

SUB - CONTRACTORS

SAFETY CODE FOR SUB-CONTRACTORS

Introduction

All sub-contractors at work on our premises or sites are required to comply with the Health and Safety at Work, etc., Act 1974 and all current Statutory Instruments, (Regulations), Approved Codes of Practice (ACoP) and the Health and Safety Executive's Guidance Notes relating to their particular work activities. The requirements of the Regulations relevant to their work will be regarded as the minimum standard of health and safety to be achieved and the obligations of all Contractors include, but are not limited to, compliance with the requirements of the relevant Regulations.

You will need to demonstrate your competence and organisational capability in terms of health and safety prior to us allowing you to commence work. This may include provision of evidence of current SSIP accreditation or by the completion of our H&S questionnaire. You must also provide evidence of training of the specific individuals allocated to the work.

Prior to starting work on our site, we will provide you with 'pre-construction information', such as:-

- Health & safety file for existing structures (if available)
- Asbestos survey
- Available information regarding existing services
- Details of fragile materials that may be encountered
- The findings of site investigations
- Structural surveys
- Fire and emergency arrangements
- etc.

The above is not an exhaustive list, nor will all items necessarily apply to every contract. If you require any additional information, you must ensure it is requested and received from us before you start work on site.

To assist sub-contractors, a "Safety Code for Sub-Contractors" has been prepared by this Organisation and is available for reference. Sub-contractors must either refer to this document or seek the guidance of the relevant manager, our safety consultants or one of their own safety officers.

Sub-Contractors' activities may also be periodically inspected by the Company safety officers who will advise on health and safety matters in general and will impose censures as and when necessary when unsafe working practices are observed.

One important matter which must not be overlooked by sub-contract labour working on our premises or sites is that:-

APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE) MUST BE WORN WITHOUT EXCEPTION.

This Safety Code should be circulated to all personnel under the sub-contractors control.

SAFETY CODE

A copy of the sub-contractor's Safety Policy must be provided at least 7 days before work is due to commence. The name of the sub-contractor's safety officer, safety supervisor or other person responsible for health & safety whilst on our premises/sites, must be notified to us, together with Risk and Manual Handling Assessments and, where necessary, a comprehensive Method Statement.

Method Statements

Below is listed the information required to be included in Method Statements :-

Information Required

- a). The names and designations of the management team.
- b). A full description of the work.
- c). A list of plant, equipment and materials brought to site.
- d). Risk Assessments covering all site activities, as required by the Management of Health & Safety at Work Regulations 1999.
- e). COSHH Assessments for all substances to be used, as required by the Control of Substances Hazardous to Health Regulations 2002.
- f). Manual Handling Assessments as required by the Manual Handling Operations Regulations 1992.
- g). Assessments required under any other statutory provision.
- h). Arrangements regarding health & safety co-operation with this organisation and other contractors.
- i). An undertaking that any variations in or additions to the method of working are to be agreed beforehand.
- j). Statement of intended first-aid and emergency procedures.
- k). An undertaking that copies of the method statement and risk assessments will be provided to the necessary site personnel.

Additional Documentation

- a). Copy of Company Safety Policy.
- b). Any relevant Procedure Documents.
- c). Certificates for equipment, plant, and operative training.
- d). List of personal protective equipment to be supplied and used.
- e). List of relevant telephone numbers etc.

Segregation of Work Areas

Contractors must ensure that their sites and work areas are safely segregated and must consult with us to ensure the best way in which this can be achieved safely and without causing unnecessary disruption to other activities. This includes the segregation of plant, transport and pedestrians.

Accident Reporting

The sub-contractor must ensure that all accidents are reported to the appropriate manager and recorded in our Accident Book.

All MAJOR INJURY accidents and/or DANGEROUS OCCURRENCES as defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations must be immediately reported by telephone to the Health and Safety Executive and to the appropriate manager. A report must be made within fifteen days, by the submission of an online form, of any other injury to an employee which results in their absence from work or being unable to do their normal work for more than seven days (including days which would not normally be working days).

Fire Prevention

The contractor is required to give 7 days clear notice of the delivery of any flammable materials and provide information in respect of any processes which may produce flammable or explosive conditions. A "Site Fire Safety Plan" must be prepared and adhered to for all construction operations.

Excavation Work

Before commencing any excavation work, the sub-contractor will determine the presence of all overhead and underground services. This may be achieved by examining existing records and drawings and by carrying out their own investigations.

It is essential that all excavations which present a danger to operatives from collapse are either suitably supported, stepped or battered back to a safe angle of repose, so as to prevent a possible collapse of the sides.

Where there is danger to site personnel, members of the public or to site vehicular traffic from possible falls into excavations, adequate covers or fencing of sufficient strength to act as a physical barrier must be erected, with appropriate warning signs.

Lifting Appliances and Overhead Services

Lifting appliances and lifting gear must have current thorough examination certificates available for inspection by our site staff or safety officer. With this in mind, the Contractor should ensure that a copy of each current certificate is held by the driver or operator of the machine.

Overhead electrically charged cables and other obstructions occur for many reasons but can always be seen. Therefore, immediately prior to commencing any work on this site the Contractor's representative is to examine the means of access and the working areas to satisfy himself and to ensure that any such potential hazards and obstructions have been considered and that suitable precautionary measures have been taken into account.

Scaffolding and Work at Height

All work at height must be carried out in accordance with the Work at Height Regulations 2005.

Scaffolding and any other plant or equipment which may be erected and/or installed and which, under the Terms and Conditions of the Contract, may have entitlement for common use whilst it remains in position must, prior to such use, be inspected by a competent person to ensure that the scaffolding, plant or equipment is suitable and safe for his workforce to use.

Notwithstanding the requirement for the statutory 7 day inspections, the responsibility for maintaining safe usage will remain with the "user" contractor concerned.

No alterations shall be made to any scaffolds, other plant or equipment, without the prior authority of the appropriate manager.

Ladders and step-ladders may be used on our sites, but only after an appropriate risk assessment has been carried out and it can be established that a safer alternative is not available

Electricity, Electrical Equipment & Tools

All connections to and work on the mains electrical system must only be carried out by trained electricians, who must certify that the system is safe for use.

Plant and portable electrical equipment must be of 110V capacity or battery operated. Permission must be obtained from the appropriate manager to bring in electrical plant or equipment which requires higher voltages.

All electrical plant and equipment must have been subject to an appropriate test/examination. A test/examination certificate must be made available at each place of work.

Control of Substances Hazardous to Health (COSHH)

To ensure that the requirements are being met, Sub-Contractors are required to provide copies of assessments made and the measures they will undertake for the control of any substance hazardous to health which is intended for use on, or in, any of our works, sites or premises.

The assessments must identify:

- (a) The type of material or substance
- (b) The nature of the risk to health
- (c) The control measures required to avert any health risk
- (d) Details of any necessary protective clothing or equipment
- (e) The provisions for ventilation or exhaust extraction

Asbestos Removal

Contractors whose operations involve the installation or removal of asbestos insulation or coating are required to hold a current licence issued by the Health and Safety Executive, which must be available for inspection immediately upon request and then be displayed on site. Non-licensable asbestos must be removed by operatives properly trained and certificated for the particular activity to be undertaken.

Demolition

All demolition must be properly planned and a written method statement must be prepared in every case. Demolition personnel must be properly trained and competent to undertake this potentially hazardous work and be properly supervised by an experienced Demolition Manager.

A structural engineer must be consulted in the following circumstances:-

- (a) if the work involves the retention of a facade;
- (b) where there is doubt about the stability of the structure;
- (c) where there is doubt about the proposed demolition method;
- (d) where there is doubt about the capacity of the building to take loadings;
- (e) in any other circumstances where it may be necessary to receive expert advice.

Prior to allowing any demolition work to commence, the contractor must first ensure that a thorough survey has been carried out, to identify all hazardous substances and all services.

Welfare Facilities

All welfare facilities must be available from the very start of the work. The facilities must be suitable, sufficient and in compliance with the requirements of the Construction (Design & Management) Regulations. A copy of these Regulations and their Approved Code of Practice can be obtained from any stationery office or from SWSC (029 2062 8763).

Please note that work must not start until adequate welfare facilities are in place.

General

Familiarity and over-confidence are at times reflected in dangerous practices, not least of which being the use of unauthorised and unsuitable plant, tools and other equipment for purposes of convenience. The contractor is therefore to ensure that his workforce are provided with (and use) the proper plant, tools and equipment for the work in hand.

Conclusion

Whilst in no way exhaustive, this Safety Code has been prepared to outline some of important points of responsibility and good practice for the safety and health of the workforce. It is equally important that the Contractor instills in all concerned a sense of duty, responsibility and safety awareness on matters which are for the most part, plain common sense.

It is also essential that Contractors take into account the need for good labour relations and show due consideration to others, all of whom have the same interest in providing a safe and healthy workplace.

This Safety Code will also apply to any other sub-contractor carrying out work on this project.

Our comprehensive safety policy and systems of work manual is available for reference if required.

Further Assistance

South Wales Safety Consultancy Limited have been engaged to assist us with all aspects of health and safety management. They can be contacted for advice as follows:-

Telephone: 029 2062 8763

Fax: 029 2069 2768

e-mail: mail@swsconsultancy.com

Stage I Competency Assessment Questionnaire for Contractors

Assessment Score	Assessed By	Date
Fail		
Refer		
Pass		

YOUR DETAILS

Company Name:					
Address:					
Telephone:		Email:		Website:	
Contact Name				Signature:	

**** PLEASE READ PRIOR TO ANSWERING ANY QUESTIONS ****

Please answer on a separate sheet, giving company details requested in each section and answering all questions (with applicable supporting information where necessary).

To satisfy the requirements of the CDM Regulations 2015, you are requested to demonstrate a necessary knowledge and ability by providing us with suitable and sufficient answers and supporting evidence to the Questions contained in this document.

If your organisation has already been assessed by a third party organisation, namely SMAS/Worksafe, CHAS, Safe Contractor or one of the SSiP Schemes, you need only provide answers to Question No.s 1.0; 3.0; 4.0; 9.0 and 12.0. Provide us with evidence of your current accreditation.

**** Should you require assistance with this competency assessment, you may contact South Wales Safety Consultancy Limited on 029 2062 8763 for advice****

Competency Questionnaire			Information Provided? Yes/No	Suggested documentation or information to submit to us:	Our use only Acceptable? Yes/ No
1.0 Health & Safety Policy	1.1	Provide a copy of your current health, safety and environmental policies		<ul style="list-style-type: none"> • Health & Safety Policy Statement • Signed & Dated by MD or equivalent • Environmental Policy Statement 	
2.0 Health & safety organisation and arrangements	2.1	Provide details of your company's organisational structure, identifying: <ul style="list-style-type: none"> • Your health and safety management arrangements • The arrangements for implementing, auditing and reviewing • How these arrangements are communicated to the workforce. 		<ul style="list-style-type: none"> • Arrangements section of your safety policy • Organisation Chart (if you have one) • Responsibilities of duty holders 	
3.0 Competent advice - corporate and construction related	3.1	Identify the source/s of competent health and safety advice that the organisation obtains, detailing: <ul style="list-style-type: none"> • In-House <ul style="list-style-type: none"> * Individual name(s) * Qualifications * Experience • External 		<ul style="list-style-type: none"> • Internal H&S advisor qualifications and experience, or; • External H&S advisor/Company, qualifications and experience. Web site address? : <hr/> <ul style="list-style-type: none"> • Evidence of their input into H&S in your organisation, e.g. inspections/ audits, Newsletters, advice. 	
4.0 Training and Information	4.1	Provide details of the management procedures adopted to identify and action health and safety-related training needs. In particular when: <ul style="list-style-type: none"> • An employee first joins your organisation (New starter induction); • An employee works at a new site or location, (site induction); • Changes in circumstances on site change the significant risks (risk assessment briefing). 		<ul style="list-style-type: none"> • Training Matrix/Training Plan • Induction training schedule (new starter & new site) • Training Policy/Arrangements • Method Statements/Risk Assessments signed by the workforce 	

Competency Questionnaire		Information Provided? Yes/No	Suggested documentation or information to submit to us:	Our use only Acceptable? Yes/ No
5.0 Individual qualifications and experience	5.1	Provide details of qualifications/ experience of your Directors/ Proprietor, Managers/Supervisors and workforce, by identifying positions and names with relevant qualifications/ experience.	<ul style="list-style-type: none"> Evidence/examples of current training records/certificates of attendance, such as: <ul style="list-style-type: none"> Director/Proprietor <ul style="list-style-type: none"> IOSH Managing Safely H&S for Directors Managers/Supervisors <ul style="list-style-type: none"> SSSTS/SMSTS Other Workforce <ul style="list-style-type: none"> CSCS NVQ Trade related H&S training 	
	5.2	Identify the percentage of your workforce who hold CSCS cards.	<ul style="list-style-type: none"> Percentage of workforce who hold CSCS cards? _____ Trade related CSCS Cards NVQ Schemes, e.g. OSATS 	
6.0 Monitoring Audit & Review	6.1	Provide details of your system for monitoring H & S procedures, auditing them at periodic intervals and for reviewing them on an ongoing basis. Information provided should include evidence of:	<ul style="list-style-type: none"> Safety Inspection Reports carried out by: <ul style="list-style-type: none"> Directors/Managers Safety Advisor Site Management Evidence of management response to issues raised, closing out of reports Minutes of last health and safety review meeting. 	
7.0 Workforce Involvement	7.1	Provide details of the methods used for consulting with the workforce on health and safety matters.	<ul style="list-style-type: none"> Method Statement/Risk Assessment briefings (signed by workforce) Example of 'Toolbox Talks' provided to your workforce (signed) Near miss reporting regime Hazard spotting and reporting forms Safety Committee-minutes of meetings 	

Competency Questionnaire		Information Provided? Yes/No	Suggested documentation or information to submit to us:	Our use only Acceptable? Yes/ No
8.0 Accident Reporting and Enforcement Action	8.1	Provide details of your accident statistics for the previous three years.	<ul style="list-style-type: none"> No. of Reportable Injuries (RIDDOR); No. of Dangerous Occurrences (RIDDOR) No. of Non-Reportable Injuries recorded. Accident Frequency Rates (AFRs) - if prepared 	
	8.2	Provide details of any Improvement Notices or Prohibition Notices served on your company by the HSE/Local Authority within the last Three years , and information regarding any prosecutions for H&S offences in the last Five years . <i>Note: We may compare your answers with the HSE's public register.</i>	<ul style="list-style-type: none"> Relevant information. 	
9.0 Sub-Contracting Procedures	9.1	Provide details of arrangements for appointing competent sub-contractors and how you ensure sub-contractors have arrangements for appointing competent sub-contractors.	<ul style="list-style-type: none"> Completed competency assessment Evidence of how your sub-contractors are instructed by you to assess the competence of their sub-contractors (if relevant) 	
	9.2	Provide details of how you monitor sub-contractors and others health and safety performance.	<ul style="list-style-type: none"> Evidence of arrangements for checking how sub-contractors and others control their own H & S, e.g. ensuring that they have competent supervisors. Evidence of arrangements for monitoring site H & S performance of sub-contractors A copy of your "Rules for sub-contractors" or similar protocol. 	
10.0 Hazard Elimination and Risk Control	10.1	Where you carry out design work or appoint others to carry out design work, demonstrate: <ul style="list-style-type: none"> How you ensure co-operation and co-ordination of design work your arrangements/procedure for hazard elimination and the way in which remaining risks are controlled 	<ul style="list-style-type: none"> Designer assessment questionnaire. Designer risk elimination process 	

Competency Questionnaire		Information Provided? Yes/No	Suggested documentation or information to submit to us:	Our use only Acceptable? Yes/ No
11.0 Risk Assessment & Method Statement Process	11.1	Demonstrate the procedure for carrying out risk assessments and developing safe systems of work (method statements)	<ul style="list-style-type: none"> • Procedure for carrying out risk assessments • Procedure for the preparation of method statements • Examples of the above 	
	11.2	Demonstrate if and how employee health is considered in your risk assessment process.	<ul style="list-style-type: none"> • Examples if risk assessments which include the control of: <ul style="list-style-type: none"> ○ Noise ○ Vibration ○ Asbestos (if applicable) ○ Substances hazardous to health 	
12.0 Co-Operating with others and co-ordinating your work with that of other contractors	12.1	Illustrate how co-operation and co-ordination of your work is achieved in practice, and how you involve the workforce in drawing up safe systems of work/method statements.	<ul style="list-style-type: none"> • Evidence of consultation with trades foremen and operatives in undertaking risk assessments/method statements • Evidence of co-ordinating work on site with various trades/sub-contractors/other contractors, e.g. letters, memos, minutes of meetings. 	
13.0 Welfare Provision	13.1	Provide details of how you will ensure appropriate welfare facilities will be in place before people start work on site.	<ul style="list-style-type: none"> • Examples of welfare provisions/arrangements on previous projects • Reference to the provision of such facilities in your Method Statement/Construction Phase Plan. 	
14.0 Insurances	14.1	Provide copies of the following insurances: <ul style="list-style-type: none"> • Employer's Liability • Public Liability • All Risks 		

