



# Managing Contractors

## A Guide for Managers

<b>Contents</b>	<b>Page</b>
<b>Introduction</b>	<b>3</b>
<b>Why are employers responsible for managing contractors*?</b>	<b>4</b>
<b><i>Five Practical Steps for Safe Working</i></b>	
<b>1 Planning</b>	<b>4-7</b>
<b>2 Selecting a Contractor</b>	<b>7</b>
<b>3 Contractors Working on Site</b>	<b>8-12</b>
<b>4 Keeping a Check</b>	<b>12-15</b>
<b>5 Reviewing the work</b>	<b>15</b>
<b>Further Reading</b>	<b>15</b>
<b>Appendices</b>	<b>16 - 42</b>
Appendix 1 What do Clients need to do? - Roles and Responsibilities	16-18
Appendix 2 R V Associated Octel	19
Appendix 3 Health and Safety Information for Contractors working on Council Premises	20-21
Appendix 4 Check list for Managing Contractors	22-23
Appendix 5 How well are you managing Contractors on site?	24
Appendix 6 Health & Safety Information for Visitors and Contractors	25
Appendix 7 Shropshire Council - Construction Site Basic Health & Safety Checklist	27-28
Appendix 8 Contractors Flow Chart	30-31
Appendix 9 Hot Work Flow Chart and permits etc	32-43

\*The term 'contractor' includes self-employed people, and any person who carries on a trade, business or other undertaking, whether for profit or not. This in effect covers any person or company of any size who provides a service to Shropshire Council, from an office cleaner to a major company carrying out road or construction works. This also includes volunteers. Similarly, all consultants such as training providers and the like are contractors. Therefore, the criterion for selection and management applies to them as well.

## Introduction

'Managing Contractors – A Guide for Managers' has been written to assist managers within all premises including schools.

This guidance has been written by the Health and Safety Team to explain responsibilities when using contractors\* and outlines general advice to be followed when engaging such services. It is based around the guidance given in the Health & Safety Executive's 'Managing Contractors – A Guide for Employers – HSG 159'.

The overriding message is that contractors should not simply be left to "get on with it" but must be carefully chosen and proactively monitored by those commissioning the works. In addition, managers must ensure that they take adequate steps to avoid risks to the contractors' employees.

It is inevitable that, when offering such generic advice contained within this document, the subject or content, in trying to cover many situations, can be complex. Advice to managers is always readily available from the Health and Safety Team.

Professional advice and support for all projects is also readily available from within the Council's Property Services Group (PSG). Utilising these in-house services is strongly recommended for all construction/building projects and activities.

It should be noted that whilst this guidance touches on the Construction (Design and Management) Regulations (CDM), it does not go into detail about the various roles and specific legal responsibilities laid out in these regulations. The regulations impose specific legal responsibilities on those who are commissioning construction or building work to be carried out. Such persons in the CDM regulations are known as clients.

A summary of a construction client's legal responsibilities for both small and large scale work is given in Appendix 1. Specific training on client responsibilities is available through the Health & Safety Team.

This guidance sets out the general principles to be followed when employing contractors, regardless of the work being carried out (including non-construction activities). The principles could also be applied to other types of contractual relationships, such as partnership working.

**This guidance must be read in conjunction with the Council's Construction Design Management (CDM) Procedure; available on the intranet and Shropshire Learning Gateway which offers more detail around the specific regulations relating to construction work.**

## **Why are employers responsible for managing contractors?**

The Health and Safety at Work Act 1974, in addition to responsibilities relating to employees, requires employers to conduct their business in a way that does not expose non-employees (which includes contractors) to risks to their health and safety.

Case law has shown that this duty extends to ensuring, so far as is reasonably practicable, that contractors and others working on the premises do not do anything that could present risks to their own health and safety and that of other people on the premises. See Appendix 2

## **Five Practical Steps for Safe Working**

1. Planning
2. Selecting the Contractors
3. Contractors working on Site
4. Monitoring Contractors
5. Project Review

### **1. Planning**

#### ***What must I think about at this planning stage?***

You need to answer these two questions:

- 1 What is the job?
- 2 How can it be done safely?

Once you know what the job is, you need to build in health and safety by carrying out your own risk assessment relating to the known hazards that are evident on your site, for example:

- There may be known asbestos in the area where the contractors will be asked to work? Refurbishment projects, regardless of size are likely to require an additional and intrusive asbestos survey that is in addition to the Asbestos Register, that your premise already has. Speak to your building surveyor and see the Council's Asbestos Policy available on the intranet/SLG.
- The perimeter hedge that requires cutting may be on a steep slope, next to a busy road or poses other features making trimming difficult.
- Customers, pupils, service users etc may be in the vicinity during the work and so how will their safety be managed?

- Access to the area may be particularly difficult.
- When is the best time to complete the job?
- There may be hazardous chemicals stored in the area that will need to be managed.

***Draw up information for the contractor, identifying local health and safety arrangements and any specific areas of risk pertinent to your site.***

***The proforma ‘Health and Safety Information Sheet for Contractors’ will be useful for this. See Appendix 3***

Identifying hazards, assessing the risks and planning how to get rid of them is a straightforward process, largely a matter of common sense.

As the manager, you know best the hazards associated with your site/activity. Likewise, competent contractors are best placed to assess hazards associated with their activities.

Accidents happen more easily when the contractor’s job is excluded from your usual methods of safe working if:

- the hazards of their job haven’t been identified, and steps have not been taken to minimise risks;
- no one is around to make sure the contractor follows health and safety rules on site.

Accidents with contractors can be caused by poor communication – when staff don’t know there is a contractor working nearby and when contractors don’t know the dangers on site.

### ***What about contractors’ risk assessments?***

Contractors have responsibilities for preparing a risk assessment under the Management of Health & Safety at Work Regulations, 1999. Their risk assessment should fit in with your own and provide you with information. Likewise, as above, contractors will need information from you about the job, the hazards associated with the premise, etc when preparing their assessment.

Clearly, there is a need for continuous communication and close co-operation between you and the contractor so that all risks associated with the job are identified and monitored. Practically, this will mean sitting down with the contractor and sharing appropriate information at this important planning stage and indeed throughout the project.

Where significant risks are evident, contractors must prepare a detailed, relevant and appropriate safety method statement on how they intend to carry out the job so that risks are controlled and managed. This should be based on an

assessment of risks to the health and safety of employees and others who could be affected by the work and must be specific to the actual task and location.

The CDM Regulations require all contractors to document a Construction Phase Plan (CPP) for all construction work regardless of the size of the project. The effort devoted to planning should be proportionate to the complexity of the project and the risks involved.

Construction work is either planned or reactive. Reactive work/maintenance is unplanned and could include tasks like fixing damaged flooring, a leaking tap/roof, a damaged electrical socket/light etc.

- Planned works – Require contractors to provide appropriately developed CPP and Risk Assessments/Method Statements (RAMS)
- Reactive works – Also require contractors to complete a written and proportionate CPP. PSG require their contractors to document a Point of Work Risk and Hazard Identification (POWRHI) before starting any maintenance/reactive work on Council premises. A completed POWRHI should be considered as a documented Construction Phase Plan for most routine reactive maintenance. Where a POWRHI indicates additional risk levels then further documented planning and assessment will be needed prior to the completion of the task

### Child / Adult Protection

Contractor's work areas should be secure (See Section 3) and access restricted to authorised personnel only. Therefore, children and vulnerable adults should not be allowed in areas where contractors are working due to the associated health and safety implications. Consequently, a situation should not arise where children and vulnerable adults are left unsupervised with contractors.

There is statutory guidance in relation to the safeguarding of children in schools. The Department of Education (DFE) provide a guidance document called Keeping Children Safe in Education (KCSIE) which provides that it is the school's responsibility to ensure that any contractor, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check.

In order to be able to work in Shropshire schools, Shropshire Council requires all of its registered contractors to complete a DBS agreement to demonstrate checks have been undertaken by the contractor and its employees.

## **Check list for Managing Contractors – Appendix 4**

This breaks down the whole process into 4 areas and is a tabular summary of the information contained in this document:

- Beforehand
- First day
- During
- After

## **2. Selecting the Contractor**

It is recognised that those responsible for engaging contractors (clients) have a significant influence on how any job is undertaken or contract is run. It is because of this that clients are made legally accountable for the impact that their approach has on the health and safety of those working on or affected by the contract/job.

It is essential that clients follow the Shropshire Council's recognised contract and financial rules when procuring and commissioning works. These can be found within the Shropshire Council Constitution, available on the Council's intranet

The client must ensure that any contractors engaged are competent.

The Council has a pre-procured contract or framework which includes only contractors that meet recognised health and safety criteria and who have appropriate levels of insurance to undertake such activities. It is recommended that managers utilise the in-house professional services provided by PSG.

Shropshire Council expects that contractors must be registered under the Contractors HEALTH AND SAFETY Scheme (CHAS) or equivalent assessment scheme. Equivalent relates to those as defined as being mutually recognised under the arrangement with Safety Schemes in Procurement (SSIP) i.e. EXOR and NHBC. This is one of the requirements for inclusion on the aforementioned contractor's framework.

The degree of competence required will depend on the work being undertaken.

Where managers do not wish to engage the Council's in house professional services they must, as clients, amongst other responsibilities, satisfy themselves of the competence of potential contractors. See Council's 'CDM Procedure' available on the intranet or on Shropshire Learning Gateway for guidance on assessing contractor competence.

In this situation, it is essential also to confirm that any contractor engaged has suitable arrangements in place for appointing competent sub-contractors who may undertake work on your site. It is recommended that sub-contracting is limited to one level, i.e. the principal contractor plus one level of sub-contractors.

Whether engaging contractors through PSG or sourcing them directly themselves, managers have a responsibility for monitoring contractors working on their premises. The extent of this monitoring is summarised in Section 4 of this document.

### **3. Contractors Working on Site.**

Building works on site will fall into one of two categories:

- a) **Work area wholly handed over to and occupied by the contractor**
- OR
- b) **Work in and around areas still occupied by the premise.**

#### **a) Work area wholly handed over to and occupied by the contractor**

Primary responsibility for health and safety on the construction site rests with those who are doing the work. Others can be held responsible if they are genuinely exercising control over what is going on. The contractors' duty in terms of physical requirements on site is to comply with the Construction, Design & Management Regulations 2015 – Part 4.

General client responsibilities are explained in the Council's CDM Procedure.

#### ***What standards of site security should be provided where the work area is solely occupied by the contractor?***

Where construction work is being undertaken on land wholly handed over to and occupied by the contractor, those responsible for council premises (managers, headteachers etc) should ensure that site security is appropriate:

- The whole area handed over to the contractor is enclosed within a boarded or sheeted perimeter fence at least 2m high. This should be secured sufficiently to prevent access by unauthorised people (see also appendix 7), particularly children, unless this is already achieved by an adequate boundary wall/barrier.
- The contractor provides warning signs along the site boundaries in accordance with construction industry recommendations and complying with the requirements of the Safety Signs Regulations, for example: Building Sites are Dangerous Children Keep Out, accompanied by a pictogram.
- All aspects of fencing and protection are confirmed at the pre-contract or site hand-over meeting. The perimeter fencing should



be erected before the works begin, and while the surrounding areas are clear of staff, pupils, customers, service users etc.

- The contractor provides all necessary padlocked entrance gates if required. He should keep these closed when they are not in use and locked when the site is unattended. Care must be taken to ensure that any fencing does not impede evacuation from other areas.
- By agreement, if fencing is to be moved or adapted during the works, this is only undertaken when the surrounding areas are clear of staff, pupils, customers, service users etc. All fencing shall be dismantled and removed at the completion of the work but not until all danger to the above have passed.
- Where there is a shared entrance to a site, proper liaison takes place with the contractor to ensure those contractors' deliveries and visitors do not present a hazard to pupils, customers, service users and staff. Appropriate notices stating these agreed arrangements should be posted at the entrance. Where possible any movement of goods and vehicles should be before or after school/the facility opens and closes.
- The following specific steps are particularly relevant to child safety:
  - Ensure that the site is secured adequately when finishing work for the day.
  - Ensure that all excavations and pits are barriered or covered appropriately.
  - Ensure that vehicles and plant are immobilised/isolated and if possible lock them in a compound.
  - Store building materials appropriately (such as pipes, manhole rings, and cement bags) so that they cannot topple or roll over.
  - Remove access ladders from excavations and scaffolds.
  - Lock away hazardous substances.
- Prior to the commencement of work, proper channels for the two-way communication of health and safety information are agreed by all parties, established and are well-known.
- Suitable arrangements are made to monitor and record that the above precautions are being followed to ensure that the contractor is meeting their obligations.

General advice would be that where there is doubt as to the safety of a particular work activity and if it is safe to do so, the contractor should be asked to cease work and advice sought from the Health & Safety Team.

## **b) Work in and around areas still occupied by the premise**

### ***What should I expect from Contractors working in and around an occupied premise?***

Where reasonably practicable, the activities of the contractor and the premise should be separated by a physical barrier and contractor's work areas should not be accessible to employees, pupils or members of the public. Contractor management on site is an important element, for example, those responsible for the premise should ensure that:

- All contractors sign in and out – including reading and signing the asbestos register.
- They discuss the proposed works with the contractor and agree relevant controls. They should inspect the work area and the contractor should be provided with a named site contact, usually the manager.
- The contractor has a documented Construction Phase Plan (CPP) available on site. The plan should be sufficiently developed to reflect the risk associated with the project. PSG require their contractors to document a Point of Work Risk and Hazard Identification (POWRHI) before starting any reactive/maintenance work. A completed POWRHI should be considered as a documented Construction Phase Plan for most routine reactive maintenance. Where a POWRHI indicates additional risk levels then further documented planning and assessment will be needed prior to the completion of the task.
- Where necessary, appropriate risk assessments and method statements are provided by the contractor that are specific to the site/project. Their risk assessment should fit in with your own and provide you with information. Likewise, contractors will need information from you about the job, the hazards associated with the premise, etc when preparing their assessment.
- Prior to completion of the POWRHI form, contractors should follow the premise signing in procedure and agree access and relevant controls with the responsible person from the premise. Your site's Health and Safety information is provided on signing in (Brief site induction) and site rules are reinforced – see base template – Appendixes 3 and 6.
- The POWRHI template is completed on site by the contractor before the task commences. This will determine if the task can proceed. The form is

- there to record that the contractor has agreed a safe system of work with the premise
- The following specific steps are particularly relevant to child safety:
    - Ensure that the site is secured adequately when finishing work for the day.
    - Ensure that all excavations and pits are barriered or covered appropriately.
    - Ensure that vehicles and plant are immobilised/isolated and if possible lock them in a compound.
    - Store building materials appropriately (such as pipes, manhole rings, and cement bags) so that they cannot topple or roll over.
    - Remove access ladders from excavations and scaffolds.
    - Lock away hazardous substances.
  - Monitoring is undertaken. See 'Section 4. Keeping a Check' below. On completion, working areas should be checked to ensure that the areas have been left safe, and all surplus/waste materials have been removed from site.

### ***Arrival on site***

It is important for premises to control the coming and going of people in and out of their buildings. Maybe you already have a reception area with a book for visitors to sign. It is worth looking at your arrangements to see if there is room for improvement. Do you always know who is on site, where they are and what they are doing?

See Appendix 5 for check list to assess how well you are managing contractors.

### ***Safety rules / HEALTH AND SAFETY Information***

You probably have site health and safety rules - such as what to do in the event of an emergency, non-accessible areas etc. Contractors need to be told about these. You may have sent the contractor a copy of your site rules in advance. It is a good time to recap on these when contractors arrive on site.

See Appendix 4 for a basic template document that could be adapted to be shown to contractors on first signing into your premise. Don't forget to include any site specific hazards e.g. asbestos register, hazardous chemicals stored on site etc.

Often an induction talk is the best way of passing this information on. It is worthwhile checking that they have understood any essential points. The 'Health & Safety Information for Contractors Working on Council Premises' is a useful document to base the induction on – Appendix 3

### ***Site contact***

Contractors need a site contact - someone to get in touch with on a routine basis or if the job changes and there is any uncertainty about what to do. The site

contact should be somebody nominated who is in a managerial position with sufficient authority and competence. The site contact will go over the job with the contractors:

- Checking what precautions are necessary for any risks involved and whether a Permit To Work (E.g. Hot Work, Working at Height, Confined Spaces) is needed;
- Ensuring everything necessary has been done;
- Agreeing further contact, supervision arrangements and a time limit for the job, if appropriate.

#### **4. Keeping a check**

- Assess the degree of contact needed
- How is the job going: - as planned? - Is the contractor working safely and as agreed? - Any incidents? - Any changes in personnel?
- Are any special arrangements required?

This step is critical in controlling jobs with contractors. It's about monitoring, checking on what is being done and how and whether the job is going as planned. Changes can be sorted out and agreed if there are problems. After working through this step you as the manager should be able to assess the degree of contact needed and identify how to check that the contractor is fulfilling their obligations.

##### ***How much checking is needed and how often?***

Contractors are responsible for supervising their own work and for ensuring that they work safely. However, you can't just leave them from the start to get on with the job and arrange payment when they have finished. Too much could go wrong in between.

You do not need to watch them all the time. You must decide what is reasonable. The amount of contact with the contractor must be related to the hazards and risks associated with the job. It needs to be decided and agreed at the beginning of the job. For high-risk jobs for example, where a Permit to Work is used (e.g. hot work), more contact is needed than for jobs which are considered low risk. What are the main areas of risk? What could change and how quickly? Think about their work and how it affects the safety of your employees and vice versa. Do not put yourself at risk in undertaking the monitoring role.

The start and finish of the day are important times for going through the job and reviewing progress. However, the contractor should expect to see their site contact at other unspecified times when they will be looking out for safe working practices.

As the work proceeds, check compliance with documented risk assessments / method statements. Make sure these are being complied with. You may need to

check more often at the beginning of the job until you are satisfied of their standards. There are other important reasons besides safety for doing this. Look for competence - in safe working as well as technical ability. PSG will be able to offer guidance in this area.

Encourage contractors to report incidents, near misses and injuries - even minor ones - to you. This gives you both the opportunity to look at any underlying causes and put matters right before someone is hurt. This approach takes time and requires a degree of mutual trust, but it pays off in terms of safe working.

### **What kinds of things should I look out for?**

Below is a list of basic rules that should be applied to all contractor activities on a premise. Some of which have been covered earlier in this document and are summarised below.

Appendix 7 - 'Construction Site – Basic Health and Safety Check list' is a proforma designed for use by the Health and Safety Team/Clerk of Works/Surveyors but is included here as reference material to assist premises with monitoring contractor activities on their sites.

If serious imminent dangers are identified, you must ask the contractor to stop working immediately. You must inform the Health & Safety Team and appropriate Building Surveyor, Architect or Clerk of Works as soon as possible stating the reasons why work has been stopped.

- All contractor staff and suppliers working at or visiting the premise must sign in to a central point as agreed with the Premise Manager.
- No work should commence until the manager, or their nominated representative gives authorisation and the site's asbestos register has been read, signed and understood by the contractor/s.
- There must be a Construction Phase Plan (CPP) in place.
  - For reactive maintenance PSG require their contractors to document a Point of Work Risk and Hazard Identification (POWRHI). A completed POWRHI should be considered as a documented Construction Phase Plan for most routine reactive maintenance. Where a POWRHI indicates additional risk levels then further documented planning and assessment will be needed prior to the completion of the task.
  - For planned projects a more detailed CPP will be required supported by project specific Risk Assessments and Method Statements (RAMS)

All issues regarding any of the work undertaken must only be directed through the named site contact. Compliance with the CPP and RAMS should form part of this monitoring stage. Any concerns should be raised with the contractor, the Health & Safety Team and any other relevant officer involved in the commissioning of the work.

- Any work carried out where pupils, employees or members of the public may come into contact with any part of the activity must be suitably fenced or secured. For example, tape will not be suitable to prevent pupil or service user access to any part of the building works. This requirement extends to the use of ladders.
- No hot work will be undertaken without the prior consent of the Premise Manager. All hot work must be carried out under **a permit**. See Council's Hot Work Policy available on the intranet.
- Existing building evacuation routes must not be obstructed in any way, including access for emergency vehicles, without the consent of the Manager.
- All work involving asbestos must be undertaken by licensed contractors in line with the Council's Asbestos Policy
- Work areas should be kept tidy and free from build-up of uncontrolled slip/trip hazards
- Hazardous substances must not be left unattended or unsecured.
- All work equipment must be in good condition and safe in use.
- Electrical equipment should be powered by 110-volt supply or preferably battery powered.
- Access equipment must only be erected and dismantled by persons competent to do so. Suitable precautions must be taken to prevent persons and/or objects falling onto anyone below. Scaffold should be regularly inspected (weekly) or after adverse weather/modification.
- All tasks that may place contractor's staff and/or premise staff, pupils, customers, service users and others at risk must be formally risk assessed, and controls implemented to reduce the risk, including the use of appropriate Personal Protective Equipment (PPE). The risk assessment requires input from both the premise and the contractor.

- All activities shall comply with minimum legal requirements and shall conform to HSE and industry standard guidance.

***Where there is any doubt as to the safety of operations being undertaken by contractors, the HEALTH AND SAFETY Team (01743 252819) should be contacted for advice and support.***

## **Step 5: Reviewing the work**

**Review the job and contractor-** how effective was your planning? - How did the contractor perform? - How did the job go?

### **Record the lessons**

Finally, the job is over - or is it? This step is about learning from the job and about the contractor when the work is completed. It explains the need for reviewing, identifies what to review and describes how reviews can be used.

### ***Why does the job need reviewing?***

The contractor's job is complete when the work has been done according to plan and the agreement between you. Reviewing is about evaluating the quality of the work against both the job and the contractor's performance.

The other reason for reviewing is to learn what will be done differently next time to improve your practice.

Review involves evaluating the health and safety of all other steps:

- 1** your planning.
- 2** choice of contractor;
- 3** the work.
- 4** effectiveness of the contact and supervision.

### ***Further Reading***

- Managing health and safety in construction - Construction (Design and Management) Regulations 2015. Guidance on Regulations – L153
- Using Contractors – a Brief Guide - HSE books – INDG 368 – Rev 1-03/13
- Managing Contractors: A guide for employers - HSG159 - HSE Books – Second Edition – published 2011
- **Need building work done?** A short guide for clients on the Construction (Design and Management) Regulations 2015 – INDG 411-Rev 1 – 04/15

## Appendix 1

### **What do clients need to do?**

Many clients, particularly those who only occasionally have construction work done, are not experts in construction work. Although you are not expected to actively manage or supervise the work yourself, you have a big influence over the way the work is carried out. Whatever the size of your project, you decide which designer and contractor will carry out the work and how much money, time and resource is available. The decisions you make have an impact on the health, safety and welfare of workers and others affected by the work.

More detailed guidance can be found in [HSE's Managing health and safety in construction - Construction \(Design and Management\) Regulations 2015. Guidance on Regulations – L153](#)

As a client, you need to do the following.

#### ***1 Appoint the right people at the right time***

If more than one contractor will be involved, you will need to appoint (in writing) a principal designer and a principal contractor.

A principal designer is required to plan, manage and coordinate the planning and design work. Appoint them as early as possible so they can help you gather information about the project and ensure that the designers have done all they can to check that it can be built safely.

A principal contractor is required to plan, manage and coordinate the construction work. Appoint them as early as possible so they are involved in discussions with the principal designer about the work.

#### ***2 Ensure there are arrangements in place for managing and organising the project***

The work is more likely to be done without harming anyone and on time if it is properly planned and managed. Sometimes the work is complex and uses many different trades. Often it involves high-risk work.

The principal designer should understand these types of risks and try to avoid them when designing your project. The principal contractor or builder should manage the risks on site.

#### ***3 Allow adequate time***

Work that is rushed is likely to be unsafe and of poor quality. Allow enough time for the design, planning and construction work to be undertaken properly.

#### ***4 Provide information to your designer and contractor***

Your designer and builder will need information about what you want built, the site and existing structures or hazards that may be present such as asbestos, overhead cables, and buried services. Providing this information at an early stage



will help them to plan, budget and work around problems. Your principal designer can help you gather this information.

Putting together a 'client brief' at the earliest stages which includes as much information as you have about the project, along with the timescales and budget for the build and how you expect the project to be managed can help you to set the standards for managing health and safety.

### ***5 Communicate with your designer and building contractor***

Your project will only run efficiently if everyone involved in the work communicates, cooperates and coordinates with each other.

During the design and planning stage, you, your designer and contractor need to discuss issues affecting what will be built, how it will be built, how it will be used and how it will be maintained when finished. This will avoid people being harmed or having unexpected costs because issues were not considered when design changes could still easily be made.

Meeting with your designer and contractor as the work progresses gives an opportunity to deal with problems that may arise and discuss health and safety. This will help to ensure that the work progresses as planned.

### ***6 Ensure adequate welfare facilities on site***

Make sure that your contractor has made arrangements for adequate welfare facilities for their workers before the work starts. See the HSE publication *Provision of welfare facilities during construction work*.

### ***7 Ensure a construction phase plan is in place***

The principal contractor (or contractor if there is only one contractor) has to draw up a plan explaining how health and safety risks will be managed. This should be proportionate to the scale of the work and associated risks and you should not allow work to start on site until there is a plan.

### ***8 Keep the health and safety file***

At the end of the build the principal designer should give you a health and safety file. If the principal designer leaves before the end of the project, the principal contractor (or contractor if there is only one contractor) should do this. It is a record of useful information which will help you manage health and safety risks during any future maintenance, repair, construction work or demolition. You should keep the file, make it available to anyone who needs to alter or maintain the building, and update it if circumstances change.

### ***9 Protecting members of the public, including your employees***

If you are an employer, or you have members of the public visiting your premises, you need to be sure that they are protected from the risks of construction work. Discuss with your designer and contractor how the construction work may affect how you run your business, eg you may have to re-route pedestrian access; make sure signs to your entrance are clear; or change the way your deliveries operate.

### ***10 Ensure workplaces are designed correctly***

If your project is for a new workplace or alterations to an existing workplace (eg a factory or office), it must meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992.

#### **Notifying construction projects**

For some construction work (work lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work), you need to notify HSE of the project as soon as possible before construction work starts. In practice, you may request someone else to do this on your behalf.

## Appendix 2

### R V Associated Octel Ltd 1996

The principle that organisations (employers) retain responsibility for the safety of contractors working on their premises was established in the Associated Octel case, heard in the House of Lords in 1996.

The case involved a maintenance contract in respect of some tanks, which were classified as a confined space. An employee of the maintenance contractor was injured because he used the wrong equipment in a hazardous environment. The factory plant itself was closed for the annual summer shut down and the maintenance contractor was the only one working in the area. He was cleaning the inside of the tank with acetone and was using an electric light with which to see. Having nothing suitable to keep his acetone in, he retrieved an old bucket from the skip. The open container allowed the acetone to give off large quantities of flammable fumes. The environment was confined so the fumes didn't disperse easily.

The light bulb smashed. There was a flash fire as the flammable fumes and vapours caught fire. The maintenance engineer was badly burned.

Octel was prosecuted under Section 3 Health and Safety at Work Etc Act 1974 for failing to ensure the safety of persons not in their employ.

Octel defended itself and said that the way that the maintenance contractor carried out the task was up to them as they had the duty under Section 2 of the Health and Safety and Work etc Act to ensure the safety of their own employees, and that Octel had no right to control or stipulate how they did it.

The case finally went to the House of Lords on appeal by Octel. Their appeal was rejected, and they were found liable for the safety of the contractors.

Octel, in effect, employed the contractor because they were regular workers on the site and Octel provided them with safety equipment and required them to follow a safe system of work, via a Permit to Work.

Clear case law exists that employers have quite extensive duties for the safety of contractors working on their premises, especially if the jobs being undertaken are an integral part of the employers' business.

### Appendix 3

## HEALTH AND SAFETY INFORMATION FOR CONTRACTORS WORKING ON COUNCIL PREMISES

Title of contract or brief description of work/service	
Location of work (building address)	
Expected date of commencement of work	
Expected date of completion of work	
Your Council Client Contact is:	Name
	Location
	Ext
Your local Premise Contact is	Name
	Location
	Ext

- 1. ID CARD** - Any temporary ID card issued by the Premise must be displayed (or readily available, if requested) by all contractors and sub-contractors working on site.
- 2. FIRE EVACUATION PROCEDURE** On hearing the fire alarm (continuous sounding), leave the building immediately by the nearest exit door using the safest route and go to the fire assembly point indicated on the Fire Action Notice. Do not use the lifts. Do not re-enter the building until given the 'all-clear' to do so by an authorised person e.g. fire or security officer. Silencing of the alarm is not the all-clear.

On discovering a fire, sound the alarm by pressing the nearest call point (red box next to fire exit doors). Do not attempt to fight the fire unless trained to do so. Follow fire evacuation procedure above. Do not disable fire alarms or detectors unless specifically agreed with the Premise Management.

3. **SMOKING** - No smoking is permitted inside or within 15 metres of any Council building.
4. **FIRST AID** - If you require first aid assistance, contact **xxxxxxxxx**.
5. **ACCIDENT REPORTING** - All accidents, work-related illness or 'near-misses' on site must be recorded on the Council's on-line Incident Form available on ERP.
6. The nearest Hospital Accident and Emergency unit is: Royal Shrewsbury Hospital, Mytton Oak Road, Shrewsbury, SY3 8XQ. Tel 01743 261000.

To support points 2-5, the Premises' 'Health & Safety Information for Visitors & Contractors' (See Appendix 6) could be used to communicate the information to contractors and visitors.

**Complete the below as appropriate to your premise:**

6. **Toilet and washing facilities ....**
7. **Access and Parking ....**
8. **Any specific health and safety issues for the work area ....** Is there potential to disturb asbestos? REMEMBER your building's Asbestos register is not sufficient where building works involve breaking into the fabric of the building. Contact your building surveyor.
9. **Restricted areas....**
10. **Warning signage and barriers to be provided .....**
11. **Local arrangements made for the work by the premise....**
12. **Any other specific arrangements agreed for the work ....**

I confirm that I have read, understood and received a copy of the above health and safety information and that this information will be made clear to individuals carrying out the works.

Printed name of person undertaking or supervising the work:

**Signature.....Company Name .....Date.....**

## Appendix 4 - Check list for Managing Contractors

### Beforehand

- Clearly specify the nature and extent of the job.
- Draw up information for the Contractor identifying local health and safety arrangements, highlight any health and safety issues of the work or area, especially if the contractor could not reasonably expect these. Examples may be restricted times for the work or difficult access routes. The proforma 'Health and Safety Information for Contractors Working on Council Premises' – Appendix 3 will be useful for this.
- Include brief details of any local arrangements that the Premise will make in preparation for the work, e.g. removal of furniture.
- Provide information to Property Services Group for inclusion in any formal tendering process.
- Consult with other teams in shared workplaces so that possible effects on them and their work can be taken into account and appropriate measures introduced.
- Select suitable competent contractors (See Section 2)
- Agree and record details of the work with the contractor, including site visits if necessary
- Obtain the contractor's risk assessments and codes of practice/method statements setting out how the contractor plans to carry out the work, including their proposed precautions for any issues you have highlighted. The contractor is responsible for the contracted work itself but make sure that your concerns are addressed.
- The contractor must develop a proportionate Construction Phase Plan (CPP) regardless of the scale of the construction work. PSG require their contractors to document a Point of Work Risk and Hazard Identification (POWRHI) form before starting any maintenance/reactive work. A completed POWRHI should be considered as a documented Construction Phase Plan for most routine reactive maintenance.
- Consult with the contractor to identify any other 'shared risks' and necessary measures.
- Agree and record any specific measures (e.g. permits to work, no-go areas, access arrangements, allocated delivery and storage areas, routes to be kept clear, and times to avoid). These could be included in an updated version of the 'Health and Safety Information for Contractors Working on Council Premises' sheet and could be used in briefings.
- Appoint and brief a competent member of staff to meet with and supervise contractor's employees on the day. The briefing should include the date/time, location and duration of work, contractor's employees and ID expected, agreed work, methods and special requirements.

Inform staff and any other groups who may be affected by the work. This should include the date/time, location and duration of work, possible effects, company/ID of contractors, who to contact if problems are encountered.

**On the first day**

- Check ID (company or premise) and names of contractor's employees on arrival.
- ALL contractors must read and sign the asbestos register before commencing any works on site.
- Check that all contractors and subcontractors have temporary ID cards issued by the premise.
- Check contractor's supervisor/employees have been adequately briefed on the agreed work, methods and any special requirements specified in the 'Health and Safety Information for Contractors Working on Council premises' sheet.
- Ensure that all contractors have received an adequately site induction. It may be useful to show the 'Health and Safety Information for Contractors Working on Council Premises' sheet to the contractors and their employees if necessary.
- Ensure contractors sign in and out when working on your premise and continue to do so throughout the project.
- Ensure contractor's employees are aware of local emergency arrangements if they are to be left unaccompanied at any time (e.g. fire alarm, exit routes and assembly points, first aid).
- Ensure that the contractor's Risk Assessments/Method Statements and CPP are available on site.

**During**

- Check how the work is progressing periodically. Also check with neighbouring groups who may be affected.
- Report any concerns to the contractor's supervisor or contractor.
- Arrange alternative staff supervisor(s) if necessary for temporary absences e.g. meetings, lunch. Ensure they are fully briefed on the agreed arrangements.
- Agree arrangements if after-hours working or a return visit is required.

**After**

- Check the work has been completed satisfactorily.
- Check all work areas have been left clean, tidy and safe.
- Retrieve visitor passes.
- Check with colleagues and neighbouring groups if there were any problems with the work.
- Inform relevant colleagues if there have been problems, and particularly if the company should not be used again for any reason.
- Record any changes to arrangements that may be needed for future work.

## Appendix 5

How well are you managing contractors on your site?

<b>Signing in &amp; Contact on site</b>	<b>No need to improve</b>	<b>Need to improve</b>	<b>Need to start</b>
We have a reception area			
We assess contractors' competence in health and safety and check for evidence before they get the job			
Contractors sign in daily – we always know who is on site.			
Contractors sign out daily			
Contractors always use visitor passes/ID			
We ensure that construction contractors have a proportionate CPP in place. For maintenance/reactive work, a completed Point of Work Risk and Hazard Identification (POWRHI) Form completed by the contractor is seen prior to starting work.			
Contractors are given relevant site safety information: (see App 3) <ul style="list-style-type: none"> <li>• Known hazards on site e.g. LPG, chemicals, no access areas, vehicles on site</li> <li>• Fire/ Emergency procedures</li> <li>• First Aid information</li> <li>• Requirement to report accidents to you</li> <li>• Welfare arrangements -</li> </ul>			
New contractors are taken through this site safety information – See App 3.			
All contractors have a contact person whilst on site.			
We insist that contractors make daily contact with the manager or site contact			
Part of the contractor's signing procedure involves reading and signing the Site's Asbestos Register.			
Systems exist to manage the Site's Asbestos Register outside of normal opening hours			
All contractors are required to see and sign the Asbestos Register, including subcontractors.			



## Appendix 6

### Health & Safety information for Visitors and Contractors

The **(Insert Building name)** is committed to providing a safe and healthy working environment for its staff, customers, students and visitors. This leaflet will provide you with the basic safety information needed, to ensure you are fully informed of essential procedures.

#### Emergency Procedures

##### What to do if you discover a fire

- you should activate the nearest break glass point/raise the alarm.
- make your way to the Assembly Point located at **XXXXXXXX**

##### What to do if you hear the alarm

###### (Describe alarm...)

- Leave the building immediately: (do not use the lifts)
- Make your way out of the building to the Assembly Point located at **XXXXXXXX**, where you will receive further instructions.
- Visitors should only return to the building when advised to do so by the Fire Service/Marshall.

The fire alarms are tested regularly every **XXXXXX** morning at 09:00am.

The alarm should sound for no more than 30 seconds, any longer and it is a genuine fire alarm.

#### First Aid

- If you need first aid assistance due to an accident, or are feeling unwell, please report this to a member of staff straight away. First aid provision is available during opening hours.



#### Incident Reporting

- If you suffer an accident on the premise, please report it to the Reception who will ensure this is recorded appropriately using the Council Accident Reporting System. This is a legal requirement, and ensures that the cause of the accident can be investigated and any rectifying action taken.

#### No Smoking

- Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.



#### Additional Information

- The nearest Hospital Accident and Emergency unit is: Royal Shrewsbury Hospital, Mytton Oak Road, Shrewsbury, SY3 8XQ.
- Telephone Tel 01743 261000.

**N.B. You may need to amend this information dependant on your location.**

This page is left blank intentionally

## Appendix 7

### SHROPSHIRE COUNCIL – CONSTRUCTION SITE BASIC HEALTH AND SAFETY CHECKLIST

#### Introductory notes: -

This template Health and Safety Team site safety check list is designed to fulfil two main functions: - to monitor the HEALTH AND SAFETY performance of contractors working on SC sites and to ensure the safety of SC staff and clients who occupy or are visiting a site. It is designed for use by Health and Safety Officers/Clerk of Works/Surveyors but is included here as reference material to assist premises with monitoring contractor activities on their sites.

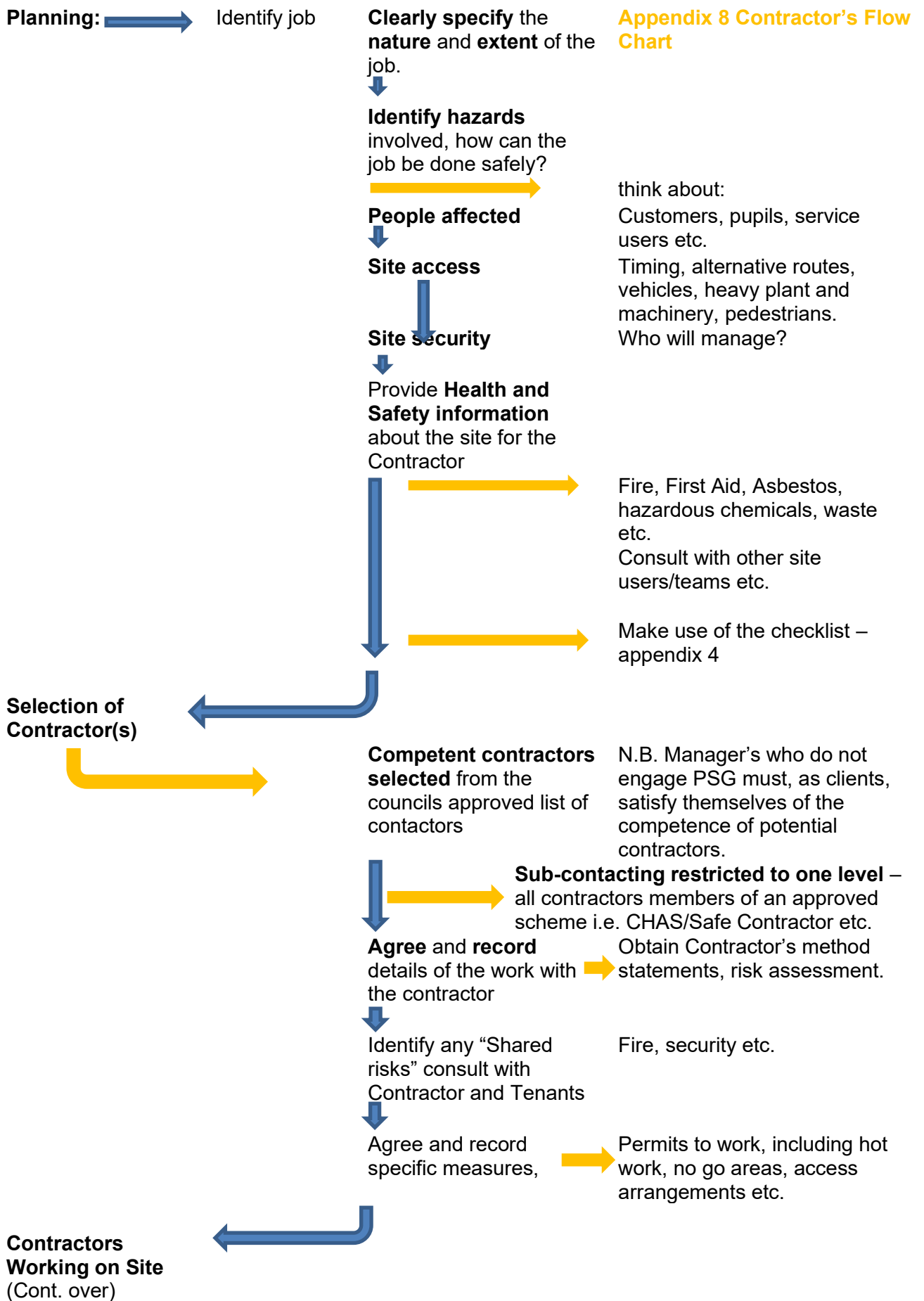
If serious imminent dangers are identified, you **must** ask the contractor to stop working immediately. You must inform the Health & Safety Team and appropriate Building Surveyor, Architect or Clerk of Works as soon as possible stating the reasons why work has been stopped.

N.B. Please note that this checklist will not cover every circumstance that may arise.

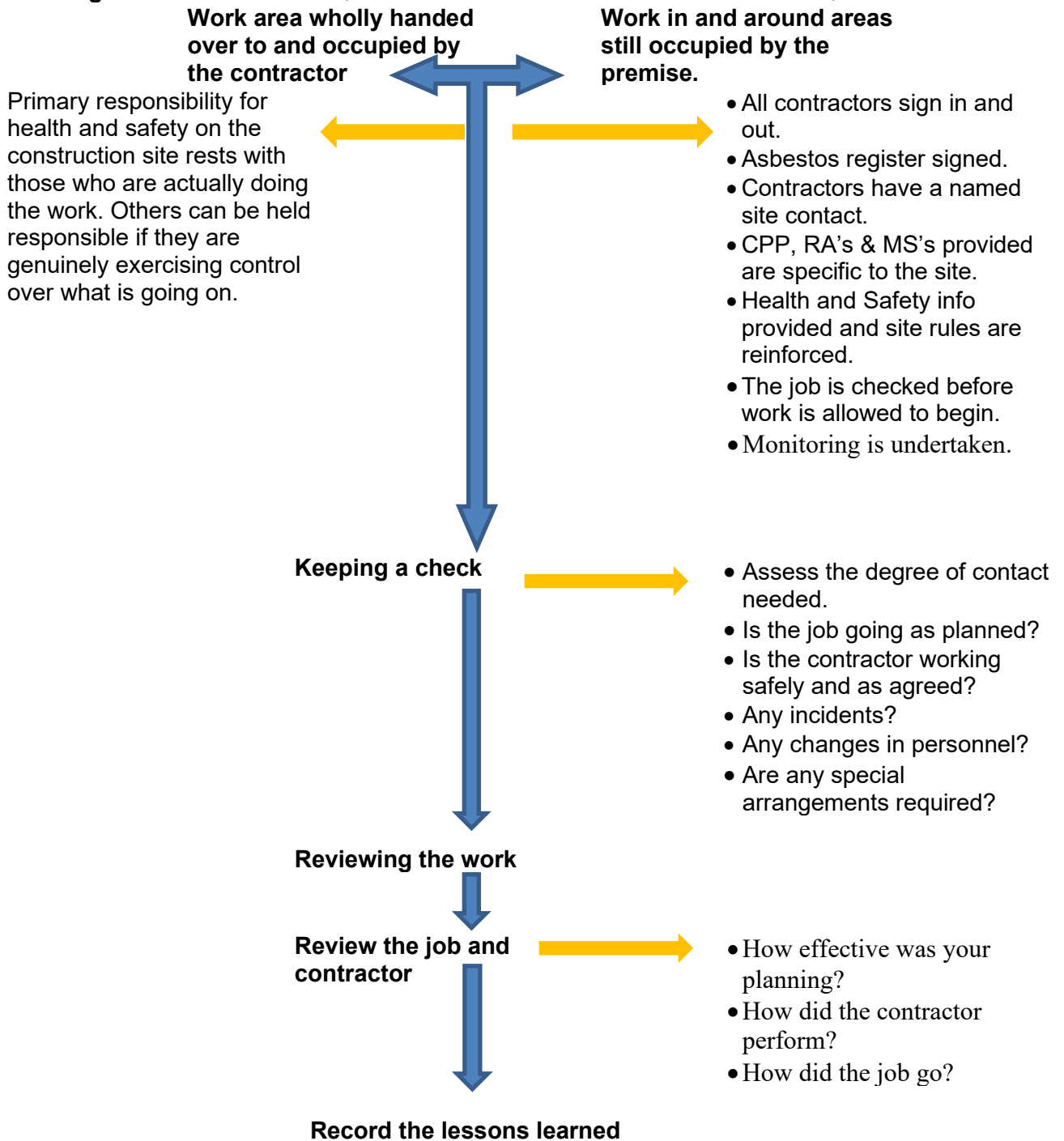
Access/Egress/Security/Fire	Observation Notes & Photos
Contractors & Visitors signed in to site	
Area is adequately secure to deter unauthorized visitors	
Is security fence double clipped and stable	
Fire strategy appropriate for any building users	
<b>Asbestos</b>	
Refurb survey undertaken for all of relevant work area and shared with workers? Is there evidence workers aware of this?	
All ACM removed/treated in works areas prior to start on site	
Asbestos Register available for all	
All workers (not just supervisors) have seen and signed the site's asbestos register	
<b>Pedestrian and Traffic Management</b>	
How are pedestrians and traffic managed on site	
<b>Construction Phase Plan (PC responsibility if more than 1 C)</b>	
Is construction Phase plan on site and up to date	
<b>Risk Assessments &amp; Method Statements</b>	

Are these available to view	
Are they being followed	
<b>Housekeeping</b>	
Is the site clear of Debris removed and free from trip hazards	
Are welfare facilities appropriate	
Materials storage	
General site conditions	
<b>PPE</b>	
Appropriate signage in place	
Is appropriate PPE being worn at all times by all workers	
<b>Work at Height</b>	
Planned and appropriate – no inappropriate use of ladders (short duration, light work)	
Edge protection in place	
Scaffolding including towers erected correctly	
Weekly check to scaffold	
Ladders removed / protected at night	
Fragile surfaces protected in work area	
<b>Hot Works</b>	
Permit system in place – Must use a SC issued permit unless stand-alone project with PC in charge and no collaborative work with occupier.	
Evidence seen of used permits	
Fire Extinguisher to hand and not discharged	
Fire procedures shared (premises and contractors)	
<b>Accidents</b>	
Any accidents recorded to date	
First aid box available and up to date	
<b>Electrical</b>	
110v tools and leads in use and in good order	
<b>Gas storage</b>	
Are gas bottles stored on site appropriately	
<b>Any other observations</b>	

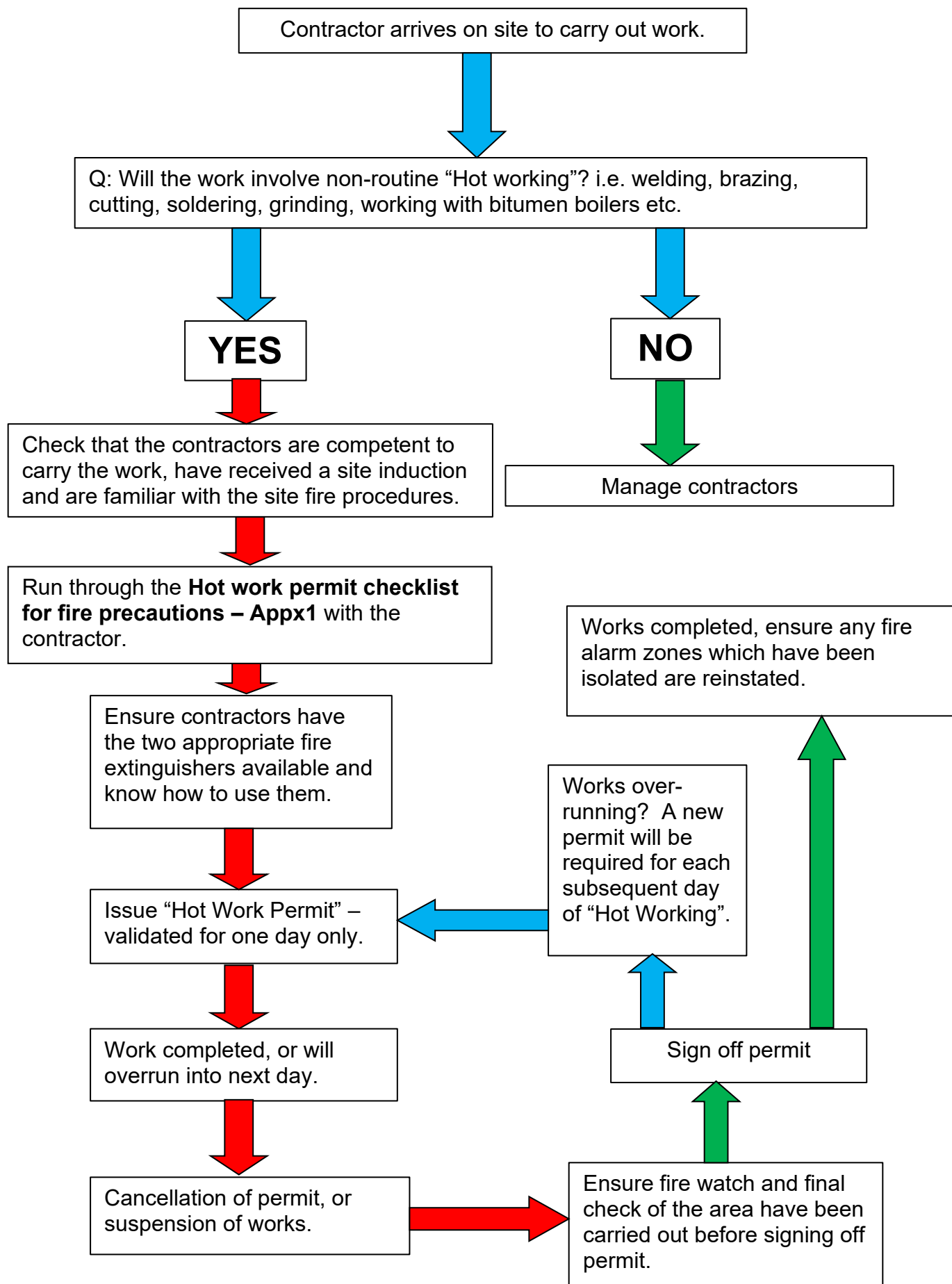
This page is left blank intentionally



## Contractors Working on Site



## Appendix 9 - Hot Work flow Chart





**What is Hot Work?** – Mainly non-routine (but not exclusively limited to) work activities that involve the application or the generation of heat /sparks during their execution. Activities include cutting, welding, brazing, grinding soldering and the use of blowlamps. Hot Work, in the main, is associated with the application of heat either directly to, or adjacent to plant, pipes, buildings, roof structures etc. Routine work would normally only require a safe system of work to be in place.

**Hazards arising from Hot Work include:**

- Fire and explosion risk to the building or surroundings as a result of work activities that generate sparks and heat, such as grinding, burning and welding etc., in areas containing combustible and flammable materials.
- Risk of eye injury including ultra-violet damage (i.e. “arc-eye” - electric arc welding), burns and heat exhaustion.
- Asphyxiation by smoke, gases and vapours and/or asphyxiation or poisoning by toxic fumes.
- Flash-back injuries from LPG equipment.
- Burns from contact with hot materials or a naked flame.

**Risk assessment for Hot Work:**

- All activities which involve hot working must be risk assessed by a competent person to ensure that appropriate safety procedures are put in place.
- The Hot Work Permit will form part of this process.

**Safety Procedures:**

- All hot work must be carried out by competent person(s) who understand the Hot Work process.
- Are approved contractors from the Council's Approved Contractors List.
- The working area must be made as safe as possible before the work starts, and all the prescribed preventative precautions must be taken whilst the work is in progress. Use the checklist below to check the area.
- Where necessary notices warning of hot working to be prominently displayed

**Fire watch:**

- Provided during, and until 60 minutes after operation.
- Supplied with suitable fire extinguishers/blankets and/or hose reel.
- Someone is present in the surrounding area that has been trained in basic firefighting and in sounding the alarm.

**Final check:**

- To be made 60 minutes after completion of any operation; and
- If contractors have had access to the roof space, check the openings in roof voids are properly closed and locked.

**Training for those responsible for premises – “Authorised Persons”**

- Training is available via Leap into Learning on the Shropshire Learning Gateway or Shropshire Council's intranet site.

## **Duties of the Authorised Person**

An **Authorised Person** is the Premise Manager/Head Teacher/Building Surveyor/Principal Contractor. The Authorised Person has the following duties:

1. To issue the appropriate documentation to the Competent Person, discussing the practicalities of the safety precautions and control measures required.
2. To monitor that during the hot work activity, the work is carried out in line with the Permit to Work or Standard Operating Procedure.
3. Where the work extends beyond one day, to extend the permit if the conditions are still applicable.
4. To ensure that on completion of the hot work the Competent Person has left the area in a safe condition and to cancel a permit if issued.
5. To use a contractor from the Approved Contractors List.
6. To seek advice from Premises Services and/ or the Health and Safety Team on procedures for Hot Work, Permit to Work and precautions required for commissioning hot work activities.
7. To remain on site throughout the duration of the hot work operation unless a formal hand-over of the hot work permit takes place to a second authorised person.
8. To ensure that cleaning staff and/or other staff occupying the relevant area controlled by the permit e.g. evening/night class staff and any persons leasing the premises or part of it, are brought under the control of the permit.

## **Duties of the Competent Person**

A **Competent Person** is someone who is trained and experienced in the actual Hot Work activity and has duties as follows:

1. Ensure that they are familiar with these Hot Working arrangements.
2. If a permit is issued, discuss the safety precautions required with the Authorised Person. Sign for acceptance of the permit to confirm understanding of the requirements and the obligation to carry out the instructions correctly.
3. Work in compliance with the job instructions and control procedures.
4. Adhere to any provision in the Safe Operating Procedure or Permit to Work.
5. Supervise, erect and maintain any barriers, screens or other protective measures.
6. Ensure/arrange communication and/or reporting procedures for emergency situations as appropriate.
7. Observe all fire precautions.
8. Comply with any monitoring required by the documentation.
9. Keep the Hot Work area clean, tidy and free from any combustible materials.
10. Restrict the use and application of heat to the stated points of work.
11. Leave the area in a safe condition if the hot work is suspended. The permit will need to be formally extended or a new permit issued if the hot work is to continue on a different day.
12. Comply with any requirements laid down in the Hot Work Safe Operating Procedure or Permit to Work to carry out a personal inspection after a specified period following the last application of heat.
13. On completion or cessation of the Hot Work, confirm that the Hot Work area is safe and free from any source of ignition or any signs of any smouldering materials, tidy up the work area, remove/replace any fire-fighting equipment, if a permit was issued, sign it off and return it to the Permit Issuer (Authorised Person).

## **Duties of staff and other relevant persons**

1. To comply with the requirements and controls of the hot work permit.

<b>Hot work permit checklist for fire precautions.</b>			
<b>Setting up:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Fire equipment and systems are in service;			
• Fire extinguishers/blankets are to hand at points of work;			
• Fire extinguishers are subject to annual maintenance and are full/charged.			
• Hot work equipment is in good condition;			
• Gas containers/flammable liquid containers are to be changed/filled in the open air. Use safety dispensers / containers to store and dispense flammable liquids.			
• Fire alarm zones silenced/smoke detectors covered and appropriate alternative arrangements for activating the fire alarm are in place and relevant staff have been informed.			
• Escape routes from place of work are clear, i.e. Not obstructed with work materials			
• Building users/staff working in the vicinity of, in or near the relevant area of the hot work operation made aware/excluded from hot work zone.			
<b>Within 15 metres of the work:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Floors swept, clear of combustibles, wetted down, or covered with non-combustible materials where necessary;			
• Combustible materials, hazardous or flammable liquids have been removed or are protected with non-combustible curtains, sheets or shields;			
• All wall and floor openings through which sparks can fall have been covered with non-combustible curtains or sheets; and			
• Non-combustible materials suspended beneath work to collect sparks.			
<b>Work on walls and ceilings:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Any combustible material has been protected against sparks or heat; and			
• Combustibles moved away from the other side of walls and away from metal through which heat can be transferred.			
<b>Work on enclosed equipment:</b> (tanks, containers, ducts, dust collectors etc.)	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Equipment cleared of all combustibles and dusts; and			
• Containers purged of all flammable liquids and vapours.			
• Confined space precautions undertaken in accordance with Confined Spaces Regulations			
<b>Work on roofs:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Two Dry Powder Fire extinguishers available at point of work and at boiler			

• Bitumen boilers at ground level only			
• Gas cylinders for boilers at least 3 metres from building			
<b>Fire watch:</b>			
• Provided during, and then continuously for 60 minutes on completion of work (or after completion of operations).	Yes	No	N/A
• Supplied with suitable fire extinguishers/blankets and/or hose reel.			
• Someone is present in the surrounding area that has been trained in basic firefighting and in sounding the alarm.			
<b>Final check:</b>			
• To be made 60 minutes after completion of any operation; and	Yes	No	N/A
• If contractors have had access to the roof space, check the openings in roof voids are properly closed and locked.			
<b>Precautions required for work on highways:</b>			
• All LPG cylinders are correctly handled, transported and stored at a safe distance from any sources of heat	Yes	No	N/A
• All equipment to be in good working order, correctly maintained and free from any gas leakage at hoses, joints etc.			
• An appropriate size of fire extinguisher of the correct type is available and in good working order at the site of the hot working operation			
• All appropriate personal protective equipment to be available and worn when doing hot work			
• A fully stocked first aid box to be available and its whereabouts known to all personnel involved			
• No hot appliances or naked flame to be left unattended at any time unless adequately screened to prevent unauthorised access			
• Those carrying containers of hot material must be well protected from moving vehicles and contact with members of the public			
• Where necessary notices warning of hot working to be prominently displayed			
<b>Comments:</b>			

### Permit-to-Work - Hot Work (*Completed example*)

Project: <b><i>Toilet refurb</i></b>		
Document reference No: <b><i>01/09/2015</i></b>		
Task or work operation: <b><i>Soldering</i></b>	Duration of work: <b><i>½ day</i></b>	
<b>This permit to work is issued for the following work only. No work other than that detailed in this permit is permitted to be carried out.</b>		
Is work to be carried out when plant, equipment or systems are in operation? (* = delete where not applicable)	<b><del>Yes</del>*</b>	<b>No*</b>
Is work to be carried out in the vicinity or combustible or flammable materials, or where they could be affected (e.g. by conduction, convection, radiation) at a greater distance?	<b><del>Yes</del>*</b>	<b>No*</b>
Will the work require the disablement or removal of any part of the fire warning and detection system or building structural fire protection?	<b>Yes*</b>	<b><del>No</del>*</b>
Will the work place persons (including those with disabilities) at significant risk?	<b><del>Yes</del>*</b>	<b>No*</b>
Location of work: <b><i>Library toilets</i></b>		
Description of work: <b><i>Soldering new pipework</i></b>		
Method of isolating/making safe: <b><i>Area cleared of all surplus materials</i></b>		
Precautions: <ul style="list-style-type: none"> <li>Ensure that work equipment is suitable for use and in good order</li> <li>Check the location and means of raising the alarm</li> <li>Ensure that a suitable fire extinguisher and/or fire blanket is provided</li> <li>Inspect nearby areas for hazards including the potential for ignition of combustibles/flammables, the rate and extent of likely fire spread, and other hazards</li> <li>Identify persons at risk (including persons with disabilities) and ensure that adequate arrangements are made for their safe escape</li> <li>Remove any combustible materials from the work area</li> <li>Remove any flammable liquid/gas containers from the work area (whether full or empty)</li> <li>Provide suitable and adequate protections against sparks and hot particles.</li> <li>Fire Watch – to be provided during, and until 60 minutes after operation.</li> <li>Follow-up/post work inspections</li> <li>Other general precautions implemented:</li> </ul>		
Extra precautions to be carried out if plant, machinery or systems are in operation:		
Extra precautions to be carried out if work to be carried out in the vicinity or combustible or flammable materials, or where they could be affected (e.g. by conduction, convection, radiation) at a greater distance: <b><i>No flammable materials stored in this area</i></b>		

Extra precautions to be carried out if the work requires the disablement or removal of any part of the fire warning and detection system or building structural fire protection: <b><i>All staff informed that smoke detectors have been isolated in zone 2, use break glass point to raise alarm in the event of a fire.</i></b>		
Extra precautions to be carried out if the work will place persons (including those with disabilities) at significant risk:		
<b>Authorisation of the permit (Authorised Person)</b>		
Name of the person issuing the permit: <b><i>S. Bury</i></b>		
Designation: <b><i>Library Manager</i></b>		
Signature: <b><i>S. Bury</i></b>		
Date: <b><i>1/09/2015</i></b>	Time: <b><i>09:30</i></b>	
<b>Receipt of the permit (Competent Person)</b>		
Name: <b><i>L. Plumber</i></b>		
Designation: <b><i>Foreman</i></b>		
Signature: <b><i>L. Plumber</i></b>		
Company: <b><i>Leaky Plumbers (Shawbury) Ltd.</i></b>		
<b>Clearance/completion of the hot work process</b>	<b>Has*</b>	<b>Has-not*</b>
A final check made 60 minutes after completion of any operation	✓	
I hereby declare that the work stated above has/has not (indicate at the end of the row) been completed.	✓	
Details if not completed:		
Name: <b><i>L. Plumber</i></b>		
Designation: <b><i>Foreman</i></b>		
Signature: <b><i>L. Plumber</i></b>		
Company: <b><i>Leaky Plumbers (Shawbury) Ltd.</i></b>		
<b>Cancellation of the permit</b>		
All copies of the permit are hereby cancelled.		
Name: <b><i>S. Bury</i></b>		
Designation: <b><i>Library Manager</i></b>		
Signature: <b><i>S. Bury</i></b>		
Date: <b><i>1/09/2015</i></b>	Time: <b><i>14:45</i></b>	

**Three copies of this hot work permit must be produced and issued to:**

- 1. Management file;**
- 2. Contractor/hot worker;**
- 3. Relevant departmental staff.**

**A copy of the hot work permit must remain on the management file after the permit has been signed off on completion of the hot work operation.**



## Permit-to-Work - Hot Work

Project:		
Document reference No:		
Task or work operation:	Duration of work:	
<b>This permit to work is issued for the following work only. No work other than that detailed in this permit is permitted to be carried out.</b>		
Is work to be carried out when plant, equipment or systems are in operation? (* = delete where not applicable)	<b>Yes*</b>	<b>No*</b>
Is work to be carried out in the vicinity of combustible or flammable materials, or where they could be affected (e.g. by conduction, convection, radiation) at a greater distance?	<b>Yes*</b>	<b>No*</b>
Will the work require the disablement or removal of any part of the fire warning and detection system or building structural fire protection?	<b>Yes*</b>	<b>No*</b>
Will the work place persons (including those with disabilities) at significant risk?	<b>Yes*</b>	<b>No*</b>
Location of work:		
Description of work:		
Method of isolating/making safe:		
Precautions: <ul style="list-style-type: none"> <li>• Ensure that work equipment is suitable for use and in good order</li> <li>• Check the location and means of raising the alarm</li> <li>• Ensure that a suitable fire extinguisher and/or fire blanket is provided</li> <li>• Inspect nearby areas for hazards including the potential for ignition of combustibles/flammables, the rate and extent of likely fire spread, and other hazards</li> <li>• Identify persons at risk (including persons with disabilities) and ensure that adequate arrangements are made for their safe escape</li> <li>• Remove any combustible materials from the work area</li> <li>• Remove any flammable liquid/gas containers from the work area (whether full or empty)</li> <li>• Provide suitable and adequate protections against sparks and hot particles.</li> <li>• Fire Watch – to be provided during, and until 60 minutes after operation.</li> <li>• Follow-up/post work inspections</li> <li>• Other general precautions implemented:</li> </ul>		
Extra precautions to be carried out if plant, machinery or systems are in operation:		
Extra precautions to be carried out if work to be carried out in the vicinity of combustible or flammable materials, or where they could be affected (e.g. by conduction, convection, radiation) at a greater distance:		

Extra precautions to be carried out if the work requires the disablement or removal of any part of the fire warning and detection system or building structural fire protection:		
Extra precautions to be carried out if the work will place persons (including those with disabilities) at significant risk:		
<b>Authorisation of the permit (Authorised Person)</b>		
Name of the person issuing the permit:		
Designation:		
Signature:		
Date:	Time:	
<b>Receipt of the permit (Competent Person)</b>		
Name:		
Designation:		
Signature:		
Company:		
<b>Clearance/completion of the hot work process</b>	Has*	Has not*
A final check made 60 minutes after completion of any operation		
I hereby declare that the work stated above has/has not (indicate at the end of the row) been completed.		
Details if not completed:		
Name:		
Designation:		
Signature:		
Company:		
<b>Cancellation of the permit</b>		
All copies of the permit are hereby cancelled		
Name:		
Designation:		
Signature:		
Date:	Time:	

**Three copies of this hot work permit must be produced and issued to:**

- 1; Management file;**
- 2. Contractor/hot worker;**
- 3. Relevant departmental staff.**

**A copy of the hot work permit must remain on the management file after the permit has been signed off on completion of the hot work operation.**