



Fife Council Health & Safety Rules for contractors
HOUSING PROJECTS AND REPAIRS
OHS-C-41.G2

This document provides consistent and uniform general health and safety rules for contractors working on repairs, refurbishment, component replacement, maintenance or stock improvement Projects in (or on) Council Housing Stock.

These rules are not to be considered exhaustive. All parties must recognise there will be occasions when additional or specific measures are required to protect Tenants and others.

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 risk assessments, safety method statements and safe systems of work.

Protecting the Public

Tenants, their families and other visitors are at particular risk during construction, maintenance or refurbishment works and in an ideal world, tenants would be excluded or decanted during major works. This is not usually practicable due to lack of alternative accommodation. Moving vulnerable individuals or those with disabilities can be problematic. Even when it would be preferable, Tenants may choose not to leave their home. They may also have concerns regarding security of their belongings, etc.

Nevertheless, there will be occasions where it will be necessary to evacuate tenants – even for relatively short-duration work, e.g.

- Damp proof injection
- Timber treatment
- Pesticide treatment
- Intrusive asbestos survey sampling.

It is imperative that all parties involved in commissioning and conducting the work consider risk to Tenants and the public at the earliest stages, ensuring appropriate controls are established to eliminate or minimise risk. The rules below will help inform this process.

Our Contractor Rules for Housing Projects and Repairs are given in short-form overleaf. Contractors may find this a convenient method for day-to-day direct instruction of employees or subcontractors, an insert within Construction Phase Plans, etc.

Those in charge of the construction phase or managing the contract at point of delivery must familiarise themselves with additional detailed requirements given in pages 3-6.

RULES FOR HOUSING PROJECTS AND REPAIRS: ALL CONTRACTORS MUST	page
<ul style="list-style-type: none"> • Provide effective supervision • Treat tenants, other occupants, their family and visitors with all due courtesy and respect, respecting their home environment and protecting private belongings. • Maintain effective dialogue with all parties to ensure mutual safety. • Comply with issued contract terms. • Commence work only on specific instruction – this to ensure Tenants have been advised beforehand, given opportunity to remove or make safe personal property and (as applicable and as required) to make alternative arrangements for accommodation or personal care on a daily basis. • Wherever practicable, provide a room within the house for Tenants to move around freely, i.e. a room with no construction work going on. • Other than emergency response, keep to normal working hours 8 a.m. to 5 p.m. Any work out with these hours requires the PRIOR approval of the commissioning officer. • Agree a PRIOR suitable solution with the Commissioning Officer when any works will limit access to the property. • Park vehicles, mobile plant etc. with due courtesy and consider 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. • Know what to do in the event of emergency (e.g. Serious Injury, Asbestos incident, Flood, Gas Escape or Fire). • Comply with our additional requirements for scaffold in public areas. • Provide adequate standards of welfare 	<p>3</p> <p>↓</p> <p>4</p> <p>6</p> <p>6</p>
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. 	<p>3 & 4</p>
NO SMOKING or 'VAPING' IN COUNCIL PROPERTIES OR COUNCIL HOUSING 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 Tenants (including family and visitors) with all due courtesy and respect, respecting their home environment and private belongings.
- Maintain effective dialogue with all parties to ensure mutual safety
- Comply with issued contract terms
- Commence work only on specific instruction – this to ensure Tenants have been advised beforehand and given opportunity to remove or make safe personal property and (as applicable and as required) to make alternative arrangements for accommodation or personal care on a daily basis.
- Wherever practicable, provide a room within the house for Tenants to move around freely, i.e. a room with no construction work going on.

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 tenants, pedestrians and 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 areas, ensure they have working audible and visual warning devices **and** provide suitably trained banksmen or reversing assistants.
- Ensure all vehicles and mobile plant is locked (and keys removed) and (as required) disabled when unattended.
- 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 the public 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 unattended – even for short periods – in occupied houses. 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, assist any Tenants in prompt evacuation of the building. Close doors and windows if safe to do so. Fight minor fires only if safe to do so. Make for a place of safety (or 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.
- Hazardous and flammable products and material shall be securely stored only in such location and minimum quantity as may be directed and agreed.
- Open 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.

6. Asbestos

- Every individual contractor shall have and maintain appropriate asbestos awareness training.
- Whenever the work involves actual or potential disturbance to the internal or external fabric of our buildings, familiarise yourself with the information contained within the Works Order, Change of Tenancy Pack or other Project information and consider the impact of this information on the work to be done.
- 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.
- 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)

STOP WHERE THERE IS ANY DOUBT AS TO THE PRESENCE OF ASBESTOS

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 Tenants regularly updated and informed 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 (usually found only in larger blocks and multi-storey buildings)

- 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. Tenants and Neighbours 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. Tenant's toilet and washing facilities shall NOT be used.

12.Scaffold Safety in Public Areas

Scaffold assemblies in public 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. Check before work starts tenants have been advised in writing of the dangers to children playing on construction sites. (Communication will normally be by Fife Council Housing Services).
2. No scaffold tubes, fittings, boards or associated stillage to be stored unattended in open public areas or out of hours.
3. Access to scaffold first-lift will be removed and secured outwith normal working hours
4. Debris chutes shall be either removed or else secured at both ends outwith normal working hours.
5. 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](#))
6. Obtain prior permission where access to neighbouring property is required, or where neighbour privacy might be compromised.
7. Exclude the public from the work area wherever possible. In public areas (e.g. the perimeter of flatted dwellings with no garden ground) the scaffold must be protected by secure HERAS fencing or hoarding, with substantial barriers at pedestrian tunnels etc. as required.
8. Provide alternative routes wherever possible.
9. 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.
10. 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.
11. Make sure that scaffold components do not interfere with emergency escape from homes (includes windows)
12. Children may attempt to access scaffold from dwelling windows. Where the problem occurs, the client must be notified and additional measures taken to inform tenants and families of the dangers.
13. Ensure doors and access ways to other areas on roofs (lift plant rooms etc.) are kept locked.