

Keeping People Safe



# SAFETY, HEALTH & ENVIRONMENTAL CODE FOR SUBCONTRACTORS



SHE Form 09 Rev 05 May 2024



**BARRATT**  
DEVELOPMENTS PLC

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## INTRODUCTION

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THIS SUBCONTRACTORS CODE APPLIES TO THE BARRATT DEVELOPMENTS GROUP OF COMPANIES, THE ULTIMATE PARENT OF WHICH IS BARRATT DEVELOPMENTS PLC "THE COMPANY"

BARRATT DEVELOPMENTS PLC IS REGISTERED IN ENGLAND AND WALES TOGETHER WITH ITS PRINCIPAL SUBSIDIARIES BDW TRADING LIMITED, DAVID WILSON HOMES LIMITED, AND WILSON BOWDEN DEVELOPMENTS LIMITED. BDW NORTH SCOTLAND LIMITED ALSO A PRINCIPAL SUBSIDIARY, IS REGISTERED IN SCOTLAND.

BARRATT HOMES, BARRATT LONDON AND DAVID WILSON HOMES ARE ALL TRADING NAMES OF BDW TRADING LTD "THE COMPANY"

THIS SUBCONTRACTOR CODE HAS BEEN PREPARED BY BARRATT DEVELOPMENTS PLC ("THE COMPANY") TO ASSIST IN CREATING A SAFE AND HEALTHY ENVIRONMENT. WHILST THIS CODE IS BELIEVED TO BE COMPREHENSIVE, YOU SHOULD RECOGNISE THAT STATUTORY SAFETY HEALTH & ENVIRONMENTAL (SHE) REQUIREMENTS AND PUBLICATIONS ARE REGULARLY UPDATED AND YOU MUST REMAIN UP TO DATE WITH ANY CHANGES THAT MAY OCCUR.

WHERE "THE COMPANY" APPOINTS A PRINCIPAL CONTRACTOR UNDER THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDM) THIS WILL BE STATED WITHIN THE CONTRACTUAL ARRANGEMENTS AND THEY MUST COMPLY WITH THE DUTIES OF A PRINCIPAL CONTRACTOR AS DEFINED WITHIN THESE REGULATIONS.



## 1. All Subcontractors

As a subcontractor, you will be required to

- Comply with any requirements detailed in the Company's Trade Specification or contractual documentation
- Provide evidence of training and competence to complete the subcontract works and demonstrate health, safety and environmental awareness
- Comply with this SHE code for Subcontractors
- Comply with the requirements detailed in any sites Construction Safety, Health and Environmental Plan
- Cooperate fully and attend meetings and or briefings with the Company to discuss the necessary measures that need to be implemented to reduce and control risks to workers and others.
- Report immediately to the Project/Site Manager any accident/incident that affects health, safety, environment or the contract programme
- Follow a documented management system
- Completely plan, manage and review your works
- Produce all documentation required as directed by the Company and maintain appropriate records
- Be subject to audits by the Company

## 2. Supervision

You must ensure that sufficient supervision is available at all times when work is being undertaken on site, however, for those trades detailed in the table below, an on-site supervisor will be required. Supervisors shall be competent, experienced and trained as necessary. Certification will be required and the minimum requirement is the Construction Industry Training Board (CITB) Site Supervisors Safety Training Scheme (SSSTS), and First Aid.

You must submit the name of the individual responsible for SHE on site, to the site management.

Supervisors must wear a black hard hat.



Black - Supervisor



Orange - Stinger/Signaller

## 3. Monitoring

You must ensure that you have access to the services of a competent person to provide specialist SHE assistance appropriate to their operations, which includes periodic SHE inspections being undertaken and reports left with the site management. Periodic reports must be carried out by a SHE professional on a monthly basis, as a minimum.

You must be aware of the disciplinary arrangements, which apply in the event of a breach of policy, legislation or site rules, even if the breach does not result in an accident/injury. Such breaches may result in verbal and/or written warnings, work being stopped or operatives being removed from site.

Supervisors must carry out formal monitoring of the work activity at intervals indicated below. In addition to the weekly monitoring as indicated below monthly reviews must be undertaken by the aforementioned competent person.

Trade (on-site supervision required)	Weekly	Trade	Monthly
Asbestos Removal	✓	Bricklayers	✓
Demolition Contractor	✓	Kitchen Fitters	✓
External Cladding	✓	Carpet Fitters	✓
Groundworks	✓	Ceramic Tilers	✓
Heating/Mechanical Engineers	✓	Electricians	✓
Lift Engineers	✓	Fencing	✓
Pre-Cast Concrete Flooring/Walls	✓	Joiners/Carpenters	✓
RC Frame/Shuttering	✓	Painters & Decorators	✓
Steel Fixers	✓	Plasterers/Dry Liners	✓
Timber Frame	✓	Plumbers	✓
Scaffolding	✓	Roofing (Standard housing)	✓
Piling	✓	Roughcastors/Renderers	✓
Erection/Dismantling of hoists	✓	Window installers	✓



#### 4. Competency of Workers

All persons under your control are to be competent and experienced for the duties they are required to undertake. This should be demonstrated through industry recognised accreditation and certification cards such as CSCS, CPCS etc. Competency cards must be appropriate for the activity/trade that is being undertaken.

The Company reserves the right to refuse entry to or to require you to remove from site any individual under your control should that individual's competence be deemed not to be adequate.

#### 5. Documentation and Record Keeping

You must maintain and make available all appropriate records required:

- Risk Assessments and/or Method Statements
- Monitoring/inspection records of the work in progress
- Permits to Work
- Statutory Inspections of Plant and Equipment
- Any other records required by the Company

All records should be submitted to the Project Manager or Site Manager.

#### 6. The Construction Phase Safety, Health & Environmental (SHE) Plan

You have a duty to provide information to site management about the following SHE matters:-

- The risks to SHE arising from your activities and how they are controlled, including details of any proposed changes to work practices, which might affect approved Method Statements and the Construction Phase SHE Plan.
- Brief all workers on the appropriate safe systems of work prior to commencing works, and provide records of the briefing to site management.
- Construction/installation activities, which may affect others carrying out future maintenance or alteration/demolition of the building/structure

#### 7. Safe System of Work

In preparing safe systems of work, you must ensure that employees or others working on your behalf work safely, without endangering their health or the environment, to provide a quality product. When subcontracting any parts of the work you must ensure suitable supervision is provided to manage these works.

a) Scope of Works : Full description of the works to be undertaken

- The person who has prepared the safe system of work, an issue date and revision number.

b) Name & qualifications of the competent person responsible for H&S, in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations.

- The Director within your business responsible for Health & Safety
- The Manager who has day to day responsibility for Health and Safety of the project
- The Site Supervisor appointed to receive instruction, disseminate instructions and safety talks
- The site workforce e.g. CSCS, CPCS, CISRS etc
- All specific training/competences required to carry out the works e.g. Asbestos Awareness, CPCS, IPAF, Abrasive Wheels, PASMA

c) Health:

- Manual handling
- Noise
- Vibration
- Dust
- Skin disease
- Any other harmful substances / activities arising from your planned work tasks.

d) PPE: What specific types of Personal Protective Equipment are to be used and / or worn by your workforce to comply with the:

- Site mandatory requirements
- Task specific equipment e.g. safety harness / lanyards, respirators etc

e) Plant and Equipment: Description of any operated or non-operated plant and equipment to be used, detailing and specific:

- Training / skills required to prepare, use, operate and inspect such equipment
- Inspection regimes that apply to each item of plant / equipment

f) Housekeeping: How you will ensure that your work area is kept clean and tidy, and what resources you will allocate to ensure the work area is maintained in good order, to prevent slips, trips or falls

g) Temporary Works: how you will manage any temporary works for which you are responsible, covering:

- What elements of your work involves Temporary Works
- Who has designed the Temporary Works
- Who has been appointed as your Temporary Works Co-ordinator or Supervisor and how you have assured this person's competency
- Who is responsible for inspecting the Temporary Works at what intervals and how will these inspections be recorded

h) Safe Systems: Describe any specific safety procedures that will apply to your elements of the work and how these will be implemented, e.g.:

- Hot Works Permit
- Permits to Dig
- Crane Lifting Plans
- Excavator / Forklift Lifting Plans
- Confined space arrangements
- Electrical Permit
- Permit to Discharge

i) Protection of Others: How you will ensure that others not in your employment are not exposed to risks arising out of your works, e.g. other contractors, members of the public.

j) Environmental Protection: What arrangements you will deploy to protect the environment from harm whilst executing your works on site.

k) Quality Control: How you will deliver a quality product, covering:

- Confirmation of the specified / required standards
- How you will ensure materials you supply comply with these standards
- How you will ensure your works comply with these standards
- The inspections and tests you will undertake
- The evidence you will provide

The site specific safe systems of work are to be submitted for evaluation prior to work commencing. In the event you are aware of improvements to working practices within the industry, these are to be brought to the attention of the company.

### 8. Consultation – “Worker Engagement”

You are required to co-operate with site management to ensure effective lines of communication remain open. Where appropriate, appointed Safety Representatives, will be recognised and any arrangements for monitoring and discussing SHE matters at a local level established. The Company is committed to liaising SHE issues through Subcontractor SHE Meetings and through their internal SHE information communiques.



### Five Steps to Safety

The purpose of the ‘Five Steps to Safety’ initiative is to raise awareness within the workforce of the need to review their work activity and assess if the controls in place are sufficient for ‘Keeping People Safe’. We also want to encourage workers to report unsafe acts or conditions (near misses) on site and to provide a means in which to provide suggestions to improve our performance. As part of this programme all site teams should provide a briefing to workers on the concept and objectives of this strategy. The 5 Steps process is designed to complement but not replace the risk assessment process.

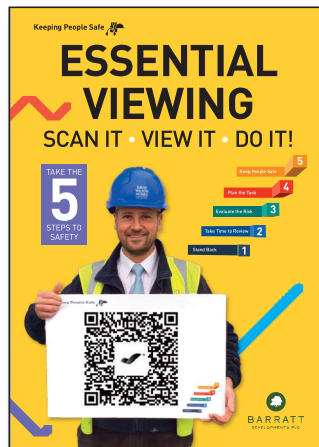
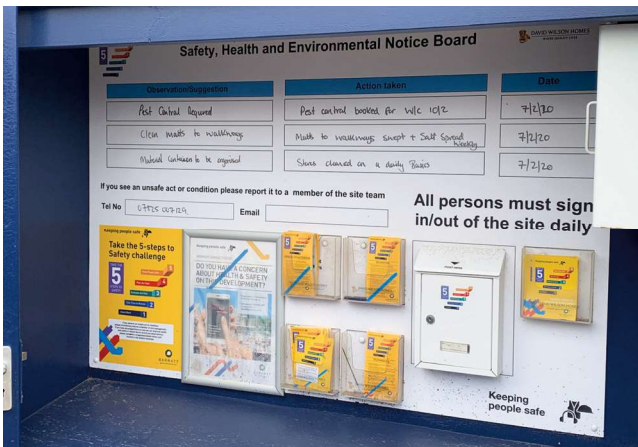


Figure 1: Safety, Health and Environmental Notice Board, Five Steps to Safety and iReport It!





**9. First Aid**

Any local arrangements for first aid will be notified at the site induction and information will be displayed about facilities and first aiders within the site welfare and office facilities.

**10. Induction/Safety, Health & Environmental Briefings (Toolbox Talks)**

All operatives/visitors, prior to commencing work/visiting a site, must receive the Barratt Developments PLC induction; waiting time will be at your cost.

**All operatives must sign in and out of the development**

Your operatives must undertake/participate in toolbox talks as required on any internal SHE information provided by the company relevant to their activity. SHE Briefings (Toolbox talks) must be delivered to your workforce at least once per month on a subject that is relevant to your work activities, unless otherwise specified by BDW Site Management.

In relation to works under your control “authorised persons” means individuals who have received an induction for the site, and satisfy the competence requirements detailed in section 4 of this code. They must be formally authorised by you for particular tasks e.g. operating plant.

Your cooperation is required to ensure that only authorised persons are allowed on site.

Your co-operation is essential including maintaining security to the site and to any works outside the site boundary.

**Group Off-Site Induction**

All persons wishing to visit or work on our sites must complete Step One of the site induction. When attending site your operatives must also be provided with a site specific induction by a member of the site management team to complete Step Two of the site induction process.

There is currently a requirement for both off-site and site specific inductions to be reviewed every 12 months. Our Induction Manager system will automatically expire inductions when they reach this 12 month period.

Our management will have the facility to receive notifications when people attempt to sign in to their site, with any of the following scenarios:

- Expired competency card
- Expired Group induction
- Expired site induction
- Restricted site access
- User attempted to sign in without a site induction

**Electronic Card Checks**

The CSCS / Competency Card schemes have also been working on a consolidated database called the One Alliance scheme. Therefore, we are able to have digitally verified competency cards for the majority of the schemes we accept.

**Electronic Signing In/Out Process**

There is an electronic signing-in process by means of scanning a QR code displayed on a site specific poster. Individuals will only be able to sign in/out if they have successfully completed both the Group off-site induction and a site specific induction.

Note: Delivery drivers are not required to complete the Group Induction.

Keeping People Safe

**Barratt Developments PLC INDUCTION PROCESS**

We now have a two step approach to inductions

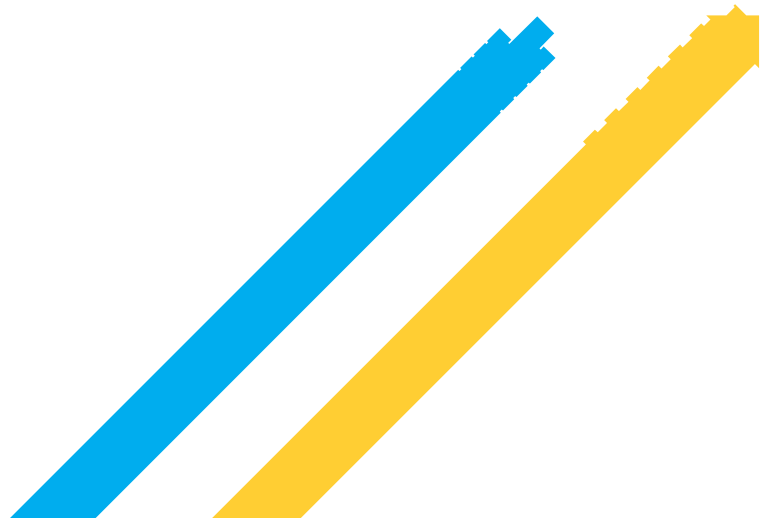
**Step One**

Complete an online Barratt Developments PLC Group induction by scanning the QR code below using your smart device.

**Step Two**

Complete a site specific induction for each site you will be working on.

You will need a company induction in order to receive a site specific induction and work on our sites.



## 11. Vehicle and Plant Movements

### Site Movements

The Company plans an overall site traffic/management layout including erecting appropriate signage and barriers. Where possible, vehicle, plant and equipment movements are separated from pedestrians. The need for vehicle reversing movements is minimised.

When planning, and undertaking your individual activities/works you are to ensure that vehicle/plant and pedestrian movements are separated using a solid barrier at least 1m high wherever possible.

You are to ensure all vehicles, including lorries, plant and other mobile equipment, provide the driver with clear, all-round visibility, as a minimum such that a 1m high object, 1m from any point on the vehicle, can be seen by the driver/operator from the driver/operator's position (this may be achieved using visibility aids such as closed-circuit television and convex mirrors).

An appropriately trained banksman is to be used where it is not reasonably practicable to achieve the above. A banksman must also be used, where necessary, to assist in the accurate positioning of a vehicle and to control vehicular movements. Where this is required, both driver and banksman are to be briefed on the arrangements.

All banksmen must be trained & competent to perform their duties & should wear orange hi-vis clothing to clearly identify them. Their hi-vis jacket / vest should say "Banksman" across the back.

Drivers/operators are to keep to the defined access routes and storage areas and drive in a safe manner at all times paying due regard to the site speed limit of 5 mph (unless otherwise signed), the condition of site roads, pedestrians and other site transport.

All persons are to wear high visibility clothing, including drivers/operators who are also to have a safety helmet, safety footwear, and other appropriate protective clothing available for use when outside the cab.

Vehicles are to be parked in a safe place on level ground away from excavations, evacuation routes, assembly points, hoists, fixed cranes and storage areas when not being operated.

### Deliveries, Unloading & Loading

Vehicles are to be loaded within the vehicle's limits, with loads properly secured.

You are to ensure that all deliveries under your control keep to the designated on-site routes and use the agreed material storage and lay down areas, and that these routes and areas are suitable for your delivery vehicles and materials.

Unloading arrangements are your responsibility unless otherwise agreed. Where unloading/loading involves lifting operations you are to ensure that:

- such operations are properly planned and supervised by competent people,
- the equipment and any accessories are suitable with proof of current test and thorough examination,
- the ground conditions are suitable with adequate ground bearing capacity,

Where persons need to access the back of delivery vehicles during loading/unloading operations, measures must be in place to prevent falls from height.

You are to ensure all vehicular access to/from the site is in accordance with any applicable restrictions such as specified times, reduced width/height, weight limits or overhead obstructions.

Delivery drivers should remain in the cab of their vehicle, unless it is absolutely necessary to exit it.



### 12. PPE

All individuals working on your behalf are required to wear the following PPE whilst on site. Items worn must not display other developers' branding, must be in good condition and not modified in any way:

- A hi-visibility vest, jacket or coat (shirts must be worn beneath hi-visibility vests) to BS EN 471, class 2
- Protective footwear complete with steel toe caps and mid-sole protection to EN ISO 20345:2011
- A safety helmet suitable for construction sites (no bump caps) to BS EN 397

For other PPE appropriate to the task upon which employees are engaged, e.g. eye protection, respiratory protection, you must ensure the appropriate EN Standards are applied for training and maintenance.

The Company require you to provide appropriate records of any respiratory testing to Site Management.

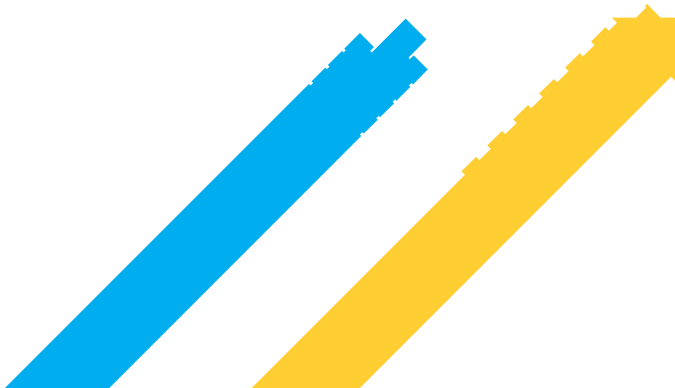


### 13. Accident Reporting

You must report any injury to your employees/workers to site management **immediately**; this is to enable the accident/incident to be recorded on the company reporting system.

You will be required to undertake a full investigation, including root cause analysis and action plan to prevent recurrence.

In the event of any Injury or Dangerous Occurrence as specified by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, you must report the occurrence to the Incident Contact Centre, or the local office of the Health & Safety Executive (or enforcing authority) using Forms F2508/A with copies submitted to site management at the same time.







#### 14. Drug and Alcohol Testing

The potential safety implications of actions carried out by people who are impaired through the effects of alcohol or drugs are well established, particularly within a high-risk environment such as a construction site.

The Company has a strict policy on drugs and alcohol and will apply this throughout its operations. The Company reserves the right to test any persons on our sites for alcohol and drugs. Anyone who refuses to participate in any sampling being undertaken on site, or attempts to falsify their test, will be asked to leave site immediately and prohibited from working on any of the Company's sites until non-negative tests have been provided.

Any person who appears to be impaired through alcohol, or smells of alcohol will be asked to leave site immediately. Whilst the Company is aware that there is a legal limit for alcohol, where any testing is undertaken a zero tolerance policy will be applied to all your workers, as some may be undertaking safety critical work, where any alcohol could impair their performance.

For illegally used controlled substances: regardless of category (class A, B or C) the Company does not allow the illegal taking of controlled substances in any circumstances. Anyone providing a non-negative sample will be prohibited from working on any of the Company's sites. A notification will be placed against their induction, within our Induction Manager system.

In the event that the sub-contractor/sub-contractor's employer can demonstrate that the individual/s have undergone some form of rehabilitation and there is evidence of negative tests being provided over a defined period (i.e three independent negative tests over a three month period), then Management can (in exceptional circumstances) exercise discretion and permit the individual to return to work on our sites. If a return is permitted, the notification flag placed on the induction record will be removed.

#### 15. Welfare Facilities

Welfare facilities will be provided in line with statutory requirements. You must ensure that the facilities provided are appropriately utilised by your workers and not misused. Any person found wilfully damaging such facilities would be liable to be removed from site.

#### 16. Site Security/Public Safety

The Company, as part of the overall site arrangements, provide and maintain fencing and/or hoarding to the site perimeter or work areas, complete with warning signage.

When/if you are required to work outside this fencing/hoarding, you are to provide additional fencing/hoarding maintained to an acceptable standard with suitable warning signage, unless the Company has agreed this is to be provided by others.



Your operatives are to maintain the integrity of the site/ work area by closing any openings in the fencing/hoarding and closing any gates immediately when not attended.

Where your works present a risk to members of the public from falling objects, you are to take suitable measures to eliminate that risk.

All materials are to be stored securely such that they are safe, stable and cannot topple. Some specific, but not exhaustive, requirements are:

- Pipes chocked to prevent rolling
- Manhole rings on end, not on side
- Block/brick packs no more than two high
- Gas bottles kept in cages in ventilated areas
- Hazardous/flammable materials suitably stored clear of ignition sources

Where there is an interface between the public and your deliveries, vehicle, plant and equipment movements, you must provide a competent traffic marshal to closely control these movements. Vehicles must never be left unattended with the engine running, or with ignition keys in place, unless the local emergency arrangements require otherwise.

When/if your works are on the highway, barriers, lighting and signage to Chapter 8 requirements are to be provided by you.

#### 17 Fire Prevention

All hot work must be covered by a permit, which will be issued by site management prior to any hot work commencing, the controls stated on this permit must be complied with.

The storage and use of flammable substances must be in compliance with current legislation. Such substances must be stored in suitable places as designated by site management.

Burning of any materials is not permitted on site.

#### 18. Control of Substances Hazardous to Health (COSHH)

Prior to the commencement of work involving hazardous substances or processes, you are required to provide copies of all assessments and subsequent controls to reduce exposure to below the current statutory thresholds. This assessment will form part of the your safe system of work and will be evaluated as such by the site team prior to work commencing, if suitable controls aren't demonstrated then work shall be prohibited until such acceptable controls are in place.

You must ensure that your workforce is trained and informed on all aspects of the use and control of hazardous substances and all appropriate records must be maintained.

When required, you must supply all necessary PPE/RPE to comply with the control measures for hazardous substances, including M classified local exhaust ventilation i.e. controlling wood dust etc.

### 19. Non English Speaking Personnel

You must be able to demonstrate how you will discharge your statutory duty to provide understandable information on the risks to SHE, and relevant control measures.

If you wish to employ non English speaking nationals, you must also provide a competent trained person who can communicate / translate the site induction, toolbox talks and SHE information effectively amongst the workforce.

All employees expect to be treated fairly and considerately. It is illegal to discriminate against people at work on the grounds of gender, race, disability, sexual orientation, religion or belief.

The ratio for a bi-lingual supervisor supervising non English speaking operatives is a maximum of 1 to 4 persons, however site management reserve the right to reduce this number for high risk based activities. The supervisor must remain with the operatives at all times in order to communicate/manage their work activities.

The following high risk activities may not be undertaken by non-English speaking workers:

- Demolition.
- Lifting Operations.
- Plant Operations.
- Any Permit to Work activities.
- Lone Working.

### 20. Electricity

Any work associated with an electrical system must be undertaken in strict accordance with the Electricity at Work Regulations.

It is the Company's policy to operate site electrical services for portable tools and lighting at 110 volts.

Where special equipment requires a voltage greater than 110 volts then written agreement must be obtained from site management and additional protective measures put in place.

All temporary distribution cables, plugs, sockets and equipment installed to serve small tools, hand lamps, etc. must conform to the requirements of the current IEE Regulations. All electricity cables and equipment being used must be regularly inspected on a 12 monthly basis and results recorded as appropriate to ensure that any defective equipment is taken out of service until repaired or replaced.

### 21. Housekeeping

Housekeeping and general tidiness are a key focus on site. You must deposit rubbish/waste materials created by your own activities in designated areas or skips and must take an active role in maintaining a tidy site. Failure to maintain the required standard of tidiness may result in site management arranging to undertake the work and charging the cost of the cleaning to you. No waste is to be burnt on site.



Storage areas must be kept tidy and stacked materials suitably arranged to maintain stability within a secure area. Materials must not be stacked against the boundary fence.

If work is being carried out in existing premises, particular attention is required to observe the client's/occupier's rules for tidiness, restricting access to authorised working areas only and to improve fire prevention by avoiding the build-up of combustible materials.

Where materials are stacked within or upon a completed or partially completed structure, then appropriate calculations and necessary temporary works must be undertaken by you to avoid overloading the structure.

## 22. Ladders/Stepladders/Trestles/"Hop Ups"

All stepladders and podium steps must be classified to EN 131 as a minimum. All ladders must be Class 1 industrial.

Ladders must only be used after a risk assessment has been carried out and the work is of short duration, low risk and no other means of access is available for that specific task.

Stepladders must only be used after a risk assessment has been carried out and no other means of access is available for that task i.e. tower scaffold.

The use of trestles is prohibited externally.

Any trestles, or proprietary working platform, which are to be used, must conform to the Working at Height Regulations.



Bricklayers hop-ups can be used under the following conditions:

- Not adjustable and a fixed top platform height to a maximum of 500mm
- Platforms must be a minimum of 600mm wide
- Erected on firm (scaffold base standard), level ground

- Tested to determine the maximum safe working load
- Boards are supported at either end and at intervals of no more than 1.2m
- Appropriate training undertaken by the erectors

All other platforms must have appropriate handrails and toeboards.

## 23. Manual Handling

Wherever possible, the need for the repetitive manual handling of loads above 20kgs should be avoided by operatives. Where this is not reasonably practicable you must provide the appropriate mechanical handling devices to eliminate/reduce the need for manual handling.

Where manual handling is required, you must make an assessment of the task to be carried out, this must be recorded. This assessment will form part of your safe system of work and will be evaluated by site management prior to work commencing. If suitable controls aren't demonstrated then work shall be prohibited until such acceptable controls are in place.

The following points must be considered in the assessment:

- The work task
- The load to be lifted.
- The local environment.
- The capabilities of the individuals.
- Repetition of task

You must ensure that you have given your workers the appropriate training, instruction and supervision to enable them to perform all manual handling operations in a safe manner.

You must provide the appropriate mechanical handling devices to eliminate/reduce the need for manual handling.

The planning of stacking and storage should take into account the reduction or elimination, where possible, of manual handling operations.



## 24. Mobile Phones

Mobile phones can only be used within permitted locations on a development in accordance with the Safety, Health & Environmental Plan. They are absolutely prohibited where the high-risk activities listed below are being carried out. This list is not exhaustive and may be updated by site management and included in the site rules at the induction.

- Erecting/Dismantling Scaffold
- Operating Plant/Machinery
- Working in a Confined Space
- Steel Erection
- Lifting Operations
- Banking vehicles
- Dealing with flammable or hazardous substances

## 25. Noise at Work

Where possible you are to reduce noise levels at source by the careful selection of plant; using plant and equipment in a good state of repair; siting noise sources remote from the workforce, etc.

Where noise levels remain above 80 dB (A), you are to make noise assessments and make suitable hearing protection available to those that request it.

Where noise levels are above 85 dB (A), you are to establish and sign hearing protection zones.

You are to ensure ear protection is worn within established ear protection zones.

You are to ensure that noise does not cause a nuisance to persons in the vicinity of work being carried out.

Where your noise assessment indicates a risk to your employees' health, you are to undertake health surveillance for your employees (regular exposure above a daily or weekly personal noise exposure of 85dB (A)).

## 26. Work at Height

All work at height must be carried out in such a manner that operatives are protected from falling by some form of physical restraint. The control measures must be detailed in the Risk Assessment/Method Statement.

The hierarchy of control for prevention of falls whilst undertaking high risk operations are:

- Evaluate the work to establish if working at height is necessary or if the work can be undertaken from an existing safe structure.
- Safe working platforms incorporating handrails and toeboards.
- Use of proprietary fall arrest systems.
- Use of mobile elevating working platforms.
- Passive or collective systems such as safety nets, bean bags or air bags, which require no action by the user to work effectively.
- Work restraint systems, which include a harness and lanyard, which is adjusted or set to a fixed length that physically prevents the person getting to the place where they could fall.
- Personal fall arrest system that uses a harness connected to a reliable anchor to arrest and restrict a fall and prevent the user hitting the ground. The anchor point must be above head height where practicable and never below the waist of the operative.

The above hierarchy must be applied to all situations and the initial element considered first i.e. safe working platforms should be the first method considered to prevent falls and not beanbags. Each control should be evaluated and only dismissed if it is deemed not reasonably practicable.

Where scaffolding is being erected or struck, a safe zone must be created by scaffold operatives utilising appropriate barriers and warning signs displayed.





## 27. Excavations

Prior to any excavation work being undertaken no matter how small, a survey must be carried out using calibrated cable avoidance tools. Personnel using cable avoidance tools must be trained and certificated. A record of where services are, if any, must be clearly marked on site, and recorded on site drawings.

A permit to dig/excavate/drive piles must be issued by our site management prior to any work commencing. You must ensure that no excavation is left exposed at any time without suitable and proper means of support. In addition, prominent warning signs and barriers must be erected to restrict unauthorised access to the location.

An assessment of the protection required for the prevention of collapse of an excavation and to prevent falls into them must be provided by the you (including collapse due to vehicle movements). In all cases steps shall be taken to prevent collapse at depths exceeding 1 metre. Statutory inspections/examinations must be made by competent personnel and a record maintained, which must be available on site.

Where access is required into excavations, this must be via suitable proprietary steps or ladders. These must be secured to prevent movement. As a last resort, steps should be cut into the sides of the excavation.

Control measures must be in place during excavation work and all other operations to ensure that adjacent properties are not damaged.

Any damage to a service must be reported to the site management and to the relevant utility provider immediately. No pneumatic tools should be used in the vicinity of electric or communication cables. No road pins or metal stakes should be driven into the ground in the vicinity of any cable routes. Mechanical excavators or power tools must not be used within 0.5 metres of the indicated line of the service.

## 28. Confined Spaces

You are to plan your works such that operatives avoid the need to enter or work in confined spaces wherever possible

If entry into a confined space is unavoidable, you are to prepare specific risk assessments and method statements

that are to be submitted to the Company for vetting prior to the works.

The Company requires the operation of a confined space permit as part of a safe system of work, to control access and detail other requirements and constraints for the works.

The Company also requires an emergency action plan to be developed as part of the planned safe system of work.

All persons entering or working in a confined space must be suitably trained and medically fit.

## 29. Young Persons

All your personnel must be over 16 years of age.

Young persons (Under 18 years old) will only be permitted to work on site if:

- It is necessary for his or her training;
- She or he is supervised by a competent person; The risk will be reduced to the lowest level reasonably practicable
- A specific risk assessment for the young person's activities has been provided to the company before bringing the young person onto the works
- She/he has their working hours restricted so that there is:
  - a limit of eight hours working time a day and 40 hours a week (unless there are special circumstances)
  - no work either between 10pm and 6am or between 11pm and 7am (except in certain circumstances);
  - 12 hours minimum rest between each working day;
  - Two days rest per week;
  - A 30-minute in-work rest break when working longer than four and a half hours

Irrespective of the above, no young person (under 18 years old) shall be permitted to operate any item of plant or equipment covered by the Construction Plant Competence Scheme (CPCS).



**30. Plant and Telehandlers**

**Ride-on Plant**

All ride on plant must be subjected to a Plant Arrival Permit to Operate, completed by Site Management, prior to its use on site.

All plant operators must be over the age of 18 and must hold a competency card accredited to either Construction Plant Competence Scheme (CPCS) or National Plant Operators Registration Scheme (NPORS) for the particular plant being operated. They must also have had a medical examination at least every 3 years to confirm fitness to operate the plant.

Operators of any plant that will operate on public roads where the Road Traffic Act applies must hold a full and valid UK/EU equivalent driving licence. Licences are required for all telehandler operators.

No persons other than the driver are to ride on power driven vehicles except where seating is specially provided for the carriage of passengers.

Drivers of vehicles that are not provided with protective cabs, i.e. dumpers etc are to not remain on the vehicle during machine loading.

Where there is a risk of overturning, the plant is to be fitted with roll-over protection and a seat belt that is to be worn at all times when operated. Seat belt being worn indicators must be fitted to all ride on plant i.e. green beacon. Amber beacons must also be fitted & operated at all times.



Dumpers must not be operated upon spoil heaps and materials manoeuvred using an excavator.

Plant and equipment is not to be left unattended such that it can be started/operated by unauthorised persons. This will include:

- Not leaving with engine running
- Not leaving with keys in the ignition

All plant on site must have full visibility for the driver to see a 1m high object from the operating position of the plant.



**Telehandler/Forklift**

Where you provide a telehandler/forklift as part of your terms and conditions, the following controls must be met.

A specific lifting plan must be compiled for telehandler/forklift operations on site.

The telehandler must be registered in accordance with the Vehicle Excise and Registration Act, display a number plate and be appropriately insured.

All telehandlers/forklifts utilised on site must meet minimum statutory requirements under LOLER and POWER and be tested and inspected in line with Group standards.

All lifting equipment and accessories must have received statutory tests/examinations within the following periods:

- 1) Equipment used for lifting people every 6 months
- 2) All lifting accessories, chains, slings etc. every 6 months
- 3) All other lifting equipment every 12 months.
- 4) Weekly visual inspections recorded at intervals not exceeding 7 days.

All telehandler/forklift operators must have completed an approved medical screening prior to operating a telehandler for the first time and every 3 years thereafter. In the case of agency/temporary operators a self-declaration of medical fitness can be completed to enable them to operate a telehandler/forklift to cover absences etc. This is only a temporary arrangement and can only be utilised once per operator on a development, for a maximum period of two weeks.

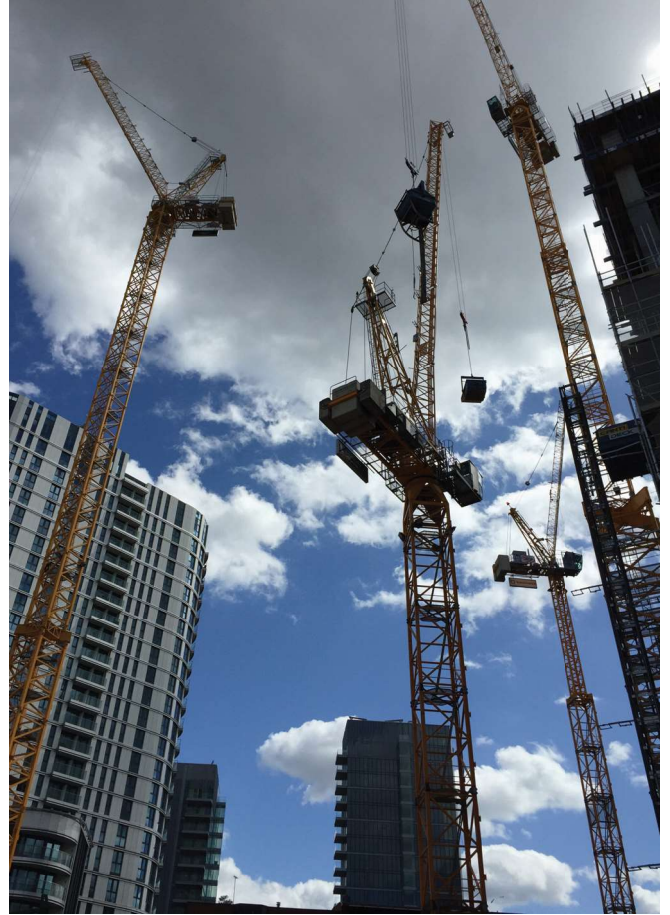
Any operator absent from work due to a medical reason which may affect their ability to safely operate a telehandler/forklift must undertake another medical prior to recommencing driving operations.

Before travelling on the public road, fork arms should be either folded back or removed. If this is not possible, forward projection must not exceed 2.0m

If a load is to be carried on a public highway, the forks must be as low as possible to the ground, it must not obstruct the drivers view and it cannot be carried more than 1000 metres.







### 31. Lifting Operations

All lifting operations must be undertaken under the specific control of a competent person who has received appropriate CPCS training. Crane operations must be properly planned and carried out in accordance with BS 7121.

For Contract Lifts, where crane operations are under your direct control, the lifting operations Safe System of Work must be vetted by site management. Individual site rules/method statements must be prepared and followed.

An Appointed Person (a person who has received appropriate Appointed Person training) is the only person that can complete a lifting plan.

A Crane supervisor (a person who has received the two day Crane Supervisor training) as a minimum must be on site to supervise lifting activities.

The Crane Operator must have the relevant certification for operating the crane and also the relevant certification for the crane and accessories on site prior to any lifting taking place.

A Slinger/Signaller must have received formal training and be certificated.

Where persons are hoisted emergency procedures and warning signals for individual situations must be assessed.

Lorry loaders (HIAB type equipment) must **only be** used for self-loading/unloading unless a specific **method statement** has been developed.

All lifting equipment and accessories must have received statutory tests/examinations within the following periods:

- 1) Equipment used for lifting people every 6 months
- 2) All lifting accessories, chains, slings etc. every 6 months
- 3) All other lifting equipment every 12 months



### 32. Work Equipment

All electrical work equipment shall be tested at intervals not exceeding 12 months and a weekly visual inspection recorded and records maintained on site. Non electrical equipment shall be subject to the manufacturers' inspection and testing regime and weekly visual inspection recorded and records maintained on site.

### 33. Mobile Elevating Working Platforms

Operators of mobile elevating working platforms must hold either a CPCS card or a card issued by the International Powered Access Federation (IPAF). Operators of 'cherry pickers' must wear a correctly adjusted harness, which is secured to a suitable point within the operating platform. Any other persons within the MEWP basket must also wear a correctly adjusted harness.

Note: familiarisation training provided by the suppliers is not sufficient. The area below the MEWP / basket must be protected with barriers & signs to prevent un-authorized access.

### 34. Mobile Aluminium Scaffold Towers

Mobile access towers must be erected and dismantled by competent trained, certificated operatives and used in accordance with the Prefabricated Access Suppliers' and Manufacturers Association (PASMA) guidelines. The training received from the hire companies or suppliers when delivered to site is not deemed adequate. The training must be provided by a PASMA recognised provider.

### 35. Vibration

You must inform site management through the method statement/risk assessment submitted on how you will control the vibration exposure to your workers. You must introduce a programme of controls to eliminate or reduce their exposure so far as reasonably practicable.

This will be achieved by:

- Informing workers of the vibration levels of the equipment being used and instructing them formally of how long they are to use the equipment for.
- Monitoring and recording workers' exposure levels on the equipment.
- Regular maintenance schedule for equipment.

Where workers are regularly exposed above the Exposure Action Levels health surveillance must be provided. (This is only appropriate for Hand Arm Vibration - HAV and not Whole Body Vibration - WBV).

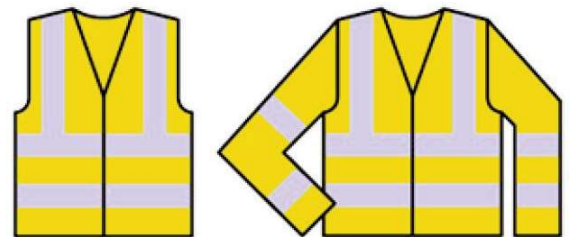


### 36. Roads and Streetworks

Where the works involve work on the highway, works are to be planned in accordance with the New Roads and Streetworks Act including all necessary signing and traffic and pedestrian management to Chapter 8 requirements of the Traffic Signs Manual published by the Department of Transport.

Requirements for all traffic management installations works are:

- Installations must be in accordance with the New Roads & Street Works ACoP/Chapter 8 including all safety zones, buffer zones and signage
- All materials must be secured to prevent movement
- Hi-vis clothing must be worn by all persons within the works
  - High visibility clothing to BS EN 471 class 2 or 3 which must be worn at all times
  - Jackets with sleeves and to class 3 must be worn on dual carriageway roads with a speed limit of 50pmh or more



- Vehicles are to have hazard-warning beacons
- Continuous rigid barriers are to mark any temporary footway and protect pedestrians
- Work is to be supervised by at least one qualified NRSWA supervisor at all times and there must be at least one qualified NRSWA operative at all times
- Where road plates are used to cover openings in highways and roads they are to be made of suitable material with an appropriate skid resistant surface. Their installation must not present a hazard to cyclists or motorcyclists



### 37. Chemical Storage, Discharge and Spillage

Only the designated areas marked on the site plan shall be used for the storage of chemicals and oils. These must be clearly labelled with appropriate signage, and bunded where necessary.

Tanks for storage of oil or diesel on site must conform to the following;

- Where possible be stored in 'integrally bunded tanks' which have a primary container manufactured with an integral secondary containment that can hold a minimum of 110% of the volume of fuel in the inner tank. Ancillary equipment will also be positioned within the secondary containment. These tanks should be fitted with an overflow prevention device and where possible, secondary containment sensors that detect if fuel has collected in the bund from an incorrect delivery, overflow or inner tank problem.
- If the above tanks are not available 'double skinned tanks' can be utilised. These tanks have two layers of steel or plastic with a small space between them, which would normally not have the capacity to contain 110% of the fuel the tank can hold. If a double skinned tank is used, it will not be compliant unless it is installed in a constructed secondary containment system capable of containing the content of the tank. Any ancillary equipment is usually positioned outside the second skin and therefore locking of the supply is essential.
- Must be positioned so that they are not vulnerable to impact from vehicles.
- Tanks must not be positioned within 10 metres of any watercourse.
- The bund walls and floor must be impermeable to water and oil and checked regularly for leaks.
- Hoses and fittings for filling vehicles etc. must have an automatic valve or tap which closes automatically when not in use. This must not be able to be fixed in the open position.
- Valves and other ancillary equipment must be locked and kept inside the bund when not in use.
- All rainwater accumulating in the bund must be removed. This waste will need to be treated as hazardous if contaminated with oil.
- Portable generators and any localised storage of fuel must be located with a bund/drip tray.
- Spill kit capable of containing the contents of the storage tank must be provided.

#### Temporary Dewatering from Excavations to Surface Water

A permit to discharge rainwater from an excavation is not required where the below applies. A permit will be required if groundwater is contaminated or the below cannot be compiled with:

Discharge is clean rainwater or infiltrated groundwater which has collected in the bottom of the trench

It will not result in suspended solids entering the surface water

Discharge lasts no more than 3 consecutive months (the activity may stop and restart but the clock does not restart). If it is likely to go over 3mths then a permit will be required.

Discharge is to surface water such as a river or stream.

The controls are detailed in a method statement for the operation.

Discharge cannot take place within or less than 500m upstream of; Sites of Scientific Interest, Special Areas of Conservation, Special Protection Areas and other nature conservation areas such as nature reserve.

Records of the above must be maintained for a minimum of 2 years.

Further information can be found at [www.gov.uk/government/publications/temporary-dewatering-from-excavations-to-surface-water/temporary-dewatering-from-excavations-to-surface-water](http://www.gov.uk/government/publications/temporary-dewatering-from-excavations-to-surface-water/temporary-dewatering-from-excavations-to-surface-water)

Site operations must be planned to eliminate the potential for rainwater etc. to "run off" the site and enter adjacent rivers and streams.

#### Planning

Managing surface water from construction sites can cause major economic and environmental challenges. Most pollution incidents are avoidable and with careful planning the risk of pollution can be minimised using a combination of various effective measures.

There are several types of pollution that could occur on a house development, but the most common and highest risk is silt pollution and it can easily damage and kill aquatic life by smothering and suffocating and can cause flooding by blocking culverts and channels.

This plan must also include temporary arrangements to facilitate the first phase of roads and sewers including the construction or outfalls.

A surface water management plan is required from groundwork contractor to identify hazards and risk control measures to prevent silt water run off and preventing contamination of ground and sensitive water receptors. This plan should also include taking water quality samples in order to ascertain levels of pollution that may or may not already exist, whilst also include temporary arrangements to facilitate the first phase of roads and sewers including the construction or outfalls.





**Protection of site drainage systems**

Gully Protection products can aid improving the water quality by retaining chemical content such as hydrocarbons, heavy metals, de-icing agents amongst others of which are typically found in run-off prior to discharge.

Proprietary Gully Protection Systems are the preferred control measure that can be easily installed within drainage gullies and other water transport systems, such as manhole chambers and channel drainage systems. They are effective by trapping debris and contaminants carried by surface water run-off.



**Monitoring and Maintenance**

The following environmental monitoring is to take place on site:

- Weekly inspections completed by Contractor Site Supervisor
- Monthly Health & Safety Professional Inspections
- Inspection and Maintenance of Gully Protection System Products as specified by Manufacturers / Suppliers to ensure maximum protection is provided against silt contamination.

Inspections and reports should include photographic evidence, including any bad practices or pollution from adjacent sites. The ground work contractor is fulfilling their duties to maintain the control measures.

**38 Noise/Vibration Nuisance**

Noise and vibration disturbance must be minimised by

- Selecting construction solutions that reduce the use of construction plant
- Fitting noise shrouds to equipment or by erecting baffles
- Utilising mains power instead of generators where feasible
- Working within agreed hours

Disturbance to the local community and third parties must be minimised by:

- Only utilising agreed access and egress points
- Parking in designated areas only
- Observing good neighbour procedures and dealing any complaints in a speedy and sympathetic manner
- Obeying traffic and pedestrian management schemes
- Planning deliveries in off peak periods where practicable

**39. Plants and Animals**

All control measures implemented for the protection of trees and animal species on site must be strictly adhered to.

When excavating under/around the canopy of trees or hedges hand digging is only permitted unless under the direct instruction of site management to utilise mechanical means.

Familiarise yourself with protected ecological areas on the site plans as permission/supervision is required to undertake works within these areas.

If you suspect that you are working in an area that may contain protected species, and this has not been clearly identified on the site plan or visually signed on site, you should avoid taking any action within these areas and report it immediately to our Site Management.



#### 40. Waste Management

You must comply with our Company site waste management policy and strategy established for the site

Waste minimisation which includes elimination, reduction, re-use and recycling is at the heart of our overall strategy and you must ensure:

- The need to minimise waste is thoroughly considered during the design and specification of the sub-contract works.
- Material scheduling prior to delivery to minimise offcuts and to optimise deliveries where practicable
- Good handling, protection and housekeeping to avoid damage to materials
- Every effort is made to use materials drawn from recycled and reused sources
- Re-use of inert/inactive unavoidable surplus excavated materials and demolition arisings on site where feasible
- Recycling of packaging materials where feasible in accordance with supplier's instructions and any Producer Responsibility Obligations (Packaging Waste) Regulations 1997
- Where it is unavoidable to produce waste, it shall be appropriately handled (as in the case of asbestos) by competent/licensed operators
- Waste is segregated to aid recycling and reuse
- Promptly placed in the appropriate disposal area, stockpile or receptacle
- Disposed of in accordance with the statutory "Duty of Care", which requires the:
  - o Use of appropriately licensed carriers
  - o Delivery to an appropriately licensed tip site
  - o Waste to be properly described (six figure code)
  - o Waste to be properly secure at all times
- Copies of all such licenses and waste transfer notes etc, validated against the E.A. web site, shall be forwarded to the Company Site Manager prior to the removal of any waste from site
- Hazardous Waste shall be segregated and disposed of at an appropriately licensed tip site
- Copies of all waste consignment and waste transfer notes, in respect of any waste removed from site, shall be promptly forwarded to the Project/Site Manager.



#### 41. Fire Safety

The Company is fully committed to achieving high standards of health, safety and welfare, creating a safe working environment at all times. The Group has developed specific SHE Forms for the assessment of control measures to prevent and mitigate against fires on construction sites'.

##### Off Site Fire Risk Assessment (OFFSFRA)

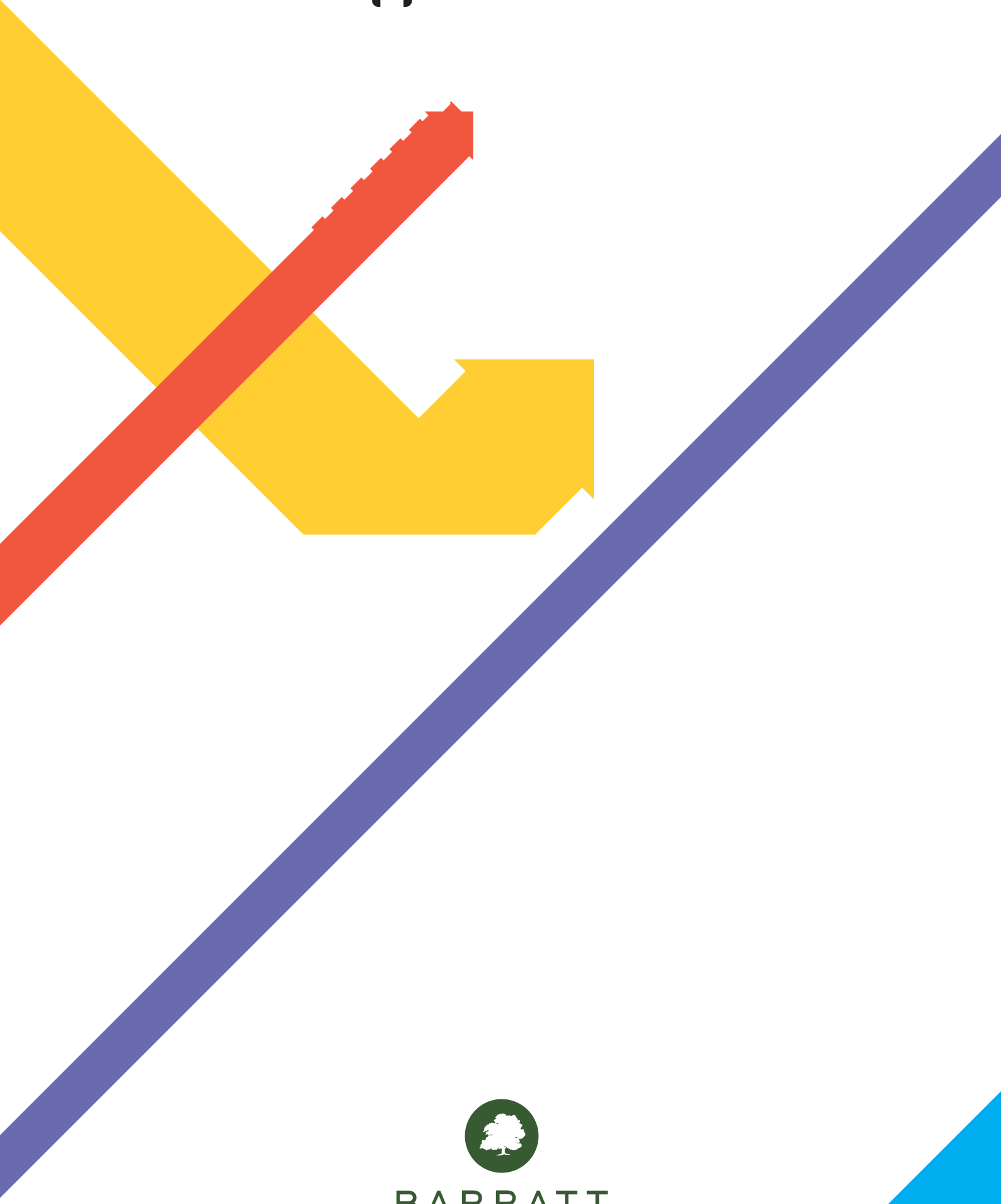
An OFFSFRA is required for all of the following sites:

- Timber frame housing up to three storeys detached / semi-detached row terrace up to four in a row
- Timber frame housing 5 or more in a terrace
- Timber frame apartments up to four Storeys in height
- Apartment block 5 Storeys or above – RC frame, pre cast flooring, timber frame or mixed construction

The Off Site Fire Risk Assessment must be provided by the timber frame supplier where timber frame structures are erected (or appointed Fire Safety Engineer) to assess the potential transfer of frame to other structures in the event of a fire. This is to be completed prior to the construction of high fire risk rated sites.



Keeping People Safe



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