

## Plan-in-place procedure for works orders identified with Medium and High risks

### Introduction

Housing and Property Service policy on the [Management of Contractors](#) requires work specific arrangements to be reviewed prior to acceptance and commencement of work taking place.

Where works are assessed with low risk or are of a minor / repetitive / upkeep nature they are generally covered by generic risk assessments and method statements.

Assistant Area Property Managers are responsible for conducting periodic reviews of these types of work to ensure adequate controls measures are still relevant.

For works identified with Medium or High risks a review of the adequacy of risk controls, method of work and welfare provisions is to be carried out by the Contract Administrator (e.g. Maintenance Officer) with advice from a CDM Co-ordinator (where engaged) or from the Property Risk Management Officer / Corporate H&S Advisor if necessary.

After review by the Contract Administrator the Assistant Area Property Manager is to ensure that a copy of a 'Plan-in-place' confirmation is to be issued to the Responsible Premises Officer (RPO). This will provide assurance to the RPO that the proposed safe method of working has been reviewed when a contractor arrives at a property.

(Note: The RPO is entitled to refuse access if a Plan-in-place confirmation is not available).

### 'Customer Notification / Plan-in-place Receipt' procedure

The 'Plan-in-place' confirmation is issued via area Business Support using a revised 'Customer Notification' receipt (example attached).

Where works orders are flagged as 'Low risk' text reads;

**'Work activities have been assessed as low risk and are covered by contractors safe working procedures'.**

Where works orders are flagged with 'Medium or High risk' text reads;

**Work specific risk controls measures and methods of safe working have been reviewed and considered in place**

The process of issuing a 'Plan-in-place' confirmation for works order related work is shown on the diagram below;

