



# **DRAFT CONSTRUCTION SAFETY POLICY**

## **1 Introduction**

The London Borough of Hounslow (“the Council”) undertakes construction work as part of its service provision and its own maintenance and repair. Our construction work takes place throughout the borough in locations such as the highway, public spaces, corporate buildings and residential properties.

The Council acknowledges its responsibilities under the Construction (Design and Management) Regulations 2007 (“the Regulations”) and is committed to carrying out all construction work safely in accordance with these and the Approved Code of Practice ‘Managing health & safety in construction’ L144 (“the Code of Practice”).

The protection of the health and safety of everyone involved in or affected by our work is of paramount importance to us. Health and safety performance will be given the highest priority at all times by identifying, assessing and managing health and safety risks during every stage of planning, design and construction operation.

We shall engage and consult with all our staff, partners and suppliers to involve everyone in managing the risks and to work together to improve our health and safety performance.

The Corporate implementation of construction work is detailed in the Construction Design and Management (CDM) Procedure (“CDM Procedure”), document 14 in the Council’s Health & Safety Manual.

## **2 Scope of the Policy**

This Policy applies to all construction work commissioned by London Borough of Hounslow including Community Schools and Voluntary aided schools in the borough.

This Policy is also available to the council’s leaseholders, partners, Foundation, Academy and Voluntary Controlled schools and other such schools where the Governing Body is legally responsible for health and safety. Managers of these premises are strongly advised to implement it or otherwise to meet its standards within their own adopted policy.

## **3 Definition of Construction work**

The requirements of the Construction (Design and Management) Regulations 2007 cover the following types of work:

Revision Summary	Revision Number	Issue Date	File Name/Author	Page of Total
	1	April 2011	ConstructionSafetyPolicy12/VH	Page 1 of 5



- The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The assembly or the disassembly on site of prefabricated elements to form a structure.
- The removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which, immediately before such disassembly, formed such a structure.
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

## 4 Construction work

Any works defined as construction (as detailed in section 3) will be planned and managed through all stages in accordance with the Construction (Design & Management) Regulations 2007.

The effort devoted to planning and managing health and safety will be in proportion to the risks and complexity associated with the work.

## 5 Notifiable Construction work

If the construction work involves more than 30 working days or 500 person days, it will be notified to the Health and Safety Executive (HSE) and will comply with the additional requirements as set out in the Regulations.

## 6 Non-Notifiable Construction work

Work lasting less than 30 working days or involving less than 500 person days will be planned and managed to identify any hazards so they can be eliminated or reduced at design or planning stage and the remaining risks properly managed. This work is not notified to the HSE.

Revision Summary	Revision Number	Issue Date	File Name/Author	Page of Total
	1	April 2011	ConstructionSafetyPolicy12/VH	Page 2 of 5



**7 Duty holders**

The Construction (Design & Management) Regulations 2007 define the duty holders required for construction work and the duties which each dutyholder is required to fulfil.

Full details of the duties are found in the Approved Code of Practice ‘Managing health & safety in construction’ L144. A summary of the duties of duty holders are listed below.

Details of how London Borough of Hounslow will implement these duties can be found in the CDM Procedure.

**Summary of the duties of Duty holders**

	<b>All construction projects (Part 2 of the Regulations)</b>	<b>Additional duties for notifiable projects (Part 3 of the Regulations)</b>
<b>Clients (excluding domestic clients)</b>	<ul style="list-style-type: none"> <li>• Check competence and resources of all appointees</li> <li>• Ensure there are suitable management arrangements for the project including welfare facilities</li> <li>• Allow sufficient time and resources for all stages</li> <li>• Provide pre-construction information to designers and contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint CDM co-ordinator*</li> <li>• Appoint principal contractor*</li> <li>• Make sure that the construction phase does not start unless there are suitable:               <ul style="list-style-type: none"> <li>- welfare facilities, and</li> <li>- construction phase plan in place</li> <li>- due regard has been given to disability and equality</li> </ul> </li> <li>• Provide information relating to the health and safety file to the CDM co-ordinator</li> <li>• Retain and provide access to the health and safety file</li> </ul> <p>(* There must be a CDM co-ordinator and principal contractor until the end of the construction phase)</p>
<b>CDM co-ordinators</b>		<ul style="list-style-type: none"> <li>• Advise and assist the client with their duties including disability &amp; equality duties</li> <li>• Notify HSE</li> <li>• Co-ordinate health and safety aspects of design work and co-operate with others involved with the project</li> <li>• Facilitate good communication between client, designers and contractors</li> <li>• Liaise with principal contractor regarding ongoing design</li> <li>• Identify, collect and pass on pre-construction information</li> <li>• Prepare/update health and safety file</li> </ul>

Revision Summary	Revision Number	Issue Date	File Name/Author	Page of Total
	1	April 2011	ConstructionSafetyPolicy12/VH	Page 3 of 5



<p><b>Designers</b></p>	<ul style="list-style-type: none"> <li>• Check client is aware of their Duties</li> <li>• Give due regard to the Equality Act 2010 &amp; take relevant actions where practical to make adjustments for disabled people</li> <li>• Eliminate hazards and reduce risks during design</li> <li>• Provide information about remaining risks</li> </ul>	<ul style="list-style-type: none"> <li>• Check CDM co-ordinator has been appointed</li> <li>• Provide any information needed for the health and safety file</li> </ul>
<p><b>Principal contractors</b></p>		<ul style="list-style-type: none"> <li>• Plan, manage and monitor the construction phase in liaison with contractor, including giving due regard to vulnerable and disabled people</li> <li>• Prepare, develop and implement a written plan and site rules. (Initial plan completed before the construction phase begins)</li> <li>• Give contractors relevant parts of the plan</li> <li>• Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase</li> <li>• Check competence of all appointees</li> <li>• Ensure all workers have site inductions and any further information and training needed for the work</li> <li>• Consult with the workers</li> <li>• Liaise with CDM co-ordinator regarding ongoing design</li> <li>• Secure the site</li> </ul>
<p><b>Contractors</b></p>	<ul style="list-style-type: none"> <li>• Check client is aware of their duties</li> <li>• Plan, manage and monitor own work and that of workers</li> <li>• Check competence of all their appointees and workers</li> <li>• Train own employees</li> <li>• Provide information to their workers</li> <li>• Comply with the specific requirements in Part 4 of the Regulations</li> <li>• Ensure there are adequate welfare facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Check a CDM co-ordinator and a principal contractor have been appointed and HSE notified before starting work</li> <li>• Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules</li> <li>• Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work</li> <li>• Provide any information needed for the health and safety file</li> <li>• Inform principal contractor of problems with the plan</li> <li>• Inform principal contractor of reportable accidents, diseases and dangerous occurrences</li> </ul>
<p><b>Everyone</b></p>	<ul style="list-style-type: none"> <li>• Check own competence</li> <li>• Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work</li> <li>• Report obvious risks</li> <li>• Comply with requirements in Schedule 3 and Part 4 of the Regulations for any work under their control</li> <li>• Take account of and apply the general principles of prevention when carrying out duties</li> </ul>	

Revision Summary	Revision Number	Issue Date	File Name/Author	Page of Total
	1	April 2011	ConstructionSafetyPolicy12/VH	Page 4 of 5



## 8 Further Information

Further information on construction procedures and construction related issues, e.g. asbestos, manual handling, noise, working at height, is located within the Council's Health & Safety Manual:

[http://intranet.hounslow.gov.uk/health\\_safety\\_manual\\_jan11.pdf](http://intranet.hounslow.gov.uk/health_safety_manual_jan11.pdf)

The Construction Design and Management (CDM) Procedure is document 14 in the Health & Safety Manual.

Useful links on HSE website:

<http://www.hse.gov.uk/construction/cdm.htm>

<http://www.hse.gov.uk/construction/cdm/responsibilities.htm>

Advice and guidance can be obtained from the Health & Safety Team on ext. 2167 or by e-mailing [health.safety.askus@hounslow.gov.uk](mailto:health.safety.askus@hounslow.gov.uk)

DRAFT

Revision Summary	Revision Number	Issue Date	File Name/Author	Page of Total
	1	April 2011	ConstructionSafetyPolicy12/VH	Page 5 of 5