



## Health and Safety

# Managing Construction Work - Health and Safety Project Coordinator

## Minimum Standard

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<b>Approver</b>	ELT Operating Committee
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## 1 Aims and Principles

This Minimum Standard applies to all construction work defined as a Major Construction Project.

This Minimum Standard is intended to cover only the duties of the Health and Safety Project Coordinator under the Management in Construction (Jersey) Regulations, 2016. The duties of other key parties under the Regulations are set out in the following Managing Construction Work- Minimum Standards:-

- Client
- Designer
- Principal Contractor
- Contractor

The aim of this Government of Jersey (GoJ) Minimum Standard is to provide guidance on the steps which should be taken by any department which acts as the Health and Safety Project Coordinator and departments which engage parties to carry out this role on their behalf.

Departments must develop their own procedures which detail the specific arrangements to be implemented to ensure these requirements are met. The procedures must include the standards set out in this document or be of an equivalent or higher standard.

## 2 Legislation and Guidance

Health and Safety at Work (Jersey) Law, 1989

Management in Construction (Jersey) Regulations, 2016  
("Construction Regulations")

## 3 Definitions

See Appendix A for definitions under the Construction Regulations.

## 4 Who this Minimum Standard Applies to

- Government of Jersey (GoJ) and States' employees
- Voluntary staff or those on honorary contracts where there is no implied contract of employment

Where those persons:

- Provide services as a Health and Safety Project Coordinator in relation to construction work; or
- Engage companies/individuals/other GoJ Departments to provide support as a Health and Safety Project Coordinator on construction projects.

## **5 Links to other GoJ Policies, Minimum Standards and Guidance**

### **a) Policies**

Government of Jersey - Health and Safety Policy

### **b) Minimum Standards**

Managing Contractors

Managing Construction Work – Client  
Managing Construction Work – Designer  
Managing Construction Work – Principal Contractor  
Managing Construction Work – Contractor

### **c) Other Internal Guidance**

Further guidance may be available from other departments who are involved with construction work.

For assistance with preparing departmental procedures, contact should be made with your department Health and Safety Manager/Adviser “Professional”.

## **6 Role and Responsibilities**

A Health and Safety Project Coordinator (HSPC) must be appointed by the client on any project which is defined as a Major Construction Project under the Construction Regulations.

The role of the HSPC is to assist the client in meeting their duties under the Construction Regulations and the responsibilities of the HSPC are as follows:

- notify the Health and Safety Inspectorate of the project
- co-ordinate the health and safety aspects of design work and co-operate with other persons who are part of the project

- facilitate good communication between the client, designers and contractors
- liaise with the principal contractor regarding any ongoing aspects of the design
- identify, collect and pass on to contractors and designers, any information gathered at the pre-construction phase of the project that is relevant to the construction phase
- prepare and update the health and safety file.

## 7 Notification

The HSPC must give notice to the Health and Safety Inspectorate as soon as is practicable after he or she is appointed. Details of the information which is required to be submitted are contained in Appendix B.

The notification is required to be carried out [online](#).

Where necessary, modifications or updates, must be submitted, making it clear that they relate to an earlier notification.

## 8 Advise and Assist the Client

The Health and Safety Project Coordinator must advise and assist the client on the actions they need to take to meet their duties under the Construction Regulations.

The level of advice and support required will depend on the knowledge and experience of the client and the complexities of the project.

Further information on client duties is contained in the Minimum Standard – Managing Construction Work – Client.

## 9 Assessing Competency of Appointees

The Client is responsible for assessing the competence of appointees and on major construction projects, the Health and Safety Project Coordinator should assist with this process.

Appointees which will need to be assessed include designers, the principal contractor and any contractors appointed directly by the client.

Further information is available in the following Minimum Standards:

- Managing Construction Work – Client
- Control of Contractors

## **10 Prepare Pre-Construction Information**

The Client is responsible for preparing and providing Pre-Construction Information to designers and contractors.

The Health and Safety Project Coordinator should prepare this information assisted by client.

For further information on the typical contents of Pre-Construction Information, see the Minimum Standard – Managing Construction – Client.

## **11 Review the Construction Phase Plan**

The Client is responsible for reviewing the Construction Phase Plan prepared by the Principal Contractor (or relevant contractor), prior to work commencing.

The Health and Safety Project Coordinator should assist the client with this.

For further information on the typical contents of a Construction Phase Plan, see the Minimum Standard – Managing Construction - Principal Contractor.

## **12 Coordinate Design Work**

The Health and Safety Project Coordinator is responsible for checking that appropriate design risk management procedures have been implemented by designers to eliminate or reduce hazards during the design process, and that the different design elements work together without causing danger.

During the assessment of the competency of designers, which is usually carried out by the Health and Safety Project Coordinator on behalf of the client, checks should be made that designers are committed to considering health and safety during the design process and that steps will be taken to eliminate or reduce the risks.

Further information on the design risk assessment process is available in the Minimum Standards – Managing Construction Work – Designer.

## **13 Facilitate Communication Between Parties**

The Health and Safety Project Coordinator is responsible for facilitating effective

communication and managing the flow of information between the client, designers and contractors.

Communication is key in addressing the risks during all phases of a construction project and the Health and Safety Project Coordinator should ensure that the right people have the right information at the right time.

This includes ensuring Pre-Construction Information is provided to designers and contractors at an early stage and throughout the project as required.

Design information must also be exchanged between parties e.g. permanent works designers may need to know the planned temporary works and vice versa.

The Health and Safety Project Coordinator must also liaise with the principal contractor regarding design throughout the works.

#### **14 Prepare a Health and Safety File**

The Health and Safety Project Coordinator is responsible for preparing a health and safety file for major construction projects, which “lives” with the building and contains information required for the safe maintenance and demolition of it.

The majority of the information required for the Health and Safety File is often identified at the beginning of the project and the parties who are responsible for providing it.

Designers and contractors should be notified at an early stage of the information required and the format (agreed with the client) in which it is required to be supplied e.g. paper or electronic copy. Additional information for the file may be requested throughout the project.

The Health and Safety File will often be prepared alongside an Operations & Maintenance Manual for a building. It is not necessary to repeat the same information in both documents but they should be cross-referenced for ease of access to the information.

Typical contents of a Health and Safety File are contained in Appendix C.

## APPENDIX A - DEFINITIONS

For a complete set of definitions and full text descriptions refer to the Management in Construction (Jersey) Regulations 2016

<b>Construction Work</b>	<p>Any work of construction, alteration, conversion, fitting out, commissioning, repair, maintenance, de commissioning, and demolition or dismantling of any structure.</p> <p>This includes assembling pre-fabricated parts of a structure, any work on any service, any excavation or site preparation.</p>
<b>Contractor</b>	<p>An external company or internal group which carries out, manages or controls construction work</p>
<b>Construction Phase Plan</b>	<p>Document prepared by the Principal Contractor which records the health and safety arrangements, site rules and any special measures for the construction work</p>
<b>Commercial Client (Client)</b>	<p>For the purposes of this Minimum Standard, the Commercial Client is the States' Employment Board.</p> <p>However executive responsibility for HS&amp;W and therefore the duties of the Client contained in the Construction Regulations are delegated to department Chief Executives or Tiers 1 and 2 management who can delegate the duties to the appropriate competent person(s) within their department.</p>
<b>Designer</b>	<p>An individual or group, external or internal to the GoJ, involved in the preparation of designs and specifications for construction work.</p> <p>This extends to anyone making changes to the design, working methods or materials and could include clients, surveyors, contractors and other officers of the GoJ</p>
<b>Health and Safety Project Coordinator (HSPC)</b>	<p>Can be an individual or group, external or internal to the GoJ, appointed by the client department to coordinate health and safety during the pre-construction and construction phases of the project.</p>

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	<p>The person/organisation must have a sound knowledge of H&amp;S in construction, a thorough knowledge of the design process and relevant experience in the site processes likely to be involved in the project, including future maintenance, refurbishment and demolition.</p>
<b>Health and Safety File</b>	<p>Contains information arising from a construction project which is likely to be needed to ensure the safe use, maintenance and demolition of the structure.</p> <p>The file is prepared/updated by the Principal Contractor on Minor Construction Projects or the HSPC on Major Construction Projects.</p> <p>If required, the Client should update the H&amp;S File on Single Contractor Project/Works of less than 30 days/500 man hours using information provided by the contractor.</p>
<b>Major Construction Project</b>	<p>Construction work in which more than one contractor is involved</p>
<b>Minor Construction Project</b>	<p>Information in the Client's possession or easily obtainable which is relevant to the construction work</p>
<b>Pre-Construction Information</b>	<p>Information in the Client's possession or easily obtainable which is relevant to the construction work</p>
<b>Principal Contractor</b>	<p>An individual or group, external or internal to the GoJ appointed by the Client to plan, manage and co-ordinate construction work in order that risks are properly controlled</p>



## APPENDIX B – ~~HEALTH AND SAFETY FILE~~ PROJECT NOTIFICATION

All major construction projects, i.e. those which will last more than 30 working days or involve more than 500 man days, must be notified to the Health and Safety Inspectorate by the Health and safety project coordinator (HSPC), as soon as practicable after the HSPC's appointment.

Every day, or part day, that construction work is likely to take place (including weekends and bank holidays) counts towards the period of construction work.

The following particulars will be required in order to complete the online notification form.

- the date of forwarding the notice
- the address of the construction site or precise description of its location
- a brief description of the project and the construction work that it entails
- the name, address, telephone number and email address of the client
- the name, address, telephone number and email address of the health and safety project coordinator
- the name, address, telephone number and email address of the principal contractor
- the date planned for the start of the construction phase
- the time allowed by the client to the principal contractor for planning and preparation for construction work
- the planned duration of the construction phase
- the estimated maximum number of persons engaged to undertake construction work on the construction site
- the planned number of contractors on the construction site
- the name and address of any contractor already appointed
- the name and address of any designer already engaged
- a declaration signed by or on behalf of the client that the client is aware of the client's duties under these Regulations.

Any modifications or updates to a notification should be submitted, making it clear that they relate to an earlier notification.

If a construction project is not notifiable when it starts, but there are subsequent changes to its scope so that it fits the criteria for notification, the HSPC must notify the Health and Safety Inspectorate as soon as possible.

An up to date copy of the notification must be clearly displayed on the construction site in a place where it is readily accessible to anyone working on the site and in a form that can be easily understood.

## APPENDIX C – HEALTH AND SAFETY FILE

A Health and Safety File is required to be prepared by the Health and Safety Project Coordinator on major construction projects and the Principal Contractor on minor construction 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; 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; 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.
- 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 should **not** include information 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 be retained by the client as long as it is relevant – usually the lifetime of the structure.

It may be kept electronically, on paper or in 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.