

Version: 3 FOI Status: Public	DSG Safety Guidance – Maintenance of Buildings and Equipment, Controlling Risks Health and Safety Portfolio – Section 8	Issued: September 2017 Review Due: September 2020
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Departmental Safety Guidance – Maintenance of Buildings and Equipment, Controlling Risks

Review/Issue Date	Any Changes Required	By Whom
March 2012	Yes	Bob Thompson
April 2014	Yes	Trevor Thacker
August 2017	Yes	Trevor Thacker

Introduction

Background

We are required by The Health and Safety at Work etc. Act and other legislation to keep our premises and equipment in good working order and safe to use. In addition some of our establishments are key to people’s wellbeing including units where people live so the decoration, furnishings and carpeting etc. should be kept to a good standard.

In order to maintain these standards it is necessary to have people regularly working on our sites undertaking a wide range of tasks including repair, maintenance, carpet fitting and decorating etc.

These people may be from our own Property Services, or they may be from companies contracted to undertake the work on their behalf. There may be times when the manager of the establishment has engaged people direct to undertake a particular piece of work, e.g. decoration of a room or area.

Whenever people undertake work on our sites, no matter who is doing the work or where they are from, the premises manager is legally responsible for ensuring that the work is being done in a safe manner and does not create hazards for the people that use the building. This guidance note gives managers information on how to monitor both the people carrying out the work, and the quality of the work itself, from a health and safety perspective.

Any work carried out to the structure or fabric of the building including decorating needs to be carried out in compliance with the [Construction, Design Management \(CDM\) Regulations as amended 2015](#).

Risk Assessment

A risk assessment must be carried out before any work commences!

- If Property Services are carrying out the work or sub-contracting the work they will undertake the role of Principal Contractor and/or Principal Designer as required by the CDM Regs. A planning meeting or discussion must take place prior to the work starting. Risk assessments, safe systems of work and where necessary method statements must be produced by Property Services. These documents must consider any changes required in the working practices of the service occupying the building e.g. if extensive refurbishment work is to be carried out in

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one area or wing of a building will this affect escape routes or the function of the fire alarm in the rest of the building. Any changes required must be planned and implemented before the work begins.

Considerations

- Are you clear about the work that is to be done? What are you hoping to achieve? What will be the end result? How will it benefit the establishment? Do we really need it?
- What hazards will the work create e.g. exits blocked, use of ladders, tools and equipment left lying around, trailing cables, skips that restrict access, vehicles on site which effect pedestrian or traffic routes, storage of materials and excavations, **power failures etc.**
- Has an Asbestos Survey of your premises been completed by Property Services? Do you have a copy of the [DCC Asbestos Policy](#) and your survey? Have you and all deputies been trained in the use of the documents?
- Ensure that you and all deputies are aware of the location of any asbestos within the building. **It is the legal responsibility of the Manager on duty to ensure that asbestos is not disturbed whilst work is being done.**
- Will there be any disruption in service, e.g. excessive noise or dust? Will any areas need to be closed? Does it affect food preparation areas? **Will it activate fire alarms? Do you need to make alternative arrangements?**
- Will the work require a permit to work system e.g. asbestos, hot work, **maintaining the fire integrity of the structure? Ask the contractors.**
- **Will the work affect the fire integrity of the building?** For example will there be any flammable substances stored on site e.g. turps for decorating or gas bottles? Will it cause any doors or corridors to be out of use etc.? If so amend your Fire Management Policy and Operational Risk Assessment document and fire evacuation procedures accordingly.
- Are there any changes to the structure of the building? E.g. walls or parts of walls removed, walls added, doorways moved etc. If so have you consulted Property Services and the Fire Officer for advice?
- Will the work being done change the use of the premises or a room within the building. If so have you discussed this with the Planning Department and Fire Officer?
- Will the work being done compromise the security arrangements for the building e.g. could ladder's or scaffolding be left on site that could give access to the roof or windows? Will doors have to be left ajar or unlocked to allow equipment and materials to be brought onto site? How will the site be secured?
- Do you have vulnerable people in your care that may need extra consideration whilst the work is being done e.g. those who may wander particularly at night?

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- If you are engaging the work direct, consider how you will select the people who will do the work? What qualifications, skills and qualities do they need?
- Things to consider:
 - Have they been used by yourself or colleagues before?
 - Was the work satisfactory?
 - Are they a member of any trade specific institutions, guilds or registration organisations e.g. Gas Safe registered, Federation of Master Builders, Derbyshire County Council Trusted Trader etc.? Advice can be sort from Jean Sturman or your local Property Services Business Unit.
- Consider if DBS or police checks are needed? Discuss with your Service Manager any concerns. It is important that you check the certificate.
- Any contractor undertaking work on our sites must have a minimum of £5 million Public Liability Insurance cover.

Ensure

- All workers sign in and out when they enter or leave the premises and report to the Duty Manager before starting work and before leaving at the end of the day. If there is a problem with the work or we need to ask for advice after they have gone it is important that we have their name and address of the company that they work for, even if this is Property Services. For large contracts the contractor may operate their own attendance record. This may need to be considered when deciding on revised fire procedures.
- They are clear about the work which needs to be done. Discuss this with them, make a plan, and negotiate any arrangements for taking equipment or rooms out of service.
- Refer to the Asbestos Survey and discuss the contents with the contractor, even if they are a Property Services employee. If the work will require the disturbance of any surface or material identified as containing asbestos. **DO NOT ALLOW WORK TO COMMENCE** until you have sought advice from Property Services.
- If 'hot work' is to be carried out e.g. soldering of pipes, heating bitumen for repair of a roof, laying flooring etc. ensure the permit to work is completed and adhered to.
- Explain the hazards and the type of work undertaken at the establishment to the contractors e.g. people who may be confused, people who may not understand warning signs etc. Remind them they will need to be extra vigilant.
- Point out any restricted areas to which they will not be allowed access or will access under strict controls only e.g. accompanied by a member of staff, at specific times of the day etc.
- Reinforce some basic instructions e.g. don't leave tools or equipment lying around, fire doors open etc.

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- Inform them to contact the manager on duty if unforeseen circumstances arise, or a change in the work method or area is necessary.
- Regularly monitor the work in progress. Is the work being carried out to the agreed quality and safety standards? Discuss any concerns with the contractor immediately. Seek advice from Health and Safety Section or Property Services if unsure.
- On the completion of the contract, ensure that the work has been carried out satisfactorily, the area where the work took place or any equipment that has been repaired is ready for use. If it is not finished identify what still needs to be done. Ask is there anything you need to know about e.g. loose floorboards, wet paint on doors etc. Discuss any safety measures for staff and clients.
- **Ensure everyone who attends the site e.g. staff, visitors, other contractors, medical professionals etc. are aware of the work taking place and of their duty to comply with any restrictions or other requirements that are in place for the duration of the work.**
- **Review and revise any risk assessments or procedures that could be affected by the work.**
- **Do not allow anyone** to take away any piece of equipment unless you know:
 - Who they are?
 - Their address and contact number
 - Why it is being removed and when it will be returned.
 - Keep a record in Section 7 of your Health and Safety Portfolio.

For further advice contact the Health and Safety Section on 32050/51 or Jean Sturman on 32055.