

# Safe Working

**Guidelines for Contractors Engaged by,  
The Borough of Telford and Wrekin**

***September 2010, Version 9.0***



**Telford & Wrekin**  
**COUNCIL**

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## 1.00 INTRODUCTION

This document is laid down by Telford & Wrekin Council in order to ensure that the legal and Council health & safety rules of engagement are fully understood by both contractor and client.

It must be understood that this document applies to all contractors engaged in construction, alteration, modification, removal, repair, and maintenance work, regardless of the type of premises, duration of the works or complexity.

The Construction (Design & Management) Regulations (or 'CDM') make it plain that all such works place duties on all parties (including the client, designer, CDM co-ordinator where appropriate, project manager and all contractors). Thus, the Council expects all parties to undertake their legal duties in a responsible manner, and to request additional professional advice as necessary to ensure a safe site.

The Council has put health & safety systems into place to make sure that you, the contractor, are given sufficient information to be able to keep your employees (and other people affected by the works) safe. These systems are discussed within this document and it is vital that you read, understand and abide by the requirements. Should you have any queries or issues related to this document, it is your duty to discuss these with your client before agreeing to undertake any work.

All contractors engaged by the Council are taken from the Telford & Wrekin Council Pre-Qualification List. To gain entry onto this list, the Council must be satisfied that you have complied with the minimum legal requirements and that you have suitable health & safety systems in place. This is achieved by your company becoming CHAS accredited (or a similar scheme recognised by SSIP - safety schemes in procurement) and Constructionline approved. In doing so your company demonstrates that it is capable of being legally compliant, and can be engaged by the council as a 'competent' contractor. It is now up to you to ensure that level of health & safety compliance is carried through and maintained on all your work on Telford & Wrekin Council sites.

In addition, it must be emphasised that it is your company's duty to:

- Make sure it remains CHAS accredited (or approved equivalent) and Constructionline approved throughout all works on Telford & Wrekin Council premises. Any lapse of accreditation/ approvals may result in work being stopped.
- Advise Telford & Wrekin Council of your company's appointed health & safety advisor.
- Advise Telford & Wrekin Council (through the Architecture, Landscape & Building Help Desk on 01952-384545) if your company's circumstances change – particularly where there is a change in health & safety advisor or company management.

- Make sure that your company's health & safety advisor monitors your health & safety performance on site on a regular basis; evidence of your advisor's site inspections (i.e. the site inspection reports) will be requested at progress meetings (on larger projects) and randomly for all other areas of works (smaller projects and day to day maintenance works).

### **Important**

It must be noted that contractors' performance is continually monitored by means of feedback collected from all parties. Poor health & safety performance will be recorded in the Pre-Qualification List and may well prevent your company being appointed for further Telford & Wrekin Council work.

## **2.00 SUB-CONTRACTORS**

CDM place duties on all parties to make sure all those appointed are competent for the work involved. Sub-contractors appointed by your company are your responsibility on your sites; it is your responsibility to make sure that they are health & safety compliant and are appropriately supervised on all Telford & Wrekin Council sites.

All sub-contractors must be named by the main contractor and the use of these subcontractors must be agreed by Telford & Wrekin Council, prior to their use (either your client or the project management team working on his/her behalf). If for any reason the use of the subcontractor can not be agreed, the main contractor will be asked to seek an alternative sub-contractor.

In addition, all works (irrespective of duration and type of work) must be appropriately managed by your company; management arrangements (including the management of sub-contractors) must be agreed with Telford & Wrekin Council (either by your client or the project management team working on his/her behalf).

Spot checks will be undertaken to ensure compliance.

## **3.00 PROFESSIONAL ASSISTANCE**

Some Telford & Wrekin Council bodies or persons who directly engage contractors for the smaller construction, maintenance, repair (etc) work have varying degrees of construction (etc) knowledge and, therefore, there may be a need to bring in additional professional assistance to make sure that a safe site can be achieved.

As you are engaged as a competent contractor, these clients will naturally look to you to guide them in what they should be doing under CDM to help towards the establishment of a safe site. If you have concerns about the way the contract is being handled, the working area allowed, the level of information or design detail provided, or about the circumstances presented to you on site, it is your duty under CDM to advise your client to contact further

professional advice (through the Architecture, Landscape & Building Help Desk on 01952-384545).

On projects where construction work will take over 30 working days, a CDM Co-ordinator should automatically be engaged to guide the client and ensure that sufficient information is passed to the contractors. However, if you find that this has not been done, it is your **legal** duty (under CDM) to tell the client that this must be done and ask them to contact the Architecture, Landscape & Building Help Desk for immediate assistance.

**Failure to carry out this duty will render the contractor liable for prosecution.**

## 4.00 HEALTH & SAFETY DOCUMENTATION

All contractor's are reminded that risk assessments must be undertaken and recorded *by law* for all works, regardless of client, project management, nature or duration of the works.

Systems must be in place to make sure that these risk assessments are site- or location-specific and reflect the circumstances in that particular working environment.

It must be emphasised that this is an important legal requirement, the aim being to make sure that all contractors think about and control all foreseeable risks both *before* and *during* the work. Risk assessments *must* be done; spot checks will be undertaken to ensure compliance.

## 5.00 CRB CHECKS

### **Building Contractors**

On all of our construction sites, for health & safety reasons, measures must be in place to ensure that there is segregation between the construction activity and children / vulnerable adults, and other occupants. Where construction work is segregated, it is not essential for contractor's employees to have CRB clearance. However, where contractor's staff are required to have access to parts of the building or site where they could come into contact with children / vulnerable adults, the contractor must ensure that those employees have had an appropriate CRB check, that shows there is no known history that indicates a risk to children or vulnerable adults. In such situations where an employee or sub contractor does not have a CRB check, they must be accompanied by a supervisor who has had CRB clearance.

### **Contractors Undertaking Emergency Repairs / Service Contracts**

Where contractor's employees have access to premises for short periods or on an ad hoc basis it is not essential for them to have a CRB check provided they sign in and are then escorted by a member of the premises staff who has been CRB cleared. If a suitably vetted escort is not available then, the contractor must ensure their employees have CRB clearance before they are allowed to work in these premises.

## 6.00 ID CARDS

All contractors, must at their own expense, provide their labour force with identity cards.

Identity cards must be of a minimum size 85mm by 55mm and contain a photograph of the holder, a statement that the bearer is employed and acting on behalf of the contractor and an expiry date, which should not exceed 24 months from the date of issue. Each contractor must:

- Obtain prior approval of the format of the ID card from the Council
- Ensure that any approved sub-contractor employed by him complies with this clause.

Identity Cards can be purchased from Telford and Wrekin Council, please contact Clive Barton on 01952 384340.

## 7.00 VISITING or WORK AT COUNCIL PREMISES

All visits made to Council premises by contractors (irrespective of whether work is to be carried out or not) must be by prior appointment.

This is a *strict* ruling to be observed by all contractors' personnel (whether management or operative) and includes all unoccupied areas of the site.

Any contractor attempting to ignore this ruling for any reason will be deemed in breach of Telford & Wrekin Council rules and may be precluded from further work.

## 8.00 ASBESTOS MANAGEMENT SYSTEM

All construction, maintenance and repair (etc) contractors working in Telford & Wrekin Council premises are expected to have undertaken an appropriate asbestos awareness training course within the previous 2 years. Spot checks will be undertaken to ensure compliance.

The policy for all Telford & Wrekin Council premises (including those leased from elsewhere) is:

- No work can begin until an appropriate asbestos survey has been undertaken; a Type 3 ('refurbishment' or 'demolition') survey is mandatory for any work requiring disturbance of the building or its fabric or where entry is required into the ceiling void.
- No asbestos-containing materials (ACMs) are to be disturbed by anyone other than a fully licensed asbestos removal contractor (including asbestos cement and resin bonded products).
- ***No work of any type by unlicensed contractors can begin until it has been confirmed that the work will not affect ACMs.***

- No work of any type can begin until all contractor personnel have signed in and have read, understood and acknowledged their responsibilities by signing the contractor control form in the site asbestos register, which is available on the majority of Telford & Wrekin Council premises. If there is any difficulty in understanding the information on the asbestos register, in relation to the work they are to carry out, they are to seek clarification before proceeding.
- Where there is no asbestos register or information\* available, the contractor must alert the client body and a survey must be commissioned by Telford & Wrekin Council. **No work of any type by unlicensed contractors can begin until the survey report is available and the work area confirmed that the work will not affect ACMs.**
- **Contractors particular attention is drawn to system built properties**, i.e. CLASP, SCOLA etc. It is commonly known that these types of properties contain asbestos containing materials and that there is potentially an increased risk when working within ceiling voids and also on or around the steel columns including their associated casings. Entry into ceiling voids must be avoided and column casings should not be fixed too or disturbed. Where access into the voids or the disturbance to the column casings is unavoidable, the contractor must alert the client body and guidance should be sought prior to the works commencing.

\* Alternative methods of accessing Council asbestos information may be agreed with the project team e.g. electronic data bases.

Failure to comply with these requirements will be deemed a serious breach of duty of care and will result in removal from the Telford & Wrekin Council Pre-Qualification List. Spot checks will be undertaken to ensure compliance.

## 9.00 PLANT, EQUIPMENT & VEHICLES

All plant, equipment and vehicles used on Telford & Wrekin Council work must be fit for purpose, used in an appropriate manner, fully maintained, and serviced regularly. In addition:

- All electrical equipment must be accompanied by evidence of regular PAT testing
- Regular good visual checks must be undertaken at very regular intervals, and appropriately recorded as required by the Provision & Use of Work Equipment Regulations

Spot checks will be undertaken to ensure compliance.

## 10.00 WORK AT HEIGHT

Safe systems of work are required by law – including work at height.

Contractors are reminded that, in law, the use of ladders must be regarded as a 'last resort' only. Therefore, all use of ladders (including step-ladders) must be justified to the Council by an appropriate risk assessment – this, again, is required by law.

Spot checks will be undertaken to ensure compliance.

## **11.00 PERMITS TO WORK**

Safe systems of work are required by law – including method statements and permits to work as appropriate.

Regardless of existing health & safety systems, Telford & Wrekin Council expects a permit to work system to be established by your company (as a minimum) for the following high-risk operations:

- Hot works
- Ground disturbance
- Entry into confined spaces
- Work on electrical and/or gas systems
- Work beneath overhead cables

Telford & Wrekin Council reserves the right to add to this list at any time as required.

Spot checks will be undertaken to ensure compliance.

## **12.00 ALLOCATED SITE OR WORKING AREA**

All contractors are reminded that they, and all employees (including sub-contractors), are entitled by law to a 'safe place of work'. Equally, all persons affected by the works (e.g. premises staff, pupils, residents, the public, etc) are entitled to be kept safe and protected from the effects of the works.

It is your responsibility to make sure that you can restrict access to the working area (i.e. prevent non-site persons from entering) by appropriate means; site security is a requirement of CDM on all contracts.

Close liaison will be required with Telford & Wrekin Council (either your client or the project management team working on his/her behalf) to make sure that your employees and sub-contractors are not put at risk by others, and that all non-site persons affected by your works are segregated and protected from the effects of the works.

In addition, you are reminded that good housekeeping is a legal requirement – for very good reason (resultant trips, slips and falls are the highest cause of construction injury). Spot checks will be undertaken to ensure compliance; unacceptable standards will result in the site being shut down (with all costs to be born by the contractor).

## 13.00 WELFARE

CDM places a duty on all contractors to ensure that good welfare is available at all times on all construction, maintenance, repair (etc) works, no matter how brief the duration.

Arrangements may vary according to the type of works and location but the Council expects suitable arrangements to be agreed which include a minimum a rest area, access to hot food and beverages, and access to hot and cold running water immediately adjacent to the toilets themselves. (a kettle or Burco boiler is not acceptable)

Existing welfare arrangements on the premises can only be used by prior agreement with the occupiers and then only on condition that they are kept clean and serviceable. Abuse of facilities will result in the privilege being withdrawn and the contractor being required to provide his own (with all costs to be born by the contractor).

In addition, all facilities provided by contractors themselves must be kept clean and serviceable (as required by law). Spot checks will be undertaken to ensure compliance; unacceptable standards will result in the site being shut down (with all costs to be born by the contractor).

## 14.00 PERSONAL PROTECTIVE EQUIPMENT

All contractors are reminded that the establishment of safe systems of work must include use of appropriate personal protective equipment (p.p.e.). Site- and operation-specific risk assessments must cover this issue in sufficient detail (i.e. the type of p.p.e. must be clear; general references to p.p.e will not be acceptable), and site-specific rules must be established to apply to every person within the site or working area.

Over and above your company's rules regarding the wearing of p.p.e., Telford & Wrekin Council require the following to be adhered to for all construction, maintenance or repair (etc) works:

- Safety footwear is mandatory
- High-visibility reflective outer clothing mandatory (a minimum of a yellow reflective vest; however, some works may require more) whenever there is a risk of contact with plant or vehicles (including internally e.g. fork-lift)
- Safety helmets are mandatory whenever there is a risk of head injury

All contractors are also reminded that:

- Any use of respiratory protection (including dust masks) requires face-fit testing by law
- The allocated site area is the contractor's responsibility; no non-site person can be permitted within that area for any reason unless wearing all p.p.e. appropriate for that site.

Spot checks will be undertaken on all the above issues to ensure compliance.

## 15.00 ACCIDENT and NEAR-MISS REPORTING

Over and above the legal requirement for all employers to report all significant accident and incidents to the HSE under RIDDOR, on Telford & Wrekin Council works, all contractors on all sites must report all RIDDOR accidents and incidents to their clients immediately.

In addition, the Council also requires that all:

- Minor accidents
- Near-misses
- Public aggravation or threatening behaviour

be reported to clients to ensure that systems can be improved for everyone's benefit.

## 16.00 INSURANCE

Contractors must provide evidence to the council that they are adequately insured for any common law damages that may be made following injury to any person or damage to any property as a result of the contractors work. The Councils current minimum requirement is £5 million for third party liability. This value is reviewed on a project specific basis and therefore higher values of cover may be requested.

## 17.00 RESPONSIBILITIES OF CLIENTS, MANAGERS AND PROFESSIONAL OFFICERS EMPLOYED BY TELFORD & WREKIN COUNCIL

Clients, managers and professional officers employed by Telford & Wrekin Council have a responsibility and right to monitor works and to direct or advise the contractor where breaches of safety legislation or hazards are identified, especially where these endanger Telford & Wrekin Council employees, members, customers or the public.

Where it is judged there is imminent risk of injury or risk to the health of **any** person Telford & Wrekin Council reserve the right to instruct any activity to cease immediately.

## 18.00 CONTRACTORS DECLARATION

I/We acknowledge receipt of Telford & Wrekin Council's document "Safe Working: Guidelines for Contractors, version 9 dated September 10.

I/we and my/our employees have read and agree to implement and abide by any rules, requirements and instructions contained within the document.

I/we have fully inducted all of our employees into the contents of this document and Telford & Wrekin Council requirements, and will induct all new starters.

I/we fully understand that failure to comply will result in removal from the Telford & Wrekin Council Pre-Qualified list of contractors.

I/we will do all that is reasonably practicable to ensure there is no undue risk to the health or safety of my/our employees, employees of Telford & Wrekin Council or any other person likely to be affected by my/our activities during work for Telford & Wrekin Council or for individual Managers of premises.

Our Safety Advisor is  
(include name, telephone number and E mail address)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (in block capitals): \_\_\_\_\_

Position: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Contractor's Comments: \_\_\_\_\_

**Enc: Evidence of insurance Clause 16.00 (Contractor is to supply evidence of insurance)**

**Return to, Telford & Wrekin Council, , Property & Design, Wellington Civic & Leisure Centre, 2nd Floor Upper, Larkin Way, Wellington, Telford, TF1 1LX**