

Swindon Borough Council

Health and Safety

HSG 020

Control of Contractors Procedures

Title:	HSG 020 Control of Contractors Procedures
Associated Policy:	HSP 020 Control of Contractors
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Application:	<p>Swindon Borough Council (SBC), in addition to its statutory obligations, has adopted a number of policies and guidance procedures in order to set and maintain a high standard of health and safety in its own undertakings.</p> <p>This document does not exclude any contractor or worker from complying with CDM Regulations 2015 and any other associated legislation.</p> <p>The following Guidance procedure has accordingly been drawn up in order to provide instructions for contractors undertaking work for SBC.</p> <p>The main purpose of this guidance is to ensure that all work is performed in such a manner as to be safe for all SBC employees, contractors' employees, visitors and members of the public.</p> <p>This Guidance is not to be regarded in anyway as relieving contractors of their statutory responsibilities or their responsibility to avoid accidents or incidents.</p> <p>Neither is the Guidance intended to restrict or impede the way in which work is performed.</p>

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1. Responsibilities of Swindon Borough Council

Swindon Borough Council shall ensure that:

- the site where work is to be undertaken is clearly defined.
- any information concerning significant hazards in the possession of the council, is fully communicated to the contractor prior to construction work commencing.
- additional copies of this Guidance are made available to the contractor on request.
- the precautions required by this Guidance and any additional control measures, which the contractor or his representatives are instructed by SBC to take, are fully observed
- all contractors are made aware of the fire and other emergency evacuation procedures relevant to the site being worked on.
- appropriate arrangements are in place to co-operate and co-ordinate with contractors and affected occupiers of premises regarding welfare and first-aid facilities, emergency procedures and other health and safety matters affecting contract works.

If during the course of work, any SBC Health & Safety Advisor/Contracts Manager observes someone disregarding this Guidance, or circumstances that represent an unacceptable level of risk, they will inform the contractor. The contractor must comply with any instructions given, for the purpose of rectifying the situation.

2. Consultation Prior to the Commencement of Work

Before any contract work begins, a responsible person representing the contractor shall discuss with a representative of SBC, the health and safety precautions necessary to ensure, so far as is reasonably practicable, that all works are undertaken safely.

No work of any kind is to be started until the Certificate of Acknowledgement (at the end of this document) has been completed and returned to the relevant SBC officer.

The Certificate of Acknowledgement ensures that the contractor agrees to work in accordance with the requirements of this Guidance document, relevant legislation, Approved Codes of Practice (ACOP), guidance notes and best practice.

3. Principal Contractor & Contractor's duties to consult and engage with workers

The principal contractor must:—

Make and maintain arrangements which will enable the workers engaged in construction work to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers.

Contractors must also consult those workers or their representatives in good time on matters connected with a project which may affect their health, safety or welfare, in so far as they or their representatives have not been similarly consulted by their employer.

The importance of involving workers in taking decisions about health and safety is a vital element to securing health and safety in the construction industry. A principal contractor has a duty under CDM 2015 to involve the workforce in matters of health, safety and welfare. This is in addition to the duty on all employers to consult with their employees (or their representatives) on health and safety matters under separate legislation.

Worker involvement goes further than the legal requirement to consult workers on matters affecting their health, safety and welfare. It might cover matters such as what kind of wet weather clothing they would find most useful. Involving workers requires a joint commitment to solving problems together.

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The construction workforce should also have access to, and be able to take copies of; any information the principal contractor has, which may affect their health, safety and welfare. The exceptions to this are set out in regulation 14(c).

4. Duties of Contractors

A contractor must not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the Client under the CDM Regulations.

A contractor must plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is more than one contractor working on a project, a contractor must comply with any directions given by the principal designer or the principal contractor; and the parts of the construction phase plan that are relevant to that contractor's work on the project.

If there is only one contractor working on the project, the contractor must take account of the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and estimating the period of time required to complete the work or work stages.

If there is only one contractor working on the project, the contractor must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.

The construction phase plan must fulfil the requirements of CDM 2015 Regulation 12(2).

A contractor must not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.

A contractor must provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety and any other information necessary to enable the worker to comply with the relevant statutory provisions.

A contractor must not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.

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5. Access to Site

Site access arrangements must be agreed with the SBC officer requesting the works prior to work commencing on any site/building.

Careful consideration must be given to ensure the health and safety of visitors and customers etc. who may need to gain access to the site.

Contractors must adhere to all site rules of entry to and exit from SBC premises.

6. Asbestos

If any work involves disturbing the fabric of the building, the contractor must ensure a suitable Refurbishment & Demolition asbestos survey is provided/available for review and consultation.

Under no circumstance should any work commence without the correct asbestos survey being available for review and consultation.

All contractors must examine and sign the site asbestos register contractors log prior to works commencement to ensure they are able to identify the work areas containing asbestos and take necessary precautions to ensure asbestos materials will not be disturbed during the work.

All contractors' working areas that are identified as containing or likely to contain asbestos must have received asbestos awareness training where asbestos is likely to be found and its various applications.

If the presence of asbestos is suspected (which is not recorded in the asbestos register/survey), the SBC officer must be informed without delay. If the suspected asbestos is going to be affected by the construction work, all work in the vicinity must cease immediately.

Asbestos removal shall only be undertaken by a HSE licensed contractor under the control of SBC.

Further information is contained in the Asbestos Registers held at each site.

In the event of accidental fibre release, cordon off the affected areas and evacuate all persons. Ventilation and air conditioning systems should be shut down to minimise the spread of fibres. Isolate contaminated workers and equipment until decontaminated by suitable means. Contact Swindon Borough Council immediately for further direction.

7. Accident Reporting

Contractors shall comply with the requirements of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR).

Reportable accidents and dangerous occurrences must be notified to the Health & Safety Executive by the quickest practicable means.

Written notification must be made to the Health & Safety Executive, within 15 days, on the prescribed F2508 form, or by electronic submission, for all reportable accidents and dangerous occurrences.

All reportable accidents and dangerous occurrences under RIDDOR must also be brought to the attention of the relevant SBC officer as soon as is practicable.

All accidents must be recorded in the site accident book in addition to the contractors' accident book.

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8. Cleanliness & Housekeeping

Contractors are expected to keep their areas of work as clean and tidy as practicable at all times.

Scrap, trash and other waste including hazardous waste must be placed in suitable and appropriate containers.

Tools and work areas must be cleaned up as the job progresses and walkways kept clear and free of obstruction.

Materials, tools and equipment shall be tied, stacked, chocked or stored in an appropriate manner to prevent rolling or falling etc. and causing injury. All hazardous substances must be stored in a safe and appropriate manner.

Clear access to work areas must be maintained at all times.

9. Confined Spaces

Any contractor proposing to work in a confined space must inform the relevant SBC officer and agree a method statement/risk assessment on how the health and safety arrangements will operate prior to and during any work.

A 'Permit to Work System' must be agreed and issued as required by the relevant SBC officer for all confined space work, as defined in the Confined Spaces Regulations 1997.

Contractors must ensure that appropriate emergency procedures are in place for the immediate rescue of persons working in confined spaces.

10. Demolition or Dismantling

Contractors should note that all demolition works will require planning and control to meet the requirements of the Construction (Design & Management) Regulations 2015, although it is no longer notifiable to the HSE unless it will take more than 30 days and have more than 20 persons on site at any one time, or 500 person hours.

A demolition plan must always be created and provided prior to any demolition work commencing the relevant SBC officer must be informed.

Adequate steps must be taken to plan the demolition or dismantling work to ensure the safety of all persons potentially affected.

Particular care and attention must be given to the prevention of contact with or damage to underground or overhead services.

Suitable precautions shall be taken to prevent the accidental collapse of the structure or adjoining structures / buildings.

Unauthorised access to the site must be prevented by the erection of adequate barriers / fencing and the displaying of appropriate signage.

11. Electricity & Energy Distribution Installations

Contractors performing electrical work must be registered with the N.I.C.E.I.C.

All contractors must be competent to perform the electrical work that they undertake.

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Standards of work must be in accordance with the latest edition of the IEE Regulations and comply with the requirements of the Electricity at Work Regulations 1989. This includes any temporary installations.

All electrically powered hand tools should be 110v or battery powered, and regularly maintained to ensure safe operation.

Where flexible cables and extension leads are used they shall be of an appropriate length and load capacity, they must be regularly checked for signs of damage and deterioration.

Cables and leads must be routed safely so as not to pose a tripping hazard.

Where necessary to prevent danger, energy distribution installations must be suitably located, and clearly indicated.

Where there is a risk to construction work from overhead electric power cables, they must be directed away from the area of risk; or the power must be isolated and, where necessary, earthed.

If it is not reasonably practicable to comply with the above paragraph, suitable warning notices must be provided together with one or more of the following:

- a) barriers suitable for excluding work equipment which is not needed;
- b) suspended protections where vehicles need to pass beneath the cables; or
- b) measures providing an equivalent level of safety.

No construction work which is liable to create a risk to health or safety from an underground service, or from damage to or disturbance of it, is to be carried out unless suitable and sufficient steps have been taken to prevent the risk, so far as is reasonably practicable.

12. Emergency Procedures

Where necessary in the interests of the health or safety of a person on a construction site, suitable and sufficient arrangements for dealing with any foreseeable emergency must be made and, where necessary, implemented, and those arrangements must include procedures for any necessary evacuation of the site or any part of it.

In making arrangements, account must be taken of

- (a) the type of work for which the construction site is being used;
- (b) the characteristics and size of the construction site and the number and location of places of work on that site;
- (c) the work equipment being used;
- (d) the number of persons likely to be present on the site at any one time; and
- (e) the physical and chemical properties of any substances or materials on, or likely to be on, the site.

Where arrangements are made, suitable and sufficient steps must be taken to ensure that each person to whom the arrangements extend is familiar with those arrangements and the arrangements are tested by being put into effect at suitable intervals.

13. Emergency Routes and Exits

Where necessary in the interests of the health or safety of a person on a construction site, a sufficient number of suitable emergency routes and exits must be provided to enable any person to reach a place of safety quickly in the event of danger.

An emergency route or exit must lead as directly as possible to an identified safe area.

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An emergency route or exit and any traffic route giving access to it must be kept clear and free from obstruction and, where necessary, provided with emergency lighting so that it may be used at any time.

Each emergency route or exit must be indicated by suitable signs.

14. Excavations

All excavation works shall be undertaken in a safe manner and in accordance with the relevant legislation and HSE Guidance.

Before any work involving excavations is performed a site survey must be carried out to identify the presence of underground services. Where these are identified their location shall be clearly marked. Use only hand tools for excavation within 0.5 metres of known underground services. (Underground services include: electricity, gas, water, telecommunication cables & drains etc.)

To prevent persons, plant or materials from falling into excavations, shafts and pits etc. suitable fencing, barriers and / or vehicle stop blocks shall be provided. **Traffic cones are not considered suitable barriers for guarding excavations and other openings.** Where excavations are near or adjacent to traffic routes and / or tipping into the excavation may take place, then support to the side of the excavations will be required to prevent collapse of the excavation walls.

During the hours of darkness, all excavations must be suitably illuminated by a sufficient number of warning lamps. These lamps shall be maintained in working order and checked on a daily basis.

Areas surrounding excavations shall be kept clear of all debris and other waste materials.

Loose materials must not be allowed to obstruct roadways, paths, gangways or public open spaces.

Contractors shall ensure that excavations are inspected by a competent person prior to the start of each work period.

15. Fire Precautions, Detection and Fire fighting

All contractors and their employees shall ensure they familiarise themselves with the fire procedures relevant to where they are working.

Means of escape in case of fire must be kept clear at all times

When "Hot Work" is being performed suitable precautions (that must include a **Hot Work Permit**), including suitable portable fire fighting equipment must be provided by the contractor, in accordance with HSE Guidance.

On any construction site, suitable and sufficient fire-fighting equipment and fire detection and alarm systems must be provided and located in suitable places.

Fire-fighting equipment or fire detection and alarm systems must be examined and tested at suitable intervals and properly maintained.

Fire-fighting equipment which is not designed to come into use automatically must be easily accessible.

Each person at work on a construction site must, so far as is reasonably practicable, be instructed in the correct use of fire-fighting equipment which it may be necessary for the person to use.

Where a work activity may give rise to a particular risk of fire, a person must not carry out work unless suitably instructed.

Fire-fighting equipment must be indicated by suitable signs.

Where smoking prohibitions are in force these must be observed at all times.

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16. First - Aid

Contractors are responsible for providing their own first-aid equipment and facilities for use by their employees in relation to the requirements of the Health & Safety (First Aid) Regulations 1981.

17. Gas

No contractor shall perform gas works or work on gas installations, fittings or storage vessels unless they are a member of a class of persons approved by the Health & Safety Executive. (i.e. Gas Safe registered)

Competence for all gas works shall be in accordance with the HSE ACOP 'Standards of Training in Safe Gas Installation'.

18. Good Order and Site Security

Each part of a construction site must, be kept in good order and those parts in which construction work is being carried out must be kept in a reasonable state of cleanliness.

Where necessary, any construction site must, comply with either or both of the following:

- a) Have its perimeter identified by suitable signs and is arranged so that its extent is readily identifiable; or is fenced off.
- b) Specifically, no timber or other material with projecting nails (or similar sharp object) must be used in any construction work or be allowed to remain in any place, if the nails (or similar sharp object) may be a source of danger to any person.

19. Hazardous Substances

Appropriate control measures must be in place when working with and or disposing of substances hazardous to health. This includes strict adherence to manufacturers' data sheets and the producing of hazardous substances assessments.

20. Highly Flammable Liquids & Liquefied Petroleum Gas

Work with highly flammable liquids and liquefied petroleum gas (LPG) must only be undertaken by suitably trained and competent persons.

The necessary safety arrangements for work involving the use of LPG shall be agreed with the relevant SBC officer prior to work commencing.

Highly flammable liquids and LPG cylinders should always be handled with care and must not be misused or abused.

Oxygen and LPG cylinders must be stored separately. LPG cylinders must never be used or stored in a horizontal position. Cylinders should be chained / secured in place on an appropriate trolley.

All gas cylinders must be correctly shut off and securely stored outdoors when not in use. Flexible hoses must be regularly checked for signs of damage and wear.

LPG cylinders shall not be used below ground level, as any leakage of gas will collect at the lowest point.

21. Lifting Operations

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All lifting operations must be performed strictly in accordance with the provisions of the Lifting Operations & Lifting Equipment Regulations 1998.

Contractors shall produce, if requested, the appropriate statutory inspection reports / certificates for lifting machinery and all accessories (slings, chains, strops, shackles etc).

Operators of cranes or lifting machinery shall be competent persons who have received appropriate documented training.

Detailed information regarding how lifting operations are to be undertaken must be available and agreed before work commences.

The ground on which the crane or lifting machine is located shall be assessed to ensure it is stable and suitable to withstand the weight imposed.

Contractors shall ensure that no part of the crane or lifting machine is liable to impinge upon or come into contact with overhead gantries, cables, pipelines, electrical conductors or similar hazards. Lifting operations must be planned so as not to introduce an uncontrolled hazard to any structure or person that the load or lifting equipment may pass over or close by during the lifting operation.

All chains, ropes or cables used for lifting operations shall be of adequate strength and properly maintained.

During lifting operations appropriate precautions, including the erection of barriers and signage, must be provided to ensure that unauthorised persons are prohibited from entering the work area.

22. Making Clients Aware of their Duties

Contractors must not carry out any construction work on a project unless they are satisfied that the client is aware of the duties under CDM 2015 (Regulation 15(1)).

In cases where the contractor is the only one involved, they must liaise directly with the client to establish this. Liaison can be done as part of routine business during early meetings with the client to discuss the project. Contractors should make sure they have a sufficient knowledge of client duties as they affect the project so they can give proper advice. The level of advice will depend on the knowledge and experience of the client and the complexities of the project.

23. Manual Handling

All contractors' undertakings that include repeated manual handling tasks must be subject to controls as detailed in the Manual handling operations regulations 1992 (as amended 2002) and applicable HSE guidance for such tasks.

24. Noise

Where ear protection zones have been identified on SBC premises, all contractors shall comply with the requirements to wear hearing protection.

Where contractors' work introduces a noise hazard that may equal or exceed the lower exposure action value, then the contractor must carry out a full assessment as required by the Noise at Work Regulations 2005.

25. Permits To Work

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Permits to Work (PTW) are formal procedures put in place to ensure the safety of personnel performing specific hazardous operations or activities.

Where a requirement for a PTW has been identified for specific areas or operations, contractors shall ensure that they create / obtain the relevant PTW and comply with its conditions for the time it is in force.

The Permit to Work must be signed off and authorised by a representative of Swindon Borough Council.

26. Personal Protective Equipment

Contractors shall ensure that their employees are provided with and wear appropriate personal protective equipment (PPE) when this is required.

Some sites may require the mandatory wearing of certain PPE including safety helmets, safety shoes, hearing, eye protection & high visibility jackets etc.

Any PPE should be used / worn in a correct manner as directed by the manufacturer (i.e. Hard hats worn correctly and not worn “back to front”).

SBC reserves the right to insist on the removal from site of any individual not complying with site rules regarding the mandatory wearing of PPE.

27. Planning, Managing and Monitoring Construction Work

Contractors are required to plan, manage and monitor the construction work under their control so that it is carried out in a way that controls the risks to health and safety. The effort devoted to planning, managing and monitoring should be proportionate to the size and complexity of the project and the nature of risks involved.

On projects involving more than one contractor, this will involve the contractor co-ordinating the planning, management and monitoring of their own work with that of the principal contractor and other contractors, and where appropriate the principal designer.

In planning the work, the contractor must take into account the risks to those who may be affected e.g. members of the public and those carrying out the construction work. Planning should cover the same considerations as those for the principal contractor including considering the risks and ensuring the measures needed to protect those affected are in place.

On single contractor projects, the contractor is responsible for planning the construction phase and for drawing up the construction phase plan before setting up the construction site. The client must provide any relevant pre-construction information they possess and the time and other resources to help the contractor do this.

The arrangements for managing construction work must take into account the same issues that principal contractors must consider.

The contractor should monitor their work to ensure that the health and safety precautions are appropriate, remain in place and are followed in practice.

For single contractor projects, the contractor must ensure a construction phase plan is drawn up as soon as practicable before the construction site is set up.

28. Prevention of Risk from Fire, Flooding or Asphyxiation

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Suitable and sufficient steps must be taken to prevent, so far as is reasonably practicable, the risk of injury to a person during the carrying out of construction work arising from

- (a) fire or explosion;
- (b) flooding; or
- (c) any substance liable to cause asphyxiation.

29. Safe Places of Construction Work

There must be suitable and sufficient safe access and egress from

- (a) every construction site to every other place provided for the use of any person whilst at work
- (b) every place construction work is being carried out to every other place to which workers have access within a construction site.

Action must be taken to ensure that no person uses access to or egress from or gains access to any construction site which does not comply with the requirements.

A construction site must be made and kept safe for and without risks to the health of any person at work there.

A construction site must have sufficient working space and be arranged so that it is suitable for any person who is working or who is likely to work there, taking account of any necessary work equipment likely to be used there.

30. Site Security

All visitors to construction sites, including deliveries, must report to the site office. Clear instructions must be displayed requiring this action at the entrance to the site.

Suitable and secure fencing and barriers shall be erected and adequate warning signage displayed to deter intruders from accessing the site.

Repairs to damaged fencing, barriers and signage must be carried out as soon as they are identified.

Construction sites shall be checked at the end of each working day and reasonable steps taken to ensure the site is safe and secure against unauthorised access.

31. Stability of structures

Where necessary, All practicable steps must be taken to prevent danger to any person, to ensure that any new or existing structure does not collapse if, due to the carrying out of construction work, it:

- (a) may become unstable; or
- (b) is in a temporary state of weakness or instability.

Any buttress, temporary support or temporary structure must be of such design and installed and maintained so as to withstand any foreseeable loads which may be imposed on it; and only be used for the purposes for which it was designed, and installed and is maintained.

A structure must not be so loaded as to render it unsafe to any person.

32. Sub - Contractors

Main contractors undertaking "construction work" for the Borough Council shall not appoint any sub-contractors, without the prior written agreement of the appropriate Borough Council Project Officer.

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The contractor shall ensure that any sub-contractor appointed is made aware of the contents of this Guidance and complies fully with its requirements.

33. Temperature and weather protection

Suitable and sufficient steps must be taken to ensure that during working hours, the temperature at a construction site that is indoors is reasonable having regard to the purpose for which that place is used.

Where necessary to ensure the health or safety of persons at work on a construction site that is outdoors, the construction site must, so far as is reasonably practicable, be arranged to provide protection from adverse weather, having regard to the purpose for which the site is used and any protective clothing or work equipment provided for the use of any person at work there.

34. Providing supervision

Any contractor who employs workers or manages workers under their control must ensure that appropriate supervision is provided. The level of supervision provided will depend on the risks to health and safety involved, and the skills, knowledge, training and experience of the workers concerned.

Workers will require closer supervision if they are young, inexperienced, or starting a new work activity. In these circumstances, arrangements should be put in place for supervision to continue even when the supervisor is not present. Other factors that should be considered when assessing the level of supervision needed include the level of individuals' safety awareness, education, physical agility, literacy and attitude.

Effective supervisors are those who have the relevant skills, knowledge, training (SSMTS, SMSTS), experience and leadership qualities to suit the job in hand. Good communication and people management skills on site are important qualities for supervisors.

35. Training

Contractors must ensure that all their employees are competent to perform the work safely, that they have been contracted to undertake. Also, that they have been trained in accordance with any relevant legislative requirements.

36. Vehicles & Traffic Routes

Contractors must adhere to specified site speed limits when driving on SBC premises, and must give due regard to the presence of members of the public and especially children.

When vehicles are reversing in congested and or areas of limited vision, banksmen must be provided.

All contractors must strictly comply with any regulated access/egress routes or one-way systems in force on SBC premises.

Any construction site must be organised in such a way that pedestrians and vehicles can move without risks to health or safety.

Traffic routes must be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.

A traffic route will not be acceptable unless suitable and sufficient steps are taken to ensure that pedestrians or vehicles may use it without causing danger to the health or safety of persons near it and any door or gate for pedestrians which leads onto a traffic route is sufficiently separated from that traffic route to enable pedestrians to see any approaching vehicle or plant from a place of safety and there is sufficient separation between vehicles and pedestrians to ensure safety.

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Where this is not reasonably practicable, other means for the protection of pedestrians are provided, and effective arrangements are used for warning any person liable to be crushed or trapped by any vehicle of its approach; any loading bay has at least one exit for the exclusive use of pedestrians; and where it is unsafe for pedestrians to use a gate intended primarily for vehicles, at least one door for pedestrians is provided in the immediate vicinity of the gate, is clearly marked and is kept free from obstruction.

Each traffic route must be—

- (a) indicated by suitable signs where necessary for reasons of health or safety;
- (b) regularly checked; and
- (c) properly maintained.

No vehicle is to be driven on a traffic route unless, so far as is reasonably practicable, that traffic route is free from obstruction and permits sufficient clearance.

37. Whole Body and Hand Arm Vibration

Where a contractor is required to use mechanical or electrical tools that may induce either whole body and / or hand arm vibration to his employees during the undertaking on behalf of SBC, he shall provide details to the appropriate officer within SBC on control measures to assess, monitor and manage such personal vibration exposure.

38. Waste Disposal

All waste must be disposed of in a controlled manner and in accordance with the Environmental Protection Act 1990, Hazardous Waste (England and Wales) Regulations 2005, List of Wastes (England) Regulations 2005 and any other relevant legislation.

No waste or rubbish shall be permitted to be burnt or buried on site.

39. Welfare

In conjunction with schedule 2 of the CDM 2015 Regulations, all contractors must comply and ensure suitable and sufficient welfare are provided with specific attention to

- Sanitary conveniences
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Facilities for rest

40. Work at Heights

Scaffolding shall only be erected, modified or dismantled by competent personnel, under the supervision of an experienced and competent person, in compliance with the relevant legislation and industry guidance.

All scaffolding used must provide adequate working space and be constructed from materials that are suitable and of appropriate strength.

Scaffolding must not be used until its construction is complete and it has been inspected and certificated by a competent person in accordance with the relevant legislation.

Incomplete scaffolding shall be clearly identified by the provision of appropriate warning signs displayed in a prominent position on the scaffold.

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Scaffolding shall be inspected prior to its first use post erection, after substantial addition, dismantling or alteration, at regular intervals not exceeding seven days and after any event likely to have affected its strength or stability e.g. high winds.

Particular attention must be given to the provision of guardrails and toe boards at working platforms, workplaces and gangways etc. so as to prevent falls of persons, tools or materials.

Suitable protective measures shall be provided in accordance with the Working at Height Regulations 2005, Schedule 1 & 2, where there is a risk of a fall above or below ground level liable to cause personal injury

No articles are to be thrown or dropped from heights, but must be lowered in an appropriate and safe manner or via a properly constructed chute.

Ladders and step-ladders may only be used in a safe manner and only where a risk assessment of the task has indicated the task is short-term, low risk or due to the unalterable features of the building preventing the use of other access systems. (See Schedule 6 of the Working at Height Regulations 2005)

Contractors and their employees shall ensure ladders/step-ladders are adequately secured to prevent them from slipping.

Contractors must not over reach or carry excessive loads when using ladders/step-ladders.

Ladders must not be left unattended on site. Where it is not practicable to remove them, suitable measures must be taken to prevent unauthorised persons from using them, e.g. removal to the first lift or boarding.

The presence and location of fragile roofs shall be clearly identified by suitable warning signs.

Fragile roofs should not be accessed without thorough risk assessment and planning to ensure safe working at height.

During the construction and maintenance of roofs, SBC will require risk assessments and method statements detailing collective protection for both contractor staff and others that may be affected.

NB: Fencing and barriers shall be erected and adequate warning signage displayed to deter intruders, especially children, from accessing the site and ascending scaffolding. These measures may include erection of double clipped “heras” fencing or close-board fencing and removal of ladders from the first lift of a scaffold as appropriate.

All forms of barriers are classed as temporary works and should be suitably designed and managed to comply with CDM

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Swindon Borough Council
Certificate of Acknowledgement for Contractors

Name of Contractor:	
Address of Contractor:	
Telephone Contact:	
Email Contact / Fax No:	
Address of SBC Site or Premises where work is to be undertaken	
Description of Work:	
Date of Commencement:	

I/We acknowledge receipt of Swindon Borough Council's HSG 020 Control of Contractor Guidance Document and agree to work in accordance with the conditions outlined.

Signature:	Date:
Job Title:	
On behalf of (Name of Company):	

SBC OFFICE USE ONLY

Date Received			
SBC Contract Initiator		Department	

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