



Safety Requirements for Contractors

Issued by The Havebury Housing Partnership

The Havebury Housing Partnership Code of Practice requires of Contractors and Sub Contractors that all relevant legislation appertaining to construction and maintenance etc shall be observed particularly in respect of health and safety matters.

The details of this Code of Practice shall be made known and be available to all employees and sub-contractors of the contractor.

Issue19 - December 2016



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Code of Practice

Safety Requirements for Contractors (Including Direct Services)

Introduction

Contractors shall comply with the instructions contained in this Code of Practice in addition to any other conditions specifically relating to health and safety, detailed in the formal contract.

The requirements are additional to any others which may be necessary for the safety of operatives, members of the public or other occupiers of buildings in which Contractors may be working.

Throughout this document the expression “Havebury” means the Havebury Housing Partnership and the “Nominated Employee” or “HNE” means the employee appointed by Havebury to be responsible for supervising the Contract. Contractor includes all Sub-Contractors and any other persons working on the site under the control of the Contractor.

The specified requirements shall be varied only by written authority from Havebury’s Nominated Employee.

If the Contractor is in any doubt about any section of this code of practice, then Havebury’s Nominated Employee must be consulted.

Legal Requirements

Whilst this code of practice sets out certain mandatory requirements, it is not a complete statement of all requirements. It is the Contractor’s responsibility to ensure that all-relevant legislation is observed, particularly in respect of health and safety matters.

Without prejudice to the generality of the foregoing, such items of legislation include:

- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health and Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Personal Protective Equipment Regulations 2002
- Manual Handling Operations Regulations 1992
- Construction (Design and Management) Regulations 2015
- Control of Substances Hazardous to Health 2004
- Electricity at Work Regulations 1989
- Control of Asbestos Regulations 2012
- Work at Height Regulations 2005

PART 1

1. *Reporting of injuries and dangerous occurrences (RIDDOR)*

- 1.1 The contractor's attention is drawn to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. All notifiable injuries, diseases and dangerous occurrences must be reported to the Health and Safety Executive using the appropriate reporting forms. In addition Havebury's Nominated Employee (HNE) shall also be informed.
- 1.2 First Aid facilities shall be provided by the Contractor as required under the Health and Safety (First Aid) Regulations 1981.

2. *Personal Protective Equipment*

- 2.1 The Contractor shall provide appropriate personal protective equipment/clothing as identified by the Contractor's risk assessment. The Contractor shall also be responsible for ensuring that such clothing or equipment is used and in good condition.
- 2.2 On construction sites or works of engineering construction, safety helmets, high visibility vests and safety boots shall be worn at all times.

3. *Areas of work*

- 3.1 Contractors shall confine themselves to the area of their own work except when authorised by the HNE. Where practicable, contract work areas shall be fenced off and proper access routes shall be included.

4. *Services*

- 4.1 Under no circumstances shall the Contractor couple up equipment to Havebury's electric supply, compressed air, water or other piped service without first obtaining permission from the HNE.

5. *Machinery guards*

- 5.1 Machinery guards and fencing etc shall be properly secured before any plant or equipment is used.

6. *Cranes, lifting gear and vehicles*

- 6.1 Contractors who bring cranes, lifting gear or similar appliances shall ensure that the statutory requirements relating to periodical testing and examination have been complied with. Independent examination certificates shall be produced if requested by the HNE.
- 6.2 Should any equipment belonging to Havebury be required to be used by the Contractor, the Contractor must apply to the HNE for permission to use it.

7. *Entry to Confined Spaces*

- 7.1 No tank, vessel, chamber sewer or other similar enclosed space shall be entered without a competent person first carrying out recognised tests for dangerous fumes, flammable gases and lack of oxygen. A permit to work system shall apply and Contractors will be expected to provide relevant risk assessments and method statements for the activity. These will be incorporated into the permit.

Attention is drawn to the Confined Spaces Regulations 1997.

8. *Noise Control*

- 8.1 Contractors shall ensure that all practicable measures are taken to control the noise produced by his operations and that the noise from all compressors and similarly noisy equipment is suitably attenuated. For particularly noisy operations (e.g. use of road breakers) ear protection shall be worn.

Attention is drawn to the Control of Noise at Work Regulations 2005 and to HSE Code of Practice for reducing the exposure of Employed Persons to Noise.

9. *Means of access/egress and place of work*

- 9.1 All routes to and from the workplace must be clear of any trip or slip hazards
- 9.2 All ladders shall be in good condition and when used shall be secured at the top and bottom, footed and afford a good handhold at the top.
- 9.3 See Appendix 1 for use of ladders and access equipment in contracts

10. *Scaffolding*

- 10.1 All scaffolding shall be erected by the Contractor in accordance with the Work at Height Regulations 2005 and supporting guidance, and as Appendix 1.
- 10.2 See Appendix 2 for protection of scaffold against intrusion.

11. *Excavations*

- 11.1 Contractors shall make sufficient enquiries before any excavation work is attempted, to ensure there are no buried cables, piping etc.
- 11.2 Any excavations or openings into which any person may fall shall be adequately fenced.

12. *Demolition and dismantling work*

- 12.1 All demolition and dismantling work shall be carried out by the contractor in accordance with the Construction (Design and Management) Regulations 2015.

13. *Electrical Work*

- 13.1 All electrical work and work involving the use of electric tools and equipment shall be carried out in accordance with the Electricity at Work Regulations 1989 and the IEE Regulations.
- 13.2 All portable tools shall operate on a supply of 110V or less unless specific approval for 240V operation, together with an earth leakage circuit breaker, has been given by the HNE.
- 13.3 All electrical contractors shall comply with the requirements of Part P of the Building Regulations.

14. *Good housekeeping*

- 14.1 Contractors shall ensure that the site and all areas of work are kept tidy at all times, in order to minimise slip, trip and fall hazards.

15. *Dress Code*

- 15.1 The minimum dress code for summertime working shall be full length trousers and sleeved tee-shirts. This does not preclude the wearing of any necessary PPE required for the working task. Shorts are not permitted.

PART 2

1. *Fire hazards during building operations*

- 1.1 Buildings in the course of erection or undergoing alteration, repair or maintenance are particularly vulnerable to fire and fire spread for a variety of reasons, such as:
 - Combustible building materials being stored and used;
 - Use of flame producing equipment and flammable adhesives;
 - Fire protection equipment not being in position.
- 1.2 In occupied buildings staff and visitors in adjacent areas could be put in danger by a fire originating from a Contractors activity.
- 1.3 Buildings of historical and architectural value may not conform to present day standards for fire resisting structures. Extensive roof voids may exist.
- 1.4 The Contractor prior to the commencement of work should undertake a fire risk assessment, if there is a significant risk of fire.
- 1.5 All hot works will be carried out under a “Hot work permit system” and detailed in the approved method statement.
- 1.6 Quartz halogen lamps shall not be used inside any building.

2. *General site precautions*

- 2.1 Where possible, combustible materials should be stored outside the main buildings, with a suitable firebreak including building materials which are combustible or have easily ignitable packaging.

- 2.2 Materials when stored shall be in locked rooms or stores secure against intrusion and marked “No Smoking”.
- 2.3 Fire extinguishers will be unobstructed and fire escape routes and exits shall remain clear.
- 2.4 Space below raised huts shall be enclosed to prevent accumulation of rubbish.
- 2.5 Grass and undergrowth shall be kept short around temporary buildings and stores which are combustible.

3. *Waste Management and Refuse Disposal*

- 3.1 All Havebury construction sites are required to have a site waste management and disposal plan irrespective of value of contract. This shall range from simple to more complex plans, depending on the site. The plan shall include all materials to be recycled, reused and taken to landfill, in line with appropriate regulations.
- 3.2 Combustible refuse such as wood shavings, packaging materials etc. shall be regularly removed to a safe place, prior to disposal.
- 3.3 Burning of refuse shall not be permitted on site.

4. *Highly flammable liquids (Flash point <32° C)*

- 4.1 The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and Petroleum (Consolidation) Regulations 2014 shall be complied with.
- 4.2 Highly flammable liquids shall be kept in screw-capped cans, steel barrels or drums capable of being securely closed. Petrol containers shall be marked “Petroleum Spirit - Highly Flammable”. Other containers shall be appropriately marked.
- 4.3 All flammable liquids shall be kept in suitable cabinets or bins of fire resistant construction and material and which are designed to retain spills of 110% of the largest vessel normally stored within; a maximum volume of 11 gallons/50 Litres.
- 4.4 Lockers and stores shall be marked to indicate the contents and carry a “No Smoking” sign and shall be in the open air (6m from boundary fences, roads, combustible materials, and electrical equipment capable of igniting vapour).
- 4.5 Transfer from one vessel to another shall be carried out in the open air (or in a flammable goods store).
- 4.6 Tanks of petrol engines shall not be filled whilst the engines are running. The transfer of liquid shall be undertaken using funnels and extended hoses.

5. *Flammable liquids (Flash point between 32° C and 66° C)*

- 5.1 Paraffin oil and similar liquids shall be stored in metal lockers or be kept in detached, non-combustible buildings, or in the open air away from buildings.

5.2 Flammable paints, in quantities greater than 50litres, shall be treated as flammable liquids.

6. *Flammable adhesives and timber preservatives*

6.1 The storage provisions set out in Paragraph 5.1 shall apply.

6.2 When laying floors or applying timber preservatives etc ventilation shall be adequately maintained and all sources of ignition removed from the area. “No Smoking” notices shall be displayed.

7. *Compressed gas cylinders*

7.1 All relevant requirements of The Pressure Systems Safety Regulations 2000, The Dangerous substances and Explosive Atmospheres Regulations 2002 (DSEAR) and Petroleum (consolidation) Regulations 2014 shall be complied with.

7.2 All cylinders shall be kept away from sources of heat or potential fire hazards.

7.3 Full and empty cylinders not in use shall be kept segregated and in a safe position - secured upright, undercover in the open air or in a well-ventilated store external to the main building.

7.4 LPG cylinders shall not be of greater capacity than 15Kg and when used for heating purposes, shall be sited externally. When not in use, the main valve shall be shut off.

8. *Flame producing apparatus*

8.1 Welding, cutting, brazing equipment; carried out under a “Hot work permit system” and detailed in the approved method statement; blow lamps and plumber’s furnaces shall be operated only by skilled workman under the following conditions:-

- Litter, rubbish and combustible materials shall be removed from the vicinity of the work or protected with non-combustible material e.g. sheet metal.
- The apparatus shall not be used on or near other containers of flammable liquids or compressed gases.
- The apparatus shall not be left unattended when alight.
- An adequate number of fire extinguishers shall be placed readily to hand.

9. *Temporary electrical supply*

9.1 All electrical installations and services shall be in accordance with the Electricity at Work Regulations 1989.

9.2 All cables and connections shall be maintained in good condition and be carefully routed and protected to avoid damage.

10. *Temporary heating arrangements*

10.1 Stoves etc. shall be sited on a concrete or similar base away from combustible materials and be adequately protected. Flue pipes shall be provided where necessary and comply with appropriate Building Regulations.

10.2 Temporary electrical heating appliances shall be used at bench level on metal stands, well clear of combustibles.

11. *Alterations to existing buildings*

11.1 If flame-producing apparatus is to be used in an occupied building, Havebury's employee in charge of that building shall be notified before commencement of any work.

11.2 A Hot Work Permit is required for all hot works on any site and detailed in the approved method statement.

12. *In case of fire*

12.1 Means of fighting fire shall be provided and maintained in good and serviceable condition, and in sufficient numbers.

12.2 All site personnel shall be informed of the arrangements to be followed in the event of fire or the warning to be given and for informing the Fire Service.

12.3 All fires shall be reported to the HNE.

13. *Smoking*

13.1 Smoking is not permitted inside any property or construction site under the control of Havebury.

14. *Asbestos*

14.1 Asbestos surveys will be issued as appropriate to contractors before any work commences and all appropriate precautions as required under legislation must be in place.

14.2 In the absence of asbestos survey information work should not commence. Should any suspected asbestos containing material be found, work must stop; The HNE must be told and appropriate instructions will be given.

Appendix 1

USE OF LADDERS AND ACCESS EQUIPMENT IN CONTRACTS

SAFE USE OF LADDERS

Ladders should be placed at a suitable angle, ideally about 75° to the horizontal, ie about 1000 out of every 4000 in height.

The head of the ladder should rest against a solid surface able to withstand the imposed load. Where the surface may be fragile or brittle so that it cannot withstand such loads or it is necessary to position the ladder away from a surface, equipment such as a ladder stay may be used at the top of the ladder.

Ladders shall only be used for access and for the support of the operative and lightweight tools and materials to complete minor tasks.

All ladders must be securely footed.

ACCESS AND EQUIPMENT

The following criteria relating to height of actual work shall apply to this contract.

1. for minor work generally to ground floor windows, including fascias and gutters.
Use properly footed ladders.
2. for minor work generally to first floor windows, including fascias and gutters.
Use properly footed and stabilised ladders.
3. for minor work to barge boards and down pipes up to 5000mm above ground.
Use properly footed and stabilised ladders.
4. for any work on properties up to 5000mm above ground.
A manufactures ladder with combined working platform, guard rails and stabilisation may be used for any duration of work
5. for any work on 2 storey properties in excess of 5000mm.
Use tower with internal ladder access.
6. for any work on all properties where work exceeds 7500mm in height.
Use full scaffold with proper ladder access.
7. A “Cherry Picker” device is acceptable in any situation provided appropriate test certificates are available from the hire company, the operative has approved certificated training and the machine is of the correct capacity.

Contractors should note that non-compliance with the above will be seen as a breach of the Havebury Health and Safety requirements and contractors may be prevented from continuing until remedial measures are taken.

Appendix 2

ADDITIONAL REQUIREMENTS FOR PROTECTION OF SCAFFOLD FROM INTRUSION

All scaffolds must be suitably protected at ground level from intrusion by anyone.

On estates where there is communal or public access, 2m high Heras fencing is to be erected, double clipped and on concrete feet and attached to the scaffold or other suitable fixing.

On open frontage properties anywhere, this will also apply.

Where scaffold is erected in rear/side gardens where there is no public or communal access then no fencing is required unless there is a risk from children/vulnerable adults climbing the scaffold in which case fencing must be provided.

All scaffolds must display the name of the scaffold company and completion inspection certificates must be made available on demand. The use of a visible tag system (which can be updated each time a check is carried out) to supplement inspection records is required.

Access ladders from ground to first lift must be removed during non-working times and either removed from site or locked away.

The above is part of Havebury's Health and Safety Procedures.

Contractors should note that non-compliance with the above will be seen as a breach of the Havebury Health and Safety requirements and contractors may be prevented from continuing until remedial measures are taken.