Purchase Order No:

RECORD OF INFORMATION EXCHANGE FOR CONTRACTORS’ AND

SUB CONTRACTORS’ OPERATIONS (MINOR WORKS FORM HSC1)

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| **PART A** |
| **PROPERTY:** | **LOCATION:** |
| **DESCRIPTION OF WORK:** | **NCC SUPERVISING OFFICER:** |
|  | **START DATE:** | **FINISH DATE:** |
| **CONTRACTOR:****ADDRESS:** | **CONTRACTOR’S SITE SUPERVISOR:** |
|  **TEL NO:** | **APPROVED LIST CONFIRMATION: YES/NO** |
| **PART B** |
| **ACCESS & SITE HAZARDS** |  |
| **OVERHEAD POWER LINES, UNDERGROUND SERVICES** |  |
| **STORAGE OF MACHINERY, EQUIPMENT & MATERIALS** |  |
| **HAZARDOUS SUBSTANCES** |  |
| **PUBLIC PROTECTION** |  |
| **OTHER REQUIREMENTS** |  |
| **CONFIRMATION OF****INFORMATION SUPPLIED TO CONTRACTOR** | Asbestos Survey First Aid Arrangements Emergency Evacuation Procedures Accident Reporting Procedures Security Information Permit Information  |
| **PART C** |
| NCC Supervising Officer attendance on site at pre-start meeting: Yes/No | If “yes”, date of meeting: |
| Authorisation Signature of site representative: | Date: |
| Signature of Contractor’s representative: | Date: |

**MINOR WORKS FORM (HSC1) - Guidance Notes**

**This form should be used for all contractors each time they attend site. The exception to this requirement would be in the case of any contractor who attends site on a regular basis to perform the same task, for example window cleaning, re-glazing, unblocking drains and grass cutting. In these cases the arrangements should initially be detailed on the form and supplied to the contractor for use on an ongoing basis.**

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| **ACCESS & SITE HAZARDS** | Describe agreed access routes (attach site map if necessary).Identify all known risks, including those which are not likely to be obvious to the Contractor, e.g. playground activities, access and traffic routes for members of the public and clients. Stipulate start and finish times and restrictions on access e.g. when service user transport arrives, playtimes etc.(This section could be included in a separate induction pack, which could be developed by establishments to save unnecessary repetition of information). |
| **OVERHEAD POWER LINES, UNDERGROUND SERVICES** | Identify the location of these hazards, as far as is known. The Contractor must devise a safe system of work, incorporating safe working distances from the hazard, barriers and have suitable warning signs in place.The occupier should also seek to confirm that other information on services is provided. This should include relevant isolation arrangements and details of proposed wiring runs. |
| **STORAGE OF MACHINERY, EQUIPMENT & MATERIALS** | Identify where and how machinery, equipment and materials are to be stored to ensure no risk exists to NCC staff, the Contractor or the public, especially children. |
| **HAZARDOUS SUBSTANCES** | Identify hazardous substances which the Contractor intends to use. Ensure that they have:1. manufacturers’ safety data sheets and details of the safe method of application.
2. taken precautions for safe storage and planned emergency action in the event of spillage
3. arrangements for removal from site (including the separation of incompatible materials and recycling where possible).
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| **PUBLIC PROTECTION** | Give details of all precautions required to protect the public from the work in progress , for example:1. road and path closures
2. diversions
3. warning signs
4. barriers
5. exclusion zones.
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| **OTHER REQUIREMENTS** | Use this section to record the exchange of information carried out in relation to the specific job in question. For example, there may be a need to make specific arrangements with the Contractor to ensure that the security of the site is maintained. Alternatively, a job may present a particular risk which needs to be controlled by specific action, such as work to a pathway which may require the provision of a temporary ramp with appropriate handrails.The last section requires that a check is recorded indicating that the Contractor has been provided with certain information. All the relevant boxes should be considered and the box ticked if information has been supplied. Again, some of this information could be included in an induction pack to save time.  |