

- d. Buildings used as workshops or stores shall be steel or concrete framed structure clad with non-flammable materials eg metal sheeting, concrete panels, brick or blockwall.
- e. Buildings uses as portable offices, mess rooms, changing rooms, ablutions etc, may be proprietary type instant accommodation constructed in timber, provided they are in a sound condition and constructed to BS 476 to give 30 minutes fire protection. Portable heaters are prohibited, as is the use of any propane heater or other gas appliance.
- f. The contractor shall provide a fire extinguisher for each site accommodation unit. The extinguisher must be regularly serviced.
- g. The Manchester Diocese reserves the right to require the contract to provide washing, shower and toilet facilities for use by the contractor's personnel. The need for such facilities depends on the nature of the work to be carried out by the contractor.

21. Breaches of Rules

It is acknowledged by the contractor that any breach of this Code of Practice, or any relevant statutory provision by their employees of their sub-contractor or their employees shall be deemed to be a fundamental breach of contract which entitles the company at its election to terminate the contract with prejudice to any right to the company to claim damages in respect of the breach.

Undertaking

Contractors are required to sign and return the attached undertaking to abide in full by the Code of Practice outlined in this document.

If you have any questions please contact the Property Department:

Property Secretary
Diocesan Office
4th floor, Church House
90 Deansgate
Manchester
M3 2GH
Tel: 0161 828 1417
Fax 0161 833 1484

For more information visit the Property pages on the Diocese of Manchester's website: www.manchester.anglican.org

Health and Safety: A code of practice for Approved Contractors



Introduction

2 Definitions

SHE means Safety, Health and Environmental

- a. The contractor's representative means the representative of the contractor nominated by the contractor, to be responsible for all SHE aspects of the work being carried out.
- b. The contractor means the person or the company who has been contracted by the Manchester Diocese to carry out services or work on site and includes any agreed sub-contractor.
- c. RIDDOR – The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

1 Introduction

Manchester Diocese is anxious to minimise the risk of accidents on and/or to its property therefore:

- a. The Diocese considers the safety, health and welfare of its contractors and their sub-contractors of equal importance to that of their own employees.
- b. Before any contractor or sub-contractor is allowed to carry out work on and/or to our property the contractor or sub-contractor must understand their statutory duties applicable to the work they have agreed to carry out.
- c. The contractor must understand his Common Law duties to both his employees, to ourselves and our employees, and any other persons who may be affected by a breach of such duties.
- d. We have our own rules which must, at all times, be observed by contractor, sub-contractors and their employees.
- e. This booklet gives essential guidance on safety, health and environmental (SHE) implications of work carried out on Manchester Diocesan premises.
- f. This guidance should be made available to all contract employees to enable the Manchester Diocese and its contractors to successfully work together to achieve a high standard of SHE performance in all of their activities.

To assure ourselves that contractors and/or sub-contractors understand their obligations we ask them to read this Code of Practice and sign and return the undertaking attached hereto.

Noise Levels, Demolition, Housekeeping, Facilities and Equipment

17. Excessive Noise Levels

In any building, or on any site occupied by the Diocese, noise levels due to contractors equipment must be kept to a minimum and must not exceed 85 dB (A) unless all appropriate precautions have been agreed with the Property Department beforehand.

18. Demolition Work

In every case the method of work and any safety precautions to be observed shall be submitted to and agreed by the Property Department.

19. Housekeeping

The contractor shall:

- a. Keep work areas clean and tidy and remove all waste materials no longer required on site.
- b. Keep all recognised roads, footpaths, walkways etc clear at all times.
- c. At no time leave, tip or burn rubbish or waste on site.

20. Site Facilities and Equipment

- a. The contractor shall be responsible for the safe keeping of all plant machinery, portable cabins, tools and any other equipment required by their employees.
- b. The contractor shall ensure that stores for highly flammable materials are constructed of metal or brickwork, appropriately labelled and are sited in positions approved by the occupant away from sources of ignition.
- c. No building shall be brought onto site without having been approved by the Property Department for the purpose for which it is required.

Overhead Work, Roofs, Ladders, Scaffolding

Insurance

14. Overhead Work

No work shall be carried out in any building until effective precautions have been taken to ensure the safety of persons below.

15. Roofs

- a. Crawling boards must be used and adequate precautions must be taken to prevent employees falling from any roof.
- b. Contractors shall ensure that precautions are taken to prevent damage to the roof.
- c. Valleys, gutters, down pipes etc., must be kept free from obstruction and all rubbish or waste material removed from the roof.

16. Ladders and Scaffolding

- a. The contractor shall ensure that all ladders used are in a safe condition and are used in accordance with accepted safe practice and relevant legislation.
- b. The erection of scaffolding must be carried out by qualified scaffolders and must comply at all times with statutory provisions including those relating to periodic inspection. "Scaff tags" shall be clearly visible and up to date.
- c. Scaffolding must provide not only for the safety of persons using it but also for the safety of those passing beneath and around it.

3 Insurance

- a. The contractor shall indemnify and save harmless the Manchester Diocese against and from any claim, damage, loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of or is connected with or in consequence of the carrying out completion or maintenance of the work or which may arise from a breach by the contractor, sub-contractor or their servants or agents (whether or not in the course of their employment of any of the provisions of this Code of Practice). Provided nothing herein shall impose any liability upon the contractor for negligence on the part of the company or its servants or agents.
- b. The contractor shall be liable for loss and/or damage to the works (which shall include work executed and all material intended for, delivered to and placed on or near to the works) from any cause whatsoever.

The contractor shall insure his liabilities under clauses (a) and (b) above by the provision of:

- Employers Liability Insurance
 - Professional Indemnity
 - Vehicle Insurance (on site use other than loading and unloading)
 - Public Liability (Third Party) Insurance
 - Contract Works or Contractors (All Risks) Insurance for the full value of the contract works and such insurances shall include an indemnity from the insurers of this company.
- c. In connection with clause (c.) above, our insurance brokers may request details of such insurances.

Before commencement of work

4 Before commencement of work

- a. The Manchester Diocese/occupant should be notified before delivery of any material commences in order that storage facilities can be arranged.
- b. Appoint a contractor's representative who will be in charge of the work being carried out on site.
- c. Ensure that the Construction Health and Safety Plan is in place if the work is being carried out under the CDM Regulations.
- d. Ensure that notification form F10 to the HSE is in place if required.

Excavations, Drains, Sewers and Pipework

10. Excavations

- a. Before any excavation work is commenced, the contractor shall ascertain the existence and route of electric cables, drains, gas and water mains likely to be affected by the work.
- b. Excavations or openings, when left unattended and at other times when necessary for the safety of persons in the vicinity, shall be securely fenced or otherwise adequately protected by the contractor. All external excavations and obstructions shall be marked by an adequate number of warning lamps from one hour before sunset until one hour after sunrise.
- c. Shoring shall be carried out as laid down in Part IV of the Construction (General Provisions) Regulations 1961.
- d. In the interest of general safety during any excavation work, the surrounding areas shall be maintained in tidy condition and loose material of any kind shall be kept clear of gangways and working spaces and not allowed to be an obstruction.
- e. All waste, earth, debris, mud etc., from excavations shall be removed by the Contractor who will ensure that floors and gangways are kept in a state which complies with statutory requirements.

11. Drains, Sewers and Underground Pipework

The contractor shall establish the location of all such items which may be affected by the work and take adequate precautions to prevent damage caused by the weight or movement of contractors plant and blockages caused by new or waste materials.

11. Electrical Safety

- a. All portable electrical equipment must be tested (P.A.T.) prior to being brought on site. 110v equipment shall be used wherever practicable. Extension cables must have earth leakage protection. No unprotected 240-volt supply shall be used on site. Where transformers are to be used, the transformer must be as close as possible to the point of supply.
- b. If hire equipment is to be used, the equipment must possess a valid tag indicating the equipment has been portable tested prior to despatch from the depot. If no tag is evident and The Manchester Diocese has to carry out the PAT test, then an appropriate charge will be made to the Contractor.
- c. Equipment will be subjected to periodical inspection. The contractor is responsible for taking out of service any electrical equipment which has developed a fault.

5 Common Law and Statutory Obligations

- a. The contractor and his sub-contractor must take reasonable care firstly to ensure their employees are safe, in and about their work and secondly that all other persons who may be affected by the work or the carrying out thereof are safe. This means, for example, that they must provide safe means of access, working places and systems of working, competent workmen, adequate supervision and adequate plant appliances in good order and safe conditions.
- b. It is the duty of the contractor to fully understand all statutory instruments, orders and regulations relating to the work he or his sub-contractor is engaged upon.
- c. You are doubtlessly aware of the terms of and regulations under the Health and Safety at work etc., Act 1974 and attention is drawn to other legislation in certain sections of this Code. It must not, however, be assumed that all relevant legislation is mentioned herein.

Regulations

5.1 Management of Health and Safety at Work Regulations. Work Equipment Regulations Control of Substances Hazardous to Health (CoSHH) Regulations

The contractor is required to:

- a. Complete method statements and risk assessments as required by these regulations and make them available to the Manchester Diocesan Property Secretary/Building Officer.
- b. Co-ordinate his activities, co-operate with the Property Department/occupier; the principal contractor and other contractors and communicate information to ensure all persons sharing the work area are able to comply with their statutory duties.
- c. Provide the Property Department/occupier, the principal contractor and other contractors working in the area with a list of all hazardous substances he proposes to use in undertaking the work.
- d. Identify by risk assessment measures the means to be used to reduce exposure to substances hazardous to health to a minimum. These assessments shall be made available to the Property Department and the principal contractor.
- e. Implement measure to reduce exposure to substances hazardous to health and monitor their effectiveness.
- f. Make available to the Property Department records of instruction given to employees on the hazards and the precautions to be taken when using such substances.

Occupational Health and First Aid

9. Occupational Health Requirements

The diocese places high value on the health and safety of its clergy and contractors. Employees whether temporary or permanent contractors must be mentally and physically fit to carry out the work for which they are employed otherwise accidents may occur. Certain basic health standards therefore apply.

Minimum Health Standards Required:

- a. Vision, whether with or without corrective lenses, sufficient for reading normal print and equivalent to that for safe driving.
- b. Hearing sufficient to converse on an unamplified telephone. Physical capability allowing the employee to undertake relevant manual tasks.
- c. General good health
- d. People with epilepsy must not be employed to work at exposed heights unless they have been completely free of episodes for more than two years.
- e. First-aid cover should be provided by the contract company.

10. First Aid

Provided by the contractor

Fire Prevention continued

- e. Contractors shall ensure that all stocks of combustible materials are NOT stored in diocesan premises, or stacked externally within 10 metres of any building. Combustible materials or waste accumulating as a result of the work shall be removed to a safe external point as soon as possible, and at least at the end of each period of work.
- f. Contractors are responsible for the provision of adequate lighting and, where necessary, space heating for the comfort and safety of their staff. All access routes and walkways should be well lit, and where space heating is necessary, permission must be obtained for the form of heating proposed before any heating equipment is operated within the diocesan premises. Temporary wiring must conform to the relevant sections of the I.E.E. wiring regulations.
- g. Whenever work or operations may cause obstruction to, or render inaccessible any fire access, exit or stairway leading in or from buildings, a written permit SHALL be obtained. In all cases, first consideration must be given to maintaining a safe means of egress to occupiers of any building. Where temporary alternative arrangements are approved and implemented, the facilities SHALL be accompanied by suitable directional and exit signs and temporary lighting to the satisfaction of the Company.
- h. At the completion of every period of work a senior employee of the contractor shall carry out a thorough check of all the areas where work or operations have been carried out, to ensure no fire or other unusual or hazardous conditions are present. Where hot work has been carried out, this inspection shall be carried out as a minimum, thirty minutes after completion of the work.
- i. Contractors must ensure that their employees and employees of their sub-contractors strictly observe the no smoking restrictions whilst working in diocesan premises. Smoking is restricted to designated areas.

5.2 Construction, Design and Management (CDM) Regulations

CDM Regulations allocates the following roles and responsibilities:

The Designer

Any person who prepares a design or delegates the preparation of a design to an employee or someone within his sphere of control. Designers have a legal responsibility to ensure their client is aware of his/her duties, before they commence design work. Their other duties include:

- a. Giving due regard to health and safety in their designs.
- b. Providing adequate information on the health and safety implications of their design.
- c. Co-operating with the Planning Supervisor and other designers involved in the project.

Designers are in a good position to eliminate or reduce construction hazards, thus enabling the principal Contractor to effectively discharge his/her duties.

The Planning Supervisor:

A person or company employed by the Manchester Diocese who has the required knowledge and experience to manage health and safety issues, essentially during the pre-construction phase. It is the Planning Supervisor's responsibility to:

- a. Notify the HSE of the project.
- b. Guarantee the designers co-operate by ensuring they pass relevant drawings between them and take proper account of health and safety issues.
- c. Ensure a pre-tender health and safety plan is available and ultimately, a health and safety file to pass onto the Manchester Diocese when construction work is complete.
- d. Advise the Diocese of Manchester on, e.g., the competence (in health and safety terms) of the designers and Contractors.

Regulations

The Principal Contractor:

The contractor who is appointed to manage a particular project of all other contractors involved, in respect of all health and safety requirements. This person may change throughout the duration of a project, but the position must never be vacant.

The Principal Contractor is responsible for:

- a. Ensuring co-operation between all Contractors and self-employed people on site over health and safety issues.
- b. Securing compliance with safe working methods, and displaying all statutory notices around the site.
- c. Ensuring only authorised people have access to the construction site.
- d. Providing the Planning Supervisor with any information he/she reasonably needs for the health and safety file.
- e. Giving every Contractor sufficient information about health and safety risks on site, and ensuring their workers have adequate training.
- f. Offering health and safety advice to employees and the self-employed.

The Contractor

Contractors are given specific duties by the CDM Regulations.

There are also general requirements to be observed by the self-employed and employers who have employees working on site.

Fire Prevention

8. Fire Prevention

- a. The contractor shall ensure that no operation or activity resulting from his or his sub-contractors operations or operation of plant or equipment can result in fire or explosion. All employees and sub-contractors of a contractor whose duties entail entering diocesan premises shall be informed by the Contractor of this Code of Practice and the requirement to avoid, or minimise, potentially hazardous conditions.
- b. *All operations involving Hot Work (cutting and welding etc) or use of open flames (blowlamps, gas appliances, heated tar pots, etc to be carried out within, on or adjacent to the Company's or it's clients premises SHALL NOT be started* Heated tar pots shall not be sited on roofs or other structures. A standby 'safety man' must be provided by the contractor whenever hot work is to be carried out within, on, or adjacent to the premises/job sites.
- c. Contractors are responsible for the safe storage, handling and use of all compressed gas cylinders, or containers delivered to them or used by them, on diocesan premises, and must at all times comply with the provisions of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.
- d. Contractors must ensure that all low flash point liquids or mixtures (ie those with a flash point below 90oF/32oC) are safely stored, handles and used. Where possible, safer liquids (those with a higher flash point) should be used. Highly flammable liquids SHALL NOT be stored or decanted within buildings, and effective control of any potential source of ignition shall be carried out by the Contractor, including prohibition of smoking within or adjacent to storage areas and points of use.

Advice and Instructions; Reporting Accidents

5.5 Advice and Instructions

Where the work is being carried out under the CDM Regulations or not, Manchester Diocese and the principal contractor reserve the right to stop all or part of the activity on site if Manchester Diocese considers:

- a. The work area is endangered by external factors and/or
- b. The Contractor is not maintaining safe practices.
- c. Advice may be obtained from the Property Department.

6. Reporting Accidents

The Diocese of Manchester may wish to investigate all accidents that occur at any of its premises, and expect the co-operation of the contractor and his employees in ascertaining the true cause in an effort to prevent a similar accident. All accidents must, therefore be reported by the contractor to their appointed contact in the first instance. (An accident means any injury to personnel, damage to property, or event which may have led to such an occurrence).

Accidents and dangerous occurrences must be reported in accordance with the current RIDDOR Regulations.

7. Personal Protective Equipment

The contractor is reminded:

To this end the contractor shall comply with all relevant statutory provisions and codes of practice in providing employees with all necessary personal protective equipment.

Employers and the Self-Employed

Any worker or self-employed person participating on a project covered by the CDM Regulations must be made aware of the two following pieces of information before they commence work.

- a. The names of the planning supervisor and principal contractor.
- b. The health and safety plan or relevant parts of it, especially those dealing with site hazards and their control.

General Contractors

Contractors are already bound by the 'Management of Health and Safety at Work Regulations', which require them to make risk assessments, and give adequate information to all employees or other persons affected by the work. This information must be provided to the Principal Contractor to assist him/her when determining the hierarchy of risks for the project.

The additional requirements, which specifically relate to CDM projects are to:

- a. Co-operate with the principal contractor and other contractors so as to enable each to carry out their legal duties.
- b. Promptly provide the principal contractor with any relevant information, which might affect health or safety.
- c. Comply with any rules of health and safety plan and directives of the principal contractor.
- d. Provide the Principal Contractor with information concerning any deaths, serious injuries, conditions or dangerous occurrences, which are reportable via RIDDOR.
- e. Provide to the principal contractor any information which he/she knows or could reasonably be expected to find out (and which the principal contractor is unaware of, but should know) so that it can be included in the health and safety file.
- f. Provide to the Principal contractor any information which may prompt a review of the health and safety plan.

Regulations

5.3 Construction (Health, Safety and Welfare) Regulations

These regulations place a general duty on the contractor to ensure a safe place of work and a safe means of access and egress from that place of work.

In particular it requires that contractor

- a. To prevent falls from heights.
- b. To prevent injury or damage from falling objects.
- c. To prevent injury or damage from electricity.
- d. To prevent accidental collapse of existing or new structures which are under construction, and to make sure dismantling or demolition is planned and carried out in a safe manner.
- e. To properly construct cofferdams and caissons.
- f. To identify and prevent risk from underground services associated with excavations and to prevent the collapse of any excavations.
- g. To prevent or avoid drowning when working near or over water.
- h. To ensure construction sites are organised so that both vehicles and pedestrians can move without risk to health.
- i. To prevent and control emergencies.
- j. To have sanitary and washing arrangements and to provide rest and changing facilities.
- k. To maintain the site in good order and take account of environmental factors.
- l. To ensure work is carried out by trained and competent persons.

The contractor will need to work closely with the Property Department representative to ensure that all hazards from his work are identified in risk assessments and site working methods defined for all work.

5.4 Control of Major Accident Hazards Regulations (COMAH)

The site has major accident hazard potential and is covered by the requirements of COMAH. Major hazards could occur as a result of fires, explosions and toxic releases and would impact people and the environment.

In particular, the contractor is required to:

- a. Understand the contractor's role and responsibilities within the site management's systems for preventing and limiting the consequences of major accidents.
- b. Be aware of major accident hazards in the area of work.
- c. Be aware of major accident hazards and the associated control measures, including emergency response procedures in the area where the Contractor is working.
- d. Ensure that arrangements are in place to demonstrate the competence of its staff working in areas of the site with major accident hazard potential.
- e. Ensure that suitable arrangements are in place for co-operating with company staff and other contractors employed by Manchester Diocese.