

## **Making sure Cydcoed projects are delivered safely.**

### **General advice on health and safety management for community groups applying for Cydcoed funding or running a Cydcoed funded project.**

If you are running a Cydcoed project you will have some form of responsibility for the safety of your own staff, people working on the project, visitors to the project site, and the general public<sup>1</sup>. It is therefore important that you pay attention to the management of health and safety for your project.

These are the common sense things that need to be done:

1. Whoever controls (e.g.: owns or manages) the site should co-ordinate activities so they do not compromise health and safety and give safety information about the site to whoever commissions the work.
2. Whoever commissions the work (this will probably be you) has to ensure that health and safety management is planned before work starts and that the plan is followed during the project.
3. Before work starts, somebody should plan how health and safety is to be managed during the project and make sure everyone knows what to do.
4. Somebody should be in charge of health and safety while the work is in progress and make sure that everyone knows what to do.
5. Anyone working on the project has a responsibility to help manage health and safety and to look after their own health and safety.

The main thing is to make sure that responsibilities and lines of communication are clear.

The Health and Safety Executive help with this by providing guidance on roles and responsibilities in various types of work. You can use the table below to record the roles for your project by filling in the blanks.

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<sup>1</sup> ***The Cydcoed team does not take responsibility for health and safety management of your project nor can we give you technical advice. However, we do have a responsibility to give you sound general advice.***

It is useful to have these named roles because it will help you communicate roles and responsibilities to everyone involved, including professional contractors and the Health and Safety Executive if necessary. Your Project Officer can help you define roles..

**Framework Table: Health and safety management of a Cydcoed funded project: roles defined by the Health and Safety Executive (HSE).  
Framework for managing health and safety of Name of Project Cydcoed funded project.**

**The community group running the project is: Name and contact details**

	<b>Projects that include forestry work.</b>	<b>Projects that include construction or demolition</b>	<b>Comments</b>
<b>Common sense description</b>	<p>This will apply to nearly all Cydcoed funded projects.</p> <p>It is the HSE's Framework for Managing Health and Safety in Forestry Operations.</p>	<p>Most construction projects (including access works such as footpath creation) lasting longer than thirty days and involving more than 4 workers and all demolition projects will come under the Construction (Design and Management) Regulations 1994.</p> <p><b>Construction (Design and Management) Regulations 1994 do / do not apply.</b></p> <p>If they do apply, you should identify the roles shown below.</p>	<p>If the construction or demolition works in the project will last for 30 working days or more or involve more than 500 person days they must be notified to the <a href="#">local Health and Safety Executive office</a>.</p> <p>Notification to the HSE is / is not required.</p>
Whoever controls the site for the project.	<p><b>Landowner:</b> controller of the land on which work takes place.</p> <p><b>Key tasks:</b> Co-ordinate the activities of the overall forest environment for health and safety Gather information about hazards on and around forestry work sites and pass to the Forest Works Manager Ensure the activities of a work site do not affect the health and safety of other people.</p> <p><b>The Landowner is Name and contact details.</b></p>		<p>If your group is not the owner of the land, make sure that your agreement with the owner sets out clearly who has the Landowner role. If your project is on land that we (Forestry Commission Wales) manage, we will have the Landowner role.</p>
Whoever commissions the work	<p><b>Forestry Works Manager:</b> the person who commissions work on a forestry site.</p> <p><b>Key tasks:</b> Use information from the landowner to prepare an outline risk assessment for work on the site Select competent contractors who have made adequate provision for health and safety Specify the health and safety measures for contractors working on and visiting the site Liase with landowner Monitor health and safety on site</p> <p><b>The Forestry Works Manager is: Name and contact details</b></p> <p><b>Brief summary of experience &amp; qualifications, if any</b></p>	<p><b>Client:</b> the person or organisation commissioning the work</p> <p><b>Key tasks:</b> Appoint a Planning Supervisor early in the project Provide the Planning Supervisor with health and safety information about the project. Appoint a Principle Contractor. Ensure those you appoint are competent and resourced. Ensure that the Principle Contractor has prepared a suitable health and safety plan before works starts. Ensure the health and safety file given to you at the end of the project is kept available for use.</p> <p><b>The Client is: Name and contact details</b> <b>The Client's agent is: None / Name and contact details</b></p> <p><b>Brief summary of experience &amp; qualifications, if any</b></p>	<p>In most cases, a person or people in your group will take on these roles if they are competent and adequately resourced. Complex projects may need more than one person or organisation</p> <p>You may wish to appoint agents to act on your group's behalf. Agent's fees incurred while working on the project are normally eligible for Cydcoed funding (subject to contract). If you appoint a Client's agent you have to notify the HSE.</p>

<p>Somebody has to plan how health and safety will be managed</p>		<p><b>Planning Supervisor:</b> person or organisation appointed by the Client to co-ordinate health and safety aspects of design, pre-tender planning, and collation of a health and safety file.  <b>Key tasks.</b>          Ensure the Health and Safety Executive is notified of the project, if appropriate.          Co-ordinate the health and safety aspects of design by ensuring co-operation between designers and that designers comply with their duties.          Ensure a pre-tender stage health and safety plan is prepared. This provides information on the significant health and safety risks that the Principle Contractor will have to manage.          Advise the Client when requested to do so.          Ensure a health and safety file is produced. This provides a record of the key health and safety risks that have to be managed during any subsequent maintenance, repair, or construction work.</p> <p>The Planning Supervisor is: Name and contact details</p> <p>Brief summary of experience &amp; qualifications, if any</p>	
<p>Somebody has to be in charge of health and safety management while the work is in progress</p>	<p><b>Contractor:</b> the provider of a forestry service</p> <p><b>Key tasks</b>          Work with the Forest Works Manager to ensure health and safety standards are met          Select competent sub-contractors who have made adequate provision for health and safety          Manage sub-contractors to promote good health and safety practices</p> <p>The Contractor is: Name and contact details</p> <p><b>Brief summary of experience &amp; qualifications, if any</b></p>	<p><b>Principle contractor:</b> contractor in charge of health and safety management, usually the contractor in charge of the work.</p> <p><b>Key tasks</b>          Carry out or manage health and safety aspects of the work.</p> <p>The Principle Contractor is: Name and contact details</p> <p>Brief summary of experience &amp; qualifications, if any</p>	<p>You may not know who these people are when you submit your bid – no problem.</p>
<p>Anyone working on the project has a responsibility to help manage health and safety</p>	<p>Sub-contractors (and anyone working on the site): any person engaged by a contractor other than by direct employment</p> <p><b>Key tasks.</b>          Co-operate with arrangements for health and safety on site          Manage their own health and safety</p> <p>The sub-contractor(s) is/are: Name(s) and contact details</p>		

**Further information:**

Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)

Infoline

Opening Hours 8 am - 6 p.m. (Monday to Friday)

Tel: 08701 545500

Fax: 02920 859260

Minicom: 02920 808537

[hseinformationservices@natbrit.com](mailto:hseinformationservices@natbrit.com)

HSE Infoline, Caerphilly Business Park, Caerphilly, CF83 3GG

Free leaflets:

Health and Safety Executive. 1995. *Construction Sheet No. 39: Construction (Design and Management Regulations) 1994: The role of the Client.* <http://www.hse.gov.uk/pubns/cis39.pdf>

Health and Safety Executive. 2003. *Managing Health and Safety in Forestry.* <http://www.hse.gov.uk/pubns/indg294.pdf>

**Contact details for Local Health and Safety Offices.**

County	Address	Telephone	Fax
Anglesey Conwy Denbighshire Gwynedd	Unit 7 & 8 Edison Court Ellice Way Wrexham Technology Park Wrexham CLWYD LL13 7YT	01978 316000	01978 355669
Carmarthenshire Ceredigion Pembrokeshire	3rd Floor Darkgate Buildings 3 Red Street Carmarthen DYFED SA31 1QL	01267 244230	01267 223267

Blaenau Gwent Bridgend Caerphilly Merthyr Tydfil Neath Port Talbot Rhondda Cynon Taff Swansea Torfaen	Government Buildings Phase 1 Ty Glas Llanishen CARDIFF CF14 5SH	029 2026 3000	029 2026 3120
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