



Fife Council Health & Safety Rules for contractors NON-DOMESTIC PROPERTY PROJECTS AND REPAIRS

OHS-C-41.G1

This document provides consistent and uniform general 'health and safety rules' for contractors working on repairs, refurbishment, maintenance or other construction Projects in (or on) our non-domestic properties .

These rules are not to be considered exhaustive. All parties must recognise there will be occasions when additional or specific statutory measures are required to protect building users and the general public. Where identified, these additional measures MUST be detailed by the Contractor in his Construction Phase Plan or safety method statements.

The Contractor and his employees will be expected to observe due diligence and react appropriately to any situation giving rise to previously unforeseen hazards.

The Contractor shall ensure that these rules are brought to the attention of all persons employed by him – including sub-contractors he engages. The Contractor shall take account of these rules when developing appropriate Construction Phase Plans, risk assessments, safety method statements and safe systems of work.

Overlapping Work

Normal day-to-day activity in our occupied buildings, or other scheduled or short-notice works can give rise to potential safety conflict. This may in turn need additional communication, coordination and cooperation between all concerned. When in doubt, report concerns to your supervisor or contract administrator or speak to the person in charge of the premises.

Take care to protect other occupants, service users and the general public in our near our premises and use barriers, separation, segregation, temporary suspension of the work, safety signage, etc. as required.

Do give sufficient prior warning of any proposed interruption to essential supplies (gas, water, electricity, telecoms, fire alarm or fire detection systems and I.T.)

Please Note

1. Buildings which are closed for normal business may still be in active use, e.g. for other maintenance or construction activities, access by cleaning staff, etc. e.g. Schools are used extensively during the holidays for community use and other leisure purposes, and School staff may still require access.
2. Major Projects in our premises can result in areas being given over entirely to the full control of an internal or external construction Principal Contractor. You must not enter any such part of the premises without the express permission of that Principal Contractor, and must abide by his rules.
3. Those who commission and conduct the work must consider risk to building occupants and others at the earliest stages, ensuring appropriate controls are established to eliminate or minimise risk. In some instances, it will be imperative or desirable to have the building (or parts of it) given over entirely to the contractor. These rules below will help inform this process.

RULES FOR NON-DOMESTIC PROPERTY PROJECTS AND REPAIRS: ALL CONTRACTORS MUST:	page	
<ul style="list-style-type: none"> • Provide effective supervision. • Treat building occupants and service users with all due courtesy and respect. • Maintain effective dialogue with all parties to ensure mutual safety. • Comply with issued contract terms. • Commence work only on receipt of specific instruction • Other than for emergency response, and unless agreed via contract terms, keep to normal property opening hours. • Agree a PRIOR suitable solution with the Commissioning Officer (and person in day-to-day control of occupied buildings) when any works are likely to limit access to the property or impact on fire emergency evacuation procedures. • Park vehicles, mobile plant etc. with due courtesy and consideration for the safety of others. • Plan and control deliveries, uplifts and movement of mobile plant and materials. • Correctly position skips of the correct standard, and lock them when not in use. • Keep the work area tidy and free from slip, trip, fall and collision hazards • Clean up spillages promptly. • Strictly adhere to any local Permit to Work systems. 	3 ↓	
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	ALL CONTRACTORS MUST HAVE AND MAINTAIN INDIVIDUAL ASBESTOS AWARENESS TRAINING ⁽¹⁾	

DO NOT	pages
<ul style="list-style-type: none"> • Leave tools, hazardous materials or hot work unattended. • Leave sharp objects or sharp edges unattended or unprotected. • Leave holes in floors or excavations unattended at any time. Use temporary covers and reinstate as soon as possible. 	3 & 4
NO SMOKING or 'VAPING' IN COUNCIL PROPERTIES NO MUSIC /RADIO PERMITTED	

PAGES 3 -6 PROVIDE ADDITIONAL INFORMATION

(1) Regulation 10 of the Control of Asbestos Regulations 2012 refers.

1. General Rules

- Provide effective means of supervision;
- Treat building occupants, service users and the general public with all due courtesy and respect.
- Maintain effective dialogue with all parties to ensure mutual safety
- Comply with issued contract terms
- Comply with local signing-in/out procedures and local instructions
- Always check and sign the Asbestos Risk Register (or Project-specific supplementary asbestos information before commencing work.
- Commence work only on receipt of specific instruction – this to ensure building occupants and those in day-to-day control of our buildings have been advised beforehand, and given opportunity to make alternative/ temporary arrangements for the duration of the work.

2. Parking and movement of vehicles and plant (including deliveries)

- Park vehicles, move and store materials with due courtesy and consideration for the convenience and safety of building occupants, service users, pedestrians and other road users.
- Plan deliveries in conjunction with suppliers, ensuring adequate loading/unloading space with minimal inconvenience to others. Use banksmen as required to control pedestrian access.
- Where it is necessary to move or manoeuvre powered plant or access equipment across public, shared or common areas, ensure vehicles have working audible and visual warning devices **and** provide suitably trained banksmen or reversing assistants.
- Ensure all vehicles and items of mobile plant are locked (and keys removed) and (as required) disabled when unattended.
- Open skips shall preferably be the closed lockable type. When placed on roads, they will be positioned and marked in accordance with Fife Council's typical skip permission requirements (more information on <https://www.fife.gov.uk/> search for [skip application](#))

3. Tools, material and equipment- securing from unauthorised access (see also 12. Scaffold Safety below)

- Tools (hand tools, power tools, Hilti-guns, saws, etc.) must not be left unattended
- Loose materials accessible to others shall be removed to secure storage at end of shift.
- On-site cutting will be kept to the absolute minimum. Where power-tool cutting or sawing, or hot-work operations (welding, puddling) are necessary, adequate arrangements will be maintained to prevent public access.
- Secure all sharp edges and sharp objects and ensure they are safe and secure. Protruding nails or pins shall be removed or hammered flat.
- Close and lock skips when unattended and at the end of shift

4. Preventing Slips, trips and falls (see also 12. Scaffold Safety below)

- Do not leave holes in floors or ground works unattended – even for short periods. Use substantial barriers as necessary. Replace floors (or insert replacement covers) as soon as possible. Use tape to temporarily hold down edges of floor coverings and remove tripping hazards.

- Lay dust sheets to avoid rucking or trip hazards. Take particular care at door thresholds, lobbies and passageways
- Keep your work area tidy. Clean as you go. Replace tools in your belt or toolbox immediately after use
- Clear up spillages immediately
- Enclose excavations with substantial barriers. Ensure excavations are adequately lit and have substantial covers at end of shift, or backfill at end of shift. Backfill excavations as soon as possible.
- Keep the public well away (preferably using barriers) during hoisting, lifting and unloading operations.

5.Fire /Emergency Arrangements (including Hot Works)

- In the event of an alarm being raised, follow local procedures and promptly evacuate of the building. Close doors and windows if safe to do so. Fight minor fires only if safe to do so. Go to a place of safety (designated assembly point) in the event of a fire or alarm. Make sure the Fire Service have been called – DO NOT LEAVE THE SITE until the all-clear is given.
- Where your work involves “**hot works**” (e.g. soldering, brazing, welding, flat roof work; specific arrangements must be agreed on-site to ensure the mutual safety of all concerned. This will involve, as a minimum:
 - Provision by the contractor of sufficient fire-fighting equipment at the work area, and
 - An agreed local method for raising the alarm, and
 - An agreed minimum “fire watch” period at the end of the hot works. For flat roof works this will require a **minimum half-hour** fire watch period (conducted by the contractor’s personnel) at the end of the task/end of every shift.
 - **Where the property is unoccupied**, an **additional return** after 2 hours.

This may require control via a daily Hot Work Permit

- Hazardous and flammable products and material shall be securely stored only in such location and minimum quantity as may be directed and agreed.
- Skips intended to be left in place at the end of the working shift must be located (or relocated) at a safe distance from existing buildings (a minimum of 8 metres) in order to protect buildings and other structures from fire risk.

6.Asbestos

- Every individual contractor shall have and maintain appropriate asbestos awareness training.
- ALWAYS CHECK and sign the Asbestos Register for the Property BEFORE you start. Be aware that the information in our on-site asbestos registers is generally limited to materials and places which are readily accessible. IF your task includes breaking-through or disturbing cavities, voids, ducts, pipe-boxes etc. you must request additional information.

IF IN DOUBT – STOP and seek guidance

- Bigger Projects will usually have additional specific “Refurbishment and Demolition” survey information. ALWAYS CHECK this additional information before you start.

- Also bear in mind that asbestos containing materials in the vicinity of the work area, although not intended to be worked, could be accidentally damaged, and that intrusive work may disturb asbestos materials within ducts, voids, shafts, etc.

IF IN DOUBT – STOP and seek guidance

- Familiarise yourself with your asbestos –related emergency procedures. See also Fife Council’s [Asbestos Procedures](http://www.fife.gov.co.uk) (available via www.fife.gov.co.uk)

7.Communication

- Obey all reasonable instructions by the Contract Administrator and other authorised Council representatives. Participate fully in open dialogue to ensure the mutual safety of contractor personnel and the general public.
- Keep building occupants regularly updated and informed (via the day-to-day person in control) as the work progresses
- Ensure sufficient dialogue and prior warning of any proposed interruption to essential supplies (gas, water, electricity, telecoms, fire alarm or fire detection systems)

8.Restricted Access Areas

- **Fragile Surfaces:** Contractors are expressly FORBIDDEN - without exception - to access any flat or sloping roof area having fragile surfaces (such as cement panels, glazed areas, skylights, plastic domes etc.) through which a person or object could fall and cause injury (including injury to other persons) **UNLESS** suitable arrangements have been made to eliminate or (so far as is reasonably practicable) reduce the likelihood of that risk. Where a risk of falling, or of falling objects, cannot be entirely eliminated (e.g. an external repair directly at a fragile skylight), then all persons shall be prohibited (by use of physical barriers) from approaching the area below for the duration of the work.
- A number of other potentially hazardous areas of our buildings may operate a more formal ‘permit to access system’. Contractors operating in such areas may be asked to provide a specific and detailed method statement, and in some cases, comply with a ‘permit to work system’. Such areas typically include:
 - Fixed ladders, fixed anchor points
 - Suspended access equipment
 - Electrical switch gear rooms and cabinets
 - Roof voids, loft spaces
 - Designated confined spaces.
 - Roof areas
 - Lift shafts
 - Lift plant rooms
 - Boiler Houses

9.Managing the unexpected & reporting accidents, near misses and dangerous occurrences

- The Contractor must promptly provide to Fife Council a report of any accident resulting in significant loss, injury (to contractor or Fife Council personnel, or to members of the public) or damage to property, plant or equipment, however arising. The Contractor shall also provide, in a reasonable timescale, his own investigation report identifying the causes of the accident and the remedial measures to be taken to prevent recurrence.
- Promptly report to your commissioning client (nominated contact) any formal action taken or notified on-site by any Enforcement Agency associated with your contracted works (e.g. the issue of any warning letter, formal Improvement or Prohibition Notice by the Health and Safety Executive, or

any matter which the Enforcement Agency has indicated to you it intends to take forward to Formal (Legal) Proceedings).

10. Dust and Noise

- Contractors shall take all reasonable steps to ensure that the nuisance and potential health effects arising from dust generation are eliminated or minimised. Typical measures will include dust-suppression (e.g. when cutting cement-based materials, or on large-scale demolition Projects) local extraction or collection equipment and good housekeeping.
- Noise disturbance should be kept to a minimum. The person in day-to-day control of occupied buildings must be advised in advance where there will be prolonged intrusive noisy work.

11. Welfare Arrangements

The Contractor will provide and maintain appropriate welfare provision throughout the contract unless the Contract specifically states otherwise. Our premises toilet, washing and other facilities may be used by prior agreement.

12. Scaffold Safety in Public Areas

Scaffold assemblies in public/open areas and adjacent to domestic housing presents particular risk during assembly, use and removal. It (and associated unattended material) is particularly vulnerable to unauthorised access by children, and particularly so out-of-hours. You should consider alternatives (elevating platforms, mast climbers or mobile access towers or platforms) where practicable.

In addition to normal industry standards, the following specific measures will be strictly adhered to:

1. No scaffold tubes, fittings, boards or associated stillage to be stored unattended in open public areas or out of hours.
2. Access to scaffold first-lift will be removed and secured outwith normal working hours
3. Debris chutes shall be either removed or else secured at both ends outwith normal working hours.
4. Scaffold erected on public roadways or footpaths will comply with Fife Council's authorisation requirements (See <https://www.fife.gov.uk>, search term [Scaffold and road occupation application / renewal](#))
5. Obtain prior permission where access to neighbouring property is required, or where neighbour privacy might be compromised.
6. Exclude the public from the work area wherever possible. In open access areas (e.g. school or community centre grounds) the scaffold must be protected by secure HERAS fencing or hoarding, with substantial barriers at pedestrian tunnels etc. as required.
7. Provide alternative routes wherever possible
8. Fit and maintain appropriate brick guards or netting to prevent falling materials, with fans and sheeting/double boarding on working platforms as required at trafficked areas.
9. Make sure scaffold components and fittings do not project where there is a risk to public or vehicles. Ensure all standards in public areas are cushioned or wrapped and highly visible.
10. Make sure that scaffold components do not interfere with emergency routes.
11. Ensure doors and access ways to other areas on roofs (lift plant rooms etc.) are kept locked.