

Ormiston Academies Trust

Health and Safety Guidance

Starting a Building or Maintenance Project

Policy version control

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Guidelines

This guideline document has been produced to support Academies in establishing new build projects or major maintenance works ensuring compliance to the Construction Design & Management (CDM) 2015 Regulation.

1. Project Kick Off Form

The Academy Works Kick Off Form contained at *Appendix I* is to be completed by Contractors prior to commencing works of substantial nature i.e. not basic maintenance activities. The Form provides key records for the Academy and Contractor defining the parties' details, the scope of the works, trades involved, issues to consider and working arrangements at the Academy. The Form is to be completed and signed by both the Academy and the Contractor.

2. Risk Management Schedule

The Risk Management Schedule contained at *Appendix II* indicates the minimum standard of health & safety required on the project. It contains guidance on controls that can help keep you and others healthy and safe. It's important that everyone knows what is expected of each other, especially as things can change quickly from day to day. You may have to amend the schedule as the project changes or new trades / contractors start.

It is also vital that those carrying out the works have the right combination of skills, knowledge, training and experience and are provided with the right tools, plant and equipment, information, instruction and supervision.

The contents of this document should be used as guidance only and not as a replacement for current regulations, existing standards or as a substitute for legal advice and is presented without any warranty, either express or implied, as to its accuracy. In no event will Ormiston Academies Trust or the Academy be liable for any damages arising from reliance upon its content.

The Principal Contractor will be responsible for managing health & safety on site as identified, but not limited to, by the Risk Management schedule.

3. Appointment Duties

The Appointment Duties schedule contained at *Appendix III* summarises the duties of the Client, the Principal Designer and the Principal Contractor under the CDM 2015 Regulation.

The Academy appoints the Principal Designer/Principal Contractor. This may be the same body for small works. For larger works a principal contractor may have several sub-contractors referred as Contractors in the schedule.

As part of the appointment the academy must ensure that the Principal Designer/Principal Contractor are competent through a formal evaluation process. The best way for the Academy to satisfy themselves that a Contractor is competent in terms of health & safety is to confirm that they comply with BS OHSAS 18001. This may mean they are current members of:

- CHAS
- Constructionline
- Or other appropriate bodies which can be found here: -
<http://www.ssiip.org.uk/docs/SSIPForumMembership.pdf>

Evidence should be obtained that their membership is up to date.

4. Client Activity Checklist

The Client Activity Checklist contained at *Appendix IV* provides a summary of the activities of the Client in 4 categories: Scoping; Appointments; Notifications; and Performance.

If the Academy is procuring work direct you will take on the role of the Client under Health & Safety Executive (HSE) rules and it is essential that you familiarise yourself with your required duties and activities for this role.

- Make timely Appointments (in writing) of the Principal Designer and Principal Contractor
- Must be satisfied that all appointees are competent and adequately resourced using the Safety Schemes in Procurement (SSIP)
- Provides adequate information requested of them by the Principal Designer
- Makes all notifications to the HSE (or to make sure this happens)
- Ensures that the Principal Contractor complies with Regulations 12 and 13 (on site operations)
<http://www.hse.gov.uk/pubns/priced/l153.pdf>

5. Notifications

a) Recording of work activities

HSE provides a regulatory framework for work place health and safety in Great Britain. **Volumes of work in excess of 30 construction days with 20 or more workers**, or is the project exceeding **500 person days** are notifiable to the HSE. Please consult with OAT Head Office if you are considering a project that might come near these values.

It is therefore essential that the Academy records all work activities (other than basic maintenance jobs) and maintains such register each time a contractor is appointed or planned work activities changes in scope or duration. The Academy should create a register adopting the following headings;

Work Description	Company Name and Contact Details	Start Date	Finish Date	Duration in Days	Number of Person Days	Maximum Number of Personnel on Site

b) Notify OAT

You will need to notify your job to Ormiston Academies Trust if it is intended to last longer than 400 person days, or 25 working days with more than 15 people working at the same time. Project Kick Off Forms are to be submitted to peter.smith@ormistonacademies.co.uk if the project is notifiable to OAT.

Appendix I – Academy Works Kick Off Form

To be completed by the contractor and signed by both the academy and the contractor.

Job name: _____
 (Enter the name of the project here i.e. "Repair roof of Block B")

Company Details: _____
 (Enter the name of the Company undertaking the work, and key contact details)

Academy Name _____

Academy Address _____

Start Date _____ End Date _____ Duration (days) _____

Number of Person Days _____ Maximum Number of Personnel on Site _____

What is the job associated with?

(Enter a brief description of the work e.g. "Install new windows to classroom A1, A2 and B3" or "Single story extension")

Trades

Select the relevant task or trades you will be undertaking on this job.

- | | |
|--|---|
| <input type="checkbox"/> General building work or maintenance | <input type="checkbox"/> Carpentry work (internal and external) |
| <input type="checkbox"/> Ground works / drainage / foundations | <input type="checkbox"/> Plumbing and heating |
| <input type="checkbox"/> Brickwork, block work | <input type="checkbox"/> Electrical work |
| <input type="checkbox"/> Roof work and installing upper floors | <input type="checkbox"/> Painting and decorating |
| <input type="checkbox"/> Plastering, rendering, dry-lining | |

Are any of the following issues present?

(Tick all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Asbestos present | <input type="checkbox"/> Restricted parking |
| <input type="checkbox"/> Party wall agreement in place | <input type="checkbox"/> Restricted space for material storage |
| <input type="checkbox"/> Structural problems | <input type="checkbox"/> Skip to be on public highway |
| <input type="checkbox"/> Restricted access / deliveries | <input type="checkbox"/> In a children occupied area |

Disabled access present

The company undertaking the work has been given access to the Asbestos Management report.

Working Together

Please list all other trades / contractors / sub-contractors working on site and their addresses. (Include Academy employees undertaking significant works.)

Who will be responsible for ensuring the job runs safely?

Enter the name and contact details of one person who will be responsible for the safety of the whole site.

Who will be the principal contractor?

(Name the company or individual that will take the role of the principal contractor.)

Who will be the principal designer?

(Name the company or individual that will take the role of the principal designer. See Appendix III for guidance on this role)

How will you keep everyone on site updated during the job?

- Daily briefing before work starts
- Face to face as changes arise
- Written work instruction

Where are your toilet, washing (basin with hot and cold running water) and rest facilities?

- Agreement to use existing Academy facilities
- Using temporary facilities

The contractor has provided evidence of Public and Products liability insurance.

- No
- Yes

The contractor has provided evidence of current membership of CHAS/Constructionline or similar.

- No
- Yes

Notify OAT

You will need to notify your job to Ormiston Academies Trust if it will last longer than 400 person days, or 25 working days with more than 15 people working at the same time. Project Kick Off Forms are to be submitted to peter.smith@ormistonacademies.co.uk if the project is notifiable to OAT.

Does this job need to be notified to Ormiston Academies Trust?

- No
- Yes

Academy	Contractor
Representatives:	
Signatures:	
Date:	

Appendix II – Risk Management Schedule

Organise – Health Risks

Activities	Health Risks	You will need to	Applicable (Y/N)
Cutting, sawing, drilling, breaking out, chasing, sanding/rubbing down or sweeping up which creates harmful dust or working in a dusty work place?	Breathing in harmful construction dust leading to lung diseases such as silicosis	<ul style="list-style-type: none"> ▪ Maintain good ventilation ▪ Avoid creating dust ▪ Use on-tool extraction systems ▪ Dampen down or use wet cutting techniques ▪ Use a vacuum rather than sweeping with a brush if possible ▪ Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3) <p>Do not use 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection!</p>	
Working on a building which was built before the year 2000?	Exposure to asbestos or asbestos containing materials – breathing in fibres.	<ul style="list-style-type: none"> ▪ Be aware any building built before 2000 can contain asbestos. ▪ Review the Asbestos Management Register for the Academy. ▪ If you suspect you have disturbed or uncovered asbestos you should seek specialist advice ▪ Most work will need to be carried out by a licensed asbestos removal contractor ▪ You may carry out some small tasks by following the plan of work and the HSE task guidance sheets ▪ Make sure you have been properly trained before you start ▪ For more information visit http://www.hse.gov.uk/asbestos 	
Lifting and carrying heavy or awkward materials and equipment?	Manual handling injuries and repetitive strains such as back pain	<p>Think about ways to reduce the risk by:</p> <ul style="list-style-type: none"> ▪ Ordering materials cut to size ▪ Splitting the load if possible ▪ Ask someone to help with the lift ▪ Use lifting aids (wheel barrow, hoist, sack barrow) 	

Activities	Health Risks	You will need to	Applicable (Y/N)
Using hand held vibratory tools and equipment? Such as drills, breakers, grinders, cut-off saws, sanders, chasers?	Permanent damage to nerves and blood supply to fingers, wrists and hands known as vibration white finger or hand arm vibration syndrome HAVS	<ul style="list-style-type: none"> ▪ Reduce the amount of time on the tools ▪ Rotate the work with others ▪ Keep your hands warm and dry ▪ Keep drill bits, points and chisels sharp ▪ When purchasing or hiring tools and equipment select those with low vibration ratings ▪ TIP: Don't grip too tightly let the tool do the work ▪ If your hands tingle after using equipment it's an early warning sign. Repetitiveness can lead to permanent damage! 	
Using noisy tools, plant and equipment or working in a noisy work place?	Permanent damage or loss to hearing / or ringing in ears known as tinnitus	<ul style="list-style-type: none"> ▪ Wear hearing protection (i.e. ear plugs or ear defenders/muffs) every time you use noisy tools and equipment even for short periods or if you work in a noisy area 	
Working outside in sunny weather?	Over exposure to sun resulting in skin cancer	<ul style="list-style-type: none"> ▪ Cover up bare skin (keep your top on) ▪ Use high factor sun cream ▪ Drink plenty of fluids to avoid dehydration 	
Using hazardous materials such as cement, solvents, paints, chemicals?	Risk developing skin conditions such as dermatitis or cement burns	<ul style="list-style-type: none"> ▪ Avoid contact with skin ▪ Use the correct gloves ▪ Wash any cement off your skin immediately ▪ Follow any hazard label instructions 	

Working Environment - Safety Risks

Activities	Safety Risks	You will need to	Applicable (Y/N)
Working in a confined space such as a loft or basement?	Lack of oxygen, fire, excessive heat, falls	<ul style="list-style-type: none"> ▪ Use a secure tied ladder or other suitable access equipment and cover the hatch to prevent falls ▪ Use boards or staging over ceiling joists to create a stable working area ▪ Ensure there is good ventilation and lighting ▪ Check labels and data sheets for the controls to follow if using hazardous substances such as paints, solvents etc. 	
Working off a ladder or step ladders?	Overreaching, losing balance resulting in falls, or unsecured ladder or step ladder toppling over	<ul style="list-style-type: none"> ▪ Only use them for light work of a short duration ▪ Check they are in good condition before use ▪ Secure ladders by tying them at the top or if able to then secure at the bottom. ▪ Check ladders are on a firm base and lean at the correct angle (1 unit out to 4 units up) ▪ Use step ladders on firm level surfaces ▪ Consider the equipment you will be using and the location and use proprietary attachments such as stabilisers, 'stand-offs' and clip on trays 	
Working on or erecting a mobile tower, trestles, scaffolding or other access equipment?	Falling off or collapse or overturning of equipment	<ul style="list-style-type: none"> ▪ Check what training or instruction you will need to erect and use the equipment safely ▪ Follow the manufacturer's instructions ▪ Consider using modern trestle systems that have ladder access, guard rails and secure platforms rather than traditional trestles or band stands that can be unstable ▪ Check that any scaffold is erected by trained and competent persons. ▪ Do not alter scaffolding unless authorised! 	
Working on or over exposed roof trusses, rafters, joists, staircases or open holes in floors?	Falls, dropping materials or equipment onto others	<ul style="list-style-type: none"> ▪ First consider working in ways which prevent falls, such as boarding out the area and providing guardrails ▪ Alternatively use methods which 'save you' in the event of a fall such as safety nets or soft landing systems ▪ Only consider fall arrest and suspension equipment (harnesses and lanyards) if you can't do the work any other way ▪ Fix covers over any open holes or voids that are large enough for someone to fall through 	

Activities	Safety Risks	You will need to	Applicable (Y/N)
Working on or accessing a roof or other place where there are unprotected edges or no barriers to stop you falling?	Falls, dropping materials or equipment onto others	<ul style="list-style-type: none"> ▪ Consider safe ways of working roof work may need scaffolding or access equipment ▪ Fit edge protection to stop people and materials from falling from eaves and gable ends ▪ On terraced properties make sure you provide scaffolding at the front and back of the property ▪ Stop materials falling onto the street, and people for example, use debris netting sheeting and/or close fitting scaffold boards 	
Working on or accessing a roof or other place which may be a fragile surface (i.e. one that can't take a person's weight such as an asbestos cement roof) or near skylights, conservatory roofs etc.?	Falls through roof or structure	<ul style="list-style-type: none"> ▪ Always assume that the roof is fragile unless you are certain it is not ▪ Do not go onto a fragile roof, or ask anyone to go on, unless you/they have the right equipment and the skills and experience to use it correctly ▪ If possible, do the work without going onto the roof: work from underneath, reach from an access platform or cover fragile areas on the roof ▪ If you need to work on the roof, prevent falls through the roof using equipment such as boards with guard rails ▪ Cover or barrier-off skylights to stop people falling through them ▪ If you don't have all the equipment with you to prevent falling off or through the roof don't improvise! 	
Carrying out short duration work such as inspections, cleaning, maintenance or quick repairs to places that are above the ground or in places where you could fall?	Inadequate access equipment resulting in falls	<ul style="list-style-type: none"> ▪ Stop and assess what the safest option is by reassessing the previous safety options as they may apply but have not been considered as part of short duration work! 	

General building work or maintenance risks

Activities	Safety Risks	You will need to	Applicable (Y/N)
Employing or using other people or trades?	Accidents and incidents, due to lack of awareness of site rules or what others are doing	<ul style="list-style-type: none"> ▪ Provide a simple site induction that explains what the site rules are, and what is expected ▪ Depending upon the nature of the work you may need to designate it a hard hat site ▪ Ensure trades speak to each other and know what's going on so they can work safely together 	
Trailing cables on the floor, storing materials, tools and waste in work areas?	Injury from slips, trips and falls due to poor housekeeping	<ul style="list-style-type: none"> ▪ Keep work and storage areas tidy and clean ▪ If possible route cables overhead or away from where you and others walk ▪ Tidy as you work and remove waste frequently ▪ Keep work areas well lit 	
Working on a site or building that could be accessed by unauthorised persons?	Injury to other people, public, pupils or staff	<ul style="list-style-type: none"> ▪ Fence or secure the site or work area and use signs to warn people ▪ Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around ▪ Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, and fixed ladders ▪ Leave the site or work area safe and tidy before you leave each day ▪ Consider the needs of staff and pupils (what access do they need, inform the academy of changes and progress) 	
Demolishing or altering any part of an existing structure or building?	Sudden or partial collapse of walls, arches, lintels, floors, roofs or adjacent structures	<ul style="list-style-type: none"> ▪ Ensure work is properly planned and structural stability is not compromised ▪ Support load bearing parts of structures where necessary ▪ Secure temporary props and check regularly ▪ Remove debris regularly and do not overload any part of the structure or temporary platforms with debris or materials ▪ Seek the advice of a structural engineer if in any doubt! 	

Activities	Safety Risks	You will need to	Applicable (Y/N)
Using electricity supply for lighting and equipment?	Electrocution, fire	<ul style="list-style-type: none"> Where possible, use 110v or battery operated portable tools to reduce the risk Ensure an RCD / circuit breaker is used if using 240v equipment and that plugs and sockets are protected from damage and weather Isolate any existing electrical supplies 	
Using lifting equipment such as cranes, hoists, gin wheels?	Lifting equipment failing, overturning or dropping a load onto persons or structure	<ul style="list-style-type: none"> Plan all lifting operations and use the correct equipment for the job Check the ground or structure can take the weight of the lifting equipment and load Keep people clear Secure the load properly 	
Using, installing or removing glass-wool or mineral wool insulation?	Fibres can irritate the eyes, skin and respiratory system	<ul style="list-style-type: none"> Cover up bare skin and wear gloves Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3) 	
Working in an occupied academy?	Injury to students, staff and visitors.	<ul style="list-style-type: none"> Ensure you leave the work areas safe and tidy before you leave each day Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, and fixed ladders 	

Ground works / drainage / foundations risks

Activities	Safety Risks	You will need to	Applicable (Y/N)
Digging in an area that could have buried services (water, gas, electricity, cable etc.)?	Injury through striking live services	<ul style="list-style-type: none"> Obtain relevant service drawings Check the area by using a Service locating device (CAT & Genny) Hand dig when you are within 500mm of any known service 	

Activities	Safety Risks	You will need to	Applicable (Y/N)
Excavating foundations, drainage trenches or bulk / reduced level dig?	Crush injuries or being buried by sudden collapse of excavation	<ul style="list-style-type: none"> ▪ Adequately support all excavations as you go (shore, step or batter) regardless of any depth ▪ Check the excavation before work starts and after any event that may affect its stability (i.e. heavy rain) ▪ Keep records of your inspections so that people can be sure it is safe for work to continue 	
Working in an excavation or trench?	People and materials falling in, sudden collapse	<ul style="list-style-type: none"> ▪ Provide access either by ladder, scaffolding, staircase etc. to get in and out of the excavation ▪ Keep plant, soil and materials away from the edge ▪ Prevent access if unsafe or unsupported 	
Leaving an excavation or manhole open?	People falling in	<ul style="list-style-type: none"> ▪ Fit temporary covers over open manholes, inspection chambers etc. and erect barriers or guards around the edge that are strong enough to take a person's weight 	
Excavating near to an existing structure such as a building, garden wall or garage?	Sudden collapse due to undermining or weakening the existing structure	<ul style="list-style-type: none"> ▪ Make sure structures are not undermined, dig well away from them or install suitable temporary works support ▪ If in doubt seek advice from a structural engineer! 	
In contact with sewage?	Weil's disease or Leptospirosis starts as mild illness similar to flu but left untreated can be fatal	<ul style="list-style-type: none"> ▪ Wear protective clothing such as rubber or non-absorbent gloves ▪ Wash hands after any contact good personal hygiene is essential 	

Activities	Safety Risks	You will need to	Applicable (Y/N)
Using driver operated plant, such as mini diggers and dumpers?	Plant overturning, striking other people, overcome by exhaust fumes/asphyxiation	<ul style="list-style-type: none"> Only operate the plant if you are competent (blend of knowledge, ability, training and experience) Keep others away from plant movements and traffic routes Be aware of crush zones (mini diggers slewing near buildings) Avoid driving close to excavations Only operate the plant for which it is designed for Be aware that exhaust fumes are heavier than air and can quickly fill spaces such as excavations and basements. Regularly 'stir the air' or provide mechanical ventilation/extraction 	
Working in an occupied academy?	Injury to staff students and visitors	<ul style="list-style-type: none"> Ensure you leave the work areas safe and tidy before you leave each day Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, and fixed ladders 	

Brickwork, block work risks

Activities	Risks	You will need to	Applicable (Y/N)
Stacking and storing materials, creating rubbish?	Safety risk: Slips and trips, materials falling, injury to other people	<ul style="list-style-type: none"> Use brick guards to prevent falls of materials onto others Stack pallets of bricks and blocks on firm level ground and not more than two high Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish Wear safety footwear 	

Activities	Risks	You will need to	Applicable (Y/N)
Loading out bricks, blocks, mortar and lintels?	<p>Health risk: Manual handling</p> <p>Safety risk: Overloading scaffold or access equipment working platforms</p>	<ul style="list-style-type: none"> ▪ Get bricks, cements, lintels delivered as close to work area as possible ▪ Use lightweight blocks where possible ▪ Cover bricks/blocks with tarpaulin when stored on site to prevent taking up water ▪ Use trolleys and lifting aids to load out materials ▪ Raise spot boards with blocks to easy working height ▪ Do not overload working platforms or floors! 	
Mixing mortar and concrete on site?	<p>Health risk: Dermatitis and cement burns</p> <p>Safety risk: Crushed if mixer topples or caught in moving parts, electric shock</p>	<ul style="list-style-type: none"> ▪ Use cement or cement containing products within the use-by date ▪ Avoid direct skin contact - wear non-absorbent CE marked gloves when handling mortar ▪ Have good washing facilities on site, with hot and cold water, soap and basins large enough to wash forearms ▪ Have an emergency eyewash to hand ▪ Locate cement mixer on firm, level ground ▪ Ensure mixer is fully guarded and guards in place during operation ▪ Protect electrical leads and use an RCD / circuit breaker ▪ Ensure washout does not enter drains or watercourses! 	
Cutting, chasing or drilling bricks or blocks?	<p>Health risk: Breathing in harmful construction dust leading to lung diseases</p> <p>Safety risk: Eye injuries</p>	<ul style="list-style-type: none"> ▪ Stop using dry cutting methods ▪ Where possible replace angle grinders and cut-off saws with a block splitter (Removing the risk of significant dust exposure) ▪ Use wet cutting techniques such as using a water feed while cutting ▪ Use a wall chaser with on-tool dust extraction ▪ Wear eye protection when cutting brick bands or using chisels and bolsters ▪ Wear respiratory protection such as a disposable face mask make sure it has a CE mark and is FFP rated (preferably FFP3) 	
Using epoxy resins, brick acid or other chemicals?	<p>Health risk: Breathing in harmful fumes, damage skin, eyes and respiratory tract</p>	<ul style="list-style-type: none"> ▪ Check labels and data sheets for the controls to follow including necessary PPE such as gloves and eye protection ▪ Always use in a well-ventilated area 	

Activities	Risks	You will need to	Applicable (Y/N)
Working in an occupied academy?	Safety risk: Injury to staff students and visitors	<ul style="list-style-type: none"> Ensure you leave the work areas safe and tidy before you leave each day Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, and fixed ladders 	

Roof work and installing upper floors risks

Activities	Risks	You will need to	Applicable (Y/N)
Working at height or carrying out short duration work such as inspections, cleaning, maintenance or quick repairs to places that are above the ground or in places where you could fall?		<ul style="list-style-type: none"> Stop and assess what the safest option is by reassessing the previous safety options as they may apply but have not been considered as part of short duration work 	
Stacking and storing materials, creating rubbish?	Safety risk: Slips and trips, materials falling, injury to other people	<ul style="list-style-type: none"> Use brick guards to prevent falls of materials onto others Stack pallets of materials on firm level ground and not more than two high Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish If possible, use a hoist or other lifting devices to raise and lower materials and equipment to the work area 	
Mechanically cutting roof tiles or slates?	Health risk: Breathing in harmful construction dust leading to lung diseases	<ul style="list-style-type: none"> Stop using dry cutting methods Use wet cutting techniques such as using a water feed while cutting Wear respiratory protection such as a disposable face mask make sure it has a CE mark and is FFP rated (preferably FFP3) 	
Working above or near occupied areas?	Safety risk: Injury to staff students and visitors	<ul style="list-style-type: none"> Stop materials and debris falling onto members of the public by netting scaffolding and covering the boards if people are walking under (or near) scaffolding or barrier the area off 	

<i>Activities</i>	<i>Risks</i>	<i>You will need to</i>	<i>Applicable (Y/N)</i>
Stripping off existing roof coverings or structures?	Safety risk: Fragile roof surfaces, falls from height, materials falling, injury to other people	<ul style="list-style-type: none"> Provide working platforms and edge protection such as scaffolding Keep people away from the area in case of loose or falling materials Do not throw materials from the roof or the scaffold ('bombing') use a chute or similar. 	
Working in high winds, frosty/icy conditions or heavy rain?	Safety risk: Slips, falls, materials blowing off roof	<ul style="list-style-type: none"> Secure materials to stop them being blown off the roof Provide walkways or treat surfaces so they are not slippery Avoid working on frosty or icy roofs and surfaces 	
Using bitumen boilers?	Safety risk: Fire, molten bitumen, burns	<ul style="list-style-type: none"> Site boiler on firm level surface and do not move or leave unattended when lit Leave a minimum of 3m between the boiler and any LPG cylinder Use lids on containers carrying hot bitumen to minimise splashes and check routes are free from trip hazards At least one dry powder fire extinguisher should be available near the boiler Wear appropriate personal protective equipment including gloves 	
Working in an occupied academy?	Safety risk: Injury to staff students and visitors	<ul style="list-style-type: none"> Ensure you leave the work areas safe and tidy before you leave each day Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, fixed ladders 	

Plastering, rendering, dry-lining risks

<i>Activities</i>	<i>Risks</i>	<i>You will need to</i>	<i>Applicable (Y/N)</i>
Stacking and storing materials, creating rubbish?	Safety risk: Slips and trips, materials falling, injury to other people	<ul style="list-style-type: none"> Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish 	
Lifting and handling heavy or awkward objects, e.g. plasterboard or bags of plaster?	Health risk: Injuries such as back pain	<ul style="list-style-type: none"> Consider using smaller or half sheets of plasterboard if possible Use mechanical lifting aids such as sack barrows and board trolleys Use board and panel mechanical lifters, jacks and telescopic props 	

<i>Activities</i>	<i>Risks</i>	<i>You will need to</i>	<i>Applicable (Y/N)</i>
Mixing plaster?	Safety risk: Electrocutation	<ul style="list-style-type: none"> Protect electrical leads and where possible, use 110v paddle mixer to reduce the risk else use an RCD / circuit breaker for 240v equipment Keep the mixing area clean and tidy to prevent slips and trips Ensure washout does not enter drains or watercourses! 	
Working off hop-ups	Safety risk: Falls	<ul style="list-style-type: none"> Ensure the floor is firm and free of wet material and debris Keep the hop-up top clean and dry Move it regularly don't over reach 	
Plastering near electrical sockets, spurs etc.?	Safety risk: Electrocutation	<ul style="list-style-type: none"> Check with the electrician that any exposed wires and open power points are not live 	
Rubbing down plaster / tape and jointing?	Health risk: Irritation of eyes or sensitive skin, or short-term irritation of respiratory system	<ul style="list-style-type: none"> Avoid skin contact, excessive dust build-up and contact with eyes Ensure there's a water supply nearby to wash dust off skin Wear eye protection when plastering ceilings Consider using a 'mechanical drywall sander' with on-tool dust extraction system that is cleaner and faster than traditional drywall pole sanders 	
Working in an occupied academy?	Safety risk: Injury to homeowners, staff students and visitors	<ul style="list-style-type: none"> Ensure you leave the work areas safe and tidy before you leave each day Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, and fixed ladders 	

Carpentry work (internal and external) risks

<i>Activities</i>	<i>Risks</i>	<i>You will need to</i>	<i>Applicable (Y/N)</i>
Stacking and storing materials, creating rubbish?	Safety risk: Slips and trips, materials falling, injury to other people	<ul style="list-style-type: none"> Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish 	

Activities	Risks	You will need to	Applicable (Y/N)
Kneeling for prolonged periods on hard or uneven surfaces?	Health risk: Chronic knee pain and permanent damage	<ul style="list-style-type: none"> ▪ Use kneeling pads, kneeling mats or cushions and padded trousers 	
Using hand tools and power tools?	Safety risk: Contact with moving parts	<ul style="list-style-type: none"> ▪ Where possible, use 110v tools or battery operated portable tools to reduce the risk ▪ Ensure an RCD / circuit breaker is used if using 240v equipment and that plugs and sockets are protected from damage and weather ▪ Ensure power tools are in good condition and well maintained ▪ Always use the correct guard and ensure it is adjusted correctly and working correctly ▪ Keep loose clothing and trailing cables away from moving parts ▪ If fitted, regularly test emergency stops and other cut-out or breaking switches ▪ Ensure hand tools are properly maintained and stored safely when not in use 	
Using compressed gas or cartridge operated tools?	Safety risk: Struck by nails, fragments or rebounds	<ul style="list-style-type: none"> ▪ Always wear eye protection that is high impact rated ▪ Use the correct power cartridge or settings to avoid nails firing through and out the other side ▪ Load the tool with the barrel pointing away from you ▪ Never keep the tool loaded when not in use 	
Creating harmful wood dust (softwood, hardwood or MDF)?	Health risk: Breathing in harmful construction dust leading to allergic respiratory symptoms, lung diseases, cancers as well as skin disorders	<ul style="list-style-type: none"> ▪ Maintain good ventilation ▪ Avoid creating dust ▪ Use on-tool extraction systems designed for the task and regularly clean filters and bags ▪ Use a vacuum rather than sweeping with a brush if possible ▪ Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3) 	
Working in an occupied academy	Safety risk: Injury to staff students and visitors	<ul style="list-style-type: none"> ▪ Ensure you leave the work areas safe and tidy before you leave each day ▪ Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around ▪ Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, and fixed ladders 	

Plumbing and heating risks

<i>Activities</i>	<i>Risks</i>	<i>You will need to</i>	<i>Applicable (Y/N)</i>
Stacking and storing materials, creating rubbish?	Safety risk: Slips and trips, materials falling, injury to other people	<ul style="list-style-type: none"> Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish 	
Working with naked flames (using a blow torch / hot works)?	Safety risk: Fire	<ul style="list-style-type: none"> Keep a fire extinguisher next to the work area Dampen down the area prior to undertaking hot works (if applicable) Use a fire blanket or non-combustible material to protect surrounding area from the heat and flame Check the area at least 1 hour after to check there are no hot spots or smouldering materials 	
Working with lead?	Health risk: Lead poisoning from inhaling or ingesting lead paint chips, and lead dust, fume or vapour	<ul style="list-style-type: none"> Wash hands after any contact with lead good personal hygiene is essential Wear respiratory protection to protect against lead dust, such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3) For further advice visit www.lipsa.org.uk 	
Using, installing or removing glass-wool or mineral wool insulation?	Health risk: Fibres can irritate the eyes, skin and respiratory system	<ul style="list-style-type: none"> Cover up bare skin and wear gloves Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3) 	
In contact with sewage?	Health risk: Weil's disease or Leptospirosis starts as mild illness similar to flu but left untreated can be fatal	<ul style="list-style-type: none"> Wear protective clothing such as rubber or non-absorbent gloves Wash hands after any contact good personal hygiene is essential 	
Working on, maintaining, moving or installing gas appliances such as boilers, fires and cookers?	Safety risk: Explosion, electric shock, build-up of fumes endangering occupiers	<ul style="list-style-type: none"> You must be or use a 'GasSafe' registered engineer by law when working on gas carrying parts of gas appliances For more information visit www.gassaferegister.co.uk 	

<i>Activities</i>	<i>Risks</i>	<i>You will need to</i>	<i>Applicable (Y/N)</i>
Working in an occupied academy?	Safety risk: Injury to staff, students and visitors	<ul style="list-style-type: none"> Ensure you leave the work areas safe and tidy before you leave each day Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, and fixed ladders 	
Kneeling for prolonged periods on hard or uneven surfaces?	Health risk: Chronic knee pain and permanent damage	<ul style="list-style-type: none"> Use kneeling pads, kneeling mats or cushions and padded trousers 	

Electrical work risks

<i>Activities</i>	<i>Risks</i>	<i>You will need to</i>	<i>Applicable (Y/N)</i>
Carrying out electrical installations?	Safety risk: Electrocutation, fire	<ul style="list-style-type: none"> Hold industry recognised training and qualifications to carry out electrical work (such as 17th Edition (IET) Wiring Regulations) Ensure all work complies with the safety standards in BS 7671 (the 'wiring regulations') Provide the client with handover certification to comply with building regulations 	
Working on live or existing installations?	Safety risk: Electrocutation, fire	<ul style="list-style-type: none"> Treat all circuits to be worked on as live until verified dead or isolated Prevent others accessing live equipment, or exposed cables or tails 	
Stacking and storing materials, creating rubbish?	Safety risk: Slips and trips, materials falling, injury to other people	<ul style="list-style-type: none"> Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish 	
Drilling or chasing walls?	Safety risk: Hitting hidden cables electrocutation	<ul style="list-style-type: none"> Check for the presence of cables or services before starting and mark them on the wall, floor or ceiling 	

<i>Activities</i>	<i>Risks</i>	<i>You will need to</i>	<i>Applicable (Y/N)</i>
Working in an occupied academy?	Safety risk: Injury to staff, students and visitors	<ul style="list-style-type: none"> Ensure you leave the work areas safe and tidy before you leave each day Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, and fixed ladders 	
Kneeling for prolonged periods on hard or uneven surfaces?	Health risk: Chronic knee pain and permanent damage	<ul style="list-style-type: none"> Use kneeling pads, kneeling mats or cushions and padded trousers 	

Painting and decorating risks

<i>Activities</i>	<i>Risks</i>	<i>You will need to</i>	<i>Applicable (Y/N)</i>
Stacking and storing materials, creating rubbish?	Safety risk: Slips and trips, materials falling, injury to other people	<ul style="list-style-type: none"> Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish 	
Using solvent based paints, epoxy resins and chemical strippers?	Health risk: Irritation of eyes or sensitive skin, or short-term irritation of respiratory system, long term cancers	<ul style="list-style-type: none"> Consider using water-based products that are more environmentally-friendly and contain very low levels of solvents Always take note of any cautions or potential dangers indicated on the paint can, and take the appropriate preventative action Always remember to use protective equipment especially eye-goggles and a face mask to cover the mouth and nose Take precautions when handling and storing solvents Wash your hands after use Remember to ensure adequate ventilation in rooms you are painting open windows and doors wherever possible Keep children away from areas you are painting Do not pour paints, solvents or let brush washings enter drains or watercourses! 	

<i>Activities</i>	<i>Risks</i>	<i>You will need to</i>	<i>Applicable (Y/N)</i>
Disturbing paint in existing buildings that may contain lead?	Health risk: Lead poisoning from inhaling or ingesting lead paint chips, and lead dust, fume or vapour	<ul style="list-style-type: none"> ▪ Carry out a lead paint or lead dust tests using lead check swabs (available from merchants and DIY stores) ▪ Seek professional advice if positive www.lipsa.org.uk ▪ There is an increased risk in pre-1970's buildings and structures 	
Preparing and rubbing down surfaces?	Health risk: Irritation of eyes or sensitive skin, or short-term irritation of respiratory system	<ul style="list-style-type: none"> ▪ Avoid skin contact, excessive dust build-up and contact with eyes ▪ Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3) ▪ Consider using a 'mechanical drywall sander' with on-tool dust extraction system that is cleaner and faster than traditional drywall pole sanders when rubbing down walls and ceilings 	
Kneeling for prolonged periods on hard or uneven surfaces?	Health risk: Chronic knee pain and permanent damage	<ul style="list-style-type: none"> ▪ Use kneeling pads, kneeling mats or cushions and padded trousers 	
Working in an occupied academy?	Safety risk: Injury to students, staff and visitors	<ul style="list-style-type: none"> ▪ Ensure you leave the work areas safe and tidy before you leave each day ▪ Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around ▪ Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, and fixed ladders 	

Risk Management Schedule Approval Form

Academy _____

Project _____

Signed:

For the Academy:

Name _____

Signature _____

Position _____

Date _____

For the Contractor:

Name _____

Signature _____

Company _____

Position _____

Date _____

Appendix III – CDM 2015 Regulations – Appointment Duties

	Roles	Responsibilities
Client	<p>The Client ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.</p> <p>The Client appoints the Principal Designer and Principal Contractor.</p>	<ul style="list-style-type: none"> Make timely Appointments (in writing) of the Principal Designer and Principal Contractor Must be satisfied that all appointees are competent and adequately resourced using the Safety Schemes in Procurement (SSIP) Provides adequate information requested of them by the Principal Designer Makes all notifications to the HSE Ensures that the Principal Contractor complies with Regulations 12 and 13 (on site operations)
Principal Designer and Designers	<p>Principal Designer manages and coordinates Health and Safety in the pre-construction and construction phases. Appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p> <p>Designers are organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<ul style="list-style-type: none"> Ensure they are competent to undertake the specific tasks to the project Make the Client aware of their duties Manage the flow of design information throughout the team Identify, request and collect relevant safety information from the Client Ensure that all Designers identify and reduce/eradicate risks inherent to their designs <p>Additional Responsibilities – Principal Designer Only</p> <ul style="list-style-type: none"> Ensure Designers carry out their duties Produce and issue PCI pack Produce and issue the developed Health and Safety File to the PC at construction
Principal Contractor & Contractors	<p>The Principal Contractor manages the construction phase of a project where it involves more than one contractor. This involves liaising with the Client and Principal Designer throughout the pre-construction and construction phases.</p> <p>A Principal Contractor is only required when the project is notifiable (see Activity Cycle)</p> <p>Contractors – Those who carry out the actual construction work, contractors can be an individual or a company.</p>	<ul style="list-style-type: none"> Plan, manage and monitor the works Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins) Give contractors relevant parts of the plan Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase Check competence of all appointees Ensure all workers have site inductions and any further information and training needed for the work Provide appropriate supervision, information and instructions to workers Secure the site <p>Additional Responsibilities – Principal Contractor Only</p> <ul style="list-style-type: none"> Liaise with Principal Designer regarding ongoing design Plan, manage and monitor construction phase in liaison with contractor Prepare a Pre-Construction Phase Plan before construction begins Complete and issue Health & Safety File to the Client at project completion.

Appendix IV – CDM 2015 Regulations – Client Activity Checklist

Activities	Preparation	Pre-Construction	Construction
Scoping	<ul style="list-style-type: none"> Establish who is the Client and the single point of contact for the project. Set a realistic timeframe and budget. Establish protocol to manage Health & Safety information through the team. Commission necessary surveys. Submit information to parties. 	<ul style="list-style-type: none"> Ensure the Principal Designer writes to you requesting what Health & Safety information needs to be provided or reasonably obtained. Ensure the Principal Designer issues the compliance documents to the Principal Contractor – Risk Register, Pre Construction Information etc.? 	<ul style="list-style-type: none"> Issue clear instructions that works may commence following the evaluation of the Construction Phase Health & Safety Plan. Make arrangements to receive further revisions for comment of the Construction Phase Health & Safety Plan throughout the project. Verify that the project team is appropriately resourced.
Appointments	<ul style="list-style-type: none"> Evaluate the Principal Designer for Competency using the Safety Schemes in Procurement (SSIP) standard assessment and selection or PAS91. Appoint in writing and in a timely manner the Principal Designer. 	<ul style="list-style-type: none"> Evaluate the Principal Contractor for Competency using the Safety Schemes in Procurement (SSIP) standard assessment and selection or PAS91. Appoint in writing and in a timely manner the Principal Contractor. 	<ul style="list-style-type: none"> Take reasonable steps to ensure that the appointed parties are maintaining an adequate level of competency throughout the construction phase.
Notifications	<ul style="list-style-type: none"> Is the project notifiable to the HSE under threshold exceeding 30 construction days with 20 or more workers, or is the project exceeding 500 person days? Establish if the site is already working under CDM – i.e. other construction projects on site at the same location. 	<ul style="list-style-type: none"> Have you notified the project to the HSE submitting an F10 Form and circulated this to all duty holders? 	<ul style="list-style-type: none"> Make arrangement to receive further information throughout the project so that the F10 Notice can be updated. If changes occurred, update the F10 notifying the HSE and circulate the document.
Performance	<ul style="list-style-type: none"> Have you made reasonable enquires that the Principal Designer is discharging their duties correctly? Keep all records and appointments in writing including scoring and evaluations. 	<ul style="list-style-type: none"> Obtain and evaluate the Principal Contractors Construction Phase Health & Safety Plan for suitability. Obtain past evidence of past experience from the Principal Contractor. 	<ul style="list-style-type: none"> Verify that suitable welfare facilities etc. are on site and compliant throughout the project at key stages such as meeting attendances and site visits. Verify handover arrangement checking that agreed Health and Safety measures have been respected. Obtain and review the Health & Safety File and confirm your instructions regarding format, access of documents and use for on-going revision and updates.

