

# Contractors

# Site compliance

# Guidance (part 2)

Issue: December 2016  
Review: December 2018



Coventry City Council

[www.coventry.gov.uk](http://www.coventry.gov.uk)

# Contents

1. General site issues	3
1.1 protection of the public and site security	3
1.2 Emergency procedures	3
1.3 Reporting of incidents	3
1.4 Smoking	3
1.5 Safe place of work	3
1.6 Working at height	3
1.7 Scaffolding	4
1.8 Mobile Tower Scaffolds	4
1.9 Ladders and stepladders	5
1.10 Mobile elevating work platforms (MEWP's)	6
1.11 Roof work and fragile roofs	6
1.12 The provision of plant and equipment	7
1.13 Cranes, hoists, lifting appliances and lifting gear	7
1.14 Excavations and permit to work	7
1.15 Demolition	8
1.16 Asbestos	9
1.17 Control of substances hazardous to health (COSHH)	9
1.18 Confined spaces	10
1.19 Work on the highway	10
1.20 Electrical work and the use of portable electrical equipment	10
1.21 Noise	11
1.22 Traffic and vehicles	11
1.23 Fire	12
1.24 Protective equipment/clothing	12
1.25 Welfare facilities	12
Further Information Contact	11

# Introduction

The topics covered below are by no means an exhaustive list, but gives a clear indication of what the City Council's expects from a contractor in relation to health and safety when they are working on our sites.

# 1. General site issues

## 1.1 Protection of the public and site security

It is the Contractor's responsibility to ensure the safety of those other than their employees who may be affected by their activities. The Contractor must make adequate provision to secure the work site as per the requirements of the Health and Safety at Work Act and supporting regulations.

The contractor will be expected to ensure clear and physical demarcation between the construction site area and the rest of the establishment / site. The erection of fencing where appropriate and warning signs will need to be in place. These arrangements will need to be maintained and monitored on a daily basis.

## 1.2 Emergency procedures

It is the responsibility of the Contractor to ensure that adequate emergency procedures are put into place before the commencement of a project, and that all persons working on or visiting the site are made fully aware of them. With respect to the Principal Contractor they must co-ordinate emergency procedures with the Client or their representative. In all circumstances these procedures must take into account the existing site arrangements.

## 1.3 Reporting of incidents

All reportable accidents, assaults, diseases or dangerous occurrences affecting Contractors or Sub-Contractors' employees shall be notified in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). These incidents together with any incidents involving Council employees or members of the public that arise out of the Contractors' undertaking need to be notified to the Council's Contracts Officer, and the City Council's Health and Safety Services as soon as practicable.

## 1.4 Smoking

Coventry City Council operates a non-smoking policy. Contractors are expected to adhere to the non-smoking policy at all times.

## 1.5 Safe place of work

Contractors are required to ensure that they provide a safe place of work so far as is reasonably practicable at all times. Contractors are expected to organise their site in order to accommodate the safety of employees and those not in their employment. This will include communication, co-operation and co-ordination between all concerned parties.

## 1.6 Working at height

All work at height must be undertaken in accordance with the current regulations, including the Work at Height Regulations. Tasks should be carefully assessed to see if alternative methods of work could be adopted to avoid the need for working at height. If not, then the task should be carefully assessed to determine a suitable safe system of work; risk assessments should be completed, and recorded.

**Contractors are required to apply the requirements of the Working at Height Regulations, in particular:**

- avoid working at height where they can
- use work equipment or other measures to prevent falls where they cannot avoid working at height
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

**When selecting equipment for work at height the contractor MUST:**

- use the most suitable for the task
- give collective protection measures (e.g. guardrails) priority over personal protective measures (e.g. safety harnesses)
- take account of:
  - the working conditions, and
  - risks to the safety of all those at the place where the work equipment is to be used.

Materials must not be thrown or dropped to lower levels. All materials must be lowered by means of hoist, gin-wheel, ropes or chute.

Further information can be obtained by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/workingatheight.htm>

## 1.7 Scaffolding

All scaffolding must be erected, dismantled by, or be under the supervision of a competent scaffolder. The scaffolding shall conform to the standards laid down by the British Standards Institute Code of Practice and NASC Technical Guidance TG20.

All scaffolding must be the subject of a suitable inspection regime, and relevant records of the inspection must be available on site at all times. Scaffolding that does not have the relevant record of inspection by a competent person should be withdrawn from service until the appropriate inspection has been undertaken.

Coventry City Council would expect all scaffolding contractors to be members of NASC and contractors will need to be issued with a licence by Coventry City Council prior to any scaffold being erected on the highway.

Further information can be obtained by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/scaffoldinginfo.htm>

## 1.8 Mobile Tower Scaffolds

Only competent persons, who have undergone the appropriate training and hold the relevant PASMA or CITB training certificate, may erect aluminium towers. The appropriate record of training should be available at the place of work and/or in the possession of the person actually wishing to erect a tower scaffold.

All aluminium towers should only be erected and used in accordance with the manufacturer's instructions and / or guidance.

Towers used for work at height must be suitable for the actual task in hand. Towers that are not fully erected or where ancillary access equipment is employed (e.g. - a step ladder is used on the working platform of an aluminium tower to gain additional height) can lead to serious accidents and MUST NOT be allowed to occur.

These or similar actions will be treated as misconduct, and appropriate action will be taken.

Further information can be obtained by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/scaffold.htm>

## 1.9 Ladders and stepladders

All ladder work must comply with the Working at Height Regulations (see section 4 above)

All ladders must be fit for purpose, in a good, clean and sound condition, and subject to an appropriate formal inspection/ monitoring regime by the contractor /organisation providing the ladder.

All ladders must be the correct length for the particular work being undertaken, correctly positioned to undertake the work in hand, placed at the correct angle (4 up:1 out) and be securely fixed (i.e. if possible tied at the top).

Work must not be carried out from a ladder where both hands are needed to do the work, or where the operative is standing more than 9 metres from the ground.

Ladder work should also be of a short duration; work requiring a longer time, or requiring an increased freedom of movement should be undertaken from an appropriate working platform in line with the requirements of the Working at Height Regulations.

Stepladders can also be used for short duration work, where the risk assessment identifies that they are the most suitable form of access equipment to be used. Stepladders must be erected correctly, be of a sound condition and also under some form of formal inspection procedure to ensure the condition of the equipment remains safe and usable.

The upper platform on a stepladder should not be used as a working platform unless it has been designed for this purpose, and the manufacturer has installed a suitable handrail or some other form of support.

The use of stepladders is often the cause of accidents as people often attempt to over-reach rather than moving the stepladders. Stepladders are designed to be positioned directly adjacent, and at right angles to the point of work.

All ladders and stepladders must be removed or rendered inaccessible on completion of work, and at the end of the working day.

Further information can be obtained by visiting the Health and Safety Executives (HSE's) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/ladders.htm>

## 1.10 Mobile elevating work platforms (MEWP's)

All MEWP's must be fit for purpose and meet the requirements of the Provision and Use of Work Equipment Regulations. The contractor will need to ensure the following basic points are adhered to:

- Ensure the equipment is suitable for the intended task
- Maintain and keep the equipment in good order
- Provide operator training
- Provide competent supervision

Where powered access equipment is being used it must have a valid certificate of test and inspection in accordance with the Lifting Operations and Lifting Equipment Regulations.

Only competent persons, who have undergone the appropriate training and hold the relevant IPAF or CITB training certificate, may operate a MEWP. The appropriate record of training should be available at the place of work and/or in the possession of the person actually wishing to erect a tower scaffold.

Prior to the use of a MEWP the Contractor will be required to undertake specific risk assessments and method statements linked to the task.

Further information can be obtained by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/mewp.htm>

## 1.11 Roof work and fragile roofs

Roof work can be an inherently hazardous task. Records show that in construction, one in five deaths are caused by falls from or through roofs. Falls through fragile materials such as roof lights, asbestos cement roofing sheets etc. account for more of these deaths than any other single cause in construction.

Contractors required to undertake work on roofs including on or close to fragile roofing material e.g. asbestos roof sheets are required to produce a comprehensive written risk assessment and method statement for the operation. These will need to be developed and any controls implemented prior to the works commencing. This may include the implementation of a formal 'Permit to Work System' for the operation being undertaken.

The weight of the operative or any other loads to be applied to the sheeting, such as tools and equipment, materials or other objects, must always be borne by the roof ladder, the access board or other access system chosen for the task. Loads should never be directly applied to the fragile roofing materials.

If the access route chosen, or the actual place of work is within approximately 2m of a fragile roofing material such as a skylight, then these fragile materials must be protected to prevent accidental contact. These fragile materials can be covered with a rigid material of suitable dimensions such as timber sheeting or something similar, or a suitable barrier can be erected around the fragile area to remove the risk of persons falling through the fragile section. Suitable warning notices should be posted.

Suitable barrier protection must be erected and maintained in occupied areas below the place of work, and for the duration of the work or for as long as the potential for falls of persons or other objects exists.

Further information can be obtained by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/roofwork.htm>

## 1.12 The provision of plant and equipment

The Contractor shall be responsible for the provision, maintenance and safe use of all tools, plant and equipment required for the work. The Contractor will not be allowed to use equipment owned or provided by the Council for their employees, unless the Contracts Officer of the Council has given permission in writing. Where applicable the requirements of the Provision and Use of Work Equipment Regulations and Lifting Operations and Lifting Equipment Regulations must be applied.

## 1.13 Cranes, hoists, lifting and appliances and lifting gear

Contractors must ensure that all lifting equipment and lifting operations undertaken comply with the requirements of the Lifting Operations and Lifting Equipment Regulations, and that all equipment used on City Council premises is subject to thorough inspection by an authorised, competent person in accordance with a written scheme of inspection.

A current copy of the examination and insurance certificates should be kept on site and made available for inspection if required.

Each item of equipment used should carry its own unique identifying number, and clearly display its safe working load (SWL), which should not be exceeded at any time during use.

When not in use, all lifting equipment and accessories, such as eyebolts, shackles, straps & slings etc. should be stored in a suitable manner and in accordance with the manufacturer's advice.

Any item of lifting equipment that shows any sign of wear or damage, or any item that may have been subjected to a load greater than the marked SWL, should be removed from service immediately, and should not be used on City Council premises again until it has been re-certified by the competent person.

All lifting operations should be planned and thoroughly assessed for risk; and a written record of these assessments should be retained on site. Persons undertaking the lifting operations should be competent, trained and familiar with the assessments and the control measures to be applied.

Further information can be obtained by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/cranes.htm>

## 1.14 Excavation and permit to work

All contractors undertaking excavation work must be competent to do so and ensure that risk assessments and method statements are in place. Prior to any excavation work being undertaken contractors will be required to abide by the requirements of the CDM Regulations and guidance produced by the Health & Safety Executive, specific to excavations and hidden services.

Following this, reasonable investigation into the presence of underground services needs to be undertaken, including a review of all existing site information and drawings, contact should also be made with the service providers etc. to ascertain if these services will be disturbed by the intended works. This investigation should also consider the depth of the intended excavations, the prevailing soil types and condition, the prevailing weather conditions etc.

Prior to the commencement of any excavation greater than 100mm (less than 100mm on footpaths), a Permit to Dig must be in operation and under the control of a competent and authorised person. A Permit-to-Dig authorisation can be obtained by contacting Repairs and Maintenance section (Place Directorate). Any contractors undertaking excavations must be familiar with the Coventry City Council Permit to Dig Policy prior to commencement of works to ensure that they are adhering to Council standards. Even at depths less than 100mm appropriate investigations should still be undertaken by the contractor to determine whether or, not any hidden services are present.

A risk assessment must then be carried out prior to any excavation to determine the risk of collapse, flooding or oxygen deficiency etc., and detailing control measures to be employed.

A CAT (Cable Avoidance Tool) and Genny (generator) scanning survey must be carried out by a suitably qualified and competent person; to determine the location of buried services. CAT scanning must be carried out continuously (i.e. at 300mm intervals) during the excavation. Site drawing and plans must be modified where applicable.

Excavations must be properly shored or battered to the correct angle of repose for the soil type to prevent collapse.

Edges of excavations must be protected by a continuous rigid barrier where practicable, and further barrier protection, e.g.:” stop-blocks” or similar, must be used where vehicles have to approach the excavation edges. All excavations must be securely fenced.

Further information can be obtained by visiting the Health and Safety Executives’ (HSE’s) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/excavations.htm>

## 1.15 Demolition

All demolition work must be carried out in accordance with the CDM Regulations and associated Health and Safety Guidance Notes. Written method statements are required prior to any demolition work being undertaken.

For buildings constructed prior to 2000, a suitable asbestos survey will be required prior to commencement of the demolition. The survey will need to be undertaken by an appointed UKAS accredited organisation. Please contact the City Council Asbestos Management Officer for copies of relevant surveys or other information.

Any asbestos containing materials (ACM’s) identified within that survey that could be potentially be or will be disturbed by the proposed works, must be removed by a licensed asbestos removal contractor. Please see Section 9 for further information.

Temporary fencing /solid hoardings (dependant on the type and duration of the work) at least 2 metres high must be erected around the site and protective fans erected if the general public is likely to be affected.

The site must be left in a safe condition when the day’s work is over.

Further information can be obtained by visiting the Health and Safety Executives’ (HSE’s) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/demolition.htm>



## 1.16 Asbestos

Before the commencement of any work, which involves disturbance to the services or fabric of a building controlled by the City Council, the presence or otherwise of asbestos containing material must be established. Where this has not previously been determined an appropriate asbestos survey will need to be conducted by a UKAS accredited Asbestos surveyor. Prior to demolition, a Refurbishment / Demolition (formerly known as Type 3) fully intrusive survey will be required.

The survey will need to be undertaken by an appointed UKAS accredited organisation. Please contact the City Council Senior Asbestos Officer for copies of relevant surveys or other information.

**CONTRACTORS MUST ENSURE AN ASBESTOS SURVEY, SUITABLE FOR THE WORKS IN HAND, HAS BEEN CARRIED OUT BEFORE WORK STARTS AND THAT THE NECESSARY CONTROL MEASURES HAVE BEEN PUT IN PLACE.**

Contractors must have a copy of the relevant parts of the asbestos survey available on site, and must be familiar with the contents.

Asbestos must be removed in strict accordance with the City Council's Policy. The City Council's Senior Asbestos Officer and Occupational Health, Safety and Wellbeing Service must be informed of any work involving asbestos. During the removal of asbestos, the City Council's appointed Asbestos analyst will undertake air monitoring where this has been deemed necessary.

Further information can be obtained by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/construction/healthtopics/asbestos.htm>

## 1.17 Control of substances hazardous to health (COSHH)

As an employer the Contractor has a duty under the COSHH Regulations to undertake an assessment of all materials/substances used by operatives to ensure that they and others who may be affected by their work activities are not exposed to health and safety risks.

The assessment should also take into account all other relevant factors including the place of work, the method in which the material is to be used, applied etc, and the information contained within the manufacturers material safety data sheet (MSDS).

**Note:- possession of the MSDS alone does not constitute a suitable assessment of risk associated with the use of the material.**

Where it is reasonably practicable the contractor must eliminate/substitute a hazardous product with a safer one to reduce the risk of harm to those using the material and those who could be affected by the material in question.

Suitable and sufficient COSHH assessments shall be held on site and made available for inspection if required. All relevant information contained within the COSHH assessment must be communicated to those persons who will use the substances, especially in regards to the suitable control measures to be employed to use the substance in a safe manner.

Information can be obtained on the ways to control exposure to silica dust in construction by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/pubns/guidance/cnseries.htm>

## 1.18 Confined spaces

A confined space is defined as any place, including any chamber, tank, vat, silo, pit trench, pipe, sewer, flue, well or other similar space in which, by the virtue of its enclosed nature, there arises a reasonably foreseeable specified risk. Clarification as to what constitutes a specified risk can be found in the Health and Safety Executive (HSE) Approved Code of Practice for confined space working. <http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717662333>

Coventry City Council regards confined space entry as a high-risk activity; consequently the City Council requires that all entry into confined spaces to be controlled by the application of Permit-to-Work control and Entry Permits.

Contractors whose work requires entry into confined space must produce detailed risk assessments, method statements and rescue plan prior to the work commencing. Proof of competency and training for all parties both entering and supervising the confined space entry must be provided and available for review/inspection.

For further information, please contact either the Contracts Officer for the project, or Health & Safety Services.

## 1.19 Work on the highway

All work on or near to the highway must have warning signs, clearly visible to all road users and pedestrians. All working methods, vehicles and signage must conform to The New Roads & Street Works Act, the Safety at Streetworks and Road Works Approved Code of Practice, the requirements of Chapter 8 of the Traffic Signs Manual and the Traffic Signs Regulations and General Directions. Furthermore, all works must be planned and registered via the road space booking form prior to commencement.

Contractors must ensure that anyone working on a Coventry City Council highway must have the relevant CSCS card and be Sector Scheme accredited or at least be working towards it.

High visibility garments in conformity with the requirements of Chapter 8 of the Traffic Signs Manual are necessary when working on or near the carriageway.

## 1.20 Electrical work and the use of portable electrical equipment

Any electrical work must be undertaken ensuring compliance with the Electricity at Work Regulations. The City Council operates a 'no live working policy' and 'live' work must be avoided and alternative work methods implemented, If there is no alternative other than live works then a written request must be made by the Contractor to the Project Manager at Project Management and Property Services (Place Directorate) prior to commencing any work. The project manager will consider the request and provide authorisation if in their opinion the request is justified.

All portable electrical equipment and site lighting must be used at reduced voltage i.e. 110v or lower and must be regularly inspected, tested and maintained. Battery powered equipment should be used where possible. If a step-down transformer is used, then this must be located adjacent to a suitable 240-volt socket outlet; 240volt extension leads will not be allowed. Any reduced voltage extension leads (i.e. 110v) must be suitably protected against the prevailing hazards, and laid in

such a manner so as not to introduce any additional hazards, (i.e. tripping hazards or lying in pools of water etc.).

Further information can be obtained by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/electricity.htm>

## 1.21 Noise

The Contractor must be aware that regular exposure to high noise levels can cause damage to hearing. The exposure of anyone to noise from work activities must be assessed and controlled; this would also include members of the public. Noise produced by plant and machinery must be kept as low as is reasonably practicable.

### Assessment

Look at how the equipment is used on site. Can the operator talk to someone 2m away without having to shout in order to be understood? If they have to shout, the noise from the equipment is probably loud enough to damage their hearing. Action is required by the contractor to address this issue, which may include having a detailed assessment undertaken by a competent person of the noise levels generated.

### Prevention

Can the job be undertaken in a different way, which does not involve the use of noisy equipment?

### Control

Noise levels should be controlled at source where possible i.e. fit mufflers or silencers. Can noise levels be reduced by ensuring that exhausts of compressors and generators are directed away from the work area? Screens faced with sound-absorbent materials can be placed around the plant and equipment.

If it is not possible to eliminate noise at source or reduce the noise to an acceptable level then the provision of suitable hearing protection will be required and supplemented with noise awareness training provided to those workers who are exposed.

Further information can be obtained by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/construction/healthtopics/noise.htm>

## 1.22 Traffic and vehicles

The Contractor will need to apply the requirements of the City Council's Driving Policy. The onus will be on them to apply these requirements or be able to demonstrate that they have a system in place that is at least equal to the requirements laid down by the City Council.

Where reasonably practicable the contractor should endeavour to maintain separate vehicle and pedestrian access points and routes. Where possible one-way systems should be implemented. A trained reversing assistant must control all reversing vehicles where it is safe to do so. The contractor must ensure that all vehicles are securely loaded. All routes should be clearly signed and information disseminated appropriately to the users of the building. The contractor must ensure that all drivers have the correct competencies to drive the required vehicles. Inspection and maintenance records must also be held. Contractors should organise deliveries at times to cause least disruption to the site as possible and pay particular regard to sites where vulnerable service users are present, such as in schools.

Further information can be obtained by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/siteorg.htm>

## 1.23 Fire

Prior to the commencement of any project the contractor must ensure that a responsible person is appointed to manage key issues in general site fire safety and that a coherent fire plan has been drawn up including emergency evacuation procedures and fire assembly points, in particular if the building is still in occupation. If egress routes are to be altered strong lines of communication and co-ordination between the client, users of the building and the contractor must be maintained at all times. Information must be disseminated to all relevant parties.

The contractor must ensure that suitable and sufficient firefighting equipment is provided and situated at accessible points. The contractor must ensure that sufficient members of staff have received the correct training for the firefighting equipment that has been provided.

Contractors must ensure that flammable materials are kept to a minimum and appropriate and adequate storage facilities are provided for flammable/liquid gases etc. It is the contractor's responsibility to ensure that waste is removed from site regularly.

Further information can be obtained by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/fire.htm>

## 1.24 Protective equipment/clothing

Contractors will be expected to provide protective equipment/clothing appropriate to the type of work being undertaken and to ensure that it is maintained and used.

## 1.25 Welfare facilities

Contractors are required to ensure adequate welfare facilities are in place and fully operational before commencement and are available for the full duration of construction works. The City Council considers the following to be a minimum requirement;

- regularly cleaned toilets, with toilet paper and lighting
- washing facilities i.e. hot and cold running water, soap and a facility for drying hands with basins and sinks large enough to wash face hands and forearms
- an area for resting and consuming meals. (i.e. tables and chairs) with adequate protection from the weather and away from noise and dust of the work.
- provision of clean drinking water and suitable receptacles where required.

Further information can be obtained by visiting the Health and Safety Executives' (HSE's) website using the following link: <http://www.hse.gov.uk/construction/safetytopics/welfare.htm>

## Contacts

Health and Safety Services on 024 7683 3285 or  
e-mail: [healthandsafetyservicesadmin@coventry.gov.uk](mailto:healthandsafetyservicesadmin@coventry.gov.uk)

If you need this information in another language or format  
please contact Occupational Health on 024 7683 3255