



Housing and Property Services

HEALTH AND SAFETY LIAISON INFORMATION AND GUIDANCE TO SAFE WORKING PRACTICES FOR CONSTRUCTION WORK UNDERTAKEN ON AUTHORITY PREMISES

1.0 Contents

2.0 Introduction

3.0 Statutory duties

4.0 Client / Contractor liaison

 4.1 PART A section 8-12 Contractors organisation for safety
Contractor's liaison officer

 4.2 PART C section 55 Work in and around occupied buildings
Asbestos

 4.3 PART C section 68-69 Work in and around occupied buildings
Control of people in and around the work operations

 4.4 PART D section 72-73 General precautions to be considered in relation
 to all work on premises
Fire precautions

5.0 Works to council premises (Health and Safety File information)

6.0 Making good following installation work

7.0 Data wiring or cabling installation work

Appendix

Guidance to Safe Working Practices for Construction Work Undertaken on
Authority Premises

2.0 Introduction

The arrangements to comply with statutory legislation and for the health and safety of all persons occupying and using authority premises should be allowed for by contractors where works are undertaken in council premises.

3.0 Statutory duties

As a contractor available to be employed by the council, high standards of health and safety competence require to be met.

Further to your submissions of health and safety information, Highland Council as the employer, require to ensure that:-

- i) employees or persons using authority premises are not at risk from a contractor's works.
- ii) any information on residual risk existing in premises are made available to contractors (e.g. asbestos).
- iii) where two or more contractors are at work in a premises, information on proposed activities, hazards and risks are made available to all concerned.

The contractor will also have duties of care to their employees to discharge, to risk assess work and to control the appointment and activities of any sub-contracted work they may commission.

Information will be required to be made available to those who may be affected by the works together with liaison arrangements to be confirmed with a responsible premises officer.

4.0 Client / Contractor liaison

With regard to liaison arrangements, attached as an appendix to this document is a **“Guidance to Safe Working Practices for Construction Work Undertaken on Authority Premises”**.

The arrangements included for contractors working on occupied premises will require to be adopted.

This document sets out the health and safety standards to be adopted by all contractors engaged for works on Authority premises and also confirms the communication and liaison arrangements required to ensure Highland Council discharges their duties, as client.

**Your attention is drawn to the following guidance sections in the attached appendix:-*

4.1 PART A 8-12 Contractor's organisation for safety

Contractor's liaison officer

A contractor's liaison officer should be identified to liaise and inform a responsible premises officer of any work to be carried out and to confirm the arrangements for control of any risk which may result from the proposed works.

4.2 PART C 55 Work in and around occupied buildings

Asbestos

The contractor's liaison officer is to be informed of any known existence or possible locations of asbestos within premises which may affect any installation or maintenance work to be carried out by the contractor.

During planning of works, requests for information can be made to Housing and Property Services and the responsible premises officer to confirm details of any available information on locations or potential presence of asbestos within premises.

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4.3 PART C 68-69 Work in and around occupied buildings

Control of people in and around the work operations

Arrangements will require to be made for the identification and control of persons accessing a premises on or on behalf of the contractor.

Building occupiers are to be informed of the contractor or appointed sub-contractors presence and the proposed works to be carried out. In premises where the council has visitor recording arrangements/signing-in procedures in place these shall be followed.

4.4 PART D 72-73 General precautions to be considered in relation to all work on premises

Fire precautions

The contractor shall ensure that his undertaking does not compromise the premises fire precautions in place and that an assessment is carried out to confirm any additional risk controls that may be required during proposed works. Arrangements will require to be made for the provision of information on premises fire precautions, means of escape and evacuation procedures to the contractor.

5.0 Work to council premises (Health and Safety File information)

Information on residual risks remaining following the construction or alteration of premises is required to be contained in a Health and Safety File.

This information (where existing), is available for use to highlight any maintenance access arrangements or hazards to be avoided and contractors are asked to request this information, if it has not already been made available.

Proposed installation works which may on completion have an affect on the health and safety at work of any person (i.e. provision for access to equipment for maintenance or cleaning), may require information to be provided to update premises and on-line copies of Health and Safety files. Adequate allowance should be included for any appropriate associated documentation of works carried out, to be provided and handed to the client at the end of the work to suit file formats.

6.0 Making good following installation work

Housing and Property Services are responsible for the maintenance and repair of all Highland Council owned properties.

Proposed work to premises involving works which affect the structure or finishes should include adequate allowance for making good finishes and redecoration.

7.0 Data wiring or cabling installation work

Where applicable, before providing any data wiring systems or cabling installation work, the contractor is to confirm existing power circuits comply with IEE Wiring Regulations section 607 *Earthing requirements for the installation of equipment having high earth leakage currents*.

Where existing wiring does not / will not comply with this section, the contractor shall isolate / disconnect the data wiring system to prohibit the use of e.g. “portable” computers, etc and shall provide suitable signage and information to the building occupier to ensure compliance is adhered to until such time that the system is upgraded.

GUIDANCE TO SAFE WORKING PRACTICES FOR CONSTRUCTION WORK UNDERTAKEN ON AUTHORITY PREMISES

STRATEGIES FOR THE HEATH AND SAFETY OF ALL PERSONS OCCUPYING AND USING AUTHORITY PREMISES

CONTENTS:

Definitions - Page 2
Introduction - The purpose of this guidance and safety of supervising officers - Page 3

PART A: CONTRACTOR'S ORGANISATION FOR SAFETY - Page 4
Appointment of contractor's liaison officer
Provision of site supervision

PART B: ARRANGEMENTS FOR WORK AREAS WHOLLY HANDED OVER TO CONTRACTORS
- Page 5
Work areas wholly handed over to contractors

PART C: WORK IN AND AROUND OCCUPIED BUILDINGS - Page 6
Physical separation of work areas
Restrictions on the erection and dismantling of all scaffolds, hoists and barrier fencing
Restrictions on the movement of mobile scaffolds and long ladders
General requirements and precautions for scaffolds and hoists
Protection for all persons from falling objects
Precautions to prevent danger from vehicles
Precautions in the storage and use of LPG
Excavations in open access areas
Dangerous, noxious or offensive substances
Asbestos
Stripping paint
Specific work inside buildings
Control of people in and around building operations

PART D: GENERAL PRECAUTIONS TO BE CONSIDERED IN RELATION TO ALL WORK ON PREMISES - Page 13
Safeguarding public access to parts of the site
Stability of buildings
Fire Precautions
Provision of warning notices
Skips and site clearance
Maintaining Services

PART E: ASSOCIATED NUISANCE, WELFARE AND SECURITY ITEMS - Page 14
Noise and dust
Nuisance access/interference
Changing rooms, toilets etc
Security

PART F: CONTACTS SHEET - Page 16

Definitions

The following abbreviation is used throughout:

HSW: Health and Safety at Work Act 1974

The following terms have the stated meanings:

AUTHORITY

Any of the public bodies stated in the title heading of this document or any other Trust or Public Agency where the Highland Council are authorised agent to issue a works order or let a contract.

CONTRACTOR

An employer or self-employed person undertaking building, maintenance or similar work on Authority premises. The term includes direct labour organisations.

PREMISES

All establishments and properties under the control of the Authorities stated in the heading to the document.

OCCUPIED

Buildings or grounds (or part thereof) to which staff, pupils, occupants or the public retain general access.

RESPONSIBLE PREMISES OFFICER

The officer employed by the Authority (e.g. Head Teacher, Matron, Building or Facilities Manager, Senior Police or Fire Officer) who has overall responsibility for the daily care and running of the premises and/or a member of staff designated by him/her to liaise during the project.

Housing Management Officer

The officer employed by the Authority who has overall responsibility for the daily care and running of the council housing stock and/or a member of staff designated by him/her to liaise during the project.

SUPERVISING OFFICER

The architect, engineer, surveyor, officer of the Authority or consultant appointed by the Authority responsible for administering/inspecting the project and monitoring the contractor's work.

CONTRACTOR'S LIAISON OFFICER

A senior member of the contractor's site staff appointed to maintain day to day liaison, with the supervising officer of the project and the responsible premises officer for the daily running of the premises, in respect of safe conduct of the work involved.

INTRODUCTION

THE PURPOSE OF THIS GUIDANCE

- 1 Building work in occupied premises may create risks for both those engaged in the work and for all persons using the premises. Various specific legal requirements and the British Standard Codes of Practice detail how the safety of building workers is to be achieved. The purpose of this guidance is to identify the safe working practices generally necessary for contractors to discharge their HSW Act duties to everyday users of premises in respect of general hazards caused by their work*. In addition, the contractor must take all reasonable practicable steps to prevent danger or ill health from specific details of work not covered by this general guidance. Some of the actions required are solely the responsibility of the contractor, whilst others require liaison with the supervising officer and/or the responsible premises officer, but all those that apply must be discharged.
- 1A In building contracts over a certain cost, currently £100000, contractors shall join the Considerate Constructors scheme.
- 1B The guidance shall augment Housing and Property Service's [Management of Contractors Policy](#).
- 2 The Authority has legal responsibilities to contribute to the safety of the contractor's staff, so far as is reasonably practicable, by the provision of information and the taking of actions properly within its control.
- 3 All premises should be deemed to be occupied during holidays and in the evenings and thus no lesser standards will be accepted during these periods.
- 4 It is also recommended that the contents of this guidance be considered in the compilation of contract documents.
- 5 In no circumstances do any of these recommendations imply that (contractually) the contractor should take instructions from anyone other than the supervising officer. The contractor's contact with persons holding responsibility for premises is for on-site liaison purposes only. For the Authority's part, all alterations to, or interpretations of, the contract will be the responsibility of the supervising officer.

SAFETY OF SUPERVISING OFFICERS

- 6 Throughout this guidance various recommendations aim to separate the building works from everyday building users. Supervising officers and other official visitors in this guidance, should be instructed not to put themselves at risk and will limit their work accordingly if safe access, for instance, is not provided.
- 7 Precautions over and above those required under existing construction safety regulations are not required for the protection of supervising officers and other official visitors in this guidance.

* Under section 3 of the HSW Act contractors, like all other employers and self-employed people, have a general duty to ensure, so far as is reasonably practicable, the health and safety of people other than their employees who may be affected by the way their business is run. Thus contractors working in premises have a duty to all occupants and the general public. The qualification "so far as is reasonably practicable" means that the addition to safety that any particular measure will produce needs to be balanced against its cost. Where the difficulty and cost are high, and a careful assessment of the risk shows it not to be significant, it may not be necessary to take action. However, in some cases there will be things that must be done at all costs. No allowance is made for the size or profitability of the business.

PART A: CONTRACTOR'S ORGANISATION FOR SAFETY

APPOINTMENT OF CONTRACTOR'S LIAISON OFFICER

- 8 The contractor should nominate a senior member of the site staff to carry out the duties of contractor's liaison officer. He/she should maintain day to day communications in respect of the work with the officials concerned, as the contractor's on-site representative. The contractor should inform the responsible premises officer and the supervising officer of the liaison officer's name in writing.
- 9 The liaison officer's duties should be treated by him/her with priority over any of his/her other duties in respect of the works, except where so doing would involve an increased risk of injury. The liaison officer should inform the supervising officer in writing of all communications between himself/herself and the occupiers of the premises when requested and when necessary he/she should attend meetings outside normal working hours.
- 10 Part of the liaison officer's responsibility should be to inform the responsible premises officer of the timing and progress of work on the premises, and/or immediate communal areas, and to ensure that any facilities designated as essential at the pre-site meeting (e.g. facilities for those with special needs, such as disabled) are kept available for use.
- 11 The contractor's liaison officer may be responsible for more than one site if small contracts are involved, but the supervising officer should always retain communication access to the contractor's liaison officer.
- 12 The contractor's liaison officer is also responsible for contact and co-ordination with sub-contractors. The contractor's liaison officer should ensure that sub-contractors (such as scaffolders) are fully aware of requirements and while the contractor's liaison officer may not directly supervise the sub-contractor's work the contractor's liaison officer is responsible for ensuring the sub-contractor's work meets these requirements.

PROVISION OF SITE SUPERVISION

- 13 The contractor should provide full and adequate site supervision during the progress of the work and keep a competent and authorised agent or general foreman available at all times. Where required by the supervising officer such authorised agents should give their whole attention to the supervision of the work and be able to receive and act promptly (on behalf of the contractor) on all health and safety instructions issued by the supervising officer or any other authorised person.

PART B: ARRANGEMENTS FOR WORK AREAS WHOLLY HANDED OVER TO CONTRACTORS

Paragraphs 14-18 apply to work areas wholly handed over to the contractors, being areas vacated by the occupants. Specific precautions in Part C, such as those relating to vehicle access and LPG, may also apply to work in these areas.

WORK AREAS WHOLLY HANDED OVER TO CONTRACTORS

- 14 Parts of the premises not required by occupiers or the public for access should be enclosed, e.g. within a boarded or sheeted perimeter fence at least 2m high, which is sufficient to prevent access by unauthorised people, particularly children, unless this is already achieved by an adequate boundary wall/barrier.
- 15 All aspects of fencing and protection should be confirmed at the site hand over meeting and communicated to the responsible premises officer. The perimeter fencing should be erected before the works begin, and while the surrounding areas are clear of occupants. Due regard should be paid to the possible presence of underground services if excavations are required for fence posts.
- 16 The contractor should provide all necessary padlocked entrance gates and ensure that these are closed when they are not in use and are locked whenever the site is unattended. Adequate measures should be provided to ensure adequate means of escape are maintained where enclosed temporary fencing may affect escape routes.
- 17 If fencing is to be moved or adapted during the works this should only be undertaken when the surrounding areas are clear of occupants. All fencing should be dismantled and removed at the completion of the works, but not until all danger to occupants has passed.
- 18 All site visitors, including the supervising officer, should report to the contractor's liaison officer, agent or general foreman when arriving on site. Notices informing visitors of this requirement and any additional reporting requirements agreed with the supervising officer and responsible premises officer should be posted by the contractor at entrances to the premises.
- 18A All site visitors shall sign in and undergo a Health and Safety Induction process.
- 18B All HC staff shall be encouraged to undertake CSCS training.

All construction work projects on wholly handed over work areas for Authority premises shall be deemed as "Hard Hat" areas for all personnel on site and a provision shall be made for the issue of safety helmets to visitors.

Where the contractor deems personal protective equipment in excess of hard hats is appropriate (e.g. special footwear) he shall advise the client accordingly.

PART C: WORK IN AND AROUND OCCUPIED BUILDINGS

PHYSICAL SEPARATION OF WORK AREAS

19 Wherever it is reasonably practicable to do so, work areas should be physically separated from areas used by occupants. Details of the separation should be established prior to works commencing and be acceptable to the responsible premises officer or at the pre-site meeting to the supervising officer. Changes throughout the contract should similarly be agreed.

ACCESS EQUIPMENT IN USE FOR LESS THAN ONE DAY

20 When ladders, scaffolds, cradles, etc are to be in position for less than a working day a clear demarcation of (at least) warning tapes or similar should be provided and maintained, 2m clear of the ladder, scaffold, or cradle. During this period ladders, scaffolds, etc should not be left unattended when erected. All ladders are required by law to be securely fixed at their upper resting point, or where this is impracticable, either be fixed at or near their lower end, or be footed. If possible, such equipment should not be located near doorways or main passageways.

ACCESS EQUIPMENT IN USE FOR MORE THAN ONE DAY

21 When ladders, scaffolding, cradles, etc are erected and positioned for more than a working day, a barrier should be provided and maintained to prevent unauthorised access. This barrier should consist of boarded, sheeted or chestnut fencing 1.8m high, erected 2m from the base of the scaffolding, etc (but see paragraph 36 for circumstances in which chestnut fencing is not acceptable). Where the 2m distance from the scaffold cannot be maintained, the fence should be fixed to the face of the scaffolding, with an adequate overhead "fan" installed to provide protection.

(Note: The design of tower scaffolds and the way in which they are secured to the building will need to be considered carefully if "fans" are needed). All fencing should be erected at the initial stages of the scaffold erection. Entrances should be closed when they are not in use and locked when the site is unattended. A reasonable degree of surveillance should be exercised when the gates are open.

RESTRICTIONS ON THE ERECTION AND DISMANTLING OF ALL SCAFFOLDS, HOISTS AND BARRIER FENCING

22 All scaffolds, hoists and barrier fencing, etc should only be erected or dismantled when the common or surrounding areas are cleared of occupants. Any scaffolding sub-contractor should ensure that the liaison officer is consulted before work begins and informed of any subsequent movements of, or alterations to, scaffolds/hoists and similar equipment.

22B All erection, dismantling and alterations to ladders and scaffolds shall be recorded on site and the records held, together with weekly inspection reports and design certificates.

23 The contractor's liaison officer should inform the responsible premises officer and supervising officer in writing of the start date, time and the likely duration of the work so that the period during which these activities may be undertaken can be agreed and the need for temporary barriers to maintain clearance can be considered in advance.

24 Due regard should be paid by the contractor to the presence of overhead power lines or physical obstructions during the erection of scaffolds and hoists, and during any subsequent alterations.

RESTRICTIONS ON THE MOVEMENT OF MOBILE SCAFFOLDS AND LONG LADDERS

25 Mobile scaffolds and ladders should only be moved in occupied or open access areas when these areas are cleared of all occupants. If there is a need to move such plant at other times the responsible premises officer should be informed of the start and likely duration of such movements before the work begins and be consulted on the need for any temporary barriers or other restrictions applicable.

GENERAL REQUIREMENTS FOR SCAFFOLDS AND HOISTS

26 The following legal requirements relate to equipment and operations:

- (a) The Construction (Design and Management) Regulations 2007
- (b) Work at Height Regulations 2005

Practical advice on these requirements is contained in the following Guidance Notes produced by the Health and Safety Executive

CIS10 (rev 4) Tower Scaffolds

CIS49 (rev 2003) General Access Scaffolds and Ladders

CIS56 Safe Erection, Use and Dismantling of Falsework

HSG33 (rev 1998) Health and Safety in Roof Work

HSG150 (3rd ed, 2006) Health and Safety in Construction

INDG284 Working on Roofs

INDG401 The Work at Height Regulations 2005 (as amended): a Brief Guide

27 The contractor is fully responsible for all aspects of scaffolding, including the selection of competent subcontractors for this work. The scaffolding must be capable of supporting the loads for which it is intended including such allowance as is necessary for wind loading, fans (as specified in paragraph 21) etc.

The following are specific legal requirements and recommended precautions to ensure the safety of all occupants outside the barrier/perimeter fencing.

28 All scaffolds are required to be rigidly connected to the building or other structure unless the scaffold is so designed and constructed as to ensure stability without such connections.

29 The scaffold must be tied to the building at regular intervals as the work proceeds. Tying should not be delayed until the scaffold is completed. The first ties should be at or below fan level. Specific care should be taken to ensure stability of the scaffold during dismantling.

30 All scaffolds, towers, cradles, etc are to be maintained in a safe condition. It is the contractor's responsibility to obtain hand over certificates from scaffolders etc, to subsequently inspect the equipment and sign the statutory registers.

31 Satisfactory storage arrangements for scaffold tubes and fittings should be agreed with the supervising officer and the responsible premises officer prior to the site arrival of the tubes and fittings.

32 Ladders and ropes should be secured out of reach of occupants and unauthorised people.

33 At the end of the working day the hoist motor should be immobilised with the platform at ground level. If the hoist is not within the barrier fencing the platform gates should be padlocked.

34 The hoist requires inspection once a week and the necessary entry made in the lifting appliances section of the register. Test certificates must be provided before the hoist is put into use and thereafter thoroughly examined every six months or after any substantial alteration or repairs.

PROTECTION AGAINST FALLING OBJECTS FOR ALL PERSONS

35 All working platforms in use on scaffolding must by law be adequately supported and full boarded out. This includes the provision of guardrails and toeboards, and where there is a risk of materials being displaced, brick guards together with extra sheeting or sealing of the working platform should be provided. This is particularly important where demolition or similar operations are being carried out.

36 Where there is a risk of debris falling within the confines of the barrier fencing, this fencing should be of solid construction i.e. boarded or sheeted.

ROOFWORK - PROTECTION AGAINST FALLS THROUGH ROOFS ETC.

37 On roofs covered by asbestos, non-asbestos cement or other fragile material, roof ladders or crawling boards must be used. Where a valley or parapet gutter is used as a means of access, and the roof is covered by fragile materials, suitable covers, (extending to a minimum of 1m up the roof) or other means should be provided to prevent a fall through the fragile material.

On flat or virtually flat roofs where persons are liable to fall from the edge, or through an opening, fragile rooflight or in-line transparent sheeting, edge protection must be provided. Barriers should be erected around openings and roof lights, or alternatively, they could be covered over with substantial materials, secured in position, and clearly and boldly marked.

On sloping roofs over 10 pitch, barriers or guard rails must be provided to prevent falls from the lower edges or eaves of the roof. The barriers should be high enough and strong enough to stop a person who is rolling or sliding down the roof slope.

On most sloping roofs suitable purpose made roof ladders or crawling boards must be used.

Waste material such as old slates, tiles, etc must not be thrown from the roof. A debris chute should be used or the waste could be lowered from the roof in skips or baskets.

Where works are to be undertaken on or in roofs, etc which are above or adjacent to occupied rooms, either all necessary protection should be afforded to the occupants or rooms immediately below evacuated for the duration of these works. Notification should be given to the responsible premises officer before the start of such work to agree timing. Daily consultation may be necessary.

38 Before any works are undertaken in the vicinity of glazed rooflights or similar fragile materials, these areas should be suitably protected (see paragraph 39) from damage by falling objects. Any similar areas which may be affected by scaffolding or other works should also be protected.

39 Examples of such protection might include the boarding of asbestos cement sheeting along valley gutters used for access, the netting of roof trusses, etc. This may be necessary for the protection of workmen as well as all persons using the premises.

PROTECTION AT BOTH TYPES OF WORK

It is anticipated that the precautions outlined in paragraph 40 would only be relaxed in very limited cases, and when satisfactory alternatives have been agreed.

40 Where doors/entrances/public access ways occur beneath either scaffolds or roofwork, fans should be provided which should be of adequate construction and also have unbroken boarding or sheeting which abuts the fabric of the building and projects as far as the barrier fencing. All scaffold tubes should be arranged so that full operation of the doors is not impeded. Additional requirements will be necessary in wet or very dusty conditions. If natural or artificial lighting is significantly obscured additional lighting should be provided. Scaffold tubes should not protrude into access ways.

PRECAUTIONS DURING LIFTING OPERATIONS

41 All manual handling operations are to be risk assessed prior to commencement and control measures should be undertaken to ensure safety during lifting operations. For instance, safety hooks should be used; lifting devices should be considered in preference to manual carrying of materials up ladders; tripods used for lifting should be made stable, etc.

PRECAUTIONS TO PREVENT DANGER FROM VEHICLES

42 The contractor should take precautions to eliminate or reduce, so far as is reasonably practicable, the dangers to all persons using the premises arising from the movement of all contractors and/or sub-contractors' vehicles about the site including entrances and exits. This should include, where practicable, separate access to the site for contractors' personnel, plant and equipment for the whole duration of the work, and a traffic system which eliminates or reduces reversing. Details should be agreed with the supervising officer and the responsible premises officer.
Where practicable lorry loading and unloading platforms shall be provided

43 If total separation cannot be achieved, vehicles should only enter or leave premises while all authorised persons are in buildings, if possible. If vehicle movement must take place while authorised persons are in such an area, the contractor should ensure that efficient warning of the movements of vehicles is given to all persons using the premises and that a competent, trained banksman is used.

44 A warning notice should be displayed in a conspicuous position at all entrances being used by contractors' vehicles.

PRECAUTIONS WITH THE STORAGE AND USE OF LPG

The precautions in paragraphs 45 and 46 relate to small numbers of LPG cylinders (ie less than 300kg capacity in total) stored and used within a fenced off working area adjacent to areas open to all persons using the premises. Precautions with larger quantities of gas are detailed in HSE's Guidance Note CS6 The Storage and use of LPG on construction sites. Precautions with LPG cylinders in unfenced areas open to all persons using the premises are contained in paragraphs 47 and 48. General precautions relating to no smoking rules, warning signs and fire fighting precautions will apply. For details see Guidance Note CS6.

STORAGE WITHIN FENCED WORKING AREAS

45 LPG Cylinders not in use should be stored in the open air in a well ventilated area at ground level on a firm, even surface at least 3m away from any cellars, drains, excavations or other hollows where vapour may collect, and in a position where the store will not prejudice existing means of escape. If any protection is provided to prevent cylinders being exposed to the weather, it should be of non-combustible material and should not prohibit ventilation. The storage area should not be close to any source of heat and should be at least 1m from buildings, the barrier fence and fixed ignition sources.

46 If site conditions preclude the precautions in paragraph 45 alternative arrangements should be agreed with the supervising officer and the responsible premises officer, and be confirmed in writing.

STORAGE AND USE IN OPEN ACCESS AREAS

47 If LPG is to be used or stored outside fenced working areas, agreement should be reached between the liaison officer, supervising officer and the responsible premises officer on the precautions to be adopted. In general the minimum precautions of paragraph 48 will apply.

48 Cylinders whether full or empty, and whether in use or on standby, should not be left unattended in open access areas. At the end of the working day all cylinders should be returned to secure storage. If cylinders cannot be stored inside a fenced area on site (as in paragraph 45) they should be removed from the site. Cylinders should not be stored or left inside the premises unless specific written permission has been given by the Supervising Officer.

PRECAUTIONS WITH BITUMEN BOILERS, WHEREVER USED

General precautions relating to the use of bitumen boilers and fire fighting precautions will apply. For details see Code of Practice for Safe Handling of Hot Bitumen for Roofing Purposes - Sheet No.18 from the National Federation of Roofing Contractors.

49 Cylinders of LPG used at bitumen boilers or cauldrons should be at least 3m from the burner. The boiler and cylinders should be located where they are not likely to be struck by site traffic, including wheel barrows, etc. Any damaged flexible hose should be replaced.

50 A boiler or cauldron should not be left unattended or be moved with the burner alight.

EXCAVATIONS IN OPEN ACCESS AREAS (I.E. NOT WITHIN BARRIER FENCING)

- 51 All excavations in open access areas must be covered while they are not in immediate use. In addition, all excavations more than 1m deep must be fenced to the standard detailed in paragraph 21 above. Suitable warning notice should be erected in accordance with paragraph 74.
- 52 Appropriate checks should be made for possible underground services before excavations are made. Standard precautions such as making reference to site plans, consulting with local gas/electricity/water boards and the use of cable location equipment should be taken.

DANGEROUS, NOXIOUS OR OFFENSIVE MATERIALS

- 53 The contractor should arrange to provide the supervising officer and/or the responsible premises officer, with relevant risk assessment information on any dangerous, noxious or offensive substance or process to be handled or used on site which might present a risk to the health and safety of all persons using the premises. Examples of such substances and processes are acids and shot blasting for cleaning buildings, and strong smelling paints/adhesives or timber preservation for internal use.

The information provided (COSHH method statement) should include details of the substance or process to be handled or used, and the precautions the contractor intends to take for the protection of all persons using the premises. Practical advice on these requirements is contained in a number of Guidance Notes produced by the Health and Safety Executive - e.g. GS46 in-situ timber treatment using timber preservatives.

- 54 Precautions to be considered include storage, restrictions on the use of buildings and open access areas by staff and pupils or occupants, restrictions in working hours by the contractor, physical protection and liaison with the responsible premises officer.

ASBESTOS

This guidance does not deal with the planned removal of asbestos. That subject is covered fully in various HSE Guidance Notes and the Approved Code of Practice.

- 55 The contractor's liaison officer should be informed by the responsible premises officer on arrival to the premises, or the supervising officer at the pre-site meeting, of the results of any known asbestos surveys conducted in the premises.

If any of the contractor's work may involve the potential for disturbance of asbestos materials, a risk assessment and written "plan of work" should be carried out to confirm the extent of work and safety precautions to be provided.

If the building materials existing in the construction of the premises are likely to contain asbestos and are not fully and confidently documented, the contractor should only proceed with appropriate caution after an appropriate survey and risk assessment has been carried out.

If materials typically containing asbestos are discovered or encountered during work, such materials should be left undisturbed, work should cease in that area and the supervising officer should be contacted immediately.

Note that appropriate notification will require to be given to the Councils' Asbestos Co-ordinator and HSE for any proposed works involving licensed asbestos removal including the name of the registered contractor carrying out the work.

The Contractor shall be made aware of the Council's Asbestos Portal and encouraged to use the facility in conjunction with the information provided by the Supervising Officer, Client and RPO/Housing Management Officer.

STRIPPING PAINT

The following precautions should be adopted to minimise fire risks and the exposure of all persons using the premises where works are carried out to paint, previous layers of paint or to primers contained lead. All paintwork should be treated as containing lead unless it has been tested and proved to be lead free.

- 56 If the parts of the premises where paint stripping is to take place are not handed over entirely to the contractor the responsible premises officer should be advised in advance of the nature of the work and the times when this work will take place. The precautions in paragraphs 57 and 62 should be adopted wherever the work takes place in the premises.
- 57 Burning off paint on the external surfaces of doors, window frames, etc should not take place while the rooms they serve are occupied and no burning off should take place within buildings.
- 58 When stripping is taking place, dust sheets should be placed beneath the work area to catch all stripped material, whether it is removed by burning, scraping, rubbing down or chemical means. Plastic sheets should not be used during burning off.
- 59 Adequate provision should be made for the ventilation of rooms in which chemical stripping has taken place before the rooms are made available for reoccupation.
- 60 Cleanliness during the course of the contract is essential, for example periodic cleaning of the floors, playground, paths, etc, beneath stripped areas should take place regularly **during the day while the work is in progress**. Cleaning should always take place immediately before any known major use of the area by the normal occupants, e.g. breaktime, lunchtime, close, etc, unless the work area, including any area into which stripped materials or dust is allowed to fall is fenced off.
- 61 All rubbing down, both internally and externally, should be with wet abrasive. All debris should be kept damp and be redampened before removal. Debris inside buildings should be swept up and the floor should then be washed. Debris outside the buildings should be swept up and the yard should then be hosed down into a gully or be cleaned with an industrial vacuum cleaner. All the debris collected should be placed in lidded receptacles and be disposed of promptly by the contractor. The receptacle should not be stored on site nor placed in Local Authority dustbins.
- 62 Dust sheets used during stripping should not be subsequently used elsewhere on site unless they have been thoroughly cleaned off the site in an approved manner.

SPECIFIC WORK INSIDE BUILDINGS

GENERAL ORGANISATION

63 The contractor should ensure that all operations are conducted, and all plant and materials are placed and used in such a manner as to prevent injury to persons or loss of access to agreed essential services or thoroughfares. Plant and materials should not be left unattended on balconies, corridors, hallways, staircases, or in other common areas, without adequate safeguards.

ELECTRICAL SAFETY

64 All electrical equipment with leads passing through areas used by occupants and persons using the premises should be operated at or below 110 volts unless a specific agreement has been made with the Supervising Officer. Mains isolation transformers used for this purpose should feature secondary windings which are centre tapped to earth.

65 Hand held portable electrical equipment should not be left unattended in any common areas. Larger items of the contractors electrical equipment should be electrically isolated when left unattended.

66 Any connections to the premises' electrical supply should be made by properly constructed plugs and sockets. 'Tapping' into fuseboxes is not permitted.

GLAZING

67 When replacing glazing all reasonable practicable measures should be taken to prevent broken glass falling into open access areas, especially if the window is above the ground floor of the building. If available measures do not fully prevent the danger of glass falling in to open access areas, arrangements should be made with the responsible premises officer (and if possible, the supervising officer). This would involve physically isolating occupants and persons using the premises from the danger areas or carrying out the work at times when they will not be there. The open access areas should be thoroughly cleaned before reoccupation by occupants and persons using the premises.

CONTROL OF PEOPLE IN AND AROUND THE BUILDING OPERATIONS

68 All people visiting the building works and all sub-contractors are required to report to the contractor's site supervisor on arrival at the premises. Notices informing site visitors and sub-contractors of this requirement and any additional reporting requirements agreed with the supervising officer and the responsible premises officer should be posted by the Contractor at entrances to the premises.

69 The contractor's liaison officer or the site supervisor should provide the responsible premises officer with reasonable warning before any direct employees of the contractor or any sub-contractors begin new work or restart work in part of the buildings or ground outside the perimeter fence of the building works, and of any work inside the perimeter fence which may affect the occupants and persons using the premises.

PART D: GENERAL PRECAUTIONS TO BE CONSIDERED IN RELATION TO ALL WORK ON PREMISES

SAFEGUARDING PUBLIC ACCESS TO PARTS OF SITE

70 Those parts of the site that must remain open to the occupiers or the public should be provided with all necessary footways, guardrails and other protective measures to ensure the safety of the occupiers or public. The contractor should also provide and maintain temporary access facilities where necessary together with appropriate signage and temporary lighting if required.

STABILITY OF BUILDINGS

71 The contractor should take all necessary precautions to ensure that nothing is done which is likely to endanger the stability of the works or buildings, whether new or existing or adjoining properties. The contractor should also provide all shoring, strutting, needling and other supports and shall take all other precautions and adopt such other expedients as may be necessary to preserve the stability of buildings and/or other properties and to protect them from damage and/or settlement. No part of these protective measures should be taken down or removed until all risk of damage or settlement is passed, and all such work should minimise the risk as far as possible.

FIRE PRECAUTIONS

72 In addition to any fire precautions required by the various Acts and Regulations the contractor should ensure that all fire exits are kept clear at all times. No combustible materials are to be left adjacent to any building. Should this not be possible, advice should be sought from the Fire Safety Management Officer. Suitable and sufficient adequate maintained fire extinguishers should be provided by the contractor for use in relation to his activities.

73 The contractor should ensure that direct employees and sub-contractors are aware of the premises' fire assembly points, emergency procedures and the location of alarm buttons, etc. The responsible premises officer can assist in the provision of this information.

PROVISION OF WARNING NOTICES

74 The contractor should implement a system of signposting to warn occupants and all persons using the premises and the public of dangerous operations, plant and signs must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996.

SKIPS AND SITE CLEARANCE

75 Waste, dust, dirt and other debris caused by the building operations or other work should be cleared regularly and placed in skips. These should be sited to cause the minimum of inconvenience to staff and occupants and all persons using the premises and the public.

76 If the skips are not within the general perimeter or barrier fence, they should be adequately fenced off from the surrounding areas still in common use. The contractor should ensure that there is no throwing or tipping of materials from upper storeys into skips unless an enclosed chute is used. Removal of skips will require to be undertaken by licensed waste carriers.

INTERFERENCE WITH SERVICES

77 No diversion of any of the existing services other than as shown on the drawings, or included in the building contract or maintenance request order will be carried out without the prior written agreement of the supervising officer. Any temporary disconnection of the services which may be necessary should be done as directed by the appropriate competent supervising officer. The contractor's liaison officer should give the responsible premises officer a reasonable period of notice in advance. The contractor should maintain unobstructed access to dry and wet riser inlets and outlets, service cupboards, switchrooms etc.

78 Gas flues must not be obstructed.

PART E: ASSOCIATED NUISANCE, WELFARE AND SECURITY ITEMS

NOISE AND DUST

79 The contractor should take measures to minimise the effect of construction noise by applying those recommendations contained in BS5228 Code of practice for noise control on construction and demolition sites (or any amendment or substitution of that BS) and in particular Clauses 15 and 16 of Section 5 and Table 15 of Appendix D of that Code which are applicable in the circumstances.

80 The contractor should use the most effective noise reduction measures available, and plant likely to cause a disturbance should only be used within the periods previously agreed by the supervising officer and the responsible premises officer. Note that any vibration of structural elements (i.e. from coring, drilling or chasing work) should also be taken account of, particularly where sensitive calibrated equipment, computers or monitoring sensors are in the vicinity of the work and appropriate, adequate protection measures are to be allowed for.

81 Where site activities are possibly going to create a large amount of dust (not including asbestos) then specific precautions should be undertaken. Some alternatives are:

- sealing all openings adjacent to the works
- totally enclosing the work area
- damping down work area
- localised dust extraction

82 Even with these precautionary measures incorporated into working procedures, the responsible premises officer should be forewarned of such problems so that additional cleaning provisions may be considered for the duration of these activities. Further guidance is available from HSE – 'L108 Controlling Noise at Work – The Control of Noise at Work Regulations 2005'.

NUISANCE/LOSS OF ACCESS/INTERFERENCE

83 The contractor should not block the access of occupants and persons using the premises or the public to roads, parking areas or pathways during the progress of the works if possible. If this is not possible alternative arrangements should be made in consultation with the supervising officer and the responsible premises officer.

84 All work should be carried out so as to cause the minimum of interference to the occupants and persons using the premises and to the public.

CHANGING ROOMS, TOILETS, ETC

85 Areas which are sensitive to being overlooked (e.g. toilets, changing rooms, showers, etc) should be screened before works which may provide access being undertaken. Normally this means prior to any scaffolding works and not after its completion.

SECURITY

86 Buildings where scaffolding or other access equipment is to be erected are more vulnerable to security problems than normal. When work areas are bounded by substantial perimeter fencing this is not always an adequate measure to prevent intruders gaining access to the premises. The following additional security measures should be considered, either individually or in combination, to achieve an acceptable level of deterrence to intruders. These measures should be defined and agreed at any pre-site meeting or with the responsible premises officer prior to commencement:

- All windows in the vicinity of the access equipment secured to prevent entry.
- Screens/plywood panels fixed to areas of high risk, e.g. computer rooms unless alternative storage has been arranged, or unless existing security arrangements are deemed adequate by the supervising officer and the responsible premises officer.
- Additional fencing around higher elevations of scaffolding, i.e. near entrance railings.
- Lower lifts could also be secured by additional fencing or boarding
- The need for additional patrols of contractors or security personnel

SECURITY (continued)

- f) Where scaffold ties pass through open windows, these should be secured and plywood screwed to the inside of the windows over the open areas, to the satisfaction of the Supervising Officer.
- g) Ensure the procedures for checking security especially on painting activities or other works of maintenance to windows.
- h) All points of contractors' access to the premises adequately secured at night.
- i) Contractors to ensure that all existing external window grilles and/or locks are replaced on completion of the work.
- j) Scaffolding or other building works not to interfere with, or provide access to, any part of the alarm systems, ie alarm wiring, sensor units, door contacts, control panels, strobe light units etc.
- k) Use made as appropriate of artificial lighting for higher risk security areas at night.

87 Where door entry systems are in existence the contractor is to confirm with the responsible premises officer the procedures to be followed for authorised access.

88 Visual identification of contractors and sub-contractors personnel should be provided for where works are to be carried out on Housing, Education and Social Work premises.

PART F: CONTACTS SHEET

Name and address of Premises

Name of Supervising Officer

**Name of Responsible Premises Officer
and any officer designated by
Responsible Premises Officer**

**Telephone No. of Responsible
Premises Officer**

Name of Contractor's Liaison Officer *[Redacted]*

Name of Site Foreman / Supervisor *[A dotted line for signing]*

Details of any relevant special events (eg school exams, dates for evening use, etc)

SUB-CONTRACTORS' COMPANY NAMES, CONTACTS, TELEPHONE NUMBERS AND TRADES

ADDITIONAL INFORMATION