

Construction and Contractor Work Policy

Version 1



1.0 Purpose

This corporate topic-based health and safety policy details the specific responsibilities for the management and control of the risks associated with construction work and the general management of contractors within Warwickshire County Council (WCC). This Policy does not duplicate the general health and safety requirements as stated within the corporate WCC health and safety policy. To access this policy please refer to the health and safety intranet or school document library (refer to section 9 for details).

2.0 Objective

To ensure that all health, safety, welfare and wellbeing issues relating to construction work and contractor work are an essential and integral part of planning and managing to adequately reduce the risk to; those undertaking the work; those affected by the works; and those using the building/structure/location once the work is completed, as far as is reasonably practicable.

3.0 Warwickshire County Council Commitments:

- all construction work commissioned and/or undertaken on behalf of the county council is done so in compliance with the Construction (Design and Management) Regulations 2015 (CDM) and relevant WCC standards
- all work undertaken by contractors by or on behalf of the county council will be done so by reducing or controlling the risks as far as is reasonably practicable
- arrangements will be proportionate and appropriate to the specific projects, activities and level of risks
- all relevant statutory requirements and best practice guidance is adhered to, as far as is reasonably practicable

4.0 Scope

The Policy is applicable to all employees and all areas and activities of Warwickshire County Council.

5.0 Roles and responsibilities

The arrangements section, Part 1 and Part 2 of this policy provides more detail on how these roles and responsibilities should be implemented.

5.1 Managers (Head teachers, line manager, supervisors etc.) must ensure that:

They first identify whether or not the contractor work commissioned or being undertaken falls within the “construction” definition in compliance with CDM 2015 (refer to 7.0 Definitions).

For contractor work that does not fall within CDM 2015 -

- they are competent to undertake the “client” role for commissioning contractors
- they understand the full extent of their role, responsibilities and statutory duties for commissioning contractor work
- they attend any mandatory and other required training and awareness, as necessary
- they ensure staff understand their role in relation to any delegated tasks and are competent to do so
- any contractor directly commissioned and appointed is suitable and competent to undertake the work
- contractor work is monitored, as appropriate
- all processes, procedures, arrangements and practice in relation to contractor work is reviewed, as appropriate
- arrangements are in place for an appropriate level of communication, co-operation and consultation when commissioning contractors and related to the contractor work
- they follow the WCC procurement process
- they refer to and follow **Part 2.** of this policy

Note: All contractors will need to be commissioned by following the WCC procurement process and health and safety will need to be considered and planned. However, the extent of requirements and arrangements will depend on and be proportionate to the level of the risk. For example; work activity within a grounds maintenance or window cleaning contract will pose higher risk in comparison to a photocopier maintenance contractor.

For contractor work that does fall within CDM 2015 –

- they understand the full extent of their role, responsibilities and statutory duties for commissioning construction work
- they are competent to undertake the “client” role, where they have been identified as such
- they and any other staff undertaking any work of any of the specific duty holders within CDM 2015 have the relevant skills, knowledge and experience to do so
- staff understand their role in relation to any construction work and are competent to do so
- any external contractor commissioned and appointed to undertake any of the specific duty holder roles within CDM 2015 has the relevant skills, knowledge and experience to do so

- any external contractor commissioned and appointed to undertake “construction” work is suitable and competent for that specific area of work
- processes, procedures and arrangements are implemented in compliance with CDM 2015, relevant WCC guidance and other best practice
- documentation is produced/used, completed and retained in compliance with CDM 2015, relevant WCC guidance and other best practice
- construction and contractor work is monitored, as appropriate
- all processes, procedures, arrangements and practice in relation to construction and contractor work is reviewed, as appropriate
- they follow the WCC procurement process
- they refer to and follow **Part 1.** of this policy

5.2 Employees must ensure that:

- they understand and undertake the full extent of their role, responsibilities and statutory duties given to them in relation to construction and contractor work
- follow all relevant statutory, WCC and service specific policies, guidance, procedures, processes and arrangements applicable to construction and contractor work
- participate in and attend any training and awareness, as required

5.3 Corporate Health, Safety & Wellbeing Manager and Health, Safety and Wellbeing Service will:

- provide professional advice, guidance and support for managing construction and contractor work
- provide relevant information, updates, briefings on managing construction and contractor work

5.4 Other WCC services must ensure:

- the implementation of any relevant statutory requirements for contractor management and CDM 2015
- that suitable arrangements are in place in compliance with any specific duties and requirements for contractor management and CDM 2015; for example, but not limited to; Physical Assets, Construction Services/Transport & Highways, Design Services, approved contractor frameworks etc.

Note: *Physical Assets, Construction Services have a specific CDM Advisor who provides advice, guidance and support on Construction projects.*

6. Organisational Arrangements

The organisational arrangements for the policy are set out in two parts:

Part 1. Construction Work ((CDM 2015)

Part 2. Managing Contractor Work

Appendix 1. Construction and Contractor Work Process Flow Summary

Last Reviewed by	Health, Safety and Wellbeing Service	
Policy Owner	Health Safety and Wellbeing Service	Page 3
Construction and Contractor Work, UNCONTROLLED WHEN PRINTED OR VIEWED OUTSIDE OF THE INTRANET, OR SCHOOL DOC LIBRARY, OR SPP		

7.0 Definitions

Client is an organisation or individual for whom a project or work is carried out, who -

- decides what is to be constructed, where, when and by whom
- commissions the design and construction work
- initiates the work
- funds and procures the project
- appoints contractors/duty holders (including the designer, principal designer and principal contractor)
- undertakes the duties on behalf of a commissioning client

Contractor may be an individual, sole trader, a self-employed worker or a business who carries out, manages or controls work/construction work in connection with a business. They may manage work/construction work or engage other contractors/construction workers, this includes organisations that use their own workforce to carry out work/construction work on their own premises (including WCC services).

Pre-Qualification Questionnaire (PQQ) is a questionnaire that contractors complete to enable clients to assess the suitability of an organisations capabilities to tender for contractor/construction work or apply to be placed on an approved contractor system.

Self-help Scheme is a specific WCC definition in which schools or other WCC services take on the direct and full responsibility for selecting, appointing and managing contractors/dutyholders when commissioning work (that falls within the Construction (Design and Management) Regulations or not). This is as an alternative to commissioning a WCC service to undertake the duties for them e.g. Resources Group, Physical Assets Construction Services/Communities Group, Design Services etc.

Construction (Design and Management) Regulations 2015 specific definitions:

Construction work - the carrying out of any building, civil engineering or engineering construction work and includes;

- a)** the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- b)** the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- c)** the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- d)** the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of refabricated elements which immediately before such disassembly formed such a structure;
- e)** the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic,

telecommunications, computer or similar services which are normally fixed within or to a structure

Therefore, the requirements of the CDM Regulations 2015, applies to the majority of building work and all “construction work” as defined in the regulations

Principal Designer (PD) is an organisation or individual that controls the pre-construction phase and influence how health and safety is managed. This includes the design and planning stage of the project, preparing and modifying the design, including temporary works; or instructing someone to do so.

Designer is an organisation or individual who prepares or modifies a design for any part of the construction project, including temporary works, or arranges or instructs someone to do so. This can be architects, consulting engineers, interior designers, temporary work engineers, chartered surveyors, technicians, specifiers, principal contractors and specialist contractors.

Depending on the work, where a client becomes actively involved in designing in relation to a project, they may also be considered as a designer, even if they are not normally identified as one.

Principal Contractor (PC) is the contractor who has overall charge of and coordinates the work and health and safety of the construction phase. There should only be one principal contractor for a project at any one time.

Pre-construction phase is any period of time during which design or preparatory work is carried out for a project and may continue during the construction phase.

Pre-construction information is information in the client’s possession or which is reasonably obtainable by or on behalf of the client, which is relevant to the construction work and of an appropriate level of detail proportionate to the risks involved.

Notification is the formal, written notification to the Health and Safety Executive of a project which falls into the notifiable criteria. (F10 document)

Construction phase is the period of time beginning when construction work in a project starts and ending when construction work in that project is completed.

Construction phase plan is a plan that sets out the health and safety arrangements, site rules and specific control measures for any risk associated with activities taking place on the construction site.

Health and Safety File contains relevant information about the project to be used when any further work is undertaken on the building/structure after the current project is finished. **The file is only required for projects involving more than one contractor.**

8.0 Equality and Accessibility Information

- If this information is difficult to understand, the Health, Safety and Wellbeing Service can provide it in another format, for example Braille, in large print, on audiotape or another language.
- A full Equality Impact Assessment has been undertaken for this Policy.

9.0 Contact Information

All health, safety and wellbeing information is available on the intranet. Go to [Intranet > HR > Health, Safety and Wellbeing > Construction and Contractors](#)

For Schools, refer to the health and safety document library on www.warwickshire.gov.uk/SchoolHSdocs

Alternatively you can contact the Health, Safety and Wellbeing Service on healthandsafety@warwickshire.gov.uk or telephone 01926 476803.

Appendix 1 **Construction and Contractor Work Process Flow Summary**

