particularly for minor works, but technically they should be available for inspection.
Portable generators are appropriately earthed?			Portable generators will normally only be in use where there is no alternative supply available, such as in new built on a new site. For most of our new build and maintenance work, which takes place on occupied sites, temporary supplies will usually be taken from another building. Portable generators should be properly earthed via an earth Small generators (up to about 5kVA) used for 110v supplies need not be earthed provided all of the appliances they supply are of double-insulated construction.
Temporary site supplies are safely installed and properly earthed?			Switchgear and metering equipment should be in secure accommodation and protected from weather and accidental damage. Makeshift arrangements e.g. unprotected wiring, taped and twisted cable joints are not permitted. Watch out for cables draped across/around scaffolds, where damaged insulation may cause the scaffold to become live! Ask to see the certificate of inspection which should be issued before the system is put into use. Systems should be tested every 3 months by persons other than those who installed the system.
Where overhead lines cross the work area, adequate precautions are in place to prevent contact or flashover?			Ideally, the supply should be turned off and isolated. In practice this is not often possible. "Goalposts" and high visibility

			<p>markers should be in place to indicate a safe route for vehicles (particularly high vehicles such as cranes, excavators, fork lift trucks – it is quite a common event for a tipping lorry to touch an overhead cable when tipping. The idea is that nothing should be able to touch or come within arcing distance of a high voltage cable. See GS6</p>
The positions of underground services are identified and clearly marked, and safe digging procedures adopted			

LADDERS	YES	NO	
Is a ladder the most appropriate access equipment in the circumstances?			Suitable for very short duration work only or for access to another working platform. (WAHR)
All ladders in use are to current BS standard and are Class 1 (industrial) rating?			
Ladders are in good condition?			Physically check condition and ask to see inspection register.
Ladders are used safely?			Properly supported to prevent sideways or outwards slippage; Set at correct angle – 1 out for 4 up; Extend above landing level by 1.1 metres to give suitable handhold; Set on firm ground and not resting on fragile materials at the top (plastic gutters, etc.;
Extending ladders overlap by at least two rungs when in use?			

SITE MACHINERY	YES	NO	
All site machinery is in good condition and is adequately maintained?			Maintenance records? Dangerous parts securely guarded (gears, shafts, couplings, etc.)? Safety devices operating

			correctly? Operators appropriately trained?
Lifting Equipment			Subject to thorough inspection and examination by a competent person before being put into service. Test certification within date. Lifting operations properly planned and only carried out by those who are trained and competent in the operation of lifting equipment.
Site vehicles are driven safely?			Operator training – No carrying of passengers?

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Planning: → Identify job

Clearly specify the nature and extent of the job.

Appendix 8 Contractor’s Flow Chart

Identify hazards involved, how can the job be done safely?

People affected

think about:
Customers, pupils, service users etc.

Site access

Timing, alternative routes, vehicles, heavy plant and machinery, pedestrians.

Site security

Who will manage?

Provide **Health and Safety information** about the site for the Contractor

→ Fire, First Aid, Asbestos, hazardous chemicals, waste etc.
Consult with other site users/teams etc.

→ Make use of the checklist – appendix 4

Selection of Contractor(s)

Competent contractors selected from the councils approved list of contractors

N.B. Manager’s who do not engage Premises Services must, as clients, satisfy themselves of the competence of potential contractors.

→ **Sub-contacting restricted to one level** – all contractors members of an approved scheme i.e. CHAS/Safe Contractor etc.

Agree and record details of the work with the contractor

→ Obtain Contractor’s method statements, risk assessment.

Identify any “Shared risks” consult with Contractor and Tenants

Fire, security etc.

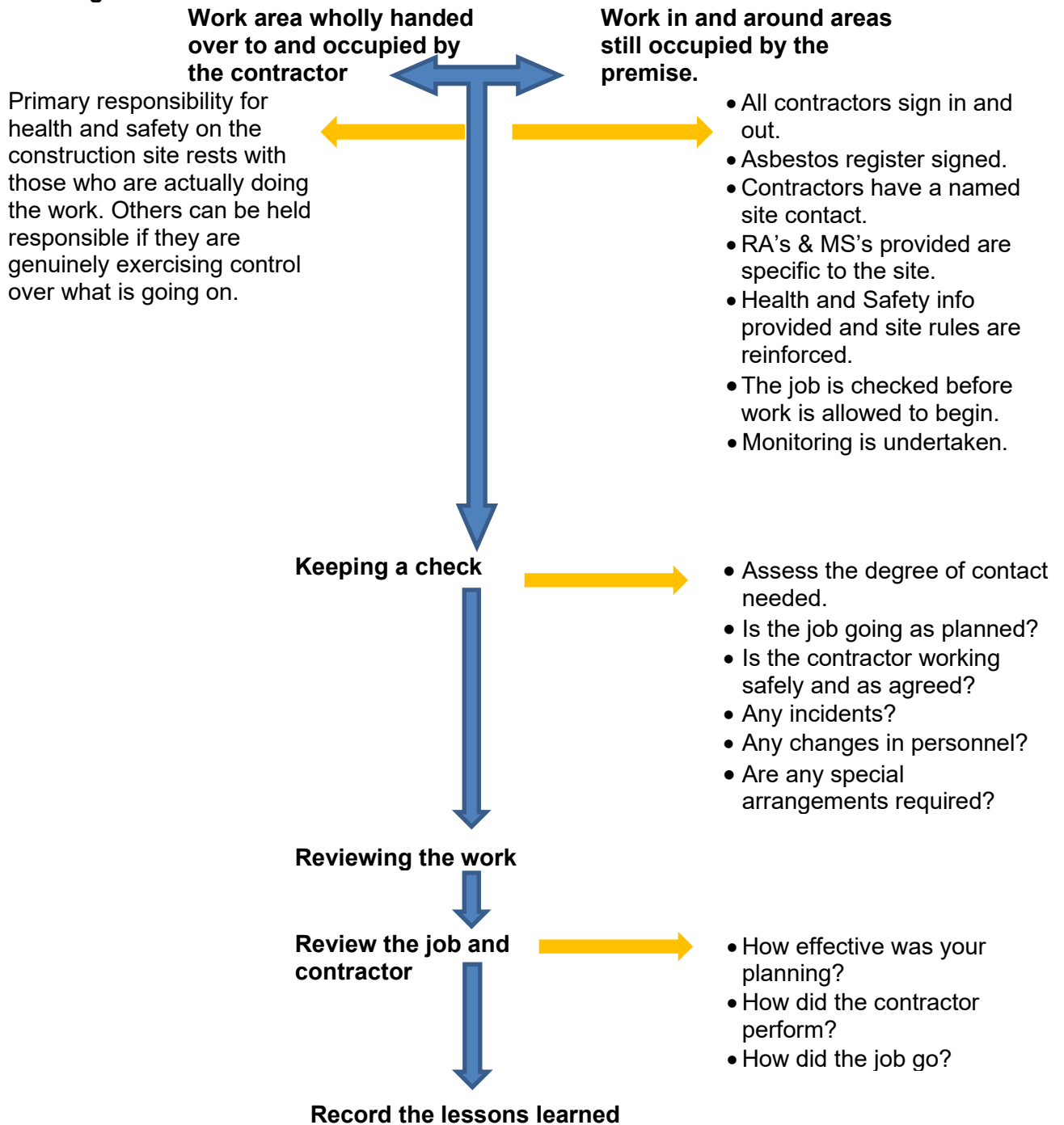
Agree and record specific measures,

→ Permits to work, including hot work, no go areas, access arrangements etc.

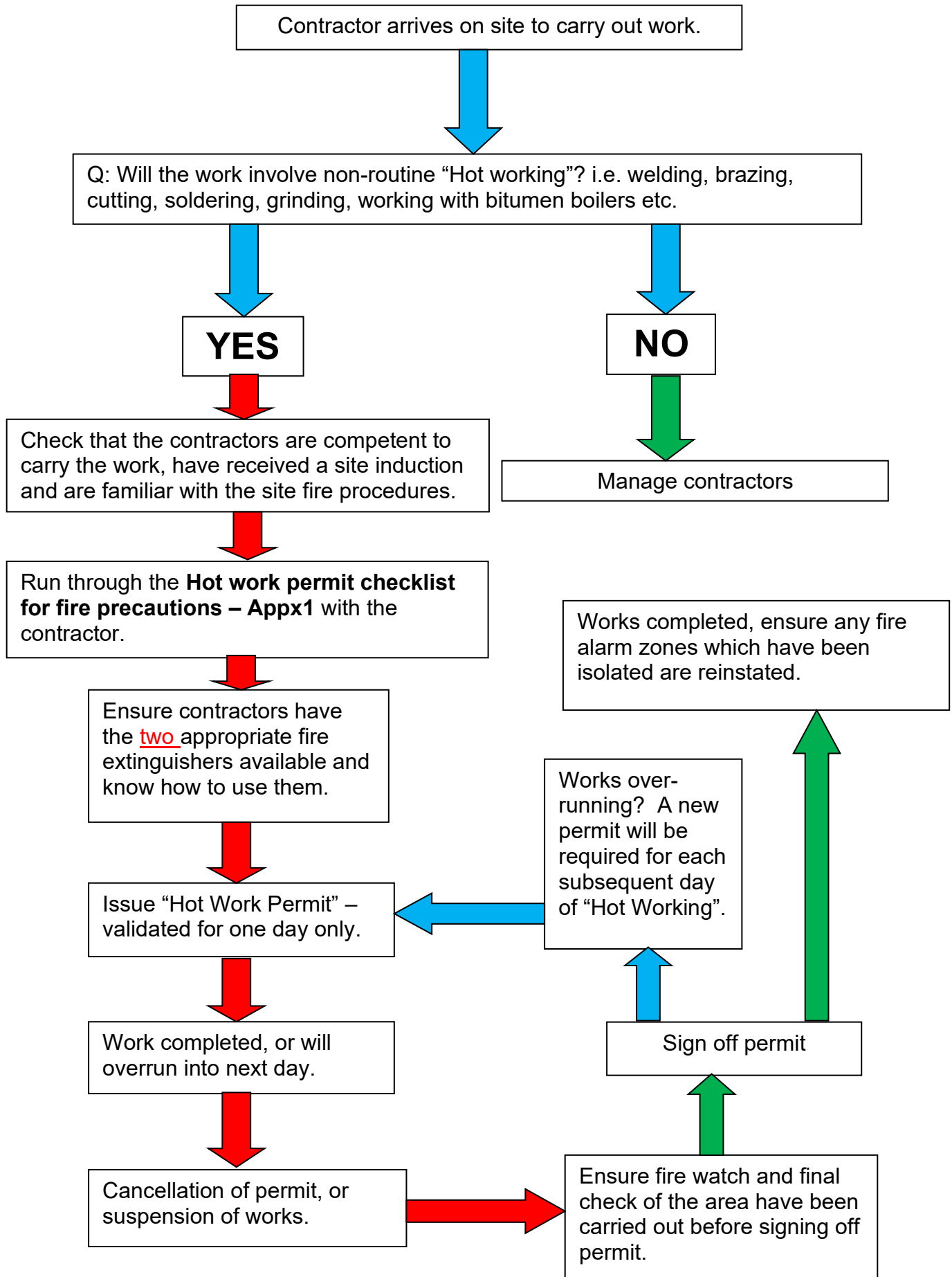
Contractors Working on Site
(Cont. over)
Contractors



Working on Site



Appendix 9 - Hot Work flow Chart



What is Hot Work? – Mainly non-routine (but not exclusively limited to) work activities that involve the application or the generation of heat /sparks during their execution. Activities include cutting, welding, brazing, grinding soldering and the use of blowlamps. Hot Work, in the main, is associated with the application of heat either directly to, or adjacent to plant, pipes, buildings, roof structures etc. Routine work would normally only require a safe system of work to be in place.

Hazards arising from Hot Work include:

- Fire and explosion risk to the building or surroundings as a result of work activities that generate sparks and heat, such as grinding, burning and welding etc., in areas containing combustible and flammable materials.
- Risk of eye injury including ultra-violet damage (i.e. “arc-eye” - electric arc welding), burns and heat exhaustion.
- Asphyxiation by smoke, gases and vapours and/or asphyxiation or poisoning by toxic fumes.
- Flash-back injuries from LPG equipment.
- Burns from contact with hot materials or a naked flame.

Risk assessment for Hot Work:

- All activities which involve hot working must be risk assessed by a competent person to ensure that appropriate safety procedures are put in place.
- The Hot Work Permit will form part of this process.

Safety Procedures:

- All hot work must be carried out by competent person(s) who understand the Hot Work process.
- Are approved contractors from the Council's Approved Contractors List.
- The working area must be made as safe as possible before the work starts, and all the prescribed preventative precautions must be taken whilst the work is in progress. Use the checklist in Appendix 1 to check the area.
- Where necessary notices warning of hot working to be prominently displayed

Fire watch:

- Provided during, and until 60 minutes after operation.
- Supplied with suitable fire extinguishers/blankets and/or hose reel.
- Someone is present in the surrounding area that has been trained in basic fire fighting and in sounding the alarm.

Final check:

- To be made 60 minutes after completion of any operation; and
- If contractors have had access to the roof space, check the openings in roof voids are properly closed and locked.

Duties of the Authorised Person

An **Authorised Person** is the Premise Manager/Head Teacher/Building Surveyor/Principal Contractor. The Authorised Person has the following duties:

1. To issue the appropriate documentation to the Competent Person, discussing the practicalities of the safety precautions and control measures required.
2. To monitor that during the hot work activity, the work is carried out in line with the Permit to Work or Standard Operating Procedure.
3. Where the work extends beyond one day, to extend the permit if the conditions are still applicable.
4. To ensure that on completion of the hot work the Competent Person has left the area in a safe condition and to cancel a permit if issued.
5. To use a contractor from the Approved Contractors List.
6. To seek advice from Premises Services and/ or the Health and Safety Team on procedures for Hot Work, Permit to Work and precautions required for commissioning hot work activities.
7. To remain on site throughout the duration of the hot work operation unless a formal hand-over of the hot work permit takes place to a second authorised person.
8. To ensure that cleaning staff and/or other staff occupying the relevant area controlled by the permit e.g. evening/night class staff and any persons leasing the premises or part of it, are brought under the control of the permit.

Duties of the Competent Person

A **Competent Person** is someone who is trained and experienced in the actual Hot Work activity and has duties as follows:

1. Ensure that they are familiar with these Hot Working arrangements.
2. If a permit is issued, discuss the safety precautions required with the Authorised Person. Sign for acceptance of the permit to confirm understanding of the requirements and the obligation to carry out the instructions correctly.
3. Work in compliance with the job instructions and control procedures.
4. Adhere to any provision in the Safe Operating Procedure or Permit to Work.
5. Supervise, erect and maintain any barriers, screens or other protective measures.
6. Ensure/arrange communication and/or reporting procedures for emergency situations as appropriate.
7. Observe all fire precautions.
8. Comply with any monitoring required by the documentation.
9. Keep the Hot Work area clean, tidy and free from any combustible materials.
10. Restrict the use and application of heat to the stated points of work.
11. Leave the area in a safe condition if the hot work is suspended. The permit will need to be formally extended or a new permit issued if the hot work is to continue on a different day.
12. Comply with any requirements laid down in the Hot Work Safe Operating Procedure or Permit to Work to carry out a personal inspection after a specified period following the last application of heat.
13. On completion or cessation of the Hot Work, confirm that the Hot Work area is safe and free from any source of ignition or any signs of any smouldering materials, tidy up the work area, remove/replace any fire-fighting equipment, if a permit was issued, sign it off and return it to the Permit Issuer (Authorised Person).

Duties of staff and other relevant persons

1. To comply with the requirements and controls of the hot work permit.

Hot work permit checklist for fire precautions.			
Setting up:	Yes	No	N/A
• Fire equipment and systems are in service;			
• Fire extinguishers/blankets are to hand at points of work;			
• Fire extinguishers are subject to annual maintenance and are full/charged.			
• Hot work equipment is in good condition;			
• Gas containers/flammable liquid containers are to be changed/filled in the open air. Use safety dispensers / containers to store and dispense flammable liquids.			
• Fire alarm zones silenced/smoke detectors covered and appropriate alternative arrangements for activating the fire alarm are in place and relevant staff have been informed.			
• Escape routes from place of work are clear, i.e. Not obstructed with work materials			
• Building users/staff working in the vicinity of, in or near the relevant area of the hot work operation made aware/excluded from hot work zone.			
Within 15 metres of the work:	Yes	No	N/A
• Floors swept, clear of combustibles, wetted down, or covered with non-combustible materials where necessary;			
• Combustible materials, hazardous or flammable liquids have been removed or are protected with non-combustible curtains, sheets or shields;			
• All wall and floor openings through which sparks can fall have been covered with non-combustible curtains or sheets; and			
• Non-combustible materials suspended beneath work to collect sparks.			
Work on walls and ceilings:	Yes	No	N/A
• Any combustible material has been protected against sparks or heat; and			
• Combustibles moved away from the other side of walls and away from metal through which heat can be transferred.			
Work on enclosed equipment: (tanks, containers, ducts, dust collectors etc.)	Yes	No	N/A
• Equipment cleared of all combustibles and dusts; and			
• Containers purged of all flammable liquids and vapours.			
• Confined space precautions undertaken in accordance with Confined Spaces Regulations			
Work on roofs:	Yes	No	N/A
• Two Dry Powder Fire extinguishers available at point of work and at boiler			

• Bitumen boilers at ground level only			
• Gas cylinders for boilers at least 3 metres from building			
Fire watch:	Yes	No	N/A
• Provided during, and then continuously for 60 minutes on completion of work (or after completion of operations).			
• Supplied with suitable fire extinguishers/blankets and/or hose reel.			
• Someone is present in the surrounding area that has been trained in basic firefighting and in sounding the alarm.			
Final check:	Yes	No	N/A
• To be made 60 minutes after completion of any operation; and			
• If contractors have had access to the roof space, check the openings in roof voids are properly closed and locked.			
Precautions required for work on highways:	Yes	No	N/A
• All LPG cylinders are correctly handled, transported and stored at a safe distance from any sources of heat			
• All equipment to be in good working order, correctly maintained and free from any gas leakage at hoses, joints etc.			
• An appropriate size of fire extinguisher of the correct type is available and in good working order at the site of the hot working operation			
• All appropriate personal protective equipment to be available and worn when doing hot work			
• A fully stocked first aid box to be available and its whereabouts known to all personnel involved			
• No hot appliances or naked flame to be left unattended at any time unless adequately screened to prevent unauthorised access			
• Those carrying containers of hot material must be well protected from moving vehicles and contact with members of the public			
• Where necessary notices warning of hot working to be prominently displayed			
Comments:			

Permit-to-Work - Hot Work (*Completed example*)

Project: Toilet refurb		
Document reference No: 01/09/2015		
Task or work operation: Soldering	Duration of work: ½ day	
This permit to work is issued for the following work only. No work other than that detailed in this permit is permitted to be carried out.		
Is work to be carried out when plant, equipment or systems are in operation? (* = delete where not applicable)	Yes*	No*
Is work to be carried out in the vicinity or combustible or flammable materials, or where they could be affected (e.g. by conduction, convection, radiation) at a greater distance?	Yes*	No*
Will the work require the disablement or removal of any part of the fire warning and detection system or building structural fire protection?	Yes*	No*
Will the work place persons (including those with disabilities) at significant risk?	Yes*	No*
Location of work: Library toilets		
Description of work: Soldering new pipework		
Method of isolating/making safe: Area cleared of all surplus materials		
Precautions: <ul style="list-style-type: none"> • Ensure that work equipment is suitable for use and in good order • Check the location and means of raising the alarm • Ensure that a suitable fire extinguisher and/or fire blanket is provided • Inspect nearby areas for hazards including the potential for ignition of combustibles/flammables, the rate and extent of likely fire spread, and other hazards • Identify persons at risk (including persons with disabilities) and ensure that adequate arrangements are made for their safe escape • Remove any combustible materials from the work area • Remove any flammable liquid/gas containers from the work area (whether full or empty) • Provide suitable and adequate protections against sparks and hot particles. • Fire Watch – to be provided during, and until 60 minutes after operation. • Follow-up/post work inspections • Other general precautions implemented: 		
Extra precautions to be carried out if plant, machinery or systems are in operation:		
Extra precautions to be carried out if work to be carried out in the vicinity or combustible or flammable materials, or where they could be affected (e.g. by conduction, convection, radiation) at a greater distance: No flammable materials stored in this area		

Extra precautions to be carried out if the work requires the disablement or removal of any part of the fire warning and detection system or building structural fire protection: All staff informed that smoke detectors have been isolated in zone 2, use break glass point to raise alarm in the event of a fire.		
Extra precautions to be carried out if the work will place persons (including those with disabilities) at significant risk:		
Authorisation of the permit (Authorised Person)		
Name of the person issuing the permit: S. Bury		
Designation: Library Manager		
Signature: S. Bury		
Date: 1/09/2015	Time: 09:30	
Receipt of the permit (Competent Person)		
Name: L. Plumber		
Designation: Foreman		
Signature: L. Plumber		
Company: Leaky Plumbers (Shawbury) Ltd.		
Clearance/completion of the hot work process	Has*	Has-not*
A final check made 60 minutes after completion of any operation	✓	
I hereby declare that the work stated above has/has not (indicate at the end of the row) been completed.	✓	
Details if not completed:		
Name: L. Plumber		
Designation: Foreman		
Signature: L. Plumber		
Company: Leaky Plumbers (Shawbury) Ltd.		
Cancellation of the permit		
All copies of the permit are hereby cancelled.		
Name: S. Bury		
Designation: Library Manager		
Signature: S. Bury		
Date: 1/09/2015	Time: 14:45	

Three copies of this hot work permit must be produced and issued to:

- 1. Management file;**
- 2. Contractor/hot worker;**
- 3. Relevant departmental staff.**

A copy of the hot work permit must remain on the management file after the permit has been signed off on completion of the hot work operation.

Permit-to-Work - Hot Work

Project:		
Document reference No:		
Task or work operation:	Duration of work:	
This permit to work is issued for the following work only. No work other than that detailed in this permit is permitted to be carried out.		
Is work to be carried out when plant, equipment or systems are in operation? (* = delete where not applicable)	Yes*	No*
Is work to be carried out in the vicinity of combustible or flammable materials, or where they could be affected (e.g. by conduction, convection, radiation) at a greater distance?	Yes*	No*
Will the work require the disablement or removal of any part of the fire warning and detection system or building structural fire protection?	Yes*	No*
Will the work place persons (including those with disabilities) at significant risk?	Yes*	No*
Location of work:		
Description of work:		
Method of isolating/making safe:		
Precautions: <ul style="list-style-type: none"> • Ensure that work equipment is suitable for use and in good order • Check the location and means of raising the alarm • Ensure that a suitable fire extinguisher and/or fire blanket is provided • Inspect nearby areas for hazards including the potential for ignition of combustibles/flammables, the rate and extent of likely fire spread, and other hazards • Identify persons at risk (including persons with disabilities) and ensure that adequate arrangements are made for their safe escape • Remove any combustible materials from the work area • Remove any flammable liquid/gas containers from the work area (whether full or empty) • Provide suitable and adequate protections against sparks and hot particles. • Fire Watch – to be provided during, and until 60 minutes after operation. • Follow-up/post work inspections • Other general precautions implemented: 		
Extra precautions to be carried out if plant, machinery or systems are in operation:		
Extra precautions to be carried out if work to be carried out in the vicinity of combustible or flammable materials, or where they could be affected (e.g. by conduction, convection, radiation) at a greater distance:		

Extra precautions to be carried out if the work requires the disablement or removal of any part of the fire warning and detection system or building structural fire protection:			
Extra precautions to be carried out if the work will place persons (including those with disabilities) at significant risk:			
Authorisation of the permit (Authorised Person)			
Name of the person issuing the permit:			
Designation:			
Signature:			
Date:	Time:		
Receipt of the permit (Competent Person)			
Name:			
Designation:			
Signature:			
Company:			
Clearance/completion of the hot work process		Has*	Has not*
A final check made 60 minutes after completion of any operation		<input type="checkbox"/>	<input type="checkbox"/>
I hereby declare that the work stated above has/has not (indicate at the end of the row) been completed.		<input type="checkbox"/>	<input type="checkbox"/>
Details if not completed:			
Name:			
Designation:			
Signature:			
Company:			
Cancellation of the permit			
All copies of the permit are hereby cancelled			
Name:			
Designation:			
Signature:			
Date:	Time:		

Three copies of this hot work permit must be produced and issued to:

- 1; Management file;**
- 2. Contractor/hot worker;**
- 3. Relevant departmental staff.**

A copy of the hot work permit must remain on the management file after the permit has been signed off on completion of the hot work operation.