

Dawlish Town Council

Policy on Construction Work

1. Statement of Policy

Construction work involves special hazards for those engaged in it and also for those who may share premises where construction is being carried out. Any construction work carried out on Council premises has the potential to cause injury and ill-health to staff and public visiting the building. Unless carefully planned and considerately carried out such work also has the potential to cause disruption to the work of the Council and annoyance to individuals.

The Council is committed to ensuring that any construction work carried out at its premises is done without risks to the health and safety of its employees and others. Construction work will be taken to include demolition.

Even small scale construction work has risks associated with it and the provisions of Section 2(1) and 3(1) of the Health and Safety at Work etc. Act apply to the Council even when the work is contracted out. These sections require the employer to do what is reasonably practicable to ensure the health and safety of employees and others who may be affected by work activities.

In order to meet the above requirements, officers of the Council will ensure that staff are not engaged in construction work unless they have the competence to carry out the work safely and without risks to health. Where contractors are employed they will be chosen from a list compiled by considering health and safety along with other factors which make the contractor suitable for admission to the list. Contractors working on site will be supplied with a copy of the rules to which they should work. They will also be expected to follow any permit to work system that may be in force for the work they intend to do.

Construction work involving 5 or more workers on site, or that lasts more than 30 days, or that involves more than 500 person hours of work or that involves any demolition, is subject to the requirements of the Construction (Design and Management) Regulations 1994 (CDM). These Regulations impose duties on designers and contractors, and also on clients. The Council is likely to find itself subject to the client duties for any significant construction work that it authorises.

In order to meet the requirements of the CDM Regulations a planning supervisor and principal contractor will be appointed, at the appropriate time, for each project. It is important to ensure that those appointed are competent and have adequate resources available to carry out their duties. No such appointments will be made until the officer responsible is reasonably satisfied that this is the case.

Where the CDM Regulations apply the planning supervisor will be appointed as soon as is reasonably practicable, but in any case before the commencement of the work to which CDM relates. The planning supervisor must be provided with all relevant information about the condition of any premises at or on which construction work is to be or intended to be carried out.

Where the CDM Regulations apply, no construction is to commence until an adequate health and safety plan covering the work has been prepared. Any health and safety file, prepared in relation to any project, will be kept readily available for inspection and that when any such file is handed over to a third party the necessary steps will be taken to ensure that the party understands the purpose and nature of the file.

All construction work will be planned in accordance with relevant standards or statutory provisions. Where the work is of a significant nature, and certainly where CDM Regulations apply, the Health Safety and Welfare Officer, employee representatives and any employees who may be directly affected will be provided with information relating to the work. Such information will cover nature and likely duration of the work and any risks and control measures that will be taken.

2. Organisation

it is not practicable, in view of the variable nature of construction work and the range projects to which this policy may be applied, to assign the individual arrangements to specific post holders. In this policy the “organisation” section lists those post holders who may have management responsibility for construction projects. The “arrangements” section gives details of what should be done by managers in overall charge of projects.

The arrangements are given in three subsections, for projects where the Construction Design and Management (CDM) Regulations apply, where they do not apply and for arrangements which are independent of CDM.

It is recognised that specific tasks covered by the arrangements may be delegated by the post holders given below or may be contracted out. It is, however, important that there is one Council officer nominated to take overall responsibility for each and every construction project.

2.1 The Town Clerk

The Town Clerk has responsibility for major work undertaken within the Council’s estate and also overall responsibility for work undertaken by the Contracting Unit. He or she will:-

- for construction work under his/her control, ensure that the work is carried out in accordance with this policy and in particular that the arrangements described in section 3 are followed.

2.2 The Housing Property Manager

The Housing Property Manager is responsible for construction and maintenance work (including cyclic maintenance) on the housing stock. He or she will :-

- for construction work under his/her control, ensure that the work is carried out in accordance with this policy and in particular that the arrangements described in section 3 are followed.

2.3 Health Safety and Welfare Officer

- will, on request, provide advice and assistance on health and safety matters to managers who have responsibility for construction projects carried out on Council property;
- will, at the earliest opportunity, inform the Council officer responsible for construction work of any matter relating to that work which, in the opinion of the Health Safety and Welfare Officer, constitutes a

significant risk to Council employees, elected members, visitors or any contractors.

3. Arrangements

3.1 The following arrangements are for work subject to the CDM Regulations

- a planning supervisor will be appointed as soon as possible to carry out duties as specified in the Construction (Design and Management Regulations) 1994. These duties include working with designers to ensure that any design meets the requirements of the Regulations, ensuring a pre-tender stage health and safety plan is in place, advising the officer responsible for the project (the client) and co-ordinating health and safety issues;
- steps will be taken to ensure that those appointed as planning supervisor and designer in relation to a project are competent and have made adequate provision with regard to health and safety;
- adequate information will be provided (and continue to be provided as it becomes available) to the planning supervisor in relation to the site, premises and Council activities where the construction work is carried out. Where this information is not readily to hand, steps will be taken to obtain it, e.g. by means of a site survey or liaison with a public utility, etc.;
- checks will be made to ensure that any principal contractors appointed to carry out construction work are competent and have made adequate provision for health and safety. To achieve this, pre-qualification systems for contractors will be established to compile a list of approved contractors who are competent. Tender documentation will be structured to assist decision-making in relation to provisions for health and safety, and pre-tender stage health and safety plans will be used to complement this process;
- no construction work will be allowed to commence until an adequate health and safety plan has been prepared and authorised (by the planning supervisor or other competent person representing the Council);
- the health and safety file will be kept readily available for inspection;
- where interest in the property is disposed of to a third party, steps will be taken to ensure that the health and safety file is handed over to those acquiring the interest and that the purpose and nature of the file is explained.

3.2 The following arrangements cover work not subject to CDM Regs.

- where CDM requirements do not apply, it will be ensured that construction work is carried out to the highest health and safety standards in compliance with other related statutory provisions;
- checks will be made to ensure that any contractors used for small scale construction work are competent and have made adequate provision for health and safety. To achieve this, pre-qualification systems for contractors will be established and a list of approved contractors will be compiled.

3.3 Arrangements applicable to all work

- no Council employee will be permitted to undertake construction work unless they have the competence to carry out the work safely and without risks to health;
- wherever possible the officer responsible for the project will nominate a site contact and inform the contractors of this person's name and telephone number;
- contractors working on site will be provided with a copy of the Council "*Rules for contractors*" prior to commencing work;
- where the work is subject to a Council permit to work system, this will be explained to the contractors before they commence work;
- steps will be taken to provide information to employee representatives and also employees who may be directly affected. This information will include nature and likely duration of the work and any risks and control measures which will be taken;
- where it is practicable to do so the Health Safety and Welfare Officer will be informed of the intention to undertake construction work, the nature and likely duration of the work, if it is notifiable to the Health and Safety Executive, the identity of the planning supervisor the name of the principal contractors and details of any risks identified and control measures which will be taken;

- steps will be taken to co-operate and co-ordinate action and exchange information with the contractor to ensure that statutory duties are met, that procedures will be followed in the event of serious and imminent danger (e.g. a fire), and that arrangements for health and safety remain appropriate to the risks involved during commissioning and handover.

January 2003.

Appendix 1

Dawlish Town Council Rules for Contractors

Contractors working on Council premises are required to observe the following rules. This is to help ensure the health and safety of employees, Councillors, members of the public and contractors themselves.

Access and security

- Contractors working in any Council property must report to the porter, caretaker, receptionist or any nominated site contact before starting work in order to check that it is safe and convenient to do so.
- At sites where ID badges are provided for contractors then they must wear the badges in a prominent position (wherever possible).
- Car parking is limited on some sites. Car parking for contractors will only be by prior arrangement.
- Deliveries of materials or plant/equipment must be notified in advance to the nominated site contact to allow arrangements to be made for safe and convenient unloading and (if necessary) storage.
- Some areas of Council buildings are restricted. Contractors must not enter these areas without prior permission which must be arranged through the nominated site contact. Restricted areas may include computer rooms, cash offices and rooms where a meeting is in progress.
- Contractor's tools, equipment and personal belongings are left on the premises at the contractor's own risk.

Safety of Council employees and the public

- Contractors are responsible for providing adequate barriers, fences and warning signs and these must be used where the work creates a risk to Teignbridge District Council employees, elected members or members of the public.
- Contractors are responsible for leaving work areas reasonably clean, tidy and free from obstructions.

- Paints, solvents, cleaning agents, LPG cylinders and other hazardous materials must be properly stored when not in use. In some buildings the porters, caretaker or the site contact may be able to arrange temporary storage for such materials.
- Power tools, hand tools and hazardous plant and equipment must not be left unattended. In some buildings the porters, caretaker or the site contact may be able to arrange temporary storage for tools.
- Where a work operation may give risk to significant noise, dust or vibration (e.g. through walls or floors) the contractor must check with the site contact before starting the operation.
- Contractors are not permitted to bring radios, CD or cassette players onto the site (other than personal equipment fitted with headphones).

Fire Safety

- Teignbridge District Council operates a no-smoking policy. Contractors must not smoke anywhere in the buildings at any time.
- Contractors must read the Fire / Emergency Action notice for the area(s) in which they intend to work. In the event of fire or the fire alarm sounding contractors should follow the procedure given in the notice.
- Hot work (e.g. welding, gas flame cutting, brazing, soldering or paint stripping with a gas torch or blowlamp, etc.) must not be carried out without a permit signed by a responsible officer of the Council. The nominated site contact should be consulted if work of this nature is to be undertaken.

General safety

- Contractors must check with the caretaker, porter or nominated site contact before connecting electrical equipment to Council supplies. This is to ensure that it is both safe and convenient to do so. If there is any doubt that it is safe to use certain equipment connected to a certain power supply then the Council Property Department should be consulted.
- Use of 110 volt power tools is preferred, but if use of 240 volt equipment is unavoidable then the contractor must provide and use a suitable residual current device (RCD).
- Contractors wishing to use Council equipment (e.g. ladders, power tools, hand tools, etc.) must first obtain permission from the nominated site contact.

- Use of toilets and washing facilities in Council buildings (except Council Houses) is permitted, but contractors are asked to take reasonable care to leave them in a clean state. In Council houses permission should be sought from the householder.
- Use of showers in Council buildings by contractors is not permitted unless express permission has been granted (except safety showers).
- The Council has trained first-aiders and first-aid facilities and these will be available to contractors. In the main Council buildings first-aiders may be contacted by telephone via the switchboard or by contacting staff at the reception area.
- All accidents / dangerous occurrences must be reported to the reception, a caretaker, the nominated site contact or direct to the Council Health Safety and Welfare Officer. A Teignbridge District Council accident report form must be completed in addition to the contractor's own accident report form.