



Council of the Isles of Scilly

Housing PPM 2024/2025 Works

Residential Housing Stock

Pre-Construction Information

4101565

Revision control

Rev	Date	Description of revision	Prepared by	Checked by	Authorised by
1.0	19 02 2025	First issue	JD	RL	RL

Distribution list

Controlled copies have been distributed to the following personnel:

Copy No	Name of holder	Company	Date issued
1.	Ruth Featherstone	Council of the Isles of Scilly	19 02 2025
2.	TBC	Tendering Contractor	19 02 2025

Contact details

Rob Luscombe, Associate Director

T 01752 278100
E rob.luscombe@curriebrown.com

Currie & Brown
Unit 6
Mills Bakery
Royal William Yard,
Plymouth, PL1 3GE

Jack Donovan, Associate

T 01752 278100
E jack.donovan@curriebrown.com

Currie & Brown
Unit 6
Mills Bakery
Royal William Yard,
Plymouth, PL1 3GE

Contents

1. Introduction.....	1
2. Project Details.....	2
2.1 Description of the project.....	2
2.2 Site location and general environment.....	2
2.3 Timescale/programme.....	3
2.4 Project team.....	3
2.5 HSE offices.....	4
2.6 Extent and location of existing records and plans.....	4
3. Client's considerations, planning and management requirements.....	6
3.1 Client brief and safety goals.....	6
3.2 Communication.....	6
3.3 Information communication with contractors.....	7
3.4 Arrangements for monitoring and review.....	7
3.5 Works supervision.....	8
3.6 Security of the site.....	8
3.7 Welfare provision.....	9
3.8 Overlap with the Client's undertaking and other users of the site.....	9
3.9 'No-go' areas or other authorisation requirements for those involved in the project.....	9
3.10 Client's site rules and code of practice.....	10
3.11 Permit-to-work systems.....	10
3.12 Fire precautions and emergency procedures.....	10
3.13 Site specific fire plan.....	12
3.14 Design changes.....	13
3.15 Contractor designed items.....	13
4. Project Health and Safety Hazards.....	14
4.1 Key safety hazards.....	14
4.2 Health hazards.....	15
4.3 Hazard management/key hazards.....	16
5. The Health and Safety File.....	18
5.1 Required information.....	18
Appendices.....	19

Appendix A - Work Involving Particular Risks

Appendix B - Designer's Hazard Schedule

Appendix C - Asbestos Information

Appendix D - Properties Requiring Occupant Not To Be Present - Template

Appendix E - Contractor Health & Safety Code of Practice

1. Introduction

The purpose of this document is to advise prospective or appointed Contractors, including the Principal Contractor, and others of key project health and safety information.

The document represents the “Pre-Construction Information” (PCI) as defined by the Construction (Design and Management) Regulations 2015 (hereafter CDM 2015), reference Regulations 4(4) and 11(6)(a) & (b).

The document advises on key descriptive and background information but restricts itself to that information deemed to be significant or unusual omitting reference to those matters any competent contractor could be expected to anticipate.

To ensure this document achieves its purpose under the Regulations, and to avoid unnecessary duplication and complication, this document acts as a single source PCI which applies to the whole works package. See Appendix B for designer’s hazard schedule.

The appointed contractor shall assume the duties of the Principal Contractor under Regulations 13 and 14.

Work to each property should not commence until the Principal Contractor has prepared a suitable Construction Phase Plan **for each property** to advise contractors and others of construction site management arrangements and significant safety issues.

The Principal Contractor’s initial Construction Phase Plan is to be forwarded to the Principal Designer so that it can be assessed for its adequacy on behalf of the Client prior to any works starting on site. The Construction Phase Plan is to be submitted to the Client and Principal Designer for review **a minimum of two weeks prior to commencement on each property**. The Principal Contractor is under a legal duty to administer, implement and update their Construction Phase Plan to reflect changes in design or circumstances throughout the construction period.

The Client and design team members reserve the right to request further clarification and information from the Principal Contractor and on the management of Health and Safety issues during the construction phase of the project. This could, for example, include the provision of additional method statements.

Notification of project

With reference to Regulation 6, this project does require notification to the Health and Safety Executive.

Design specification

Any design provided for this project must comply with all relevant current legislation and guidance including the Building Regulations 2010 (latest updates).

Workplace (Health, Safety and Welfare) Regulations 1992

The space will be used as a workplace and, therefore, the Workplace (Health, Safety and Welfare) Regulations 1992 is applicable to this project.

2. Project Details

2.1 Description of the project

The project comprises a package of maintenance works to the residential stock owned and managed by Council of the Isles of Scilly (herein referred to as CIOS). The works largely relate to repairing/replacing elements deemed to be a health and safety risk or end of life. Works relate to a mixture of building fabric and M&E elements.

2.1.1 Works will include (but not limited to):

For a full scope see the tender documents. Key types of work include the following:

- External fabric repairs and replacements (render repairs, masonry repairs, roof repairs, window repairs)
- Isolated external structural works
- External redecoration
- External landscaping repairs
- Internal finishes replacement (floor coverings etc.)
- Internal finishes repairs
- Sanitary appliance repairs/replacements
- Fire compliance works (fire alarms, fire doors etc.)
- M&E compliance checks and replacements (distribution boards etc.)
- Bespoke fabric and M&E works
- Health & safety compliance works

2.2 Site location and general environment

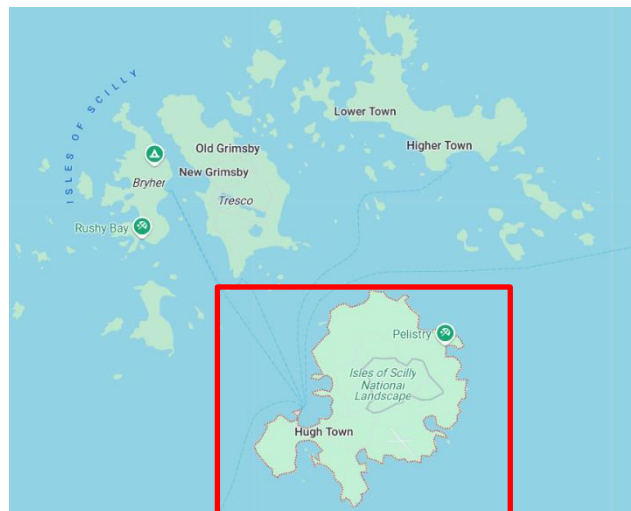


Figure 1 – St Mary's highlighted in red.

There are approximately 110 sites within the works package comprising a mixture of flats and detached, semi-detached and terraced houses. All sites are located on St Mary's on the Isles of Scilly (see Figure 1).

The properties are spread across St Mary's (rather than one single site) and adjoin commercial properties and private residential properties not included in this works package. See Figure 2 for an indication of spread of sites as part of this works package.



Figure 2 – Spread of sites on St Mary’s (grouped in red).

The works will be undertaken within properties occupied by CIOS tenants and adjoining occupied commercial and private residential properties. The Principal Contractor must ensure that works are safely planned accordingly.

2.3 Timescale/programme

Key Event	Date/Weeks
Contractor mobilisation	TBC
Anticipated start date for the construction phase	Early May 2025
Anticipated duration of the construction phase	<12 months (subject to tender)
Anticipated completion date	TBC

2.4 Project team

Project Team Member	Company Name and Address	Contact Details
Client	Council of the Isles of Scilly Town Hall, St Mary’s, Isles of Scilly TR21 0LW	Ruth Featherstone E Ruth.Featherstone@scilly.gov.uk T 01720 424 440
Contract Administrator	Currie & Brown Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane, Exeter EX2 5TY	Aidan Irving T: 01392 813 040 E: Aidan.Irving@curriebrown.com
Quantity Surveyor	Currie & Brown Kensington Court,	Aidan Irving T: 01392 813 040 E: Aidan.Irving@curriebrown.com

	Woodwater Park, Pynes Hill, Rydon Lane, Exeter EX2 5TY	
Principal Designer	Currie & Brown Unit 6, Mills Bakery, Royal William Yard, Plymouth PL1 3GE	Jack Donovan E jack.donovan@curriebrown.com T 01752 278 100
Designer	Currie & Brown Unit 6, Mills Bakery, Royal William Yard, Plymouth PL1 3GE	Rob Luscombe E rob.luscombe@curriebrown.com T 01752 278 100
Principal Contractor	TBC	TBC

2.5 HSE offices

Head Office	Local Office
Health and Safety Executive Redgrave Court Merton Road Bootle Merseyside L20 7HS	Health and Safety Executive 1st Floor Cobourg House 32 Mayflower Street Plymouth PL1 1QX

2.6 Extent and location of existing records and plans

The following information is available for this project from the sources indicated below:

Information type	Document title and reference	Held by	Comments
Electrical information	Domestic Electrical Installation Certificates (DEICs) for various properties	CIOS	Provided upon request
Asbestos Management Surveys	Asbestos Management Surveys for various properties	CIOS	See Appendix C for existing asbestos information. Note 1: CIOS are compiling an asbestos register due to be ready for end March 2025. Note 2: Not all properties have asbestos information provided (93 surveys provided).

The Principal Contractor shall not solely rely upon the information contained within these documents but, where required, shall visit site and examine the design proposals to satisfy themselves that the information is sufficiently detailed to allow identification of any hazards that may exist and they must immediately raise any concerns about the quality or accuracy of the information supplied.

Due to the multiple-site nature of this works package, tendering contractors are to notify the Client of specific properties they wish to see externally and/or internally.

If any damage to services results from the execution of the Works, notify the Client and appropriate service provider without delay. Plan for making good without delay to the satisfaction of the service provider and the Client.

All services should be accurately recorded for inclusion in the Health and Safety File.

3. Client's considerations, planning and management requirements

3.1 Client brief and safety goals

The project health and safety goals of the Client and the project team is to achieve the following.

- No accidents on site or adjacent to the site.
- No occupational ill health arising from the project.
- No environmental damage.
- Minimise disruption to the local community.
- Establish a site set up that excludes unauthorised persons, especially children, from the construction site.
- Provide safe access and egress from places of work.
- Provide workplaces that are free from risks to the health and safety of persons at work, so far as is reasonably practicable.

The Principal Contractor is required to put in place suitable measures to achieve the above in respect of design and construction responsibilities that are under their control. The Principal Contractor shall also familiarise themselves with CIOS's procedures where relevant.

A primary objective of all duty holders is to cooperate, communicate and coordinate and thereby remove and minimise the risk of injury or incident, to ensure the legal standards for safety and health are met and best practice is always achieved so that all work is undertaken safely.

3.2 Communication

Communication is a key element of any successful project. The Principal Contractor shall ensure that all those working on this project are advised of the contents of this Pre-Construction Information document, the Construction Phase Plan (**for each property**), Site Rules and all other health and safety procedures that apply.

Designers, including those working for the Principal Contractor, have a duty to ensure the design is co-ordinated for health and safety. Design development details, changes, instructions, etc are to be copied to the Principal Designer for review and, when necessary, comment. To facilitate this, the Principal Contractor shall identify appointed designers, provide designers with all necessary information, and thereafter issue in suitable time design information, e.g., drawings, to the Principal Designer.

All parties to the project are to cooperate and coordinate on matters relating to health and safety throughout the project. Future progress and technical meetings shall be agreed at the Pre-Start Meeting.

The Principal Contractor shall manage, monitor, and review on an ongoing basis health and safety implementation and performance and copy reports etc. to the Client, Contract Administrator, Project Manager (where applicable) and the Principal Designer during the construction phase.

Health and safety is an agenda item on all primary construction coordination meetings.

Additionally, the Principal Contractor is requested to notify the Project Lead of:

- Any visits to the construction/project site by any regulator e.g., HSE, EHO as soon as possible but without delay
- A report on the outcomes of these regulated site visits
- Any incident reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

3.3 Information communication with contractors

It should be the policy of the Principal Contractor to inform sub-contractors and operatives about risks to their health and safety arising from the environment in which the project is to be carried out and the works using the following methods:

- All operatives to be given site safety and emergency training.
- Compulsory, formal inductions for all contractors and operatives. All site operatives must complete the Client's site induction where applicable.
- Compulsory toolbox talks (reactive)
- Informal toolbox talks as required (proactive)
- Formal and Informal site inspections and discussions with sub-contractors and operatives
- A dedicated Health and Safety notice board
- Works specific Risk & Hazard awareness training.
- Machinery must be re-fuelled in a designated area which will be cordoned off away from the highway, watercourse and footpath and have all appropriate bunds and spill kits.

The Principal Contractor should check that contractors, operatives and visitors on site have been provided with:

- Appropriate, work specific information.
- Health and safety training as appropriate to the works
- Site induction (including access up to date information)
- Information about the project (e.g., relevant parts of the Construction Phase Plan)

As appropriate, contractors will ensure that arrangements are made for consulting and co-ordinating the views of workers or their representatives.

3.3.1 Communications and liaison procedures

Regular project team site meetings will be convened with the Client, Contract Administrator (CA), Designers and Principal Contractor during the works period. These meetings will include an agenda item to deal with health and safety and design change issues in compliance with requirements. Health and Safety matters will be discussed as part of the agenda at the regular project team meetings. The meetings should be attended by the Client, Principal Contractor, the CA, M&E consultant, the structural engineer and the Principal Designer.

Continued liaison will include review of the Construction Phase Plan following any substantial design changes that may have potential health and safety implications. Consideration must be given to "design out" or at least minimise the risks associated with the same and introduce control measures in compliance with the CDM Regulations and good working practice.

The Principal Designer must be informed of any substantial design changes to enable the same to be reviewed and commented on. The Principal Contractor and where applicable any works contractors, must reassess the Health and Safety implications of any substantial design changes and introduce control measures accordingly.

3.4 Arrangements for monitoring and review

The Client will expect to see evidence of regular inspections of health and safety performance on site. These reports should be made available to the project team during the project meetings on site.

The Principal Contractor shall provide a competent source of health and safety advice within their organisation and a trained and competent operative to monitor health and safety on site. The

Principal Contractor will be expected to provide an adequate CV for any individual or organisation engaged for the activities.

3.5 Works supervision

The Principal Contractor must provide a full-time manager(s) for the Works. The manager(s) must be competent and hold an appropriate evidence, trade card e.g., CSCS Site Manager etc.

The Client further expects the designated site manager(s) to be SMSTS and First Aid qualified as a minimum. It is recommended that all site managers undertake all free online courses provided by the CITB that keep them up to date with changes in regulations.

A visiting supervisor or infrequent attendance by a supervisor is deemed not to comply with the requirement for full-time supervision.

3.6 Security of the site

Security is of primary importance to the Client. The works, welfare and compound areas must be kept secure at all times and the Principal Contractor's security provisions must be agreed with the Client.

In order to protect the general public within close proximity to the site from on-site activities, a detailed description of security arrangements including hoarding, fencing, signage, signing in and out procedures etc. are to be included in the Construction Phase Plan. The Principal Contractor shall provide suitably robust demarcation between the works and all roads, hardstandings and pavements. All site security measures should be in accordance with HS(G) 151 - 'Protecting the Public - Your Next Move'.

All contractors' staff attending a site must check in with their link officer unless the site is 'handed over' to the Principal Contractor.

Elsewhere, the project operates a standalone signing in procedure. The Principal Contractor must ensure this procedure is maintained and keep records. A record of any keys and/or ID Badges issued must be maintained by the Principal Contractor.

The Principal Contractor shall be wholly responsible for the security of all areas in their possession and provide all practicable measures to prevent un-authorised access ensuring that any visitors are instructed by way of signage to report to the site office and to sign in accordingly. At the end of each working day, the site is to be left secure in such a manner that no unauthorised persons can gain entry.

All security fencing, hoarding, partitioning, etc shall be secure and lock fast and of adequate design and construction to withstand horizontal loading, e.g., wind loading or being hit by vehicles. Bases to fences etc shall be arranged so that they do not create a trip hazard and gaps in, or under, the fencing shall be closed. All work areas and temporary pedestrian or traffic routes shall be appropriately secured with suitable warning signs to alert the public, children, etc to the dangers of entering a construction area.

Entrances into construction areas shall always be kept closed and secured when unattended and hoarded off from the rest of the 'live' building. Ideally a 2.0 - 2.4m high hoarding should be erected around the site with panels that must have viewing sections for the public to use.

The works areas will be within occupied properties. The Principal Contractor should assume that residents will be present throughout the works. Where there are health and safety concerns with the occupant being present during the works, the Principal

Contractor should discuss this with the Client and Contract Administrator prior to commencing works.

Upon contract appointment, the Principal Contractor must review the schedule of works per property and identify properties where it would not be practical or where there are unmanageable health and safety risks related to the occupant being present throughout the works. The Principal Contractor is to complete the list in Appendix D and issue to the Client and Contract Administrator prior to commencement contract works.

3.7 Welfare provision

At tender stage, the Principal Contractor will be expected to provide all temporary accommodation, service connections and sanitary and welfare facilities as required by the Construction (Design and Management) Regulations 2015 Schedule 2.

Due to the multiple-site nature of the works, the Principal Contractor is to ensure that welfare facilities provided are sufficient and practical for servicing the multi-site work. For example, it may be that a central welfare facility is provided with satellite facilities for individual sites provided as required. The Principal Contractor is to provide a welfare logistics plan with their tender.

The Client is aware of their responsibilities under the abovementioned Regulations and will not permit works to commence on each site until adequate welfare and sanitary arrangements are in place for works to each site. If at any time connections to services are not available, then the Principal Contractor shall provide alternative temporary arrangements such as a self-contained "Oasis" unit etc.

Any power to the site welfare should be through a permanent supply where/if possible, reducing the need for generators, this will also reduce the noise and emission issue. This is to be confirmed between the Principal Contractor and Client prior to commencement of the works.

The Principal Contractor shall include in all monthly progress reports a statement for the Client confirming the ongoing suitability of the welfare provision.

3.8 Overlap with the Client's undertaking and other users of the site

For the purposes of clarity, the Principal Contractor shall retain responsibility for health and safety of their working areas for the duration of the project and have authority over all persons reporting to the work area in respect of health and safety matters.

The Principal Contractor must note that there may be other contractors on site on occasion. There should not be any interfaces between these projects and are independent of each other however liaison over boundaries will be required and agreed routes to be recorded formally prior to works commencing.

3.9 'No-go' areas or other authorisation requirements for those involved in the project

All areas not forming part of the Works are to be considered 'no-go' areas.

The Principal Contractor shall ensure that its operatives are made aware of all areas into which they are not allowed to go. The Principal Contractor shall liaise with the Client with regard to these.

3.9.1 Areas designated as confined spaces

Subject to risk assessment of each site.

3.10 Client's site rules and code of practice

The Client has a code of practice all contractors must abide by. See Appendix E – 'Contractor Health & Safety Code of Practice'.

Site working hours are Monday to Friday 8.30am – 17.30pm (no Bank Holiday working permitted). Working outside these hours will be planned and agreed with the Client in advance.

3.11 Permit-to-work systems

The Client imposes a site-specific permit to work criteria on Principal Contractors on their projects for the following:

- Hot works
- Asbestos works
- Electrical apparatus work
- Confined spaces work
- Excavations
- Roof and overhead works
- Ground penetrating works
- Opening the Highways
- Works requiring traffic management infrastructure within the highway
- Other high-risk tasks wherever deemed appropriate.

The Client requires three days advanced notice where permit-to-work related activities are required. Notice for excavations and M&E isolations is to be confirmed between the Principal Contractor and Client prior to commencement of the works.

In the case of construction work where a Principal Contractor is appointed, the Principal Contractor will issue the PTW.

Elsewhere, the Principal Contractor shall implement their own procedure as deemed appropriate including but not limited to the control of activities such as work in public areas and work to live services.

It should also be noted that the Client operates other Advanced Notice Periods for work activities. This should be discussed at the pre-start meeting.

3.12 Fire precautions and emergency procedures

The Principal Contractor shall take all necessary steps to identify combustible materials within each site. Please refer to HSG168 Fire safety in construction to implement all precautions in respect of fire.

The Principal Contractor shall ensure that all necessary fire precautions are implemented and that site personnel are aware of all fire drills, all escape, and muster points and positions of all firefighting equipment (Fire Point) in the event of a fire. A fire safety plan shall be (included within the CPP) prepared to include procedures to reduce the risk of fire and for dealing with fires, explosion, and other major incidents.

The fire plan for the works shall address the following:

- Ensuring there is a Responsible Person in charge of fire safety who can assess fire risks, understand fire growth and spread, will prepare and update site evacuation plans as necessary including fire points and prepare a salvage operation plan.

- Include procedures to reduce the risk of fire, the spread of fire and for dealing with fires, explosion, and other major incidents.
- Establishing an agreed and suitable Fire Muster Point with the Client's team
- Procedures for communicating with neighbours on matters of fire safety/evacuation.
- Maintaining adequate means of escape for all personnel, building occupants, visitors to each site and the public using adjacent car parks and occupied buildings.
- Provision of temporary fire detection and fire extinguishers
- Identification and maintaining clear access to existing fire hydrants.
- Advising all site staff/operatives on existing building fire alarm systems and procedures
- Maintaining routes for emergency vehicles

In addition, the Principal Contractor shall have a formulated emergency procedure for each site and these procedures shall include details of the nearest accident and emergency unit, local police details and a marked-up site plan for use by the emergency services.

The Client operates a No Smoking policy.

See also Appendix E – 'Contractor Health & Safety Code of Practice'.

3.12.1 Emergency procedures and means of escape

The site emergency procedures, routes and exits are to be displayed and marked on a plan of the site, included by the Principal Contractor in the Construction Phase Plan and communicated to all operatives and visitors. All emergency routes are to remain open throughout the duration of the works.

An emergency first aid notice shall be displayed on site.

The procedure and displayed info shall include:

- Arrangements for means of escape in case of emergency.
- Rescue / recovery of non-ambulatory personnel.
- Location and telephone number for treatment of minor injuries (Minor Injuries Unit).
- Procedure for major injuries requiring attendance at an Accident and Emergency (A&E) department.
- Location and telephone number of local police station.
- Location and telephone number of local ambulance station.
- Emergency telephone numbers for statutory services.
- In the event of an environmental emergency, the Environment Agency should be contacted.

The procedures should include liaison arrangements between the Principal Contractor and Client, including named persons as points of contact, with agreed procedures.

Note: There is no Accident & Emergency healthcare facility on the Isles of Scilly.

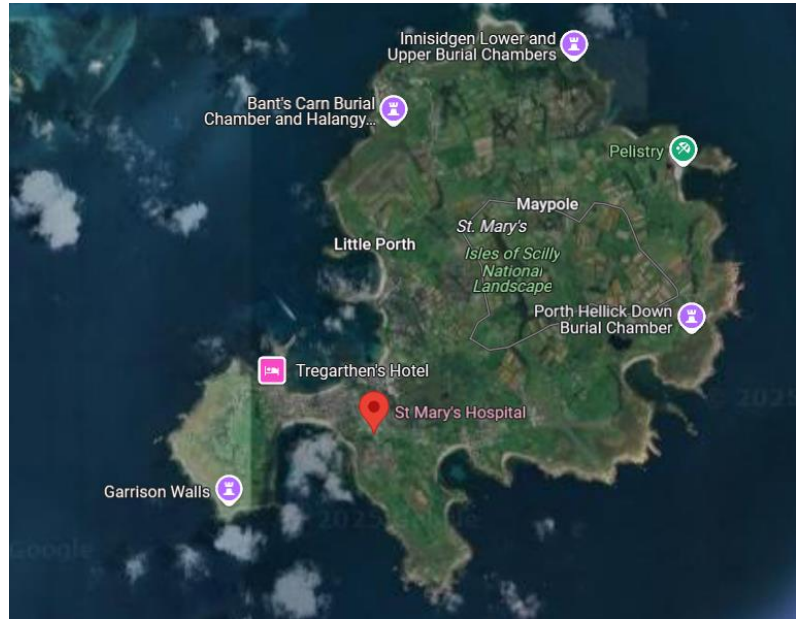
For injuries treatable in a minor injuries unit (MIU), the nearest MIU is:

St Mary's Hospital,
Belmont, St Mary's, Isles of
Scilly, TR21 0LE

For general enquiries, call the
switchboard on 01720 422
392.

Website:

<https://www.cornwallft.nhs.uk/st-marys-community/>



For medical emergencies, call 999.

For non-life threatening injuries requiring treatment at an Accident & Emergency hospital, attendance to a mainland hospital will be required and the Principal Contractor is to familiarise themselves with procedures for prompt action.

3.13 Site specific fire plan

A fire plan will also be required.

The Fire Plan must be detailed in the Construction Phase Plan (CPP) and discussed together at the Pre-Start Meeting with the Principal Designer and the Principal Contractors. The Principal Contractor is responsible for appointing a 'Fire Safety Co-ordinator' and 'Fire Marshalls' if necessary. A site-specific fire plan is essential. The Fire Plan should:

- a) Name of the Site Fire Safety Co-ordinator.
- b) Set out what action to take in the event of fire.
- c) Identify the location of the fire point – fire extinguishers and warning alarm.
- d) Set out the Evacuation Plan and identify the muster point.
- e) Indicate Fire Brigade access routes.
- f) Indicate hydrant locations.
- g) Contain a register of fire drills previously carried out.

The Fire Safety Co-ordinator is in turn responsible for:

- a) Assessing the fire risks.
- b) Formulating and regularly updating the 'Site Specific Fire Plan'.
- c) Issuing hot works permits.
- d) Site housekeeping and removal of fire risks.
- e) Storage area for LPG or other flammable materials.
- f) Smoking areas (Note that smoking, including e-cigarettes, is banned on sites). Separate designated areas may need to be provided for smokers and e-cigarette users.
- g) Carrying out regular fire equipment inspections.

- h) Obtain telephone contact for local fire service centre.

The Fire Plan should be located at each fire point and in the site office as well as in welfare facilities. The Fire Plan will change and evolve as the project progresses. This must be discussed at site meetings and updated as necessary.

3.14 Design changes

As per Regulation 13(139) requires the Principal Contractor to liaise with the Principal Designer regarding 'matters such as changes to the designs and the implications these changes may have for managing the health and safety risks'. The Principal Designer must be notified of any design changes and associated significant risks that may occur during the construction phase of the works. Liaison between the Client, Principal Contractor and Principal Designer is essential to ensure that such changes do not increase risks during the works.

Design changes must be recorded as an amendment to the Construction Phase Plan.

Major changes to construction methods/processes and/or changes to working practices that may increase risk during the works must also be referred to the Client and Principal Designer.

Cooperation/coordination must be established between permanent and temporary design processes.

3.15 Contractor designed items

Elements that are to be designed by the Principal Contractor or specialist sub-contractors shall for the purposes of CDM Regulations will be deemed Designers. The Principal Contractor must allow for all necessary liaison with the Principal Designer as to any health and safety implications in accordance with Regulation 9.

4. Project Health and Safety Hazards

Key health and safety hazards listed in Appendix B have been highlighted as they are deemed to be unusual and/or significant in respect to health and safety. The Principal Contractor is deemed to have reviewed the schedule of works for each dwelling, assessed each site and be fully acquainted with the nature, extent and restrictions relating to each site and its surroundings prior to commencement of works.

4.1 Key safety hazards

4.1.1 Vulnerable tenants/safety risk tenants

There are a number of vulnerable tenants/safety risk tenants within CIOS property. The Principal Contractor should request details from the Client's Housing Team prior to commencing work to each site.

4.1.2 Boundaries and general access, including temporary access.

Pedestrian access to properties must be maintained. Any deliveries taking place must be physically segregated from the pedestrian areas with safety signage displayed.

4.1.3 Restrictions on deliveries, vehicular traffic or waste collection or storage

Delivery/waste transport vehicles must be under the control of an experienced banksman and further temporary segregation may be required dependent upon the size of the vehicle.

4.1.4 Adjacent land uses

The properties and external areas will remain 'live' throughout the works. The internal works and routes that deliveries may take must be segregated from 'live' areas by way of signage and barriers.

The adjacent land uses around the building and external work areas comprise private and Council-owned residential and commercial property.

4.1.5 Location of existing services particularly those that are concealed – water, electricity, gas, etc.

The following services will be present across the property stock on site or adjacent to the site:

- Electrical – HV and LV
- LPG
- Oil
- Water
- Sewerage
- Communications

The Principal Contractor shall on appointment take responsibility for ascertaining the exact location, nature and status of each service and isolation point prior to commencing work, i.e., implement visual inspection and testing. The Principal Contractor shall not rely on the information provided but shall independently contact and consult with the Utility Authorities and Client prior to commencing any works.

All services, including those indicated as redundant, shall be treated as being live until proven otherwise.

The Principal Contractor must establish a formal procedure to ensure that any unrecorded services located during the works are carefully checked to determine nature and status and marked up on the 'as built' drawings.

All service routes should be accurately recorded for inclusion in the Health & Safety File.

4.1.6 Ground conditions

No information on existing ground conditions has been provided. The Principal Contractor is to undertake all necessary investigations appropriate for the work.

4.1.7 Demolition & dismantling

All alteration, demolition and dismantling work should be carefully planned and conducted by competent people to avoid unplanned structural collapse. This safe system of work must be developed in the form of a safety method statement identifying the sequence required to prevent accidental collapse of the structure.

In addition to the design and method of temporary supports a safe system of work may include:

- establishing exclusion zones and hard-hat areas, clearly marked and with barriers or hoardings.
- covered walkways.
- training and supervising site workers.

4.1.8 UXO

UXO risk should feature in any relevant risk assessments and included in training for site-based staff e.g., inductions and toolbox talk.

4.2 Health hazards

4.2.1 Asbestos, including results of surveys

The Client has provided the latest asbestos survey reports and ACMs have been to various properties. These can be provided upon request.

A Refurbishment & Demolition Survey of all work areas must be arranged by the Principal Contractor prior to commencement of any work.

The Principal Contractor shall ensure that all operatives and sub-contractors who are liable to disturb materials while conducting their normal everyday work, or who may influence how work is carried out, have received basic asbestos awareness training in the event that a suspicious substance is detected.

Any asbestos work shall comply with the Control of Asbestos Regulations 2012. Until there is considerable evidence to the contrary, all suspected materials must be presumed to contain asbestos.

4.2.2 Existing structures containing hazardous materials

Potential issues that existing structures contain hazardous material:

- Silica
- Lead
- ACM products

4.2.3 Health risks arising from Client's activities

No health risks from Client activities in terms of CDM has been noted.

4.2.4 Lead contamination

Processes which create lead dust, fume, or vapour. These include:

- blast removal and burning of old lead paint.
- stripping of old lead paint from doors, windows etc
- hot cutting in demolition and dismantling operations
- working with metallic lead and alloys containing lead, for example soldering
- some painting of buildings

4.2.5 Control of construction dust

Silica dust – created when working on silica-containing materials like concrete, mortar, and sandstone (also known as respirable crystalline silica or RCS).

Wood dust – created when working on softwood, hardwood, and wood-based products like MDF and plywood.

Lower toxicity dusts – created when working on materials containing little or no silica. The most common include gypsum (e.g., in plasterboard), limestone, marble and dolomite.

4.2.6 Noise & vibration

The Contractor must assess the risks and who is affected including building occupants, decide what precautions are needed and prevent or adequately control exposure to noise and vibration. The Contractor will detail in their method statement what precautions are to be put in place and ensure that they are used and maintained.

Where your employees are likely to be exposed at or above the upper exposure action values, you must take action to reduce noise exposure with a planned programme of noise control.

Even where noise exposures are below upper exposure action values, you should take action to reduce the risks, e.g., reducing exposure further.

4.2.7 COVID-19

Start dates for construction works are anticipated at the time of PCI issue – see Item 1.3. At the point of these works commencing, and as works progress, management arrangements must be in accordance with government guidance and should be reviewed to ensure the strategy is effective.

4.3 Hazard management/key hazards

4.3.1 Hazard management

The Principal Contractor shall independently undertake their own risk assessments in accordance with statutory requirements, and all such risk assessments shall be incorporated within the Construction Phase Plan for each property.

Due to the nature of the environment of each site and the Works the following assumptions with respect to construction methods, sequences and control measures have been assumed.

It has been assumed by the project team that standard construction methods shall generally be adequate for the project.

4.3.2 Significant hazards

Refer to Appendix A for summary table of significant construction phase hazards.

Principal Contractor must refer to all the identified risks and formulate appropriate working methods and written Method Statements.

5. The Health and Safety File

Prepared in accordance with the Construction (Design & Management) Regulations 2015.

It is a requirement of the regulations that the Principal Contractor provides the Principal Designer with any relevant information that needs to be included in the Health and Safety File. The Principal Contractor is to implement an effective management system by which such information is promptly provided to the Principal Designer. Activities include:

- the obtaining of relevant health and safety information and documentation from all designers (where applicable).
- the obtaining of relevant health and safety information and documentation from all contractors.
- in addition, the provision of all drawings in indexed AutoCAD (".dwg") and indexed PDF format (unless otherwise agreed).

The 'Acrobat' format documents shall not be password or encryption protected and produced such that the client can disassemble and extract separate '.pdf' documents from it.

The Client requires copies of the Health and Safety file in .pdf format.

The Health & Safety File will be compiled by the Principal Designer and is a separate document to the Operations and Maintenance (O&M) Manuals; information is NOT to be repeated, but cross referencing will be undertaken where relevant.

5.1 Required information

To assist the production of the Health and Safety File, the Principal Contractor is to provide information related to the following items:

- A brief description of the project.
- Any residual hazards which remain and how they have dealt with *(All relevant information or surveys or relating to asbestos, contaminated land, water bearing strata, underground services, drainage, and obstructions)*
- Key structural principles *(bracing, safe working loads for floors and roofs noting potential requirements for scaffolding and heavy machinery)*
- Hazardous materials *(lead paint, pesticides and special coatings which should not be burnt off)*
- Information on the removal or dismantling of installed plant and/or equipment *(Including special arrangements for access and lifting plus special instructions / procedures for dismantling)*
- Health and Safety information regarding equipment provided or required for maintenance, and cleaning of the building/s.
- The nature, location and markings of all major services including underground cables, gas supply equipment and fire-fighting services.
- Information and as built drawings of the structure, its plant and equipment *(for example, the means of safe access to and from service voids, fire doors and compartmentation etc.)*

The above Health & Safety contribution information must be available and delivered to the Principal Designer within two weeks of completion of works to each site.

Appendices

Appendix A - Work Involving Particular Risks

Schedule 3 of the Construction (Design and Management) Regulations 2015 lists significant hazards that require specific measures to be taken by the Principal Contractor. See Table 1. Further project specific significant hazards are listed in Table 2.

Table 1 - Significant Hazards that require Specific Measures

	Activity	Comment/Note
1	Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.	Applicable
2	Work which puts workers at risk from chemical or biological substances constituting a danger to the health or safety of workers or involving a legal requirement for health monitoring.	Possibly applicable
3	Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999(a).	Not applicable
4	Work near high voltage power lines.	Not applicable
5	Work exposing workers to the risk of drowning.	Not applicable
6	Work on wells, underground earthworks, and tunnels	Not applicable
7	Work carried out by divers having a system of air supply	Not applicable
8	Work carried out by workers in caissons with a compressed air atmosphere	Not applicable
9	Work involving the use of explosives	Not applicable
10	Work involving the assembly or dismantling of heavy prefabricated components	Not applicable

Table 2 - Further project Specific Significant Hazards

	Activity	Comment/Note
1	Working with foul water system	Appropriate working practices required to prevent damage, contamination and exposure.
2	Live Services, Electrical Works,	The location, nature and status of each service and isolation point must be ascertained prior to commencing work. All services shall be treated as being live until proven otherwise.
3	Isolation of Works	Strict demarcation and security/segregation of the work site location must be put in place using

		appropriate fencing and barriers. Signage warning of construction hazards must also be put in place.
4	Asbestos	<p>Where an asbestos containing material (ACM) has been identified within R&D Survey Report, the Principal Contractor must assess if there is a risk that the ACM will be disturbed or otherwise affected by any of the project works.</p> <p>If there is a risk that the project works will disturb or cause a release of asbestos fibre the ACM must be removed as part of the project works package.</p>
5	Overlap with other contractors	Formal agreement required so all parties are aware of responsibilities under CDM 2015.

Table 3 - CDM Design Risk Registers

A Designer's Hazard Schedule has been provided in Appendix B.

Appendix B - Designer's Hazard Schedule

Appendix B - Designer's Hazard Schedule

Building Name: Various
Name of Project: CIOS Housing PPM 2024/2025 Works
Revision No: 03/02/2025

Key: PD= Principal Designer; DT = Design Team; PC = Principal Contractor; C = Client. Any other will be named in full.

Section	Activity	Hazards	Persons at Risk	Design input to eliminate or reduce hazards and/or design assumptions/information required		Ownership	Residual Risk
				Eliminate	Reduce		
1	Works in an occupied environment	Risk of injury to tenants and contractors from works/close occupation.	Tenants Contractors	Tenants ideally absent during contractor working hours. This is not a realistic assumption however.		Client	Eliminated
					PC consider how work activity can be isolated from non-work areas of dwelling. Appropriate segregation, protection to be used. PC/Contractor to discuss works with tenant to manage expectations.	Principal Contractor	Risk adequately managed. PC to monitor and adapt to the requirements of programmed works.
					PC adhere to Client site rules where provided.	Principal Contractor	Risk adequately managed.
					Client to provide vulnerable tenant/safety risk tenant information to PC in advance to risk assess works.	Client	PC/Contractors to be accompanied by CIOS representative where required.
					PC to complete Appendix D of PCI at tender stage; listing sites where safety risks of occupied properties are deemed not able to be mitigated.	Principal Contractor	Completed form to be reviewed with Client/project team.
2	Works in an occupied environment	Potential disruption to emergency access/egress routes.	Tenants		PC understand emergency access/egress routes as part of Construction Phase Plan and ensure routes are maintained at all times. Where routes are disrupted, PC to ensure alternative means of escape is provided.	Principal Contractor	PC to monitor throughout the works and implement appropriate measures as required.
3	Works in an occupied environment	Disturbance/nuisance	Tenants Public		Suitable working hours to be agreed and strictly followed. See PCI.	Client Principal Contractor	
					Client to be notified of programme and any changes.	Principal Contractor	
4	Works in an occupied environment	Vulnerable tenants/safety risk tenants	Tenants Contractors	Where appropriate, tenants absent during contractor working hours.			Risk eliminated
					Client to issue a vulnerable tenant list/tenant awareness list to PC prior to works commencing.	Client	Potential for issues remains but prior warning allows preparation.

Section	Activity	Hazards	Persons at Risk	Design input to eliminate or reduce hazards and/or design assumptions/information required		Ownership	Residual Risk
					No lone working.	Principal Contractor	Potential for issues remains but risk reduced.
					Client to be in attendance where risk assessed as being required.	Client	Potential for issues remains but risk reduced.
5	Works in an occupied environment	Disruption to building users	Tenants Public		Establish work areas as practically as possible.	Principal Contractor	PC to monitor throughout the works and implement appropriate measures as required.
6	Works in an occupied environment	Proximity of the public to work areas	Tenants Contractors Public		Ensure satisfactory provision of signage/ protection of work areas and access for plant and vehicles, larger vehicle movements and manoeuvring to be supervised by banksman where appropriate	Principal Contractor	Risk adequately managed.
7	Works to existing internal services	Electrocution	Tenants Contractors Public		Appropriately qualified personnel to undertake works.	Principal Contractor	Risk adequately managed.
					Required PPE worn by personnel.	Principal Contractor	Risk adequately managed.
					Isolate affected services prior to undertaking work.	Principal Contractor	Risk adequately managed.
					Refer to existing services information where available.	Client Principal Contractor	Risk adequately managed.
					Onsite testing to ensure all installations are disconnected, isolated, made safe etc. (this is certain to have been already undertaken but needs to be confirmed and verified). Clearly identify and mark on site all services installations, routes, positions of buried or concealed services etc. Make provision for excavation and strip out of identified redundant, damaged or failed services installations as required in conjunction with demolition work. Contractor to ensure appropriate identification of all services and observe required safety procedures.	Principal Contractor	Risk adequately managed.
8	Works to existing internal services	Gas leak	Tenants Contractors Public		Undertake required surveys prior to works to confirm existing services location.	Principal Contractor	Risk adequately managed.
					Isolate affected services prior to undertaking work.	Principal Contractor	Risk adequately managed.
					Refer to existing services information where available.	Client Principal Contractor	PC/C undertake surveys where no existing information made available.
					Appropriately qualified personnel to undertake works.	Principal Contractor	Risk adequately managed.
					Onsite testing to ensure all installations are disconnected, isolated, made safe etc. (this is certain to have been already undertaken but needs to be confirmed and verified). Clearly identify and mark on site all services installations, routes, positions of buried or concealed services etc. Make provision for excavation and strip out of identified redundant, damaged or failed services installations as required in conjunction with demolition work. Contractor to ensure appropriate identification of all services and observe required safety procedures.	Principal Contractor	Risk adequately managed.
9	Works to/around combustible materials	Risk of fire	Tenants Contractors Public	Use alternative non-flame/'No torch' working methods.		Principal Contractor	Eliminated
					Where 'no torch' working methods not possible, undertake works in accordance with HSE Codes of Practice including Permits to Work and ensure suitable fire procedures in place.	Principal Contractor	PC to monitor and adapt to the requirements of programmed works.

Section	Activity	Hazards	Persons at Risk	Design input to eliminate or reduce hazards and/or design assumptions/information required		Ownership	Residual Risk
10	Fixing into/demolition of existing fabric	Damage to asbestos and release of fibres	Tenants Contractors Public	Where instructed by Client, remove all ACMs in advance of works. Identified by an asbestos refurbishment and demolition survey completed in advance.		Principal Contractor	Eliminated
					PC to refer to asbestos information provided with the PCI to identify possible ACMs within scope of works.	Principal Contractor	Eliminated
					Personnel to adhere to HSE Codes of Practice and report any suspicious materials.	Principal Contractor	Risk adequately managed.
					Required PPE worn by personnel.	Principal Contractor	Risk adequately managed.
11	Noise & vibration	Disturbance/nuisance	Tenants Public		Agree mitigation measures in advance and any included in PCI.	Principal Contractor	Risk adequately managed.
					Utilise offsite preparation and working methods where practical and suitable.	Principal Contractor	Risk adequately managed.
12	Geographical spread of properties resulting in impractical distance from PC welfare facilities.	Various (infection, illness, exposure etc.)	Contractors		PC to review proximity of each site to welfare facilities and provide suitable temporary facilities where deemed required. PC to discuss with Client prior should there be opportunity for Client to support.	Client Principal Contractor	Risk adequately managed.
13	Manual handling of materials to site	Musculoskeletal injuries	Contractors		Use of machinery/plant to reduce manual handling too/around site as far as practical.	Principal Contractor	Risk adequately managed.
					All contractors to be trained via toolbox talks.	Principal Contractor	Risk adequately managed.
					PC to risk assess each activity and put appropriate procedures in places.	Principal Contractor	Risk adequately managed.
14	Temporary breach of fire compartmentation.	Spread of fire/smoke	Tenants Contractors Public		Works involving temporary breach of compartmentation to be completed within each day and compartmentation reinstated to correct standard.	Principal Contractor	Risk of fire during works to be managed by PC fire procedures.
					Where works will exceed single working day, PC to consider within CPP and engage with Client to discuss.	Client Principal Contractor	Risk adequately managed.
15	Working from height	Falls from height	Tenants Contractors Public	Review where work can be undertaken without working at height requirement.		Principal Contractor	Most works activities unlikely to be able to be undertaken without working at height.
					Works at high level to be undertaken using safe and suitable working platforms in accordance with HSE Codes of Practice.	Principal Contractor	Risk adequately managed.
16	Working from height	Falling objects	Tenants Contractors Public		Protective tunnels/fans etc. to public entrances as necessary, toe boards and netting to be included within any scaffold design.	Principal Contractor	Risk adequately managed.
17	ROOF – pitched construction for repair or re-covering	Falls from height	Contractors		Edge details etc to access scaffold to prevent falls from height. Safe systems of work during specified repair and remedial works. No access to roof areas post removal or demolition work without access platform etc.	Principal Contractor	Risk adequately managed.
18	ROOF – pitched construction for repair or re-covering - strip existing coverings, removal of components for repair or replacement	Pitched roof coverings and underlay potentially asbestos containing	Contractors		Obtain appropriate specialist assessment as to potentially hazardous materials. Follow appropriate safe methods of work when removing/-handling materials. Hazardous materials to be appropriately disposed of, bagged etc. where required	Principal Contractor	Risk adequately managed.
19	ROOF – flashings and valleys etc.	Removal of building components and remove leadwork.	Contractors		Appropriately experienced contractors' staff to carry out any work. Ensure safe systems of work with long term hazards/-health risk materials. Disposal/-recycling of hazardous materials as appropriate. Contractor to ensure safe methods of work and skin protection.	Principal Contractor	Risk adequately managed.
20	ROOF – flashings and valleys etc.	Roof areas repair or replace leadwork.	Contractors		Specialist leadworker to carry out any remedial work. Ensure safe systems of work with long term hazards/-health risk materials. Potential fire hazard attributable to lead-burning for remedial works. Detailed specification of works and appropriate standards. Contractor to ensure safe methods of work, no lead burning on site	Principal Contractor	Risk adequately managed.

Section	Activity	Hazards	Persons at Risk	Design input to eliminate or reduce hazards and/or design assumptions/information required		Ownership	Residual Risk
21	EXTERNAL WALLS – repairs. Structural masonry/-cavity walls where damaged/-disturbed.	Waste material falling into public areas	Tenants Contractors Public		Provision of appropriate protection and warning signage. Noisy work to be limited as far as possible. Creation of dust, dirt and debris to be minimised by damping down where possible. Scope/extent of work to be defined including crack repair, re-pointing etc. Contractor to note proposals for minimising risks.	Principal Contractor	Risk adequately managed.
22	EXTERNAL WINDOWS - Removal of damaged/-defective units	Brittle and damaged materials, glass etc	Tenants Contractors Public		Safe handling and disposal of damaged items and components. Confirm scope of work required to ensure minimal exposure to weather etc. Repairs and re-glazing requirements to be defined prior to commencing work	Principal Contractor	Risk adequately managed.
23	Roof slates/guttering or general building materials and components that may break free from buildings in severe weather or simply from deterioration whilst work is in progress.	The potential risk of flying debris or building fabric items that may break free from buildings in strong winds/-adverse weather	Tenants Contractors Public		Exposed location of the sites and deteriorated condition of some aspects of the building fabric may present a concern in high winds to those on site and public on the adjoining roads etc., provide temporary protection. Remove loose and defective materials and components where identified and provide temporary repairs and reinstatement pending permanent repair. Coordinate where possible with proposed maintenance, repair and reinstatement to avoid 'double handling' of remedial works. Periodic monitoring of relevant areas of building fabric especially at times of and immediately following adverse weather.	Principal Contractor	Risk adequately managed.
24	Falling materials risks during severe weather	The potential risk of flying or falling debris or building fabric items that may fall from buildings in strong winds/adverse weather during remedial work.	Tenants Contractors Public		Exposed location of the sites and the nature of the proposed maintenance and repair work specified. Monitor external areas for fallen debris, waste materials etc., remove as necessary and ensure further risk of falling items can be mitigated. Periodic monitoring of relevant areas of building fabric especially at times of and immediately following adverse weather	Principal Contractor	Risk adequately managed.
25	Building access during the works	The ongoing safety of people to enter the buildings	Tenants Contractors Public		Slips, trips, falls, risks from falling material etc. All site staff and visitors to use appropriate PPE to mitigate risks of falling objects, debris and hazardous items underfoot etc. Site control of specifically hazardous areas to minimise risks. Forms part of supervision and site staff induction, training during relevant construction phases.	Principal Contractor	Risk adequately managed.
26	Work to drainage	The ongoing safety of people to enter the buildings and work in connection with drainage	Tenants Contractors Public		Potential hazards related to slips and falls related to replacement manhole covers and associated repairs, working with exposed drains and sewers, risk of contaminants and relevant health risks. Contractor to ensure appropriate identification of all services and observe required safety procedures as well as working in close proximity to exposed seres etc.	Principal Contractor	Risk adequately managed.

Appendix C - Asbestos Information

Available upon request

Appendix D - Properties Requiring Occupant Not To Be Present - Template

Appendix D - Properties requiring occupant not to be present - Template

Revision Nr: 0

The Principal Contractor is to complete the list below and issue to the Client and Contract Administrator prior to commencement contract works. See Item 3.6 of the PCI for further information.

Property address:	Brief reason why property cannot be occupied by tenant during works:

Appendix E - Contractor Health & Safety Code of Practice



Contractor Health and Safety Code of Practice



Document Control

Document Title	Contractor Health and Safety Code of Practice
Version	1.0
Author	KG
Date	May 2024
Review Date	14/6/24 CD 18/7/24 KG Added Code of conduct and traffic measures 25/7/24 MC revisions 4/8/24 C+B comments
Amendments	

Contents

Introduction.....	5
Review and monitoring	5
Contractor selection and assessments	6
Documented health and safety procedures.....	7
Public liability and employer’s liability insurance	7
Emergency contacts	7
Site arrival, contacts and reporting requirements	7
Welfare and facilities	8
Permits to work	8
Vehicles transport and equipment	9
Tools and plant	9
Site behaviour	10
Fire prevention	10
Segregation, barriers, and site fencing	11
Asbestos management.....	11
Asbestos emergencies	13
Work at height.....	14
Window cleaning	14
Ladders	14
Scaffolding.....	15
Tower scaffolds.....	15
Mobile elevating work platform (MEWP).....	15
Electrical work.....	16
Gas work.....	16
Legionella controls and water hygiene.....	16
Inspections/statutory inspections	16
Work in relation to fire protection services and equipment	16
Safety consultancy	16
Construction type activity: training/competency requirements.....	17
Construction site workers and visitors.....	17
Highway worker specific requirements.....	17
Excavation training.....	19
Plant and equipment operator specific requirements.....	19
Personal Protective Equipment (PPE)	19

Designers..... 19

Construction safety advice (CDM) 20

Construction activities process..... 20

Waste 21

Appendix..... 22

Record of receipt 22

Health and Safety Declaration.....

Introduction

The Council of the Isles of Scilly uses the services of many different types of contractors to provide goods, deliver services and undertake works on its behalf.

There are clear legal duties under health and safety law to ensure that all activities are planned and delivered in a safe manner. Workers also have a personal responsibility to undertake their role safely. This includes ensuring that appropriate arrangements for design (including planning and risk assessment) and management (including supervision) of the works are devised and adhered to systematically.

The Local Authority also has clear duties to consider the safety of others affected by our activities in the planning and execution of works.

This code of practice has been developed to set out some of the key requirements and expectations placed on contractors to assist us in our safety responsibilities.

The code is applicable to all sites under the control of the Local Authority including but not limited to residential and social care premises, offices and highways sites.

Review and monitoring

It is intended that this code will be regularly reviewed and updated when required. The Local Authority will ensure review following significant accident/incidents, non-compliance issues, changes in legislation and/or best practice guidance. A planned review will take place on a biennial basis as a minimum.

The focus of this document is to outline the general management arrangements for contracting and on specific requirements for higher-risk activities.

Monitoring and reviewing of contracts and contractor activities must be undertaken to evaluate safety performance. This should be carried out both by the contractor themselves and also by Local Authority officers as part of contract management procedures. Working together to identify safety improvements helps everyone work safely and reduces risk.

The code does not attempt to repeat legislation or national published guidance. It merely sets out some specific rules that the Local Authority applies. The code should not be viewed as a complete set of health and safety requirements and contractors are expected at all times to operate in a safe manner compliant with relevant health and safety legislation, published industry and Health and Safety Executive guidance.

Where work is sub-contracted, the main contractor is responsible for ensuring all sub-contractors are provided with and comply with this code. **No works may be sub-contracted without prior approval of the Council.**

The code contains a number of accreditation requirements for specific activities.

Where a contractor working under an existing or renewing a contract is unable to immediately meet the standard on the implementation date the advice of the Corporate Health and Safety Team should be sought.

In some limited circumstances contractors may be granted a period of time to obtain the necessary accreditation. For first time contracts only, those contractors meeting the specified accreditations will be eligible to undertake work for the Council.

Contractor selection and assessments

For all high risk (in terms of health and safety) procurement activities the Council will utilise [Health and Safety in Procurement questionnaire and guidance](#) to help gather information to assess the suitability of a contractor to undertake the works or services safely.

It should be noted that the monetary value is not relevant to this consideration as a low financial value contract could still involve work that presents a significant health and safety risk; for example, construction activity will always be deemed to be high risk.

There are occasions when potential suppliers of low-risk contracts are required to sign a declaration of their commitment to health and safety. The questionnaires used, whether for construction activity or other high-risk activities, are based on the document PAS 91:2017– Construction Pre-qualification Questionnaires.

The council of the Isles of Scilly encourages contractors to seek approval and/or external assessments of their health and safety management systems by gaining UKAS- accredited certification to a recognised Health and Safety Management system, e.g., ISO 45001, BS OHSAS 18001 or by pre-qualification by a member scheme of the Safety Schemes in Procurement Forum (SSIP). This is taken into account in the contractor selection process and will facilitate easier passage for contractors through the safety selection process.

The SSIP Forum (www.ssip.org.uk) acts as an umbrella organisation to facilitate mutual recognition between health and safety pre-qualification schemes wherever it is practicable to do so. Members include CHAS, Acclaim, Exor, and SAFE contractor. All registered members and certification body members to SSIP agree that assessment information will be made available via the SSIP Portal for the purpose of third-party verification of suppliers' membership of an SSIP-accredited competence assessment scheme.

It is expected that contractors will hold other memberships of professional and/or technical bodies relevant to the activities they undertake. Some of these are indicated elsewhere in the code. For some contracts specific memberships may be a requirement.

Documented health and safety procedures

Prior to undertaking any work for the Local Authority all contractors must be able to demonstrate that they have assessed the risks arising from that work and have adequate plans and safe working procedures in place to control the risk.

Contractors will be required to produce evidence of relevant safety documentation on request. This can include policy documents, construction phase plans, safe systems of work, method statements and risk assessments and records of employee competencies and training.

Public liability and employer's liability insurance

Contractors must have Employers Liability insurance and sufficient Public Liability insurance to work on council sites. The requirement is for a minimum of £10 million cover for Employers Liability insurance and £5 million cover for Public Liability insurance, increased to £10 million for construction work. Higher levels of Public Liability insurance will be required where hot work is to be undertaken in or on larger Council properties (i.e., properties valued at £10 million and over).

Emergency contacts

Wherever possible, information and contacts in relation to emergencies should be agreed with the relevant site contact before work commences. If required, the Health and Safety Team can be contacted by e-mail environmentalhealth@scilly.gov.uk

Site arrival, contacts and reporting requirements.

Before attending a site (or property) the contractor must ensure that those responsible for the relevant site are notified. This may be a pre-arranged meeting by others, or if the visit is initiated by the contractor, they should telephone ahead and speak to the named contact or person in charge of the site (orders from the Local Authority will contain contact details).

- All vehicles driven onto (or within) a site must be driven with extreme care and local rules of the site complied with.
- Agreed access routes to the site and public protection measures must be observed at all times.
- All contractors' staff attending a site must check in with their link officer unless the site is 'handed over' to the contractor. A site induction (including visitor arrangements and pertinent health and safety information) is required for all sites, and a formal health and safety induction will **always** be required at construction sites.
- All contractors' staff must always wear suitable and visible identification whilst on Council sites.
- Before undertaking any work on site, the contractor must be made aware of

any site-specific safety information and general rules to include emergency evacuation procedures, accident reporting and recording, first aid arrangements etc.

- Before undertaking any work on site, security arrangements must be discussed and confirmed with the appropriate person to ensure buildings are secure at the end of each day and at any point as deemed necessary during the day.
- **All accidents, incidents and near misses** occurring on Council sites must be reported to the Council representatives so that accident/incidents and near misses records can be collated. Contractors in control of a work site are expected to report their RIDDOR reportable incidents to the HSE in line with the RIDDOR regulations. Where they are working on behalf of the Local Authority, they must also inform Isles of Scilly Local Authority's key contact for the project/job who in turn will then inform the Environmental Health department. Where required the advice of the environmental health department should be sought in relation to accident/incidents that are notifiable ([RIDDOR](#))

Where a contractor is to undertake work that is likely to disturb the fabric or structure of the building, it is essential that all relevant safety information is available prior to commencing work. Of particular importance is the need to obtain all information relating to asbestos on site ([see asbestos section of this code](#)).

IMPORTANT - A refurbishment/demolition survey is required where a premises, or part of it, needs upgrading, refurbishment, or demolition unless it can be guaranteed that there is no asbestos present, e.g., where a building was built after 2000.

Welfare and facilities

For the majority of sites, contractors will be given permission to use existing site welfare facilities. Where these are unsuitable or unavailable then the contractor must provide suitable welfare facilities for employees, subcontractors, and visitors to sites. This requirement also applies to construction type work under CDM 2015, suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, must, so far as is reasonably practicable, be provided or made available at readily accessible places. The details of welfare facilities and suitable welfare provision should be included in Construction Phase Plans.

Permits to work (PTW)

For some high-risk tasks, the Council deems it appropriate to use [Permits to work](#) (PTW) as one of the required controls. This applies to:

- Hot works
- Asbestos works
- Electrical apparatus work

- Confined spaces work
- Excavations
- Roof and overhead works
- Ground penetrating works
- Opening the Highways
- Works requiring traffic management infrastructure within the highway
- Other high-risk tasks wherever deemed appropriate.

Where work is undertaken by a contractor employed directly by the Council, the permit will be issued by a representative from The Council of the Isles of Scilly.

In the case of construction work where a Principal Contractor is appointed, the Principal Contractor will issue the PTW.

Vehicles, transport and equipment

Contractors shall ensure that:

- All drivers are properly licensed and insured for the vehicles driven.
- Speed limits at all locations are observed. If not stated, then maximum speed allowed will be 10mph or less. All vehicles driven onto (or within) a site must be driven with extreme care and local rules of the site complied with.
- Agreed access routes (including traffic management plans where appropriate) to the site are observed at all times and be suitable for the types of vehicles used.
- Access and egress routes are not obstructed at any time unless by prior arrangement so that provision can be made for emergency and other services.
- Access by vehicles to areas other than 'roads' or 'car parking' will be by prior arrangement and agreement only and even then, only once adequate precautions have been put in place for the proper segregation of vehicles and pedestrians (proportionate to the risk). On the whole, for delivery and construction activities, precautions should aim to eliminate the need for reversing or when this cannot be achieved put suitable precautions in place to manage this process, e.g., use of trained banksmen. No blind side reversing should take place.
- Where applicable, vehicles returning to public roads and highways will be cleaned and excess detritus removed and properly disposed of.
- Loads are secured correctly.
- Vehicles must not be overloaded or unevenly loaded.
- Any trailers used are properly secured to the vehicles.
- Vehicles left unattended are always made properly safe, locked, and key control measures in place.
- If refueling is required on-site this must be done in a specified location with a spill kit and fire extinguisher available in the event of an emergency.

Tools and plant

All tools, plant and equipment brought onto sites remains the responsibility of the contractor. These must meet current required standards and be kept in a well-maintained condition. No tools or plant can be left to present a danger to others. No property/vehicles should be left unattended unless locked in a safe position and specific key control measures used. Tools and plant must not obstruct passageways or emergency access/egress routes.

Site behaviour

It is expected that contractors be considerate and observe a good standard of behaviour on all Council sites and whilst delivering services on the Council's behalf.

- Where we understand a site visit may not be practical for all packages, we would encourage contractors to visit the site prior to commencement to familiarise themselves with the Island.
- All contractors must submit their RAMS at least one week prior to commencement on site and all RAMS must be signed off prior to commencing on site.
- All contractors must submit and have all the relevant H&S certification signed off for all employees at least one weeks prior to arriving on site.
- All relevant H&S certification must be valid and in date.
- All contractors who intend to bring their own plant and machinery must issue the relevant certificates for sign off at least one week prior to arriving on Island; this must include any relevant appliances that require PAT certificates.
- Where PAT testing certificates are not required, such as newly purchased appliances and equipment, a receipt highlighting the relevant equipment/appliance and date purchased, this applies to any electrical equipment taken to the island for use within the accommodation block.
- Foul or abusive language will not be tolerated; and any operative found using such language will be removed from site.
- There is no smoking or vaping on site, use the designated areas only, this includes any accommodation blocks 9if used).
- No works must start before 0800hrs and must finish by 1800hrs.
- No tools, plant or machinery must not be left unattended.
- Contractors must not enter the neighbouring properties without the prior permission from the site management.
- We are all responsible for our safety and the safety of others, please ensure you and others work in a safe and legal manner.
- Ladders are not permitted to be used unless there is no other means of access.

- Radios are not allowed on site; this includes playing music through mobile devices
- Trousers must be worn on site, no shorts or the likes are permitted while on site.
- Any person suspected of being under the influence of drugs or alcohol will be interviewed to establish the facts.
- If you are on drugs for any medical reason that may affect your ability to work safely, then please inform Site Management
- The Council has a zero tolerance Alcohol and Drug policy for its employees and contractors.
- If any person that is found to be or has been under the influence of drugs will be removed from the Island, this applies to both while on the site or/and after hours.
- All contractors must respect the accommodation provided for them.
- We expect contractors respect the site and the Islands as a whole. The contractor's rules apply across the islands and the Island rules apply to the site.
- All contractors are welcome to use the local facilities including the pubs and cafes, but there is a zero tolerance for any type of violence or fighting and zero tolerance for any harassment of the local staff and residents. Any contractor found abusing this will be removed from the Island.
- It is not un-common for local residents to leave their car keys in the ignition while not in attendance of the vehicle; this is not an invitation to use the vehicle.
- Anyone found to be taking a vehicle without the permission of the owner will be reported to the local police where appropriate charges will be made, and the person taking the vehicle without permission will be removed from the Island.
- Where a contractor employee has been removed from the Island, all costs incurred in doing so will be deducted from the relevant contractor's account.
- It is uncommon for visitors to the island to bring a vehicle with them and as such, the use of bicycles is a common practice, contractors are reminded that riding recklessly could lead to a criminal conviction and this is regardless of your state of sobriety.

Fire prevention

Where visiting or undertaking short term and minor works the contractor must read and comply with the site emergency/fire response plan/council's fire safety policy including evacuation to a place of safety.

Where the contractor takes control of a site they must prepare, and/or revise as appropriate, the fire risk assessment and the emergency evacuation plan. There must be an emergency response plan/procedure to cover dealing with any reasonably foreseeable emergency such as gas leak, fire, flood etc. with adequate contingency arrangements in place.

Use of fires to burn waste materials is prohibited on all Council sites.

The Contractor shall take all necessary steps to identify combustible materials within the site. Please refer to HSG168 Fire safety in construction to implement all precautions in respect of fire.

The Principal Contractor shall ensure that all necessary fire precautions are implemented and that site personnel are aware of all fire drills, all escape, and muster points and positions of all firefighting equipment (Fire Point) in the event of a fire. A fire safety plan shall be prepared to include procedures to reduce the risk of fire and for dealing with fires, explosion, and other major incidents.

The fire plan for the works shall address the following:

- Ensuring there is a responsible person in charge of fire safety who can assess fire risks, understand fire growth, and spread, will prepare and update site evacuation plans as necessary including fire points and prepare a salvage operation plan.
- Include procedures to reduce the risk of fire, the spread of Fire and for dealing with fires, explosion, and other major incidents.
- Establishing an agreed and suitable Fire Muster Point with the Client's team
- Procedures for communicating with neighbours on matters of fire safety/evacuation.
- Maintaining adequate means of escape for all personnel, building occupants, visitors to the site and the public using adjacent car parks and occupied buildings.
- Provision of temporary fire detection and fire extinguishers
- Identification and maintaining clear access to existing fire hydrants.
- Advising all site staff/operatives on existing building fire alarm systems and procedures
- Maintaining routes for emergency vehicles

In addition, the Principal Contractor shall have a formulated emergency procedure for the site and these procedures shall include details of the nearest accident and emergency unit, local police details and a marked-up site plan for use by the emergency services.

There is a no smoking policy for the entire site.

The use of fires to burn waste materials is prohibited on all Council sites.

Segregation, barriers, and site fencing

All construction works must be adequately segregated from the building users, visitors etc. The segregation should be appropriate to the risk. Wherever possible follow the guidance given in [HSG 151 "protecting the public - your next move"](#).

Asbestos management

The Council of the Isles of Scilly ensures that all its corporate properties have had full asbestos management surveys carried out and that asbestos re-inspection surveys take place by UKAS accredited contractors. As the employer, The Council of the Isles of Scilly are joint duty holders under the Control of Asbestos Regulations in all community and voluntary controlled schools and settings, and survey programs

have been carried out for the above.

IMPORTANT - contractors must ensure that they have had sight of the latest asbestos management survey (which contains a copy of the asbestos register) for each site they are working on. The register details the locations and types of known or presumed asbestos containing materials. **No intrusive work or work likely to potentially disturb the fabric of a building is permitted to take place unless areas can be evidenced as free from asbestos containing materials.**

Contractors are informed that, in addition, labelling is often used as a secondary means of identification of ACMs and suspect ACMs on CCC sites. In non-sensitive areas (generally non-public areas), this will be by means of an HSE-approved warning sign for asbestos-containing products. In sensitive areas labelling is by means of yellow circular stickers for materials suspected as being ACMs and red circular stickers for materials proved to be ACMs by sampling

Where a contractor suspects that ACMs may be present which have not been identified on an asbestos survey the contractor must **not proceed** with the work until information is available to the contrary or appropriate remedial action has been taken. In these circumstances the instruction of the Asbestos Coordinator should be sought.

Contractors must ensure that any persons who may carry out work on the fabric of Council buildings or on equipment likely to contain Asbestos Containing Materials (ACMs) must have undertaken asbestos awareness training or refresher training, as appropriate, within the previous 12 months.

All persons who knowingly work with asbestos other than in relation to licensable asbestos work must have completed training or refresher training on non-licensable asbestos work within the previous 12 months.

All persons who undertake licensable asbestos work must have undertaken asbestos training or refresher training in accordance with [L143 – Work with Materials Containing Asbestos](#) and [HSG 247 Asbestos](#): The Licensed Contractors' Guide, as appropriate, within the previous 12 months.

All externally sourced training in relation to asbestos, as indicated above, must be delivered by an organisation or individual that is a UKATA member.

All contractors undertaking asbestos surveys and re-inspections must be specialist contractors who hold UKAS accreditation to BS EN ISO17020:2012 in the case of organisations, or BS EN ISO/IEC 17024 in the case of individuals for carrying out surveys for asbestos containing materials.

Any company used to oversee asbestos-related work by a removal contractor must be appointed by the Council rather than by the asbestos removal contractor.

Where the company is engaged to direct the work of the asbestos removal contractor (rather than just assess the work) then it must hold an Asbestos Licence for Supervisory Work from the HSE Asbestos Licensing Unit.

All contractors undertaking work on ACMs must hold membership of either ARCA, or

the ACAD Division of TICA, and must hold an Asbestos Licence from the HSE Asbestos Licensing Unit.

Sub-contractors who carry out work such as scaffolding which has the potential to disturb the asbestos material must hold the appropriate asbestos licence for ancillary work from [HSE Asbestos Licensing Unit](#).

The above requirements for organisations do not apply to non-licensable tasks in the following categories:

- Removal of asbestos cement materials such as roofing sheets and rainwater goods.
- Toilet cistern and seat removal, vinyl floor covering materials, gaskets removed by engineers.

Where licensable work or Notifiable Non-licensed work (NNLW) is undertaken, 14 days minimum notice to the HSE is required. This is the responsibility of the asbestos removal contractor.

Asbestos emergencies

It is the responsibility of **all contractors** to plan jobs and work safely. However, in the event that ACMs or suspected ACMs are inadvertently disturbed, **in all cases**, the area must be evacuated, and suitable steps taken to prevent other persons from entering the potentially contaminated area (e.g., locking doors and displaying prohibition signs). This will continue to be the case until such time as remedial action is taken by a licensed asbestos contractor or sampling/monitoring indicates that the area is safe for occupation.

Any clothing contaminated by ACMs or suspect ACMs must be carefully removed and placed in a plastic bag which must be sealed and then placed into a further sealed plastic bag. Where plastic bags are not readily available, the clothing should be left in the contaminated area. Contaminated clothing must be treated as asbestos waste for removal by the contractor that deals with any remedial action to the ACMs. The person contaminated must wash thoroughly and shower as soon as possible.

The Local Authority environmental health officer must also be informed at the earliest opportunity **in all cases** where any ACMs or suspected ACMs have been disturbed, so that they can ensure that the appropriate remedial actions can and have been taken.

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#) (RIDDOR) places duties on employers, the self-employed and people in control of work premises (the responsible person) to ensure reporting of certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Exposure to asbestos is reportable under RIDDOR when **a work activity** causes the accidental release or escape of asbestos fibres into the air **in a quantity sufficient to cause damage to the health of any person**. Such situations could arise if work is carried out without suitable controls, or where those controls fail – they often

involve:

- use of power tools (to drill, cut etc.) on most ACMs.
- work that leads to physical disturbance (knocking, breaking, smashing) of an ACM that should only be handled by a licensed contractor, e.g., sprayed coating, lagging, asbestos insulating board (AIB).
- manually cutting or drilling AIB.
- work involving aggressive physical disturbance of asbestos cement, e.g., breaking or smashing.

Such failures would be classed as a 'dangerous occurrence' under RIDDOR and should be reported. Contractors in control of a work site are expected to report RIDDOR reportable incidents to the HSE in line with the above regulations. Where they are working on behalf of the Local Authority, they must inform The Council of the Isles of Scilly key contact for the project/job who in turn will then inform the Environmental Health Department. Where required, the advice of the Corporate Health and Safety Team should be sought in relation to accidents/incidents that are notifiable (RIDDOR)

Work at height

Falls from height remain one of the biggest causes of fatalities and major injuries on construction sites. Work must be properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the job. The right type of equipment for working at height must be used.

A risk assessment approach should be used to address the following:

- **avoid** work at height where it is *reasonably practicable to do so*.
- where work at height cannot be easily avoided, **prevent** falls using either an existing place of work that is already safe or the right type of access equipment.
- **minimise** the distance and consequences of a fall by using the right type of equipment where the risk cannot be eliminated.

Source - [Work at height - HSE](#)

Below are some requirements of The Council of the Isles of Scilly in relation to specific equipment/activities.

Window cleaning

Window cleaning can involve working at height, discharge of water and introducing slip and trip hazards, especially when undertaking internal cleaning. Such hazards must be avoided. The Council of the Isles of Scilly does not permit the use of ladders to clean windows above single storey height. Alternatives such as pole cleaning must be utilised to eliminate working at height.

Ladders

Alternative safe access methods should be selected to ladders and stepladders where practicable. A revised set of new EN131 ladder standards were released to the European market on 1 January 2018. Within the new standard, ladders are classified as "EN131 Professional" (intended for use in a workplace). There are two classifications of ladder which can be used – Class 1 (industrial) and Class EN131 (commercial – light trade use). Each classification indicates the safe working load that a ladder is designed to support. The value of the safe working load is intended to cover the weight of a single person and their equipment and is also referred to as the 'maximum load'.

Where ladders are used on work on behalf of the Local Authority, only ladders meeting the following standards are acceptable:

- Metal ladders - EN 131 Professional or BS 2037 Class 1 (**See below)
- Wooden ladders - EN 131 Professional BS1129 Class 1 (**See below)
- Fibreglass ladders - EN 131 Professional or BSEN131 or (**See below)

Each set of ladders or stepladders in use must have affixed to it a record of its latest inspection.

** Existing BS2037, BS1129 and EN131 ladders are perfectly legal and fit for use as long as they are in good condition and fit for purpose.

[HSE Guidance](#)

Scaffolding

(Other than tower scaffolds).

All scaffolding contractors working on behalf of The Council of the Isles of Scilly must be full members of National Access and Scaffolding Confederation (NASC).

All individual scaffolders must hold a 'Construction Industry Scaffolder's Record Scheme' (CISRS) qualification appropriate to the work they are carrying out. Qualifications include labourer, 'trainee scaffolder', 'scaffolder (system)', 'advanced scaffolder', 'scaffold inspection' and 'advanced scaffold inspection'. Scaffolders must be competent.

Tower scaffolds

All persons erecting and using tower scaffolds must hold a PASMA (Prefabricated Access Suppliers' and Manufacturers' Association) card, having completed the PASMA 'Standard'/'Towers for Users' course. As an alternative they may hold an alternative card for this activity from one of the bodies listed in the plant and equipment operator section of this code.

Each tower scaffold in use must have affixed to it a record of its latest inspection.

Mobile elevating work platform (MEWP)

All persons operating mobile elevating work platforms such as 'cherry pickers and mobile scissor lifts must hold a PAL (Powered Access License) card issued by IPAF

(International Powered Access Federation). As an alternative they may hold an alternative card for the relevant equipment from one of the bodies listed in the plant and equipment operator section of this code.

Electrical work

Any contractors working on electrical installations or equipment under the control of the Council must be registered on the Registered Competent Person Electrical Scheme for non- domestic work (<http://www.electricalcompetentperson.co.uk/>).

Gas work

Work on gas appliances or installations must only be carried out by Gas Safe registered engineers, who must carry their Gas Safe Register ID card.

<https://www.gassaferegister.co.uk/>

Legionella controls and water hygiene

Any contractor providing water hygiene services must be a member of the Legionella Control Association. <https://www.legionellacontrol.org.uk/>

Contractors providing legionella risk assessments must be UKAS (United Kingdom Accreditation Service) accredited for this task.

Inspections/statutory inspections

Contractors are expected to ensure that they are proactive in checking their working environment and to ensure their procedures are meeting the required health and safety standards. This may be by regular inspections to identify hazards and introduce measures to improve conditions. Inspections of work may also be carried out by Local Authority officers or external organisations, e.g., the Health and Safety Executive.

Contractors should ensure that any equipment or plant used or operated by them requiring a formal statutory inspection, e.g., gas, LOLER, PUWER, COSHH, LEV, PSSR, is carried out by a competent person in accordance with the relevant legislation and guidance.

Work in relation to fire protection services and equipment

Any contractor providing fire protection services must hold BAFE (British Approval for Fire Equipment) certification under the relevant scheme(s) for the goods or services they provide.

Safety consultancy

The majority of professional health and safety support services are provided in house by the Local Authority Corporate Health and Safety Team and other specialist

professional services in the Council.

Where externally commissioned health and safety consultants are used, it is recommended that these are registered on the Occupational Safety and Health Consultants Register (www.oshcr.org) .

Construction type activity: training/competency requirements

For all construction type activities, the competency of individuals will be assessed using the approach indicated in the [CITB CDM 2015 Industry Guidance](#).

The Council of the Isles of Scilly has some specific requirements in relation to competency requirements in construction type work as indicated below.

Construction site workers and visitors

All construction workers, professionals involved in construction projects such as Principal Designers and Designers, and those regularly visiting construction sites, are required to hold a Construction Skills Certification Scheme (CSCS) or CSCS-affiliated card relevant to their work activity. There are numerous classes of cards and a number of affiliated cards which carry the CSCS logo. These include Construction Plant Certification Scheme (CPCS) for plant operators, Construction Industry Scaffolding Registration Scheme (CISRS) for scaffolders, Electrical Certification Scheme (ECS) for electricians, Certificate of Competence for Demolition Operatives (CCDO) for demolition workers, and Association for Consultancy and Engineering (ACE) for engineers.

Those who do not regularly visit construction sites, non-skilled visitors, and those in the process of obtaining a CSCS card, must be escorted when visiting construction sites by a manager or supervisor who holds a CSCS or CSCS-affiliated card.

Highway worker specific requirements

In addition to holding a CSCS or affiliated card, the following classes of individuals must hold a card when undertaking works which are the subject of a Sector Quality Scheme indicated in the table below or where equivalent work not covered by a sector scheme is carried out.

Scheme	Operative Erectors	Foreman Led Operative/ Lead Erectors	Issuing Authority
2A - Fencing	Required	Required	Lantra (FISS/ CSCS)
2B – Vehicle Restraint Systems	Required	Required	Lantra (FISS/ CSCS)
2C - Environmental Barriers	Required	Required	Lantra (FISS/ CSCS)
5B - Installation of Parapets for Road Restraint Systems	Required	Required	Lantra (FISS/ CSCS)
7 - Application of road marking and road studs	Required (NVQ level 2 or Certified Operative)	Required (NVQ level 2 or Certified Operative)	CSCS or LGNT for certified Operatives RMS for NVQ holders
8, 9B and 10 - Installation and Maintenance of Highway Electrical Equipment	Required	Required	ASLEC/ECS
12A - Static Temporary Traffic Management	Required	Required	Lantra
12B - Static Temporary Traffic Management			Lantra
12C - Mobile Lane Closures	Required	Required	Lantra
12D - Installation, Maintenance and Removal of Temporary Traffic Management	Required	Required	Lantra
13A - Surface Dressing	Required	Required	CSCS (RSDA)
13B – Micro- surfacing	Required	Required	CSCS
16 - The Laying of Asphalt Mixes	Required	Required	CSCS

Traffic Management

Where it has been identified that traffic management is required within the extent of the adopted highway works must have a Traffic Management Plan. Traffic Management in the context of this document should be understood to mean the

placement of any signs, cones, barriers, or any form of Traffic Controls as detailed in the Safety At Street-works Code of Practice within the extent of highways adopted land. It is an expectation of the authority that the Traffic Management plan will have been reviewed by a suitably accredited person acting on behalf of the contractor who should hold current Supervisor accreditation under the New Roads and Street-works Act 1991.

Furthermore, all Traffic Management Infrastructure must be placed in accordance with the Safety At Street-works Code of Practice (Chapter 8 / The Red Book). The Authority reserves the right to challenge applicants to supply evidence of New Roads and Street-works accreditation at both the operative and supervisor level both prior to the placement of traffic management, and at any time whilst Traffic Management infrastructure is in place. Failure to evidence current traffic management accreditation at any time may result in consent to work within the highway being withheld or revoked.

It is understood by the authority that the Traffic Management Plan is a working document and that it may change in response to other activity on the network or in response to identified safety issues arising during the course of works, but it is mandatory that the authority is immediately informed of any alterations to the Traffic Management plan. Prior consent for changes should be sought where appropriate, but if a safety issue is identified it should be addressed immediately by suitably accredited officers and the authority will then review urgent alterations retrospectively. Public safety should always be treated as having the highest level of priority where there is a risk identified that may endanger the travelling public.

Finally, it is the responsibility of the applicant to ensure that traffic management infrastructure is monitored in accordance with the Street-works code of practice by a suitably accredited officer, and that following the completion of works all infrastructure is collected and removed from site – the authority reserves the right to apply charges where it must collect traffic management infrastructure on behalf of a contractor following the completion of works.

Excavation training

Any individual working on excavations where services may be exposed will be required to demonstrate evidence of training in service detection and avoidance, as well as specific training in any detection equipment that is used: see [HSG 47 – Avoiding danger from underground services](#)

Plant and equipment operator specific requirements

For workers operating plant or equipment, they must hold the appropriate certification for the plant or equipment where approved training exists.

The following certification schemes are deemed acceptable for the relevant plant/equipment:

- CPCS
- National Plant Operators Registration Scheme
- RTITB
- LANTRA
- ITSSAR
- The Association of Industrial Truck Trainers (AITT)
- City and Guilds
- PASMA (for erection and use of tower scaffolds) IPAF (for use of MEWPs)

Personal Protective Equipment (PPE)

Contractors must ensure that any workers are provided with and use personal protective equipment suitable for the tasks and risks involved in the work. This may include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, safety harnesses and respiratory protective equipment (RPE). PPE should comply with any recommendations from risk assessments, Health and Safety Regulations/ACOP's, e.g., Chapter 8 - wear appropriate Hi-Viz clothing Class 3, or Class 2 dependent upon the speed of the road. Please note that the Council periodically may revise PPE requirements across a range of operational services. We retain the right to require mandatory compliance with CCC requirements if and where these are over and above those determined by a contractor's own risk assessments.

Designers

The Council of the Isles of Scilly recognises membership of relevant professional institutions such as CIBSE; ICE; IET; IMechE; IStructE; RIBA; RICS; CIAT; CIOB as a strong indicator that a designer has the necessary task knowledge and an ability to recognise the health and safety implications of their design work. The Council also

recognises that membership of a relevant register administered by such an institution (for example the Construction Health and Safety Register of the ICE, or the design register operated by the APS) gives a more detailed indication that the designer has the necessary knowledge and experience.

For those who specify materials, equipment, and standards of finish (e.g., interior designers), relevant academic qualifications or evidence of their past experience in this type of work are accepted as a strong indicator as to their competence.

Those who only occasionally become involved with design work and those who are learning (trainees) and who do not meet the qualifying criteria should work under the supervision of a competent designer.

If designers work as part of a team, different individuals may bring different skills and knowledge to the work, and this will be taken into account when making the assessment.

The Council of the Isles of Scilly recognises that designers have a fundamental role in mitigating risk through specifying the safest products and methods of work available and actively encourage all designers to focus on safety.

Construction safety advice (CDM)

Construction safety advice can be provided by the Corporate Health and Safety Team, but there may be occasions when additional resources will need to be bought in.

In addition, the Local Authority produces Construction Safety guidance and procedures including guidance around [CDM](#), which are provided on the Local Authority Intouch site or on request. These provide guidance for individual roles to persons appointed in construction/maintenance projects. They include documents and forms, CITB guidance and the format of Construction Phase Plans (CPPs).

Any projects which require an F10 notification to the HSE must be communicated to the Local Authority Construction Health and Safety Advisor so that advice can be provided, and appropriate arrangements can be made and tracked.

Construction activities process

For construction activities, each contractor is required to submit the following details for each key role/individual who will work on the project:

- Professional qualifications,
- Health and safety qualifications,
- Recent relevant experience.

All projects require a Construction Phase Plan (CPP).

For projects with more than one contractor onsite or notifiable projects, the Client/Project Manager must appoint in writing the roles to comply with the requirements of [CDM 2015](#).

Waste

All contractors must ensure that any waste materials are disposed of correctly and not left on site. This includes personal refuse and wastes arising from work activities. Hazardous wastes must be removed in accordance with recognised procedures.

Appendix

Record of receipt

This page may be used as a record of receipt of the Code of Practice by the Contractor

I.....(Insert name)

On behalf of(insert organisation)

Acknowledge receipt of the Isles of Scilly Council Contractor Health and Safety Code of Practice (v4).

Dated.....

A copy of the completed acknowledgement form should be returned to the Isles of Scilly Council or school representative managing the contract.



Health and Safety Declaration

THIS IS MY ORGANISATION'S COMMITMENT TO HEALTH AND SAFETY:

- To provide adequate control of the health, safety and welfare risks arising from our work activities which may affect workforce or others and the environment
- To consult with our workforce on matters affecting health and safety.
- To provide and maintain safe equipment.
- To ensure safe handling and use of hazardous substances and materials
- To provide information, instruction, and supervision for our workforce.
- To provide suitable training for our workforce to ensure staff are competent to do their tasks.
- To take all reasonable steps to prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To ensure sufficient funds are available to implement the above controls.

I agree to ensure that all the workforce will comply with all relevant health and safety legislation, as well as any written (e.g. Codes of Practice) or verbal health and safety instructions from the Council, whilst my organisation undertakes any work on behalf of the Council.

Signed	
Name	
Organisation	
Position in organisation	
Date	



Currie & Brown UK Limited
Unit 6, Mills Bakery, Royal William Yard, Plymouth, Devon, PL1 3GE
T | +44 1752 278100 F | +44 1752 257755 E | enquiries@curriebrown.com
www.curriebrown.com