



**Health and Safety**

**Managing Construction Work  
- Principal Contractor**

**Minimum Standard**

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## 1 Aims and Principles

This Minimum Standard applies to all construction work which involves two or more contractors.

This Minimum Standard is intended to cover only the duties of the Contractor 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
- Health and Safety Project Coordinator
- Designer
- 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 Principal Contractor and departments which engage Principal Contractors, to ensure that construction work is properly planned and managed at all stages.

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")

[Guidance on the Construction Regulations 2016](#)

## 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:

- Carry out the role of Principal Contractor in relation to construction work; or
- Engage Principal Contractors to carry out construction work.

#### 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 – Health and Safety Project Coordinator

Managing Construction Work – Designer

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

The role and responsibilities of the Principal Contractor are clearly set out under the Construction Regulations.

For **ALL types of construction projects**, the Principal Contractor must:

- Plan, manage and monitor the construction phase in liaison with other appointed



contractors

- Prepare, develop and implement a written Construction Phase Plan and site rules prior to the works commencing
- Ensure the Construction Phase Plan is appropriately updated, reviewed and revised to remain sufficient
- Give contractors relevant parts of the Construction Phase Plan
- Check that safe work method statements have been prepared for “high-risk work”; (See Appendix C)
- Check competence of all their appointees; (See Control of Contractors – Minimum Standard)
- Ensure adequate welfare is provided throughout the construction phase of the project
- Provide a Health and Safety File to the client on completion of the work (unless it is a Major Project – HSPC responsibility)
- Secure the site to ensure only authorised persons gain access.

For **major construction projects**, the Principal Contractor must also:

- Ensure all workers on site have a suitable site induction and any further information or training needed is provided;
- Consult with the workers on health and safety matters before and during the course of the works:
- Liaise with the Health and Safety Project Coordinator regarding ongoing design matters.

Where a department assumes the role of Principal Contractor under the Construction Regulations, the department’s procedures must clearly set out the roles and responsibilities of all those individuals involved with the work.

## 7 Preparing a Construction Phase Plan

The purpose of the Construction Phase Plan is to record the health and safety arrangements for the construction phase, the site rules and any relevant, specific measures concerning high risk work.

The Client is required to provide the Principal Contractor with Pre-Construction



information, which is specific to the project and will assist the Principal Contractor in the preparation of the Construction Phase Plan. See Managing Construction Work – Client – Minimum Standard.

Appendix B sets out typical information which should be included in the Construction Phase Plan where applicable.

The Principal Contractor must provide contractors with the relevant parts of the Construction Phase Plan which will assist with the planning and execution of their works. The contractors must be promptly provided with any relevant updates or revisions to the plan if there are changes during the course of the project which could affect them.

## 8 Appointing Contractors

Where a department is acting as the Principal Contractor and appoints contractors, steps must be taken to ensure that the contractor has adequate resources and is competent to carry out the work i.e. has the necessary skills, training, knowledge and experience.

Further information on this assessment is available in the Control of Contractors – Minimum Standard.

If a contractor will be appointing its own subcontractors, then the Principal Contractor must ensure that the contractor has adequate arrangements in place for checking the competency of its subcontractors.

Further information is available in the Managing Construction Work - Contractor – Minimum Standard.

## 9 Cooperation and Coordination

The Principal Contractor must develop good cooperation and coordination between all the contractors involved with the project from an early stage. Information about risks and precautions should be shared when it is needed to plan and manage the work, for example, when planning the sequencing and stages of the work to ensure that the work of different contractors can be safely coordinated.

Regular planning meetings between the Principal Contractor and contractors are often an effective way of ensuring this.



## 10 Reviewing Risk Assessments and Method Statements

The Principal Contractor must take steps to ensure that the work carried out by contractors is properly managed.

Where the work involves significant risk, contractors should provide the Principal Contractor with a site specific risk assessment and method statement (RAMS).

The Construction Regulations specifically defines certain works as 'high-risk construction work' which require a safe work method statement to be prepared for them. See Appendix C for works which are defined as high-risk construction work.

The Principal Contractor should review the RAMS provided by the contractor prior to permitting the work to commence.

The submission times for this information to the Principal Contractor should be clearly set out in the department's own procedures and will depend on the size and complexity of the work and the department's own resources for reviewing the documentation.

## 11 Provision of Welfare

The Principal Contractor must ensure that all persons who work on the construction site have access to adequate welfare facilities, including adequate toilet and washing facilities with hot and cold running water, drinking water, a rest room/ area to sit, make drinks and eat food, and somewhere to change, dry and store clothing and personal protective equipment.

The precise type and nature of welfare facilities required will depend on factors such as:

- the nature of the work to be carried out and the health risks associated with it, for example, work with contaminated land or very dirty work such as sewer maintenance will usually require the provision of showers
- the distance workers will have to travel to the welfare facilities
- the duration of the work
- whether the project is confined to a single site or spread across a number of different locations, e.g. road repairs, cable laying etc.
- the number of people who will use them.

Welfare facilities should be easily available to people working on the site and in almost all cases, be provided on the site itself.

### Toilets

So far as is reasonably practicable, flushing toilets and hot and cold running water for hand washing, connected to mains water and drainage systems, should be provided. Where this is not possible, toilets with a built-in water supply and drainage tanks should be used.



Portable chemical toilets are a last resort, and are only acceptable where it is not reasonably practicable to provide more suitable facilities.

The number of toilets required will depend on the number of people on site and the type of facilities provided. Where portable toilets are provided, a ratio of 1 toilet to 7 persons is recommended if the portable toilets are emptied once a week. Men and women may use the same toilet if it is in a lockable room and partitioned from any urinals, otherwise separate toilets should be provided. Adequate supplies of toilet paper should always be available.

All toilets must be adequately ventilated, lit and maintained in a clean condition. The frequency of cleaning will depend on usage – basic daily cleaning may not always be sufficient.

### Washing facilities

Washing facilities should be provided next to the toilets. These should include:

- a supply of clean hot and cold running water. If mains water is not available, water supplied from a tank may be used
- soap or other suitable means of cleansing
- towels or other suitable means of drying.

### Rest areas

Rest facilities should provide shelter from wind and rain and shade from direct sunlight. They should have adequate numbers of tables and chairs and be heated. There must also be a readily available supply of drinking water for all workers.

Provision for making hot drinks and heating up food should be provided whenever reasonably practicable.

### Transient construction sites

Where the construction work is short duration (e.g. less than a week) or carried out while moving over a continuous geographical area (e.g. cable laying projects) arrangements still need to be made for welfare facilities.

Construction work carried out while moving over a continuous geographical area, such as major roadworks or cable-laying projects, still requires access to suitable welfare facilities to be provided. A self-contained welfare facility should be provided or a towable portable toilet where this is not reasonably practicable.

## 12 Site Induction

On Major Construction Projects, the Principal Contractor is required to prepare a site induction and ensure that it is delivered to all persons attending the site, including



visitors.

Site inductions are a way of providing specific information about any particular risks associated to the site and the arrangements in place to control those risks.

The site induction should contain information which is relevant to the site and usually includes site rules. Typical contents of site inductions include:

- the site management's commitment to health and safety
- an outline of the project
- how the site is managed e.g. access arrangements, parking, working hours, welfare arrangements
- site rules
- any site-specific health and safety risks, for example, in relation to access, transport, site contamination etc.
- security arrangements
- first aid arrangements
- emergency procedures
- arrangements for accident and incident reporting
- arrangements for briefing workers on an on-going basis, e.g. toolbox talks
- arrangements for consulting the workforce on health and safety matters
- responsibility of individuals for health and safety.

Site rules can include but are not limited to:

- Personal protective equipment
- Use of radios and mobile phones
- Smoking
- Restricted areas
- Hot works
- Traffic management systems
- Pedestrian routes
- Site tidiness
- Fire prevention
- Permit-to-work systems
- Emergency arrangements.

Depending on the size and nature of the site, different site inductions may be prepared for contractors and visitors.





### **13 Health and Safety File**

The Principal Contractor is required to prepare the Health and Safety File for Minor Construction Projects only and provide it to the Client upon completion of the work. The format of the file and information to be included will usually be agreed with the Client at the beginning of the project and as it progresses.

The Health and Safety File should contain information produced during the construction work which is likely to be needed to ensure that any subsequent work on the building or structure, such as maintenance, cleaning, alterations, refurbishment or demolition, can be carried out safely.

For further information on the Health and Safety File content, see Managing Construction Work – Health and Safety Project Coordinator.

### **14 Consultation with Workers**

The workforce has first-hand knowledge of the site conditions and can often identify potential problems or risks that arise, or may arise. On Major Construction projects, the Principal Contractor must ensure that suitable arrangements are in place to consult and engage with the workforce on health, safety and welfare matters relating to their work to ensure that the risks can be properly managed.

This should be a two way process and involve information being given to the workers, listening to them and taking into account what they say before decisions are made.

The arrangements should enable individual workers, or their representatives, to raise health and safety concerns at any stage of the project for consideration by the site management.

### **15 Liaising with the Health and Safety Project Coordinator**

On Major Construction projects, the Principal Contractor is required to liaise with the Health and Safety Project Coordinator regarding ongoing design matters.

### **16 Training and Competence of GoJ Employees**

Any persons responsible for ensuring that GoJ meets its responsibilities as a Principal



Contractor must have sufficient knowledge and understanding of construction processes and the duties placed upon the Principal Contractor under the Construction Regulations.

## **17 Monitoring Contractor Performance**

The Principal Contractor must have arrangements in place for monitoring the performance of its contractors to check that they are working in compliance with the RAMS provided and relevant health and safety legislation.

Whilst the Principal Contractor is not responsible for managing and checking the performance of subcontractors to its appointed contractors, any safety issues identified should be dealt with and brought to the attention of the contractor immediately.

For further information on monitoring performance, see the Control of Contractors – Minimum Standards.

## 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>

## APPENDIX A - DEFINITIONS

	The person/organisation must have a sound knowledge of H&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.
<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>	Construction work of more than 30 working days or involving more than 500 person days of construction work
<b>Minor Construction Project</b>	Construction work in which more than one contractor is involved
<b>Pre-Construction Information</b>	Information in the Client's possession or easily obtainable which is relevant to the construction work
<b>Principal Contractor</b>	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
<b>High-risk Construction Work</b>	See Appendix C
<b>Risk Assessment and Method Statement (Safe Work Method Statement)</b>	<p>A risk assessment is a document which includes the hazards associated with the work and the control measures which will be put in place to manage the risks</p> <p>A method statement details how the work will be carried out safely and includes information such as training requirements, equipment to be used, sequence to be followed and control measures to be used including PPE</p>

## APPENDIX B – CONSTRUCTION PHASE PLAN

The Construction Phase Plan must record the arrangements for managing the significant health and safety risks associated with the construction phase of a project. It is the basis for communicating these arrangements to all those involved in the construction phase, so it should be easy to understand and as simple as possible.

In considering what information should be included, the emphasis is as follows:

- that it is relevant to the specific project
- has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase;

The information should be proportionate to the scale and complexity of the project and the risks involved.

This plan should include details of the following:

- an overview of the project, including:
  - key dates (for example, start and finish dates, when services will be disconnected/ connected, build stages etc.)
  - details of key members of the project team having specific responsibilities for health and safety, including their names, positions and responsibilities. This will include the client, HSPC, designer and principal contractor
- arrangements for ensuring adequate health and safety training for all those involved with the project, including induction and on-site training
- arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings
- arrangements for the reporting, management and investigation of accidents and incidents, including identification and contact details for those holding specific responsibilities in respect of these matters
- the site rules, and the arrangements for ensuring these are brought to the attention of all relevant people, including employees, contractors, suppliers or other visitors to the site
- arrangements to ensure the appropriate preparation and review of risk assessments and written systems of work
- arrangements to ensure safe work method statements are in place for all high-risk work (as defined in Appendix C)

The Principal Contractor must ensure that a copy of the plan is available for inspection by anybody working on, or due to work on, the site.

## APPENDIX C – HIGH-RISK CONSTRUCTION WORK

**High risk construction work:** means construction work involving:

- work at height
- work on masts, towers, or pylons, used for telecommunications or for radio or television transmission
- demolition
- the disturbance or removal of asbestos
- structural alterations that require temporary support to a structure to prevent its collapse
- a confined space
- excavation into a hillside or re-profiling of an existing slope (whether man-made or natural)
- excavation where it is to a depth greater than 1.2 metres
- the construction of tunnels
- the use of explosives
- work on or near pressurised gas distribution mains or pressurised gas consumer piping
- work on or near chemical, fuel or refrigerant lines
- work on or near energised electrical installations or energized electrical services
- work in an area that may have a contaminated or flammable atmosphere
- hot work (i.e. any work involving burning, welding, cutting, grinding, using fire or spark-producing tools or is otherwise capable of producing a source of ignition)
- work using pre-cast concrete or other forms of pre-fabricated structural elements
- work on or adjacent to roadways used by road traffic
- work on a construction site involving mobile plant that is capable of movement through the action of motors or engines
- work in an area where there are artificial extremes of temperature
- work in, over or adjacent to water, or another liquid, where there is a risk of drowning
- diving
- lifting operations using cranes
- work where a cofferdam or caisson is constructed, placed in position, substantially added to, altered or dismantled.