



Contractor Health and Safety Code of Practice



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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	