

1. Purpose

The purpose of these health and safety arrangements is to outline the arrangements in place by NY Highways Limited for the management of contractors including associated works to ensure compliance with the standards expected by NY Highways Limited and with relevant health and safety legislation.

2. Scope

The company's health and safety arrangements are applicable to all employees or representatives of NY Highways Limited, who plan, manage or authorise contractors to conduct work on behalf the company. It should be read in conjunction with Health and Safety Guidance Note – Authority to Work Scheme (GU 000012)

3. Practice

NY Highways Limited will use, within its business operations, the services of contractors. The management of contractors as regards compliance with health and safety standards and company expectations is essential to ensure delivery of a safe and health working environment.

3.1. Responsibilities

Board

The Board has overall responsibility for the effective leadership for health and safety for NY Highways Limited and as such will ensure that appropriate resources are allocated for the effective management of contractors. This includes, but is not limited to, the allocation of appropriate budget and timescales for the delivery of projects in accordance with the principles and requirements of the Construction (Design and Management) Regulations (CDM).

Managing Director

The Managing Director is responsible for ensuring that robust arrangements are in place for the appointment of competent contractors, that their performance is monitored and that action is taken where unsatisfactory health and safety performance is identified.

The Managing Director is responsible for ensuring that contractors are managed to ensure a safe and healthy working environment and is also responsible for ensuring effective communication of the standards required to all those undertaking the work takes place. All contractors are expected to comply with statutory requirements and/or NY Highways Limited standards as outlined within the company's health and safety arrangements.

The Managing Director must also ensure that if the contractor requires the use of a sub-contractor that appropriate management of this sub-contractor is in place to ensure compliance to statutory requirements and/or NY Highways Limited standards.

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The Managing Director must ensure that robust arrangements are in place for the fulfilment of NY Highways Limited duties under the Construction (Design and Management) Regulations this includes:

- appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability;
- allowing sufficient time and resources for each stage of the project;
- making sure that any principal designer and principal contractor appointed carry out their duties in managing the project;
- making sure suitable welfare facilities are provided before construction work starts and for the duration of the construction project;
- maintain and review the management arrangements for the duration of the project;
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project;
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins;
- ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), ensure that this is notified to the HSE in writing with details of the project and ensure a copy of the notification is displayed in the construction site office or other appropriate area.

In addition to these general duties the Managing Director is responsible for ensuring that robust procedures are in place for the monitoring of contractor performance and that reports from this reassurance monitoring are reported

Managers and Supervisors

Managers and supervisors are responsible, as far as their responsibility allows, for ensuring NY Highways Limited fulfil their obligations as client under the provisions of CDM. This includes supporting the Managing Director in undertaking their specific duties as required by the regulations.

Managers and supervisors are responsible for ensuring that contractors are managed to ensure a safe and healthy working environment and are responsible for ensuring effective communication of the standards, required to all those undertaking the work, takes place. All contractors are expected to comply with statutory requirements and/or NY Highways Limited standards as outlined within the company's health and safety arrangements.

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Managers and supervisors must ensure that Contractors are provided with adequate information on the works. This would allow adequate time to manage and plan the works accordingly with the contractor providing relevant documentation before commencing works. This is then to be reviewed and when fully developed accepted by the person managing the contractor. Managers and supervisors will ensure a Pre- Construction Information Pack is drafted and provided to the contractor at pre-tender stage of the contract.

The Contractor should provide relevant documentation such as appropriate risk assessments, or schemes of work (which can also be known as method statements) before commencing works. These documents will be reviewed by either the manager, supervisor or other nominated person responsible for managing the contractor.

Managers and supervisors must also ensure that if the contractor will require the use of a sub-contractor (i.e. the need for a scaffolder) that appropriate management of this sub-contractor is in place to ensure compliance to standards required.

Managers and supervisors must ensure that the contractors and/or their representatives are inducted in to the site and/or depot as appropriate.

Employees

Employees who have responsibility for managing or appointing contractors are to ensure that the identified requirements within the procedure below are in place before any works commence.

Contractors

Contractors will be expected to comply with legal requirements and the requirements set by NY Highways Limited in ensuring a safe and healthy working environment.

3.2. Procedure

The following steps outline the basic procedure to be followed for the management of contractors.

1. The need for a contractor is identified.
2. Procurement of contractor using the appropriate mechanism depending upon the risk of the contract (risk in this context includes value, reputational as well as health and safety). This may involve formal processes including financial, reputational and checking of the HSE register of prosecutions and notices for their enforcement action history.
3. Contractor to be advised about the standards required by NY Highways Limited.
4. The person responsible for managing the contractor and works to be undertaken are clearly identified.

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5. The person responsible for managing the contractor to provide information on the works including any health and safety risks and measures identified for compliance. See form Site Induction for NYH Staff, Supplier and Subcontractors (FM000087), Depot Induction form (FM000170).
6. The Contractor to submit relevant paperwork specific to the work, which may include (list not exhaustive):
 - a. Risk Assessments (*mandatory*)
 - b. Method Statement (*if required*)
 - c. Evidence of Competence / Training Certificates (*mandatory*)
 - d. Test Certificates for Equipment (*if required*)
 - e. Information on any sub-contractors to be used (*if required*)
 - f. Any structural calculations, designs or plans (i.e. scaffold / lifting operations (*if required*))
7. Person responsible for managing the contractor is to ensure the documentation provided is suitable and sufficient for the task to be undertaken and the potential risks identified.
8. Once the person managing the works has accepted the documentation and is satisfied that the work can be conducted safely, arrangements can be made for the start of works.

3.3 Excavations and Earthworks

Excavations and Earthworks vary dependant on the task as regards to their complexity and risk. When breaking ground for something as simple as a fence post a potential exists for a cable strike, when trenching the potential exists for collapse.

If the work is not properly planned or managed the potential for serious injury and the risk of a fatality exist. It is therefore essential that the risks are planned and managed for any excavation or earthwork task undertaken by any contractor.

NY Highways Limited will classify any breaking of ground as being an excavation and will require the completion of a permit to dig.

Excavations present a significant risk to those working in them, or close to them. The risk is not constant and is variable due to ground conditions, the compaction or moisture content of the material, the effect of passing traffic or use of plant in and around the excavation.

Any breaking of ground can further pose a risk through a service strike this can include a risk to the operative conducting works through gas, electric cables or water pipes being struck to a risk of damage and service disruption by hitting underground services. All excavations and earthworks (i.e. the breaking of ground) require adequate planning and management.

General Principles – General Digging

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Before breaking the ground on any occasion, a risk assessment and method statement must be conducted and a permit to dig will be required. This permit must be authorised by the contractor to ensure that precautions have been taken before commencement of works.

All works are to be planned with site surveys, service drawings and other information supplied if available with any Pre Construction Information. However, the contractor is expected to undertake their own reassurance arrangements and additional surveys as required to ensure safe excavation practices can be followed.

All activities that break the ground will require strict adherence to the need for a permit to dig and safe digging practices to be employed.

Management of Excavations

When large excavations are needed then the management of the excavation will be required and the following specific requirements implemented.

- Ensure that there is sufficient support for the excavation walls, or that the excavation walls are sloped or battered back to a safe angle.
- A safe method for installing the trench support is to be employed, without people working in an unsupported trench.
- Safe access into the excavation is to be ensured and maintained.
- Edge protection is to be employed to stop people falling into the excavation, these should be set back far enough from the edge of the excavation.
- Properly secured stop blocks are to be used next to vehicle access routes to prevent tipping vehicles from falling in.
- Consideration is to be in place on whether the excavation might affect the stability of neighbouring structures or services.
- Materials, spoil and plant are to be stored away from the edges of excavations to reduce the chance of a collapse.
- All excavations are to be regularly inspected by a competent person before use, fall of materials, ground disturbance or weather condition changes.

Permit to Dig

The permit should only be valid for a limited period of time, authorised by the contractor.

3.4 Hot Work

Hot work includes thermal lances, welding and cutting, brazing, the use of blow lamps, soldering equipment, and any other equipment producing heat, sparks or having naked flames. Any hot works will require a hot works permit before commencement authorised by the contractor.

The use of hot working techniques can and has in previous incidents in industry given risk to the start of fire. It is therefore essential that hot works are managed correctly through the

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use of a permit where appropriate for example near vegetation where inadvertent fires may be started.

This is particularly important inside buildings, structures or in area where fire risk is high e.g. outside but near dried vegetation.

General Principles

The general principles to be applied when conducting hot works are:

- Before starting hot work, the area must be cleared of all combustible material not used as part of the process other items of combustible material, which cannot be removed must be covered in non-combustible material.
- If work is to take place on one side of a wall or partition, or where the pipe work passes through walls/ceilings etc. the opposite side must be examined, before, during and after work to ensure no combustible material will be or has been ignited by conducted heat.
- Suitable extinguishers of appropriate types must be provided and a careful watch must be kept for fire breaking out whilst work is in progress and the area monitored for at least 1 hour after the work has been completed.
- When welding, cutting or grinding, the work area must be suitably screened using non-combustible material. Care must be taken to ensure that hot particles of metal or sparks do not fall, or come into contact with combustible materials.
- Gas cylinders must be in a vertical position, fitted with a flashback arrestor and secured to prevent the cylinder falling over.

Hot Works Permit

The permit, where required, will only be valid for a limited period of time, authorised by the contractor and is a means of ensuring that the area is made as safe as possible before the work starts, precautions are taken while the work is in progress, and the area is checked afterwards

3.5 Working at Height

NY Highways Limited recognises that working at height is a significant health and safety risk and consequently expects contractors plan and ensure the work is undertaken safely. The contractor is expected to as a minimum:

1. Avoid working at height where this is practicable.
2. Use work equipment or other measures to prevent falls when the activity cannot be avoided. Ensuring the site is safe for the use of such equipment i.e. ground conditions, clear of overhead objects that may cause risk.

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3. Where the risk of a fall cannot be eliminated use work equipment or other measures to minimise the distance and consequences of a fall should one occur as identified by the risk assessment process. With collective measures prioritised over personal protective measures.
4. Ensure persons conducting working at height are competent in the task and in the use of the required equipment.
5. Ensure that weather conditions and other environmental conditions are considered in the risk assessment process and ensure the persons undertaking the work are aware of the risks and appropriate control measures.
6. Ensure that inspections of equipment are in place
7. Ensure that appropriate rescue plans are in place.
8. Ensure that suitable and sufficient steps have been taken to mitigate the risk of any falling objects or materials.
9. Ensure that adequate supervision of the works is in place.
10. Ensure safe access and egress is maintained to the work area.
11. Ensure segregation of the work area is maintained to protect third parties.

The contractor is expected to pay particular attention to the areas outlined below. However the contractor is expected to implement its own health and safety management arrangements.

Fragile Surfaces

No contractor employee should work on or near a fragile surface unless appropriate control measures are in place. Prominent warning signage should be positioned where personnel may pass near or work on a fragile surface.

Ladders and Stepladders

Ladders and stepladders are expected to be used for short duration work and consequently the contractor is expected to have robust risk assessment arrangements in place for managing their use.

Access Platforms e.g. Tower Scaffolds, Easi-Dec and Podium Steps etc.

Access platforms are not to be used by any person unless they are trained in and competent in their use and they are erected on appropriate ground, used and inspected in accordance with the statutory and/or manufacturers' instructions

Scaffolds

These are to be erected by competent persons in accordance with Statutory and Nationally recognised guidelines. This includes formal design (and associated structural calculations) being undertaken by a competent person where required.

The contractor must ensure the scaffold is inspected at regular intervals in accordance with statutory requirements and any alterations are undertaken only by competent people.

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Mobile Elevating Working Platforms (MEWP's)

Mobile Elevating Working Platforms must only be used in appropriate circumstances by competent people in accordance with statutory and manufacturer's requirements. Their use is to be planned and included in any site specific risk assessments and associated method statements considering weather conditions, ground conditions that may cause instability and services including overhead objects that may present risk. Particular attention should be made to Persons who are operating MEWP's ensuring they are trained and competent i.e. IPAF standard or equivalent,

3.6 Electrical Safety

The risks from electricity does not just cover the risk to health and safety such as electrocution, burns and potential for causing cardiac arrest, but the potential disruption to service and the day to day business operations.

All electrical equipment used whether power tools or office equipment should undergo regular inspection in accordance with statutory requirements. This includes visually inspected before use and then using the equipment for its intended purpose and in accordance with manufacturers' instructions. Any personal electrical items are to be fit for purpose and inspected in accordance with statutory and manufacturers' instructions if used on site.

Safe Electrical Working

- All electrical work must be undertaken by competent people in accordance with statutory and industry best practice.
- All electrical equipment used must be free from damage and connected safely and securely to the power source i.e. correct plug for the socket.
- No live working is to be conducted unless it is not possible to do the work any other way.
- Electrical systems are to be safely and securely isolated (unless live working is specifically required).
- All electrical cables for equipment is to be unwound fully and not to present any further hazard i.e. trips.
- When using trailing cables, where possible, sky hooks or other similar method of placing the cables at height (if safe to do so) is to be adopted.

3.7 Work Equipment

Work equipment is required to be suitable and fit for purpose including ensuring it is maintained in an efficient state. Before use visual inspections should be taken of work equipment to ensure that it is fit for purpose.

Work equipment is to undergo a regular inspection by a competent person to ensure it is in good condition and maintained correctly, any equipment not deemed to be fit for purpose should be quarantined from use until repaired or disposed of if not repairable.

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Persons using work equipment shall have information, instruction and training surrounding its use and risks associated with the equipment. Specific equipment deemed as having a higher risk such as plant (i.e. excavators, dumpers etc.), abrasive wheels (i.e. Grinders, hand held cut off saws) and cartridge tools (i.e. Hilti guns or electric cartridge tools) will be used only by competent and trained operatives.

All work equipment used shall conform to the relevant standards normally identified by the CE (or equivalent) mark.

Controls of work equipment should work freely and be visible to the user with any emergency stop button or features being in a prominent and in an easily accessible location.

The correct control measures are to be followed when using work equipment including wearing the appropriate personal protective equipment

3.8 Lifting Operations and Lifting Equipment

Lifting operations dependant on their type can present significant risk not only to individuals but to materials and the site. It is therefore essential that contractors ensure lifting operations are assessed, planned and managed with a safe working practices adopted.

Lifting Operations

All lifting operations should be planned with a written lift plan in place prepared by a competent person for operations involving cranes (including mobile cranes) to ensure that the key risk areas are controlled. Lifting operations should also be supervised by a competent person with a safe system of work established as per the lift plan.

Risk assessments are to be produced for the operations and communicated to the relevant persons involved with the activity. Particular attention should be paid to the ground conditions, any overhead services or objects causing potential for collision, signage and segregation of the work area.

Lifting Equipment and accessories

Lifting equipment is to be safe and fit for use and is required to undergo statutory tests, examinations and inspections, by a competent person. Lifting equipment should only be used by trained and competent operatives with a pre use check conducted before use.

3.9 Workplace Transport

Workplace transport covers the use of plant and vehicles through to the management of traffic routes.

Traffic management plans should be established for any roads, parking areas or transport systems. Where the site is of significant size and/or involves a number of contractors then the plan should be documented.

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- Traffic flow should be shown on a plan.
- Speed limits and other local signs and requirements to be identified.
- Consideration to a one-way system in place.
- Separation of pedestrian and vehicular traffic.
- Unauthorised areas to be marked on the plan.
- Parking areas to be marked upon the plan.
- Delivery / Loading and Unloading areas to be marked on the plan.
- Consideration to be given to vehicle types and purposes that are using any traffic routes.
- The plan to be communicated to employees.

Traffic Routes

Traffic routes within a site need to reflect the traffic management plan with the following elements as a minimum requirement.

- Traffic routes to be of suitable construction for traffic using this area.
- Traffic route to be marked and signed if necessary to ensure safety e.g. no entry.
- Separation of traffic and pedestrians to be clearly defined. Preference should be given to barriers to separate the two routes. Where this is not reasonable to do so then floor areas should be marked accordingly.
- Assessment of lighting conditions to be made and supplemented by artificial lighting if required.
- Reversing should be avoided if practicable, utilising one-way systems where practicable.
- Any pedestrian crossing areas suitably marked.

3.10 Confined Spaces

Confined space working can present risks to any person conducting the works and require planning and management of the work and associated risks to ensure a safe and healthy working environment.

Confined spaces should be identified prior to any task commencing. Any confined space that is identified should not be entered unless appropriate procedures are in place. The contractor is expected to ensure:

1. Permitted only if it is unreasonable to do the work any other way.
2. Operatives are trained in confined space entry.
3. Risk Assessments and safe system of work in place Including the use of permits to work)
4. A suitable rescue plan is in place
5. That adequate means of preventing a fall is in place (Where relevant)
6. Appropriate air/gas monitoring is in place

4. Further Information

- NY Highways Limited Health and Safety Management System
- Health and Safety Executive Website (www.hse.gov.uk)

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5. Revision

Revision of these health and safety arrangements will be in line with the review of the NY Highways Limited Management System. This will take place as a minimum on a three yearly basis unless changes to legislation, best or industry practice are undertaken.

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