



**GREAT YARMOUTH**  
BOROUGH COUNCIL

## **NON DOMESTIC COUNCIL PROPERTIES**

### **CODE OF PRACTICE FOR CONTRACTORS**

Approved Health and Safety Working Group 21 February 2008  
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<b>CONTENTS</b>		<b>Page:</b>
<b>1.0</b>	<b>Introduction</b>	<b>4</b>
<b>2.0</b>	<b>Great Yarmouth Borough Council Approved List of Contractors</b>	<b>5</b>
<b>3.0</b>	<b>Contractor Safety Management Systems</b>	<b>5</b>
3.1	Competent Operatives	6
3.2	Safety Management Systems	6
3.3	Risk Assessments	7
3.4	Risk Control	8
3.5	Risks posed to Contractors Working on Council Premises	9
3.6	Control of Substances Hazardous to Health	9
3.7	Health and Safety Method Statements	10
3.8	Method Statement Content	10
3.9	Authorisation to Start Works	11
3.10	Contractor Signing In Procedures	11
<b>4.0</b>	<b>Site Induction Training</b>	<b>12</b>
4.1	Non – CDM Projects	12
4.2	CDM Projects	12
<b>5.0</b>	<b>Emergency Procedures</b>	<b>13</b>
5.1	Fire	13
5.2	Emergency Phone Numbers	14
5.3	Accident reporting	14
5.4	Asbestos	14
5.5	Action on Discovering Suspected Asbestos Containing Materials	15
<b>6.0</b>	<b>General Guidance for Operations</b>	<b>16</b>
6.1	Work at Heights	16
6.2	Scaffolding	16
6.3	Mobile Towers	17
6.4	Plant / Equipment	18
6.5	Lifting Operations	18
6.6	Electrical Equipment	18
6.7	Control of Dust and Fumes	19
6.8	Welding	19
6.9	Control of Noise	19
6.10	Warning Signage	19
6.11	Personal Protective Equipment	20
6.12	Housekeeping	20
<b>7.0</b>	<b>Council Facilities and General Site Rules</b>	<b>20</b>

7.1	Welfare	20
7.2	Alcohol / Drug Policy	21
7.3	Smoking	21
7.4	Behaviour	21
7.5	Radios, Personal Stereos, Mobile Phones	22
<b>8.0</b>	<b>Health and Safety Inspections</b>	<b>22</b>
	<b>Appendix 1: Model Method Statements</b>	<b>23</b>
1.1	Asbestos Removal	23
1.2	Confined Space Working	23
1.3	Excavation Works	24
1.4	Works On Gas Services	25
1.5	Hot Works	25
1.6	Works On Electrical Equipment	26
1.7	Method Statement For Working On Dead Electrical Equipment	26
1.8	Works On Pressure Systems	27

## 1.0 Introduction

It is the policy of Great Yarmouth Borough Council that all works undertaken on our premises will be carried out in such a manner as to avoid, reduce, or control, all foreseeable risks to health and safety to a tolerable level. Risk avoidance, reduction and control will address all persons potentially affected including; operatives involved in such work, council staff, members of the public and any other third parties that might be affected.

The council has a strong commitment to good working practices, particularly in respect of health and safety and site security. To achieve these aims, the council will only engage suitably competent contractors that have satisfied the criteria of Great Yarmouth Borough Council Approved Contractor selection process.

The Council is equally committed to ensuring that all contractors are provided with all necessary information and instruction as required by the Health and Safety at Work Act 1974 and associated statutory provisions. This will be achieved by ensuring effective communication, cooperation and coordination of all contractor works thus enabling the Council, and their Contractors, to comply with their statutory and moral duties. Contractors shall be expected to ensure that they plan and manage all works effectively with regard to health and safety and quality of product.

Contractors shall be responsible for ensuring that all personnel working under their control are:

- adequately supervised;
- provided with all necessary information, instruction and training;
- provided with suitable and sufficient plant and equipment to safely carry out their duties;
- provided with adequate Personal Protective Equipment as required to carry out their works safely.

Contractors must also ensure that all operatives under their control are aware of the obligations and requirements of the following provisions and comply with them at all times when working on Council property.

The following guidelines cover the basic requirements that apply on Council non domestic property. These guidelines are not exhaustive and do not prejudice the requirements of the Health and Safety at Work Act nor any applicable regulations made under the act.

## **2.0 Great Yarmouth Borough Council Approved List of Contractors**

Under the Construction Design and Management Regulations 2007 (CDM 2007), Great Yarmouth Borough Council, when commissioning construction work, will undertake the role of Client. One of our key client duties is to ensure contractors we engage are competent and adequately resourced for works they are employed to do.

Before any contractor can be appointed to carry out work on the Council's behalf they must be available for selection from the Council's Approved List of Contractors. All contractors who wish to be considered for inclusion on the Council's Approved List of Contractors shall be provided with a copy of the Council's Approved List Competency Assessment Questionnaire.

All assessments will be judged against core criteria involving a two stage process laid down in the CDM 2007 Approved Code Of Practice document L144.

***Stage 1:*** An assessment of the company's organisation and arrangements for health and safety to determine whether these are sufficient to enable them to carry out the work safely and without risk to health.

***Stage 2:*** An assessment of the company's experience and track record to establish that it is capable of doing the work; it recognises its limitations and how these should be overcome and it appreciates the risks from doing the work and how these should be tackled.

No contractor shall be added to the Council's Approved List of Contractors until they have successfully completed the Council's competency assessment satisfying the Council that they can be deemed competent as defined under CDM 2007.

## **3.0 Contractors Safety Management Systems.**

The Management of Health and Safety at Work Regulations 1999 require an assessment to be carried out of the health and safety risks for all work activities, whether in an office, on a major construction project or a small refurbishment job.

This duty is given to all employers irrespective of the number of persons they employ; but where five or more persons are employed the assessment must be in writing. The Council requires written assessments regardless of the number of persons employed.

Once the risk assessment is carried out *all* contractors have to detail the controls necessary to protect those at risk. It is important to ensure that all site personnel, managers, supervisors and operatives are made aware of the results of these assessments. If an assessment shows that personal protective equipment, access equipment or other specialist work equipment is needed, it must be provided. Additionally, contractors shall ensure that operatives under their control actually use such equipment.

All persons who come under the areas covered by the assessment must be competent to use such equipment and carry out the work safely.

### 3.1 Competent Operatives

The competency of individuals is assessed under a two stage process as defined under CDM 2007 Approved Code of Practice document L144.

**Stage 1:** *An assessment of the person's task knowledge to determine whether this is sufficient to enable them to carry out the work safely and without risk to health.*

**Stage 2:** *An assessment of the individuals experience and track record to establish that they are capable of doing the work; they recognise their limitations and how these should be overcome and they appreciate the risks from doing the work and how these should be controlled*

Various regulations made under the Health and Safety at Work Act 1974 such as The Provision And Use Of Work Equipment Regulations 1998 (PUWER) and The Lifting Equipment And Lifting Operations Regulations 1998 (LOLER) require a minimum level of operative competency, when, for example using plant and equipment. Where such legislative requirements exist, then contractors shall provide the Council with proof of such competency e.g. CITB, CTA or similar training certification.

### 3.2 Safety Management Systems

Apart from safeguarding the health and safety of their own employees, contractors must take all reasonably practicable steps to protect the occupiers of premises, members of the public, and anyone else who may be affected by the work activity. There is no legal definition of a risk assessment or method statement, but they can be regarded along the following lines.

A **risk assessment** is an assessment carried out by or on behalf of an employer, which assesses the hazards inherent in an operation and the risks to workers and all others who maybe affected by the work to be carried out. It will involve identifying the risks present in a work operation, evaluating those risks, taking

into account whatever precautions are already in place, and reducing that risk to a tolerable level.

A **method statement** is a statement prepared within the company detailing how a work operation is to be carried out.

### 3.3 Risk Assessments

A risk assessment of every work task is a requirement of the Management of Health and Safety at Work Regulations 1999 (as amended). A work-related risk consists of the following elements:

- the work method being used
- the place where the work is being carried out
- the persons carrying out the work

In construction / maintenance, more than in most other industries, these elements are forever changing and are rarely the same. The purpose of a risk assessment is to enable the employer, or self-employed, to determine what hazards exist within the working environment or as a result of work practices, and to identify the control measures or precautions necessary to allow them to comply with the legal duties imposed upon them by the Health and Safety at Work Act 1974, and any other relevant statutory provisions. The assessment, if carried out properly, should also identify hazards that are present either in the work task or the surrounding environment.

Risks can then be evaluated, taking into account any precautions already being taken. Existing precautions could be control measures as a result of COSHH assessments, noise assessments etc.

Contractor's risk assessments shall comply with the following model:

**Hazards:** Identify the hazards associated with the operation to be undertaken. (These may be due to the process or as a result of the place where the works are to be carried out or a combination of both.)

**People Affected / Exposure:** Identify the people at risk, and any who may be at particular risk. Identify how exposure takes place and under what conditions.

**Controls:** Identify existing control measures

**Assess Risk:** Assess the risk and consider whether this is properly controlled. If the risk is still unacceptable what further controls are required to reduce risk to an acceptable level?

### 3.4 Risk Control

When considering control of risk, the Management of Health and Safety at Work Regulations require that the principle of a “hierarchy of controls” be employed that will, in order of preference:

1. Eliminate risks at source (is the process or substance etc. necessary?)
2. Combat risks at source rather than by palliative means (e.g. actually remove risks rather than draw peoples attention to the risk by signage)
3. Contain risk by enclosure. (e.g. ensure machinery is adequately guarded)
4. Remove employees from risk (e.g. does an operative need to carry out works within a confined space, or can the process be carried out from outside the confined space?)
5. Reduce employee’s exposure to risk (e.g. rotation of operatives using pneumatic hammers to reduce exposure to vibration)
6. Provide collective protection. (e.g. plant / equipment which protects the whole workplace and all persons working there. i.e. roof nets rather than harnesses.)
7. Provide personal protection (equipment that protects the individual e.g. goggles, dust masks, ear defenders)

**When assessing risk and control measures, contractors shall apply the “hierarchy of controls” to determine the safest practicable system of work. Contractors shall ensure that the risk assessments, safe system of work(method statement), and any residual risks, are communicated to all persons that may be affected. Personal Protective Equipment shall always be considered as a last resort, i.e. only used when all other options have been exhausted.**

Wherever practical, contractors shall be expected to provide site-specific risk assessments. However, generic assessments are acceptable for general tasks where hazards are unchanged, regardless of the location in which they are being carried out. Generic assessments should not include hazards that are not applicable to council property; e.g. works over deep water.

### 3.5 Risks Posed to Contractors Working on Council Premises

Council staff shall **never** write method statements or risk assessments for contractor activities; this shall always be the responsibility of the relevant contractor. However, the Council recognises its legal duty to ensure that all persons potentially affected by our undertaking receive sufficient information,

instruction and training in order to control these risks. The relevant Council Officer will, therefore, ensure that the risks posed to a contractor's employees as a result of Council undertakings are adequately assessed. Where these risks are significant, they will be recorded as a formal assessment and communicated to the contractor (and through the Contractor's Supervisor to each of the employees potentially affected) prior to works being undertaken. Where works are of inherent high risk, then the Council will operate a permit-to-work system. Contractors will need to consider all such information when devising their own risk assessments / method statements.

### **3.6 Control of Substances Hazardous to Health**

The Control of Substances Hazardous to Health Regulations 1998 (As Amended) (COSHH) state that "Any employer shall not carry on any work which is liable to expose any employees to any substance hazardous to health unless he has made a suitable and sufficient assessment of the risks created by that work to the health and safety of those employees and of the steps that need to be taken to meet the requirements of the COSHH Regulations." COSHH assessments are fundamentally carried out in the same way as any other risk assessment whereby the employer identifies:

1. The hazardous substance.
2. The employees exposed.
3. Existing controls.
4. Assessment of risk.
5. Steps necessary to control exposure to the hazards.

Again, when determining adequate control of risk, contractors shall follow the principles of the "hierarchy of control" given above (section 3.4) The employer must then make sure that all persons that could potentially be affected are advised of any significant findings / required control measures.

**Hazard data sheets provide information about substances that can be incorporated into COSHH Assessments. Contractors should note: hazard data sheets are not the same as COSHH Assessments. Both COSHH Assessments, and hazard data sheets, must be provided for all substances brought onto, stored or used on site.**

### **3.7 Health and Safety Method Statements**

A method statement is closely interlinked with risk assessment and details the specific safe working method to be employed for any given task. It provides the basic vehicle for the transmission of information to those who will be doing the work. Competent method statements, properly implemented, also serve to

eliminate ad hoc methods of working and reduce “good intentioned improvisations” which are the cause of so many workplace accidents. All contractors shall be required to provide the relevant Council Officer with all method statements and risk assessments at least 48 hours prior to the commencement of the works to which they relate. The Council Officer shall then review the method statement, preferably with the contractor’s supervisor in attendance.

Any shortcomings in the method statement, or risks that have not been adequately addressed, should be identified at this time, with the method statements / risk assessments being amended accordingly. Where shortcomings in method statements / risk assessments are identified, then they must be rectified before the contractor is allowed to continue the works to which the method statements / risk assessments apply. Similarly, if a contractor finds that he cannot carry out works in accordance with an agreed method statement then works must cease until the contractor devises new method statements / risk assessments. These must then be approved by the relevant Council Officer prior to works recommencing.

### 3.8 Method Statement Content

Method statements should be written clearly to enable those doing the work to understand fully the details of the job and the specific health and safety requirements. A method statement should, where relevant, contain the following details:

- **Project** .....
- **Contractor** .....
- **Method type** .....
- **Description of work** Describe what is to be done
- **Sequence of operations** Write down
- **Supervisors** Define who they are and their duties
- **Controls and monitoring** For what and by whom?
- **Plant inspection and operator training** By whom, when and at what intervals?
- **Disconnection of services** Who is responsible?
- **Occupational health assessments** By whom, when and at what intervals?
- **Safety of the public and occupiers** How, with what and by whom?
- **Environmental controls** For what, when and by whom?
- **First aid and PPE** When, how and why?
- **Emergency procedures** How and by whom?

### 3.9 Authorisation to Start Works

The Council shall ensure that adequate resources, including time, information and instruction, are available to contractors in order that their works may be undertaken as safely as possible.

For authorisation for works to start all contractors will be expected to provide:

- Suitable and Sufficient Risk, COSHH, Noise and Manual Handling Assessments.
- Suitable and Sufficient Method Statements.
- Any information required specifically by legislation
- Competent on-site supervision.
- Evidence of training of operatives for high risk / specialist activities.
- Plant records of thorough examination, inspection and testing where applicable.
- Suitably developed Construction Phase Health and Safety Plans (CDM Projects).

The Council Officer overseeing the project will carry out induction training for the Contractor's Site Supervisor as detailed below – Section 4.0 : Site Induction Training. The Contractor Supervisor will acknowledge this training on and shall then be expected to carry out induction for all operatives under their control before they are allowed to commence work on site.

### 3.10 Contractor Signing-in Procedures:

All contractor operatives shall be required to sign in and out of site on a daily basis. Operatives will be signing to acknowledge that they fully understand the Council's emergency procedures and will abide with the rules accordingly. Anyone commencing works before signing in will be instructed to stop work and report to the reception desk in order that they may sign in.

**Contractors will be required to ensure that their operatives, and any sub-contractors under their control, comply with this requirement.**

## **4.0 Site Induction Training.**

### **4.1 Non – CDM Projects**

A competent person nominated by the contractor must supervise all works on site. This supervisor will be responsible for liaison with the Council Officer responsible for management of that particular contract.

The Council Officer will induct the contractors supervisor by explaining relevant local site rules, emergency procedures, emergency escape routes, normal access / egress routes, overlap with Council activities, permit to work procedures and any other matters relating to the works. The contractor supervisor shall then be responsible for carrying out induction training for all operatives before they commence works on site. This induction will include a discussion of the method statements / risk assessments associated with the works to be undertaken.

### **4.2 CDM Projects**

CDM projects usually involve a number of contractors working under the umbrella of a Principal Contractor appointed by the Council. Relevant pre – construction information which identifies project specific issues such as inherent risks involved in the works, site rules, emergency procedures, overlap with the Council's undertakings etc., will be collated and issued to the principal contractor who should ensure relevant matters are considered within their final tender. The appointed Principal Contractor will be responsible for ensuring effective project health and safety management, as well as compliance with required standards. Induction training should be an integral feature of a competent Principal Contractor's safety management system. The Principal Contractor shall include details of arrangements for carrying out induction training within the Construction Phase Health and Safety Plan. A pre–contract meeting should always be held with the prospective Principal Contractor. At this meeting, the Council contract administrator shall discuss site rules, emergency procedures, welfare etc. Minutes of this meeting should serve as an adequate record of an initial site induction for the Contractor's Supervisor.

When monitoring works on site, the Council contract administrator, or their deputy, should periodically examine the Principal Contractor's on-site documentation to ensure adequate induction training is being provided to all operatives on site.

## 5.0 Emergency Procedures:

### 5.1 Fire:

Contractors shall ensure that all personnel under their control are aware of the local fire and emergency procedures in the area(s) where they are working. The following information shall be given as part of the site induction training undertaken by the contractor supervisor:

- how to raise the alarm;
- the location of the nearest fire alarm call point;
- what the fire alarm sounds like;
- what action to take on hearing the fire alarm;
- where the fire assembly point is;
- the location of the nearest fire exit;
- the location of the nearest telephone;
- the location of the nearest fire extinguisher;
- the emergency phone number Ext. 555.during normal office working hours, (dial 9-999 at all other times).

On discovering a fire, the following procedure must be followed:

- break glass of nearest fire alarm point;
- inform the council of location and extent of fire on ext. 555;
- if it is safe to do so, tackle the fire with the equipment provided;
- leave by the nearest available fire exit;
- assemble in the designated area.

If the fire alarm sounds continuously leave the building by the nearest fire exit.

Go immediately by the nearest exit route and go to the designated assembly point.

Direct and unobstructed paths shall be maintained along all existing fire escape routes. Panic action facilities must be maintained on all fire exit doors. Fire exit doors must not, under any circumstances, be fastened shut, nor wedged open. The work area is to be clean and tidy at all times to prevent the build up of combustible material. Compressed gas and flammable materials shall not be stored inside Council premises.

Where the nature of the works dictate, the Principal Contractor shall ensure that a suitable and sufficient fire plan is prepared in accordance with The Building Employers Confederation and The Loss Prevention Council's "Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation".

The Principal Contractor shall be responsible for formulating procedures that will highlight actions in the event of an emergency. Emergency procedures should consider such issues as first aid; fire; confined space incidents etc.

The Principal Contractor shall highlight in the plan the arrangements for First Aid provision on site. The Health and Safety (First Aid at Work) Regulations 1981 Approved Code of Practice recommendations shall be treated as the minimum required standard.

## 5.2 Emergency Phone Numbers:

- On council offices during office hours Ext. 555
- Outside office hours 9 (if using from an internal phone) - 999

## 5.3 Accident reporting:

All accidents and incidents, no matter how trivial, shall be reported immediately to the contractor's council contact. Details of all accidents and incidents that occur when working for the Council shall be recorded by the contractor's council contact in accordance with the Council's Accident Reporting procedures. All Contractors shall notify their Council contact if any person working under their control is incapacitated from their normal work for more than three days as a result of an injury that occurred when working for the Council.

Additionally, Principal Contractors, appointed under the CDM Regulations, shall highlight in the Construction Phase Health and Safety Plan, their arrangements for the reporting of accidents, diseases and near misses to the Health and Safety Executive as required under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

## 5.4 Asbestos:

Before attending site all site operatives and any persons that control the way works are carried out must have undergone a minimum of asbestos awareness training in accordance with the *'Control of Asbestos Regulations 2006 - regulation 10* and the *Approved Code Of Practice L143*

The majority of the Council's premises were constructed pre 1985. As a result it is reasonably foreseeable that asbestos may be present in the buildings in which the work is to be undertaken. As an integral part of the planning process, the council contract administrator or his deputy shall;

- carry out / arrange a visual inspection of all proposed works areas;
- inspect the existing Asbestos Register to ascertain any known presence of asbestos;

- arrange, where deemed necessary, asbestos sampling by a suitably competent laboratory.

**Where each of the above is found to be negative, the contractor must not assume that this means that no asbestos is present in the working area. Asbestos containing materials may be present in areas that were inaccessible at the time of site survey.**

**Under no circumstances must any building fabric be disturbed until the issue of asbestos (present or not) is confirmed. The asbestos register held by the council must be referred to before any disturbance works commence.**

Asbestos was commonly used in the following:

- building structural components including heaters, convectors, panels of partitions, fire stopping, ductwork, roof sheeting, pipe clamps and some surface finishes e.g. textured coatings;
- stair treads, some toilet cisterns, urinal plinths, floor coverings (including vinyl and thermoplastic tiles);
- insulation materials including calorifier, boiler and pipe lagging, spray-on coatings for sound or fire insulation, anti-condensation finishes, and old fire blankets;

The above list is not intended to be definitive, but rather an indication of the wide range of uses of asbestos, and the level of vigilance required.

### **5.5 Action on Discovering Suspected Asbestos Containing Materials:**

If any material believed to be asbestos or contain asbestos is found, the contractor must stop work immediately. If any dust has been released under no circumstances should this be dry swept. Operatives should be withdrawn from the works area immediately. Where possible (i.e. if no dust is present, and without disturbing or damaging the suspected asbestos), the material should be covered / enclosed. In any case the working area should be secured to ensure that no one could enter.

The contractor's supervisor must then contact the council contract administrator or his deputy. If not available contact ext 555 for assistance. The contractor's supervisor should give all relevant details such as location, condition etc. The council contract administrator will arrange for the area to be inspected and arrange for analysis of the suspected area. Suitable Personal Protective Equipment must be worn when the inspections / survey are carried out. The material must not be disturbed until a competent person has confirmed that the material is not asbestos. This process applies regardless of whether the works are subject to the CDM Regulations or not.

The above procedure must **always** be included in operative's site induction.

## 6.0 General Guidance for Operations

### 6.1 Work at Heights:

Wherever works are required to be carried out at height, contractors shall be expected to comply with the requirements of the Work at Height Regulations 2005 (WAHR) which require all duty holders to ensure:

- all work at height is properly planned and organised;
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled; and
- equipment for work at height is properly inspected and maintained.

Contractors must prevent, so far as is reasonably practicable, any falls of persons, materials or tools (regardless of height). Where a person could fall then a working platform, complete with handrails and toe boards must, where reasonably practicable, be provided. Where it is not reasonably practicable to provide a working platform, then some other means of protective equipment e.g. boatswain's chair, or rope access equipment, should be provided. Where this is still not reasonably practicable, then fall arrest equipment should be used. Fall arrest equipment should primarily address collective needs rather than individual needs i.e. safety nets ahead of individual harnesses.

### 6.2 Scaffolding:

All scaffold shall be erected, struck and altered in accordance with the National Access and Scaffolding Confederation's SG4:00 Guidance Note "The Use of Fall arrest Equipment Whilst Erecting, Altering and dismantling Scaffolding" **as a minimum standard**.

Scaffold construction should be as per BS 5973 and the specific requirements of the Working at Height Regulations. Where it is necessary to construct a non-standard scaffold, such scaffold should be supported by suitable design drawings and load calculations to ensure that the scaffold is fit for purpose. All scaffolds must be capable of supporting the intended loading plus an additional safety margin.

Contractors will be responsible for ensuring that all scaffolds under their control are inspected as required by the Working at Height Regulations 2005 and HSG150:

- before first use;
- following any major adaptation / modification / dismantling;
- following any event liable to have affected scaffold strength or integrity;
- in periods not exceeding 7 days since the last inspection.

Registers of inspections shall be required to be maintained on site for inspection by the council contract administrator or designated deputy (e.g. Clerk of Works). Where scaffold contractors are working directly for the Council, then these contractors will be expected to provide their council contact with a scaffold handover certificate clearly stating the safe working load and the fitness for intended use. All scaffolds must be erected, struck or modified by competent scaffold operatives only. Normally, a “Basic Scaffold” ticket will be adequate however, where design scaffold is to be worked on, then suitably competent “Advanced Scaffold” ticket holders must be used. (ticket refers to CITB / CTA or similar recognised certificated training.) Contractors shall be required to provide evidence of training for all operatives undertaking scaffold works on Council premises. All scaffolds must be suitably fenced off during erection, dismantling and alteration to prevent unauthorised persons straying into the works area. Similarly, all access ladders must be removed, or suitably blocked off, overnight / at weekends to prevent unauthorised out of hours access on to the scaffold. Where a risk of falls of materials onto public areas exists, scaffolds must be fitted with debris netting as a standard. When clearing, constructing, adapting or striking scaffold, equipment and materials must be lowered to the ground and not thrown down. Where necessary, contractors shall ensure that a suitable debris chute and covered skip are provided. Before leaving site, scaffold contractors must check surrounding areas to ensure that all fittings and debris are cleared from site. Contractors should pay particular attention to grassed areas where hidden debris can be especially hazardous.

### **6.3 Mobile Towers:**

Mobile towers must be constructed in accordance with the Work at Height Regulations 2005. Additionally, the requirements of PUWER must also be addressed. All such scaffold must only be erected, altered or struck by trained competent persons only i.e. by holders of a recognised training certificate (PASMA, CITB, CTA etc.). Hirer’s training does not generally satisfy this requirement: hirer’s handover certificates usually qualify such training as “not being formal health and safety training”. Proprietary systems, such as the “Scafftag” system are recommended for use with mobile towers. These systems identify the mobile tower erector, date of assembly and that the mobile tower is safe for its intended use. Additionally, PUWER requires that mobile towers, as work equipment, should only be used by persons that have received suitable and sufficient information / instruction in their safe use.

## **6.4 Plant / Equipment:**

PUWER and LOLER require that all work and lifting equipment be maintained in an efficient state and working order and a good state of repair. All plant / equipment brought on to site must comply with these regulations.

The regulations also require that all operatives using such plant / equipment are competent to do so. Contractors shall ensure that only competent operatives use such plant / equipment.

## **6.5 Lifting Operations:**

LOLER place specific duties on all persons involved in the use of lifting equipment and also persons responsible for directing lifting operations.

Most construction craneage operations are carried out on a contract basis, i.e. a third party supplies both the crane and the operator. In this instance the crane owner has the duty to ensure that the crane is properly maintained, examined and safe to use, and that the lifting operation is carried out safely. The Council requires all contractors to ensure that their third party craneage contractors provide all such evidence prior to the commencement of the lifting operation.

Third party contractors must also liaise directly with the relevant Council Officer to discuss suitable positioning of cranes, particularly with regard to the positions of underground ducts, potential effects on building use and traffic routes.

Where contractors hire lifting equipment for use by their own operators, e.g. hoists, then the contractor shall ensure that a competent person carries out all necessary inspections as required by LOLER.

All lifting operations will need to be assessed for risk, as required by the Management of Health and Safety at Work Regulations. Whether lifting operations are carried out on a contract basis, or by the contractor themselves, the risk assessments must be supplied to the relevant Council Officer 48 hours before the works are undertaken.

## **6.6 Electrical Equipment:**

All electrical hand tools, including extension leads, used in Council premises should be 110 Volt only. Where it is necessary to use 240 Volt rated tools, then these must be double insulated and RCD protected.

Again, the requirements of PUWER apply, and all tools must be in good repair and fit for their intended use. All electrical tools should be tested at least every 12 months.

## **6.7 Control of Dust and Fumes:**

All processes generating dust or fumes are to be avoided. If no alternative methods of work are practicable, work shall be carried out using local dust and fume extraction units.

**All necessary precautions are to be taken to protect the fire alarm system from dust ingress to avoid false alarms. Where smoke heads are covered up, then the contractor will be responsible for ensuring that these are uncovered as soon as possible, and in any case before the end of the working day.**

## **6.8 Welding:**

No electrical welding is to be powered from the Council installation. Welding is classified as “Hot Work” and is subject to formal Permit-to-Work procedures which are to be agreed with the relevant council officer prior to commencement of works.

## **6.9 Control of Noise:**

The requirements of the Noise Regulations 2005 shall be observed at all times. Noise assessments should be carried out for all operations liable to produce excessive noise. In any case all works shall, as far as is reasonably practicable, be conducted with the minimum of noise. Where possible work methods shall be employed that shall minimise disturbance to other users of the buildings.

When considering noise reduction strategies the principles of the hierarchy of controls should be applied. Where noisy work cannot be avoided, all necessary steps shall be taken to limit the effect of the noise on others. Personal Protective Equipment should only be used as a last resort.

All inherently noisy work, such as demolition, cutting holes through walls and floors and the like shall be ascertained and carried out within a single period of shortest possible duration to be agreed with all parties before commencement.

### **6.10 Warning Signage:**

Contractors shall be responsible for ensuring that all necessary warning signs are provided and displayed. All warning signage posted by the Council must be observed. Where signage indicates the requirement of particular types of Personal Protective Equipment then this must be worn at all times.

### **6.11 Personal Protective Equipment:**

Contractors shall ensure that operatives wear / use all Personal Protective Equipment identified as necessary for the control of risk. (As previously stated, Personal Protective Equipment shall only be used as a last option when considering risk control strategies.) Appropriate Head and Foot Protection shall be worn at all times, unless a supporting risk assessment can demonstrate that such Protective Equipment is deemed unnecessary.

### **6.12 Housekeeping:**

Contractors shall ensure that all access / egress routes within their works areas remain free from obstructions and debris, particularly where works interface with Council operations.

Fire escape routes particularly must be maintained in good order. Under no circumstances should be left unobstructed at all times. Additionally, fire exit doors must not be wedged open.

All waste / debris should be cleared from site on a daily basis. The Council will advise where skips may be sited. Skips serviced from debris chutes must be kept covered at all time and contained within suitable barriers e.g. Heras fencing.

Stored materials should be kept within the designated site compound, preferably within a lockable storage container.

## **7.0 Council Facilities and General Site Rules:**

### **7.1 Welfare**

The Council contract administrator will advise you before the contract commences as to which facilities your operatives shall be permitted to use.

Normally operatives will be permitted to use Council toilets and hand washing facilities. Muddy boots, items of PPE etc. should not be worn in these areas. Toilets must be left in a clean condition. Paintbrushes etc. should not be cleaned in hand washbasins. Under no circumstances should chemicals be poured down sinks. All facilities are offered on a privilege basis ~ if the facilities are abused then permission to use them will be withdrawn. In this instance the contractor shall be expected to provide full welfare facilities, at their own cost, as required by CDM 2007.

Where contractors are expected to provide welfare facilities throughout a contract (most likely for larger CDM contracts) then these must meet the requirements of CDM 2007.

Chemical toilets should only ever be considered as a short-term provision whilst the contractor establishes a full site set-up.

Contractors should liaise with their Council contract administrator to determine service provisions i.e. water, electricity supplies etc.

Where it is not possible to provide such connections then contractors shall be expected to identify alternative means of meeting their legal requirements e.g. generators, water tanks etc. Certain specialist contractors will always be expected to provide elements of their welfare facilities e.g. Decontamination Units for asbestos removal. This should be factored into any price quoted to undertake works within the Council.

### **7.2 Alcohol / Drug Policy:**

The use or possession of restricted drugs on Council premises, except those prescribed by a doctor, is expressly forbidden. Any contractor found to be in breach of this rule will be removed from site. Operatives taking prescribed drugs should not operate any plant / machinery where the prescribed drug could impair their performance (e.g. cause drowsiness).

Additionally, any operative suspected of being under the influence of alcohol or drugs when arriving on site should not be permitted to commence work.

### **7.3 Smoking:**

The Council operates a no-smoking policy within its buildings. Contractors shall not be permitted to smoke in any buildings.

### **7.4 Behaviour**

When working on Council property all contractors are required:

- to behave in a responsible manner;
- not use foul or abusive language under any circumstances.

### **7.5 Radios, Personal Stereos, Mobile Phones:**

The playing of radios, cassette players, CDs, or Walkmans is not permitted.

Mobile phones must not be used when operating plant / machinery, or where operation is likely to endanger the operative or others.

### **8.0 Health and Safety Inspections:**

Great Yarmouth Borough Council reserves the right to enter any contractor's site, including CDM projects at any time to inspect / audit health and safety performance.

If a council officer observes any practice which they believe could lead to an accident, or to a possible Health and Safety Executive enforcement action, then that officer may suspend those works immediately.

Any costs for lost time, materials etc. shall be borne by the contractor.

As members of the Approved List of Contractors, contractors are required to meet all legislative and Council requirements, as given in this manual, at all times.

Where any doubt exists as to your duties, then the relevant council contract administrator should be contacted to clarify such doubts.

## Appendix 1

### Model Method Statements.

The following method statements are not intended to be exhaustive, but can be used as a checklist against which contractor's own method statements should be compared. The actual content of your own method statements will depend upon the findings of risk assessments for the works to be undertaken. Normally the following should be included so far as is relevant in the circumstances:

#### 1.1 ASBESTOS REMOVAL:

- Name and address of the asbestos removal contractor;
- Asbestos licence details i.e. number and date of expiry;
- Name and address of the site to which the method statement relates;
- Names of the supervisor/foreman and appointed safety adviser and arrangements for monitoring the work;
- Type of work e.g. removal of roof sheets, insulation boarding or lagging;
- Type and quantity of asbestos and the results of any analysis;
- Probable duration of work;
- For work with asbestos insulation or coating, date of notification to HSE and starting date, which must not be changed;
- The controls to be applied to reduce exposure other than by PPE e.g. controlled wetting method;
- Details of expected exposures;
- Details of the steps to be taken to control the release of asbestos to the environment e.g. enclosure arrangements, negative pressure equipment, reassurance monitoring, clearance certificate on completion, etc;
- Location of decontamination unit;
- Arrangements for power supply and clean water supply;
- Details of the equipment, including PPE, to be used for the protection and decontamination of those carrying out the work;
- Procedures for the removal of waste from the work area and the site;
- Procedure for disposal of contaminated water;
- Procedures for dealing with emergencies.

#### 1.2 CONFINED SPACE WORKING:

- Name and address of the contractor involved;
- Name and address of the site to which the method statement relates;
- Names of the supervisor/foreman and appointed safety adviser and arrangements for monitoring the work;
- Description of the work to be carried out;
- Details of the personnel to be used and their training / experience;

- Details of the plant, equipment and/or substances to be used within the confined space;
- Details of the possible hazards and any relevant tests of the atmosphere;
- Details of any ventilation of the confined space that will be undertaken;
- Arrangements for monitoring the atmosphere within the confined space;
- Details of the arrangements for access into and egress from the confined space.
- Details of the PPE to be used for the protection of the persons working within the space;

Emergency equipment and procedures including:

- Rescue harness;
- Lifting tripod or other suitable means to retrieve persons from confined space;
- Emergency breathing apparatus;
- First aid kit;
- Surface observer and means of communication.

### **1.3 EXCAVATION WORKS:**

- Name and address of the groundwork contractor;
- Name and address of the site to which the method statement relates;
- Names of the supervisor/foreman and appointed safety adviser and arrangements for monitoring the work;
- Description of the works to be carried out including confirmation that the site has been visited and due account taken of surrounding conditions, access, etc;
- Details of the personnel to be used and their training / experience;
- Details of PPE to be provided to personnel;
- Sequence of operations detailing method of dealing with specific hazards;
- Details of methods of locating and avoiding any existing underground services, whether or not their presence is known.

#### **For all excavation works: -**

- Nature of the soil and moisture conditions. Measures taken to check for toxic contaminants in the ground;
- Dimensions of the excavation;
- Method of excavation;
- Proximity of services or structures;
- Duration of work;
- Details of the precautions to be taken to prevent collapse of the sides of the excavation e.g. battering or support. If support is proposed this should include details of the system to be used;

- Details of access/egress to and from the bottom of the excavation plus any crossings over the excavation;
- Details of any fencing around the open excavation;
- Details of plant and equipment to be used together with confirmation that all necessary records will be provided on site;
- Method of storing and dispensing fuel oil including precautions to prevent pollution of groundwater;
- If any road works are involved, the name of the supervisor trained in accordance with the New Roads and Street Works Act 1991.

**Note:** -An additional method statement will be required for any work involving entry into confined spaces e.g. sewer connections.

#### **1.4 WORKS ON GAS SERVICES:**

- Name and address of the contractor involved;
- C.O.R.G.I. Registration details;
- Name and address of the site to which the method statement relates;
- Names of the supervisor/foreman and appointed safety adviser and arrangements for monitoring the work;
- Description of the work to be carried out, including type of system / components;
- Details of the personnel to be used and their training / experience;
- Each step required to safely isolate the work on gas fittings and how the system shall be locked off;
- Each step required to safely purge any gas from the gas fittings;
- The steps to be taken to avoid the risk of explosion and in particular any gas testing that is required;
- All personal safety equipment that is required;
- The action to be taken to segregate the work area and post warning notices;
- Actions to be taken in emergency situations;
- Any inspection, examination, testing and purging required on completion.

#### **1.5 HOT WORKS:**

Hot works covers a multitude of operations. In general, the contract administrator or his designated deputy shall ensure that contractors have taken into account the findings of their risk assessments and that suitable and sufficient control measures are identified, where applicable, within the contractors' method statements. The following elements will however be common to the majority of method statements:

- Name and address of the contractor involved;
- Name and address of the site to which the method statement relates;

- Names of the supervisor/foreman and appointed safety adviser and arrangements for monitoring the work;
- Description of the work to be carried out, including type of system / components;
- Details of the personnel to be used and their training / experience;
- The steps to be taken to avoid the risk of explosion and in particular any testing for gas or other flammable vapours that is required;
- All personal safety equipment that is required;
- The action to be taken to segregate the work area and post warning notices;
- Actions to be taken in emergency situations.

### **1.6 WORKS ON ELECTRICAL EQUIPMENT:**

- Name and address of the contractor involved;
- Name and address of the site to which the method statement relates;
- Names of the supervisor/foreman and appointed safety adviser and arrangements for monitoring the work;
- Description of the work to be carried out, including type of system / components;
- Details of the personnel to be used and their training / experience;
- All personal safety equipment that is required;
- The action to be taken to segregate the work area and post warning notices;
- Actions to be taken in emergency situations;
- Any inspection, examination, testing and commissioning required on completion;
- The action required to return the low voltage electrical equipment to service;
- What information, if any, must be included on the Council's record drawings;

### **1.7 WORKING ON DEAD ELECTRICAL EQUIPMENT:**

In addition to the above contents, the following should be included, where applicable:

- The necessary steps to be taken to protect against inadvertent contact with other live parts nearby. Wherever practicable, this should be achieved by the erection of physical barriers and/or the use of temporary insulation;
- The arrangements for identifying electrical equipment before disconnection or isolation. Wherever possible this process should be aided by the use of appropriate drawings, diagrams and other written information. Labelling on circuits and equipment may be used to assist in

the identification process, it must however never be assumed that labelling is correct;

- The arrangements for ensuring that once the circuit or equipment to be worked on or near has been identified, that it shall be disconnected from every source of electrical energy;
- The arrangements for ensuring that electrical equipment, which has been made dead, cannot become electrically charged during the work. Wherever practicable this should be carried out by locking off all isolators. Where such facilities are not available, the removal of fuses or links is permissible;
- The arrangements for testing that the isolated circuit or equipment including all parts to be worked on, or near, are dead, even if the isolation has been achieved automatically through an interlocking system. If it is a three-phase system or equipment with more than one supply, prove that all supply conductors are dead. The device used for proving dead shall itself be proved immediately before and after testing;
- The arrangements to ensure that, even if the above precautions fail, all conductors are earthed using properly designed earthing devices or earthing leads;
- Where applicable, those additional earths are available at the point of work, if this is remote from the point of isolation. But these should be applied only after proving dead at the point of work. (These procedures are essential for high voltage apparatus and stored energy equipment. The earthing conductors and their connections should be suitable for the energy that may flow in the event of a failure of the above precautions.) ;

### **1.8 WORKS ON PRESSURE SYSTEMS:**

- Name and address of the contractor involved;
- Name and address of the site to which the method statement relates;
- Names of the supervisor/foreman and appointed safety adviser and arrangements for monitoring the work;
- Description of the work to be carried out, including type of system / components;
- Details of the personnel to be used and their training / experience;
- Each step required isolating, depressurising, draining or venting the pipe work or plant on which the work is to be done. Adequate time intervals to permit cooling, thorough drainage, and pressure relieving must be allowed;
- A list of tag and lock-out points;
- All Personal Protective Equipment that is required;
- Any welding requirements (A separate hot works permit would be required);
- Any works in Confined Spaces (A separate Confined Spaces permit would be required);

- The action to be taken to segregate the work area and post warning notices;
- Actions to be taken in emergency situations;
- Any inspection, examination and testing required on completion.