



States of Guernsey
Health and Safety Executive

Guernsey Construction (Design and Management) 2020

Approved Code of Practice 2020

The Health and Safety at Work (General) (Guernsey) Ordinance, 1987



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Approved Codes of Practice (ACoPs) provide practical advice on how to meet the legal requirements set out in the Ordinance. If you follow the advice you will be doing enough to comply with the law in respect of those specific matters to which the ACoP refers. Following the advice is not compulsory and you are free to take other action and use alternative methods to those set out in the ACoP in order to comply with the law.

However, the ACoP has a special legal status. If you are prosecuted for a breach of health and safety law, and it is proved that you did not follow the relevant provisions of the ACoP, you will need to show that you have complied with the law in some other way or the court will find you at fault.

Approved Code of Practice 2020

Notice of Approval

This Code of Practice, entitled “Guernsey Construction (Design and Management) 2020” has been approved by the Committee *for* Employment and Social Security under Section 13 of the Health and Safety at Work (General) (Guernsey) Ordinance, 1987. It replaces the Approved Code of Practice “the Organisation and Management of Health and Safety in Construction” dated 11 July 1996. The approval takes effect on the **2nd December 2020**.



Deputy Peter Roffey

President of the Committee

Employment and Social Security

Date: 18th November 2020

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Introduction

1. This Approved Code of Practice (ACoP) sets out minimum health, safety and welfare requirements for temporary or mobile construction sites, as defined in Paragraph 7 (a) and (b) and/or Construction Projects as defined in Paragraph 7 (c)
2. This ACoP does not apply to drilling and extraction in the extractive industries.
3. Under this ACoP, organisations or individuals can be one, or more, dutyholder for a project. The different dutyholders are summarised in **Table 1**. The table does not include all the duties, nor does it distinguish between duties that are absolute (dutyholders 'must' comply with them), and duties that are qualified by terms such as 'as far as practicable' or 'as far as is reasonably practicable' (dutyholders 'should' comply with them).
4. The Health and Safety at Work (General) (Guernsey) Ordinance 1987 places duties on all employers and employees regardless of the size of project, number of employees, or number of weeks worked. It is for the dutyholder to demonstrate that they have complied with this ordinance.
5. As part of managing the health and safety of your business you must control the risks in your workplace. To do this you need to think about what might cause harm to people and decide whether you are taking reasonable steps to prevent that harm. This is known as risk assessment and it is something you must carry out. **A risk assessment is not about creating huge amounts of paper work, but rather about identifying sensible, proportionate measures, to control the risks in your workplace.** A suitable and sufficient risk assessment carried out by a competent person will help you decide whether you have covered all you need to with regard to the hazards and risks involved in the task.
6. Where Guernsey legislation is silent as to a topic, the relevant UK regulations, ACoPs and guidance provides the appropriate standard to be achieved.

Table 1. A summary of definitions, roles and duties under Guernsey Construction (Design and Management) 2020 (GCDM2020)

PLEASE NOTE:

All Dutyholders must comply with the Health and Safety at Work (General) (Guernsey) Ordinance 1987. In practice this means that your duties remain regardless of the size of project, number of employees, or number of weeks worked.

Organisations or individuals can carry out the role of more than one dutyholder, provided they are competent to do so and (if an organisation) have the organisational competence to carry out those roles in a way that secures health and safety.

GCDM Dutyholders:*	Summary of roles/main duties
Who are they?	
Commercial Clients	Make suitable arrangements for managing a project.
(Hereafter referred to as “the client” unless otherwise stated) are organisations or individuals for whom a construction project is carried out. See paragraph 7(c), 7(l), 7(m), and paragraphs 24 - 37 for more guidance.	<p>This includes making sure:</p> <ul style="list-style-type: none">) They appoint, in writing, a principal contractor;) Other dutyholders are appointed;) Sufficient time and resources are allocated. <p>Make sure:</p> <ul style="list-style-type: none">) Relevant information is prepared and provided to other dutyholders;) The designer and principal contractor carry out their duties;) Welfare facilities are provided.

Domestic Clients are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not these duties will pass to the designer, or if there is no designer involved the relevant contractor. See paragraph 7(m) and Schedule 8 for more guidance

Where work is carried out for **domestic clients** see Schedule 8 for further guidance.

Health and Safety

Project co-ordinators

are organisations or individuals competent in Health and Safety whose role is to advise the Client on health and safety issues during the design and planning phases of construction work. For notifiable projects they may be individuals working for the designer or principal contractor. For

They must:

-) Ensure they have the requisite training, skills, knowledge and experience of planning, management, construction, and communications.
-) Advise and assist the client with their duties
-) Coordinate health and safety aspects of the design work and cooperate with others involved in the project
-) Facilitate good communication between the client, designers and principle contractor
-) Liaise with the principal contractor on any ongoing aspects of the design

non-notifiable projects The relevant duties and responsibilities of the H&SPC's should be undertaken by the PC to save on additional appointments, but a H&SPC may be appointed if the client so wishes. See paragraph 7 (n) and paragraphs 38 -39 for more guidance.

-) Identify, collect and pass on any relevant pre-construction information
-) Assist with preparing the Construction Phase Plan if required;
-) Prepare and update the health and safety file.

Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work. See paragraph 7(o) and paragraphs 40 - 52 for more guidance

When preparing or modifying designs, they must

-) Identify, eliminate, reduce or control foreseeable risks that may arise during construction; and
-) Give consideration to the maintenance and use of a building once it is built.
-) Prepare and provide information to other members of the project team to help them fulfil their duties.
-) Provide relevant information to the Health and Safety Coordinator and principal contractor and other dutyholders to help them plan, manage, monitor and coordinate health and safety in the construction phase

Principal contractors

are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor. See paragraph 7(p) and paragraphs 53 – 61 for more guidance

Plan, manage, monitor and coordinate health and safety in the construction phase of the project. This includes:

-) Liaising with the Client, Health and Safety Coordinator and Designer;
-) Notify the Health and Safety Executive 14 days prior to the start of the project in accordance with paragraph 7 (d) and in the manner prescribed in Appendix 1;
-) Organising cooperation between contractors and coordinating their work.
-) Prepare the Construction Phase Plan.

Ensure:

-) Suitable site inductions are provided (see schedule 3)
-) Reasonable steps are taken to prevent unauthorised access;
-) Workers are consulted and engaged in securing their health and safety; and
-) Welfare facilities are provided.

Contractors are those who do the actual construction work and can be either an individual or a company. See paragraph 7 (r) and paragraphs 62 - 66 for more guidance.

Plan, manage and monitor construction work under their control so that

-) It is carried out without risks to health and safety.

For projects involving more than one contractor

-) Coordinate their activities with others in the project team – in particular, comply with directions given to them by the Designer or Principal Contractor.

For single-contractor projects

-) Prepare a construction phase plan.

Workers are the people who work for or under the control of contractors on a construction site. See 7(s) and paragraphs 67 - 72 for more guidance.

They must:

-) Ensure that they are competent to carry out the work and if they are not inform the principal contractor.
-) Be consulted about matters which affect their health, safety and welfare;
-) Take care of their own health and safety and others who may be affected by their actions;
-) Report anything, they see which is likely to endanger either their own or others' health and safety;
-) Cooperate with their employer, fellow workers, contractors and other dutyholders.

Definitions

7. For the purposes of this ACoP:
- (a) **'construction work'** means the carrying out of any building, civil engineering or engineering construction work carried out; a non-exhaustive list of such works is given in Schedule 6
 - (b) **'temporary or mobile construction sites'** (hereinafter referred to as 'construction site/s') means any site at which building, civil engineering or engineering works are carried out; a non-exhaustive list of such works is given in Schedule 6;
 - (c) **'construction project'** means any construction work, as defined in 7(a), including the design, preparation and planning of the work, through construction to final completion.
 - (d) **'notifiable project'**: means a construction project, as defined, where
 - I. The number of persons working on site (whether it be employees, subcontractors or self-employed contractors) exceeds 5 and the duration of the contract is more than 30 days.
 - II. If the work involves demolition or dismantling of a structure regardless of duration or numbers on site.
 - III. Where work is of short duration but is expected to involve at least 500 man-days of input.
 - IV. The F10 form should be completed online where possible <https://www.gov.gg/F10>. Alternatively, a hard copy can be completed and sent to the HSE office covering the site where construction / demolition work is to take place. See Schedule 1. The Principal Contractor is required to give the Health & Safety Executive 14 days' notice of all construction works on projects
 - (e) **'non-notifiable project'**: means any construction project which does not meet the requirements of a Notifiable Project.
 - (f) **'domestic project'**: A domestic project may either be notifiable or non-notifiable dependent on the requirements of 7(d) and 7 (e) above.
 - I. In the event that some appointments are not made e.g. Principal contractors, Health and Safety Co-Ordinator, all contractors will have the duties described in paragraph 4 and 62 -66 In particular the duty to co-operate on matters related to health, safety and welfare of all on site.

- (g) See Paragraphs 241 - 243 regarding specific requirements relating to notification of demolition work.
- (h) **'construction phase'**: is the period of time during which construction work is being carried out, including activities such as intrusive site investigations, enabling works and setting up the site facilities (e.g. welfare facilities, site office etc.) through to handover of the completed structure
- (i) **'construction phase plan'**: is a site specific management document, prepared by the relevant contractor before construction work starts, which sets out the health and safety arrangements, site rules and measures for controlling project-specific risks. The plan must be monitored, maintained and kept up to date as the construction work progresses. Further guidance on what information should be included in a construction phase plan is included in Schedule 2.
- (j) **'design'**: includes drawings, design details, scope-of-work documents and specifications (including calculations prepared for a design) relating to a structure.
- (k) **'health and safety file'**: is a document prepared by the health and safety project coordinator which contains relevant information about the current project which is needed to ensure health and safety during any subsequent work on the structure, such as maintenance, cleaning, refurbishment or demolition. Further guidance on what information should be included in a health and safety file is included in Schedule 3.
- (l) **'commercial client'** (referred to as 'the client' unless otherwise stated) means any natural or legal person, or organisation, for whom a project is carried out in connection with a business, whether the business operates for profit or not. This includes clients based overseas who commission construction projects in Guernsey;
- (m) **'domestic client'** means a natural person for whom work is carried out on their own dwelling, or the home of a family member that is not done as part of a business, whether for profit or not. **Any duties, otherwise applicable to commercial clients as per 7(l) above, will automatically pass to the designer, or if there is no designer involved the relevant contractor on domestic projects.** See Schedule 8 for further information regarding domestic clients and duties. The States of Guernsey, housing associations, charities, landlords and other businesses may own domestic properties, but they are not

a domestic client for the purposes of this ACoP. If the work is in connection with a business attached to domestic premises, such as a shop, the client is not a domestic client.

- (n) **'health and safety project coordinator'** means any natural or legal person entrusted by the client and/or principal contractor with performing the duties referred to in paragraphs 38 - 39.
- (o) **'designer'** means any natural or legal person (including a client, contractor or other person) who prepares or modifies a design, relating to a structure, product, mechanical, or electrical system intended for a particular use, and includes a designer of temporary works; They may be architects, civil and structural engineers, building surveyors, quantity surveyors, landscape architects as well as any person who selects products for use in construction, or who purchases them where the choice has been left open.
- (p) **'principal contractor'** means any natural or legal person responsible for the direct control, management and/or supervision of the execution of a project, acting on behalf of the client;
- (q) **'self-employed person'** means any natural person other than those working under a contract of employment whose professional activity contributes to the completion of a project;
- (r) **'contractor'** means any natural or legal person (including a non-domestic client) who, in the course or furtherance of a business, carries out, manages or controls construction work;
- (s) **'worker'** means, any natural person contracted to perform work or supply services for monetary compensation. They may variously be directly employed, self-employed or sub-contracted.
- (t) **'competent person'** means, a person who has sufficient training, skills, experience and/or knowledge, and other qualities that allow them carry out their work or assist properly. The level of competence required will depend on the complexity of the undertaking and the particular work being carried out or help needed.
- (u) **'organisational competence'** means an organisation has the policies and systems in place to set acceptable health and safety management standards which comply with the

law, and the resources and people to ensure the standards are delivered and monitored.

The level of organisational competence required will depend on the complexity of the undertaking and the particular work being carried out or help needed.

General Principles

Key elements to securing construction health and safety

8. The key elements include:
 - (a) Managing the risks by applying the **general principles of prevention**;
 - (b) **Appointing** the right people and organisations at the right time;
 - (c) Making sure everyone has the **information, instruction, training and supervision** they need to carry out their jobs in a way that secures health and safety;
 - (d) Dutyholders **cooperating and communicating** with each other and **coordinating** their work;
and
 - (e) **Consulting workers and engaging** with them to promote and develop effective measures to secure health, safety and welfare.

General principles of prevention

9. These set out the principles dutyholders should use in their approach for identifying the measures they should take to control the risks to health and safety in a project. The general principles are set out in full in paragraph 22 and 23 but in summary they are to:
 - (a) Avoid risks where possible:
 - (b) Assessing those risks that cannot be avoided (risk assessment); and
 - (c) Put in place proportionate measures to control those risks at source.

This ACoP requires health and safety project coordinators, designers, principal contractors and contractors to take account of these principles in carrying out their duties.

Appointing the right organisations and people at the right time

10. Appointing the right organisations and individuals to complete a particular project is fundamental to its success, including health and safety performance. When appointing health and safety co-ordinators, designers or contractors' enquiries should be made about their organisational capability to carry out the work. Only enquiries that will address the anticipated risks and capability of the supply should be made - excessive or duplicated paperwork should be avoided because it can distract attention from the practical management of risks. Those making appointments will find standard health and safety questions in Publicly Available Specification (PAS 91:2013) Construction related procurement. Prequalification questionnaires a useful aid. Using PAS 91:2013 standard questions is one way of helping to assess organisational capability.
11. As well as carrying out pre-qualification checks on organisations, those responsible for making appointments should also check that the designer or contractor has enough experience and good record in managing the risk involved in projects. These checks should ideally be carried out at the final stage after pre-qualification checks have been completed and before appointments are made.
12. When considering the requirements for designers and other construction professionals, due weight should also be given to membership of an established professional institutions or body. For example, do these bodies have arrangements in place which provide some reassurance that health and safety is part of the route to membership of their profession? However, questions should also be asked of individuals to ensure that they are competent i.e. they have sufficient skills, knowledge, training and experience to carry out the work involved, and that they keep those capabilities up to date.

Appointing health and safety project coordinators, designers and contractors (including principal contractors)

13. Clients, or anyone responsible for appointing health and safety coordinators, designers or contractors (including principal contractors) to work on a project must, so far as is reasonably practicable, ensure that those appointed are competent to carry out the work in a way that

secures health and safety. If those appointed are an organisation, they must also have the appropriate organisational capability. Those making the appointments must establish that those they appoint have these qualities **before** appointing them. Large organisations may introduce procurement rules to assess the competence and performance of their appointees e.g. Safety Schemes in Procurement (SSIP) or PAS 91:2013

14. Similarly, any designers or contractors seeking appointment as individuals must ensure they are competent. Designers or contractors can use the services of an independent (third party) assessor to assess their organisational capability. If they do, there are companies that provide pre-qualification assessment services, including those who are members of the Safety Schemes in Procurement (SSIP) Forum. The SSIP Forum is an umbrella body with binding agreements to ensure member schemes recognise each other's pre-qualification assessments. The website (www.ssip.org.uk) provides a free search facility for any business that has undergone an SSIP assessment and gives further information about SSIP. SSIP assessment is one way a designer or contractor can demonstrate organisational capability at the pre-qualification stage of the appointment process, **but not the only way**.
15. It is not a legal requirement for any business or individual to use the services of a third party to help them bid for work. Rather than use the services of a third party, it is equally acceptable for a business or individual to assess their own capability and supply relevant documentation to a client in support of a bid for work. The standard health and safety pre-qualification questions in PAS 91:2013 may be helpful in carrying out a self-assessment. This is applicable to smaller construction projects in particular where the number of individuals likely to be appointed is relatively few.
16. Dutyholders should be appointed at the right time. For example, clients must appoint designers and principal contractors as soon as practicable and **before** the start of the construction phase, so they have enough time to carry out their duties to plan and manage the pre-construction and construction phases respectively.

Contractors appointing anyone for work on a construction site

17. When contractors appoint anyone to carry out work on a construction site, they must make sure that those they appoint are competent, or are in the process of gaining, the right skills, knowledge, training and experience. Not everyone will have these qualities and, if they do not, appointments should be made on the basis that they are capable of gaining them for example an apprentice. Large organisations may introduce procurement rules to assess the competence and performance of their appointees e.g. SSIP or PAS91

When selecting a suitable contractor, you will need to satisfy yourself that the contractor you choose can do the job safely and without risks to health. This means making enquiries about the competence of the contractor – do they have the right combination of training, skills, knowledge and experience? The degree of competence required will depend on the work. Similarly, the level of enquiries you make should be determined by the level of risks and the complexity of the job.

Examples of questions you could ask potential contractors include:

-) What arrangements will you have for managing the work?
 - For example, who will be responsible, how will the work be supervised, what checks do you make on equipment and materials etc.?
-) Will you be using subcontractors and if so, how will you check they are competent?
 - The level of competence for subcontractors will depend on the risk and the complexity of the work.
-) What is your recent health and safety performance?
 - For example, how many accidents and cases of ill health have you had, has HSE taken any action taken against you?
-) Do you have a written health and safety policy?
 - This is only a requirement if five or more people are employed.
-) Can you provide existing risk assessments done for similar jobs?
 - Again, written risk assessments are only required by law if five or more people are employed.
-) What qualifications, skills and experience do you have in this type of work?

-) What health and safety information and training do you provide for your workers?
-) If required, do you have Employers' Liability Compulsory Insurance?

Information, Instruction, Training and Supervision.

18. The level of information, instruction, training and supervision required will depend on the risks involved in the project and the level of competence of the workforce. Contractors (including principal contractors) must make sure supervision is effective and suitable site inductions are provided (see Schedule 5) along with other information – such as the procedures to be followed in the event of serious and imminent danger to health and safety.

Consideration must be given to: -

-) Who will be responsible for the work,
-) What is expected of the worker?
-) Who will supervise the work?
-) How the work will be supervised
-) How the work will be carried out
-) Control measures identified in risk assessment
-) What arrangements are in place for stopping the work, if there are serious health and safety concerns?

Cooperating, communicating and coordinating

19. Dutyholders must cooperate with each other and coordinate their work to ensure health and safety. They must also communicate with each other to make sure risk assessments have been carried out and that everyone understands the risks, and the measures to control those risks. For example, through regular dialogue between the client, the health and safety project coordinator, the designer, and principal contractor collectively ensure they have the time and resources to plan, manage, monitor and coordinate the pre-construction and construction phases. This includes ensuring the implementation of any control measures identified by risk assessment.

Consulting and engaging with workers

20. Workplaces where workers are consulted and engaged in decisions about health and safety measures are safer and healthier. Consultation about health and safety is two way. It involves giving information to workers, listening to them and taking account of what they say before decisions are made by the dutyholder. For example, hold meetings before work starts to discuss the work planned for the day, identify risks and agree appropriate control measures (Conduct or Review Risk Assessment). Involving workers helps those responsible for health and safety to manage it in a practical way by:
- (a) helping spot workplace risks and knowing what to do about them;
 - (b) making sure health and safety controls are appropriate;
 - (c) increasing the level of commitment to working in a safe and healthy way.
21. It is effective and appropriate practice to consult workers in good time. In workplaces where a trade union is recognised, consultation should be through union health and safety representatives. In non-unionised workplaces, consultation should be either direct with workers or through elected representatives of employee safety.

Part A – Management arrangements

General principles

22. The Client, Health and Safety Project Coordinator, Designer, Principal Contractor, must take account of the general principles of prevention for health and safety detailed in paragraph 23 during the various stages of designing and preparing the project, in particular:
- (a) when architectural, technical and/or organisational aspects are being decided, in order to plan the various items or stages of work which are to take place simultaneously or in succession,
 - (b) when estimating the period required for completing such work or work stages. Account must also be taken, each time this appears necessary, of all health and safety plans and of building health and safety files drawn up in accordance with paragraph 38 (c) or (d) or adjusted in accordance with paragraph 38 (e).
23. The general principles of prevention for health and safety are:
- (a) organising and planning all construction work;
 - (b) assessing the risks to health and safety of workers and the public in relation to the construction work and the subsequent use of the building or structure;
 - (c) implementing risk control measures through design, engineering control measures, collective physical control measures;
 - (d) providing safe systems of work including risk assessments/method statements;
 - (e) providing personal protective equipment; and
 - (f) providing information, instruction, training and supervision.
 - (g) Communication and Co-Operation between all parties such that health and safety for all concerned is assured.

Client Duties

General

24. It is acknowledged that most clients, particularly those who only occasionally commission construction work, will not be experts in the construction process. They do, however, have a major influence over the way a project is procured and managed; having contractual control, including the appointment of designers and principal contractors, and ultimately determining how much money, time and other resources are available.
25. In view of this, although the client is not required to take an active role in managing the work, they must satisfy themselves that suitable arrangements are in place to ensure the project is properly managed throughout. For example ensuring the roles, functions and responsibilities of the project team are clearly set out, there are effective mechanisms for communication and co-operation between them.
26. When considering the extent of the client's duties, and what would be considered 'reasonable' or 'practicable' to achieve, this will be proportionate to the size of the project and risks involved in the work. Non-notifiable construction projects are not likely to require the same depth of investigation or time allocation as large, complex notifiable Construction projects, or where specialist skills are needed to tackle specific hazards regardless of the size of the project.
27. Where a principal contractor has been appointed the health and safety project coordinators or designers perform the duties referred to in paragraphs 38-52, this does not relieve the client of their responsibilities in that respect.
28. If a client fails to appoint a principal contractor or health and safety coordinator, they will be deemed to have taken on their respective roles and duties. See Table 1 and Schedule 8 regarding domestic clients.
29. The implementation of paragraphs 38-52, does not affect the overall general duties of all employers under the Health and Safety at Work (General) (Guernsey) Ordinance, 1987.

Pre-construction phase

30. A client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources. For example, by ensuring a realistic timeframe and budget allocation for each stage of the project from design concept to completion.

31. A client must ensure that construction work can be carried out is, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project, and ensure adequate welfare facilities is in place in respect of any person carrying out construction work.
32. A client must provide pre-construction information to all designers and contractors engaged on the project. This includes information already in the client's possession and that which is reasonably obtainable by, or on behalf of, the client. The information must be relevant to the specific project, have an appropriate level of detail and be proportionate to the risks involved. Examples include an existing health and safety file produced as a result of earlier construction work, an asbestos or contaminated land survey, structural drawings etc.
33. A client must appoint, in writing, a principal contractor for any construction site on which more than one contractor is present, regardless of its size. The appointment of the principal contractor should be made as early as possible in the pre-construction phase to enable them to help the client in ensuring a construction phase plan is drawn up.
34. **For notifiable projects;** In addition to the paragraphs 24 to 33 above, a client must appoint one or more health and safety project coordinator(s) for any construction project on which more than one contractor is present. The principal contractor can take on the role of the health and safety coordinator, particularly for smaller Construction Projects.
35. As per paragraph 28 if a client fails to appoint a principal contractor or health and safety coordinator, they will be deemed to have taken on their respective roles and duties. See Table 1 and Schedule 8 regarding domestic clients.
36. A client must ensure that a construction phase plan (CPP) for the project is prepared before the construction phase begins. For projects involving more than one contractor the construction phase plan must be completed by the Principal Contractor. For single contractor projects, the contractor must ensure the plan is prepared. .

Construction phase

37. A client must ensure that these arrangements are maintained and reviewed throughout the project. This does not necessarily mean that the same individuals or organisations are in place for the entire duration of the project, rather that the role and functions are fulfilled.

Health and Safety Project Co-Ordinator Duties

Pre-Construction phase

38. The health and safety project coordinator appointed in accordance with paragraphs 13 – 16 and 34 must:
- (a) coordinate the implementation of the general principles of prevention and safety in paragraphs 9, 22 and 23;
 - (b) ensure that relevant information about a site or structure is obtained and prepare the health and safety plan, in particular with regards to the presence of asbestos, hazardous substances, unstable structures and ground conditions;
 - (c) Ensure that the project has been notified to the HSE in accordance with paragraph 7(d)
 - (d) prepare a building health and safety file appropriate to the characteristics of the project containing relevant safety and health information to be considered during any subsequent works or update any existing file accordingly.

Construction phase

39. In conjunction with the Principal Contractor the Health and Safety Project Coordinator appointed in accordance with paragraphs 13-16 and 34, must:
- (a) assist with the coordination and implementation of the general principles of prevention and safety:
 - I. when technical and/or organisational aspects are being decided, in order to plan the various items or stages of work which are to take place simultaneously or in succession,
 - II. when estimating the period required for completing such work, work stages or building phases;
 - (b) assist with the coordination and implementation of the relevant provisions in order to ensure that employers and self-employed persons:

- I. apply the principles referred to throughout this ACoP in a consistent manner,
 - II. where required, follow the construction-phase health and safety plan (CPP) referred to in paragraph 38(c);
- (c) Assist with any adjustments required to the health and safety plan referred to in paragraph 38(b) and the building health and safety file referred to in paragraph 36(d) to take account of the progress of the work and any changes which have occurred, this includes changes to the design, or projects with ongoing designs, during the construction phase;
- (d) Provided the client with the health and safety file at the completion of the project.

Guidance on the information required for the health and safety file is provided in Schedule 3

Designer Duties

General

40. It is important to recognise that design is a function, not necessarily an appointment. Anyone who makes decisions that result in design changes, which extends to include the specification of working methods and materials, is classified as a designer in respect of the specific matters to which they have so influenced. This can include, for example, clients, quantity surveyors, engineers, contractors etc. As a result, there will often be multiple designers and changes of designers on construction projects.
41. Designers are in a unique position to reduce the risks that arise during construction work and therefore have a key role to play in helping to ensure the health and safety of not only those involved with the construction of a structure, but also those who will use, maintain, clean, refurbish and eventually demolish it.

Pre-Construction phase

42. Designers appointed in accordance with paragraph 13 must ensure that the client, has appointed a principal contractor where necessary, and is made aware of their duties under this ACoP. This will usually be addressed as part of routine business, and take the form of a standard letter provided as part of the contractual documentation.

43. Designers have a strong influence during the concept and feasibility stage of a project. The earliest decisions can fundamentally affect the health and safety of those who will construct, maintain, repair, clean, refurbish and eventually demolish a building. The health and safety of those who use a building as a workplace may also be affected. Decisions, such as selecting materials that are lighter to handle, or windows that can be cleaned from the inside, can avoid or reduce the risk involved in constructing the building and maintaining it after construction.
44. Although it is understood that residual risks may well remain, decisions such as these have an important influence on the overall health and safety performance of the project, and the use and maintenance of the building once it is built.
45. **A designer should address health and safety issues from the very start.** Where issues are not addressed early on, projects can be delayed, and it can become significantly harder for contractors to devise safe ways of working once they are on site. The client may also be forced to make costly late changes, so the building can be used and maintained once it is built.
46. Every designer must, in preparing or modifying a design used in construction, avoid or reduce any foreseeable risk to the health and safety of any person:
 - (a) carrying out construction work;
 - (b) liable to be affected by such construction work;
 - (c) cleaning or maintaining any window, roof or part of the structure;
 - (d) maintaining the permanent fixtures and fittings of a structure; or
 - (e) using a structure, building or temporary works.
47. In eliminating or reducing the risks to health and safety, designers must give collective measures priority over individual measures. For example, locating air-conditioning units within a building on the roof, or within fixed barriers so maintenance workers have a safe means of access/egress and working place; specifying lightweight blocks to reduce the risk of musculoskeletal disorders.
48. After the risk reduction measures above have been fully applied, the designer must provide sufficient information about the remaining significant risks to other relevant duty holders to enable these to be properly managed.
49. Insignificant risks, or those arising from routine construction activities do not need to be highlighted, just those that are unusual or difficult to manage, or risks that may not be obvious

from the drawings or a site visit, and which even a competent contractor may overlook when considering the work.

50. **Non-Notifiable Projects** the designer must, in addition to the above, ensure that the client has appointed a principal contractor (unless the client is the principal contractor)
51. **Notifiable projects** the designer must, in addition to all of the above,
 - (a) ensure the client has appointed a health and safety project co-ordinator (unless the client is the health and safety project co-ordinator)
 - (b) take all reasonable steps to ensure that all relevant information needed for the health and safety file is provided.

Construction phase

52. During the construction phase attention should be paid to any variations, alterations or changes made to the original designs and the ongoing effect this may have. While every effort should be made to eliminate the need for this, circumstances can still change. In such situations, compliance with this ACoP must be ensured throughout the construction phase.

Principal Contractor Duties

General

53. The principal contractor, in liaison with the client, designer, and health and safety project coordinator, has an important role in managing the risks of construction work and providing strong leadership to ensure good standards of health and safety on site are understood and followed.
54. The principal contractor must be competent to carry out the role effectively. Their skills, knowledge and experience should be proportionate to the scale and complexity of the project and the nature of the risks involved. The principle contractor should be appointed by the client as early as possible in the project and must be appointed before the construction work starts.
55. For **all projects, including Non-Notifiable projects**, where a principle contractor is appointed (i.e. where more than one contractor is involved in the project), the principal contractor must also:

- (a) plan, manage, monitor the construction phase, in liaison with other dutyholders, to ensure health and safety risks are adequately controlled. This must take into account the pre-construction information provided by the client and any other information provided by the designer(s) and other contractors.
- (b) develop good cooperation between and coordination between all the contractors involved with the project from the outset. Information about risks and control measures should be shared when it is needed to plan and manage the work, for example when planning the sequencing and stages of the work to ensure that the work of different contractors can be safely coordinated. Regular planning meetings between the principal contractor and contractors are often an effective way of ensuring this.
- (c) take all reasonable steps to ensure that any contractors appointed to the project are competent, i.e. have the necessary skills, training, knowledge and experience to carry out their work safely
- (d) In consultation with the health and safety project coordinator, draw up, or cause to be drawn up, a construction-phase plan (CPP) before the construction site is set up. The plan should set out the specific arrangements for securing health and safety during the construction phase, as specified in Schedule 2. It should also detail the risks to health and safety during the execution of the project, the control measures to be put in place in accordance with paragraphs 22 and 23, and setting out the rules applicable to the construction site concerned, taking into account where necessary the industrial activities taking place on the site in accordance with Schedule 6; this plan must also include specific measures concerning work which falls within one or more of the categories in Schedule 7;
- (e) provide all contractors with copies of the parts of the construction phase plan relevant to their work before such work starts. The contractors must be promptly provided with any relevant updates or revisions to the plan if these change during the course of the project
- (f) where risk assessment identifies the need ensure appropriate safe work method statements are prepared in accordance with relevant guidance. For example,

asbestos removal, lifting operations, or hot works. This does not mean that the principal contractor must write them, rather they must ensure the document is in place and adhered to by the contractor carrying out the work on construction sites under their control.

- (g) ensure that the necessary steps are taken to prevent access to the site by unauthorised persons. Further guidance on the appropriate measures is provided on Part B – Paragraph 76 – 81.
- (h) ensure the health risks associated with the working activities have been properly risk assessed and control measures introduced.
- (i) ensure appropriate welfare facilities are available and maintained throughout the duration of the project. See Page 38 – 41 ‘First aid and Welfare’ for further guidance.
- (j) organise cooperation between contractors, including successive contractors, on the same site, throughout the project; coordinate their activities with a view to protecting workers, preventing accidents and controlling occupational health risks;
- (k) coordinate information sharing and risk management, ensuring that self-employed persons are brought into this process where necessary;
- (l) coordinate arrangements to check that the working procedures and risk control measures are being implemented correctly;
- (m) Ensure that the Health and Safety Project Coordinator has provided the client with a health and safety file at the completion of the project. **Guidance on the information required for the health and safety file is provided in Schedule 3**

56. Ensure everybody working on the project is provided with a suitable site induction, and any further information and training needed for the particular work. This does not necessarily mean the principle contractor has to provide any additional training required – this is the responsibility of individual contractors – but they must satisfy themselves that the workers have received it before allowing the work to start. The induction should be site specific and highlight any particular risks and control measures that those working on the site need to know about. It is not intended to provide general health and safety training, but should include site-specific information about:

- i. the site management's commitment to health and safety management
- ii. an outline of the project
- iii. how the site is managed
- iv. site rules
- v. any site-specific health and safety risks, for example, in relation to access, transport, site contamination etc.
- vi. security arrangements
- vii. first-aid arrangements
- viii. emergency procedures
- ix. arrangements for accident and incident reporting
- x. arrangements for briefing workers on an on-going basis, e.g. toolbox talks
- xi. arrangements for consulting the workforce on health and safety matters
- xii. individuals' responsibility for health and safety

57. Site inductions should be provided to occasional visitors, e.g. architects or engineers, as well as full time site workers, but the induction should be proportionate to the nature of the visit. Inductions provided to escorted visitors do not need to have the level of detail that unescorted visitors require. Records of induction training and any other health and safety training provided by the principal contractor should be kept for 3 years after the construction work or project has been completed
58. ensure suitable arrangements are in place to consult and engage with the workforce on health, safety and welfare matters relating to their work to ensure that suitable measures are developed, promoted and reviewed to check they are working. The arrangements should enable individual workers, or their representatives, to raise health and safety concerns at any stage of the project for consideration by the site management.
59. liaise with the health and safety project coordinator on designs, and any changes to the design, carried out during the construction phase
- 60. Notifiable projects:** the principal contractor must, in addition to the above:
- (a) Notify the Health and Safety Executive 14 days prior to the commencement of the project in the manner prescribed in Schedule 1;

- (b) Where the number of persons working on site (whether it be employees, subcontractors or self-employed contractors) exceeds 5 and the duration of the contract is more than 30 days.
- (c) If the work involves demolition or dismantling of a structure regardless of duration or numbers on site.
- (d) Where work is short duration but is expected to involve at least 500 person-days of input,
- (e) See Paragraphs 89-92 regarding specific requirements relating to demolition.
- (f) A copy of the notification form must be clearly displayed on the construction site and, if necessary, periodically updated by the relevant person.

61. **Non-Notifiable** construction projects, which do not meet the threshold set out in Paragraph 7(d), notification to the HSE is not normally required. However, the information prescribed in Schedule 2 may assist in planning, assigning roles and general management of the project.

Project construction phase: duties of all contractors

62. A contractor, i.e. anybody who carries out, manages or controls construction work (including the principal contractor) and the workers under their control are those at highest risk of injury and ill health. They can have significant influence in the way that the work is carried out and a key role to play, in cooperation with the principal contractor, in planning and managing the work to ensure the risks are properly controlled.
63. For all construction projects every contractor must: -
- (a) ensure the client is aware of their duties. This will usually be addressed as part of routine business, and can take the form of a standard letter provided as part of the contractual documentation. Where a contractor is engaged directly by the principal contractor rather than the client, written confirmation that the client has been made aware of their duties should be obtained from the principal contractor
 - (b) plan, manage, supervise and monitor their own work and that of others to ensure it is carried out safely and that health risks are also addressed. The amount of effort required should be proportionate to the size and complexity of the project and the nature of the risks involved. Where contractors identify unsafe practices, they must take appropriate action to ensure health and safety. On projects involving more than one contractor, every

contractor must coordinate the planning, management and monitoring of their own work with that of the principal contractor and other contractors and, where appropriate, the designer and/or health and safety project coordinator

- (c) take all reasonable steps to ensure that any businesses or individuals engaged are competent to carry out the work required of them. Assessments of competence (i.e. whether somebody has the necessary skills, training, knowledge and experience) should focus on the needs of the specific work being carried out, and be proportionate to the risks arising from that work
- (d) provide adequate training, covering health and safety aspects of the work as well as the necessary practical/ technical skills to all employees to ensure the work is carried out safely. An appropriate level of supervision must be provided. This will be dependent on, the risks to health and safety involved in the work, and the competence of the employees requiring supervision.
- (e) Employees will require closer supervision if they are young, inexperienced or starting a new work activity. Other factors which should also be considered when assessing the appropriate level of supervision include the attitude and level of the individual's safety awareness, the degree of risk associated with the work and level of reliance on the individual to adopt safe working practices (e.g. use of a fall arrest system versus edge protection for work at height), physical agility etc.
- (f) ensure there are adequate welfare facilities on the site. The standards required for welfare provision are set out in guidance accessed by following the links referred to in Appendix 1, page 82 titled 'Welfare'.
- (g) assess and control the risks to their employees' health and safety associated with their working activities by conducting suitable and sufficient risk assessments.
- (h) ensure the client has appointed a principal contractor (unless the client is the principal contractor)
- (i) cooperate with the principal contractor in planning and managing the work to ensure proper coordination of the work, underpinned by good communication, to ensure the risks are properly controlled. Suitable steps should also be taken to ensure all employees are

- aware of, and comply with, any information and instructions, including site rules and any specific directions given by the principal contractor, needed to carry out their work safely
- (j) ensure that the details of any contractor, appointed or engaged directly to carry out work on the project, are provided to the principal contractor along with any risk assessments and method statements for the work to be carried out.
 - (k) provide any information required for the health and safety file. Guidance on the health and safety file is included in Schedule 3
 - (l) inform the principal contractor of any difficulties in implementing or complying with any part of the construction phase plan
 - (m) inform the principal contractor of any accident, illness or dangerous occurrence at the site
64. In the case of larger, complex construction projects, every contractor must, in addition to the duties listed above, ensure that the client has appointed a health and safety project coordinator. Where there is no principal contractor appointed, i.e. there is only one contractor involved with the project, that contractor must prepare a suitable construction phase plan before the construction site is set up and work starts. The plan should be proportionate to the size and complexity of the project and the risks involved. Guidance on preparing a construction phase plan is provided in Schedule 2.
65. The principles set out in this ACoP, and in particular the standards set out in Part B must be applied, in particular as regards:
- (a) keeping the construction site in good order and in a satisfactory state of cleanliness;
 - (b) choosing the location of workstations bearing in mind how access to these workplaces is obtained, and determining routes or areas for the passage and movement and equipment;
 - (c) the conditions under which various materials are handled;
 - (d) technical maintenance, pre-commissioning checks and regular checks on installations and equipment with a view to correcting any faults which might affect the health and safety of workers;
 - (e) the demarcation and laying-out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned;

- (f) the conditions under which the dangerous materials used are removed;
- (g) the storage and disposal or removal of waste and debris;
- (h) the adaptation, based on progress made with the site, of the actual period to be allocated for the various types of work or work stages;
- (i) cooperation between employers and self-employed persons;
- (j) interaction with industrial activities at the place within which or in the vicinity of which the construction site is located.

66. In order to preserve health and safety on the construction site, all contractors, including employers and self-employed persons must:
- (a) cooperate with other contractors, employers and self-employed persons on all health and safety matters;
 - (b) take measures which comply with the minimum health and safety requirements found in Part B and the relevant guidance and standards found in Schedule 4; and
 - (c) take into account directions from the health and safety coordinator.

Information for workers

67. Workers and/or their representatives must be informed of all the measures to be taken concerning their health and safety on the construction site.
68. The information must be comprehensible to the workers concerned.
69. Everybody who works on a construction site (including the self-employed) must:
- (a) only carry out work that they are trained and competent to perform
 - (b) cooperate and coordinate work with their employer, fellow workers, contractors and other duty holders to ensure the health and safety of construction workers and others who may be affected by the work. This will require effective communication between all parties to make sure everyone understands the risks associated with the work and the measures to control those risks.

Consultation, Communication, and participation of workers

- 70 The approach to achieving effective cooperation and communication should be proportionate to the size of the project and risks involved in the work. Small, straightforward projects will not require the same level of formality or time allocation as large, complex projects, but it should be clear to all parties how they will communicate and cooperate with each other to ensure health and safety, for example through daily updates, formal coordination and progress meetings etc.
71. Workers must comply with the requirements of all of the Regulations applicable to the work being carried out and carry out their work in accordance with any information, direction, instructions and training provided by the relevant contractor, including the site rules
72. Consultation and participation of workers, and/or of their representatives, must take place ensuring, whenever necessary, proper coordination between workers, and/or workers' representatives, in carrying out their activities, having regard to the degree of risk and the size of the work site.

(a) Employers must consult employees on health and safety issues. Consultation must be either direct or through a safety representative that is either elected by the workforce or appointed by a trade union. Ensure workers are given information about the risks in the workplace and how they are protected and instruction on how to deal with the risks.

Part B: Minimum health and safety requirements for construction sites

Application of minimum health and safety requirements

73. The obligations laid down in Part B apply wherever required by the features of the construction site, the activity, the circumstances or a risk. They are subject to the test of “reasonable practicability” laid down in the Health and Safety at Work (General) (Guernsey) Ordinance, 1987.
74. For the purposes of PART B of this ACoP, ‘rooms’ includes temporary, hatted and Portacabin accommodation and offices.
75. Where reference is made to the relevant British Standard, this should be construed as the current version of the British (BS), European (EN) or International (ISO) Standard at the time of the setting up of the construction site, or found in Schedule 4.

Working environment

Safe places of work

76. Safe access to and safe egress from places of work must be provided.
77. Every place of work must be made and kept safe, either by design, controls or systems of work.
78. Every place of work must have sufficient surface area and height to allow workers to perform their work without risk to their health, safety, or well-being, taking account of any necessary equipment present.

Good order and security

79. Construction sites must be kept in good order and places of work must be kept in a reasonable state of cleanliness.
80. A construction site must have its perimeter identified by suitable signage complying with the current British Standard and must be fenced off such that access is restricted to the general

public. The fencing should be checked periodically for damage and integrity and remedial action taken where required.

81. No timber or other material with projecting nails (or similar sharp object) may be used in any construction work or be allowed to remain in any place if the nails (or similar sharp object) may be a source of danger to any person.

Stability and solidity of structures

82. Premises must have a structure and stability appropriate to the nature of their use.

83. Temporary and fixed workstations must be solid and stable, taking account of:

- the number of workers occupying them,
- the maximum loads they may have to bear and the weight distribution,
- the outside influences to which they may be subjected.

If the support and the other components of these workstations are not intrinsically stable, their stability must have to be ensured by appropriate and safe methods of fixing to avoid any untimely or spontaneous movement of the whole or of parts of the workstations.

84. Stability and solidity must be checked appropriately and especially after any change in the height or depth of the workstation.
85. Materials, equipment and, more generally, any component which, when moving in any way, may affect the health and safety of workers must be stabilised in an appropriate and safe manner.
86. Access to any surface involving insufficiently resistant materials is not authorised unless appropriate equipment or means are provided to enable the work to be carried out safely.
87. Any buttress, temporary support or temporary structure must be designed, installed and maintained so as to withstand any foreseeable loads which may be imposed on it and only be used or maintained for the purposes for which it was designed and installed.
88. A structure must not be so loaded as to render it unsafe for any person.

Demolition or dismantling

89. The demolition or dismantling of a structure must be planned and carried out in such a way as to prevent danger or, where it is not practicable to prevent it, to reduce danger to as low a level as is reasonably practicable

90. The arrangements for carrying out such demolition or dismantling must be recorded in writing before the demolition or dismantling work begins.
91. The Principal Contractor is required to give the Health & Safety Executive 14 days' notice, if the work involves demolition or dismantling of a structure regardless of duration or numbers on site.
92. An asbestos survey must be carried out prior to the commencement of any demolition or dismantling.

Energy distribution installations

93. Where necessary to prevent danger energy distribution installations must be suitably located, designed, constructed and used so as not to present a fire or explosion risk; persons must be adequately protected against the risk of electrocution caused by direct or indirect contact.
94. The design, construction and choice of equipment and protection devices must take account of the type and power of the energy distributed, external conditions and the competence of persons with access to parts of the installation.
95. On-site energy distribution installations, especially those subject to outside influences, must be regularly checked and maintained. You should use cordless tools or those that operate from a 110V centre tapped to earth (CTE) supply system so that the maximum voltage to earth does not exceed 55 Volts.
96. Installations existing before the site began must be identified, checked and clearly signposted.
97. Construction work which is liable to create a risk to health or safety from an underground service, or from damage to or disturbance of it, must not be carried out unless suitable and sufficient steps (including any steps in paragraph 226) have been taken to prevent risk, so far as is reasonably practicable.

Prevention of risk from fire, flooding or asphyxiation

98. Suitable and sufficient steps must be taken to prevent, so far as is reasonably practicable, the risk of injury to a person during the carrying out of construction work arising from—
 - (a) fire or explosion;
 - (b) flooding; or
 - (c) any substance liable to cause asphyxiation.

Emergency procedures

99. Where necessary in the interests of the health or safety of a person on a construction site, suitable and sufficient arrangements for dealing with any foreseeable emergency must be made and, where necessary, implemented, and those arrangements must include procedures for any necessary evacuation of the site or any part of it.
100. In making arrangements under paragraph 63, account must be taken of –
- (a) the type of work for which the construction site is being used;
 - (b) the characteristics and size of the construction site and the number and location of places of work on that site;
 - (c) the work equipment being used;
 - (d) the number of persons likely to be present on the site at any one time; and
 - (e) the physical and chemical properties of any substances or materials on, or likely to be on site.
101. Where arrangements are made under paragraph 63, suitable and sufficient steps must be taken to ensure that –
- (a) each person to whom the arrangements extend is familiar with those arrangements; and
 - (b) the arrangements are tested by being put into effect at suitable intervals.
102. Where appropriate contacting the emergency services should form part of the emergency procedure, but it is not a suitable and sufficient emergency procedure on its own.

Emergency routes and exits

103. Emergency routes and exits must remain clear and lead as directly as possible to a safe area.
104. In the event of danger, it must be possible for workers to evacuate all workstations quickly and as safely as possible.
105. The number, distribution and dimensions of emergency routes and exits depend on the use, equipment and dimensions of the site and of the rooms and the maximum number of persons that may be present.

106. Specific emergency routes and exits must be indicated by signs in accordance with the relevant British Standard. Such signs must be sufficiently resistant and be placed at appropriate points.
107. Emergency routes and exits, and the traffic routes and doors giving access to them, must be free from obstruction so that they can be used at any time without hindrance.
108. Emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in case the lighting fails.
109. Emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency.

Fire detection and fire fighting

110. Means of raising the alarm in case of fire must be provided.
111. Depending of the characteristics of the site, the dimensions and use of the rooms, the on-site equipment, the physical and chemical properties of the substances present and the maximum potential number of people present, an adequate number of appropriate fire-fighting devices and, where required, fire detection systems must be provided.
112. These fire-fighting devices, fire detectors and alarm systems must be regularly checked and maintained.
113. Appropriate tests and drills must take place at regular intervals and must be recorded.
114. Non-automatic fire-fighting equipment must be easily accessible and simple to use.
115. The equipment must be indicated by signs in accordance with the relevant British Standard.
116. Such signs must be sufficiently resistant and placed at appropriate points.

Ventilation (Fresh air)

117. Steps must be taken to ensure that there is sufficient fresh air, having regard to the working methods used and the physical demands placed on the workers.
118. If a forced ventilation system is used, it must be maintained in working order and must not expose workers to draughts which are harmful to health.
119. Any plant, such as air-conditioning or mechanical ventilation installations, must operate in such a way that workers are not exposed to draughts which cause discomfort; and must where necessary for reasons of health and safety, include an effective device to give visible or audible warning of any failure of the plant.

Temperature

120. During working hours, the temperature indoors must be appropriate for human beings, having regard to the working methods used and the physical demands placed on the workers.
121. For work outdoors in cold weather, suitable protection against the adverse weather should be provided, including, where appropriate, suitable warm personal protective equipment.
122. For work outdoors in cold weather, the work should be organised to allow regular access to a suitable warm rest room, where fresh water or hot drinks should be provided.
123. For work outdoors in hot weather, the work should be organised to allow regular access to a suitable cool rest room, where fresh water should be provided.

Prevention of drowning

124. Where, in the course of construction work, a person is at risk of falling into water or other liquid with a risk of drowning, suitable and sufficient steps must be taken to—
 - (a) prevent, so far as is reasonably practicable, the person falling;
 - (b) minimise the risk of drowning in the event of a fall; and
 - (c) ensure that suitable rescue equipment is provided, maintained and, when necessary, used so that a person may be promptly rescued in the event of a fall.
125. Suitable and sufficient steps must be taken to ensure the safe transport of any person conveyed by water to or from a place of work.
126. Any vessel used to convey any person by water to or from a place of work must not be overcrowded or overloaded.

Traffic routes — danger areas

127. Traffic routes, including stairs, fixed ladders, loading bays and ramps, must be calculated, located, laid out and made negotiable to ensure easy, safe and appropriate access in such a way as not to endanger workers employed in the vicinity of these traffic routes.
128. Routes used for pedestrian traffic and/or goods traffic including those used for loading and unloading must be dimensioned in accordance with the number of potential users and the type of activity concerned.

129. If means of transport are used on traffic routes, a sufficient safety clearance or adequate protective devices must be provided for other site users.
130. Routes must be clearly marked, regularly checked and properly maintained.
131. Sufficient clearance must be allowed between vehicle traffic routes and doors, gates, passages for pedestrians, corridors and staircases.
132. If the site includes limited-access areas, these must be equipped with devices to prevent unauthorised workers from entering.
133. Appropriate measures must be taken to protect workers who are authorised to enter the danger areas. Danger areas must be clearly signposted.

Vehicles

134. Suitable and sufficient steps must be taken to prevent or control the unintended movement of any vehicle.
135. Where a person may be endangered by the movement of a vehicle, suitable and sufficient steps to give warning to any person who is liable to be at risk from the movement of the vehicle must be taken by either or both –
 - (a) the driver or operator of the vehicle, or
 - (b) where another person is directing the driver or operator because, due to the nature of the vehicle or task, the driver or operator does not have full visibility, the person providing directions.
136. A vehicle being used for the purposes of construction work must, when being driven, operated or towed be —
 - (a) driven, operated or towed in such a manner as is safe in the circumstances;
and
 - (b) loaded in such a way that it can be driven, operated or towed safely.
137. A person must not ride, or be required or permitted to ride, on any vehicle being used for the purposes of construction work otherwise than in a safe place in that vehicle provided for that purpose.

138. A person must not remain, or be required or permitted to remain, on any vehicle during the loading or unloading of any loose material unless a safe place of work is provided and maintained for that person.
139. Suitable and sufficient measures must be taken to prevent a vehicle from falling into any excavation or pit, or into water, or overrunning the edge of any embankment or earthwork.

Loading bays and ramps

140. Loading bays and ramps must be suitable for the dimensions of the loads to be transported.
141. Loading bays must have at least one exit point.
142. Loading ramps must be sufficiently safe to prevent workers or vehicles from falling off.

First-aid and welfare

First aid

143. The employer must ensure that first aid can be provided, and that the staff trained to provide it can be called upon, at any time.
144. Measures must be taken to ensure that workers who have had an accident or have suddenly been taken ill can be removed for medical treatment.
145. One or more first-aid rooms must be provided where the scale of the works or the types of activity being carried out so require.
146. First-aid rooms must be fitted with essential first-aid installations and equipment and be easily accessible to stretchers. They must be signposted in accordance with the relevant British Standard.
147. In addition, first-aid equipment must be available at all places where working conditions so require. This equipment must be suitably marked and easily accessible.
148. The address and telephone number of the local emergency service must be clearly displayed.

Changing rooms and lockers

149. Appropriate changing rooms must be provided for workers if they have to wear special work clothes and if, for reasons of health or propriety, they cannot be expected to change in another area.

150. Changing rooms must be easily accessible, be of sufficient capacity and be provided with seating.
151. Changing rooms must be sufficiently large and have facilities to enable each worker, where necessary, to dry his working clothes as well as his own clothing and personal effects and to lock them away.
152. If circumstances so require (e.g. dangerous substances, humidity, dirt), facilities must be provided to enable working clothes to be kept in a place separate from workers' own clothes and personal effects.
153. Provision must be made for separate changing rooms or separate use of changing rooms for men and women.
154. If changing rooms are not required as per paragraph 149, each worker must be provided with a place in which he can lock away his own clothes and personal effects.

Showers and washbasins

155. Suitable showers in sufficient numbers must be provided for workers if required by the nature of the work or for health reasons.
156. Where necessary, provision must be made for separate shower rooms or separate use of shower rooms for men and women.
157. The shower rooms must be sufficiently large to permit each worker to wash without hindrance in conditions of an appropriate standard of hygiene.
158. The showers must be equipped with hot and cold running water.
159. Where showers are not required as per paragraph 155, a sufficient number of suitable washbasins with running water (hot water if necessary) must be provided in the vicinity of the workstations and the changing rooms.
160. Provision must be made for separate washbasins, or separate use of washbasins for men and women when so required for reasons of propriety.
161. Where the rooms housing the showers or washbasins are separate from the changing rooms, there must be easy communication between the two.

Lavatories and washbasins

162. Special facilities with an adequate number of lavatories and washbasins must be provided for workers in the vicinity of workstations, rest rooms, changing rooms and rooms housing showers or washbasins.
163. Provision must be made for separate lavatories or separate use of lavatories for men and women.

Rest rooms and/or accommodation areas

164. Workers must be provided at the site with a sufficient quantity of drinking water both in occupied rooms and in the vicinity of workstations.
165. Workers must:
 - be provided with facilities enabling them to take their meals in satisfactory conditions,
 - where appropriate, be provided with facilities enabling them to prepare their meals in satisfactory conditions.
166. Where the safety or health of workers, in particular because of the type of activity carried out or the presence of more than a certain number of employees as well as the remote nature of the site, so require, workers must be provided with easily accessible rest rooms and/or accommodation areas.
167. Rest rooms and/or accommodation areas must be large enough and equipped with an adequate number of tables and seats with backs for the number of workers concerned.
168. If there are no facilities of this kind, other facilities must be provided in which workers can stay during interruptions in work.
169. Fixed accommodation areas unless used only in exceptional cases, must have sufficient sanitary equipment and a rest room.
170. They must be equipped with beds, cupboards, tables and seats with backs taking account of the number of workers, and be allocated taking account, where appropriate, of the presence of workers of both sexes.
171. All indoor rooms and enclosed work areas must be designated as “non-smoking”.

Pregnant women and Nursing mothers

172. Where appropriate a risk assessment should be conducted, and control measures implemented. This may include a quiet, private area to sit, rest, or breastfeed and any specific emergency procedures required.

Disabled workers

173. Where appropriate a suitable and sufficient risk assessment should be conducted, and control measures implemented. This may include measures such as access ramps, accessible toilets, showers, washing facilities, Hearing Loops and any specific emergency procedures required.

Lone workers

174. Lone work should be avoided and where it cannot be avoided, the construction-phase safety plan must make provisions to reduce the health and safety risks associated with lone working, including:
- (a) the provision of a site register to ascertain the presence or otherwise of workers on site;
 - (b) the provision of patrols, remotely monitoring, CCTV or similar measures;
 - (c) means of raising the alarm or summoning help.

Specific risks

Health risks

175. So far as is reasonably practicable, workers must not be exposed to harmful levels of noise, vibration or to hazardous substances (e.g. asbestos fibres, gases, vapours, dust).
176. Where it is not reasonably practicable to prevent exposure, measures other than personal protective equipment must be used to reduce exposure as low as is reasonably practicable.
177. Manual handling should be avoided and, where it is necessary, the risks related to the handling operation must be reduced as low as is reasonably practicable.
178. Measures such as reducing the weight of loads and the frequency of manual handling must be considered during design and construction phases.

Confined spaces

179. If workers have to enter an area where the atmosphere is liable to contain a toxic or harmful substance or to have an insufficient oxygen level or to be inflammable, the confined atmosphere must be monitored, and appropriate steps taken to prevent any hazards.
180. A worker may not in any circumstances be exposed to a high-risk confined atmosphere.
181. Suitable arrangements must be in place to deal with any emergency arising within the confined space.
182. Workers in confined spaces must at least be watched at all times from outside and all appropriate precautions must be taken to ensure that they can be assisted effectively and immediately. Rescue arrangements cannot rely solely on the emergency services.

Temporary works

183. Temporary works are those parts of the works that allow or enable construction of, protect, support or provide access to, the permanent works and which might or might not remain in place at the completion of the works, for example structures, supports, hoardings, scaffoldings, falsework, formwork, back-propping, earthworks and accesses.
184. Temporary works must be appropriately planned, designed, installed and erected by competent persons, and used in a safe manner.
185. Where appropriate for the complexity or for the particular risks of the temporary works, designs must be checked by an independent competent person.
186. Temporary works must be inspected at periodic intervals and in any event at least every 7 days.
187. Where appropriate for the size and complexity of the project, a register of temporary works should be kept, together with the designs and the reports of the periodic inspections.
188. Temporary works must not be modified without the permission of a competent person, who should consult with the designer for the works, where necessary to control risks to the health and safety of workers or the public.

Falling objects

189. Wherever technically feasible, workers must be protected by collective methods against falling objects, such as netting, or fans

190. Materials and equipment must be laid out or stacked in such a way as to prevent their collapsing or overturning.
191. Where necessary, there must be covered passageways on the site or access to danger areas must be made impossible.

Falls from a height

192. Employers and those in control of any work at height activity (for example facilities managers, property services or building owners who may contract others to work at height) must make sure work is properly planned, supervised and carried out by competent people. This includes conducting or reviewing risk assessments and ensuring those working at height are using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning.
193. Every employer must ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height. For example, use of drones to conduct aerial roof surveys.
194. Where work is carried out at height every employer must take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. Measures should include ensuring that the work is carried out from an existing place of work; or (in the case of obtaining access or egress) using an existing means, where it is reasonably practicable to carry it out safely and under appropriate ergonomic conditions.
195. Where it is not reasonably practicable for the work to be carried out in accordance with paragraph 167 or 168, every employer must provide sufficient work equipment for preventing, so far as is reasonably practicable, a fall occurring. Appropriate equipment should be used with priority given to collective protection devices such as scaffolds, cradles, platforms, crash decks, soft landing systems or safety nets.
196. Where the measures taken under paragraph 194 do not eliminate the risk of a fall occurring, every employer must, so far as is reasonably practicable, provide sufficient work equipment to minimise the distance and consequences of a fall. Appropriate equipment should be used and, dependent on the nature of the work, suitable means of access must be provided and work restraint, fall-arrest equipment, safety harnesses or other anchoring safety methods must be used.

197. Employers must provide such additional training and instruction or take other additional suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.
198. As part of the risk assessment the work site and planned operation must be evaluated to establish the necessary emergency procedures for recovery and evacuation of casualties. All operators on site should be competent to implement any rescue arrangements.
199. Rescue arrangements from harnesses cannot rely solely on the emergency services.

Scaffolding and ladders

200. All scaffold erected must comply with the relevant, current, British standard BS EN 12811-1:2003.
201. In practice the scaffold must be designed, constructed, maintained and fitted with various forms of protection in accordance with TG20:13, to ensure that it does not collapse or move accidentally.
202. All scaffolders must work safely and in accordance with SG4:15 *Preventing falls in scaffolding operations*. This includes wearing and using fall arrest (harness and lanyard) systems, or advanced guardrails/step systems.
203. Scaffolders must be competent to undertake the work. They can demonstrate their competence through UK CISRS or Channel Islands STARS schemes. The competence schemes provide a card to demonstrate they have achieved a basic, standard or advanced level.
204. Strength and stability calculations for scaffolding must be carried out unless—
 - (a) a note of the calculations, covering the structural arrangements contemplated, is available; or
 - (b) it is assembled in conformity with a generally recognised standard configuration such as TG20:13.
205. Work platforms, gangways and scaffolding stairways must be constructed, dimensioned, protected by at least a toe board, a main handrail. Handrail height, should be 950mm minimum height, maximum permissible gap 470mm, toe board minimum 150mm high and an intermediate handrail or an equivalent alternative and used in such a way as to prevent people from falling or being exposed to falling objects.

206. Scaffolding must be inspected by a competent person (see paragraph 7(t)):
- (a) before being put into service;
 - (b) subsequently, at periodic intervals and in any event at least every 7 days;
 - (c) after any modification, period without use, exposure to bad weather or seismic tremors, or any other circumstance which may have affected its strength or stability.
 - (e) a record of inspections must be kept and be available for review if required.
207. Ladders must be sufficiently strong and correctly maintained. They must be correctly used, in appropriate places and in accordance with their intended purpose.
208. Mobile scaffolding must be secured against spontaneous movements.
209. All scaffolding and mobile tower scaffolds, erected on the public highway of public space must have a permit in place prior to its construction under the Public Highways Ordinance 1967. This is long established and if there is any doubt contact should be made with the Executive. Applications forms can be obtained from <https://www.gov.gg/article/155624/Work-at-height-HSE-guidance>

Lifting operations and lifting equipment

210. All lifting operations, must be properly planned and supervised by an appointed person (see BS7121 -1:2016 4.3.1.1) and must be carried out in a safe manner.
211. The appointed person and crane supervisors for lifting operations should have practical and theoretical knowledge, training and experience of planning lifting operations in accordance with the current BS. Currently annex A BS7121-1:2016
212. The lift plan will need to address the risks identified by the risk assessment and identify the resources required, the procedures and the responsibilities so that any lifting operation is carried out safely.
213. All lifting devices and accessories, including their component parts, attachments, anchorings and supports, must be:
- (a) properly designed and constructed and sufficiently strong for the use to which they are put;
 - (b) correctly installed and used;
 - (c) maintained in good working order;

- (d) checked and subjected to periodic tests and thorough examination in accordance with current legislation.
 - (e) operated by qualified workers who have received appropriate training.
214. All lifting devices and accessories must clearly display their maximum load values or safe working load.
215. Lifting equipment and accessories may not be used for other than their intended purposes, or outside their safe working loads.

Excavating and materials-handling vehicles and machinery

216. All excavating and materials-handling vehicles and machinery must be:
- (a) properly designed and constructed taking account, as far as possible, of the principles of ergonomics;
 - (b) Inspected, examined and maintained in good working order, in accordance with the manufacturers guidance;
 - (c) Used only for its intended use to ensure the safety of users and persons who may be effected by its use.
217. Drivers and operators of excavating and materials-handling vehicles and machinery must be specifically trained.
218. Preventive measures must be taken to ensure that excavating and materials-handling vehicles and machinery do not fall into the excavations or into water.
219. Where appropriate, excavating machinery and materials-handling machinery must be fitted with structures to protect the driver against being crushed if the machine overturns, and against falling objects.

Installations, machinery, equipment

220. Installations, machinery and equipment, including hand tools whether power-driven or not, must be:
- (a) properly designed and constructed taking account, as far as possible, of the principle of ergonomics;
 - (b) Inspected, examined and maintained in accordance with the manufacturers guidance and an up-to-date log kept;

- (c) used solely for the work for which they were designed;
- (d) operated by workers who have received appropriate training and are competent to do so. Training should include the correct use of the equipment, the risks that may arise from its use and the precautions to take. Dutyholders must also ensure that all people using, supervising or managing the use of work equipment are provided with adequate, clear health and safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings;
- (e) where the use is likely to involve a specific risk to health and safety (eg woodworking machinery), restricted to those people trained and appointed to use it;
- (f) where safety depends on the manner of installation, inspected after installation and before being put into use;
- (g) where exposed to deteriorating conditions liable to result in dangerous situations, inspected to ensure faults are detected in good time so the risk to health and safety is managed;
- (h) guarded, or have effective measures to prevent access to dangerous parts of the installation, machinery and equipment, either by fixed or interlocked guarding. Where this is not possible – such as with the blade of a circular saw – it must be protected as far as possible and a safe system of work used;
- (i) equipped with measures to prevent or control the risks to people from parts and substances falling or being ejected from work equipment, or the rupture or disintegration of work equipment;
- (j) operated in such a way that the risks from very hot or cold temperatures from the work equipment or the material being processed or used are managed to prevent injury
- (k) equipped with appropriately identified controls for starting, stopping and controlling it, and that these control systems are safe;
- (l) where appropriate, equipped with suitable means of isolation from all power sources (including electric, hydraulic, pneumatic and gravitational energy);
- (m) where appropriate, stabilised by clamping or otherwise to avoid injury;
- (n) constructed and maintained in such a way as to ensure that maintenance operations on work equipment can be carried out safely while the equipment is shut down,

without exposing people undertaking maintenance operations to risks to their health and safety;

221. Tools, plugs and cables designed for DIY and domestic use are not suitable for site conditions. You should use cordless tools or those that operate from an 110V centre tapped to earth (CTE) supply system so that the maximum voltage to earth does not exceed 55V.
222. Installations and equipment under pressure must be checked and subjected to regular tests and thorough examination in accordance with existing legislation.
223. In relation to machinery with quick hitches precautions to be taken should be identified by a comprehensive risk assessment and should include:
- a) Excavator operators should be adequately trained on the use of quick hitches in general;
 - b) Excavator operators should be competent to use the specific hitch on the machine they use;
 - c) The manufacturer-specified retaining pin must be available on the machine;
 - d) Operators should only use pins which have been designed for this specific use;
 - e) There should be a system for checking that the pin is in place on the hitch before starting the work and every time a different attachment is fitted;
 - f) Operators should be instructed not to use the machine unless they are satisfied that the quick hitch is secured in place. If the operator cannot see from the cab of the vehicle due to poor weather then they must visual check from the ground;
 - g) Those in control of sites should undertake random checks to ensure the precautions are being implemented.

Excavations, wells, underground works, tunnels and earthworks

224. All practicable steps must be taken to prevent danger to any person, including, where necessary, the provision of supports or battering, to ensure that
- (a) no excavation or part of an excavation collapses;
 - (b) no material forming the walls or roof of, or adjacent to, any excavation is dislodged or falls; and
 - (c) no person is buried or trapped in an excavation by material which is dislodged or falls.

225. Suitable precautions must be also taken in an excavation, well, underground working or tunnel by:

- (a) using an appropriate support, shoring or battering of the sides of the excavation;
- (b) to prevent hazards entailed in the fall of a person, materials or objects, or flooding;
- (c) to provide sufficient ventilation at all workstations so as to ensure a breathable atmosphere which is not dangerous or harmful to health;
- (d) to enable workers to reach safety in the event of fire or inrush of water or materials.

226. Before excavation starts, measures must be taken to identify and reduce to as low as reasonably practicable (ALARP) any risks due to hazards arising from underground cables and other distribution systems. Measures include:

- a) Obtaining service drawings from utilities companies and other organisations with relevant information about the site. **NOTE:** Plans alone are **NOT** sufficient to identify and locate underground services before starting work.
- b) Survey the site to identify the services and other underground structures. This can include using cable avoidance tools (CAT scanning) and digging trial holes. Record the location of any services.
- c) Review/assess the planned work to avoid disturbing services where possible.
- d) Allow sufficient time and provide sufficient resource to do the work. Implementing safe digging techniques for example may extend the time taken to excavate a trench.

227. Safe routes into and out of the excavation must be provided for example by providing physical barriers to separate routes from operational areas.

228. Piles of earth, materials and moving vehicles must be kept away from the excavation; appropriate barriers must be built if necessary.

229. Construction work must not be carried out in an excavation where any supports or battering have been provided in accordance with paragraph 225 unless: -

- (a) the excavation and any work equipment and materials which may affect its safety have been inspected by a competent person (see paragraph 7(t)) –
 - i. at the start of the shift in which the work is to be carried out;
 - ii. after any event likely to have affected the strength or stability of the excavation;and

- iii. after any material unintentionally falls or is dislodged; and
 - (b) the competent person who carried out the inspection is satisfied that construction work can be safely carried out there.
230. Where the competent person carrying out an inspection informs the person on whose behalf the inspection is carried out of any matter about which they are not satisfied, construction work must not be carried out in the excavation until the matter has been satisfactorily remedied.
231. Rotary Piling, Mini-Piling or Drilling rigs pose a particular hazard. All such rigs should comply with BS EN 16228 *Drilling and Foundation equipment*
232. Where practicable all rotating parts must be guarded to prevent entanglement. Where guarding is appropriate and achievable, guard design and construction should be such that it is suitable to withstand site conditions and cannot easily be defeated.
233. Trip wires on Rotary Piling, Mini-Piling or Drilling rigs does not prevent access to the rotating parts of machinery and should only be used in conjunction with physical guarding.

Cofferdams and caissons

234. All cofferdams and caissons must be:
- (a) of suitable design, well-constructed, of appropriate, solid materials and of adequate strength;
 - (b) appropriately equipped so that workers can gain shelter in the event of an eruption of water and materials.
 - (c) Properly maintained.
235. The construction, installation, transformation or dismantling of a cofferdam or caisson must be undertaken only by or under the supervision of a competent person.
236. All cofferdams and caissons must be inspected by a competent person
- (a) At the start of the shift in which the work is to be carried out; and
 - (b) After any event likely to have affected the strength or stability of the cofferdam or caisson; and
 - (c) The person who carried out the inspection is satisfied that construction work can be safely carried out there.
 - (d) Where the person carrying out an inspection informs the person on whose behalf the inspection is carried out of any matter about which they are not satisfied, construction

work must not be carried out in the cofferdam or caisson until the matter has been satisfactorily remedied.

Reports of inspections

237. Where a competent person who carries out an inspection under paragraphs 235 is not satisfied that construction work can be carried out safely at the place inspected, that competent person must—

- (a) inform the person on whose behalf the inspection was carried out, before the end of the shift within which the inspection is completed, of the matters that could give rise to a risk to the safety of any person; and
- (b) prepare a report which must include—
 - (i) the name and address of the person on whose behalf the inspection was carried out;
 - (ii) the location of the place of construction work inspected;
 - (iii) a description of the place of construction work or part of that place inspected (including any work equipment and materials);
 - (iv) the date and time of the inspection;
 - (v) details of any matter identified that could give rise to a risk to the safety of any person;
 - (vi) details of any action taken as a result of any matter identified in sub-paragraph (v);
 - (vii) details of any further action considered necessary; and
 - (viii) the name and position of the person making the report; and
- (c) provide the report, or a copy of it, to the person on whose behalf the inspection was carried out, within 24 hours of completing the inspection to which the report relates.

238. Where the competent person who carries out an inspection works under the control of another (whether as an employee or otherwise) the person in control must ensure the person who carries out the inspection complies with the requirements of paragraph 229 or 235.

239. The person on whose behalf the inspection was carried out must—

- (a) keep the report or a copy of it available for inspection by an inspector for the Executive—
 - (i) at the site where the inspection was carried out until the construction work is completed; and
 - (ii) after that for 3 months; and
- (b) send to the inspector such extracts from or copies of the report as the inspector may from time to time require.

240. This does not require the preparation of more than one report where more than one inspection is carried out under paragraph 229 or 235, within a 7 day period.

Demolition work

241. Where the demolition of a building or construction may present a danger:

- (a) appropriate precautions, methods and procedures must be adopted;
- (b) the work must be planned and undertaken only by or under the supervision of a competent person.

242. For complex demolition operations, a demolition plan must be prepared in writing and comply with the relevant British Standard.

243. ALL demolition work must be notified to the HSE via an F10 form (See Schedule 1.)

Metal or concrete frameworks, shuttering and heavy prefabricated components

244. Metal or concrete frameworks and their components, shuttering, prefabricated components or temporary supports, and buttresses must be designed by a competent person, and erected and dismantled only by or under the supervision of a competent person.

245. Adequate precautions must be taken to protect workers against risks arising from the temporary fragility or instability of a structure.

246. Shuttering, temporary supports and buttresses must be devised and designed, installed and maintained so as to safely withstand any strains and stresses which may be placed on them.

Work on roofs

247. Roof work is a high-risk activity because it involves working at height, sometimes with fragile materials such as roof lights and asbestos cement roofing sheets. Roofers make up nearly a quarter of all workers killed in falls from height at work. Falls through fragile materials, such as roof lights and asbestos cement roofing sheets, account for more of these deaths than any other single cause. Not all those who are killed while working on roofs are trained roofers: many people accessing roofs are maintenance workers. There are also many serious injuries, often resulting in permanent disabilities.

Those in control of the work must:

- (a) always consider measures that protect everyone who is at risk (i.e. collective protection systems such as scaffolds, nets or soft landing systems) before measures that only protect the individual (i.e. personal protection measures such as a harnesses);
- (b) always consider passive systems such as nets (where the individual does not have to do anything to activate the system) before active systems such as harnesses (where the worker has to clip on); and
- (c) make sure work is carried out only when weather conditions do not put the health and safety of workers in danger.

See table 2 below for practical examples.

248. A competent person should prepare a safety method statement before work starts on a roof. It needs to be appropriate to the scale and complexity of the work. In all cases, it should make sure that risks are recognised and assessed, and the appropriate control measures specified. It should identify working positions, access routes to the roof and on the roof, and show:

- a) how falls are to be prevented, or where this is not possible, minimised;

- b) how danger to those at work below, and to the public, from falling materials is to be controlled; how risks to health will be controlled;
- c) how other risks identified at planning and survey stages are to be controlled, e.g.
- d) handling hot bitumen; what equipment will be needed;
- e) what competence and/or training is needed;
- f) who will supervise the job 'on site';
- g) how changes in the work will be dealt with without affecting safe working; and
- h) who will check that the system is effectively controlling risk

Table 2. Practical examples of solutions using the hierarchy for work at height

The hierarchy.	Example solutions.
Acknowledge the hazard, Assess the risk:	
Avoid the need:	Do as much work from the ground as possible.
.	Use a telescopic pole with a camera attachment to avoid work at height when conducting conduct roof inspections.
Where work at height cannot be avoided:	
Prevent a fall:	<p>A non-fragile roof with a 1 m high parapet all the way round provides an existing safe place of work.</p> <p>Use edge protection (boarded scaffold with guard rails/ netting) and suitable safe access onto the roof, e.g. a stair tower; or permanent edge protection.</p> <p>Mobile elevating work platforms (MEWPs) can provide a safe working platform to work from.</p> <p>Use a work-restraint system (e.g. harness with a short lanyard, which means it is impossible for the operative to get to a position where they could fall).</p>

Where the risk of a fall cannot be prevented:

Minimise the consequences of a fall, should one occur:

Use safety nets to protect everyone working in the area

Use beanbags or inflatable air-bag systems, rigged close under the work surface.

Personal fall-arrest systems are the last resort as they do not prevent the fall, only mitigate the consequences, and only protect the individual worker.

Training, instruction and other means, such as providing adequate lighting, personal protective equipment (PPE) and supervision, can also mitigate the consequences of a fall.

Plan for Emergencies and Rescue:

Agree a set procedure for evacuation and rescue. Think about foreseeable situations and make sure employees know the emergency procedures. **Don't just rely entirely on the emergency services for rescue in your plan.**

Schedule 1: Notification example F10 form

Electronic Reporting – F10

The F10 Form can be found on this web page –<https://www.gov.gg/F10> and you are encouraged to use the facility.



States of Guernsey
Health and Safety Executive

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+44 (0)1481 220010
hse@gov.gg
www.gov.gg/hse

NOTIFICATION OF PROJECT

Notes

Where possible you should fill this form out online at www.gov.gg/f10.

This form can be used to notify any project covered by the approved Code of Practice entitled: The Guernsey Construction Design & Management Approved Code of Practice 2020. As per Paragraph 60. The Principal Contractor is required to give the Health & Safety Executive 14 days' notice of all construction works on projects:

- where the number of persons working on site (whether it be employees, subcontractors or self-employed contractors) exceeds 5 and the duration of the contract is more than 30 days;
- if the work involves demolition or dismantling of a structure regardless of duration or numbers on site;
- where work is of short duration but is expected to involve at least 500 worker-days of input.

The form should be completed and emailed or sent to the HSE office. You should send it as soon as possible.

The form can be used by contractors working for domestic clients; in this case, completion of the client's details is optional.

1. Is this the initial notification of this project or are you providing additional information that was not previously available.

Initial notification

Additional information

2. **Client:** name, full address, postcode, telephone number and email. *(If more than one client, please attach details on separate sheet).*

Name:	Telephone number:
Address:	E-mail address:
Postcode:	

3. **Principal Contractor:** (or contractor when project for a domestic client): name, full address, postcode, telephone number and email

Name:	Telephone number:
Address:	E-mail address:
Postcode:	

4. **Designer:** name, full address, postcode, telephone number and email.

Name:	Telephone number:
Address:	E-mail address:
Postcode:	

5. **Health and Safety Project Coordinator:** name, full address, postcode, telephone number and email.

Name:	Telephone number:
Address:	E-mail address:
Postcode:	

Go paperless and save time by completing this form online www.gov.gg/F10

6. **Address of site:** where construction work will be carried out, or is being carried out.

Address:
Postcode:

7. **Please give your estimates on the following:** Please indicate if these estimates are: original revised (tick relevant box)

a. The planned date for the commencement of the construction work

b. How long the construction work is expected to take (*in weeks*)

c. The maximum number of people carrying out construction work on site at any one time

d. The number of contractors expected to work on site

8. **Construction work:** give brief details of the type of construction work that will be carried out

9. **Contractors:** name, full address and postcode of those who have been chosen to work on the project (*if required continue on a separate sheet*).
(Note this information is only required when it is known at the time notification is first made to HSE. An update is not required)

10. Declaration

I hereby declare that the relevant appointments required under the Guernsey CDM ACoP have been made.

Signed by or on behalf of the Principal Contractor (Print name)

Date



Data Protection - How we collect and use information

The States of Guernsey Health and Safety Executive processes personal data for the purpose of enforcing Health & Safety at work and associated legislation. The personal data collected will vary depending on your business with us, but will be no more than is required for that legitimate and lawful purpose. We may obtain information about you from third parties for any lawful purpose in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017 ("DPL"). We may also share your personal data with certain other organisations if the DPL allows us to. All the personal data held by The States of Guernsey Health and Safety Executive will be processed in accordance with the DPL. If you wish to know more about the information we have about you, or about the way we use it, you can check our website page www.gov.gg/hse

Schedule 2: Construction Phase Plan

This schedule gives guidance on the requirements for the construction phase plan.

A construction phase plan is a document that must record the:

- 1) health and safety arrangements for the construction phase
- 2) site rules; and
- 3) where relevant, specific measures concerning high risk work.

It must be prepared by the relevant contractor before any construction work starts, and be appropriately reviewed, updated and revised, as necessary, throughout the construction phase to ensure it remains effective. The plan must record the arrangements for managing the significant health and safety risks associated with the construction phase of a project. It is the basis for communicating these arrangements to all those involved in the construction phase, so it should be easy to understand and as simple as possible. In considering what information should be included, the emphasis is that it is relevant to the specific project; has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase; but in a manner which is proportionate to the scale and complexity of the project and the risks involved. So far as is reasonably practicable, the plan should include the following:

- J an overview of the project, including key dates (for example, start and finish dates, when services will be disconnected/ connected, build stages etc.) and details of key members of the project team having specific responsibilities for health and safety, including their names, positions and responsibilities. This will include the client, HSPC, designer and principal contractor
- J arrangements for ensuring adequate health and safety training for all those involved with the project, including induction and on-site training
- J arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings

-) arrangements for the reporting, management and investigation of accidents and incidents, including identification and contact details for those holding specific responsibilities in respect of these matters
-) the site rules, and the arrangements for ensuring these are brought to the attention of all relevant people, including employees, contractors, suppliers or other visitors to the site
-) arrangements to ensure the appropriate preparation and review of risk assessments and written systems of work
-) arrangements to ensure safe work method statements are in place for all high risk work (as defined)

The relevant contractor must ensure that a copy of the plan is available for inspection by anybody working on, or due to work on, the site. The relevant contractor must also give anybody engaged to work on the site a copy of all parts of the construction phase plan which are relevant to their work, including any updates and revisions which may be prepared as the project progresses.

When drawing up the construction phase plan, you should consider each of the following topics. Information should be included in the plan where the topic is relevant to the work proposed. The plan sets out how health and safety is to be managed during the construction phase.

The level of detail should be proportionate to the risks involved in the project.

Construction phase plan

1. Description of project

- (a) project description and programme details including any key dates;
- (b) details of client, Health and Safety Project co-ordinator, designers, principal contractor and other consultants;
- (c) extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

2. Management of the work

- (a) management structure and responsibilities;
- (b) health and safety goals for the project and arrangements for monitoring and review of health and safety performance;

- (c) arrangements for:
 - (i) regular liaison between parties on site,
 - (ii) consultation with the workforce,
 - (iii) the exchange of design information between the client, designers, CDM co-ordinator and contractors on site,
 - (iv) handling design changes during the project,
 - (v) the selection and control of contractors,
 - (vi) the exchange of health and safety information between contractors,
 - (vii) site security,
 - (viii) site induction,
 - (ix) on-site training,
 - (x) welfare facilities and first aid,
 - (xi) the reporting and investigation of accidents and incidents including near misses,
 - (xii) the production and approval of risk assessments and written systems of work;
- (d) site rules (including drug and alcohol policy);
- (e) fire and emergency procedures.

3. Arrangements for controlling significant site risks

- (a) Safety risks, including:
 - (i) delivery and removal of materials and work equipment taking account of any risks to the public, for example during access to or egress from the site,
 - (ii) dealing with services - water, electricity and gas, including overhead powerlines and temporary electrical installations,
 - (iii) accommodating adjacent land use,
 - (iv) stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures,
 - (v) preventing falls,
 - (vi) work with or near fragile materials,

- (vii) control of lifting operations,
 - (viii) the maintenance of plant and equipment,
 - (ix) work on excavations and work where there are poor ground conditions,
 - (x) work on wells, underground earthworks and tunnels,
 - (xi) work on or near water where there is a risk of drowning,
 - (xii) work involving diving,
 - (xiii) work in a caisson or compressed air working,
 - (xiv) work involving explosives,
 - (xv) traffic routes and segregation of vehicles and pedestrians,
 - (xvi) storage of materials (particularly hazardous materials) and work equipment,
 - (xvii) any other significant safety risks;
- (b) health risks, including:
- (i) the removal of asbestos,
 - (ii) dealing with contaminated land,
 - (iii) manual handling,
 - (iv) use of hazardous substances,
 - (v) reducing noise and vibration,
 - (vi) work with ionising radiation,
 - (vii) exposure to UV radiation (from the sun),
 - (viii) any other significant health risks.

4. The Building Health and Safety File

- (a) layout and format;
- (b) arrangements for the collection and gathering of information;
- (c) storage of information.

Construction Phase Plan (GCDM ACoP 2020)

What you need to know as a busy builder

Under this ACoP a construction phase plan is required for every construction project. This does not need to be complicated.

If you are working for a domestic client, you will be in control of the project if you are the only contractor or the principal contractor.

You will be responsible for:

-) preparing a plan;
-) organising the work; and
-) working together with others to ensure health and safety.

You could be a builder, plumber or other tradesman, doing small-scale routine work such as:

-) installing a kitchen or bathroom;
-) structural alterations, eg chimney breast removal;
-) roofing work, including dormer windows;
-) extension or loft conversion.

A simple plan before the work starts is usually enough to show that you have thought about health and safety.

If the job will last longer than 500 person days, or where the number of persons working on site (whether it be employees, subcontractors or self- employed contractors) exceeds 5 and the duration of the contract is more than 30 days, the work involves demolition or dismantling of a structure regardless of duration or numbers on site, it will need to be notified to HSE and it is likely to be too complex for this simple plan format. The list of essential points below will help you to plan and organise the job, and work together with others involved to make sure

that the work is carried out without risks to health and safety. It will also help you to comply with your duties under the Health and Safety at Work (General) (Guernsey) Ordinance 1987. You can use the blank template below to record your plan.

Plan

Make a note of the key dates, eg:

-) when you'll start and finish;
-) when services will be connected/disconnected;
-) build stages, such as groundwork or fitout.

You will need to find out information from the client about the property, eg:

-) where the services and isolation points are;
-) access restriction to the property;
-) if there is any asbestos present.

Working together

It may be useful to record the details of anybody else working on the job, including specialist companies and labourers.

Explain how you will communicate with others (eg via a daily update), provide information about the job, coordinate your work with theirs and keep them updated of any changes, e.g.:

-) to site rules;
-) to health and safety information;
-) what you will do if the plan or materials change or if there are any delays;
-) who will be making the key decisions about how the work is to be done.

Organise

Identify the main dangers on site and how you will control them, e.g.: -

-) the need for scaffolding if working at height;
-) how structures and excavations will be supported to prevent collapse;
-) how you will prevent exposure to asbestos and building dust;
-) how you will keep the site safe and secure for your client, their family and members of the public.
-) Make sure that there are toilet, washing and rest facilities.
-) Name the person responsible for ensuring the job runs safely.
-) Explain how supervision will be provided.

If you are unsure about how you can make your site safer, see www.gov.gg/hse for further information. Alternatively you can refer to www.hse.gov.uk/construction or Busy Builder sheets, to help inform your decisions.

Construction Phase Plan Template for small/domestic construction projects

Plan	Your name/company		
	Name and address of client		
	Contact details of architect or designer		
	What is the job?		
	Is there anything the client has made you aware of?		
	Key dates: Start Finish Other		
	Where are your toilet, washing and rest facilities?		
Working Together	Who else is on site – and their contact details?		
	Who will be the principal contractor?		
	How will you keep everyone on site updated during the job?		
Organise	What are the main dangers on site, eg:	Hazard is present	What controls do you have?
	Falls from height) Make sure ladders are in good condition, at the correct angle and secured. Prevent people and materials falling from roofs, gable ends, working platforms and other open edges using guardrails, midrails and toeboards		
	Collapse of excavations		

	<ul style="list-style-type: none">) Shore excavations; either cover or barrier excavations to stop people and plant falling in 		
	<p>Collapse of structures</p> <ul style="list-style-type: none">) Support structures (such as walls, beams, chimney breasts and roofs) with props; ensure props are installed by a competent person 		
	<p>Exposure to building dusts</p> <ul style="list-style-type: none">) Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask 		
	<p>Exposure to asbestos</p> <ul style="list-style-type: none">) If you suspect that asbestos might be present, don't start work until a demolition/refurbishment survey has been carried out) Make sure everyone on the site is aware of the results 		
	<p>Activities or workers requiring supervision</p> <ul style="list-style-type: none">) Who will be supervising? 		
	<p>Electricity</p> <ul style="list-style-type: none">) Turn electricity supply and other services off before drilling into walls) Do not use excavators or power tools near suspected buried services 		
	<p>Risks to members of the public, the client and others</p> <ul style="list-style-type: none">) Keep the site secure to prevent unauthorised access; net scaffolds, use rubbish chutes 		
	<p>Other dangers on site</p>		

Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

Schedule 3: Health and Safety File.

This appendix gives guidance on the preparation, provision and retention of a health and safety file, which is required to be prepared by the health and safety project coordinator under Section and by the principal contractor on minor projects. The health and safety file should contain information about the project likely to be needed to ensure any subsequent work on the building or structure, such as maintenance, cleaning, alterations, refurbishment or demolition can be carried out safely. The file should include the following types of information where they are relevant to the health and safety of any future construction work:

-) a brief description of the work carried out
-) any residual hazards that have not been eliminated through the design or construction process and which therefore remain, and how they have been dealt with (for example, asbestos surveys, contaminated land etc.)
-) key structural principles; for example, bracing, sources of substantial stored energy (including pre or post tensioned members), safe working loads for floors and roofs
-) hazardous materials used or left in-situ; for example, lead paints, special coatings etc. which could present a risk during future maintenance or demolition work
-) information regarding the removal or dismantling of installed plant and equipment;
 - o For example, any special arrangements for lifting such equipment, a specific sequence or other special instructions for dismantling
-) information regarding the safe demolition of the structure;
 - o For example, a specific sequence which must be followed
-) health and safety information about equipment provided for cleaning or maintaining the structure
-) the nature, location and markings of significant services, including underground cables, gas supply, fire-fighting services etc.
-) fire safety information should be included and should include all fire safety design measures in appropriate detail and with sufficient accuracy to assist the responsible person to operate and maintain the building safely
-) information and as-built drawings of the structure, its plant and equipment,

- for example, the means of safe access to and from the service voids, fire doors etc.

The file does not need to include things which will be of no help when planning future construction work; for example, the pre-construction information, construction phase plan, details about the normal operation of the completed structure, contractual documents, safe work method statements etc.

The file should be kept up to date and retained by the client as long as it is relevant – usually the lifetime of the structure. It may be kept electronically, on paper or some other durable form.

If the client disposes of their interest in the building, they must give the file (or a copy) to the new owner.

Schedule 4 Pre-construction information

This schedule gives guidance on the requirements for pre-construction information (PCI). Pre-construction information provides the health and safety information needed by those bidding for or planning work, and for the development of the construction phase plan. Some of the information may also be relevant to the preparation of the health and safety file. The level of detail in the information should be proportionate to the risks involved in the project.

PCI is defined as information about the project that is already in the client's possession or which is reasonably obtainable. The information must:

-) be relevant to the specific project
-) have an appropriate level of detail; and
-) be proportionate to the risks involved

PCI should be gathered and added to as the design process progresses and reflect new information about the health and safety risks and how they should be managed.

The PCI should include proportionate information about:

-) the project
 - o the client brief
 - o key dates of the construction phase, including start and finish dates
 - o details of the client, designers and, as soon as appointed, the health and safety project coordinator
-) management requirements
 - o the planning and management of the project such as the resources and time being allocated to each stage of the project, and the arrangements to ensure there is cooperation between duty holders and the work is coordinated

- the health and safety hazards of the site and how they will be addressed. This may include any surveys or assessments carried out; for example, asbestos surveys, contaminated land surveys, specific ground conditions, structural diagrams, location of existing services etc., a health and safety file produced as a result of earlier construction work
-) significant design and construction hazards and how these will be addressed
 - significant design assumptions and suggested work methods, sequences or other control measures
 - materials requiring particular precautions.

The PCI should be in a convenient form and be clear, concise and easily understandable

Schedule 5 Example Site induction

<p>Contractors must provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out without risks to health and safety.</p> <p>The Principal Contractor or Contractor (on single contractor projects) must ensure a suitable Site Induction (SI) is provided to every site worker.</p> <p>Site inductions should also be provided to those who do not regularly work on the site, but who visit it on an occasional (e.g. architects) or once-only basis (e.g. students). Inductions provided to escorted visitors need not have the detail that unescorted visitors should have. Escorted visitors only need to be made aware of the main hazards and control</p>	
<p>PROJECT DETAILS</p>	
<p><i>Provide an outline of the project details.</i></p>	
<p>COMMITMENT FROM THE TOP</p>	
<p><i>Explain how senior management of the business is committed to securing health and safety of everyone working on or affected by the project.</i></p>	
<p>MANAGEMENT AND SUPERVISION ARRANGEMENTS</p>	
<p><i>Explain how the project is to be managed to secure health and safety.</i></p> <p><i>Include arrangements for supervising the work and any specific arrangements e.g. for the young, inexperienced or those starting a new work activity.</i></p>	
<p>PARTICULAR RISKS AND CONTROL MEASURES</p>	
<p><i>Highlight any particular risks (including those listed in GCDM ACOP 2020 Schedule 2) and control measures that those working on the project need to know about.</i></p> <p><i>This should include information on risks to health and safety identified by risk assessment or arising out of the conduct of</i></p>	

<i>another contractor's undertaking and of which you ought to be aware.</i>	
PROCEDURES IN THE EVENT OF DANGER	
<i>Explain the procedures to be followed in the event of serious and imminent danger to health and safety.</i>	
FIRST AID	
<i>Describe the arrangements for first aid in the event of injury whilst working on site.</i>	
<p style="text-align: center;">Contractors must provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out without risks to health and safety.</p> <p style="text-align: center;">The Principal Contractor or Contractor (on single contractor projects) must ensure a suitable Site Induction (SI) is provided to every site worker.</p> <p>Site inductions should also be provided to those who do not regularly work on the site, but who visit it on an occasional (e.g. architects) or once-only basis (e.g. students). Inductions provided to escorted visitors need not have the detail that unescorted visitors should have. Escorted visitors only need to be made aware of the main hazards and control measures.</p>	
ACCIDENTS AND INCIDENTS	
<i>Explain the arrangements for reporting an accident and incidents which occur on the project. (Contact the emergency services is NOT acceptable on its own)</i>	
ON-GOING BRIEFINGS	
<i>Explain the arrangements for briefing workers on an on-going basis e.g. toolbox talks, daily activity briefings</i>	
CONSULTING WORKFORCE	
<i>Explain the arrangements for consulting the workforce on health and safety matters.</i>	
RESPONSIBILITIES OF ALL	

<p><i>Explain individual worker responsibility for health and safety on the project.</i></p>	
<p>OTHER INFORMATION</p>	
<p><i>Inform of any other information necessary to enable the worker to comply with the relevant statutory provisions.</i></p>	
<p>FURTHER GUIDANCE</p>	
<p><i>CDM 2015 HSE Legal Guide L115</i></p> <p><i>CDM 2015 CITB Industry Guidance for Principal Contractors</i></p> <p><i>CDM 2015 CITB Industry Guidance for Contractors</i></p>	

Schedule 6 Non-exhaustive list of building and civil engineering works

Referred through paragraph 7

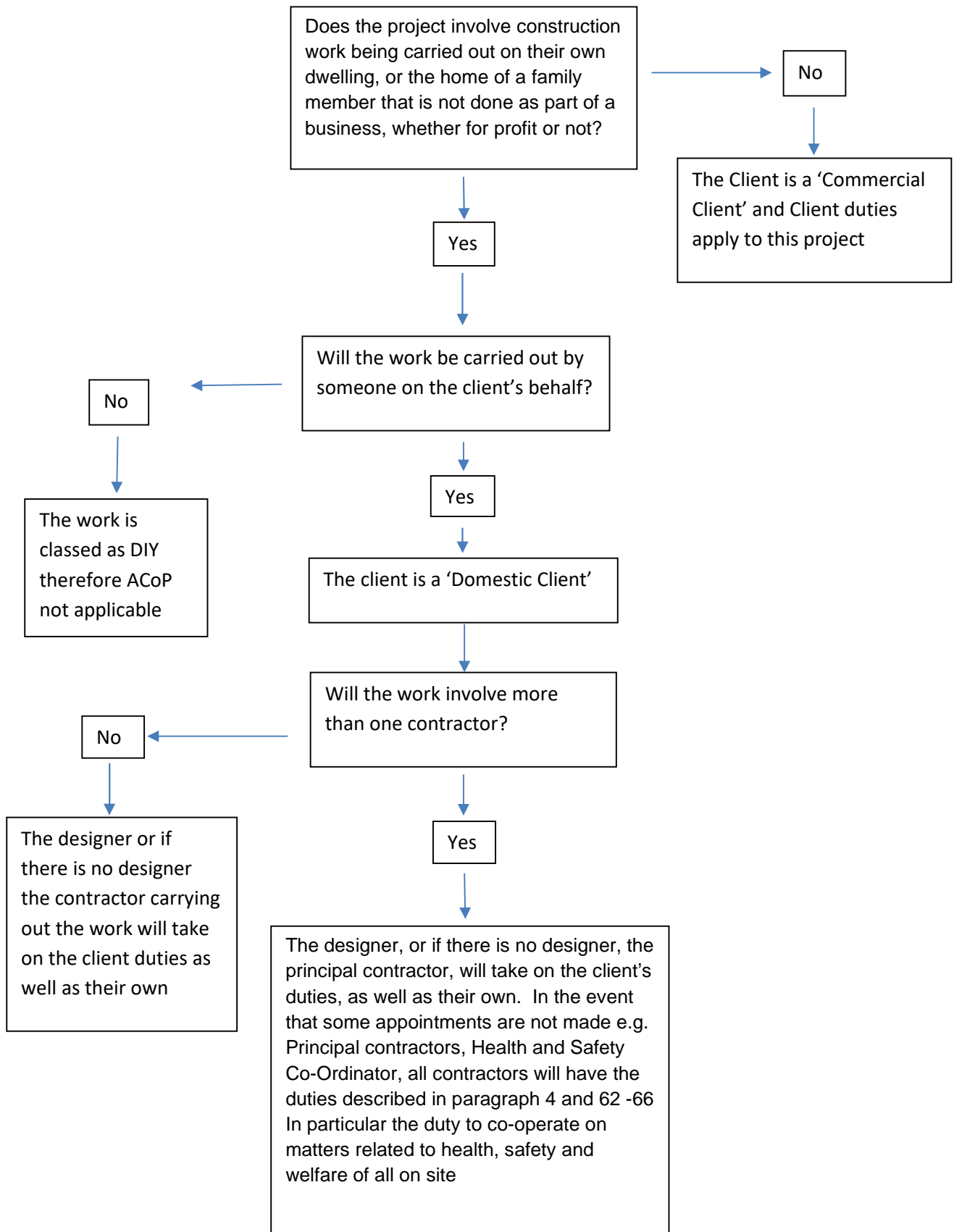
1. The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves water or an abrasive at high pressure, or the use of toxic substances), de-commissioning, demolition or dismantling of a structure, including asbestos removal and remediation;
2. The preparation for an intended structure, including site clearance, exploration, investigation, excavation (but not pre-construction archaeological investigations), earthworks, and the clearance or preparation of the site or structure for use or occupation at its conclusion;
3. The assembly on site of pre-fabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly formed a structure;
4. 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 a structure;
5. The installation, commissioning, maintenance, repair, or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within a structure
6. Drainage
7. Roadworks

Schedule 7: Non-exhaustive list of work involving particular risks

Referred to in paragraph 13

1. Work which puts workers at risk of
 - (a) burial or drowning in excavations;
 - (b) burial or injuries from collapsing or dangerous structures; or
 - (c) falling from a height,where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.
2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety and health of workers or involving a legal requirement for health monitoring.
3. Work with ionizing radiation requiring the notification to the Health and Safety Executive, or designation of controlled or supervised areas.
4. Work near high voltage power lines.
5. Work exposing workers to the risk of drowning.
6. Work on wells, underground earthworks and tunnels.
7. Work carried out by divers having a system of air supply.
8. Work carried out by workers in caissons with a compressed-air atmosphere.
9. Work involving the use of explosives.
10. Work involving the assembly or dismantling of heavy prefabricated components.

Schedule 8: Application to domestic clients



Where the project involves:

- (a) **only one contractor:** the contractor must carry out the client duties as well as the duties they already have as contractor. In practice, this should involve doing little more than to manage the work to ensure health and safety;
- (b) **more than one contractor:** the designer, or if there is no designer the principal contractor must carry out the client duties as well as existing principal contractor duties. If the domestic client has not appointed a principal contractor, the duties of the client must be carried out by the contractor in control of the construction work.

In some situations, domestic clients wishing to extend, refurbish or demolish parts of their own property will in the first instance, engage an architect or other designer to produce possible designs for the project. It is also recognised that construction work does not always follow immediately after design work is completed. If they so wish, a domestic client has the flexibility of agreeing (in writing) with their designer that the designer coordinates and manages the project, rather than this role automatically passing to the principal contractor. Where no such agreement is made, the principal contractor will automatically take over the project management responsibilities.

It is recognised that there are scenarios, such as small domestic projects, where a designer or principal contractor is not appointed. However, there may be more than one contractor carrying out work - for example: - carpenters, plumbers and electricians carrying out minor alterations to a kitchen. In such cases each contractor should communicate with the other to ensure their work does not create risk, or exacerbate existing risks arising from their activities. Following the principles in this ACoP is one way of achieving this outcome.

Appendix 1: List of relevant guidance and standards

This list is **not exhaustive** and constitutes a good starting point when considering safe practices in construction. Guidance is generally available on <http://www.hse.gov.uk> or <http://www.hse.gov.uk>.

General guidance

Consulting employees on health and safety: A brief guide to the law Leaflet INDG232 (rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm

Getting specialist help with health and safety Leaflet INDG420(rev1) HSE Books 2011 www.hse.gov.uk/pubns/indg420.htm

PAS 91:2013 *Construction related procurement. Prequalification questionnaires* British Standards Institution www.shop.bsigroup.com/Navigate-by/PAS/PAS-91-2013/

Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice and guidance L24 (Second edition) HSE Books 2013 ISBN 978 0 7176 6583 9 www.hse.gov.uk/pubns/books/l24.htm

Construction phase plan (CDM2015): What you need to know as a busy builder Construction Information Sheet CIS80 HSE Books 2015 www.hse.gov.uk/pubns/cis80.pdf

CDM wizard CITB smartphone app www.citb.co.uk/cdmregs

Managing Health and Safety in Construction – Construction (Design and Management) Regulations 2015, Approved Code of Practice L153, HSE UK 2015.

Health and safety in construction HSG150 (Third edition) HSE Books 2006 ISBN 978 0 7176 6182 4 www.hse.gov.uk/pubns/books/hsg150.htm

The absolutely essential health and safety toolkit for the smaller construction contractor Leaflet INDG344 (rev2) HSE Books www.hse.gov.uk/pubns/indg344.htm

Want building work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2015 Leaflet INDG411 (rev1) HSE Books 2015 www.hse.gov.uk/pubns/indg411.htm

BS ISO 17398:2004 Safety colours and safety signs. Classification, performance and durability of safety signs.

BS 8000-0:2014 Workmanship on construction sites - Introduction and general principles.

Electricity

BS 7375:2010 Distribution of electricity on construction and demolition sites. Code of practice.

Emergency routes

BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings.

Fire detection and fire fighting

BS 5306-8:2012 Fire extinguishing installations and equipment on premises, Selection and positioning of portable fire extinguishers. Code of practice.

Fire safety in construction, Guidance for clients, designers and those managing and carrying out construction work involving significant fire risks, HSG 168, HSE UK 2010.

16 Steps to Fire Safety on Timber Frame Construction Sites, UKTFA Guidelines and recommendations.

Loading bays and ramps

PD 6694-1:2011 Recommendations for the design of structures subject to traffic loading to BS EN 1997-1:2004.

First-aid

BS 8599-1:2011 Workplace first aid kits- Specification for the contents of workplace first aid kits.

Noise and vibration

Controlling noise at work – Control of Noise at Work Regulations 2005, Approved Code of Practice L108, HSE UK 2005.

Hand-arm vibration – Control of Vibration at Work Regulations 2005, Approved Code of Practice L140, HSE UK 2005.

Manual handling

Manual handling– Manual Handling Operations Regulations 1992, Approved Code of Practice L23, HSE UK 2004.

Confined spaces

Safe work in confined spaces– Confined Spaces Regulations 1997, Approved Code of Practice L101, HSE UK 2009.

Lifting operations

Safe use of lifting equipment – Lifting Operations and Lifting Equipment Regulations 1998, Approved Code of Practice L113, HSE UK 1998.

BS 7121-1:2006 Code of practice for safe use of cranes – General

BS 7121-3:2000 Code of practice for safe use of cranes - Mobile cranes

Temporary works

BS EN 12810-1:2003 Façade scaffold made of prefabricated components.

BS EN 12811-1:2003 Scaffold - performance requirement and general design.

BS EN 12812:2003 Falsework- performance requirement and general design.

BS EN 12813:2004 Temporary works equipment - Load bearing towers of prefabricated components - Particular methods of structural design.

BS 5975:2008 Code of practice for temporary works procedures and the permissible stress design of falsework.

Excavations

Health and Safety in Excavations, HSG 185, HSE UK 1999.

Avoiding dangers from underground services, HSG 47, HSE UK 2000.

Demolition

BS 6187:2011 Code of practice for full and partial demolition.

Roofwork

Health and safety in roofwork, HGS33, HSE UK 2008.

The following are available on <http://www.roofworkadvice.info/html/publications.html>

ACR [CP] 001:2007 – Work on profile sheeted roofs (the Orange Book), Advisory Committee on Roofwork UK 2007.

ACR [CP] 002:2012 – Work fragile roofs (the Green Book), Advisory Committee on Roofwork UK 2012.

ACR [CP] 003:2008 – Use of safety nets (the Blue Book), Advisory Committee on Roofwork UK 2008.

ACR [CP] 005:2012 – Fitness and competence (the Black Book), Advisory Committee on Roofwork UK 2012.

ACR [CP] 006:2009 – Edge protection (the Purple Book), Advisory Committee on Roofwork UK 2009.

ACR [CP] 007:2008 – Horizontal safety lines (the Magenta Book), Advisory Committee on Roofwork UK 2008.

Welfare

Provision of welfare facilities during construction work Construction Information Sheet CIS59 HSE Books 2010 www.hse.gov.uk/pubns/cis59.htm

Welfare at work Guidance for employers on Welfare provisions INDG293 (rev1)
www.hse.gov.uk/pubns/indg293.pdf

Guernsey Construction (Design and Management): Approved Code of Practice 2020

This is the second edition of the Approved Code of Practice in construction work. It has been amended and updated to reflect current best practice.

This publication is for anyone with responsibility, directly or indirectly, for construction work. This includes employers, employees, self-employed workers, contractors, designers and clients.

The Health and Safety Executive is the regulator for Workplace Health and Safety in Guernsey and provide advice and guidance on how to improve workplace health and safety performance.

Advice and ordering publications: 01481 220010

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