



Health and Safety

Managing Construction Work
- Client

Minimum Standard

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1 Aims and Principles

This Minimum Standard applies to ALL construction works, irrespective of the size of the project or duration and must be read in conjunction with the Control of Contractors - Minimum Standard and other Minimum Standards referred to.

The aim of this Government of Jersey (GoJ) Minimum Standard is to provide guidance on the steps which should be taken by the department acting as the Client to ensure that construction work is properly planned and managed at all stages.

Departments which engage parties to carry out construction work must develop their own procedures which detail the specific arrangements to be implemented. 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:

- Fulfil the role of the Client in relation to 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 – Health and Safety Project Coordinator

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, including design.

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 Client are clearly set out under the Construction Regulations. These responsibilities vary depending on the duration of the project and the number of contractors/man hours involved.

The responsibilities for each type of project are shown in the flow chart in Appendix B.

Where a department assumes the role of Client 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 Overview

The department controlling the construction project budget will assume the Client’s duties and has overall responsibility for the management of health and safety on the project, and ensuring compliance with the Construction Regulations.



This also applies where one GoJ department carries out work for another GoJ department; the budget holding department retains the Client's role for the management of health and safety during the construction work.

The Client must ensure that a realistic timeframe and budget is allocated for each stage of the project, from design concept to completion.

The Client must also take reasonable steps to ensure that the contractor in overall control of the works has suitable arrangements in place for managing the health and safety risks associated with the works. See Section 10 for further details.

8 Appointment of Key Parties by the Client

Depending on the type of project, certain key parties must be appointed as detailed in the flow chart in Appendix B.

- **Designers**

Designers may or may not be required for the construction work.

This definition of designer is very broad and reference should be made to the definition in Appendix A to determine which parties are designers.

The department must ensure that any party identified as a designer clearly understands the duties placed upon them by the Construction Regulations and that they are competent to carry out the role.

An assessment of the competency of the designer should be undertaken. Factors which should be assessed include but are not limited to:

- Insurance details
- Health and Safety Policy (if applicable)
- Qualifications, membership of professional body, arrangements for CPD
- Names, experience and qualifications of staff who will be involved
- Methods used to comply with the Construction Regulations i.e. arrangements for design risk assessments
- Previous experience with similar projects
- Details of who will provide health and safety advice
- Details of any enforcement action taken

Reference can be made to the evaluation form in Appendix B in the Control of Contractors – Minimum Standard which can be amended to assist.

- **Health and Safety Project Coordinator (HSPC)**

Where a HSPC is required to be appointed (Major Construction Project only), this can



be an internal or external appointment of an individual, team or company. They can be appointed from within the project team taking a combined role, but it is essential that the HSPC can have sufficient independence from the project to carry out their role effectively. This appointment should be made as early as possible in the design phase of the construction project.

Any project over £7.5 million must have an external HSPC. Projects below this figure can have an internal or external HSPC depending on the complexity and specialist nature of the project. For example a complex specialist engineering or infrastructure project may require an external HSPC with specific competencies. Whereas a large but relatively routine and straightforward new build or refurbishment project could have an internal or external HSPC. The Client must ensure that a HSPC is in place for the duration of the project.

The department must ensure that any party engaged to fulfil this role clearly understands the duties placed upon them by the Construction Regulations and that they are competent to carry out the role.

An assessment of the competency of the designer should be undertaken. Factors which should be assessed include but are not limited to:

- Insurance details
- Health and Safety Policy (if applicable)
- Qualifications, membership of professional body, arrangements for CPD
- Names, experience and qualifications of staff who will be involved
- Experience and knowledge of health and safety, design and construction processes
- Evidence of involvement with similar sized projects of similar complexity
- Details of any enforcement action taken

Reference can be made to the evaluation form in Appendix B in the Control of Contractors – Minimum Standard which can be amended to assist.

It should be noted that the Client retains this role until such time as the appointment has been made in writing and is accepted.

- **Principal Contractor**

A Principal Contractor is required to be appointed where construction work involves two or more contractors.

This could be an external company, or a GoJ departments' direct work force working within its own department or for another GoJ department.

This appointment should be made as early as possible during the pre-construction phase to provide the Principal Contractor with sufficient time to fully plan the works prior to commencement.

The Client must ensure that a Principal Contractor is in place for the duration of the project.

The department must ensure that any party engaged to fulfil this role clearly



understands the duties placed upon them by the Construction Regulations and that they are competent to carry out their role.

An assessment of the competency of the Principal Contractor should be undertaken, as set out in the Control of Contractors – Minimum Standard.

It should be noted that the Client retains this role until such time as the appointment has been made in writing and is accepted.

- **Contractor**

This could be an external company working for the GoJ or a GoJ department working for another GoJ department.

The department must ensure that any party engaged to fulfil this role clearly understands the duties placed upon them by the Construction Regulations and that they are competent to carry out their role.

An assessment of the competency of the Contractor should be undertaken, as set out in the Control of Contractor – Minimum Standard.

9 Pre-Construction Information

A Client is required to provide all parties involved in the construction project/work with adequate health and safety information which will assist them in planning and bidding for the work.

The level of detail should be proportionate to the risks involved with the project and the information should already be in the possession of the Client or easily obtainable.

This information will also assist the contractors involved with the preparation of the Construction Phase Plan or Risk Assessment and Method Statement (depending on the size of the project) and may also assist with the preparation of the Health and Safety File.

Appendix C details typical information which could be included in the pre-Construction Information.

10 Reviewing the Construction Phase Plan/Risk Assessments and Method Statements

Irrespective of the size of a construction project and the number of parties involved, documentation must be prepared by those involved with the work to demonstrate that



they have properly planned and will carry out the work in a safe manner.

The documentation prepared should be proportionate to the size, complexity and level of risk associated with the project.

The submission times to the Client for this information 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.

No construction work should be permitted to commence until this documentation has been submitted and properly reviewed by the Client.

- **Minor/Major Construction Project**

Where a Principal Contractor is re appointed, the party will be responsible for preparing a Construction Phase Plan. This document sets out the overall arrangements for planning and managing the construction work and should be reviewed by the Client.

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

The Construction Phase Plan should be required from the contractor before the work is due to commence and the Client should have sufficient time to review it.

- **Sole Contractor Project/Work**

Where the project involves a sole contractor, a risk assessment and method statement will usually be sufficient to demonstrate that the contractor has properly considered health and safety for the work and has identified adequate measures to control the risks identified.

11 Health and Safety File

The Health and Safety File should contain information produced during 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.

The Health and Safety File is prepared by the Principal Contractor on Minor Projects and the HSPC on Major Projects.

For Single Contractor Project/Works, the Client should ensure that any existing Health



and Safety File is updated if required.

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

12 Training and Competence of GoJ Employees

Any persons responsible for ensuring that GoJ meets its responsibilities as a Client under the Construction Regulations, must have attended a GoJ-approved course.

Training on internal procedures should also be given.

13 Monitoring Contractor Performance

The Construction Regulations do not require Clients to monitor how works are being carried out. However, it is important that departments acting as the Client have arrangements in place to check on contractor performance and that these are included within the department's procedures.

For further information on monitoring performance, see the Control of Contractors - Minimum Standard

APPENDIX A - DEFINITIONS

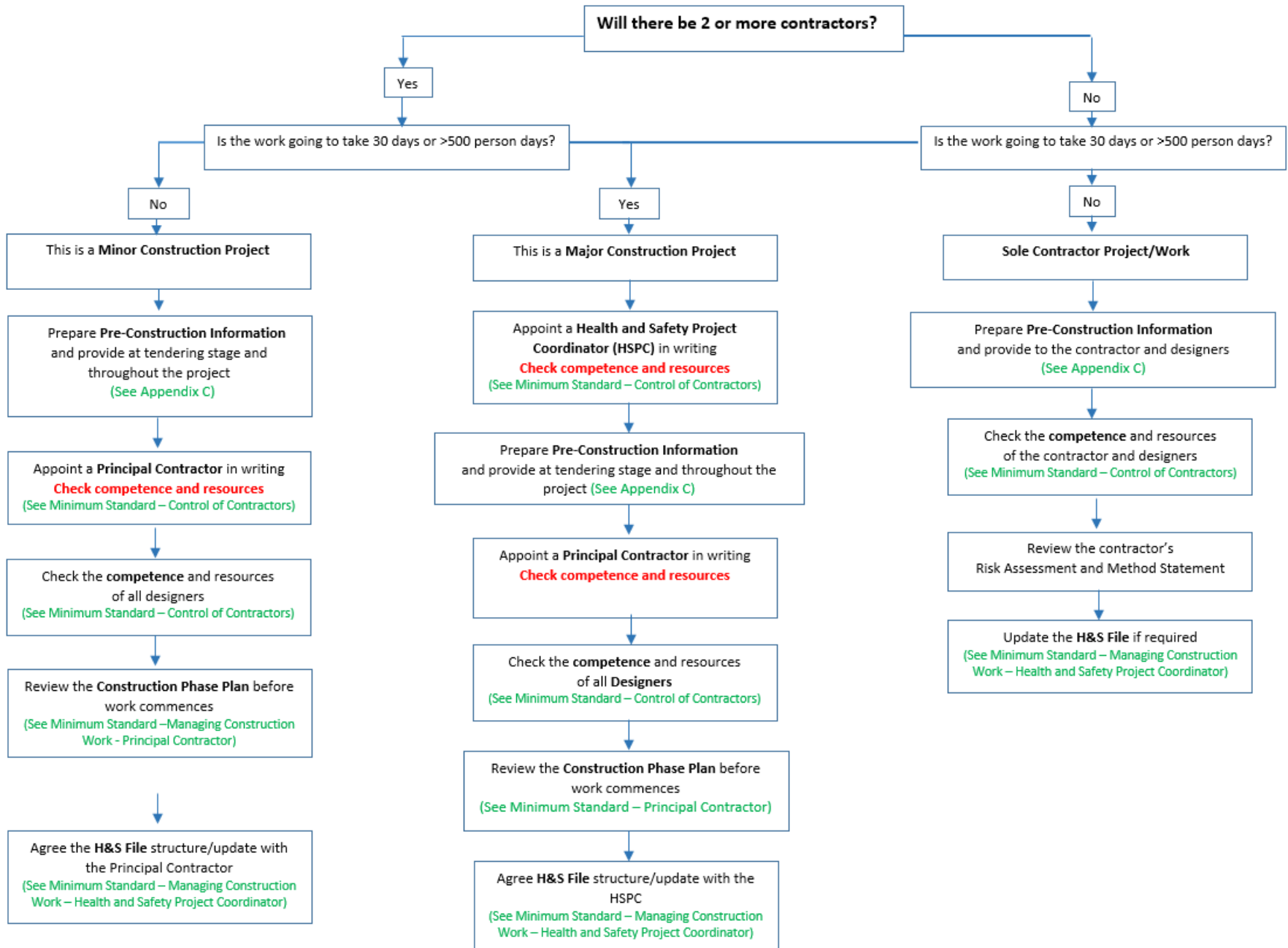
For a complete set of definitions and full text descriptions refer to the Management in Construction (Jersey) Regulations 2016

<p>Construction Work</p>	<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>
<p>Contractor</p>	<p>An external company or internal group which carries out, manages or controls construction work</p>
<p>Construction Phase Plan</p>	<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>
<p>Commercial Client (Client)</p>	<p>For the purposes of this Minimum Standard, the Commercial Client is the States' Employment Board.</p> <p>However executive responsibility for HS&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>
<p>Designer</p>	<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>
<p>Health and Safety Project Coordinator (HSPC)</p>	<p>Can be an individual or group, external or internal to the GoJ, appointed by the client department as a project advisor on health and safety.</p>

APPENDIX A - DEFINITIONS

	<p>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.</p>
Health and Safety File	<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&S File on Single Contractor Project/Works of less than 30 days/500 man hours using information provided by the contractor.</p>
Major Construction Project	<p>Construction work of more than 30 working days or involving more than 500 person days of construction work (Person day = 8 hours shift)</p>
Minor Construction Project	<p>Construction work in which more than one contractor is involved</p>
Pre-Construction Information	<p>Information in the Client's possession or easily obtainable which is relevant to the construction work</p>
Principal Contractor	<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 – CLIENT RESPONSIBILITIES



APPENDIX C – PRE-CONSTRUCTION INFORMATION

For small projects, reference should also be made to the Control of Contractors – Minimum Standard.

The list below is an example of the type of information that could be provided to contractors to enable them to plan the work, carry out risk assessments and develop method statements or construction phase plans for major projects.

1. Project Details

- Site Location Details
- Outline Programme Of Works
- Description Of Works
- HSPC Details

2. Existing Environment

- Existing Structures On Site
- Existing Ground Conditions
- Details Of Existing Services
- Access Or Restrictions On Access To Site
- Planning Restriction Details
- Adjacent Land Use Details

3. Available Information

- Property Log Book
- Existing Health And Safety File
- Schedule Of Included Drawings

4. Design Information

- Schedule Of Method Statements Required From Principal Contractor
- Sequence Of Assembly Or Works
- Schedule Significant Health And Safety Hazards Which Cannot Be Designed Out Or Avoided

5. Hazardous Construction materials

- Schedule Any Construction Materials Which May Have Any Special Health Or Safety Hazards

6. Site Wide Elements

- Site Related Health Hazards
- Traffic Or Pedestrian Routes
- Unloading And Storage Areas

APPENDIX C – PRE-CONSTRUCTION INFORMATION

- Temporary Site Accommodation
- Location Of Site Access And Egress Points

7. Overlap with Clients undertaking

- Schedule Any Restrictions On Working Times
- Schedule Client Contacts
- Site Access Restrictions
- Areas Of Occupation
- Existing Services To Be Maintained
- Schedule Continuing Operations During Construction

8. Existing Site Rules

- Security Of Premises
- Site Lighting
- Schedule Details Of Any Existing Or Proposed Emergency Procedures
- Fire Alarm Or Security Devices
- Schedule Any Client Or HSPC rules
- Other Site Rules(Add To Schedule As Required)

9. Continuing Liaison

- Arrangements For The Collection Of Info Relating To The Development Of The HS File
- Rules Pertaining To Works Designed By Contractor
 - Rules Pertaining To Alterations To Designs By Contract