

Purpose

To provide MEP Contractors with a clear understanding of St William / St James requirements for mechanical, electrical and plumbing works to ensure operations are adequately resourced and planned. The requirements have been collated from the current H&S Management System, i.e. they are not new or additional requirements.

Scope

Applies to all mechanical, electrical and plumbing works.

Main Requirements

Item	Requirements
Work Planning	<p>St William / St James implement a Safe System of Work Procedure. This involves the contractor submitting an H&S Management Plan for review at pre-start. Following review of this management plan a number of task plans will be agreed with the St William / St James Project Management Team before works commence.</p> <p>Typical task plan requirements could include the following:</p> <ul style="list-style-type: none"> • Live Working • Energising Electrical Systems • Working in Switch Rooms • Working in Electrical Risers • Emergency Disconnection of services (e.g. electricity, gas, water) <p>The above is intended as an example, St William / St James may require additional plans depending on site conditions.</p> <p>The task plans will be written by the supervisor and reviewed by St William / St James. The supervisor will then brief site operatives on the task plan prior to undertaking works. The briefing will be recorded on the task plan template.</p>
Training & Competency Requirements	<p>All electrical systems required as part of the permanent or temporary electrical system for a St William / St James project are to be designed, installed, inspected and tested by a competent person / installer, designed to the relevant regulations and Codes of Practice.</p> <p>The installer must be a member of Electrical Contractors Association (ECA) and be registered with the National Inspection Council for Electrical Installation Contracting (NICEIC).</p> <p>All operatives will be expected to hold the relevant CSCS/ECS/JIB UK-PHMES card for their job role; examples of acceptable cards include:</p> <ul style="list-style-type: none"> • Installation Electrician – Gold ECS Card • Trainee/Apprentice Electrician – White/Red Stripe ECS Card • Plumber – Blue or Gold JIB UK-PHMES card • Mechanical Pipe Fitter - Blue or Gold JIB UK-PHMES card • Apprentice/Trainee – Red JIB UK-PHMES card <p>Should an operative arrives on site without an appropriate competency card, the contractor is required to prepare a training plan (Operative Competence Assessment) to St William / St James for review and authorisation, prior to allowing the operative to start on site.</p>
Induction arrangements	<p>All operatives are required to attend a project health and safety induction, in addition all trade contractors that are to manage or supervise other persons on site must attend a Supervisor Site Induction, presented by the St William / St James Project Director/Manager.</p>

Contractor Requirements – MEP



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Permits to Work	The contractor is to ensure that permits are used for controlling work on live systems, e.g. access to live risers and switch rooms.
Plant & Equipment	<p>Regarding Mobile Access Towers:</p> <ul style="list-style-type: none"> PASMA-qualified persons to erect, alter and dismantle All towers to display a tag indicating when it was erected, by whom and when it was last inspected and by whom <p>Regarding Stepladders:</p> <ul style="list-style-type: none"> Use is limited constrained areas (e.g. riser cupboards) for short duration tasks – platform-type access equipment is preferred (e.g. podium steps) Use [of stepladders] must be approved by a St William / St James manager <p>For the use of step-up platforms (e.g. hop-ups):</p> <ul style="list-style-type: none"> No greater than 600mm high Hop-ups must be 600mm x 600mm Suitable for purpose Platforms must be inspected weekly and a record of inspections kept
Workplace Inspections	The contractor is required to arrange for monthly H&S inspections of their activities on site. Records of inspections will be reviewed by St William / St James.
Contractor Daily Briefings	<p>Site-based supervisors are required to attend a daily co-ordination meeting arranged by St William / St James.</p> <p>Contractors are required to carry out a daily briefing to their operatives and sub-contractors, before works commences.</p> <p>Supervisors are required to record their daily briefings</p>
Storage and distribution of material & equipment	<p>Regarding storage:</p> <ul style="list-style-type: none"> Steel containers (aka shipping containers) used for storage only must be ventilated through each side, or where not practical, through the front doors and rear of the containers. All containers must have St William / St James warning notices displayed. Heavy-duty tool chests, must have at least two resistance shock absorbing devices incorporated into the lid mechanism, to prevent the lid from descending uncontrollably on to the user. Designated storage areas must be demarcated using physical barriers. Arrangements for storing materials externally at height (e.g. roofs, balconies, terraces etc.) must be described within contractor's work plans. Specific arrangements to be addressed include: how materials are to be secured against high winds, restrictions applicable to materials stored at height, consideration of wind exposures and monitoring arrangements. Palletised materials may only be double stacked or not stored above 2.4m (whichever is the lower overall height). Ensure that where materials are stacked on edge they are secure and do not create a hazard (e.g. tied back, stored in a stillage or rack) Storage racks must be of proprietary design or be subject to the requirements of the St William / St James Temporary Works Procedure. <p>Regarding distribution:</p>

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	<ul style="list-style-type: none">Where ramps/gradients are present on movement paths pallet trucks and other wheeled trolleys must have a built-in braking system.Any material/loads that require movement by telehandler/forklift will require authorisation by the St William / St James Appointed Manager following the submission of a work plan by the contractor.If lifting equipment is to be used for distribution, a lift plan and lifting risk assessment will be required, prepared by a qualified Appointed Person and authorised by the St William / St James Appointed Person for Lifting.