Health and Safety Requirements for Contractors

This document contains documents that are relevant to contractors working for Berkeley. It is a collection of a number of procedures and Safety Requirement Sheets. The requirements of these procedures must be complied with by all contractors and it will be assumed that your price allows for these requirements unless written authorisation has been provided to deviate from them. (Bookmarks are provided within this PDF document).

Contents:

01 Management System Procedure

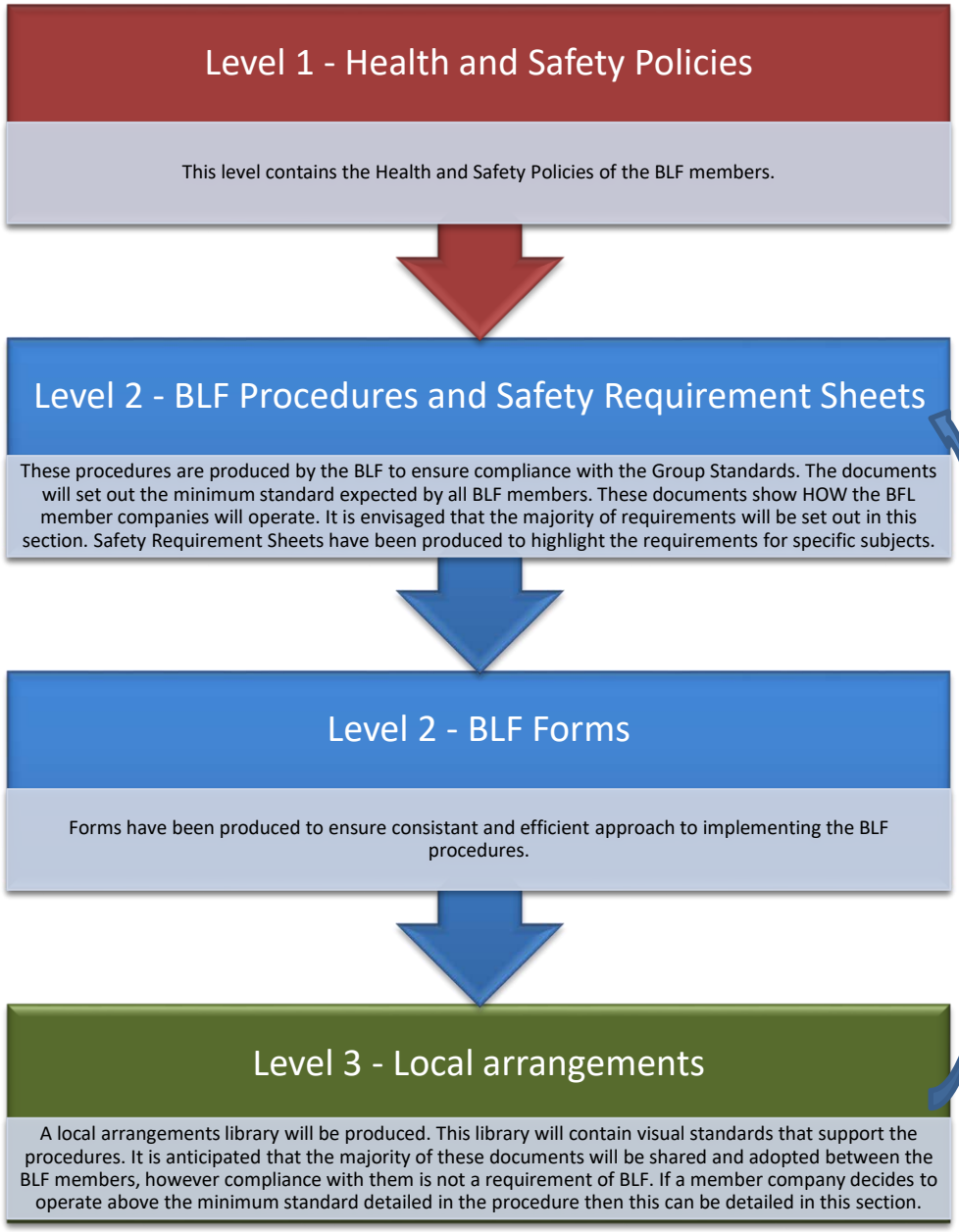
Contents

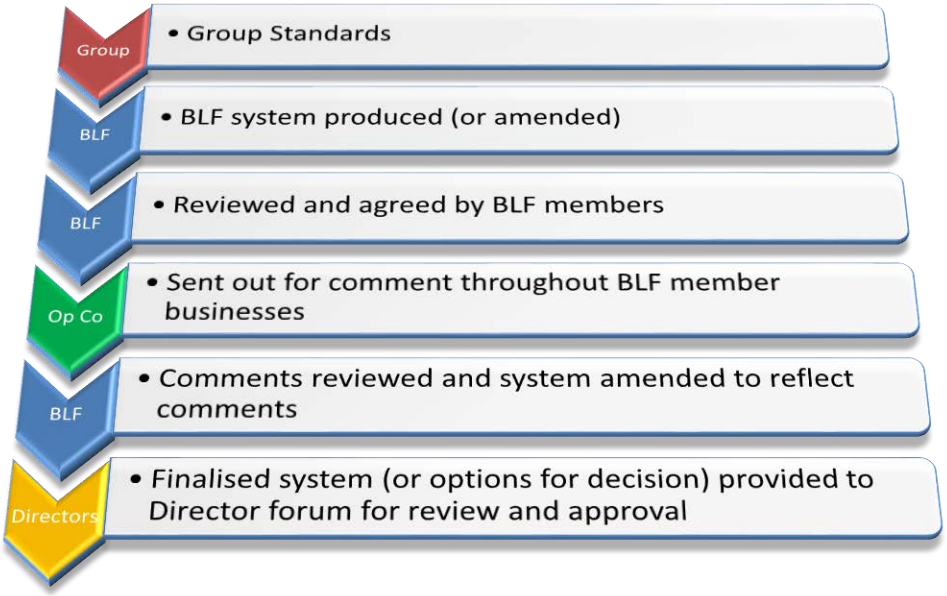
Revision register

Revision register		
Date	Version	Description - Reason for change
20/02/2018	2.0 Draft	Rewritten procedure to reflect changes in the Berkeley London Forum
1/4/2022	2.1	Minor changes reminding people to comply with GDPR

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure sets out how the Health and Safety Management System will be developed and maintained for Berkeley.		
2.0	**Scope**		
2.1	Throughout all of the Company's activities		
3.0	**Definitions**		
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum members; • Berkeley East and West Thames • Berkeley Homes Capital Plc • Berkeley Homes (West London) Limited • Berkeley Homes (Central London) Limited • Berkeley Homes (Urban Development) Limited • St Edward Homes BLF – Berkeley London Forum		
4.0	**Main requirements**		
4.1	The Berkeley London Forum (BLF) has been established to ensure consistency through the former Berkeley Homes London businesses. The forum will work together to ensure health and safety is managed in a cooperative manner, sharing experience and workload for the benefit of all members. The prime objective of the forum is to develop and maintain a Health and Safety Management System (HSMS) that incorporates all of the requirements of the Berkeley Group standards. The forum ensures a system is in place that is effective to manage health and safety throughout the individual businesses, whilst allowing autonomy to implement the requirements of the system through their local arrangements. The Berkeley Group require the Berkeley London businesses to work in a collaborative manner to ensure consistency throughout these operations. The Berkeley Group document 'Divisional HSMS Framework – Terms of Reference' requires there to be four management	Appendix 1. BG Divisional HSMS Framework – Terms of Reference	NOTE

Item	Details	Reference	Responsibility
	systems throughout the Berkeley Group. The BLF has been established to represent one of those groups. This document details a framework for the forum to work to. It intends to set out the requirements of each of the members of the forum and demonstrates the process for discussion and approval.		
4.2	**Governance of Berkeley London Health and Safety Forum** The following meetings will be held to ensure systems are produced that are suitable for all parts of the business: **Berkeley London Forum Working Group** •Chairperson is to be agreed by the forum •Meeting as required by the Forum (Monthly) •Attendence by the Head of Health and Safety of each operating company •Review documentation that has been produced •Discuss suggested improvements to system •Review the progress of Projects and Initiatives •Annual Review of System **Directors Responsible for OHSE meeting** •3 monthly meeting •Attendance by the Heads of Health and Safety and The Directors responsible for OHSE •Approve systems •Review work conducted by BLF •Provide direction for the BLF		Senior Site Representative
4.3	**Membership of the Forum** Each business member of the BLF will be represented by their Head of Health and Safety in the BLF Working Group. The BLF Working Group will meet on a monthly basis to discuss progress and review documents. The senior forum members (Directors Responsible for OHSE from the three divisions) will meet on a three monthly basis to set direction, make decisions and review progress. The chairperson will make all arrangements for meetings and will arrange for suitable packs and agendas to be produced for each meeting. The Chairperson will chair all meetings. Minutes of the Monthly BLF working Group Meeting will be taken on a rotation basis, excluding the chairperson. **Authority** The Head of Health and Safety sitting on the BLF forum will have the authority to make decisions on behalf of their Operating Company(s). If consultation is required then the Head of Health and Safety will make suitable arrangements for this consultation.		Head of Health and Safety
4.4	**Health and Safety Management System document structure** The following demonstrates the Health and Safety Management System document structure:		

Item	Details	Reference	Responsibility
			
4.5	**Development and review of the Health and Safety Management System** The management system will be written in line will legal and Berkeley Group requirements. The diagram below describes the process for the development and review of the BLF management system:		

Item	Details	Reference	Responsibility
	 **Maintenance of the HSMS** Each forum member will be responsible for the continuous monitoring and updating of a set of procedures and the associated forms and Safety Requirement Sheets. As a minimum, each procedure should be formally reviewed on an annual basis. To ensure timely changes (and minimise local arrangements) to documents, when a document requires immediate changes a BLF member can make these changes and distribute a copy of the document for comment. If no comments are received within 14 days (or when everyone agrees the changes), the document can be uploaded as a new BLF document. If the changes are subsequently challenged, then the changes can be amended again, as agreed by the forum members.		
4.6	**Consultation of new documentation** BLF will produce a number of systems and optional initiatives that will benefit all of its members. When BLF are happy for a piece of work to be reviewed, it is the Head of Health and Safety's responsibility to ensure that he/she put's these documents to his/her respective business for wider comment. All comments from the business should be reviewed and collated before bringing them to the BLF for review by the agreed deadline. It is envisaged that some of the comments will be dealt with by the individual Operating Company to ensure the BLF is not overwhelmed by un-realistic or irrelevant comments.		Head of Health and Safety
4.7	**BLF review and systems approval process** All systems brought to the forum will be reviewed at one of the BLF meetings. If one of the members feels that the system requires alteration (i.e. after consultation with the business) these alterations will be discussed with the BLF and if the alteration is agreed, the author of		

Item	Details	Reference	Responsibility
	the system (or other nominated person) will incorporate / amend the system as discussed in the meeting. Generally, a consensus of opinion will be reached at the BLF meetings however, in the unlikely event that a consensus cannot be reached, the different options will be presented to the Directors Forum for a decision. Where significant changes to the system are proposed by the BLF, these changes will also be presented to the Directors responsible for OHSE for consideration. Performing above the process of the procedures can be achieved through documented requirements in the local arrangements library and these may differ between each business. To ensure consistency, each business will adopt the safety management system's procedures and forms in its entirety. The local arrangements library will contain visual standards and additional information that can be adopted within each business as required.		
4.8	**Change Control Process** If any individual or business feels that improvements can be made to any document then this should be brought to the forum. A specific proposal should be drawn up for the change and this will be discussed at the BLF meeting using Form BL-F-01a. No changes should be made to the procedures unless it is agreed at the BLF meeting to ensure consistency throughout the BLF businesses. If amendments are required for any reason then it is recommended that the requirement is held within the company's local arrangements library. This requirement should be brought to the next BLF meeting where it will be discussed and, if appropriate incorporated into a revised procedure where this will be adopted across all BLF members.	BL-F-01a	
4.9	**Compliance with the BLF procedures and Group standards** BLF members should seek to comply with the procedures in all cases. If there is a valid business reason not to comply, the following must be adhered to: 1. The legal minimum standard must be maintained 2. The deviation must be well considered, including being risk assessed and; 3. The decision making process must be documented (and available for the Group Assessors to verify) Cost alone is not a valid business reason. Any proposal to deviate from the Group standards or procedures should be documented and authorised by the relevant Director responsible for health and safety and the Head of Health and Safety. The proposal should provide sufficient detail for the reviewers to ascertain that all reasonably practicable measures are being taken to reduce any health and safety risks and alternative measures have been implemented to ensure similar protection to what would be provided if the standards/procedures were followed. Form BL-F-01b Request to Deviate from HSMS should be used to present any requests.	BL-F-01b	
4.10	**Electronic Forms** If it is proposed to replace a form in the management system with an electronic version (such as Field View) then the completed form shall be reviewed and approved in writing by the Head of Health and Safety. The purpose of this review is to ensure the form still meets the requirements of the Safety Management System.		
4.11	**Document versions** **Minor versions** .1, .2, .3 etc. should only be used when a document has a status of 'work in progress'. **Major versions**		

Item	Details	Reference	Responsibility
	2.0, 3.0, 4.0, etc. should only be used when a document is released, published or archived. The only exception is version 1.0, which defaults to work in progress. There is no business reason why version 1.0 of a document should not be released or even, in certain circumstances, published.		
4.12	**Monitoring of changes** A log of all changes to the SMS will be held to ensure the history of the document is preserved.		
4.13	**Strategy** A Strategy will be developed for the Berkeley London Forum members on a periodic basis. This strategy will ensure compliance with the Berkeley Group Strategy and will cover a period of approximately two years. Each operating company/division will then produce their own strategy to tie into the Berkeley London Forum Strategy, or can adopt the Berkeley London Forum Strategy. The strategy programme will include reviews of the current HSMS.		
4.14	**Projects and initiatives** As part of the strategy, a programme of projects and initiatives will be developed to allow all members to plan effectively. Each project will be given a set time to plan, develop, consult and roll out. This should be based around current business risk and be prioritised. **Project timescales** To enable effective planning and monitoring of the projects, each project will produce a project plan detailing the aims of the project, expected costs associated with it and stages of development. This will be reported on once a quarter. The quarterly update will be a written report detailing how the project is progressing. **Budget** A budget will be drawn up for each proposed project. This budget will be agreed in advance and will be managed by the Project Manager. The budget will be proportionately shared between each of the members of the forum. The OpCo HoS will need to ensure the budget is approved, in line with their own systems **Projects and initiatives Teams** Each project will be completed by a project team, which will consist of a chairperson and a representative from each division. Everyone will participate in the project and can assist in the production of a project that is suitable for all of the members of the BLF. It will be the responsibility of the Head of Health and Safety to ensure that all of the projects conducted as part of the forum are programmed into the relevant operating company's strategy for the year. A full 'rollout pack' should be produced that provides everything that is needed for the operating company to effectively roll out the project in their own business. The Project Manager, will usually be a Head of Health and Safety and is responsible for: • managing the project; • setting up meetings;		

Item	Details	Reference	Responsibility
	• reporting back to the Division's Head of Health and Safety. • Producing and monitoring the project programme Each Division will have a representative on the project forum. It is the responsibility of the project members to: • Attend project meetings • Conduct the work (or arrange for the work to be conducted by their division) agreed in the meeting within the required timescales. • Report back to their Operating Companies the decisions made at the Project meetings to ensure all are in agreement with the project structure. • Conduct suitable consultation with their Operating Companies • Speak on behalf of their Division at the Project Meeting and make any necessary decisions (with the option of briefing their Head of HS later).		
4.15	**Archiving of documents** All Health and Safety documents must be archived for a period of at least 5 years from completion of the project or phase. This allows us to keep copies of documentation to defend any future spurious claims that may arise. Any document relating to Health shall be archived for a period of 40 years. This is a legal requirement and enables us to demonstrate control measures or health surveillance if persons become ill due to work activities. All archiving that is conducted shall be conducted in such a manner that it is easily searchable to identify the location of a particular document. Electronic archiving is permitted.		ALL Departments
5.0	**Guidance documents and references**		
5.1			
6.0	**Appendices**		
6.1			

02.1 Health and Safety Governance Procedure

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
13/10/14	1	New procedure
06/03/15	1.1	Comments updated
21/02/2018	2.0	Rewritten document

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure describes the overall health and safety governance direction of the organisation and its responsibilities in relation to Occupational Health and Safety (OHS). It comprises of the following parts which are seen as critical components of the governance approach; • Health and Safety Governance Process • Health and safety organisational structure • Health and safety roles and responsibilities (see procedure BL-P-02.2). Overall responsibility for health and safety lies with the Berkeley Board of Directors; specific health and safety responsibilities are delegated through Line Managers as described within this procedure. Health and safety governance within Berkeley refers to the mechanisms, processes and relations by which the Organisation is controlled and directed on matters of health and safety. The Berkeley governance structures identify the distribution of roles and responsibilities among different participants in the undertaking of the business (such as the Board of Directors, Managers, the Supply Chain, Consultants and Regulators). It includes the rules and procedures for making decisions in corporate safety affairs and its chief mechanisms include; • Monitoring and analysing the performance actions, policies and decisions of the business and its agents • Setting the overall strategic safety direction of the business and being responsible for its performance The division is committed to comply with all relevant Berkeley Group standards and it shall be a key health and safety objective of the business to ensure the Divisional Safety management system meets this requirement. This procedure sets out arrangements for doing so within its health and safety governance approach.	BL-P-02.2 Roles and Responsibilities	As defined
2.0	**Scope**		
2.1	This procedure applies to all Berkeley operations. Additional requirements are also placed with supply chain key individuals with direct OHS responsibilities.		
3.0	**Definitions**		

Item	Details	Reference	Responsibility
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety forum members; • Berkeley East and West Thames • Berkeley Homes Capital • Berkeley Homes West • Berkeley Homes Central • Berkeley Homes (Urban Development) Limited • St Edward Homes BLF – Berkeley London Forum		
4.0	**Main requirements**		
4.1	**Health and safety governance** The below example health and safety governance structure chart illustrates the delegation of responsibilities through Line Managers to Companywide operations in the application of governance.	BL-P-2.2 Roles and Responsibilities BL-P-06 Procurement and Supply Chain Management BL-P-05 Management of Risk BL-P-10 Management of Construction Operations BL-P-05 Non construction Activities and Operations BL-P-20 Performance Monitoring, Audit and Inspection	As Defined

Organisation	Governance Function	Operational Evaluation
Divisional H&S Forum – Berkeley (H&S Governance Committee)	Sets the overall H&S strategic direction - governing the organisation by establishing broad H&S policies and objectives.	Reviews and analyses the performance of the organisation via reports, proposals and products. Assures compliance with the Berkeley Group and Divisional H&S requirements.
Divisional Board (Berkeley)	To ensure the company's prosperity by collectively directing the company's H&S affairs.	Acts as a collective and individually in assessing and maintaining overall H&S performance and implementing change.
Heads of Department, Direct reports and operational process (Berkeley).	Governs own H&S operational effectiveness and applies direction for other parties e.g. Supply chain.	Will benchmark own H&S performance against set H&S targets, objectives and policies. Will effectively consult on and communicate significant H&S information.
Supply Chain Partners	Governs own managerial approach for safety mobilisation and planning.	Commonly commands an appraisal of own H&S performance via the Black-hat, Manager and external Consultants.
Divisional H&S Team	The Health and Safety Team forms a key element of the Berkeley Corporate service, and is instrumental in supporting and applying H&S Governance throughout the organisation and its entire operations.	The principle role of the team in evaluating safety performance of both the organisation and supply chain is through its monitoring and testing regimes. The products of such are communicated and acted on throughout the organisation in a drive for compliance and improved H&S performance.

Item	Details	Reference	Responsibility
	Governance and Arrangements Each Division and Operating Company shall produce a Governance and arrangements document that details: • Divisional HS Structure • Governance structure • Meeting Structure (including frequency, attendees etc). • Role of Division • Role of Operating Companies • Requirements of Operating Companies o Incident Reporting to Division o Monthly Reporting o Award submissions o Monitoring • Divisional Governance visits • Health and Safety reporting requirements And any other items that the division feels is relevant. This document should detail how the Board will manage Health and Safety.		
5.0	**Guidance documents and references**		
5.1	• BL-P-01 Management System • BL-P-2.2 Roles and Responsibilities • BL-P-20 Performance Monitoring and Audit		
6.0	**Appendices**		
6.1	•		

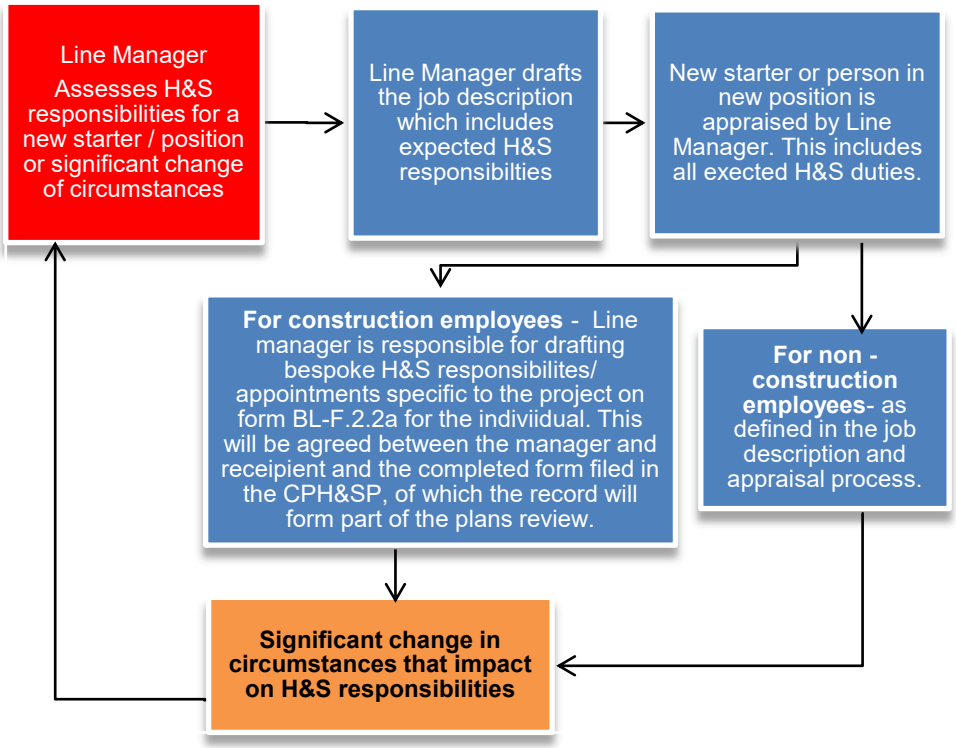
02.2 Roles and Responsibilities Procedure

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
13/01/2015	1.0	Published
06/03/2015	1.1	Comments updated
24/02/2016	1.2	Added section of responsibilities for Director Responsible for Health and Safety (TLC)
20/02/2018	1.3	General review and update Updated Director Responsible for HS responsibilities. (TLC)

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure describes the Berkeley organisation and responsibilities in relation to Occupational Health and Safety (OHS) issues, including the formal appointment of individuals as duty holders under the Construction (Design and Management) Regulations.		
2.0	**Scope**		
2.1	This procedure applies to all Berkeley operations. Additional requirements are also placed up on supply chain key individuals with direct OHS responsibilities.		
3.0	**Definitions**		
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum members; • Berkeley East and West Thames • Berkeley Homes Capital • Berkeley Homes (West London) Limited • Berkeley Homes (Central London) Limited • Berkeley Homes (Urban Development) Limited • St Edward Homes		
4.0	**Main requirements**		
4.1	**Allocation of OHS responsibilities** Ultimate responsibility for OHS lies with Berkeley Divisional Managing Directors, but specific duties are delegated to others according to their function, experience and training. It shall be the responsibility of line management to define, allocate and monitor OHS performance in line with agreed individual responsibilities. Form BL-F-02.2b Generic Appointment document is to be used for all appointments with the exception of temporary works.		All line managers

Item	Details	Reference	Responsibility
	 Note: The below sections give some common health and safety responsibilities for the main tiers within the management structure. In all cases, the specific job descriptions must be reviewed for all employees in the organisation.	BL-F-02.2b Project Specific Health and Safety Responsibility Form BL-F-2.2a	All line managers
4.2	**General health and safety responsibilities**		
	All employees will: • Co-operate with the company in all matters relating to Occupational Health, Safety and Environment; • Work safely, tidily and to laid down rules and conditions, and safe systems of work; • Adhere to the policy statement as a condition of employment; • Set a personal example of safe behaviour; • Familiarise themselves and comply with all relevant requirements of the Organisation's Health and Safety procedures and associated documents.		
4.3.	**Responsibilities by Title**		
4.3.1	Managing Directors will: • Ensure the establishment of a corporate strategy and procedures to implement the Berkeley and Berkeley Group Occupational Health, Safety and Environmental Policy • That they are continually monitored for performance, and improved on where necessary • Report to Berkeley Group on the status of occupational health, safety and environment within the Division • Ensure Berkeley Board Meetings are the principal divisional forum for matters relating to occupational health, safety and environment • Provide support and resources to meet the requirements of the Occupational Health, Safety and Environmental Policy • Promote a pro-active risk management approach to decision making		Managing Director

Item	Details	Reference	Responsibility
	• Liaise with the Head of occupational health, safety and environment to review issues that may affect Company Policy. • Ensure each Managing Director implements the Company Occupational Health, Safety and Environmental Policy in their area of operation • Set a personal example of safe behaviour • Promote an active safety culture		
4.3.2	Directors Responsible for Health and Safety will: • Be aware of all statutory requirements applicable to the role, including but not limited to: o assess the risk to employees, customers, partners and any other people who could be affected by our activities; o arrange for effective planning, organisation, control, monitoring and review of preventative and protective measures; o have a written health and safety policy; o ensure access to competent health and safety advice; o consult employees about their risks at work and current preventative and protective measures. • • Provide support and resource to meet the requirements of relevant statutory duties and the Company's Health and Safety Policy. • Liaise with the Head of Health and Safety to establish the corporate health and safety strategy and procedures to implement the Berkeley Group Health and Safety Policy, standards and strategy. This is to be reviewed annually or as and when required. • Monitor the implementation of the Company's Health and Safety Policy and procedures. Ensure that an audit is carried out periodically in order to review effectiveness and compliance. • Regularly review and monitor the health and safety performance of the Company. • Ensure that Directors, Managers and employees are aware of their health and safety responsibilities. • Be kept informed about any significant health and safety issues/incidents and the outcome of the investigation into their root causes. • Bring company related health and safety matters to the attention of the Board of Directors at regular intervals. • Establish effective 'downward' communication systems and management structures. • Establish and maintain a forum for health and safety discussion (health and safety committee). • Ensure that an adequate programme of training for health and safety is established and that it is carried out in accordance with the Policy. • Engage with the workforce in the promotion and achievement of safe and healthy conditions. • Ensure that tender recommendations are drawn up that include the due diligence steps taken in regard to health and safety. • Appoint relevant responsible persons for health and safety. • Set a personal example of safe behaviour. •		Director Responsible for Health and Safety
4.3.3	All other Directors and Heads of departments will: • Be aware of all statutory requirements applicable to the role • Assist the Managing Director and the Head of Safety to ensure that sufficient resource is allocated to comply with relevant statutory duties • Ensure that sufficient resource is allocated to support the company training policy and programme • Ensure that commercial relationships promote value for money and exceptional performance in all areas from suppliers; in particular, promoting that good performance in health and safety is essential to a successful and profitable business • Regularly review the adequacy of occupational health, safety and environment standards within their areas of responsibility/department • Provide support and resources to meet the requirements of the Occupational Health, Safety and Environmental Policy • Within your area of responsibility ensure the establishment of a strategy and procedures to implement and maintain the Berkeley safety procedures. • Support the Berkeley procedure for training and competence		All Directors and Heads of Department
4.3.4	Line Managers will:		

Item	Details	Reference	Responsibility
	Understand the health and safety requirements of the role for those who report to them: • Understands any project specific health and safety requirements for the role • Benchmarks all expected health and safety requirements for the role (generic health and safety role requirements in this document) and relevant Berkeley safety procedures • Appoint individuals in writing to specific roles i.e. Temporary Works Coordinator. Roles relevant to construction activity should be recorded within CPH&S Plans • Understands the leadership requirements (utilise the Leadership Charter) • Link appointment to the appraisal process and training needs analysis Note: A discussion should be had in understanding how the above requirements can be bespoke to the project/ role and recorded. In essence you are asking the post recipient how they will implement the generic health and safety requirements into a particular role and recording the agreed specific response. Outputs a) Bespoke project health and safety roles for all members of the Construction Team. This will be recorded on form BL-F-2.2a (and filed in the CPH&SP. b) For 'non construction, bespoke role health and safety requirements will be agreed and recorded in the job description and subjected to regular review/appraisal process	Project Specific Health and Safety Responsibility Form BL-F-2.2a Berkeley job description and appraisal process	All line managers All line managers
5.0	**Guidance documents and references**		
5.1	• Berkeley Job description and appraisal process • Form BL-F-2.2a Project specific H&S responsibility record • Form BL-F-02.2b Generic Appointment document Form BL-F-02.2c Appointment of Director Responsible for HS		
6.0	**Appendices**		
6.1	• None		

03. Training, Competence and Induction Procedure

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
13/10/2014	1	New procedure
06/03/15	1.1	Comments updated
13/10/2015	1.2	Removed Appendix B - Supply Chain Management and Supervisor Competence and references to it. This detail is now included in a separate SRS - BL-SRS-03a - Supply Chain Management and Supervisor Competence Clarified the Scaffold inspection criteria (section 4.8) - TLC
1/11/2016	1.3	Added section on Non-English Speaking Persons, including supervision requirements (section 4.11) - TLC
21/12/2017	1.4	Rewritten section 4 (Berkeley Staff Training) to reflect new requirements (TLC)
21/6/2018	1.5	Amended process to refer to the new requirements of the Learning Management System. – section 4. TLC

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure sets out the minimum health and safety competence requirements for personnel working for or on behalf of Berkeley, or entering construction areas under the control of Berkeley. It also sets out the requirements for training Berkeley Staff.		
2.0	**Scope**		
2.1	These procedures apply to all Berkeley operations.	BL-P-18 BL-P-2.2	Line Management
2.2	Where Berkeley is client only, the Principal contractor shall set standards which are equal to or higher than those outlined in this procedure.		
3.0	**Definitions**		
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum members; • Berkeley East and West Thames • Berkeley Homes Capital • Berkeley Homes (West London) Limited • Berkeley Homes (Central London) Limited • Berkeley Homes (Urban Development) Limited • St Edward Homes		
3.2	**CSCS** Construction Skills Certification Scheme		

Item	Details	Reference	Responsibility
3.3	**CSCS affiliated / amalgamated scheme** Scheme that is affiliated to the CSCS scheme.		
3.4	**SSSTS** Site Supervisors Safety Training Scheme		
3.5	**SMSTS** Site Managers Safety Training Scheme		
3.6	**BuildUK** A conglomerate of large construction companies that define minimum training standards.		
3.7	**LMS Learning Management System** An electronic management system run by Berkeley Group to enable the booking and management of training courses.		
Main requirements			
4.0	**Health and safety training (Berkeley)**		
4.1	**Introduction** All Berkeley staff and agency workers shall receive training in line with the Berkeley Group training policy. This should be seen as the minimum training requirement and it shall be the responsibility of each line manager to assess the training needs of their staff and arrange any training deemed necessary through the BG Learning Management System. Assessment of training requirements will be conducted as detailed below. **Pre-contract** **Pre-employment Certification Review form BL-F-03d** completed (construction only) - Forwarded as part of the 'request to employ' pack and final signature by the person signing the contract of employment. The requirements of this form may be incorporated into the operating compaines HR process **Within 2 weeks of starting the position** **Training Needs Analysis** completed for all staff - courses booked and approved on LMS **Health and Safety New Starter Checklist (construction only)** completed. **Regular review** **Training Needs Analysis** completed as part of PDR process on a 6 monthly basis or when the role being undertaken changes		All Line Managers
4.2	**Pre-employment Certification Review.** Prior to employment, any individual working in a Construction management role will provide details of their qualifications. The Berkeley Manager recruiting the individual will be responsible for ensuring the Pre-employment Certification Review (PCR) form is completed and relevant certification is attached. The fully signed form will form part of the pack provided to person		All Construction Department Line Managers

Item	Details	Reference	Responsibility
	signing the contract of employment. A copy of the PCR form and attachments shall also be forwarded to the training coordinator to input onto the LMS. The PCR form shall be signed by the person nominating the individual for employment. When employing temporary staff, the signed form shall be forwarded to the person responsible for managing HS training prior to the individual commencing work. As a minimum, all persons working in a Construction Management role will have the following certification: 1. CITB Site Managers Safety Training Scheme (SMSTS) (or equivalent as agreed with the Head of Health and Safety) 2. First Aid Training (either one or three day) 3. CSCS card If the individual does not hold any of the mandatory courses, then the Operating Company will arrange for the individual to attend the next available BG course.		
4.3	**Core Training Requirements** Core training requirements (Mandatory Training) have been established for each department and job role. These requirements are laid out in the BG Training Policy. All core training will be identified by the LMS for each individual, based upon their job role. It is the individual's responsibility to ensure they are booked on the relevant courses. It is the line manager's responsibility to ensure they approve requested training as appropriate.		All Line Managers
4.4	**Training Needs Analysis and the Learning Management System** The Line Manager for each employee shall conduct Training Needs Analysis to identify additional courses, or courses that should be attended before the timescales indicated in the Training Matrix schedule. Training Needs Analysis shall be completed within 2 weeks of the employee commencing their employment and repeated as part of the Personal Development Review process every six months or when the individuals role changes. All training should be booked through the Learning Management system by the employee and approved by their line manager. It is the responsibility of the employee to book these courses on the Learning Management System. Once the individual has booked courses on the LMS it is the Line Managers responsibility to ensure that the project is sufficiently staffed to allow the individual to attend the training and then approve the training request.		All Line Managers and all employees
4.5	**Health and Safety Induction** The Line Manager shall provide a role specific induction to their new employees detailing the Health and Safety requirements and any key issues. The Health and Safety Department can provide advice and assistance where required. Confirmation of conducting this induction should be provided to the persons responsible for managing training. When a new employee commences a construction management role, a process to induct the individual shall be completed within 2 weeks of commencing their employment with their line manager.		Non-Construction Line Managers All Construction Department Line Managers
4.6	**Changes to course bookings** If courses need to be rearranged or cancelled for any reason then the individual must provide as much notice as possible. Where changes are requested with less than 2 weeks notice, the Director Responsible for Health and Safety must approve the changes. All course cancellations or amendments must be made through the LMS.		All Line Managers

Item	Details	Reference	Responsibility
5.0	**Contractor Training and competence requirements.**		
5.1	**Competence of ALL construction site personnel** All personnel working on a construction site will be conformant with the BuildUK training standard, which can be found here: https://builduk.org/information/		Employer
5.2	**Competence of Contractor Managers and Supervisors** Anyone working in a supervisory capacity will be conformant with the BuildUK training standard, which can be found here: https://builduk.org/information/ The ratio of contractor managers/supervisors to operatives shall be maintained as set out in BL-SRS-03a - Supply Chain Management and Supervisor Competence. Note: these are minimum required standards and further supervision may be required on a site by site basis, based on risk. In addition to the Employer's own duty of care in managing competence of employees, Berkeley must have arrangements in place to assess and monitor the competence of key safety critical workers. The safety critical interview forms can be used while employing safety critical workers.		Employer
5.3	**Site safety inductions** A suitable and sufficient site safety induction process must be established at the outset of every project and all persons working on the project should be provided a site induction. The guidance below offers one such approach and Berkeley must define its own arrangements. Prior to operatives being inducted the supply chain supervisor must complete the BL-F-9b Operative Appraisal Form. Only suitable operatives may be sent for induction. A suitable room must be made available for conducting inductions. On being inducted form BL-F-9g Induction Record Form must be completed and held on file. All visitors that have not undergone a formal induction must receive a visitor's induction using BL-F-09d Visitors Induction and shall be escorted by a Berkeley Homes member of staff or Supply Chain Supervisor at all times. Delivery drivers must be provided with BL-F-9e Drivers Site rules. This should be developed and made site specific and kept up to date. Drivers must keep this in their vehicles at all times. Drivers must sign BL-F-9f Drivers Signature Sheet to confirm understanding prior to entering site, or a board containing the same information.	BL-F-9b Operative Pre-induction Appraisal Form BL-F-9g Induction Record Form BL-F-9d Visitors Induction Form BL-F-9e Drivers Site Rules Form BL-F-9f Drivers Signature Sheet Form	Project Manager Employer/ Site team Site Team Gateman / Drivers
5.4	**Health and safety professionals** All contractors must have access to competent health and safety advice. The contractor must allow for adequate attendance by the safety professional, the details of such will be agreed with Berkeley. In all cases, the safety attendance service must be in balance with the complexity and level of risks involved. The below are an illustration of industry standards: a) They should be a Construction (or trade specific) health and safety professional as their main employment. b) They should be a member of IOSH (at TechIOSH, GradIOSH, CMIOSH or CFIOSH status) or a member of IIRSM (at AIIRSM, MIRSM or FIISM status)or working towards. c) They should hold a level 3 or above Health and Safety Qualification (NEBOSH certificate or Diploma, NVQ Level 4 or 5 in Occupational Health and Safety Management, British Safety Council Certificate, Post Graduate Diploma or MSc etc.) d) They should have relevant experience of construction industry. e) Their competence must have been assessed by the Trade Contractor.		Contractors Berkeley

Item	Details	Reference	Responsibility
	Note: Should the business wish to deviate away from the above then the risk must be assessed and appropriate controls put in place e.g. small finishing works carrying a low risk. Sole trader undertaking low safety risk operations.		
5.5	**Demolition and refurbishment workers** Operatives undertaking demolition works must, as a minimum, hold a relevant CSCS card and all must also have received UKATA Accredited Asbestos Awareness Training to work on sites that may have asbestos containing materials present. The NDTG provides assessments for all operatives involved in the Demolition Process. The NDTG works closely with CSCS and CPCS to ensure that the Certificate of Competence for Demolition Operative (CCDO) Card Scheme meet the requirements of the industry. Operatives at all levels in the demolition industry should hold the appropriate card. Any plant operators conducting demolition work with their machines must hold the A65 demolition endorsement on their CPCS card. Demolition operative and supervisors should hold relevant CCDO card. For all refurbishment projects where the presence of asbestos has been confirmed, operatives must have received UKATA Accredited Asbestos Awareness Training.		Employer
5.6	**Scaffolding and mobile towers** All Scaffolders must have a CISRS card (tube and fitting or system scaffold, as appropriate). Scaffold supervisors must be Advanced Scaffolders and hold the CISRS Scaffold Supervisor card (or SMSTS card). Any individual carrying out scaffolding inspections should hold either 'Advanced scaffold inspection card' or 'Advanced Scaffolder' card For erection, alteration or dismantling of prefabricated aluminium towers a PASMA card shall be required.		Employer
5.7	**Plant Operators** Where a CPCS category exists for an item of plant (or role in the case of lifting personnel e.g. Appointed Person or Crane Supervisor), then all operators must hold a valid CPCS card for the plant which they are operating. Where a CPCS category does not exist it shall be the responsibility of the contractor to prove competence to the satisfaction of the Berkeley management team. Exceptions to this are; a) MEWP's, where CPCS or IPAF cards shall be accepted b) HIAB / Lorry Loaders where CPCS or ALLMI cards shall be accepted		Employer
5.8	**Security** If security is contracted for the site then the operatives on site must be registered with the Security Industry Authority (SIA).		Employer
5.9	**Non-English Speaking Persons** All contractors must: 1. Ensure that workers who share a common language are employed in groups. Each group must contain at least one member who is conversant in both English and the group language. 2. Ensure that the group is not split so that at any time all workers have direct access to an interpreter.		Contractor Management

Item	Details	Reference	Responsibility
	3. The maximum number in any group will be determined by the nature of activity or hazard. (A minimum ratio of four people to one interpreter is required). 4. Ensure the workers have thoroughly understood the information, instruction and training they have been given. All persons acting in a supervisory capacity should either: Be able to read, write and speak English OR: The contractor should have an effective means of translating all safe systems of work into the language the individual speaks (and this must be repeated every time the RAMS are reviewed). Berkeley Managers must: 1. Ensure induction training is carried out and all persons attending the induction understand it. 2. Ensure any hazardous substances, emergency exit routes, firefighting equipment, and any safety signs are clearly marked with internationally recognised signs, symbols and pictograms. 3. Ensure workers know how to raise any concerns with reference to health and safety and any emergency arrangements and procedures. 4. Decline access to site if the above requirements cannot be met.		Berkeley Management
6.0	**Guidance documents and references**		
6.1	• BL-P-18 Non Construction Activities and Operations Procedure • BL-P-2.2 Roles and Responsibilities • BL-F-9b Operative Pre - Induction Appraisal Form • BL-F-9c Induction Record Form • BL-F-9d Visitors Induction Form • BL-F-9e Rules for Delivery Drivers Form • BL-F-9f Drivers Signature Sheet • BL-SRS-03a - Supply Chain Management and Supervisor Competence		

03a Supply Chain Management and Supervisor Competence

This Safety Requirement Sheet details the minimum actions required to ensure Supply Chain Management and Supervisor Competence.

Minimum requirements for number of trained supervisors for each trade type are detailed below. These figures are minimum standards, and further Supervision may be required depending on a number of factors including risk, quality of supervision provided etc.:

Trade Type 1					
Specified Trades:	Mastic / Soft Flooring / Painting & Decoration / Cleaning / Ceramic tiling / Fire Protection / Kitchen & Bathrooms / Fencing / Insulation / Soft Landscaping & **other unspecified, similar low risk trades**				
Number of Operatives on site	Up to 4	Up to 15	Up to 30	Up to 60	Each 30 thereafter
Requirement	visiting SSSTS	1 x SSSTS	2 x SSSTS (normally one non working)	1 x SMSTS + 2 x SSSTS (normally one non working)	2 x SSSTS (normally one non working)
Trade Type 2					
Specified Trades:	Enabling / Brickwork/ PCC Beams / General Carpentry / Plastering / Dry Lining / Screeding / Roof finishes (tile, asphalt, membranes, etc) / Façade finishes (Cladding etc) / Hard Flooring / Windows / Balconies / Mechanical / Electrical /Hoarding / Logistics & **other unspecified, similar medium risk trades**				
Number of Operatives on site	Up to 4	Up to 15	Up to 30	Up to 60	Each 30 thereafter
Requirement	1 x SSSTS	1 x SSSTS + visiting SMSTS	1 x SMSTS + 1 x SSSTS (normally one non working)	2 x SMSTS + 2 x SSSTS (normally two non working)	1 x SMSTS + 1 x SSSTS (normally one non working)
Trade Type 3					
Specified Trades:	Ground Remediation / Demolition / Piling / Groundwork / Civil Engineering / PCC Floors /RC Frame / Roof Carpentry / Scaffolding / Steel Erection / Hard Landscaping / Lift Installation / Roof finishes (tile, asphalt, membranes, etc) / Any trade acting as Principal Contractor & **other unspecified, similar high risk trades**				
Number of Operatives on site	Up to 4	Up to 15	Up to 30	Up to 60	Each 30 thereafter
Requirement	1 x SSSTS + visiting SMSTS	1 x SMSTS (normally one non working)	1 x SMSTS + 2 x SSSTS (normally one non working)	2 x SMSTS + 3 x SSSTS (normally two non working)	1 x SMSTS + 2x SSSTS (normally one non working)

The following qualifications are acceptable alternatives to the SMSTS qualification:

- Institution of Occupational Safety & Health ‘Managing Safety in Construction’
- Construction Industry Scaffolders Record Scheme (CISRS) ‘Scaffolding Supervisor’
- Certificate of Competence for Demolition Operatives (CCDO) ‘Demolition Supervisor’
- NEBOSH National Certificate in Construction Health & Safety

Where ‘non working’ supervision is recommended then this must be provided unless agreed with the Project management team in writing following suitable Risk Assessments and justification being provided.

Suitability of Supervisors (Black Hats) should be assessed by an interview by a Berkeley Project team member prior to starting on site. This should be recorded.

04. Consultation and Workforce Engagement Procedure

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
15/10/14	1	New procedure
06/03/15	1.1	Comments updated
7/03/18	1.2	Logo changes and removed reference to St Katherine

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure describes the overall intent with regard to 'consultation and workforce engagement' throughout Berkeley. The legal requirements for consultation and involvement of the workforce include: • Providing information • Instruction • Training • Engaging in consultation with employees, and especially trade unions where they are recognised At its most effective, full involvement creates a culture where relationships between employers and employees are based on collaboration, trust and joint problem solving.		
2.0	**Scope**		
2.1	This procedure applies to all Berkeley operations. Additional requirements are also placed on supply chain key individuals with direct occupational health and safety responsibilities.		
3.0	**Definitions**		
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum members; • Berkeley East and West Thames • Berkeley Homes Capital • Berkeley St Edward		

Item	Details	Reference	Responsibility
4.0	**Main requirements**		
4.1	Consultation and workforce engagement is a themed topic throughout all of Berkeley's standards and processes. The below chart depicts the key influences that drive compliance in this area.  	BL-P-2.2 Roles and Responsibilities BL-P-06. Procurement and Supply Chain Management BL-P-05 Management of Risk BL-P-10 Management of Construction Operations BL-P-18 Non construction Activities and Operations	As Defined
4.2	**Implementation and maintenance of consultative and workforce engagement processes** Berkeley's health and safety governance function will be the strategic driving force in ensuring suitable and sufficient measures are taken regarding this topic. The below general principles will serve as a point of reference for all local arrangements. • For all notifiable construction projects – the Project Health and Safety Plan will define how the workforce is consulted on and engaged with for health and safety matters. • For all non-construction operations – each department head must have suitable and sufficient arrangements in place to satisfy this area	Const Phase H&S Plan	Project Managers Departmental Heads
5.	**Guidance documents and references**		
5.1	• BL-P-2.2 Roles and Responsibilities • BL-P-06. Procurement and Supply Chain Management • BL-P-05 Management of Risk • BL-P-10 Management of Construction Operations		

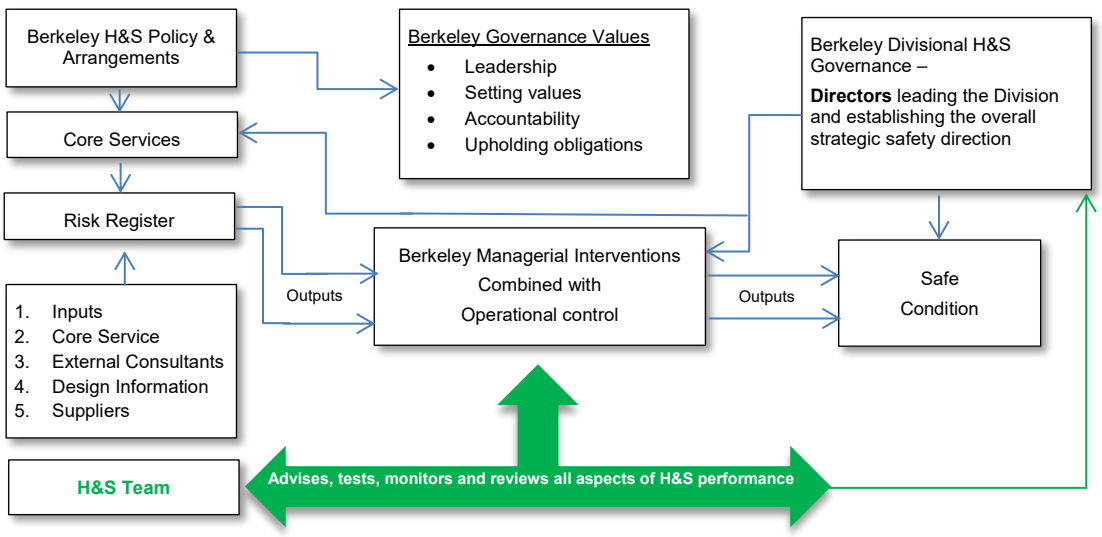
Item	Details	Reference	Responsibility
	• BL-P-18 Non construction Activities and Operations		

05 Risk Management Procedure

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
01/10/14	1	New procedure
06/03/15	1.1	Comments updated
13/10/2015	1.2	Changed references to CDMC to PD - TLC
08/11/16	1.3	Includes a reference to the new 'BL-F-18e Risk Assessment Booklet.' GR
20/02/2018	1.4	Review and update (TLC)

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure sets out the risk management arrangements for Health and Safety in Berkeley. The assessment of health and safety risk in the Company is carried out within the framework of risk management activities. The requirements within this document are the means by which the Organisation discharges its legal duty under Regulation 3 of the Management of Health and Safety at Work Regulations 1999. Risks are managed at various levels and include the formulation of policy, the setting of targets and objectives, and the on-going monitoring and review of performance. The overall architecture of this risk governance arrangement is depicted in figure one below.		
	Figure 1 		

Item	Details	Reference	Responsibility
2.0	**Scope**		
2.1	Throughout all of the Company's activities		
3.0	**Definitions**		
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum members; • Berkeley East and West Thames • Berkeley Homes Capital • Berkeley Homes (West London) Limited • Berkeley Homes (Central London) Limited • Berkeley Homes (Urban Development) Limited • St Edward Homes Directly managed activities - are those activities where the Company is viewed as the Employer under health and safety legislation. SSR - Senior On-Site Representative RA and MS - risk assessment and method statement Core Services - means disciplines within the Company e.g. land/planning, technical, production, commercial, sales and marketing, customer services		
4.0	**Main requirements**		
4.1	The heads of each discipline are responsible for the production and formal handover of the live risk register to the following discipline e.g. land/planning to production (technical, commercial and construction). The table depicted in appendix one gives a generic overview of the development life cycle.	Appendix 1	Discipline Heads
4.2	During the production phase all Senior Managers will be responsible for identifying, reviewing and implementing adequate mitigation measures against high level health safety and environmental risks via the Risk Register. This formal review must be conducted on at least a monthly basis.	BL-F-05f High Level Risk Register	Senior Managers
4.3	During the production phase, all SSRs must ensure; • Each Project Plan includes a Risk Register in the format attached to this procedure. • The Health and Safety Risk Register documents the control arrangements for critical health and safety risks for that project. It must also make reference to potential environmental impacts of any significance. • The live Health and Safety Risk Register is first reviewed by the SSR upon handover from Technical and prior to the commencement of enabling/construction works. • The conditions within the public protection guidance are considered; please refer to Appendix 3 of this procedure. • All control arrangements documented in the Health and Safety Risk Register are implemented in full and communicated to anyone working on the project or contract that may be affected by them. • RA and MS are produced for all work tasks on the project and reviewed by a member of the Site Management Team. • Point of work risk assessments are to be completed, please refer to section 4.6. • SSR must conduct a formal risk review meeting on at least a monthly basis. • RA and MS are briefed to all those carrying out the relevant tasks or work package Note - We operate a tiered approach to safety interventions with the supply chain, this is; • Level 1 – normal state i.e. Contractor meeting expectations	Appendix 3 BGCS33 Public Protection BL-F-05b RA/Ms Register Form BL-F-05a RA/Ms Review Form BL-F-05d Meeting Minutes Template Form	SSR SSR and Health and Safety Team

Item	Details	Reference	Responsibility
	• Level 2 – any new subcontractor who starts with Berkeley will be monitored closely for safety performance. The detail of this will be defined by the Construction and Safety Teams. • Level 3 – any current subcontractor who under-performs to such an extent they are deemed as a significant risk to both business continuity and safety. The detail of this will be defined by the Construction and Safety Teams.		
4.4	The health and safety discipline must: • Make arrangements to attend the health and safety launch and all Risk Review Meetings, Design Team Meetings and support the business in identifying issues and agreeing appropriate risk mitigation measures. • Agree and deliver a programme of on-site support in balance with the level and complexity of health and safety risk throughout the life of the project.		SSR and Health and Safety Team
4.5	Supply chain health and safety risk - Contractors carry out the majority of work on the Company's sites. Effective health and safety management of contractors is an integral part of site management. Displaying due diligence in discharging responsibilities here, is ultimately the responsibility of the Department Heads. This duty will, in most cases be delegated to the Production teams and local managers in charge of a particular element of works. Stage 1 - Procurement: • Ensure all Contractors complete a 'Competency Assessment Questionnaire' (CAQ) • Ensure no Contractor starts work on site without an assessment of their competence having been processed by the Health and Safety Department • Ensure where a Contractor wishes to be considered for the role of Principal Contractor (PC) they have completed the appropriate competency assessment questionnaire and they must also be subjected to a visit to their head office function and a site where they currently act as PC in order that they might demonstrate sufficient competency in the role. • Ensure a copy of the health and safety management rules and requirements for Contractors is sent to each Contractor and the acknowledgement slip fully completed and returned. • Maintain a central database of approved Contractors. The database will reflect the way in which contractors perform on site. • Ensure where a Contractor has exceeded 3 years on approved list of Contractors, and assuming that no adverse issues have been raised, the contractor will be required to provide up to date information in relation to their Safety Management System and this will be achieved by resubmitting a further 'Contractors Assessment Questionnaire' and supporting documentation. • Ensure where a Contractor performs poorly in terms of health and safety, the situation will be reviewed, and where appropriate the Contractor will formally be put under caution. Stage 2 - Procurement: • Ensure prior to the contractor commencing work on site the Company must ensure that the contractor is provided with sufficient information to enable them to consider all known health and safety risks that may affect them on the project. Note: more detail regarding these matters are contained in the BL-P-06 Procurement and Supply Chain Management Procedure.	BL-P-06 Procurement and Supply Chain	Production/ Commercial Team Commercial Team Health and Safety Team Production/ Commercial Team

Item	Details	Reference	Responsibility
4.6	RA and MS are the records by which operational controls are documented. The below process highlights the requirements around RA and MS production and review.		

Process ↓	Supply Chain Delivered; All Departments of Berkeley	Company Directly Delivered; All Disciplines.
RA/Ms Production	Producer assessed as competent by the Employer.	Producer assessed as competent by Line Manager.
RA/Ms Internal Review	Berkeley business insists that a formal internal review is conducted.	The Producer's Line Manager must conduct a formal review.
Point of Work Risk Assessment	This is a workface physical review of the SSoW conducted between the Sub-contractor supervisor and the relevant Berkeley manager. This should be completed just prior to start of new works/ significant change.	Relevant Berkeley production manager.
External Review	Berkeley allocated Manager will conduct a formal review. His ability to adequately perform this task will be determined by his Line Manager. The RA/MS must also be entered onto the RA/MS register. Any rejected RA/MS are sent back to the Producer with comments for review and resubmission.	Normally not required.
Periodic Review	Berkeley (allocated Manager) will formerly review the RA/Ms at no greater frequency than 3 monthly periods, or in light of significant change.	To be monitored and reviewed periodically and in light of significant change.
Customer Services	As above for all works carried out by sub – contract labour and supervision. Where Berkeley contract with an out of hours / emergency response company then the systems that the company use should be assessed to ensure they have appropriate safeguards in place to effectively Risk Assess on a dynamic basis.	Managed through the POWRA process for reactive works. *Must periodically monitor and review for quality

5.0	**Guidance documents and references**		
5.1	• Land & Planning Assessment • Designers risk assessment • BL-F-05a RA/Ms review form • BL-F-05b RA/MS register • BL-F-05c RA/MS template • BL-F-05d High level HS&E meeting minute's template • BL-F-05e Berkeley Staff Risk Assessment Generic • BL-F-05f High level HS&E risk register template • BL-F-18e Risk Assessment Booklet		

Item	Details	Reference	Responsibility
	• Noise assessment (Occupational Health Procedure). • New and expectant Mothers (Non – construction Activities Procedure) • Lone worker assessment (Lone and Remote Working Procedure) • Young persons. • COSHH (Occupational Health Procedure). • Point of Work Risk Assessment		

Contents

Revision Register

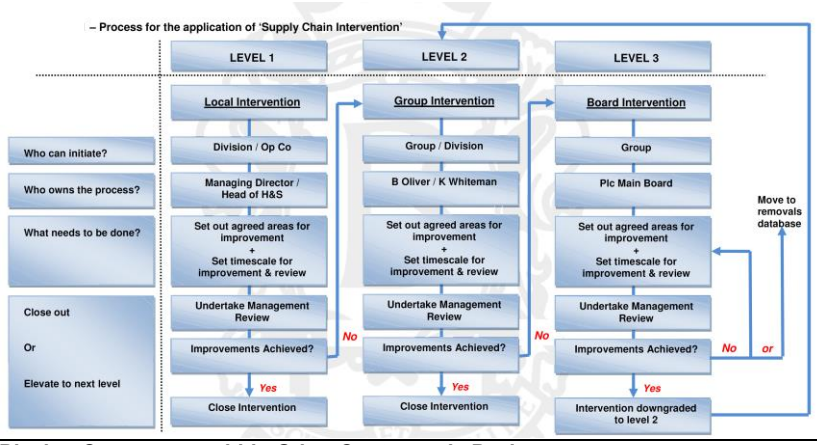
Revision Register		
Date	Version	Description - Reason for change
03/03/2015	1	New Procedure
13/10/2015	1.1	Replace references to CDMC to PD. TLC
10/08/2017	1.2	Minor addition regarding contacting Sustainability Department following enforcement visits.
21/2/2018	1.3	Reviewed in line with Group Standards, updated stage 2 requirements and small works process. SM
25/2/2019	1.4	Changed reference to BSE and made typographical error corrections.
07/06/2019	1.5	Made changes to Tender list approval requirements and added Project specific competence assessment requirements for IFC and PFC contracts. TLC

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	The purpose of this procedure is to ensure that relevant health & safety competency assessments of the supply chain are completed at appropriate times to achieve compliance with the Construction (Design & Management) Regulations. In addition, the procedure details effective measures to be taken during the procurement process to manage health and safety.	CDM Regulations	
1.2	This procedure describes: • The process by which the supply chain is to be procured in relation to Health & Safety, to ensure that a chosen contractor is sufficiently competent to discharge their Health and Safety responsibilities • The evidence required to demonstrate Health & Safety competency prior to raising a Project Specific Instruction (PSI) • Additional requirements for activities/trades considered to involve high levels of Health & Safety risk, refer to Risk Management Register • Requirements relating to Small Works Orders • Requirements relating to procurement in the Sales and Marketing and Customer Services Departments • The requirements for Principal Contractor Appointments • Material Purchasing requirements • The process by which under-performing / non compliant contractors can be place under intervention measures This procedure supplements other non-health & safety procedures that may also apply to supply chain procurement.		
2.0	**Scope**		
2.1	This procedure applies to the supply chain procurement for all work carried out for or on behalf of Berkeley. Additional requirements apply to activities/trades considered to involve high levels of Health & Safety risk as per the Risk Management process.		
2.2	Further Health & Safety competency assessment requirements apply to a contractor that is considered for Principal Contractor appointments, as defined by the CDM Regulations, refer to the Health & Safety Department for further information.	CDM Regulations	
2.3	This procedure covers all procurement, including maintenance, office refurbishment, sales and marketing, customer services etc.		

3.0	**Definitions**		
3.1	• PD Principal Designer • CDM Construction Design and Management • PSI Project Specific Instruction (an order) • COC Call off Contract • CAQ Competency Assessment Questionnaire • PC Principal Contractor • HSE Health and Safety Executive • EHO Environmental Health Officer • EA Environment Agency • IFC Intermediate Form of Contract • Commercial Manager – Any person working in the Commercial Department • Commercial Director – the person heading up the Commercial Department, irrelevant of this persons title. High Risk Trades High Risk Trades are defined as: • Demolition – all types • Sub-structure works ≥ 3m deep • Superstructure works ≥4 storeys • Cladding works ≥4 storeys • Significant work within 2m of the boundary • Working adjacent to a significant infrastructure, eg Railway, Underground etc For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety forum member; • Berkeley East and West Thames • Berkeley Homes Capital • Berkeley St Edward		
4.0	**Requirements**		
4.1	**Key Matters to be Addressed:** To allow this procedure to function correctly, the following requirements must be consistently followed: • Only contractors approved and listed on the Call Off Contractor database can be considered for tender recommendations subject to the requirements of this procedure. • Certain Directors must review & agree the tender recommendation before a Project Specific Instruction is raised • Tender Recommendations involving demolition, sub-structure, superstructure & cladding works must be made available for review by the Managing Director & Finance Director • Small Works Orders must only be raised by observing the requirements of the relevant section of this procedure • Sales and Marketing and Customer Services orders must observe the requirements of the relevant section of this procedure • Material purchasing must observe the requirements of the relevant section of this procedure The procedure provides full details on each of these sections.		

4.2	**Safety Support Plan for High-Risk Activities/Trades** For High Risk Activities/ Trades a Safety Support Plan must be formulated in line with the requirements of the BL-P-05 Management of Risk Procedure. This plan must be included and considered at the Tender Recommendation stage to demonstrate that suitable controls have been implemented.	BL-P-05 Management of Risk Procedure	Project Director / Project Manager / Project Leader
4.3	**Contractor Selection for Tender Lists** A tender list containing the details of suitable companies for each trade activity shall be developed by the Commercial Department at the initial stages of the project. The Tender List document should, as a minimum, detail for each trade activity/ contractor: • Name of Contractor • When each contract needs to be awarded • Whether each company invited to tender is Stage 1, Call Off approved • The expiry date of any Stage 1 - Call off Health and Safety Audit. The following people should be given the opportunity to review the tender list; • Commercial Director, • Construction Director • Health and Safety Manager and; • Head of Health and Safety (High Risk trades only).		Commercial Director / Construction Director / Head of Health and Safety
4.4	**Project Tender Information.** The following actions should be conducted as part of the tender invitation process: • Commercial Manager produces the scope of works with Project Manager and Health and Safety Department • The Trade Specification and the Scope of works is to be sent to Contractors on the tender list with detailed drawings and an enquiry document pack • Safety requirements should be issued to the contractor via the supply chain portal: https://www.berkeleygroup.co.uk/supply-chain-portal • The Commercial Department will receive the quotes • The Commercial Manager and Project Manager will conduct a tender analysis, which will be reviewed by senior management		Commercial Manager Project Manager Head of Health and Safety
4.5	**Pre- Commencement of the Project** The following meetings will usually be held prior to the tender recommendation being completed:*: • Post Tender • High Risk Package Review Meeting (see section 4.7) • Pre-order / Pre-start During the course of the above meetings and prior to the contractor commencing work on site the company must ensure that: • The contractor has supplied details for references and Berkeley have taken references using BL-F-06.a Contractor Health and Safety References form (to be used for internal and external reference requests) or by using an equivalent method. • The contractor has supplied relevant information using BL-F-06.b Stage Two Assessment form • The Berkeley 'Health and Safety Management Rules and Requirements for Contractors' is sent to the contractor and they are referred to in the Enquiry. The contractor will confirm that they have received and understood the requirements of the documents (which is covered in the Stage Two Assessment Form). • The contractor has sufficient resource to carry out the contract in accordance with the agreed method of work which may be established at a pre-start meeting. This should be established using information provided by the BL-F-06.b Stage 2 Assessment and the BL-F-06.c Pre-Contract Health and Safety Meeting Checklist • The Pre-construction Information, design Risk Management Documents and Construction Phase Plan should provide sufficient information for the contractor to enable them to consider all known health and safety risks that	BL-F-06.a Contractor Health and Safety References form BL-F-06.b Stage Two Assessment form Berkeley 'Health and Safety Management Rules and Requirements for Contractors'	Commercial Manager / Project Manager / Head of Health and Safety

	may affect them on the project. These documents must be sent as part of the enquiry. It may be necessary to send them other information regarding known hazards. • A Pre-Order Meeting (may be titled differently between businesses) must use the Pre-Contract Health and Safety Meeting Checklist Form to ensure Health and Safety is discussed and agreed with the contractor prior to a recommendation being made. • For every 'trade type 2 and trade type 3' contractor (Trade type 2 and 3 as defined in BL-SRS-03a Supply Chain Management and Supervisor Competence) working on a Berkeley project should have their own procedures and processes for managing drugs and alcohol misue. This is to include, as a minimum, random testing of employees and a process for ensuring individuals are not attending work whilst under the influence of drugs or alcohol. * = Not all of these meeting will be held for every package and it is recognised that these meeting may have different titles across the different businesses	BL-F-06.c Pre-Contract Health and Safety Meeting Checklist Form.	
4.6	**Contractor Approval** The following requirements must be complied with before a Project Specific Instruction can be raised: • The Contractor shall be Call Off approved; For all Project Specific Instruction's (PSI's), the BL-F-06.b Stage Two Assessment form must be completed and reviewed by the Project Director / Project Manager and contained within the Recommendation Pack. For high risk packages the Health and Safety Department should be consulted to review the Stage Two Assessment.. Should the response to the Stage Two Assessment form appear unsatisfactory or the contractor fails to demonstrate relevant previous experience to the reviewing project management team, e.g. poor recent accident history, contractor under investigation by HSE, etc., the project team should refer to the Health & Safety Department for assistance. Should any construction activities be carried out on site (such as hoarding trial pits, bore holes or enabling works etc.) prior to a Commencement Appraisal meeting, the Managing Director or Director Responsible for Health & Safety shall authorise all Contractor Approvals prior to the works commencing on site.	BL-F-06.b Stage Two Assessment form	Project Director / Project Manager Managing Director / Director Responsible for Health & Safety
4.7	**High Risk Packages** For any high risk package, as set out below, a site visit must be undertaken and an opportunity for review by the Managing Director and / or Finance Director provided by way of a high risk review meeting / presentation by the project team prior to contractor recommendation. For any high risk package (Principal Contractor, Demolition, RC Frame, Scaffolding, Façade or other package deemed necessary by the Safety Dept.) and for all trade contractor packages involving: • Demolition – all types • Sub-structure works ≥ 3m deep • Superstructure works ≥4 storeys • Cladding works ≥4 storeys • Significant work within 2m of the boundary • Working adjacent to a significant infrastructure, eg Railway, Underground etc A site visit shall be undertaken by the project lead, commercial lead and safety department to review the performance of the contractor on site, the implementation of their safety management system and in line with the proposed scope of works and both legal and BLF standards. This site visit shall be documented using the BL-F-06f High Risk Package Site Visit form. The Managing Director or Finance Director shall be given the opportunity to review and approve the recommendation, following a review of the information provided. If the contractor has worked for another Berkeley business within the last 3 years, references should be obtained.	BL-F-06e High Risk Package Site Visit. BL-F-06.e High Risk Package Review Meeting	Managing Director or Finance Director Managing Director Commercial Director Project Lead Health and Safety Mgr
4.8	**Contractor Tender Recommendation/Approval Stage** A Tender recommendation should be drawn up that includes the due diligence steps taken in regard to health and Safety.		Director Responsible for Health & Safety

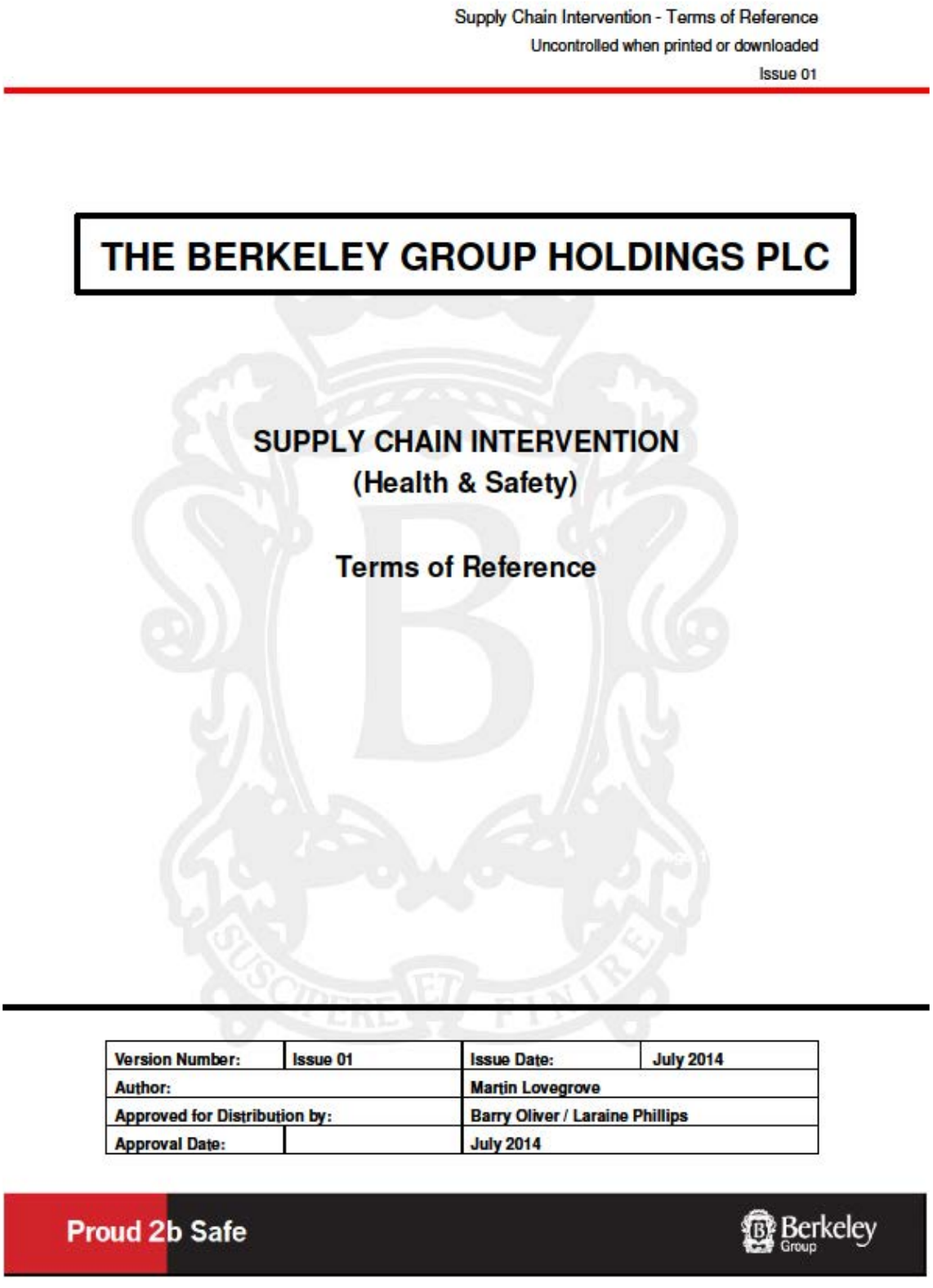
	The following persons will usually authorise the Project Specific Instruction request, in terms of satisfactory Health and Safety competence assessment, at the Contractor Recommendation/Approval Stage: • Director Responsible for Health & Safety • Production / Construction Director • Commercial Director • Project Director or Project Manager • Health and Safety Dept. The required authorisations vary bewteen each business. The relevant commercial Director will be able to provide company specific requirements in this regard. If any Call off Contract related matters or high-risk activity/trade issues are outstanding at the Contractor Approval stage, the Recommendation shall not be confirmed until the Managing Director has approved an action plan addressing the outstanding matters.		Production / Construction Director Commercial Director Project Director / Project Manager
4.9	**Small / Intermediate Works Contracts** On occasion where it is not desirable to submit a contractor to the Call Off Contract process, a small works contract (PSCM or PFC) or Intermediate works Contract (IFC) may be raised. The commercial manager shall refer to the commercial procedures to ensure these contracts are approved and reviewed appropriately. The project commercial team shall ensure that the contractor completes 'BL-F-06g – Project Specific Assessment – IFC and PFC contracts only' form. Completed forms are to be assessed by the Health and Safety Department; works shall not commence on site until the Assessment has been satisfactorily completed.	BL-F-06g	
4.10	**Supply Chain Intervention For Contractors Non Compliant with Safety Requirements** When a trade contractor is non compliant with Health and Safety requirements to such a degree that it becomes necessary to notify other Berkeley Divisions, the contractor may be subjected to the Supply Chain Intervention Process. The Table below provides details of this process. The full process (including a larger version of the table) can be found in appendix 1, Berkeley Group 'Supply Chain Intervention – Terms of Reference'.  	BL-F-06.d Contractor Under Caution Proposal form	Head of Health and Safety
4.11	**Placing Contractors within Other Contractor's Packages.** Where it may be necessary to request a Call Off approved contractor to manage the works of another contractor (the placed contractor) as part of their works: • The placed contractor must be Call Off Contractor approved and • The placed contractor must have completed the Stage Two Assessment Where we are unable to do the above for any reason, permission must be obtained from the Managing Director or Finance Director and Head of Health and Safety. Adequate management arrangements must be put into place to manage the placed contractor effectively.	BL-F-06.b Stage Two Assessment form CAQ Form	
4.12	**Plant Hire**		

	Plant hire covers items such as tower cranes, hoists, wheel washes, welfare accommodation, storage containers, mobile plant etc. The work that the hire company conducts on our site surrounding the delivery, installation, maintenance and removal of the plant is often of a high risk nature. Therefore, it is imperative that the contractor providing the service is competent to do so. The hire company providing the service must be either: • Call Off approved within the last 3 years and • Subject to the Stage Two Assessment form for the works they are to undertake or if the Plant hire company are not Call Off approved for any reason, all of the following conditions must be satisfied: • The company must have completed the Health and Safety CAQ and have been approved by the Health and Safety department and; • Undergo the Stage Two Assessment form.	CAQ form BL-F-06.b Stage Two Assessment form	Project Manager
4.13	**Principal Contractor** When procuring a Principal Contractor package, Berkeley must ensure that the works are suitable to be let under a Principal Contractor package. This decision should be made jointly between the Managing Director, Production Director, Construction Director, Commercial Director and the Head of Health and Safety. All nominated Principal Contractors must have undergone a competency assessment by the Health and Safety Department to act as Principal Contractor. This shall include a site visit to a comparable project, where a comparable project is available. A formal forum where health and safety matters are discussed between Berkeley and its Principal Contractor must be established. Monitoring arrangements for health and safety must be agreed prior to work commencing. This should include all Directors visits, Group Assessment, Health and Safety Department visits and Principal Contractor internal assessments. Prior to appointment Berkeley must obtain agreement from the Principal Contractor that in the event of any accidents occurring on site that: • Both Berkeley and the contractor's Health and Safety Department and Sustainability department will be advised of the incident at the earliest opportunity by the most expedient means, e.g. telephone; and • Whilst the responsibility for investigation of incidents is that of the Principal Contractor, Berkeley reserves the right to require an investigation to be carried out and to participate in the investigation process, as deemed necessary. In addition to the above, Berkeley must obtain agreement from the Principal Contractor that in the event of an Enforcement Authority visit eg HSE, EHO, EA, etc., occurring on site that: • Both Berkeley and the contractor's Health and Safety Department and Sustainability department will be advised of the visit at the earliest opportunity. • Both Berkeley and the contractor's Health and Safety Department and Sustainability department will be informed of all comments that have been made, particularly if notices are served and actions have been requested in order to address any specific issues raised, by the most expedient means, e.g. telephone. Berkeley reserve the right to participate in the follow up investigation process as necessary		Managing Director Production Director Construction Director, Commercial Director Head of Health and Safety
4.14	**Material Purchasing** When purchasing materials the Berkeley Regional Company should make suitable enquiries and provide information to the supplier to ensure that: • The product and materials are suitable for it's purpose and • The Berkeley rules and requirements associated with the material delivery are to be made clear to the supplier. If the material purchase also requires the supplier to conduct design, the competence of the supplier to conduct the design must be assessed. This can be achieved by having the supplier complete the Design section of the CAQ form and having it reviewed by the Health and Safety Department.		

4.15	**Call Off Assessment for Health and Safety** If it is intended to use a contractor that is either not call off approved or the Health and Safety Audit has expired then a request should be made to the Operating Company's Call off Administrator for the company for the relevant forms to be sent to the contractor. Upon receipt of the Competency Assessment Questionnaire (CAQ) the Call Off Administrator will forward the pack of information to the relevant Head of Health and Safety (or delegated member of the Health and Safety Department). The Head of Health and Safety should ensure that a competent Health and Safety professional reviews this pack and conducts the sign off. All people that review CAQ's should have been appropriately trained in the process and appointed in writing to be able to sign off the CAQ.		
5.0	**Associated Forms and Records**		
5.1	BL-F-06.a Contractor Health and Safety Reference BL-F-06.b Stage Two Assessment BL-F-06.c Pre-Contract Health and Safety Meeting Minutes BL-F-06.d Supply Chain Intervention Proposal Form BL-F-06.e High Risk Package Review Meeting CAQ form Competency Assessment Questionnaire		
6.0	**Guidance Documents and References**		
6.1	Health and Safety Management Rules and Requirements for Contractors		
6.2	Competency Assessment Questionnaire CAQ form		
7.0	**Appendices**		
7.1	Appendix 1- BG Supply Chain Intervention – Terms of Reference		

7.1 Appendix 1. Berkeley Group Supply Chain Intervention – Terms of Reference

Double click image below to open full document (ensure document is open in 'edit mode – not read only')



Supply Chain Intervention - Terms of Reference
Uncontrolled when printed or downloaded
Issue 01

THE BERKELEY GROUP HOLDINGS PLC

SUPPLY CHAIN INTERVENTION
(Health & Safety)

Terms of Reference

Version Number:	Issue 01	Issue Date:	July 2014
Author:		Martin Lovegrove	
Approved for Distribution by:		Barry Oliver / Laraine Phillips	
Approval Date:		July 2014	

Proud 2b Safe

Berkeley Group

07.1 Health and Wellbeing Procedure

Contents

Revision register

Revision Register		
Date	Version	Description - Reason for change
03/03/2015	1	New procedure
1/6/2018	1.1	Annual review- added minimum requirements for LEV
25/2/2019	1.2	Structure changes identified in definitions
10/06/2019	1.3	Added requirement for TYPE H extraction for carcinogenic dust. TLC
01/04/2022	1.4	General review/Berkeley London Forum members updated (Item 3.1), added 'asbestos work' with specific welfare requirements (Item 4.1.4), publication numbers added (Item 4.2.1)

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	The purpose of this procedure is to outline how Berkeley will; 1. Set the strategic direction for ensuring the health risks from work activities are identified and controlled 2. Control the risks to health from work activities affecting directly employed staff 3. Set standards and engage with the supply chain in order to control the risks to health from work activities affecting supply chain employees working on behalf of Berkeley 4. Promote general good health in areas not necessarily affected by work. The aim of the procedure is to lead to zero instances of ill health through work, and to promote better health amongst our staff. Drugs and alcohol fall into several sections of this procedure, but owing to the complex nature of the subject the Policy is separate at Appendix 1.		
2.0	**Scope**		
2.1	This procedure shall apply to all work activities carried out by or on behalf of Berkeley. When Berkeley are acting as client only the Principal Contractor shall put arrangements in place equivalent to or in excess of this procedure, or they shall adopt this procedure.		
3.0	**Definitions**		
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum members; • Berkeley Homes East Thames • Berkeley Homes Capital • Berkeley St Edward **Health and wellbeing**		

Item	Details	Reference	Responsibility
	Health and wellbeing is the promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations by preventing departures from health, controlling risks and the adaptation of work to people, and people to their jobs. **HAVS** Hand Arm Vibration Syndrome. This comes from the use of hand-held power tools and is the cause of significant ill health (painful and disabling disorders of the blood vessels, nerves and joints). **WBV** Whole-Body Vibration. This is transmitted through the seat or feet of employees who drive mobile machines, or other work vehicles, over rough and uneven surfaces as a main part of their job. Large shocks and jolts may cause health risks including back-pain. **CoSHH** Control of Substances Hazardous to Health. The CoSHH regulations define the following as hazardous substances: a) Chemicals or mixtures of chemicals classified as dangerous to health under the Chemical (Hazard Information and Packaging for Supply) Regulations. These can generally be identified by the orange hazard warning label on the packaging and by information supplied on the Materials Safety Data Sheet (MSDS) b) Substances that have been assigned a Workplace Exposure Limit (WEL). c) Any kind of dust, if its average concentration in air exceeds the levels specified (ie >10mgm-3 of inhalable dust or 4mgm-3 of respirable dust, as time weighted average exposures over an 8 hour period) d) Biological agents that are directly connected with work or a work activity / work process (ie legionella, leptospirosis etc.) e) Any other substance that is hazardous to health, but does not fall into the above categories. This includes asphyxiant gases, pesticides and by products of chemical reactions **Manual Handling** Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. **Noise** Under the regulations noise means any audible sound. In this procedure, a reference to an employee being exposed to noise is a reference to the exposure of that employee to noise which arises while he is at work, or arises out of or in connection with his work. **Display Screen Equipment (DSE)** Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices. **EAP** Employee Assistance Programme		

4.0	**Main requirements**		

The Health and Wellbeing procedure is broken down into 3 parts. Those are:

Part 1	Berkeley Homes health and wellbeing arrangements	Designing out health risks		
		Implementing supply chain requirements		
		Provision for on-site healthy working		
		Assessment and control of occupational health risks for Berkeley staff		
Part 2	Supply Chain health and wellbeing arrangements	Asbestos	CoSHH (*inc Vapours*)	Vibration
		Lead	Biological Hazards	Manual Handling
		Noise	Dust	
Part 3	Health promotion	Communication		
		Information		
		Initiatives		
		Health Checks		
		Return to Work		

Part 1 Berkeley Homes health and wellbeing arrangements

Item	Details	Reference	Responsibility
4.1.1	The main areas of risk that Berkeley are required to deal with are: a) Ensuring the designing out of occupational health risks where reasonably practicable b) Implementation of the supply chain requirements on site c) Provisions on site for healthy working d) Assessment and control of occupational health risks to Berkeley staff		
4.1.2	**Designing out risk** Where possible, throughout the design process, risks to health should be designed out. Health risks should be considered by the designers and included within their design risk assessment process. The designing out of health risks must be considered at Design Team Meetings. Examples of health risks that could be designed out are: 1. Replacing hazardous coatings with less hazardous water based coatings 2. Applying anti-bloom thinners off site rather than on site 3. Replacing Heavy blocks with light weight blocks to reduce manual handling risk These are examples only and each situation should be assessed on a case by case basis. Refer to BL-P-05 Risk Management Procedure.	BL-P-05 Risk Management Procedure	Designers and Technical Department
4.1.3	**Implementation of supply chain standards** Through the Risk Management Process, outlined in the Risk Management Standard, Berkeley Site Managers must review safe systems of work to check occupational health risks are addressed in the same way safety risks are. Refer to Part 2 of this procedure.	Risk Management Standard	Site Manager
4.1.4	**Provision on site for healthy working** When setting up site Berkeley shall provide certain things to facilitate the good health at work of the operatives on site. These include;		Berkeley Project Manager

	Welfare –Welfare facilities shall be provided in line with BL-P-09 Site Set up and Logistics Procedure (BL-P-09). Where ground-works or piling activities are planned, adequate washing and changing facilities must be provided. If there is a specific elevated risk, for example from contaminated ground or asbestos work, then the welfare requirements shall be assessed on a case by case basis and included in the Risk Register. **Water supplies** – Drinking water must be provided in readily accessible places. Where a mains supply of drinking water is not available, a provision of water coolers and / or bottled water will be maintained. Consideration should be given to seasonal changes in temperature and additional drinking water supplies provided. **Sun Safety** – Each project shall provide sun cream in a prominent location for the use of site operatives. As a minimum this shall be available from May to September. A sign shall be in situ next to any dispenser encouraging use to prevent skin conditions such as Skin Cancer and also stating "It is unlikely, but possible, that you may suffer an allergic reaction to this product. You should check for any reaction by sampling a small part prior to full use." Posters shall be displayed around site (as appropriate) showing the hierarchy of protection to sun exposure. **Information** – Provision of relevant information in support of specific campaigns or general awareness shall be displayed around site and in the welfare facilities. This shall include occupational issues such as Noise, Vibration etc., but also general health issues like putting hydration posters above urinals, testicular cancer awareness campaigns and smoking cessation. **Smoking areas** – Smoking areas shall be provided away from work areas, to protect non-smokers from the harmful effects of tobacco smoke. Smoking areas must comply with the following: • Be constructed from non-combustible material • Be provided with a fire point, a non-combustible receptacle for cigarette ends and a separate metal bin for rubbish with a lid. Bin and cigarette end receptacle must be clearly marked • Be at least 6 meters from the building under construction or any temporary building. This will rise to 20m for high risk fire sites as defined in the Joint Code of Practice for Fire Prevention on Construction sites. • Display information on the dangers of smoking, and direction to smoking cessation assistance • The shelter may have a roof but must not be substantially enclosed, therefore no more than 50% of the perimeter can be made up of walls Further information is available on the Smoke Free England website.	BL-P-09 Site set up and Logistics Procedure Joint Code of Practice for Fire Prevention on Construction Sites Smoke Free England	
4.1.5	**Stress** Stress should be seen as an occupational illness, which through identification of hazards and control of the risks, can often be prevented or minimised. (Some out of work factors will be out of the control of Berkeley). Berkeley will approach stress in a positive and proactive way using the Management Standards Approach as set out in INDG430. An annual review shall be carried out, using INDG430 as the criteria. This review will be carried out by a team consisting of a Lead (a Director), Peoples Champion, Health and Safety Team member and representation from staff. Where necessary external expert assistance may be sought. The review shall include conclusions and an agreed action plan for improvement. The Report and Action Plan shall be discussed at the Board Meeting. **Manual Handling by Berkeley Staff**		Review team

	Where Berkeley Staff are required to carry out significant manual handling activities, they shall be subject to a Manual Handling Assessment. The BL-F-07.1a Manual Handling Assessment form shall be completed by the individual's line manager (consulting the Health and Safety Team as required) This assessment tool requires the use of Manual Handling Assessment Charts within INDG383, available on the Health, Safety and Environmental website. Staff that routinely carry out manual handling activities such as Customer Services Operatives, must receive manual handling training.		Line Managers
	Hazardous Substances used by Berkeley Staff If substances that are classified as hazardous to health are required to be used by Berkeley Staff, the Health and Safety Team should be consulted. The task should be reviewed and the least hazardous substance possible for the task selected. Where substances hazardous to health are used by Berkeley Staff, a CoSHH Assessment shall be carried out using form BL-F-07.1b CoSHH Assessment Template, based upon the Material Safety Data Sheet and an assessment of the task. This must be briefed to those using or affected by the substance. Where domestic cleaning products are used for the purpose which they are designed, then no further assessment shall be required, provided they are stored in their original packaging and the manufacturers recommendations are followed. Further Guidance can be found in "L5 The Control of Substances Hazardous to Health Regulations 2002 (as amended) Approved Code of Practice and Guidance"	Management Standards Approach INDG430 BL-F-07.1a Manual Handling Assessment Management Standards Approach INDG430	Line Manager / Training Coordinator Procurement Line Manager / Health and Safety Team
	Display Screen Equipment Line Managers must identify whether or not a member of Staff is a user of Display Screen Equipment (DSE). A user is considered to be somebody who regularly uses DSE for more than 1 hour a day. Every employee who is a user of display equipment has to be notified of their right to have an eye sight assessment. If the result is that corrective spectacles are required by the user for the purposes of DSE work, then the company shall meet the cost for standard spectacles for DSE use. The Operating Company Finance Director will provide guidance on the maximum costs that the company will cover. All users of DSE must carry out the DSE online training. The Training Co-Ordinator will coordinate this. The training will ensure that all users are aware of the risks from DSE, and what they need to do to prevent injury or ill health. A formal DSE Assessment must be carried out on completion of the training and any issues rectified. An assessment should then be completed if the work station changes significantly. If using hot desks , staff should conduct an informal assessment in line with their training to ensure the workstation is correctly set up. Visual fatigue normally only occurs after about one hour of intensive work. The users of display screens within the offices who do not usually work constantly on the equipment; other duties provide sufficient rest breaks. For those employees whose work involves constant work on display screens, i.e. CAD operators, we recommend a rest break of five minutes every hour.	BL-F-07.1b CoSHH Assessment Template L5 CoSHH Approved Code of Practice and Guidance	Line Managers
4.1.6	**Return to work** Following a period of absence due to injury or illness exceeding 1 week an interview will be undertaken with the returnee to discuss the following: • Fitness for work – Fit note required from individual's GP • Detail any restrictions on activities • Do risk assessments need reviewing? • Does workload need redistributing? • Any follow up appointments?		

	• Any other points of note A record of the interview shall be made and held on file by the individuals Line Manager. Required actions shall be closed out.		
	Monitoring and Review Part 1 Berkeley Health and Wellbeing Arrangements shall be monitored in the following ways: Designing out risk: • Health and Safety Team involvement in design team meetings will monitor the process • Periodic audits of the design process Implementation of supply chain standards on-site: • Weekly trade supervisor health and safety inspections • Weekly site managers health and safety inspections • Health and Safety Team advice and guidance visits • Weekly Directors tours • Monthly Health and Safety Team scored inspections • Monthly Group audits Provision on-site for health: • Weekly trade supervisor health and safety inspections • Weekly site managers health and safety inspections • Health and Safety Team advice and guidance visits • Weekly Directors Tours • Monthly Health and Safety Team scored inspections • Group audits Assessment and control of health risks to Berkeley Staff: • Annual review of stress management • Advice and guidance visits / tours to non-construction disciplines by Health and Safety Team • Periodic drill down audits		

Part 2 Supply Chain Health and Wellbeing requirements

Item	Details	Reference	Responsibility
4.2.1	The majority of occupational health risks will be experienced by the supply chain operatives carrying out works on our construction sites. The supply chain must, as part of the risk assessment process, consider the risks to health as well as safety. Controls should be detailed within the relevant Method Statements / Risk Assessments, and followed. Anything that can affect the health of those carrying out or affected by the works should be dealt with. Areas of specific concern are outlined in the table below, along with where further information can be found. All contractors shall ensure with the requirements of CoSHH at all times. **Topic** | **Further information**	As referenced	Supply Chain Partners And Berkeley management Team

<table>
<tr><th>Item</th><th>Details</th><th>Reference</th><th>Responsibility</th></tr>
<tr><td></td><td>
<table>
<tr><td>Asbestos</td><td>Berkeley Asbestos Procedure</td></tr>
<tr><td>CoSHH (inc Vapours)</td><td>L5 The Control of Substances Hazardous to Health Regulations 2002 (as amended) Approved Code of Practice and Guidance and INDG136 (rev5)</td></tr>
<tr><td>Vibration
• HAV
• WBV</td><td>L140 The Control of Vibration at Work Regulations 2005 Guidance on Regulations
and
INDG242 Control back-pain risks from Whole-Body Vibration: Advice for employers on the Control of Vibration at Work Regulations 2005</td></tr>
<tr><td>Lead</td><td>L132 Control of Lead at Work (Third edition) Control of Lead at Work Regulations 2002. Approved code of practice and guidance.</td></tr>
<tr><td>Biological hazards</td><td>INDG84 Leptospirosis Are you at risk?
INDG198 Working with Sewage: The Health Hazards</td></tr>
<tr><td>Manual handling</td><td>INDG143 Manual Handling at Work: A Brief Guide</td></tr>
<tr><td>Noise</td><td>L108 Controlling noise at work:
The Control of Noise at Work Regulations 2005
Guidance on Regulations</td></tr>
<tr><td>Dust</td><td>INDG463 Control & Exposure to Silica Dust, HSG53 RPE at Work</td></tr>
</table>

All contractors are required to risk assess their work activities and put in such control measures as are reasonably practicable to control health risks. Refer to the BL-P-05 Risk Management Procedure for further information.

Work in line with the above guidance notes and Approved Codes of Practice is expected, unless agreed in writing by Berkeley

Health Surveillance

Health surveillance is required under the Health and Safety at Work Act for certain activities for which employees may be exposed to and can allow for early identification of ill health, helping to identify any corrective action needed. These activities can include, although not limited to, working with Lead, Asbestos and other substances hazardous to health, long term exposure to noise and the use of vibratory tools.

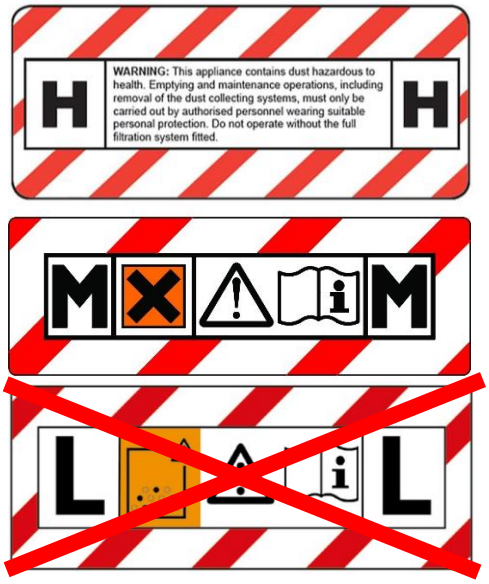
The Contractor shall have in place arrangements to conduct any required health surveillance and maintain records for 40 years. Evidence of such surveillance for individuals employed on Berkeley projects must be provided if requested.</td><td>BL-P-05 Risk Management Procedure</td><td></td></tr>
<tr><td>4.2.2</td><td>Drugs and Alcohol on-site

Berkeley will, so far as is reasonably practicable, ensure the working environment remains free from the influences of alcohol or drugs. Maintaining an alcohol and drugs free workplace will help promote the health, safety and welfare of all Berkeley employees, our trade contractors, and members of the public.

Berkeley will conduct drugs and alcohol testing in line with the details in Appendix 1.</td><td></td><td></td></tr>
<tr><td>4.2.3</td><td>Monitoring and Review

Part 2 supply chain occupational health requirements shall be monitored and reviewed in the following ways:

• Weekly trade supervisor health and safety inspections
• Weekly site managers health and safety inspections</td><td></td><td></td></tr>
</table>

Item	Details	Reference	Responsibility
	• Health and Safety Team advice and guidance visits • Weekly Directors tours • Monthly Health and Safety Team scored inspections • Monthly Group audits • Periodic drill down audits		
4.2.4	**Local Exhaust Ventilation / Extraction** All Local Exhaust Ventilation (LEV) shall be used and maintained in line with the manufacturers instructions. All activities that are likely to produce dust should be CoSHH assessed and the appropriate Class of LEV / extraction decided upon through this assessment. Where dust extraction equipment is required on site it shall be fitted with a 'Type M' filter as a minimum. Where carcinogenic material e.g. MDF is being used or asbestos fibres are present, then a 'Type H' filter must be used. All extraction / LEV shall have a clear sticker identifying what rating has been provided for the LEV / Extraction as detailed below. 		

Part 3 Health promotion program

Item	Details	Reference	Responsibility
4.3.1	The promotion of general health will ensure that we not only prevent the damaging effects on Health from work but will provide the opportunity that by coming to work we actively improve people's health and wellbeing.		
4.3.2	Berkeley shall promote good health through the following ways: **Provision of Information** At least once a quarter a non-work related health subject shall be communicated through the business. The topic shall be chosen seasonally and either briefings carried out or an email campaign ran. As well as providing some information all communication will include sign posts for further information. Where relevant this will also involve the dissemination through the supply chain. **Provision of Free Fruit** In all office locations free fruit shall be made available to staff. The provision of free fruit is aimed at giving Staff a healthy snacking option, improving diet for Staff with the wider health benefits this brings. **Gym Usage** Gyms built on Berkeley developments shall be made available to Berkeley Staff whilst it remains viable and does not negatively impact on our customers. It is likely to not be possible once a Phase or block is occupied, but whilst it is possible the business will allow this. **Health Checks** Health checks will be conducted to monitor health and identify any issues. These are not necessarily occupational health related. The following checks will be undertaken: • Supply chain operatives – on each project at an appropriate time, Wellman clinic style checks will be offered to all on site. • Berkeley Staff – Staff will be able to take advantage of the on-site checks mentioned above. Staff will be entitled to one check a year, and additional sessions will be provided at office locations to meet demand. These checks will be provided by a specialist provider such as United Medical Services, or similar. **Employee Assistance Programme** Berkeley shall provide access to an Employee Assistance Programme (EAP) for all Berkeley Staff, to offer counselling support or work life support as required. The EAP fits into the aims and objectives of the People section of the Vision, and also the commitments around good health initiatives. Supporting employees upfront helps the individual deal with issues that might otherwise adversely impact their health and wellness. The second side of the program aids employees who may be feeling stressed and can assist in early intervention, preventing a chronic stress related illness.	bike2work scheme website	Berkeley Management team and Office Health and Safety Coordinators
4.3.3	**Monitor and Review** Part 3 Health Promotion Program shall be reviewed annually. Progress against the current plan shall be measured and further development, planned.		

5.0	**Guidance documents and references**		
5.1	• BL-P-05 Risk Management Procedure • BL-P-07.2 Asbestos Procedure		
5.2	• BL-F-07a Manual Handling Assessment • BL-F-07b CoSHH Assessment		
5.3	External Sources • INDG430 How to tackle work-related stress: A guide for employers on making the Management Standards work • INDG383 Manual handling assessment charts (the MAC tool) • L5 The Control of Substances Hazardous to Health Regulations 2002 (as amended) Approved Code of Practice and Guidance • INDG136 (rev2) Hazardous Substances: A brief guide to CoSHH • EH40/2005 Workplace Exposure Limits • L140 The Control of Vibration at Work Regulations 2005 Guidance on Regulations • Control back-pain risks from whole-body vibration: Advice for employers on the Control of Vibration at Work Regulations 2005 • Control of lead at work (Third edition) Control of Lead at Work Regulations 2002. Approved code of practice and guidance • INDG463 Control & Exposure to Silica Dust • HSG53 Respiratory Protection Equipment at Work • INDG84 Leptospirosis Are you at risk? • INDG198 Working with Sewage: The Health Hazards • INDG143 Manual Handling at Work: A Brief Guide • L108 Controlling noise at work: The Control of Noise at Work Regulations 2005 Guidance on Regulations		

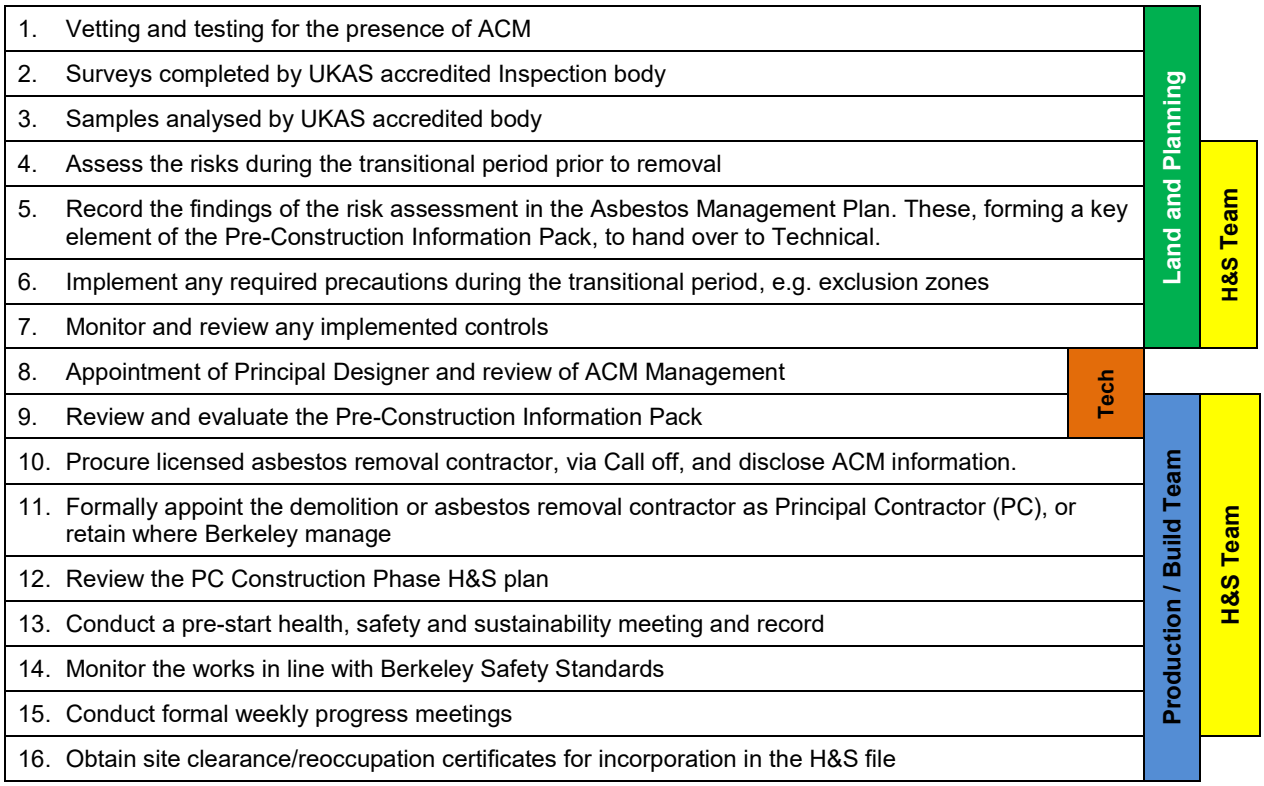
07.2 Asbestos Procedure

Contents

Revision register

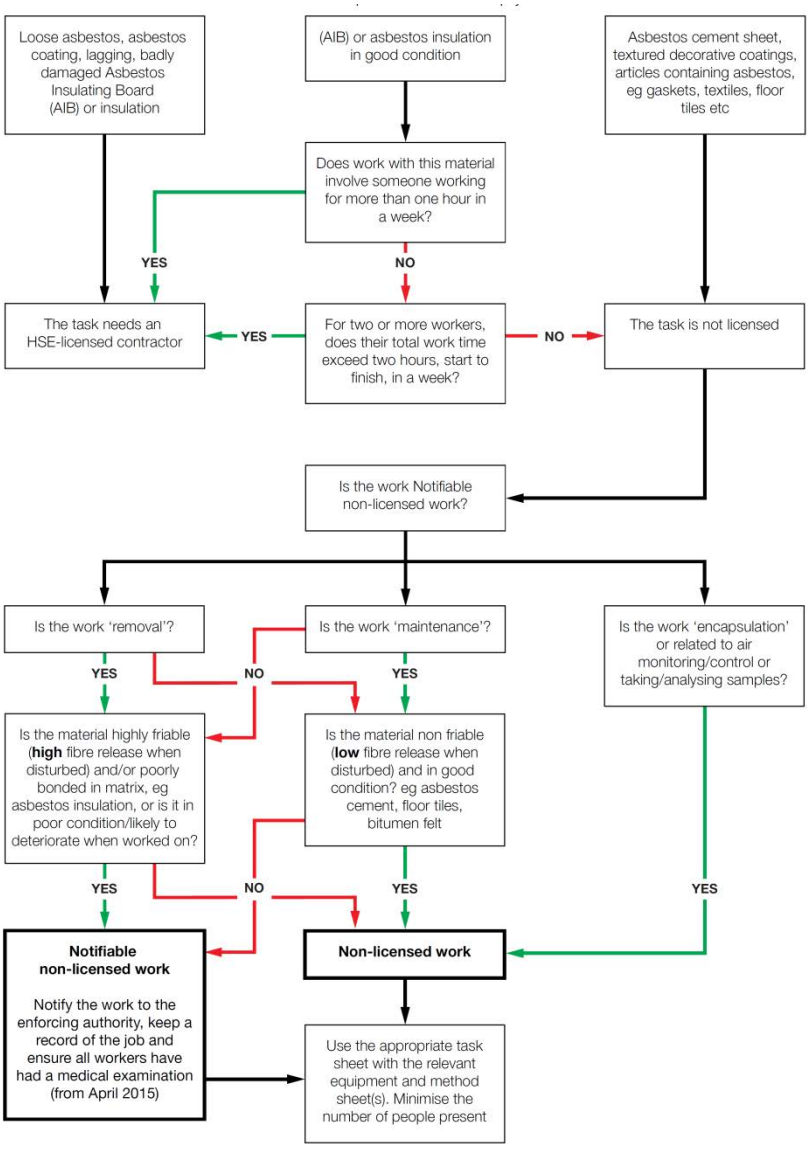
Revision register		
Date	Version	Description – Reason for change
03/03/2015	1	New procedure
13/10/2015	1.1	Replaced references to CDMC to PD - TLC
10/08/2017	1.2	Amended waster transfer section (4.9) to reflect new requirements
1/6/2018	1.3	Added section on Asbestos registers and general review – TLC
25/02/2018	1.4	References to BSE changed
27/04/2021	1.5	Restriction on UKATA-only contractors removed. Clarified descriptions of types of asbestos works. Revised appendix 1 to be more appropriate to Berkeley sites.

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure identifies Berkeley requirements for the management and control of asbestos. Legal duties under the Control of Asbestos at Work Regulations 2012 require owners, occupiers, managing agents and others to have in-place detailed arrangements for the identification, assessment and management of asbestos in their properties. Other health and safety legislation places duties on employers to prevent or reduce the exposure of anyone to airborne asbestos. Berkeley does not directly remove asbestos containing materials, engaging competent contractors to carry out removal works.		
2.0	**Scope**		
2.1	Throughout all of the Company's activities		
3.0	**Definitions**		
3.1	• ACM: – asbestos containing material • CAWR: – Control of Asbestos at Work Regulations 2012 • Core Services: – means disciplines within the Company e.g. land/planning, technical, production, commercial, sales and marketing, customer services • RAMS: – risk assessment method statement • SSR: – senior onsite representative • Static offices - **:** sales and marketing suites, main offices For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum members; • Berkeley Homes (East Thames) Ltd • Berkeley Homes Capital • Berkeley Edward		

Item	Details	Reference	Responsibility
3.2	**Figure 1. Typical Process for Managing Asbestos Removal**  Note: Actions on 'unplanned' discovery of suspicious materials and accidental exposure to asbestos are described in appendix one.		
4.0	**Main requirements**	Reference	Responsibility
4.1	The Heads of each discipline within Berkeley are responsible for ensuring that individuals who have duties listed in figure one above are competent and capable of conducting the undertaking.		Heads of Discipline
	Pre-Construction Under the Construction (Design and Management) Regulations, the Client has a duty to provide the Principal Contractor with all relevant information relating to ACM on that site.		
	Land and planning – any employee of Berkeley who is responsible for the production of the Land assessment must have attended the Berkeley approved asbestos awareness course.		Land and Planning
	During the due diligence period regarding the purchase of land, reasonable enquiries must be made as to ascertain the presence of ACM. This formal request may include existing property information, for example: • Health and Safety File • Asbestos Register and Management Plan • Asbestos surveys		
	Where the vendor, or agent acting on their behalf, provides survey information the contents of the survey must be reviewed to assess its adequacy. If deemed necessary, additional asbestos demolition/refurbishment surveys must be commissioned.		
	Where ACM is identified on the site appropriate assessments must be made and the results recorded in the Land assessment and further detailed in the Berkeley Risk Register:		Heads of Discipline

Item	Details	Reference	Responsibility
	• Determination of the risk from the asbestos • Mitigation plans to remove/reduce the risk to an acceptable level • Reviewed in light of significant change All surveys carried out on behalf of Berkeley must be undertaken by an UKAS accredited asbestos surveying organisation. All such surveys must adhere to current HSE guidance on asbestos surveys and sampling (HSG 264 & 248).		
4.1.1	**Asbestos Register** Where asbestos is identified, Berkeley will establish and maintain an up to date record (register) of the location and condition of ACM. Relevant details from the register must be provided to contractors working in the appropriate areas. To ensure the register remains accurate, it must be updated as ACM is removed or encapsulated.		Project Manager
4.2	**Site arrangements** The Berkeley assigned Project Manager must: • Review all information relating to ACM relevant to the site • Ensure that details of the working arrangements meeting the requirements of this procedure are included in the Project Risk Register. This includes: • Ensuring information is communicated to contractors working in the vicinity of ACM, or in buildings where ACM has been removed • Ensuring that persons required to work in areas identified as containing ACM have received asbestos awareness training • Ensuring arrangements are in-place for asbestos work to be carried out • Ensuring that arrangements are in-place for reporting suspected ACM and unplanned disturbance of ACM – see also Appendix 1	Appendix 1	SSR
4.3	**Static offices** All static offices are to be free of ACM, i.e. ACM is to be removed by a competent contractor prior to occupation by staff. If during occupation suspect ACM is discovered, the process at Appendix 1 is to be followed.		Director of Operations
4.4	**Training for Berkeley Employees** All operatives, supervisors and managers working on a building constructed before 2000 must have attended an Asbestos Awareness course.	CAWR	Line Manager
4.5	**Third Party Competence Requirements** **Surveyors & Analysts:** All surveys must be undertaken by an asbestos surveying organisation (or individual) holding UKAS accreditation as an inspection body (accredited to ISO 17020) or 'personnel' certification from a Certification Body accredited by UKAS for this activity under ISO 17024. All such surveys must conform to current HSE guidance on asbestos surveys (HSG 264). It is common to find non-UKAS certified individuals carrying out asbestos surveys. They are likely to hold a BOHS Proficiency Module P402 'Building Surveys and Bulk Sampling for Asbestos'. This is a basic qualification and in-itself does not demonstrate competence, particularly for a refurbishment and demolition survey. **Removal Contractors:** Contractors carrying out non-licensed asbestos work must provide evidence that those carrying out the work have completed a Category B UKATA Approved Course in Non-Licensed Asbestos Removal.		

Item	Details	Reference	Responsibility
	Contractor carrying our licensed asbestos work must hold a current Asbestos License under the Control of Asbestos at Work Regulations 2012. Licensed asbestos removal operatives will hold further training and also undergo regular medical examinations.		
4.6	**Types of asbestos surveys** There are two recognised types of asbestos survey: **Management survey** – is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACM in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. **Refurbishment and demolition survey** – this is required before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACM in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. This survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.		
4.7	**Appointment of an Asbestos Analyst** Asbestos removal works carried out by a licensed contractor require an UKAS-accredited analyst to be in attendance. To ensure there is impartiality between licensed contractors and analysts, analysts must be directly employed by Berkeley and must not share a parent company with the licensed contractor – see paragraph 1.22 of HSE publication HSG248 (Second edition) Asbestos: The Analysts' Guide for further Information. Their scope of work must extend to reviewing the licensed contractor's plan of work, prior to the commencement of work on site.		
4.8	**Asbestos Removal Works – Types of Work** Removal works fall into one of the following categories: • Licensable Work • Notifiable Non-licensed Work (NNLW) • Non-licensed Work Licensable work must only be carried out by a licensed removal contractor, whose operatives have undergone training and also undergo regular medical examinations. Licensable work must be pre-notified to the HSE. Notifiable Non-licensed Work can involve work with some types of ACM that is friable (i.e. may easily release fibres when disturbed); such work must be notified to HSE; operatives must attend training and also undergo regular medical examinations. Non-licensed work is work on limited types of lower-risk ACM, for limited durations; it can be carried out by persons who have received appropriate training. See the following chart for further information:		



4.9 **Refurbishment and building maintenance**
All contractor's managers, supervisors and operatives working on the refurbishment of a building constructed before 2000, or involved in their maintenance, must have attended a UKATA-approved asbestos awareness training course.

4.10 **Storage and Transportation of Asbestos**
Asbestos can be stored at the site or premises it was located at for 12 months prior to disposal, providing it is suitably stored, i.e. bagged, labelled and protected from weather and vandalism within a secure store.

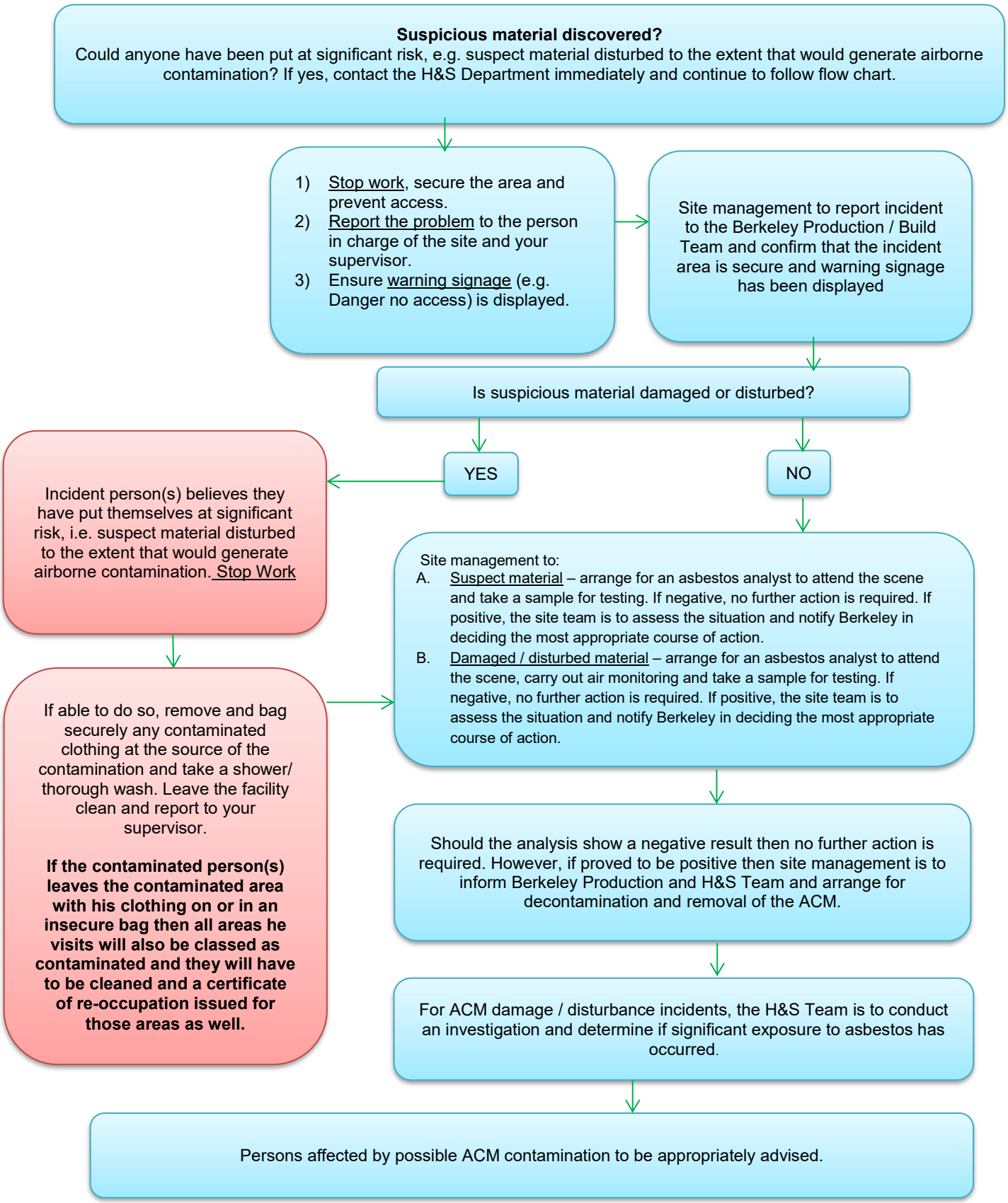
Waste containing more than 0.1 per cent asbestos is classed as hazardous waste and must be dealt with as such.

A consignment note must be completed to accompany the hazardous waste when it is moved between any premises / site by a registered waste carrier; please consult the divisional Sustainability Advisor / Manager regarding the local process in place regarding Hazardous Waste Consignment Notes.

Dependent on the type of asbestos, the Carriage of Dangerous Goods Regulations may also apply which includes further requirements for packaging and documentation.

5.0	**Guidance documents and references**		
5.1	• Control of Asbestos Regulations 2012 • Work with Materials Containing Asbestos – L143 • Asbestos the Survey Guide – HSG 264 • Asbestos: The Analyst's Guide – HSG 248 • HSE – Asbestos: Asbestos Essentials • Asbestos: The Licensed Contractors Guide – HSG 247		
6.0	**Appendices**		
6.1	Appendix 1 - Identification of suspect materials and unplanned disturbance of possible ACM		

Appendix 1 –Identification of suspect materials and unplanned disturbance of possible ACM



Drugs and Alcohol Procedure

Contents

Revision register		
Date	Version	Description - Reason for change
02/08/2016	1	New procedure.
06/03/2018	2.0	Rewritten procedure. Included amnesty period to the end of May 2018
19/03/2018	2.1	Reworded to suit BLF. NEW PROCEDURE
01/04/2022	2.2	General review/Addition of Definition for 'Negative Result', 'Non-Negative Result' and 'Chain of Custody' (Item 3.1)

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure describes the overall intent with regard to drugs and alcohol testing. It will ensure Berkeley (the Company) is compliant with the following legal requirements: • Health and Safety at Work Act 1974 • Management of Health and Safety at Work Regulations 1999		
2.0	**Scope**		
2.1	This procedure applies to all Company operations, including those working in offices or on projects managed by the Company. Additional requirements are also placed on supply chain key individuals with direct occupational health and safety responsibilities.		
3.0	**Definitions**		
3.1	1. **Alcohol** - includes, but is not limited to, distilled spirits, liquor, beer, wine, malt liquor, or any other intoxicants used for beverage purposes. 2. **Drugs** - any psychoactive substance (those drugs that affect mood, thought process or perception) available both legally and illegally. It also includes solvents or any drugs for which there is no legitimate medical reason 3. **Illegal drugs** - all those covered by the Misuse of Drugs Act (1971) and amendments or drugs for which there is no legitimate medical reason 4. **Dependency** - where the user has adapted physically and / or psychologically to the presence of drugs or alcohol and would suffer if they were withdrawn abruptly. 5. **Impaired (alcohol)** - any person who has Breath Alcohol Concentration that exceeds 35mcg/100 ml (to be confirmed by an appropriate test) is deemed to be impaired due to alcohol and therefore in contravention of the Drugs and Alcohol Policy. 6. **Impaired (drugs)** - any person found to have consumed drugs for which there is no legitimate medical reason or used drugs in an unsanctioned or unreported way (to be confirmed by an appropriate test) is deemed to be impaired due to drugs and therefore in contravention of the Drugs and Alcohol Policy. 7. **Misuse** - this applies to using drugs or alcohol in an unsanctioned way. For example, any illegal drug use, or using drugs for which there is no legitimate medical reason It also applies to using alcohol, drugs or substances in a way that is harmful / hazardous to the individual or to others and which are likely to distort perception and response when at work. 8. **High risk operations** - these will include, but not be limited to, mobile plant operations (drivers and banksmen), scaffolders, steel erectors, lone workers, façade and roof workers, abseilers, crane operators, deep excavation workers, and those persons using individual fall protection systems. Other roles may be deemed to be safety critical, and therefore high risk, and testing of these individuals will been subject to local interpretation. 9. **Berkeley construction site** - to include all projects and project offices the Company has responsibility for. 10. **UKAS approved testing -** UKAS approved testing is a drugs test (laboratory confirmation chain of custody test) where the sample(s) taken will be analysed under laboratory conditions. If this is required please contact the Health & Safety Department. 11. **Positive Drug Test** - A laboratory confirmed positive drug test result will be recorded if a drug is detected in the donor's sample for which no legitimate explanation, medical or otherwise, can be found.		

	12. **Positive Alcohol Test -** A positive alcohol test result will be recorded if alcohol is detected in the donor's breath sample at a concentration equal to or above 35 micrograms of alcohol per 100 millilitres of breath in two consecutive breath tests. 13. **Negative Result** – Test result at the point of collection indicating the sample did not exceed the specified cut-off levels 14. **Non-Negative Result** – Test result at the point of collection indicating the sample to be at or above the specified cut-off levels but will require further laboratory review to determine the cause of the result. 15. **Chain of Custody** – Chronological documentation or paper trail that records the sequence of custody, storage, transfer and analysis of test samples		
4.0	**Main requirements**		
4.1	**Introduction** This procedure applies to all Company operations, including those working in offices or on projects managed by the Company. Additional requirements are also placed on supply chain key individuals with direct occupational health and safety responsibilities.		
4.2	**Declarations** All employees and operatives shall notify their supervisor or manager using BL-F-07d Disclosure Form, as soon as practical of any drugs or medication they are taking that may affect their ability to carry out their tasks safely (both prescribed or over the counter). Any person that has an addiction to or a dependency to any drug (prescription, over the counter, illegal or Novel-Psychoactive drugs (legal highs)) or alcohol, shall inform their supervisor or manager using form BL-F-07d Disclosure Form, as soon as practical (refer to the help and support section of this document) The completed forms shall be provided to the Berkeley Health and Safety Department within 24 hours. Following all declarations, an assessment must be carried out to ascertain the individual's ability to conduct their operations safely. This assessment shall involve: • the individual and; • the employer and; • Berkeley Health and Safety Department and ; • a medical professional (at the discretion of the Berkeley Health and Safety Department). Any individual who fails to disclose a dependency or addiction to drugs, whether legal, illegal or prescribed by a medical professional or to alcohol, will not be exempt from testing or the resulting actions.	BL-F-07d	HS Dept Berkeley Manager Contractor Employees Operatives
4.3	**Testing classifications and process** Individuals will be selected for testing under one of the following conditions: 1. **Random**: employees and contractors will be randomly selected and tested at each of the Company's construction sites throughout the course of the year. This process is regardless of the employee's job function or whether they are visiting. Anyone on the premises at the time of the testing is eligible to be tested. When selected, the individual is entitled to refuse to participate in testing, however refusal will be treated as a non-negative result and may result in disciplinary action, which may include suspension of duties (paid or unpaid) or termination of employment. 2. **With-cause**: where it is suspected that an individual is impaired due to the use of drugs or alcohol, testing may be used as part of an assessment process. 3. **Post-incident**: as part of an incident investigation, testing may be carried out on those individuals involved, where possible, to determine whether or not drugs or alcohol may have been a contributory factor. 4. **High risk operations**: employees or contractors' employees who are deemed to be carrying out high risk operations, and therefore have a safety critical role may be tested on a more regular basis. 5. **Field Impairment Tests**: a field impairment test can be performed when an individual is suspected of being under the influence of drugs that cannot be detected by the standard test. Please refer to the guidance document, BL-G-07a Field Impairment Test. 6. **Help and support**: if an individual's performance is affected through a dependency to drugs or alcohol, or where they are being supported by the Company for drug or alcohol dependency, they may be required to undergo monitoring testing.	BL-G-07a	HS Dept Berkeley Manager Contractor
4.4	**Testing schedules** Testing will be undertaken at chosen intervals to meet the set quota (5% per annum). Testing must be undertaken in a private location on site, such as the First Aid room. Specific requirements will be communicated by the testing organisation.		HS Dept Berkeley Manager
4.5	**Testing apparatus** All testing will be carried out using agreed apparatus, in line with current guidelines and best practice. Consultation with the testing organisation will continue to ensure a consistent approach and method is used across the Company.		HS Dept Berkeley Manager

			Third Party Tester
4.6	**Testing** The tester (whether a third party or internal tester is used) will: • Always be accompanied • Give a clear explanation of the testing process to the individual • Answer any questions that the individual may have • Complete the BL-F-07c Multiple Drug Screening Consent Form and BL-F-07g Alcohol Screening Consent Form • Conduct the Drugs test and Alcohol test • Supervise the individual until a result is recorded • Conduct and record a re-test (if requested) • Conduct a laboratory confirmation chain of custody test • Complete the chain of custody donor consent form (third party provider) • Provide report(s) for the Director Responsible for Health & Safety, Head of Health & Safety, Project Manager, Contractors Manager using BL-F-07e Drugs and Alcohol Director Report Form The individual will: • Provide proof of identity (CSCS card or similar) • Agree to proceed with the test and sign approval on form(s) (BL-F-07c / BL-F-07g) • Provide saliva and / or other type of specimen when required • Remain in test area until otherwise instructed	BL-F-07c BL-F-07g BL-F-07e	HS Dept Berkeley Manager Third Party Tester Employees Operatives Contractor
4.7	**Test results** <u>Negative reading</u> If a test provides a negative result, the individual will be free to continue their duties. <u>Non-negative reading</u> A non-negative or positive reading will result in the following actions: In house testing: • Notify the individual's employer / manager. • Offer the employer the opportunity to undertake an independent, third party test of the individual. • If the individual is an employee of Berkeley, a third party independent test shall be arranged. • The individual will be held in supervised isolation and may be provided with: bottled water or pre-packed food, or glass of tap water or fresh food where the source can be verified. This must be recorded on BL-F-07f Supervision Form. Third Party Testing: • Complete the confirmation chain of custody donor consent form (third party testing only) • The individual will be held in supervised isolation and may be provided with: bottled water or pre-packed food, or glass of tap water or fresh food where the source can be verified. This must be recorded on BL-F-07f Supervision form. • Undertake a laboratory confirmation chain of custody test • The specimen will be sent to a UKAS approved laboratory for verification • The individual may be suspended from duties until such times as the results are verified	BL-F-07f	HS Dept Berkeley Manager Third Party Tester
4.8	**Alcohol Testing - Actions following testing** Alcohol breath testing shall be conducted using a calibrated device. These devices are held at Berkeley Head Office and the Divisional Head of Health and Safety will arrange for the device to be couriered to the project requiring it. When an alcohol test result is zero (or beneath the Company limit of 35mcg/100ml breath alcohol concentration) the test is deemed to be negative and employee or contractor will return to work unless a drug test is considered necessary. <u>Company employees</u> When an alcohol test result is positive for an employee (over the Company limit of 35mcg/100ml breath alcohol concentration) or shows that alcohol has been consumed on site, the employee will be suspended on full pay and safely removed from Company premises, pending the implementation of a disciplinary investigation. The Director Responsible for Health & Safety, the Head of Health & Safety and the Finance Director should be informed immediately and a plan of action developed.		HS Dept Berkeley Manager Third Party Tester Contractor

	Contractor employees Where a contractors' employee's alcohol test is positive (over the Company limit of 35mcg/100ml breath alcohol concentration) or shows that they have consumed alcohol on site, they will be removed from the Company premises. Their employer will be notified of this decision and they will not be allowed to return to any of the Company premises until it can be demonstrated that they are no longer a safety risk.		
4.9	**Drug Testing - Actions following testing** If the relevant test result is negative, the employee or contractor will be informed accordingly and, if appropriate to do so, will return to work. Company employee When a drug test result following an on-site test is non-negative and laboratory confirmation analysis is implemented, the employee will be suspended from work on full pay pending the outcome of the laboratory confirmation result. If the laboratory confirmation chain of custody test analysis result is positive, the employee shall remain suspended from work on full pay, pending the implementation of a disciplinary investigation. The Director Responsible for Health & Safety, the Head of Health & Safety and the Finance Director should be informed immediately and a plan of action developed. Contractor employee When a contractors' employee's drug test result following an on-site test is non-negative, the individual will be removed from the Company premises. Their employer will be notified of this decision. If a contractor has arranged a laboratory confirmation chain of custody test for his employee and the result is negative, the contractor will inform the Company accordingly and, if appropriate to do so, the individual will return to work. If a contractor has arranged a laboratory confirmation chain of custody test for his employee and the result is positive, the contractor will inform the Company and accordingly the individual will not be allowed to return to any of the Company premises until it can be demonstrated that they are no longer a safety risk.		HS Dept Berkeley Manager Third Party Tester Contractor
5.0	**Help and support**		
5.1	The Company will adopt a constructive and supportive approach when dealing with employees who may be experiencing drug or alcohol dependency or addiction. Employees will be encouraged to disclose any alcohol or drug dependency or addiction at the earliest opportunity and particularly during any amnesty period. It is important that they contact their line manager or the Head of Health and Safety. Employees who suspect that a colleague may be experiencing issues with dependency or addiction to drugs or alcohol, they can also report this via the Head of Health and Safety. Where appropriate, the Company will make the following support available to employees: • Bupa Healthy Minds Employee assistance programme - 0330 123 0925 • Counselling support • Full confidentiality, and • Reasonable time off from work to receive treatment Contractors' employees who disclose a dependency or addiction will be referred to their employer and information on the Construction Industry Helpline will be made available: Construction Industry Helpline : **0845 605 1956** or **www.constructionindustryhelpline.com** Support will be made available on the condition that: • the employee conforms to the Drugs and Alcohol Policy • the employee agrees to a pre-scheduled plan of counselling and treatment and testing, and • Berkeley can transfer them to another location or nature of work so as they can work in a safer environment until the addiction is under control If an agreed or recommended course of treatment is not followed by an employee, or is ineffective and occurs concurrently with lapses in the employee's performance, conduct or attendance, then they will be dealt with in accordance with the Company's normal disciplinary or sickness absence procedures as appropriate. This includes any matter arising prior to the disciplinary procedure being suspended. Testing may be carried out to ensure compliance with the treatment and recovery programme. This option will be agreed with the employee before the commencement of the treatment and recovery programme. Any employee who declares they have a dependency after a serious misconduct issue has arisen, or after they have been selected for testing, or where they are proven to be in contravention of the Drugs and Alcohol Policy, will be subject to the same disciplinary procedure as any other employee who contravenes the Policy. Any employee who seeks the assistance of the Company in obtaining help and support for drug or alcohol dependency is assured that their confidentiality will be maintained. During any period of absence from work for agreed treatment, the Company's normal sick pay arrangements will apply and absence for treatment will be treated as normal sickness.		HS Dept Berkeley Manager Contractor
6.0	**Contractors requirements**		

6.1	For every 'trade type 2 and trade type 3' contractor (Trade type 2 and 3 as defined in BL-SRS-03a Supply Chain Management and Supervisor Competence) working on a Berkeley project should have their own procedures and processes for dealing with drugs and alcohol. This is to include, as a minimum, random testing of employees and a process for ensuring individuals are not attending work whilst under the influence of drugs or alcohol.		Contractor
7.0	**Exemptions**		
7.1	**Amnesty period** All employees from Berkeley operations and the supply chain will be allowed an amnesty period, which will last to the end of May 2018 to freely disclose any addiction or dependency to: • drugs (legal or illegal) • alcohol • novel psychoactive substances (legal highs) • prescription medicines • or any individual in receipt of a prescription for drugs or medication provided by a medical professional Thereafter all other individuals must disclose any addiction, dependency or prescription provided by a medical professional through the site induction process or confidentially as discussed in section 4.1.		
7.2	**Extraordinary circumstances** There will be times when employees, senior managers or executives will have company duties that may involve the consumption of alcohol. For example; charity events or company arranged functions. If this occurs the person involved must disclose their attendance at such functions prior to selection for alcohol testing. In this case, an exemption for testing may be granted by the Managing Director.		Employees Berkeley Manager
8.0	**Confidential reporting**		
8.1	A contact for the Head of Health & Safety or Project Leader will be available to the workforce. This is to allow disclosure, or report on another individual whom they suspect of being under the influence of drugs or alcohol or having dependency or addiction issues. All information provided will be treated as confidential.		Berkeley Manager
9.0	**Storage of information**		
9.1	Each office location (Project office, Head office, sales and marketing suite etc) will have a secure cabinet (lockable) to store personal information collected as part of this procedure. Access to this cabinet will be limited to the Health and Safety Department and a senior manager at the location. All information collected must be stored and locked in this cabinet.		Berkeley Manager HS Dept
10.0	**Communication, Education and Training**		
10.2	Training will be provided to Berkeley Managers to outline their responsibilities for enforcing this policy and additional support can be sought from the Health and Safety Department. New managers will be made aware of their responsibilities in relation to this policy via the company induction programme.		HS Dept.
11.0	**Third Party Testing provider**		
11.1	Each operating Company has a contract with an Third Party testing provider. Please refer to the Health and Safety Department for information on the current provider.		Berkeley Manager
12.0	**Guidance documents and references**		
12.1	Berkeley Drugs and Alcohol Policy.		
13.0	**Appendices**		
13.1	• Drugs and Alcohol Policy		

Drugs and Alcohol Policy

Introduction

Berkeley (the Company) is committed to providing a safe working environment. This includes, as far as is reasonably practicable, promoting the good health and wellbeing of all of our employees.

This policy sets out strict guidelines and rules for all employees or any other persons associated with the Company relating to the use of drugs for which there is no legitimate medical reason and alcohol. This is also to ensure that their use does not impair the safe and efficient running of the business or put at risk the health, safety or welfare of employees, contractors, customers, suppliers or members of the general public.

Scope of the Policy

This Policy applies to all employees and contractors of the Company, regardless of their job function. It is applicable on all construction sites. This document shall be read in conjunction with the Drug and Alcohol Procedure.

Guidelines and rules

The Company's Policy is that the construction environment should be free from the influence of drugs and alcohol. This Policy will help maintain the health and safety of our employees, and others with whom they come into contact. It will maintain the efficient and effective operation of the business, and ensure our customers receive the quality service they require. For those reasons the following rules will be strictly enforced:

1. Whilst at a Berkeley construction site no employee or contractor shall:
   - report, or try to report, to work whilst impaired due to drugs for which there is no legitimate medical reason or alcohol
   - be in possession of alcohol or drugs for which there is no legitimate medical reason on Company premises
   - consume alcohol in an unsanctioned way or use drugs for which there is no legitimate medical reason whilst at work, or whilst representing the Company.
   - attempt to sell, distribute or supply alcohol whilst on Company premises or representing the Company.
   - attempt to sell, distribute or supply drugs that contravene the Misuse of Drugs Act 1971 or Medicines Act 1968, on Company premises or whilst representing the Company. Any contravention of this will, without exception, be reported to the Police.

2. Employees may consume alcohol at Company arranged functions where such consumption has been authorised by a Senior Manager. All functions will be arranged at times when employees do not have to return to work having recently consumed alcohol.
3. There may be times when employees have company events to attend that may allow the consumption of alcohol, such as charity events. If this occurs, the employee involved must disclose their attendance at such functions to their line manager beforehand and indicate that they may be consuming alcohol and may still be over the prescribed level the following day.

   In these circumstances the individual should not attend a Berkeley construction site until they deem themselves able to conduct their activities in a safe manner and are under the prescribed limit. The individual should not be allowed to work in a construction area or be asked to drive. Breath testing should be offered to the individual to assist in ascertaining if their alcohol levels are appropriate. In all cases the individual must feel comfortable to work, even if the test suggests they are below the limit. Further advice may be required from the Health and Safety Department in these circumstances.

Contravention of these rules is a very serious matter and the Company will take disciplinary action in the event of an infringement under the Disciplinary Procedures, which may include dismissal.

Testing Programme

The testing programme applies to all employees and contractors of the Company attending a Berkeley Construction site (this includes visitors and persons based on the site). The purpose of the testing programme is to ensure that due diligence is exercised and to deter and / or detect individuals working on Berkeley Construction sites whilst being impaired due to drugs or alcohol.

If an employee refuses to consent to provide a sample for testing they will be suspended immediately on full pay, pending the outcome of a disciplinary investigation.

A refusal by a contractors' employee to consent or provide a sample will result in that individual being removed from the Company premises. Their employer will be notified of this decision.

The Company reserves the right to treat a refusal to consent to provide a sample for testing the same as a 'non-negative' result.

Dissemination, communication and enforceability of this Policy

Compliance with this Policy will be a term of employment for all Company employees. This will also be brought to their attention upon joining the Company.

Contractors must make sufficient arrangements to ensure that anybody engaged by them, be that staff or sub-contractors, have contractual arrangements to comply with this Policy. The details of this Policy will be included in all site inductions.

Help and support

Berkeley have a constructive and supportive approach when dealing with employees who may be experiencing drug or alcohol dependency or addiction.

Employees will be encouraged to disclose any alcohol or drug dependency or addiction at their earliest opportunity. It is important that they contact their line manager or the Head of Health and Safety to ensure that the correct advice and specialist support is made available as soon as possible.

Employees who suspect that a colleague may be experiencing issues with dependency or addiction to drugs or alcohol can also report this via their line manager or the Head of Health and Safety.

Managing Director

BL-SRS-7.1a Welding Fume Management

Key Issues:

There is new scientific evidence that exposure to all welding fume, including mild steel welding fume, can cause lung cancer

There is also limited evidence linked to kidney cancer

There is a change in HSE enforcement expectations in relation to the control of exposure of welding fume, including that from mild steel welding.

All businesses undertaking welding activities should ensure effective engineering controls are provided and correctly used to control fume arising from those welding activities.

Where engineering controls are not adequate to control all fume exposure, adequate and suitable respiratory protective equipment (RPE) is also required

Managing Welding Fume:

The HSE have said that "This isn't a grey area, the answer does however depend on several factors. The variation in these factors means that it is often not possible to make general statements such as "yes you do" or "no you don't".

The factors you will need to consider are:

- **Process**
  - Resistance welding, arc welding, flame or plasma cutting or gouging, automated or manual etc.
- **Location**
  - Indoor, outdoor, confined or restricted space
- **Consumables**
  - aluminium, carbon steel, stainless or hard-facing wire
- **Welding or cutting through:**
  - coatings, plating or contamination(s)

Have you considered the different extraction available for the job? Where it is not reasonably practicable to use extraction systems you should consider suitable RPE.

Designing Out:

Prior to choosing welding or cutting as the preferred methodology, consider if a design change can accommodate any of the following:

- Items being fabricated off site
- Friction Stir Welding **(FSW)** (offsite)
- Cold cutting or cold jointing methods
- Mechanical fasteners (bolts, rivets etc.)
- Adhesive technologies

Ventilation:

If you do use extraction, it'll only work if it's used properly

- In most situations welding fume can be easily seen. If you can see that most of the fume is going up the extractor then your positioning is about right.
- you must maintain the LEV in efficient working order so it continues to provide the necessary protection
- You should also have a periodic thorough examination and test (at least every **14 months**) and must keep this record for at least **5 years** or in line with the contractor's health surveillance system.
- PAT testing **(3 monthly)** if ventilation is electrically powered
- In addition, you should have information on the installed LEV system to confirm it provides adequate protection, which should be kept for the life of the equipment.

Respiratory Protective Equipment:

- Disposable 'FFP3' dust masks can offer reasonable protection for short jobs but they must be properly; 'fitted' to the person using it (face fitted). However this methodology should not be used where others are working in close proximity as it provides them with no protection
- Battery powered filtering welding visors are preferred when it is not practical to use extraction and the welder is doing a reasonable amount of welding and away from others

The Chartered Society for Workers Health Protection (BOHS) have devised a tool that allows you to input the types of welding, materials etc. and will provide advice on whether LEV or RPE or a combination of both is best suited to the works being undertaken: http://www.breathefreely.org.uk/

RAMS covering the occupational health risks associated with all welding and cutting methodologies showing that all reasonably practical solutions have been considered, must be submitted at least two weeks prior to the works commencing and the selected methodology agreed with Berkeley St Edward construction management team and Health and Safety Department

Other Guidance:

- http://www.hse.gov.uk/safetybulletins/mild-steel-welding-fume.htm
- HSG258: Controlling airborne contaminants at work: A guide to local ventilation
- HSG53: A practical guide to Respiratory Protection Equipment
- The Lancet article on IARC monograph

08.1 High Risk Activities and Environments Procedure

Contents

Revision register

Revision register		
Date	Version	Description – Reason for change
3/3/2015	1.0	New procedure
13/10/2015	1.1	Replaced references to CDMC to PD - TLC
10/8/2017	1.2	Amended references to dewatering - TLC
20/3/2018	1.3	Amendments made to formatting. Addition of information on Confined space, streetworks, pre-construction requirements, operational arrangements, planning, permits, emergency arrangements and air monitoring.
25/2/2019	1.4	BSE Referencing
30/4/2021	1.5	Minor revisions to wording

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	Whilst all workplaces contain hazards, there are inherent risks in some aspects of the way construction activities are conducted, and these require special control measures to mitigate them. This procedure is designed to enable site teams to ensure works are carried out safely in these high-risk environments.		
2.0	**Scope**		
2.1	This procedure shall apply to, but not be limited to, the following works / work environments: • Demolition • Confined spaces • Works in the public domain • Streetworks • Working close to railways • Working over or adjacent to water • Underground works – tunnelling, pipejacking and headings • Refurbishment • Unstable or potentially unstable buildings • Post Incident recovery (recovery following major incidents such as building, scaffold or equipment collapse)		
2.2	This procedure shall apply in full on all projects where Berkeley acts as Principal Contractor under the CDM Regulations. Where Berkeley are Client only, it shall be the responsibility of the Principal Contractor to ensure all such works are appropriately managed on-site.		

Item	Details	Reference	Responsibility
2.3	This procedure will apply to Berkeley London Forum member companies, who shall be referred to as “Berkeley”. This procedure will also apply to all contractors that carry out activities that fall within the scope of this procedure.		
3.0	**Definitions**		
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety forum members; • Berkeley Homes (East Thames) Ltd • Berkeley Homes Capital • Berkeley St Edward		
3.2	**Confined space** A confined space is a place which is substantially enclosed, though not always entirely and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen, flooding).		
3.3	**BASEEFA** British Approvals Service For Electrical Equipment in Flammable Atmospheres.		
3.4	**Public Domain** Any area which, without additional control measures, is accessible to members of the public.		
3.5	**NRSWA** New Road and Streetworks Act 1991.		
3.6	**Chapter 8** The colloquial term for the ‘Safety At Street Works And Roadworks – A Code Of Practice (Chapter 8)’.		
3.7	**Asset Protection Manager** Network rail representative who deals with risks to Network Rail assets from adjacent construction works. This individual must be approached regarding planning of works close to rail assets.		
3.8	**Tunnel works** Tunnels, caverns, shafts and associated underground structures, howsoever constructed, and including the renovation of existing underground structures.		
3.9	**Tunnel Boring Machine** A tunnel boring machine (TBM) also known as a "mole", is a machine used to excavate tunnels with a circular cross section through a variety of soil and rock strata. They can bore through anything from hard rock to sand. Tunnel diameters can range from a metre (done with micro-TBMs) to 19.25 m to date.		
3.10	**Timber heading** A technique for supporting a tunnel that is being dug by hand. “Timbering” refers to the use of timber that is cut to form a frame to support the sides and roof of the tunnel.		
3.11	**Pipejacking** Pipejacking is a non-disruptive method of installing pipelines, ducts and culverts by thrusting pipes through the ground as controlled excavation is undertaken at the face.		
3.12	**Shaft** An excavation which may be vertical or inclined, to give access to underground works.		
3.13	**Hyperbaric working** Working in a compressed air environment, such as is used for face entry to a TBM.		

Item	Details	Reference	Responsibility
3.14	**Unstable building** A building or part thereof, either existing or under construction, which is structurally unsound and is at risk of complete or partial collapse.		
3.15	**Potentially unstable building** A building or part thereof, either existing or under construction, where there is reason to believe that it may be structurally unsound and at risk of complete or partial collapse.		
3.16	**High Rise Structure** Any structure which will have a height of 30m or more.		
3.17	**Demolition Work** Work involving the demolishing or deconstruction of buildings, structures or parts thereof.		
4.0	**Main requirements**		
4.1	The Risk Management Procedure (BL-P-05) details how risks are managed within Berkeley. Through this process specialist activities and work in high risk environments are identified, considered and specific control measures agreed. Full details must be recorded in the Project Risk Register.	Risk Management Procedure	
4.2	The table at appendix one outlines specific considerations for each of the specialist activities and high risk environments listed above. This should be followed when reviewing the risks arising from a particular activity and be considered as part of the tender and award process. The considerations in Appendix 1 should be followed in full unless a risk assessment has been produced and reviewed that dictates safer, alternative methods.		Construction and Commercial
5.0	**Guidance documents and references**		
5.1	• L101 (Confined Spaces ACOP) • Water UK. Occasional Guidance Note (OGN) • Safety at Street Works and Roadworks – A Code Of Practice • BS 6164 Code of practice for health and safety in tunnelling in the construction industry • Tunnelling and Pipejacking: Guidance for Designers • HSG151 Protection of the Public: Your next move • GE700: Construction-site Safety • HSG 47 Avoiding Underground Services		
5.2	• Berkeley Management of Risk Procedure BL-P-05 • Groundworks Piling and Underground Services BL-P-08.2 • Berkeley Asbestos Procedure BL-P-07.2		
6.0	**Appendices**		
6.1	Appendix 1 - High Risk Activities and Environment table		

Appendix 1 High Risk Activities and Environment table

High risk environment / specialist activity	Pre-construction requirements – Berkeley	Competence	Planning	Operational requirements
All high risk environments and specialist activities	**Competence assessment** Selection of contractors is very important for specialist activities and work in high risk environments. Contractors must be on the call off database. This constitutes the Stage 1 assessment required by CDM. A Stage 2 assessment must also be carried out to ascertain the companies experience and track record in relation to proposed scope of works. **Provision of information** All relevant information must be supplied to Designers and Contractors in a timely manner. The Principal Designer is to act as the liaison between these to ensure the efficient flow of information. The commercial team must work closely with the Construction Team, H&S Team and PD to ensure all relevant and up to date information is in the tender pack.	Refer to the procedure for Training and Competence, which covers basic competence requirements. Where sufficient competence does not exist within Berkeley to assess the appropriateness of proposed controls, specialist assistance may be brought in from external sources. If sufficient expertise is not present within the management team then expert advice should be sought when planning works, reviewing the safe system of work and assessing the appropriateness of the selected method.	**Risk Review Meeting** The Risk Review meetings will be the main tool for considering the hazards, risks and controls for any specialist activity or high risk environment. Any such activity or environment must be considered in the Risk Review meetings and specific requirements, control measures and planned interventions detailed within the Project Risk Register. **Risk assessments and method statements** Whatever method or work is used, a safe system of work must be produced and submitted in good time and reviewed by Berkeley using the Berkeley method statement risk assessment review and briefing form.	**Control measures** The exact operational controls will be agreed during the Risk Review meeting, recorded in a safe system of work/plan of works, fully briefed to those involved, implemented and then reviewed as works progress. **Emergency arrangements** The contractor carrying out the work shall provide details of how emergency situations will be dealt with. This must adequately deal with how rescue will be affected should it be needed. Emergency arrangements should be in place for any reasonably foreseeable emergency within the high risk environment. All plans must be briefed to everyone involved, and then practiced/rehearsed at a suitable frequency.
Confined Spaces	Where confined space work is foreseen at the preconstruction phase this should be highlighted within the preconstruction information. Designers should, where practicable, design out the need for confined space working.	Confined space training, appropriate to the risk involved in the operation and relevant to the role being undertaken (supervisor, top man, rescuer etc.), is required for all personnel involved in the work.	Prior to entry into confined spaces, it must first be determined whether or not this task can be carried out by other means (e.g. CCTV survey). If it is not reasonably practicable to carry out the work without entering the confined space then the risk assessment will identify the necessary precautions to be included in the safe system of work. During the planning of the works, suitable and sufficient	**Permit to enter / access control** A robust system must be in place to control access into the confined space to ensure; a) that only suitably trained and competent people enter, b) that all arrangements are in place before anybody enters and c) to keep a record of those within a confined space. A permit to enter shall be used to ensure all correct controls are in place. A manager must have a copy of the permit at the entrance point to the confined space in addition to any other permits. A breathing apparatus board (BA Board) is to be on-site where a BA Rescue Team has been appointed. The BA Board Controller is to be competent in managing the BA Board and personnel entering a confined space under air. **Emergency arrangements**

High risk environment / specialist activity	Pre-construction requirements – Berkeley	Competence	Planning	Operational requirements
			respiratory protective equipment (RPE) must be identified. Planning should detail how external sources of danger will be isolated.	Arrangements should be in place and recorded for any reasonably foreseeable emergency, including adequate and effective communication during an emergency. including: • Fire • Ingress of water / flooding • Build-up of gases, fumes or vapours creating toxic, suffocating or explosive atmosphere • Incapacity of operatives • Collapse of the ground • Oxygen deficiency • Presence of excessive heat • Solid materials that can flow Plans must allow for provision of first aid and for the removal of personnel to a place of safety. This may include the provision of a breathing apparatus rescue capability, rescue-trained personnel, emergency egress such as man-rider basket or similar and a means of recording who is in the high risk environment. **Air monitoring** Monitoring the air quality will be required prior to entering a confined space and for the duration whilst working in the confined spaces. Suitable equipment must be used; operatives must be competent in using it and it must be maintained and stored in line with manufacturer's guidance. Copies of calibration certificates for equipment must be held on-site and calibration performed at appropriate intervals. Details of what action will be taken should the air quality deteriorate must be included in the safe system of work. **Work equipment** Where the potential for a flammable or explosive atmosphere exists all tools and equipment must be of non-sparking material. All lighting and electrical equipment, including means of communication must be intrinsically safe and meet with BASEEFA approval.
Streetworks	Permissions may be required from local authorities or Transport for London. This should be assessed prior to construction, and where permissions are required these must be sought in good time. Where applicable, if traffic management plans / designs have been produced, they should be submitted to the Local Authority and approved before work commences. Any statutory notices and permits must be in place before any works	NRSWA training for supervisors and operatives	All works will be carried out in accordance with the New Roads and Street Works Act and the associated Code of Practice (Chapter 8). The specific Code of Practice requires that road users are not put at risk and should be informed well in advance of any obstruction. This also applies to vulnerable users – including pedestrians, cyclists, motorists and horse riders – as well as drivers. Particular attention must be given to the needs of the blind and disabled	Lighting, guarding and signing to the streetworks must be in line with the Approved Code of Practice. A Permit to work in the public domain should be utilised where appropriate. Contractors completing the works must have trained and competent staff. The works must be overseen by a supervisor trained to *New Road and Streetworks Unit 010 – Managing/Supervising Signing, Lighting and Guarding*. There should be at least one operative on site at all times trained to *New Road and Streetworks Unit 002 – Operating Signing, Lighting and Guarding.*

High risk environment / specialist activity	Pre-construction requirements – Berkeley	Competence	Planning	Operational requirements
	commence as per Local Authority requirements.		people, children, elderly people and people with prams. Where approval is required from the local authority, work must not commence until such approval has been provided. All buried services information must be obtained prior to commencing work on site. Prior to any works taking place a method statement and risk assessment must be produced	
Working close to railways	Any work adjacent or close to railway lines, Network Rail property or any part of the rail infrastructure may present a risk to the railway infrastructure, or be at risk from the infrastructure. Therefore, as soon as the works have been identified, the Network Rail Asset Protection Manager must be contacted and informed of the works. Any requirements stipulated by the Asset Protection Manager must be included in the PCIP, the CPP and the SSoW for the operation.	The health and safety competence of the contractor carrying out any work that may impact on the rail network must be carefully assessed. Only appropriately experienced contractors should be appointed for such works. Anybody working trackside must hold the required competence, as specified by Network Rail.	The competent contractor shall conduct the planning, taking account of any requirements from the Network Rail Asset Protection Manager If a crane is to be used then Network Rail will need to be consulted. Network Rail consider a crane to be impacting on them if the height of the mast plus the length of the jib is greater than the distance from the crane to within 4m of the boundary of their land (not the tracks). If this is likely to be the case then Network Rail should be contacted at the earliest opportunity.	It is vital to cooperate, coordinate and communicate with Network Rail. They are likely to have stringent requirements which should be followed. When a tower crane is in use close to Network Rail assets, in order that the risk of collapse or fall of load onto Network Rail property is avoided or controlled Network Rail recommend the following; *Avoid* • find an alternative way of carrying out the work • loads not to be lifted near the operational railway • position the crane sufficiently far from the operating railway so that the collapse radius is more than 4m from the operational railway boundary *Transfer* • lifts to be in the direction away from the railway such that in the event of a collapse the crane and load cannot fall within 4m of the operational railway boundary • position the crane such that it is behind a building or other obstacle preventing it falling on to the railway • use a contract lift in place of crane hire; *Reduce* • block all lines • restrict slew • collapse radius is at least 4m from the nearest rail on any open line • working load of cranes and foundations down-rated to 75% of SWL • crane base to be designed for full SWL (plus wind and other applicable loads) • tie tower crane into building structure • use mast guys (two required to provide redundancy) or a second mast if this is approved and agreed with the crane contractor; *Insure* • to be avoided as the principal control measure even as a last resort. The sum insured should be not less than £10 million for any one incident;

High risk environment / specialist activity	Pre-construction requirements – Berkeley	Competence	Planning	Operational requirements
Working over or adjacent to water	Where working over to or adjacent to water is necessary this should be identified in the Pre-Construction Information Pack (PCIP).	Suitably qualified and experienced people are required.	All such works must be planned in detail. The Project Risk Review Meeting shall be the forum for discussing the plan of works. During these meetings the specific situation shall be considered and method of preventing falls into water, effecting rescue and other control measures will be agreed. Exact measures will be discussed in the Risk Review meeting and will depend on the type of work to be carried out, access requirements, plant/equipment in use and the depth, flow and accessibility of the water.	It will be necessary to consider; • Prevention of falls into water – following the hierarchy of controls • Provision of rescue plan and equipment • Competence of the rescue team • The effect of the weather • PPE • Possible health issues, such as leptospirosis • Welfare facilities • The potential for pollution incidents. See Environment Agency Guidance PPG5. The working over or near to water section of GE700 is a useful source of information and the guidance should be followed as the minimum standard.
Underground works – tunnelling, pipejacking and headings	Items that are likely to be required by the contractor include: • This document and the Joint Code of Practice for Risk Management in tunnelling works in the UK • Type of contract and form of contract • Scope of works • Construction Phase Plan • Ground investigation reports, including the nature, extent, location and limitations • Soil investigation reports • Service drawings • Relevant as-built drawings • Any other site investigation reports • Designs, whether preliminary or issued for construction	All operatives must have the appropriate and trade specific CSCS card. For underground works there are several tunnelling trades, and all operatives should hold the most suitable one.	There are many factors which will have an impact upon the most suitable method to use for a project. These include ground conditions, obstructions, tunnel diameter, tunnel length and cost. Tendering Contractors should propose what they feel is the most suitable method for the works and should explain why. Unless sufficient demonstrable competence and expertise exists within the Berkeley team it will be necessary for Berkeley to obtain the services of a competent consultant to assess the appropriateness of the proposed method. The table in “Tunnelling and Pipejacking: Guidance for Designers” should be used to assist in deciding if a method is appropriate. The planning documentation must be commensurate to the complexity and the risk of the	In addition to normal confined spaces arrangements the below will be followed for underground works; **Ventilation/dangerous gases** Arrangements must be in place to ensure that any tunnel or other confined space in association with the works maintains a safe and healthy atmosphere. Tunnels and excavations must be kept free from toxic or explosive gases, natural gases (methane, sulphur dioxide and hydrogen sulphide) and carbon monoxide from exhaust fumes. Fumes from combustion engine-driven plant should not be allowed to accumulate in the tunnel or in any shafts. Careful planning in the location of, e.g., generators can aid in achieving this. Forced ventilation may be required. This will almost always be required when combustion engine-driven machinery (e.g. excavators) are operated in a tunnel or heading. If this is the case then the amount of ventilation required must be calculated by a competent person. A written regime for checking and maintaining the ventilation fans and ducts must be in place. Emergency procedures in case any part of the ventilation system fails must also be in place. Monitoring the air quality will be required. Copies of calibration certification must be held on-site. Details of what action will be taken should the air quality deteriorate should be included in the Safe System of Work. **Settlement** Settlement of the ground above the tunnel can be a major risk, especially where services are above the proposed tunnel. The contractor should provide the following:

High risk environment / specialist activity	Pre-construction requirements – Berkeley	Competence	Planning	Operational requirements
			operations. Usually the contractor, whether subcontractor or Principal Contractor, will be required to supply to the Berkeley Project Team and PD, at least 14 days before works commence, a Project Management Plan, incorporating the following; 1. Project H&S Safety Plan 2. Project Risk Management Plan 3. Construction Risk Register 4. Environmental Plan 5. Quality Plan 6. Site organisational chart 7. CVs of project team 8. Risk assessment and method statement for each element of the works	• Settlement calculations and predictions, provided by a competent engineer • Details of how settlement will be monitored on-site • Details of action to be taken should the predicted settlement be exceeded Where underground operations potentially affect services, settlement predictions and precautions should be discussed with owners / operators of the assets before works commence. If they are not satisfied with the arrangements work should not commence. **Water Ingress** Prior to work commencing the risk of water ingress must be assessed by identifying local groundwater levels and any nearby water mains. Measures must then be put in place to ensure that underground workplaces do not flood. It may be necessary to dewater and where it is necessary, arrangements for such should be considered as an element of Temporary Works. If dewatering is required then there are environmental considerations – please see Managing Silt and Water Authorisations procedures within the Sustainability Management System. **Communication** Communication must be provided from the tunnel face (if operatives are at the face) to the bottom of the shaft and from the bottom of the shaft to the top man. Details of how this communication will be provided, including contingencies for failure of communications, must be outlined in the Safe System of Work. **Welfare** Underground work can be dirty and unpleasant and the risks from Weil's disease and contaminated ground mean washing and drying facilities are vital. Prior to work commencing the adequacy of welfare facilities should be reviewed. **Hyperbaric working** Hyperbaric working (working in a compressed air environment) has unique risks. A compressed air environment is sometimes used to aid in supporting the ground and preventing water ingress in poor ground conditions. If Hyperbaric working is proposed the Health and Safety Plan must sufficiently detail the measures for decompression, emergency arrangements, rescue, selection of workers, required pressures, equipment and how air tightness is achieved. If hyperbaric working is proposed then a specialist consultant should be employed to advise.
Refurbishment	A structural survey will be required for the building to be refurbished. This must be conducted by a competent structural engineer. A demolition/refurbishment asbestos survey in line with "HSG264: Asbestos: The Survey Guide", must be conducted prior to	UKATA accredited Asbestos Awareness Training must be provided to all operatives working on the refurbishment of buildings constructed prior to 2000.	Refurbishment work must be planned in detail and a method statement or plan produced outlining how the work will be carried out and the risks controlled. Any structural works must be designed and checked by a	To be determined during the risk assessment process and detailed in the safe system of work.

High risk environment / specialist activity	Pre-construction requirements – Berkeley	Competence	Planning	Operational requirements
	refurbishing any building constructed before 2000. The survey reports must be supplied in the PCIP.		structural engineer. Where relevant, the sequence of structural works should be specified by the engineer.	
Unstable or potentially unstable buildings	Buildings which are built by Berkeley will be designed such that they are not unstable during the construction phase. Historic buildings should be subject to an asset management, maintenance and inspection plan to prevent them becoming unstable.		If a building is discovered to be unstable for any reason then it must be identified as such and plans put in place to protect people should it collapse by: **1.** Evacuating the area; **2.** Creating an exclusion zone which must be secured 24/7; **3.** Preventing further degradation; **4.** Carrying out remedial work to make the building stable. Prior to anybody entering an unstable building detailed planning must take place to ensure that the building cannot collapse onto those entering. This may require a detailed, specific sequence of support work installation, specified no-go areas or a defined route of entry and limits of exploitation. These must be recorded and briefed to those entering / carrying out any work.	If a building is found to be unstable, or potentially unstable, it must be evacuated and an area 150% of the buildings height maintained as an exclusion zone on any elevation at risk of collapse. The size may be reduced if other containment measures are in place and the reduction is authorised by the Director Responsible for Health and Safety, in consultation with a structural engineer. The above must stay in place until it is confirmed that the building is no longer unstable. Work, including inspections/investigations should be done remotely wherever possible, such as using remotely controlled machinery or equipment, long/high reach equipment, CCTV or drone aircraft. If access is required closer to the building, e.g. for an engineer to carry out an assessment, or for operatives to carry out remedial work, then this may only proceed if it can be confirmed it is safe to do so. A detailed method statement and risk assessment will be required for such work. Operational controls should prevent buildings being struck by plant or traffic.
Post Incident recovery ***(recovery following major incidents such as building, scaffold or equipment collapse)***	Following a serious incident it is sometimes necessary to conduct recovery works. This would be the case in a building collapse, scaffold collapse, overturning of plant etc. Where this is necessary the priority is to make the scene safe as soon as possible. The scene may need to be left until released by enforcing authorities and investigators (internal or external).	This is likely to be a specialist activity and only specialist contractors should be engaged to carry out this work.	Once made safe, a detailed plan should be recorded in writing for recovering, clearing and making good the scene of the incident. A specific risk review meeting will be held prior to any recovery works commencing. In this meeting all of the significant risks will be discussed and operational control measures agreed. The following must be represented at the meeting; • Project Director/Manager	There is likely to be a great deal of “stored energy” in the wreckage of a major incident, therefore, recovery and clearing works should be carried out remotely, either by remote controlled machines, long/high reach machines or long handled tools (such as long lances). The exact operational controls will be agreed during the risk review meeting, recorded in a Safe System of Work / Plan, fully briefed to those involved, implemented and then reviewed as works progress.

High risk environment / specialist activity	Pre-construction requirements – Berkeley	Competence	Planning	Operational requirements
	A plan must be put together to clear the scene.		• Site Manager(s) • H&S Team • Relevant contractors • Other interested parties (e.g. TfL, NWR, adjacent land owners) • Specialist consultant (where relevant)	
Works in the public domain	If possible works should be sequenced in such a way as to minimise works in the public domain at the end of the project.		Planning of works in the public domain must be detailed and take account of risks to the public. During the risk assessment process special consideration must be given to site entrances / exits, lifting over or adjacent to the public, deliveries in close proximity to the public, plant and machinery hazards, falling materials, protection of excavations and warning signage / barriers.	Prior to working in the public domain a "Permit to Work in the Public Domain" must be issued by the Principal Contractor. All necessary barriers and signage must be in place to warn and prevent access to work areas. Upon completion of any works in the public domain, or prior to handing any area over to become public domain, the area will be checked by the relevant contractor and Berkeley staff to ensure that it is free of risks to the public. "HSG151 Protection of the Public: Your next move" should be consulted for further guidance
High Rise Structures	The construction of high rise structures requires careful and detailed planning. During the pre-construction phase a competent fire engineer must develop a fire strategy in line with the Joint Code of Practice for Fire Prevention on Construction-sites. This strategy must be developed as the design is developed, and should be communicated to designers, the production team and relevant contractors. During the tender process potential contractors should propose methods of construction for the various elements of the structure, and the selection of the contractor should be based upon selection of the safest methods of construction.	High rise construction is a specialist and high hazard activity and must only be undertaken by specialist contractors with experience of work of a similar nature and scale. A Stage 2 competence assessment must be completed by Berkeley on any potential contractor, which must include an assessment of the contractor's experience of high rise construction, and specifically of the proposed methods of construction.	A bespoke Work at Height strategy must be produced for each high rise structure, taking account of the site specifics, which will detail how all work at height shall be managed. This will include prevention of falls, prevention of falling materials and emergencies provisions. This strategy must be communicated to all relevant contractors and interested parties.	• Each high rise structure must be vertically fire compartmented at intervals not exceeding 10 floors to prevent upwards or downwards fire spread. • Wet risers fed by duplicate pumps should be provided during construction on high rise structures, unless mitigated through the introduction of other measures. • The use of protective climbing screens should be considered for all high rise buildings. A risk assessment should be produced recording at the likelihood of falling materials and protection from the elements. • Full-height (slab to soffit) edge protection should be considered for high rise buildings where there is a risk of falling materials or high winds displacing materials stored on the slab. • The requirement to wear chinstraps or helmet tethers should be considered and applied on a site-by-site basis. The location, height of the building and the season the building is being built in should be considered (a RC Frame being built in winter is more likely to suffer winds that require the use of chin straps or tethers).

High risk environment / specialist activity	Pre-construction requirements – Berkeley	Competence	Planning	Operational requirements
Demolition	Prior to any demolition work taking place on any structure a structural survey must be undertaken to establish how the structure has been created and whether there are any structural weaknesses or risks. This survey is a vital source of information when planning the demolition sequence. This must be conducted by a competent structural engineer. A demolition/ refurbishment asbestos survey in line with "HSG264: Asbestos: The Survey Guide", must be conducted prior to refurbishing any building constructed before 2000. The survey reports must be supplied in the PCIP.	Demolition contractors should be members of the NFDC. Where non-NFDC members are to be used proof of their competence, will need to be supplied. A Stage 2 competence assessment must be completed by Berkeley on any contractor, including an assessment of the contractor's experience of the proposed methods of demolition. Operatives undertaking demolition work must hold an appropriate CCDO card. Those conducting labouring tasks may hold a CSCS Labourer card, only if they have received demolition awareness training. Demolition managers and supervisors must hold appropriate CCDO cards. Plant operators conducting demolition work must hold the CPCS A65 demolition endorsement. All operatives working on a building built prior to 2000 must receive UKATA-accredited Asbestos Awareness Training. If Berkeley are Principal Contractor, staff involved in the management of the work must have completed the Demolition Awareness and Asbestos Awareness Training.	The selection of the demolition method must be based on what is appropriate for the nature of the building, surrounding area, proximity of the public and other hazards. This decision must be taken by somebody who is competent to do so. Once the method has been selected then the demolition sequence must be carefully planned by a competent person. The planning of the works is likely to be a team effort between the structural engineer, demolition contractor, H&S Team and Berkeley. A Demolition Phase Plan must then be produced. This should include a work at height strategy, the demolition sequencing and a Fire Risk Assessment and Fire Plan. If demolition work is considered to be medium or high risk then an independent specialist demolition consultant should be consulted.	Operational controls must be in place and adequate to control risks during demolition work; the following are specific hazards/risks which must be controlled: • Premature collapse of the structure • Falling materials • Work at height • Plant and vehicle movements • Equipment and machinery • Fire • Unauthorised access to site or buildings under demolition • Exposure to asbestos • Exposure to noise • Exposure to vibration • Exposure to silica and other dusts or substances These controls must be proportionate to the risk and the result of a suitable and sufficient risk assessment.

08.2 Groundworks, Overhead and Underground Services Procedure

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
25/04/2014	1	New procedure
09/06/2015	1.1	Added section on controlled zones and requirement to comply with FPS guidance - TLC
13/10/2015	1.2	Replaced references from CDMC to PD - TLC
15/10/2015	1.3	Update on service avoidance best practice and surveys (USAG guidance)
20/03/18	1.4	Updated to include survey requirements to be in line with PAS 128 standards, inclusion of requirement to document blockage clearance process for CFA piling operations.
10/07/2018	1.5	Added the following requirement: All rope lifting equipment that is intended to be used with piling equipment shall be subjected to a Thorough Examination at a frequency not exceeding 3 months. TLC
25/02/2019	1.6	Added requirement to use tracer on services and new requirements regarding breaking ground
13/07/2021	1.7	Removal of piling due to specific piling procedure created. Overhead services included.

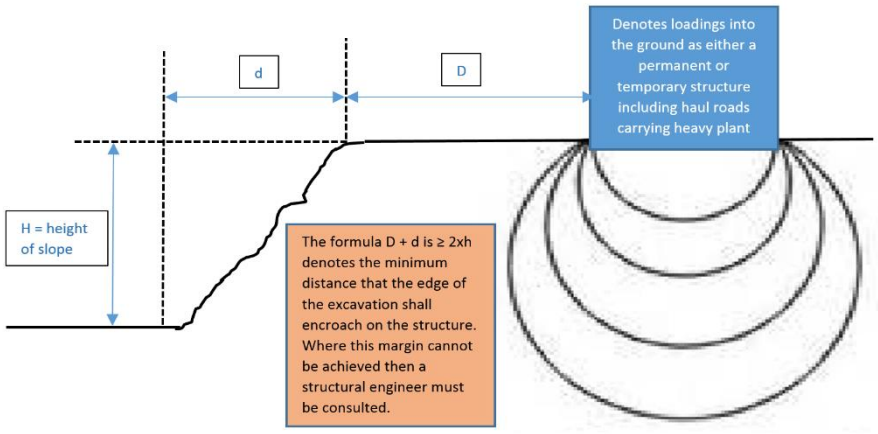
Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure covers all works associated with groundworks, and any other activity that penetrates the ground. Its purpose is to ensure that arrangements are in place for the safe management of groundworks, excavations and underground/ overhead services. To ensure that all practicable steps are taken to prevent danger to any person, including, where necessary, the provision of supports or battering, to ensure that; • No excavation or part of an excavation collapses; • No material forming a structure adjacent to any excavation is dislodged or falls; and • No person is buried or trapped in an excavation by material which is dislodged or falls. To ensure that safe digging techniques are adopted (and the use of mechanical excavation within 500mm of a known live service is avoided) in order to prevent accidental damage of underground services in line with HSG 47 – Avoiding danger for underground services.		

Item	Details	Reference	Responsibility
2.0	**Scope**		
2.1	This Procedure shall apply to any works that involve penetrating the ground, or any activity that falls into the definition of Groundworks below. This is likely to include (but is not limited to) the following; • Excavating trenches, pits or holes • Hard landscaping / land reshaping • Penetrating the ground with spikes, pins or stakes • Sinking shafts		
2.2	This Procedure shall apply in full on all projects where Berkeley acts as Principal Contractor under the CDM Regulations. Where Berkeley is client only it shall be the responsibility of the Principal Contractor to ensure Groundworks are appropriately managed on-site.		
2.3	This Procedure will apply to all Berkeley Companies, who shall be referred to as Berkeley. This procedure will also apply to all contractors that carry out activities that fall within the scope of this procedure.		
3.0	**Definitions**		
3.1	**Groundworks** The work of excavating or the raising or sloping of ground and covers bulk earthworks, site enabling works, drainage, foundations, services and hard landscaping works including "black top" surfacing of roads and car parks.		
3.2	**Excavation** Any hole or cavity formed by excavating or digging, including trenches, pits, shafts etc.		
3.3	**Trench** An excavation whose length greatly exceeds its width. The following are as defined and recognised in the British Standard. • Shallow trench - A trench up to 1m deep • Medium trench - A trench between 1m deep and 6m deep • Deep trench - A trench over 6m deep • Narrow trench - An excavation too narrow to allow entry of persons		
3.4	**Pit** An excavation ranging from that required to receive the foundation base for a pier or column to that required to receive the basement and foundations for a building, including trial pits for investigation purposes.		
3.5	**Shaft** An excavation which may be vertical or inclined constructed to give access to underground works.		
3.6	**Breaking Ground** Any works that involve a penetration or disturbance to the existing ground, including excavating by machine or hand, penetrating with driven objects such as steaks or pins, or reshaping of ground using earthmoving equipment such as dozers or shovels.		

Item	Details	Reference	Responsibility
3.7	**Temporary Works** Refer to the Temporary Works Procedure		
3.8	**Shoring** Temporary works associated with supporting the sides and side slopes of an excavation		
3.9	**Confined Space** A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby. Refer to the Confined Space Procedure.		
3.10	**The Contractor** The contractor appointed to carry out works that fall within the scope of this procedure.		
3.11	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum members; • Berkeley East Thames Ltd • Berkeley Homes Capital • Berkeley St Edward		
4.0	**Main requirements**		
4.1	**Investigation and Pre-construction** Land and Planning Department must commission such surveys and reports to ascertain the following; • The presence and locations of all underground services, including gas, electricity, water, drainage, data/telephone etc. This will include information from service owners, but shall also include reports from investigations on site. Ground penetrating Radar and trial hole information will be the minimum standard acceptable for providing to production teams. This should be carried out in line with PAS 128:2014 (Specification for underground utility detection, verification and location) • The nature of the materials making up the ground • Current and historical land uses • Ground stability • Surface and groundwater conditions • Any contamination • Condition and adequacy of any existing earthworks • Use of https://www.linesearchbeforeudig.co.uk All reports and must be included in the Pre-construction information plan and made available to the Principal Contractor and Contractor. The surveying works should be undertaken prior to any soil investigations works that may also be required.	PAS128	Land and Planning

Item	Details	Reference	Responsibility
4.2	**Design and technical** During the design phase of the project the Technical Department shall liaise with designers, in coordination with the Principal Designer, to ensure that where practicable risks can be designed out, for example by sequencing works to avoid the need to enter excavations. For design of the support to the sides or side slopes of an excavation refer to the Temporary Works Procedure.		Technical
4.3	**Commercial and procurement** Before an order is placed for any work which falls within the scope of this procedure the Commercial Manager must ensure the following; • The contractor is approved for the relevant trade on the call off contract. • A stage 2 competence assessment has been carried out to assess the competence of the contractor for the specific scope of works on the project. • The contractor has been provided with or given access to all information and reports relating to the ground conditions, service locations, contamination, Ground Water etc. Refer to the BL-P-06 Procurement and Supply Chain Procedure.	BL-P-06 Procurement and Supply Chain Procedure.	Commercial
4.4	**Construction**		
4.4.1	**Co-ordination, co-operation and communication** It is the responsibility of all parties to ensure that they cooperate, communicate and coordinate their activities to reduce risks. The Project Manager shall ensure that prior to any groundworks commencing the impact on other trades is assessed and controlled. The extent of upcoming works and likely impacts must be discussed with other parties affected (possibly other contractors, neighbouring businesses or residents, transport infrastructure organisations or others) either at pre-existing meetings (such as coordination meetings) or at specially convened meetings. Minutes of such discussions should be held on file. The above does not remove the need for day to day informal ongoing communication between the various parties, which is encouraged.		All
4.4.2	**Ground Works Planning** For any activity which falls within the scope of this procedure a site and task specific risk assessment and method statement must be in place. This must have fully followed the review procedure detailed in BL-P-05 Management of Risk Procedure before any works begin and must be briefed to all involved in the activity. Where work activities are identified as high risk, the specific activity must be recorded and tracked on the Project High Risk Register. All excavation support systems are required to be detailed and entered into the project temporary works register. Where these activities are identified as high risk they will be recorded on the project high risk register. All work associated with groundworks, excavations and underground services, together with any activity that penetrates the ground, must be planned to take into account the hazards that may be present in the ground. This shall apply to all works that involve penetrating the ground, or any activity that falls into the definition of groundworks below. This is likely to include the following: • Excavating trenches, pits or holes; • Hard landscaping;	BL-P-05 Management of Risk Procedure	Trade Contractor

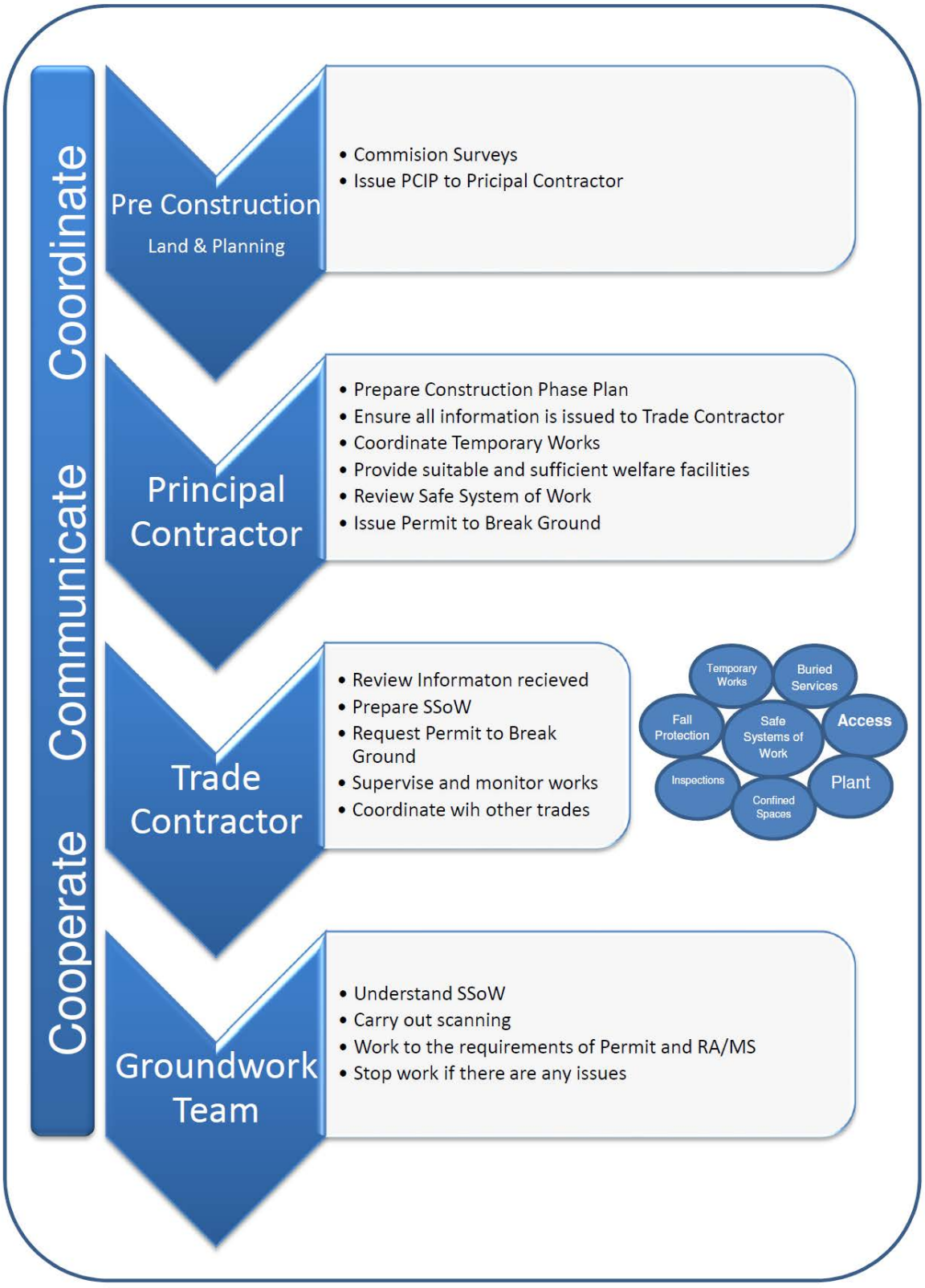
Item	Details	Reference	Responsibility
	• Penetrating the ground with spikes, pins or stakes; • Sinking shafts; • Surface course break out/ removal; • Pile probing; • Bore holes/window sampling; • Hand digging / trial holes. Careful consideration must be given to ensure that new and existing building/structures are not undermined during the excavations works. The competence of the contractor's supervisors and operatives will also be reviewed to confirm compliance with the requirements of the Training, Competence and Induction procedure. Where any TW duty holders are identified within the scope of the groundworks package, they will provide documented evidence of competency of each person detailed with TW duties, in accordance with requirements of the Temporary Works procedure. Any concerns identified must be addressed before mobilisation to site.		
4.4.3	**Underground services** A Berkeley Construction Manager will be nominated to act as the Underground Services Co-ordinator. The Co-ordinator must ensure that services information is held on site and kept up to date as services are installed. This should include a drawing or drawings that cover the entire extent of the site operations showing the locations of services. These must be made available to all contractors. The services information should be in line with PAS 128 requirements. The Underground Services Co-ordinator shall be responsible for issuing permits to break ground. It may be necessary to nominate a deputy to ensure permits can be issued in the absence of the Co-ordinator. Prior to any penetration of the ground a Permit to Break Ground must be issued using form BL-F-08a Permit to Break Ground. A service drawing of the location that the permit applies to must be attached to the permit. One copy must be available at the work area and one must be held in the site office. This should be carried out in line with the Utility Strike Avoidance Group best practice guidance. http://www.utilitystrikeavoidancegroup.org/toolkit.html All services should be have detectable underground warning tracer tape (or similar) installed. Ground works contractor to provide As built drawings for all services installed. Standard Provisions to be followed: 1. No mechanical excavation is permitted within 500mm of a known service whether live or abandoned. 2. Banksman / spotter to be observing when the bucket / pecker is breaking ground. 3. Proprietary means of access/ egress must be provided e.g. Adjustable Site Stairs compliant with EN 12811, proper installed ladder etc. the use of earth ramps, earth steps or accessing via the batter is not acceptable for significant depths/ changes in level. 4. Excavations deeper than 1m from the graded level need to be stabilised via adequate batters or trench support systems. See part G for angle of repose & J for temporary works / support systems 5. Physical robust warning signed barriers/ stop-blocks must be erected to prevent people, objects and where relevant plant falling into the excavation. Pedestrian type barriers or demarcation by Netlon does not constitute a 'robust' barrier and this approach should not be used for excavations where there is a risk of	PAS128 BL-F-08a Permit to Break Ground	Principal Contractor / Trade Contractor

Item	Details	Reference	Responsibility
	anyone falling into them. They should not be used at all for excavations deeper than 1m or an area with steep batters. 6. Excavation arising's must not be stored within the angle of repose so as to remove the risk of surcharging the sides, please refer to Part G. 7. Backfilling of the excavation is to be in accordance with the approved specification and compacted by mechanical means with witnessing by a BSE USC. Where necessary invoke the temporary works procedure. 8. Any minor undermined areas i.e. Ground beams or large services to backfilled with a self or non-required compacting material such as pea shingle or other agreed material. 9. If there is any significant change in the working environment/ conditions that could compromise safety then works must stop and the Berkeley USC consulted. **Overhead Services** Where site specific surveys have identified overhead services, appropriate arrangements in line with *GS6 Avoiding danger from overhead power lines* must be in place prior to works commencing and detailed on the site Traffic Management Plan. Precautions will be specific to the particular risks identified during the site survey but must include: • Installing clearly marked crossing points beneath the lines at a height specified by the electricity supplier i.e. goal posts with warning height signage; • Prohibiting the storage of materials in the area between the overhead lines and the ground level barriers; • Maintaining the safe distance between the plant and the overhead line.	GS6	Principal Contractor / Trade Contractor
4.4.4	**Temporary works** Any temporary works associated with groundworks (i.e. excavation support, dewatering schemes etc.) must follow the BL-P-11 Temporary Works Procedure. **AS A RULE OF THUMB. Anything outside of the minimum requirement will require a review by the TWC and possible referral to a Structural Engineer.** 	BL-P-11 Temporary Works Procedure	TWC / TWS
4.4.5	**Plant** Requirements for the management of plant can be found in the BL-P-14 Management of Plant and Equipment Procedure. All plant operators must hold a current CPCS or NPORS card for the category of plant that they are operating.	BL-P-14 Management of Plant and Equipment Procedure	Trade Contractor

Item	Details	Reference	Responsibility
	All plant operators must provide evidence to demonstrate that they are fit for duty. As a minimum, this will include an assessment by an Occupational Health Service Provider within the last 36 months and a 12 monthly self-declaration of fitness questionnaire in line with the requirements of SFPSG Good Practice Guide – Medical Fitness to Operate Construction Plant and Familiarisation on the make and model of each type of plant SFPSG Good Practice Guide – Competence to Operate Construction Plant. Where mobile plant is to access or work on a publicly accessible highway/road the operator must also be in possession of a full UK valid driving licence.		
4.4.6	**Gases and fumes** Consideration must be given to the potential for fumes and gasses to gather within an excavation when siting items such as generators. Refer to the BL-P-08.1 High Risk activities and Environments Procedure for further information on confined spaces.	BL-P-08.1 High Risk activities and Environments	Trade Contractor
4.4.7	**Barriers and fall protection** Falls into an excavation or pile bore, either of people, material or plant, must be prevented. As part of the risk assessment the exact measures employed must be determined. For shallow trenches it may be acceptable to demarcate the excavations with barriers, but for all medium and deep trenches robust edge protection must be in place. Where plant is needed to access close to the excavation stop blocks will be required. Further guidance can be found in GE700.	GE700	Trade Contractor
4.4.8	**Access** The selection of access into excavations should follow the hierarchy below. Only when one option is not reasonably practicable should the next be considered; 1. Proprietary steps or stairs 2. Made steps or ramp, which should be surfaced and well maintained (upto 1.5m) 3. Ladder access (upto 1.5m) Where powered access, (i.e. hoist or man rider basket), is used it must be supplemented by non-powered access, i.e. escape stair or ladder. Where this is not possible refer to Health and Safety Department.		Trade Contractor
4.4.9	**Health and welfare** Prior to earthworks beginning a review of the welfare arrangements on site must take place to ensure that these will be adequate for the nature of works to be undertaken. The project Manager is responsible for ensuring this review takes place and any additional requirements are supplied. The Contractor shall: Ensure health risks such as Manual Handling, HAVS, Dust, Weil's disease (Leptospirosis) and Noise are covered in their risk assessment/method statement and provide information (toolbox talks/ information cards) on all of the above health risks to workers on site.		Principal Contractor Trade Contractor Trade Contractor

Item	Details	Reference	Responsibility
4.4.10	**Inspections** The contractor shall conduct an inspection of all excavations and temporary works associated with them prior to starting work every shift. Issues identified should be rectified and reported to Berkeley Management. These inspections must be recorded and shall be submitted to Berkeley at least weekly, and held on file for audit purposes. Inspections will also be carried out by the contractor following any fall of material, or after any event likely to affect the stability of the excavation of the Temporary Works associated with them.		Trade Contractor Trade Contractor Trade Contractor
4.4.11	**Excavations** All excavations will be carried out in line with the guidance provided in GE700 and HSG47.	GE700 HSG47	Trade Contractor
5.0	**Guidance documents & references**		
5.1	• CPA Good Practice Guide – Management of Shoring in Excavations • HSG47 Avoiding Danger from underground services • GE700 • BS6031:2009 Code of Practice for Earthworks • www.utilitystrikeavoidancegroup.org • PAS128:2014 Specification for underground utility detection, verification and location • SFPSG-Medical-Fitness-for-Plant-Operations • SFPSG-Competence-to-Operate-Construction-Plant		
6.0	**Appendices**		
6.1	• Appendix 1 – Responsibilities overview / Aid memoire		

Appendix 1- Groundworks Brief responsibilities overview



08.3 Piling Operations

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
01/04/2022	1	New procedure

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure covers all works associated with Piling Operations. Its purpose is to ensure all such works are planned taking account of the hazards and risks involved, and are carried out in a manner that controls those risks.		
2.0	**Scope**		
2.1	This procedure applies to all piling work activities. • CFA Continuous Flight Auger; • Rotary Bored Auger; • Driven concrete piles; • Driven Shell piling; • Contiguous piling; • Vibro compacted stone columns; and • Driven steel sheet piles. • Continuous Helical Displacement		
2.2	This procedure shall apply to all construction projects where Berkeley Companies occupy the role of Client, and which involve piling, including driven, sheet, rotary bored, and continuous flight auger (CFA) piling.		
2.3	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum members; • Berkeley East Thames Ltd • Berkeley Homes Capital • Berkeley St Edward		
3.0	**Definitions**		
3.1	FPS - Federation of Piling Specialists		
4.0	**Main requirements**		

Item	Details	Reference	Responsibility
4.1	**Pre- Piling Operations Assessment** The Design Engineer or Technical Manager responsible for the design of the building foundation is responsible for determining the piling method to be used. **The Technical Manager must ensure:-** • Environmental factors such as noise, dust, vibration from the piling operations are assessed to comply with planning and environmental restrictions; • Soil samples and reports for contaminated ground are checked to see if the ground is hazardous; • A full utilities survey (e.g. GPR) is carried out; • The results of the survey are compiled into a report, marked onto site layout drawings and physically marked onto the ground by the Surveyor, if possible; • A piling mat design and design check are completed to detail a level piling mat for the size of machinery to be used; • A site survey establishes access restrictions, overhead cables and adjacent railway lines, public highways and properties; • Access for heavy plant and machinery is marked on a site layout drawing/ Traffic Management plan; • Haul roads are designed and installed for concrete supply lorries. **The Project Management Team must ensure:** • Welfare facilities are suitable for working with contaminated ground; • Concrete lorry, concrete pump and concrete pipe line flushing facilities are available; • A segregated delivery area for unloading reinforcement materials is designated; • A segregated storage area for reinforcement materials is designated; • All delivery vehicles comply with Berkeley fall prevention requirements for loading and unloading; • All freshly installed concrete piles are protected from mechanical and environmental damage.		Design Engineer/ Technical Manager Project Manager
4.2	**Piling Operations Main Requirements** Ensure surveys for existing underground services, underground obstructions, ground contamination and possible unexploded ordnance are carried out and all documents are formally issued to the piling contractor. Ensure hazards are identified that may restrict the type of plant available to use, e.g. overhead services, areas with restricted weight limits, areas with restricted headroom or areas that are close to the site boundary. Ensure that tendering piling contractors specify the loads imposed by piling rigs in sufficient detail to allow a piling mat design to be produced. Ensure that the installed piling mat meets the specified design requirements, and that the mat is inspected and maintained to continue to meet the design requirements. BL-P-11 Temporary Works Procedure must be applied.	Federation of Piling Specialists Guidance BL-P11- Temporary Works	Project Manager / TWC / Trade Contractor Project Manager / TWC / Trade Contractor

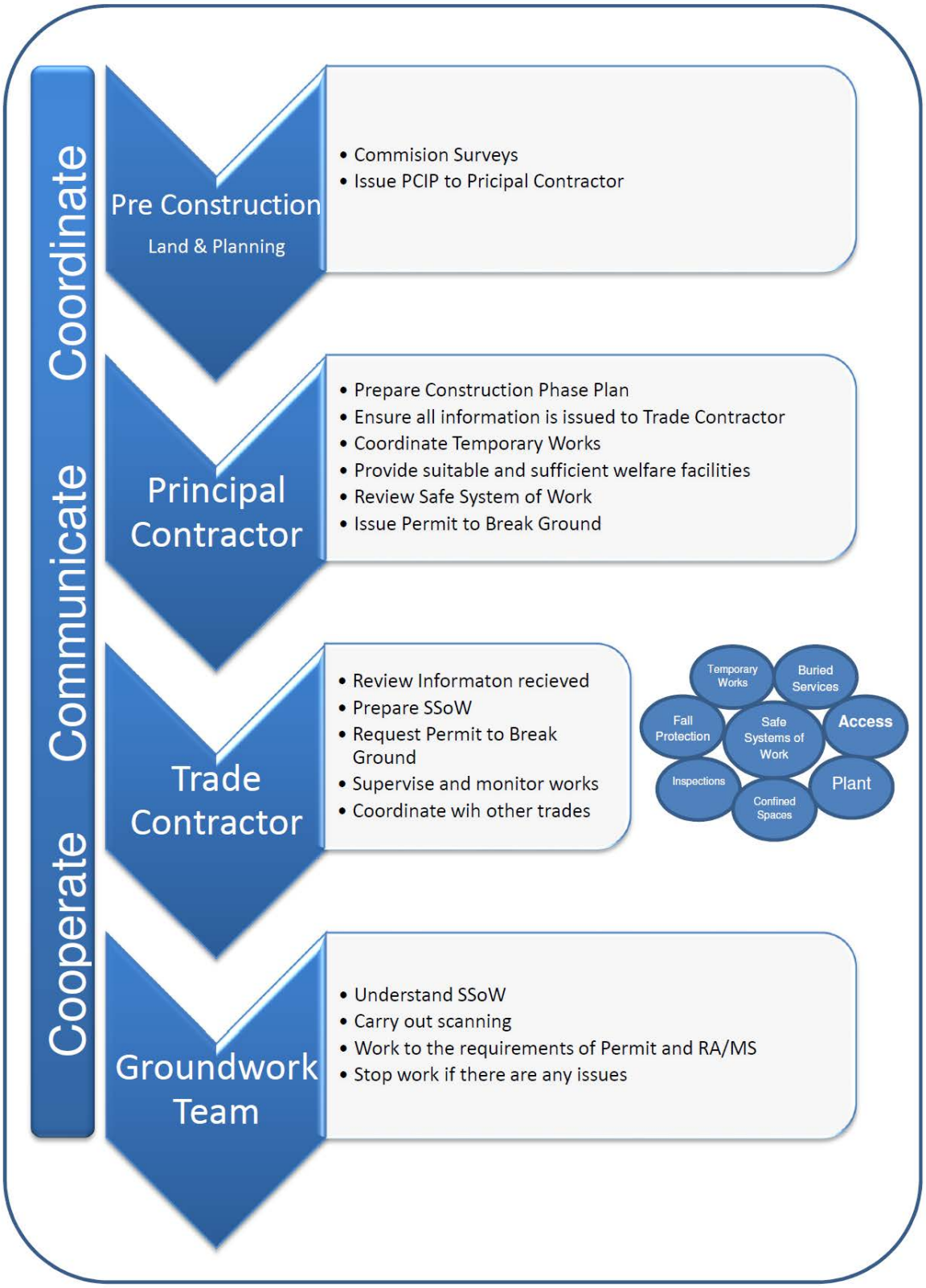
Item	Details	Reference	Responsibility
	Ensure segregation and relevant exclusion zones are in place both for general personnel (primary) and additionally for piling workers (secondary). Ensure rotating parts of piling rigs, e.g. augers and brush cleaners, are guarded to prevent danger arising to site workers. Ensure before starting work on site, piling contractors must ensure an adequate Method Statement and Risk Assessment cover all of the above requirements. Ensure the method to be used for pile breakdown (to formation level) is incorporated in the risk assessment and method statement produced by the tendering piling contractors; where possible, methods shall eliminate or otherwise minimise the use of hand-held vibrating equipment. Ensure adequate arrangements are in place for washing out concrete lorries and concrete pump pipe lines and that they do not contaminate watercourses, drains, rivers and streams. Ensure completed piles / rebar projecting above ground level are highlighted and protected. Ensure piling works close to operational railway infrastructure are planned in consultation with the infrastructure owners. Ensure that when piling involves pumping concrete a. The use of flexible hose is minimised b. A procedure for the removal of blockages is provided and adequate c. Pressure is monitored during pumping to check for leaks or blockages d. Arrangements are in place to prevent excavators tracking over flexible hoses As a minimum all of the above must be highlighted in the Method Statement and Risk Assessment provided by the piling contractor.	BGCS32 – Piling	Project Manager / Trade Contractor
4.3	**Guarding and Cleaning of Piling Rigs** **CFA Piling and Displacement Auger Piling: Guarding** The guard on the rig should be kept closed whenever the auger is turning, except as noted later in this procedure. Should manual intervention be required then the auger must be stopped. To enable spoil emanating from the pile during drilling to be removed whilst constructing the pile, the bottom of the guard should be no more than 750mm above ground level. The top of the guard should be at such a height above ground level as to preclude personnel coming into contact with the auger in normal usage. This height will be dependent on the shape of the guard but typically the level of the top should be 1.8 metres above ground level. Alternatively the guard should be sufficiently offset from the auger that personnel leaning over the guard cannot touch the auger. A mechanical cleaner may also be used as a guide/guard or form part of a guard. If it is to provide guarding then it would either need to be fixed or have limited movement such as to maintain the required dimensions of guarding. It may be necessary to open the guard towards the end of the boring cycle to allow the lowering of the drill head to ground level. Alternative designs of guard which provide protection throughout the full boring cycle are to be preferred. If such an event is necessary then the gate must be opened and no personnel should be in the area of the open gate whilst the auger is turning. Alternative guarding arrangements will also need to be made if any personnel are, or can be, within such proximity of the auger as to make contact. The guard should be closed as soon as the rotary table is above the level of the guard during the extraction or concreting cycle.	Federation of Piling Specialists Guidance	Trade Contractor

Item	Details	Reference	Responsibility
	Many rigs have fixed access ladders on the mast, which could enable personnel to come into close proximity of an unguarded auger. The auger must not be rotated when personnel are using such access, except to align auger connections. The bottom of these types of ladders shall be removed or made inaccessible whilst auguring is in process. In all cases a robust and full risk assessment must be undertaken for each job prior to the commencement of work, which reflects the hierarchy of control and addresses the guarding and cleaning of augers. A method statement shall be prepared and all operatives are to be briefed as to its contents and control measures. In most circumstances it is practicable to fit and operate the auger guards as detailed above. However, in extreme situations where mechanical means of guarding may not be practicable, then the guidance below, assuming that it is strictly adhered to, may be adopted as an alternative approach to the guarding of CFA augers referred to above. The CDMC and OHSE department must be consulted before the approach below is adopted. A controlled zone must be nominated at each pile position and can be defined as a zone at least 2m radius from the centre of the auger. This shall be demarcated by means of a fence or barrier, along with appropriate signage. A banksman with full visibility of the controlled zone will be at all times in attendance whilst the piling rig is active and will be given authority and responsibility to ensure only authorised persons are permitted within the zone. No person is permitted within the zone whilst the auger is rotating. Should any manual intervention be required the auger must be stopped. An excavator can be used within the zone for the purposes of clearing spoil, but only under the banksman's supervision. All persons entering the controlled zone must have received an induction from the piling contractor detailing the risks associated with CFA piling. The banksman must be a CPCS trained slinger/signaller and have had a minimum of the equivalent of one day's safety training in the previous 12 months. He must be identified as the Banksman.		
4.4	**CFA Piling : Cleaning** All CFA augers must be cleaned to prevent spoil being raised to such a height above ground level as to cause injury in the event of the spoil becoming dislodged. Given the guarding it is envisaged that cleaning will take place between 2m and 4m above ground level. A mechanical means of cleaning the auger should be used except where exceptional circumstances do not permit it. Any deviation to this must be covered by a method statement. Should any manual cleaning be required then the auger must not be rotated whilst this operation is being performed.	Federation of Piling Specialists Guidance	Trade Contractor
4.5	**Rotary Bored Piling: Guarding** Temporary casings must be used on all piles and left a minimum of 950mm above the ground level to provide protection to the bore and at the area where the auger repeatedly passes below ground level. If the casing is driven below this level additional "pig-pen" fencing must be provided. On rotary bored piling rigs where the kelly bar is mounted some considerable distance from the base machine (typically 4-5m), any fixed guard is not practicable. Similarly any other guard or protection device is not practicable given the fact that the auger and kelly bar repeatedly enter the bore, are withdrawn and the whole assembly slewed off the pile location to discharge spoil (typically some 45o to 90o slew).	Federation of Piling Specialists Guidance	Trade Contractor

Item	Details	Reference	Responsibility
	The following procedures shall be adhered to on rotary piling operations. A controlled zone must be nominated at each pile location. This controlled zone will extend 2m beyond the area occupied by the rig and its slewing area, the pile bore and the discharge spoil heap. This shall be demarcated by means of a fence or barrier, along with appropriate signage A rotary piling rig banksman will be at all times in attendance on the piling rig and will be given responsibility and authority to ensure only authorised persons are permitted within the zone. All persons entering the controlled zone must have received an induction from the piling contractor detailing the risks associated with the rotary piling operation. The banksman must be a CPCS trained slinger/signaller and clearly identifiable as a Banksman. In all cases a robust and full risk assessment must be undertaken for each job prior to the commencement of work, which reflects the hierarchy of control and addresses the guarding and cleaning of augers. A method statement shall be prepared and all operatives are to be briefed as to its contents and control measures		
4.6	**Rotary Bored Piling: Cleaning** The discharge of spoil is likely to be hazardous and a thorough risk assessment should be made and appropriate measures taken. The recommendations made below will minimise the risk. The loaded auger should be carefully slewed off the pile position to the discharge point in a controlled manner. When the auger is being spun off it should be as close to the ground (or spoil heap) as possible to minimise the spread of spoil. The auger spin speed should be only sufficient to empty the tool so as to minimise the spread of spoil. In the event that it is necessary for the works to be carried out in close proximity to untrained or unaware personnel (e.g., adjacent site boundary or other operations) then suitable barriers will need to be erected or precautions taken to contain the spoil and protect any personnel (including those outside the site boundary) from debris.	Federation of Piling Specialists Guidance	Trade Contractor
4.7	**Mini Piling: Guarding** On near vertical piles it is the HSE's position that interlocked guarding is practicable. The guard should cover the drill string from approximately 0.5m from to 1.6m above ground level (Where breakout clamps/jaws are fitted the guard should be no more than 200mm above the upper clamp/jaw), or an equivalent elevated position. The interlock when activated should put the machine in a "safe handling mode", which means: - reducing the rotating speed to 15 rpm max. - a reduced feed speed. - hold-to-run controls - an indicator informing the operators that the "safe handling mode" is on. Guards should be robust enough to prevent a person from falling into the rig and drill string, but not so heavy that they cause instability of the rig. Whilst new rigs will come with a manufacturer's guard, older rigs will have retro-fitted guarding. The guard should not obscure the driller's vision.	Federation of Piling Specialists Guidance	Trade Contractor

Item	Details	Reference	Responsibility
	At least one emergency stop should be fitted to each rig, one being next to the operator position. Such stops must be separate from the usual on/off switch and require a manual re-set once activated. Both the interlock on the guard and the emergency stop must be tested at the start of each shift.		
4.8	**Lifting Operations Associated with Piling Operations** For all lifting operations associated with piling the principle contractor and trade contractor must: • Submit a detailed lifting plan including details of duty holders and valid thorough examination certificates, medicals, familiarisation training and specific plant CPCS / PFS Cards before work begin • ensure all subsequent thorough examinations are conducted and recorded • ensure all piling rigs are clearly marked or supplied with information to detail the configuration of the machine for the works • where a crane is used to support piling equipment, ensure that a rated capacity indicator is used in accordance with FPS guidance. Where a rated capacity indicator is not installed, detail the control measures • all Lifting Operations must be in accordance with the BL-F-12 Lifting Operations Procedure	Federation of Piling Specialists Code of Industry Best Practice Lifting Operations and Lifting Equipment Regulations 1998 BL-F12 Lifting Operations	Principle Contractor / Trade Contractor
4.9	**Training** All persons involved with piling operations must hold relevant training certificates such as CPCS and FPS. Familisaration training must also be available for each individual working on mobile plant and this must be specific to the make and model of each specific machine.		Principle Contractor / Trade Contractor
4.10	**Inspections and Testing** • Ensure piling rigs are Thoroughly Examined on an annual basis • Ensure a daily recorded check is carried out on the piling rig • Ensure all flexible hoses are uniquely identified and inspected for wear and damage daily • Ensure arrangements are in place for regularly pressure testing hoses (manufacturers guidance should be sought for timescales) • Ensure all hose connections have a safety pin inserted to prevent the joint from opening inadvertently.	BGCS32 – PILING	Trade Contractor
5.0	**Guidance documents & references**		
5.1	• Federation of Piling Specialists Code of Industry Best Practice Guarding and Cleaning of Augers on Piling Operations • Federation of Piling Specialists Code of Industry Best Practice Lifting Operations and Lifting Equipment Regulations 1998 • BGCS32 – Piling • BL-F12 Lifting Operations • BL-P11- Temporary Works		

Appendix 1- Groundworks Brief responsibilities overview



BL-SRS-08.1a Confined Spaces

In the Confined Spaces Regulations 1997, a Confined Space is described as having two defining features:

- It is a place which is substantially (though not always entirely) enclosed
- There will be a reasonably foreseeable risk of serious personal injury from hazardous substances or conditions within the space or nearby

The Confined Space Regulations defines those risks, which must be assessed, as Specified Risks.
These Specified Risks are:

- Loss of consciousness arising from gas, fumes, vapours or the lack of oxygen
- Loss of consciousness arising from an increase in body temperature
- Serious injury arising from a fire or explosion
- Drowning from an increase in the level of liquid
- Asphyxiation or inability to reach a respirable atmosphere due to entrapment in a free flowing solid.

The following principles will always apply:
No person shall work in a confined space unless hazards have been identified through risk assessment:
All confined space entries require a risk assessment, which considers:

- the need for entry to complete the task in hand
- the intrinsic hazards likely to be present in the workplace
- conditions and circumstances likely to increase or decrease the risk
- Any additional hazards likely to be introduced by the task in hand (fumes, sparks, electrical shock, etc.)
- the extent to which risk can be eliminated or controlled through either engineering controls or the safe system of work and competency of the operatives involved

No person shall work in a confined space without having participated in the Permit to Work in Confined Spaces process (BL-F-08.1a)

- Person in charge of entry
- Person conducting safety checks
- Entrants
- Attendants (Top Man, Relay Men, Bottom Man)
- Permit to be cancelled daily

Other high risks to be considered where:

- fluid, mechanical or electrical isolation arrangements are complex
- structural conditions are in doubt
- underground systems are particularly deep or complex
- record drawings are in doubt
- there is a history of serious atmospheric hazard
- industrial waste discharges are insufficiently diluted to control harm from chemical, biological or radioactive agents
- the risk of drowning is only controlled by pumping-out or by tidal movements
- the job involves hot work or a fume producing process
- the job requires electrical apparatus operating above Safety Extra Low Voltage (SELV) 25 volts or which is not explosion protected (intrinsically safe)
- the work in hand is unfamiliar, complex or inherently hazardous

Suitable and sufficient emergency arrangements will be put in place:

- Should a **specified risk** be present the priority is for individuals capable of doing so to exit immediately from the confined space before any planned rescue is actioned
- All persons involved in the confined spaces works must:
  - be trained and briefed in a task specific rescue procedure
  - Sign off to say they have read and understood the rescue plan

No person shall work in a confined space unless they are deemed physically and psychologically capable and medically fit for the work activity:

- A medical assessment should be undertaken by the person involved in the confined space works and cover the following:
  - Is the worker medically fit to undertake the task?
  - Is the worker able to use breathing apparatus?
  - Is the worker at risk of sudden incapacitation?

No person shall work in a confined space unless they have been adequately trained, assessed and certificated for the purpose:

- All operatives involved in the confined spaces works must attend a confined space training course

No person shall enter a confined space unless a competent safety attendant (top man) directly controls the access at the point of entry. **A top man will:**

- have suitable equipment to allow them to be responsible for monitoring the atmosphere in the confined space prior to and during the entry
- maintain communication with those working in the confined space
- summon the emergency services in the event of an emergency
- be assisted by a competent relay attendant and/or bottom man in deep or complex confined spaces
- not be the dedicated first aider for the works being undertaken

No person shall enter a confined space without prior and continuous atmosphere monitoring which, as a minimum, monitors for:

- low oxygen
- flammable gas
- reasonably foreseeable toxic gases

No person shall enter or work in a confined space unless they are equipped with and using the specified PPE:

- Including respiratory protective equipment when required

Electrical or electronic apparatus will be:

- explosion protected/flame proof unless there is negligible risk of any flammable atmosphere being present or developing
- Temporary electrical systems shall be designed installed and maintained to prevent electrical shock, arc or ignition source

All confined space entry points shall have effective physical barriers even if continuously attended or other suitable means have been provided to prevent falls or unauthorised entry:

- Physical barriers to form an exclusion zone and appropriate signage at the entry area of the confined space
- Edge protection including toe boards and debris netting may be required at the entry area of the confined space

09. Site Set Up and Logistics

Contents

Revision Register

Revision Register		
Date	Version	Description - Reason for change
27/3/2014	1	New Procedure
13/3/2015	1.1	Update and renumbering
13/10/2015	1.2	Removed reference to CDM2007 - TLC
10/8/2017	1.3	Removed references to sustainability setup and updated requirements for waste segregation
9/3/2018	1.4	Material storage outside & Use of Steel containers for storage
20/3/2018	1.5	Material Journey requirements added with associated Guidance BL-G-09a Minor changes to induction requirements including electronic forms and remove requirement to show Berkeley 'Lady Luck' DVD
25/2/2019	1.6	BSE and Build UK References
6/5/2021	1.7	Changed references from WRRR to CLOCS; clarified other requirements

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	The purpose of this procedure is to ensure project teams complete logistical planning, which enables their smooth and safe execution. It also outline the standards required when setting up a site.		
2.0	**Scope**		
2.2	This procedure applies in full on all projects where Berkeley acts as Principal Contractor under CDM. Where Berkeley is client only, it shall be the responsibility of the appointed Principal Contractor to ensure all such works are appropriately managed on site.		
2.3	This procedure will apply to Berkeley companies defined in 3.1. This procedure will also apply to contractors that carry out activities that fall within the scope of this procedure.		
3.0	**Definitions**		
3.1	**Berkeley** For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety forum members: • Berkeley Homes (East Thames) Ltd • Berkeley Homes Capital • Berkeley St Edward		
4.0	**Main requirements**		
4.1	**Logistics Strategy** Prior to commencement of works on site a Logistics Strategy will must be produced. This shall be produced by the Project Team, with input from the H&S Team, the Sustainability		

Item	Details	Reference	Responsibility
	Department, Land and Planning, Technical, Commercial and Sales Teams. The strategy must contain all pertinent information regarding the logistics on the project. The following contents is recommended: • Introduction • Scope of works • Project location • Neighbourhood issues and proximity hazards • Construction phasing • Sequencing of works • Delivery management (including safety of cyclists and FORS requirements) • Loading out and distribution • Waste management • Lifting operations • Scaffolding • Hoists • Forklifts • Materials storage • Office accommodation (Berkeley and supply chain) • Welfare • Security • Working hours and out of hours arrangements • Temporary services • Pedestrian and vehicle segregation • Signage requirement • Hoardings • Wheel washing • Decanting and exiting site • Sales sequence • Appendices: o Time slice drawings (monthly throughout life of the project) The potential use of a logistic company must be considered at the planning stage. If one is to be employed then a competent, experienced and well-resourced contractor must be used and the scope must be carefully prepared to ensure that all required elements are included.		**Project Team**
4.2	**Logistics Manager** A suitably competent person must be delegated to manage the logistics on the project. This person shall be appointed in writing by the Project Manager / Director. The role and responsibilities are described in procedure **BL-P-02.2** Roles and Responsibilities. Note: To allow the role's duties to be properly discharged, the role may need a full time/dedicated person on some projects.		
4.3	**Logistics Drawing** The project shall maintain a logistics drawing for the site which shows: • Pedestrian routes • Traffic routes • Crossing points • Site entrances • Turning circles, reversing lanes, hammer heads, etc. • Unloading areas • Storage areas • Skip locations • Silos • Cranes, hoists, etc. • Welfare • Emergency assembly point • Any other relevant information The drawing must be clear and legible, kept up to date, reviewed whenever there is a physical change on site that warrants a review, and at intervals not exceeding three months. The drawing must be shown and explained at induction and it is to be displayed at prominent locations on site, as a minimum at the entrance to site. The drawing should normally be a CAD drawing; when the site is rapidly changing it may be hand drawn, such as when ground workers are changing traffic routes regularly.		
4.4	**Acceptable Standards**		
	4.3.1 Walkways Walkways must be firm, level and with a surface suitable for pedestrians. On site these shall normally be surfaced with concrete or tarmac. Where a raised walkway is required, or there are significant changes in levels, it may be appropriate to use scaffolding walkways or similar.		

Item	Details	Reference	Responsibility
	Where a walkway is in situ for less than one month then it shall be acceptable for these not to be surfaced, as long as the underfoot conditions remain suitable, i.e. well compacted hard-core or a proprietary matting system.		
	4.3.2 Welfare Welfare must be suitable for the numbers of people on site and be readily accessible to all. The standards below are the minimum standards to be achieved and available on site at all times. Temporary demountable facilities (such as Oasis Units) may be used for short durations, such as during site set up, but should be replaced with full facilities as soon as reasonably practicable. <u>Toilets</u> A minimum of one WC should be provided where the number of employees does not exceed 5, two where the number does not exceed 25 and one additional WC provided for every 25 employees thereafter. Where urinals are provided, a minimum of one WC and one urinal should be provided for every 30 employees. A urinal may be an individual urinal or a 600mm trough. Men and women may use the same toilet provided it is in a lockable room and partitioned from the urinals. Otherwise, separate toilets must be provided for female workers. Units used by female workers must also have sanitary waste disposal facilities. Toilets should be positioned so no one has to walk more than 150m to reach a toilet. Satellite toilets may be required to achieve this and these shall remain in place as long as the build process allows it. Satellite toilets should be fully plumbed and the facilities should have hot and cold / warm running water in preference to chemical toilets. On high rise buildings satellite toilets should normally be installed every 6-10 storeys. <u>Washing Facilities</u> Washing facilities must be available next to toilets and changing areas. They must include: • Basins or sinks large enough to enable a person to wash their face, hands and forearms • A supply of hot and cold, or warm running water • Soap and towels or dryers. A minimum of one sink should be provided where the number of persons does not exceed 5, two where the number does not exceed 25 with one additional sink for every additional 25 person's thereafter. Where work is particularly dirty, or where workers are exposed to hazardous substances, e. g. working on contaminated land, showers may be needed. Men and women may share basins for washing hands, face and forearms. Shower may be unisex if it is in a lockable room and used by only one person at a time. <u>Drying Clothing</u> Facilities must be provided for drying clothing. These must be effective, appropriate for the numbers using them and subject to a fire risk assessment. Tubular heaters and dehumidifiers should be used in preference to electric heaters. <u>Rest Facilities</u> Every site must have facilities for taking breaks. They must provide shelter from the weather and be adequately heated. Rest facilities should have: • Tables and chairs (not backless benches, unless fixed to walls) • Kettles or thermostatically controlled urns for boiling water • Provision for preparing food e.g. microwave ovens • Provision for keeping food fresh e.g. fridges <u>Drinking Water</u> There must be a supply of drinking water, which can be bottled or from storage tanks if a potable mains supply is not available. The drinking water supply must be clearly marked as 'Drinking Water' and cups provided, except where a water fountain is available. <u>Cleaning and Maintenance</u> A cleaning regime must be prepared to ensure the welfare facilities remain in a clean and tidy state. The regime must include all facilities.		

Item	Details	Reference	Responsibility
	Facilities must be maintained in the very highest condition. Facilities should be regularly inspected and repairs conducted in a timely manner.		
	4.3.3 Hoarding and Site Boundary The site must be entirely enclosed by an adequate boundary. This should be at least 2m high and preferably timber hoarding. Where it is not reasonably practicable to install timber hoarding then temporary anti climb fencing such as Heras may be used. Hoarding and Fencing must follow the Temporary Works Procedure. *Hoarding shall be a Category 2 (complex or involved design) item of Temporary Works for design checking. Where fencing is installed as per the manufacturers' instructions it shall be a category 0 (standard solution). If either solid panel fencing or if any sort of sheeting, debris netting or Monarflex is placed on temporary fencing then this will become a category 2 item of Temporary works.* *All gates should be included in the Temporary Works Design Brief and subject to the same Temporary Works requirements as the hoarding; the design must include the type of covering material and the fixings required.* *All gates must be designed, taking into account the operational risks associated with high winds. These must be constructed as a 'mesh' type gate, or other engineered solutions which mitigates risk (e.g. sliding gate).* All hoarding, fencing and gates must be inspected on a weekly basis, recorded on **BL-F-11L** Hoarding Inspection Record. A check of all hoardings must be carried out every 3 months by a competent structural engineer, unless risk assessment changes this interval period.		
	4.3.4 Traffic and Pedestrian Management During the production of the logistics strategy, traffic and pedestrian management should be planned for the various stages of the project. Time-slice drawings should be provided within the strategy. This should then be developed and revised if necessary and implemented on site. Traffic routes should be planned to avoid reversing by implementing a one-way system where possible. Where this is not possible, reversing lanes, turning circles or hammer heads should be utilised to control reversing. All reversing vehicles should be banked. Pedestrian routes must be segregated from vehicle movements by a physical barrier. Crossing points must be signed to pedestrians and vehicles and must be adequately lit. Further guidance on good traffic management can be found in GE700. The Construction Logistics and Community Safety Standard (CLOCS) shall be consulted during the planning stage and shall be complied with. Berkeley Group require that all construction traffic over 3.5 tonnes delivering goods to their sites are compliant with the CLOCS Standard. This is aligned to the Fleet Operator Recognition Scheme (FORS) at silver level. Any exemptions to this CLOCS standard must be agreed in writing by the Director Responsible for Health and Safety. The CLOCS Standard will be implemented locally on the construction projects via the logistics strategy and communicated to contractors via the meetings stipulated by procedure **BL-P-10** Managing Construction Operations.		
	4.3.5 Material Movements Storage and Handling Suitable means must be provided for the horizontal and vertical distribution of materials on site. This should be planned as part of the logistics strategy. Where possible, mechanical means such as cranes, forklifts and hoists should be provided. The planning should take account of the volume and nature of materials likely to be required and the prevailing site conditions. Safety Requirements Sheet **BL-SRS-09a** Material Movements provides guidance on common material movement aids and the requirements in using them. Material movement/journey around site should be incorporated in the Safe System of Work. Safe Systems of Work must be in place for any equipment used for material movement. When sheet materials such as plywood, plasterboard or similar are stored vertically by leaning against a wall or similar, they must only be stacked 6 boards deep. All material stored outside, or in exposed location such as on a floor slab without external cladding, must be secured against high winds, e.g. by use of ratchet straps	BL-SRS-09a	

Item	Details	Reference	Responsibility
	All glass must be stored in an appropriate stillage and secured by using ratchet straps or banding. Steel storage containers used for storage, i.e. multi-modal containers commonly used for transporting goods by sea, must have ventilation and signage installed as per Berkeley Group Construction Standards, Appendix 1. Tool chests/tool vaults, e.g. Armorgard Tuffbank™, must have gas struts fitted that support it through its entire range of motion, preventing the lid slamming shut. Such tool chests must be inspected regularly.		
	4.3.6 Waste Management Provisions must be in place for the daily removal of waste from work areas. The movement of waste must be taken into account when planning material movements and handling. Sufficient skips, along with resources for filling them, must be provided. Where possible waste should be segregated on site. If it is not possible to segregate all waste on site, mixed waste must be sent to a Material Recovery Facility (MRF). However, as a minimum electrical and electronic waste, plasterboard waste, liquid waste and hazardous waste must be segregated on site.		
	4.3.7 Site Induction An induction process must be established at the outset of every project and all persons working on site attend a site induction. Prior to operatives being inducted the supply chain supervisor must complete the **BL-F-09b** Operative Appraisal Form or electronic equivalent. Following induction, a **BL-F-09g** Site Induction Record must be completed (or equivalent electronic record) and retained on site. Site visitors that have not attended a site induction must receive a visitor's induction using **BL-F-09d** Visitors Induction and be escorted by a Berkeley member of staff or contractor manager/supervisor at all times. Delivery Drivers must be issued with **BL-F-09e** Rules for Delivery Drivers. This must be amended to be site-specific and kept up to date. Drivers must sign the **BL-F-09f** Drivers Signature Sheet prior to entering site. Refer also to procedure BL-P-03 for further information.		
4.4	**Site Set up review** Within one month of work starting on site the H&S Team will conduct a site set up review, to assess the way in which the site has been established against the required standards and the logistics strategy. A written report shall be produced for this review.		**H&S Team**
5.0	**Guidance documents & references**		
5.1	• BL-F-11L Hoarding Inspection Record • BL-F-09b Operative Appraisal Form • BL-F-09g Site Induction Record • BL-F-09d Visitors Induction • BL-P-03 Training & Competence • BL-F-09e Rules for Delivery Drivers • BL-F-09f Drivers Signature Sheet • BL-SRS-09a Material Movement • BL-P-10 Managing Construction Operations		
5.2	• Construction Logistics and Community Safety Standard (CLOCS)		
6.0	**Appendices**		
6.1			

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
Powered pallet trucks		Powered pallet trucks should be used in preference to manual trucks. Powered pallet trucks are motorised to allow lifting and moving of heavier pallets. Some feature a platform for the operator to stand on while moving pallets. The trucks are generally moved by a throttle on the handle to move forward or in reverse and steered by swinging the handle in the intended direction. Some contain a type of dead-man's switch rather than a brake to stop the machine should the user need to stop quickly or leave the machine while it is in use. Others use a system known as "plugging" wherein the driver turns the throttle from forward to reverse (or vice versa) to slow and stop the machine, as the dead-man's switch is used in emergencies only.	BL-P-09	Powered Pallet Truck (PPT) training	Trained operatives must carry out a daily check of the truck to make sure it's in working order prior to use. Trucks must be formally inspected weekly and the inspection recorded on a tag fixed to the truck that also notes who is responsible for the truck. The daily check is a visual inspection and only faults need to be reported & recorded. Powered trucks must only be operated by trained persons from the correct position. The truck controls must be clearly marked. Faulty/damaged trucks must not be used. Trucks must be stored indoors. Trucks must not be pressure washed. A safe working load (SWL) should be marked on the pallet truck, and never exceeded. Trucks not in use must be returned to the designated storage area and secured against unauthorised use. A manual handling risk assessment must be completed – the HSE's Risk Assessment for Pushing & Pulling (RAPP) toolkit could be used instead.
Pallet truck operated by hand with hand brake		A pallet truck (also known as a pump truck or pallet jack) is a wheeled trolley designed to lift and transport pallets. The tapered forks slot-in underneath a pallet, a pump lever is then engaged and the handle "pumped" repeatedly to raise the load. To lower the load, the pump lever is squeezed. This type of pallet truck is only to be used on a flat surface. Pallet trucks are also available with either a progressive brake or dead-man brake. Progressive brakes allow the operator to slow a truck gradually by applying a lever-operated brake. They have to be deliberately applied, i.e., they default to being "off". Dead-man brakes default to being "on", i.e., the operator needs to release the brakes by	BL-P-09	To operate a pallet truck does not require specialist training, however, a competent person can give training to a person that has not operated a pallet truck before.	Operatives should be taught to undertake a daily pallet truck check, to ensure the pallet truck is in working order prior to use. On a weekly basis pallet trucks must be formally inspected, and the inspection recorded on a tag affixed to the truck that also indicates when the next inspection is due and who is responsible for the truck. The daily inspection is a visual inspection and only faults need to be reported and recorded, the weekly inspection is a full inspection of the pallet truck. A safe working load (SWL) should be marked on the truck and never exceeded.

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
		squeezing a lever. Should the operator release the brake it will automatically be applied. Brakes let operators control of the truck and add stability when being used on an incline.			Trucks not in use must be returned to the designated storage area and secured against unauthorised use. Supervisors must walk the proposed travel route to identify hazards including uneven floors, obstacle hazards, slopes and ramps prior to the load being moved. RAMS must identify hazards such as, high centres of gravity, stability and excessive weights. If any of these are identified the loads must be broken-down. When the truck is moving, operatives must remain clear of the truck, at a distance equivalent to the height of the load. A manual handling risk assessment must be completed – the HSE's Risk Assessment for Pushing & Pulling (RAPP) toolkit could be used instead.
Unloading of trees	 Unloading with a loading band around the root ball and a sling around the trunk.	Unloading of trees from delivery vehicles	BL-P-09	Trained Crane operator	Lifting plan to be in place. RAMS to be in place. The contractor who will be planting the tree must be aware of the size and weight of the trees in advance. Unloading may be carried out with a loading band around the root ball and a sling around the trunk, or with a root hook. For large or fragile trees, the trunk sling only functions as a support to hold the tree in position, lifting is entirely through the root ball. Always wrap jute around the trunk where the sling will be attached and never twist a sling around the trunk under tension. Multi-stem trees with a stem thickness up to 30cm (per stem) and/or with a root ball diameter of 80cm should be unloaded using a root hook. The hook should be attached low down in the root ball, so that it bears the weight of the tree. Overlarge root balls should never be unloaded using a root hook, this can tear

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
	 Unloading using a root hook.				open the wire basket or damage the trunk as the weight has to be borne by the trunk sling. Larger multi-stems trees are unloaded using a sling around the root ball and slings around the back stems. A sling around just one of the stems will damage bark. Ensure that the contractor is familiar with the correct way to load and unload multi-stem trees, so that the necessary equipment is available.
Stillages	 	Stillages are used for the movement of glass, stone, and other large, flat sheet-type material. Stillages with lockable wheels should be used in preference to pallet trucks being loaded with fixed stillages There are different types of stillage used for different materials, this example focuses on glass stillages.	BL-P-09	Users should be briefed by their employer on the safety requirements and made aware of the BH standards. Underslung lifts can only be carried out by trained and competent operatives.	All stillages must be Thoroughly Examined – certificates must be provided to Berkeley prior to their use on site. If a stillage is to be lifted via the lifting eyes the Thorough Examination Certificate must include the lifting eyes, however, lifting stillages in this manner should be avoided as the integrity of the lifting eyes is compromised after every lift. Under-slinging is the preferred method where forklifts cannot be used. All materials loaded onto the stillage must be secured individually to it on arrival at site, and before being moved on site. Before moving any stillage, a visual inspection must be carried out to ensure the stillage is intact and all materials are secure. Wheels fitted to stillages must have brakes Stillages must never be overloaded. All stillages must be fitted with fork eyes/fork sockets to prevent the stillage slipping/sliding while being moved. The same applies when the stillage is being underslung.

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
					Before using wheeled stillages, supervisors must walk the proposed travel route to identify hazards including uneven floors, obstacle hazards, slopes and ramps prior to the load being moved. RAMS must identify hazards such as, high centres of gravity, stability and excessive weights. The use of timber stillages should be avoided. If a timber stillage must be used, the stillages must be built to a design, and a separate risk assessment/method statement and lift plan must be submitted to Berkeley.
Pallets		Pallets are used for the loading and movement of materials on site via pallet truck or forklift. Typical pallet size 1200 x 800mm	BL-P-09		All materials that arrive on site loaded on pallets must be banded, wrapped or strapped to the pallet to prevent the materials moving during handling. Any pallets to be moved around site manually must be suitable for use with a pallet truck. All top-heavy loads on pallets need a separate RAMS. Any crates or boxed items such as M&E plant & equipment or lift equipment need to be assessed prior to delivery. RAMS for handling these types of load must be signed-off by the project lifting or logistics manager or a site manager.

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
Board or Sheet Trolley		Trolley for the transport of sheet material	BL-P-09	Manual handling training. Familiarisation training required.	Every trolley has a maximum capacity (SWL), which must not be exceeded. The trolley must have handles to avoid operatives needing to grip the load to move the trolley. Loads should be secured to the trolley before being moved. A manual handling risk assessment must be completed – the HSE's Risk Assessment for Pushing & Pulling (RAPP) toolkit could be used instead.
Machine Skate		Skate for localised movement of heavy machinery / material.	BL-P-09	Manual handling training. Familiarisation training required	For use by specialist contractor or plant movement business. Skates have a maximum capacity (SWL), which must not be exceeded. Not to be used on uneven surfaces A manual handling risk assessment must be completed – the HSE's Risk Assessment for Pushing & Pulling (RAPP) toolkit could be used instead.

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
Block Paver Transport Trolley		The trolley can clamp and transport one “slice” of a pack of block pavers.	BL-P-09	Manual handling training. Familiarisation training required.	Every trolley has a maximum capacity, which must not be exceeded. A manual handling risk assessment must be completed – the HSE’s Risk Assessment for Pushing & Pulling (RAPP) toolkit could be used instead.
Pipe & beam trolley		Two or four-wheeled trolley for moving lengths of pipe or beams.	BL-P-09	Manual handling training. Familiarisation training required.	Every trolley has a maximum capacity (SWL), which must not be exceeded. A manual handling risk assessment must be completed – the HSE’s Risk Assessment for Pushing & Pulling (RAPP) toolkit could be used instead. Pipes may need to be secured to the trolley during handling. Only to be used on level ground.

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
4-wheeld Trolley (aka platform truck)		General material transport trolley	BL-P-09	Manual handling training Familiarisation training required	Every trolley has a maximum capacity (SWL), which must not be exceeded. A manual handling risk assessment must be completed – the HSE's Risk Assessment for Pushing & Pulling (RAPP) toolkit could be used instead. Material should be secured to trolley bed if it is liable to move during transport.
Drum or Barrel Trolley		Drum or barrel trolley, designed to handle, typically, 200 litre drums or barrels, including lifting them onto a drip tray.	BL-P-09	Manual handling training Familiarisation training required	Drums/barrels should be secured to the trolley before they are moved. Drums containing liquid should be stored on a drip tray, or in a bunded area. Every trolley has a maximum capacity (SWL), which must not be exceeded. A manual handling risk assessment must be completed – the HSE's Risk Assessment for Pushing & Pulling (RAPP) toolkit could be used instead.

General Safety Techniques

- The condition of handling equipment must be checked before use.
- Equipment must not be used on steep slopes or soft ground that may subside, causing the equipment to overturn
- When loading and unloading, make sure that the weight is evenly distributed or the load may overbalance.
- Loads should be placed centrally on the equipment
- Safe working loads must be respected
- It is always advisable to secure the load to the equipment

Practical points to remember when loads are pushed or pulled

Aids such as barrows and trolleys should have handle heights that are between the shoulder and waist. Handling equipment needs regular inspection and maintenance. Handling equipment must also be suitable for the task, i.e., used for its intended purpose.

The HSE Risk assessment of pushing and pulling (RAPP) tool should be used, if a bespoke risk assessment is not available.

Force
As a rough guide the amount of force needed to move a load over a flat, level surface using a well-maintained handling aid is at least 2% of the load weight. For example, if the load weight is 400 kg, then the force needed to move the load is 8 kg. The force needed will be larger, perhaps a lot larger, if conditions are not perfect (e.g., wheels not in the right position or a device that is poorly maintained). The operator should try to push rather than pull when moving a load, provided they can see over it and control steering and stopping.

Slopes
Operators should get additional support wherever load forces may be greater, i.e., on slopes or ramps. For example, if a load of 400 kg is moved up a slope of 1 in 12 (about 5°), the required force is more than 30 kg greater even in ideal conditions (with suitable wheels and a smooth slope). This is above the guideline weight for men and significantly above the guideline weight for women.

Uneven surfaces
Moving an object over soft or uneven surfaces requires even higher forces. On an uneven surface, the force needed to start the load moving could increase to 10% of the load weight, although this might be offset by using larger wheels. Softer ground may require greater force again.

General Guidelines for Safe Use of trolleys / skates
This SRS is intended for guidance purposes only. For more detailed advice on the safety and suitability of this equipment please contact your supplier.

Equipment should only be used by an operator who has been deemed competent to do so by his/her employer.

There is a serious risk of personal injury if instructions / guidance laid-down by equipment suppliers is not followed.

Equipment is designed to be used by able-bodied, competent adults who have read and understood relevant instructions. Anyone who has either a temporary or permanent disability should seek expert advice before using it.

Keep children, animals and bystanders away from the work area. This may include setting-out a NO GO area using cones, barriers or tape.

Never use equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.

Always wear suitable clothing, gloves and footwear. Avoid loose garments and jewellery that could catch in moving parts, tie back long hair.

Some equipment is capable of transporting heavy objects; always get help if lifting heavy / awkward items onto a trolley.

Ensure that any load is balanced and stable and that personnel stand clear of a raised load.

Make sure you know how to operate this equipment safely and are aware of its limitations before you use it.

Make sure that anyone in the immediate work area is warned of what you are doing.

Never leave a raised load unattended.

Ensure the work area is well lit and ventilated.

Use the equipment only on firm, level ground. When moving a load, keep to a sensible pace. If you go too fast, or if you try to wheel a heavy load down a slope, it could run away from you.

Where possible, ensure brakes are on when stationary.

Safety Requirements Sheet 09b – Skip Lorry Requirements

St Edward Berkeley
Designed for life Designed for life

Safety Requirements Sheet 09b – Skip Lorry Requirements

Pre-construction

- For the purposes of this SRS, “skip lorry” refers to all “hook loader” type lorries that enter site
- Where skip lorries are to be used, the Logistics Plan must indicate proposed loads to be lifted and routes to be used for access and egress to and from site
- ‘Standing skip changeovers’ (placing a full skip into the empty one) are to be avoided. Where unavoidable, the activity must be governed by an adequate SSOW
- A safe system of work shall be in place for skip lorry operations, including RAMS signed by the skip lorry operator
- Skip lorries must only be procured from reputable companies. Refer to the procurement procedure for more information
- The areas where skip lorries are likely to operate must be in good condition, without sloping, uneven or soft ground. Chocks or stabilisers must be correctly used when necessary
- Skip lorries must be banked by a competent banksman at all times whilst on, accessing or leaving site
- The logistics contractor procuring the skip must obtain:
  - A list of operators (drivers) from their provider, with details of operator competence
  - Details of Thorough Examinations for lorry equipment and lifting accessories, including renewal dates
- No Skip Lorry shall be given access to site until:
  - evidence of Thorough Examinations, daily check sheet and the operator’s competence has been checked and copies taken
  - the operator has read a copy of the site rules for drivers and completed the FORS/CLOCS check sheet

Physical requirements

- Where skip lorries are used, this will be in line with the HSE leaflet INDG378 *“Safe Use of Skip Loaders”*
- Vision aids, such as cameras or mirrors must be fitted, correctly adjusted, clean and undamaged to allow good visibility around the machine.
- Decals must be displayed on the skip that shows Safe Working Loads
- Ensure that hooks, chain lugs, bars etc. are fully engaged and that chains are not twisted or knotted before moving or loading the skip
- The skip must not be over-loaded, have no loose or overflowing materials and must be sheeted before leaving site
- Sheeting or un-sheeting must be undertaken from the ground, a gantry or use an auto-sheeter
- An audible alarm must sound when the machine is reversing
- If any device provided for safety purposes (alarms, lights, mirrors, etc.) is defective, the gateman must refuse the vehicle entry to site
- People are not be lifted using a skip lorry or any of its equipment or accessories
- The operator must be able to see the landing position. If not, a competent signaller holding the CPCS A40 qualification must be used
- “Jogging” of materials (the process of moving forward and reversing and sharply applying the brakes) is not permitted under any circumstances
- Site specific PPE requirements must be worn when leaving the cab

Examinations and inspection

- The skip lorry lifting equipment and accessories must receive a Thorough Examination every 12 months or sooner, determined by the competent examiner
- The operator must conduct a pre-use check at the start of each shift and provide this to the gateman on arrival at the site entrance
- All of the above checks and Thorough Examinations are to be available for inspection and copies provided to Berkeley Site Management when requested

Competence

- Operators must hold evidence of training for skip loaders, e.g. an CPCS Card with category A39 Skip Handler or equivalent
- NPORS Operators Card (traditional) are not appropriate for construction site usage and will therefore not be accepted
- Persons controlling vehicle movements must be trained as a vehicle banksman/traffic marshal, e.g. NPORS Vehicle Banksman, or CPCS Category A73
- Persons preparing safe systems of work and planning skip lorry operations must have demonstrable experience of skip lorry operations, including risks and control measures associated with such work

10. Managing Construction Operations

Contents

Revision Register

Revision Register		
Date	Version	Description - Reason for change
11/6/2014	1	New Procedure
13/3/2015	1.1	Numbering updated
6/10/2015	1.2	Removed references to form 10(f), replaced with 20(b).
16/2/2016	1.3	Insert disciplinary procedure (4.20) (TLC) – made minor amendment to it on the 24/2/2016
8/11/2016	1.4.	Replaces references of 'Intervention plan' to 'Safety support plan.' GR
11/3/2018	1.5	Updated logo and footer and general review ST
5/6/2018	1.6	Updated Friday pack submission frequency to monthly as consulted on and agreed. TLC
25/2/2019	1.7	BSE References
1/4/2022	1.8	Reviewed; changes made to clarify meanings, no fundamental changes made

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure sets out the way in which Berkeley shall manage construction sites. It details how Berkeley will manage and engage with its supply chain, how reporting and recording will be controlled and what actions are required from the site team to ensure that the highest standards are maintained on Berkeley projects. The Risk Management Procedure (BL-P-05) should be consulted along with this procedure, to clarify how health and safety risk shall be managed. The other standards referenced within the procedure should also be consulted for information on how specific elements will be managed.		
2.0	**Scope**		
2.1	These standards apply to all Berkeley construction sites or areas where construction activities are taking place by or for Berkeley.		
2.2	Where Berkeley is client only, the Principal Contractor shall set standards which are equal to or higher than those outlined in this procedure		
3.0	**Definitions**		
3.1	**Berkeley** For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety forum members: r the purposes of this document, "Berkeley" refers to any Berkeley London Health and Safety Forum Member, which are: • Berkeley Homes (East Thames) Ltd • Berkeley Homes Capital • Berkeley St Edward **ContractorContractorContractor**		

	Contractor means anyone brought in by a client to work at the client's premises, who are not an employee of the client. Berkeley staff temporarily employed via an agency are not considered to be contractors for the purposes of this procedure.		
4.0	**Main requirements**		
4.1	**Competence – Contractor SelectionContractor selection** Any contractor engaged must be competent to carry out the work, procedure BL-P-06 Procurement outlines the requirements for Stage 1 and Stage 2 competence assessments, which must be followed. **Berkeley staff** It is the responsibility of the Operations Director to ensure each site is adequately resourced with sufficient staff. It is the responsibility of the Project Director/Manager to ensure that Berkeley staff are deployed appropriately and that roles and responsibilities are understood – see procedure BL-P-02.2 Roles and Responsibilities for further details.	Procurement procedure Roles & Resp. procedure	Commercial Operations Director Project Director / Manager

4.2

Health and Safety Planning Documents

Prior to works commencing sufficient planning needs to take place to ensure the project can be executed safely. The outputs from this planning process are site-specific plans, which are:

Plan	Form Reference	Description	Maximum Review Frequency
Construction Phase Plan	BL-F-10(h) Construction Phase Plan Template	The Construction Phase Plan contains the arrangements that will be implemented to ensure the safe execution of the works in compliance with the Construction (Design and Management).egulations. It is a live document that is maintained, reviewed and updated by the project team.	Three Monthly
Traffic Management Plan	BL-F-10(m) Traffic Management Plan	The Traffic Management Plan details the arrangements for managing traffic and vehicle movements on site, and includes layout drawings for the site. See procedure BL-P-09 Site Set-up & Logistics for further information.site. See procedure BL-P-09 Site Set up and Logistics for further information	Three Monthly
Project Fire Plan	BL-F-15(a) Project Fire Plan	The purpose of this Project Fire Plan is to identify potential fire and emergency situations, prevent them from occurring and ensure that procedures are in place for recording the arrangements for the prevention, detection and fighting of fires, and the means of escape during the construction works. The development of the plan is based upon an assessment of the potential risk of fire arising from the surrounding environment and the scope of the project. See procedure BL-P-15 Fire Safety and Emergency Planning for further information.	Three Monthly
Emergency Response Plan	BL-F-15(g) Emergency Response Plan	The Emergency Response Plan contains information and resources to be used when responding to an emergency situation. It must be produced before work commences and be readily available in the event of an emergency. See BL-P-19 Incident Reporting, Investigation and Review for further information.	Three Monthly
Temporary Works Management Plan	BL-F-11(a) Temporary Works Management Plan	The Temporary Works Management Plan records the arrangements for managing temporary works, including appointments and monitoring reviews. For more information see procedure BL-P-11 Temporary Works.	At least monthly

The Project Manager is responsible for ensuring that plans are in place, reviewed and up to date. The review frequencies detailed above are minimums; plans must be updated in light of significant change, or when improvement opportunities are identified.ll plans must be held as a hard-copy on site; the hard-copy must be the latest version. All plans must be available as soft copies to the Project Team, senior management of the business and the H&S Team.

	All plans (including revisions) must be issued to relevant contractors and other parties.		
4.3	**Sub-contracting Work** If any contractor wishes to subcontract any element of work to another contractor then they must obtain written permission from Berkeley prior to the subcontractor starting work on site. Permission may only be granted once the contractor has confirmed they have conducted both a Stage 1 and a Stage 2 competence assessment and deem the subcontractor competent to carry out the work involved. The contractor may be requested to provide evidence of this assessment and must provide it if requested.		Commercial Construction
4.4	**Provision of Information to contractor** Every Contractor must be provided with sufficient, relevant information to allow them to plan and carry out the work safely. Therefore each contractor must be issued with the Construction Phase Plan and relevant parts of the Pre-Construction information at tender stage. A copy of the Construction Phase Plan, and any other relevant information, must be issued to all contractors and relevant parties, when reviewed and updatedherefore each contractor must be issued with the Construction Phase Plan and relevant parts of the Pre-Construction information at tender stage.A copy of the Construction Phase Plan and other relevant information must be issued to all contractors and relevant parties when updated.		Contractor Commercial Construction
4.5	**Pre–start meeting** A pre-start meeting shall be held with every Contractor prior to them starting work on site. This must be held before work commences, but no more than 4 weeks before. BL-F-10(a) Pre start meeting minutes must be completed for this meeting and held on file.	BL-F-10(a) Pre start meeting minutes	Construction / Commercial / Contractor
4.6	**Site Inductions** A site induction must be provided to everybody working on site in line with the requirements in procedure BL-P-09 Site Set up and Logistics.	BL-P-09 Site set up and Logistics	
4.7	**Risk Assessments / Method Statements** (RAMS) **Point of Work Risk Assessment** (POWRA) **Permits** A suitable and sufficient risk assessment shall be carried out for each work activity on site. This will be accompanied by a method statement. All method statements shall be submitted to Berkeley and reviewed by a Berkeley Manager prior to works commencing. The method statement review form must be completed and appended to each method statement. Works must not commence until the RAMS has been signed off by a Berkeley Manager and briefed to those involved in the task. Prior to any activity starting, or an activity starting in a new location, or following significant change, a Point of Work Risk Assessment shall be carried out. This shall be carried out jointly by the Supply Chain Supervisor and the Berkeley Manager overseeing the work. The purpose of this exercise is to check that the RAMS are still relevant to the work area and the task, and to ensure that the prescribed control measures are practicable in the physical environment. It also identifies hazards that have not been accounted for in the RAMS. If minor amendments are required these can be made by hand on the RAMS and briefed to those involved. More significant changes may warrant a full review of the RAMS. A record of the POWRA must be made. Permits will be required for: • Penetrating the ground – see procedure BL-P-08.2 Groundworks, Piling & Underground Services for details • Entering confined spaces – see procedure BL-P-08.1 High Risk Activities & Environments for details • Working in the public domain – see procedure BL-P-08.1 High Risk Activities & Environments for details • Loading & striking temporary works – see procedure BL-P-11 Temporary Works Procedure for details • Working in electrical risers – see procedure BL-P-16 Electrical Systems for details Use BL-F-10 (j) General Permit to Work for other high risk environments where control of access is required.	Risk Mgt Procedure Berkeley procedure BL-F-10(j) General Permit to work	Contractor and Construction

<table>
<tr><td>4.8</td><td>Site Managers H&S Monitoring
All areas of site must be inspected by a Berkeley Manager on a weekly basis. This should be recorded on form BL-F-20(a) Site Inspection Form. The Project Manager shall:
Ensure that all areas of site, including non-construction areas are inspected, e.g. welfare areas, contractor offices and storage areas
Ensuring that everybody conducting inspections is competent to do so
Make sure everybody is aware of what areas they are responsible for
Monitor inspections carried out to ensure quality
Items raised in the reports must be closed out in a reasonable time and confirmation of closed out recorded.All areas of site must have a health and safety inspection by a Berkeley Manager on a weekly basis. This should be recorded on BL-F-20(a) Site Inspection Form, or equivalent. The Project Manager should:
Items raised in the reports must be closed out in a reasonable time and confirmation of closed out recorded.</td><td>BL-F-20(a) Site Inspection Form</td><td>Site Managers

Project Manager</td></tr>
<tr><td>4.9</td><td>Good Order & Good WorkThe objective of the 'Good Order' campaign is to focus all persons involved with our construction operations (management and operatives) to ensure the highest standards of:
Cable management
Footpaths, corridors & stairways for the movement of personnel around site
Lighting levels
Waste management
Segregation of vehicles & personnel
General housekeeping
Protection of holes & voids
Material management (inc. storage & distribution)
Delivery planning
Site-wide traffic management & parking arrangements
Communication of 'Good Order'
The 'Good Work' initiative is designed to complement Good Order. This initiative focuses on:
Training
Safe systems of work
Behaviour and attitude
The H&S Team supports project teams in implementing these initiatives and will as part of their regular site monitoring activity report on 'Good Order, Good Work and Good Health'. Collateral material to support this campaign is available from the H&S Team.</td><td></td><td>All</td></tr>
<tr><td>4.10</td><td><u>Meetings</u>
The table below outlines the required site-based H&S meetings, which must be held:

<table>
<tr><th>Meeting</th><th>Attendance
Chair
Optional</th><th>Comments</th></tr>
<tr><td>Project H&S Launch Meeting</td><td>Project Director/Manager
Construction Manager
Principal Designer, or
Principal Designer Advisor
H&S Department
Sustainability Manager.</td><td>Review meeting to ensure everything is in place prior to commencement of the project.</td></tr>
<tr><td>Contractor Pre-start Meeting</td><td>Project Director/Manager
Package Manager
Commercial Manager
Technical Manager
H&S Manager.</td><td>This meeting is held not more than four weeks before a contractor starts on site, to discuss:
The upcoming work
Confirm arrangements
Establish Berkeley procedures
Supervision arrangements
Good Order/Good Work
Site Rules
Control measures for high risk work elements will also be discussed.</td></tr>
</table>
</td><td></td><td></td></tr>
</table>

	Project Risk Review Meeting	Project Director/Manager Construction Manager Technical Manager Commercial Manager H&S Manager Principal Designer or Principal Designer Advisor Others	This meeting will discuss high risk activities that are current and upcoming in the next 3 months. For this purpose high risk is defined as activities where, should the control measures fail the outcome would likely be a fatality or very serious injury.		
	Trade Contractors H&S Meeting	Project Director/Manager and/or Construction Manager Supervisor from each Trade Contractor.	Weekly meeting to discuss H&S on the project. Attendance is mandatory for every trade contractor working on the project. The meeting must be minuted and minutes issued within 72 hours.		
	Others	As required	Further meetings may be required to facilitate coordination and consultation, and these should be organised on a case by case basis as required.		
4.11	**Friday Packs** A 'Friday' pack must be submitted by each trade contractor on a frequency prescribed by the project, but not exceeding monthly. Form BL-F-10(b) Friday Pack Cover Sheet shall accompany this submission, which outlines the required information. A Berkeley Manager will review the pack before it is filed. This may be done in hard copy or electronically, but all of the information must be readily retrievable.			BL-F-10(b) Friday Pack Cover sheet	Contractor Construction
4.12	**Contractor Performance Monitoring** All projects shall assess the H&S Performance of each trade contractor. To achieve this the Berkeley Project Team shall score each contractor on a monthly basis using form BL-F-10(c) Contractor Monthly Sscore Sheet. A league table shall be produced from these results using form BL-F-10(d) Performance Monitoring League Table, which will be displayed in the canteen or other visible location. If only one contractor is on site then scoring will still be carried out, but a league table is not necessary. The Managing Director of the league-topping contractor each month shall be written to, congratulating them and thanking them for their efforts. The Director of the bottom-scoring contractor each month shall be written to and a response on what shall be done to improve performance must be sought.To do this the Berkeley team shall score each contractor on a monthly basis using form BL-F-10(c) Contractor Monthly Score Sheet. A league table shall be produced from these results using form BL-F-10(d) Performance Monitoring League Table, which will be displayed in the canteen or other visible location. If only one contractor is on site scoring will still be carried out, but a league table is not necessary.			BL-F-10(c) Contractor monthly score sheet BL-F-10(d) League table	Construction Site Managers Project Manager
4.13	**Supply Chain Supervision** As a minimum contractors must provide the numbers of competent supervisors and managers to oversee their works specified by Safety Requirement Sheet BL-SRS-03a – Supply Chain Management and Supervisor Competence. Supervisors and managers must be trained in-line with procedure BL-P-03 Training, Competence & Induction, and be experienced in the work being undertaken. Supervisors (aka. Black Hats) and managers should be interviewed by the Berkeley Project Team. Prior to a supervisor or manager leaving a project or having a period of absence, such as holiday, a replacement must be provided that meets the same competence requirements and a full hand-over must be undertaken. This should include: • Site induction for the incoming supervisor or manager • Introduction to key personnel (Berkeley management / trade supervisors / operatives) • A week on site with the outbound supervisor or manager • A written briefing and list of H&S responsibilities on the project, signed by both parties				Contractors Supervisors & Managers

<table>
<tr><td>4.14</td><td>Safety Support Plans
If health and safety failures are experienced with a contractor and they require the support of Berkeley to bring them to the required standard, a Safety Support Plan shall be created using form BL-F-10(e) Safety Support Plan.

The plan should be agreed between the Berkeley team and a Director at a safety support plan meeting. Attendees at this meeting shall be:

• Berkeley Project Director/Manager
• Berkeley H&S Team representative
• other Berkeley personnel as required
• Contractor Director
• Contractor Site Manager / Supervisor
• Others as required

A progress / close out meeting with the same attendees shall be held within 7 days. This shall be repeated if all items are not closed out.</td><td>BL-F-10(e) Safety Support Plan</td><td>Berkeley and Contractors</td></tr>
<tr><td>4.15</td><td>Enforcing Authority & CCS Visit Reporting
If a project is visited by an enforcing authority or Considerate Constructor Scheme monitor, the Project Director/Manager must, on the day of the visit, complete and issue form BL-F-10(g) Enforcing Authority and CCS Visit Notification. If some information is unavailable at the time of the visit, the form must still be issued and an update issued once further information becomes available. Enforcing authorities include:

<table>
<tr><th>Abbreviation</th><th>Title</th><th>Remit</th></tr>
<tr><td>HSE</td><td>Health and Safety Executive</td><td>Health and Safety enforcement</td></tr>
<tr><td>ORR</td><td>Office of Rail Regulation</td><td>Regulation of the rail industry</td></tr>
<tr><td>EA</td><td>Environment Agency</td><td>Environmental Enforcement</td></tr>
<tr><td>EHO</td><td>Environmental Health Officer</td><td>H&S in low risk workplaces, public health, nuisance, food safety.</td></tr>
<tr><td>TW</td><td>Thames Water</td><td>Enforcing permits and licencing</td></tr>
<tr><td>F&RS</td><td>Fire and Rescue Service</td><td>Fire Safety Enforcement</td></tr>
<tr><td>Police</td><td>Police</td><td>Criminal enforcement</td></tr>
<tr><td>UKBF</td><td>UK Border Force</td><td>Borders and immigration Enforcement</td></tr>
</table>
If unsure whether a visit should be reported, check with the H&S or Sustainability Manager.</td><td>BL-F-10(g) Enforcing Authority and CCS Visit Notification</td><td>Project Manager</td></tr>
<tr><td>4.16</td><td>Operative Engagement
There will be a Suggestions Box in each Berkeley canteen and a stock of suggestion cards. These will be checked daily.

On large Projects “Operative Engagement Meetings” will be held regularly. These will be hosted by a Director, Senior Manager or H&S Team member not directly involved in the management of the project, and will involve representatives of an operative level (not supervisors or managers) from the supply chain. Notes of the feedback will be made and issued to the project team, but those raising issues may remain anonymous.

All Berkeley projects and workplaces must operate an “Open Door Policy”. This means that at any time any person is free to talk about health and safety and to raise concerns, with whomever they need to.

A “You Said, We did” board will displayed in each canteen adjacent to the suggestion box, which will detail the feedback received from Suggestion Cards, Operative Engagement meetings or direct reports, and how the Project Team have addressed the issues. This must be kept up to date by the Berkeley Project Team.</td><td>BG Suggestion Box Board</td><td>All</td></tr>
<tr><td>4.17</td><td>Handover of Responsibilities
Whenever a Berkeley Manager or Trade Supervisor leaves a project or is to have a period of absence such as a holiday, their responsibilities should be handed-over, to prevent things being missed because a person is away.

To do this form BL-F-10(i) H&S Responsibilities Handover should be completed and signed by both parties. A period of shadowing should also be included. For trade supervisors this should be one week, for Berkeley staff this will be based upon assessment.

Where the above is not possible, for example someone leaves unexpectedly and immediately, their line manager must make arrangements for ensuring that responsibilities are covered, briefed and understood.</td><td>BL-F-10(i) H&S Responsibilities Handover</td><td>Construction and Contractors</td></tr>
</table>

4.18	**Site Health & Safety Reporting** Each month every live site (or any site that was live for any part of the preceding month) shall submit form BL-F-10(I) Monthly Site H&S Return. This shall be submitted to the H&S Department and Director Responsible for H&S by close of business on the first working day of the following month. As per procedure BL-P-19 Incident Reporting, Investigation and Review, all injuries must first be reported to the supply chain site supervisor of the injured person, where they will receive first aid and complete their company's accident book. They are then to report the injury to the Berkeley Proejct Team; form BL-F-19(a) Accident Report Forms must be completed. All accidents, no matter how minor, are to be reported to: • Director Responsible for Health and SafetyDirector Responsible for H&S • Head of Construction / Production Manager / Project Director (as applicable) • Health & Safety Team Visits from enforcing Authorities or the CCS shall be reported as detailed in section 4.15.	BL-F-10(I) Monthly Site H&S Return	Project Manager
4.19 4.19	**Disciplinary Measures** To ensure compliance with Health and safety requirements, the following disciplinary procedure will be used on each project. The required Disciplinary action will depend on the incident, as outlined below. **Verbal Warning** Verbal warnings will be given for minor breaches of Health and Safety rules, e.g.: • Failure to wear correct PPE (first offence) • Incorrect use of PPE • Spitting on site • Failure to maintain a clean and tidy work area • Failure to use designed access routes <u>Actions by Berkeley Homes Management:</u> The operative concerned must be stopped from working. They must be informed of the breach that they are receiving the warning for and why it is important the rules are followed. This should take place as a discussion with the operative. Once the operative is aware of what is required and the unsafe condition is put right, the operative may return to work. **Yellow Card** Yellow cards will be issued for more serious offences, but ones that do not necessitate the operative's permanent exclusion from site, e.g.: • Repeat offence after receiving a verbal warning • Any breach listed for verbal warning, where considered to present a higher risk • Failure to follow the Safe System of Work • Failure to comply with safety instructions or signage • Using unsafe work at height equipment, i.e. poorly erected tower or an unfit ladder • Working without the correct permits • Use of radios, MP3s or similar <u>Actions by Berkeley Homes Management:</u> The operative should be stopped from working immediately. They must be informed of the breach or unsafe condition and why it is important that rules are followed. The operative must attend a rebriefing before being allowed to start work again. This briefing may be a specific toolbox talk, a method statement briefing or another site induction depending on the nature of the breach. The operative must sign to confirm understanding (not acceptance), and be given a copy of the yellow card form, one copy of which must be sent to his employer within seven days and one copy retained on site by Berkeley. Yellow cards must be discussed at site meetings. The project management shall consider removing the individual from site for the remainder of the day. **Red Cards** Red cards will be issued for serious breaches of health and safety rules, e.g.: • Working in a manner that presents a risk of serious injury or fatality • Unauthorised removal or tampering with safety devices, e.g. handrails, Combisafe, fire extinguishers or alarms • Placing members of public in danger by failing to comply with site rules or safe systems of work • Violence or threatening/ abusive behaviour to others		

	• Being on site under the influence of alcohol or drugs • Urinating in any place on site other than designated facilities • Abuse or vandalism to property • Any breach listed for yellow card, where it is deemed to be more serious in nature • Receiving two yellow cards within a three month period Actions by Berkeley Homes Management: The operative should be stopped from working immediately. They must be informed of the breach or unsafe condition and why it is important that rules are followed. They will be instructed to leave site immediately and will not be permitted to return for a period determined by the site management. The operative's employer must be informed immediately, and issued a copy of the red card form on the day of the offence. **Green Cards** Green cards are to be issued to reward excellent health and safety performance, e.g.: • Proactivity in health and safety • Actively seeking to improve health and safety on site • Performing to a standard that far exceeds what is expected Actions by Berkeley Management The operative should be spoken to immediately and congratulated on their actions. Their employer must be informed of the green card being issued. All Green cards issued must be discussed at site meetings. An incentive scheme may be considered, but this will be decided on a site-by-site basis. **Information to be recorded** Each site must retain copies of red and yellow cards issued, together with a register of th same, which includes the following information: • Name of operative • CSCS No. • Trade • Employer • Date card issued • Issuing Manager • Reason for issue **Authority to implement this procedure** Only Berkeley Managers, Directors and members of the Health and Safety Team or those specifically authorised by any of the above may issue red, yellow and green cards. **Appeals process** Appeals must be made in writing within 28 days of receiving the card. The letter should be sent to the Project Director/Manager for the relevant project. The appeal will be reviewed by the Project Director/Manager and the Head of Health and Safety. The result of the review will be communicated to the appellant.		
5.0	**Guidance documents & references**		
	• BL-F-10(b) Friday Pack Cover sSheet • BL-F-10(c) Contractor Monthly Score Sheet • BL-F-10(d) Performance Monitoring League table • BL-F-10(e) Safety Support Plan • BL-F-10(g) Enforcing Authority and CCS Visit Notification • BL-F-10(h) Construction Phase Plan Template • BL-F-10(i) H&S Responsibilities Handover Form • BL-F-10(j) General Permit to work Template • BL-F-10(l) Monthly Site H&S Return • BL-F-11(a) Temporary Works Management Plan • BL-F-15(a) Project Fire Plan • BL-F-20(a) Site HSE Inspection Form • BL-P-05 Risk Management		
6.0	**Appendices**		

10.1 Design Management

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
3/3/2015	1	New procedure
23/6/2015	1.1	Added sections introducing forms 10.1c,d and f. TLC
6/3/2018	1.2	Procedure reviewed and updated TLC Added requirement to notify HSE of significant remedial works Restructured document
24/5/2021	1.3	Minor amendments made to text

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure implements the requirements of Berkeley Group Health and Safety Construction Standard BGCS03 Construction Design and Management. It has been developed to ensure that Berkeley comply with the legal duties imposed on a construction client under the Construction (Design & Management) Regulations. The role of the Principal Designer is to plan, manage and monitor the co-ordination of the design phase, including any preparatory work carried out for the project. This procedure prescribes conditions for both internal and external appointments for PD.	BGCS03 Construction Design and Management	
2.0	**Scope**		
2.1	Throughout all of the company's activities, including pre-planning.		
3.0	**Definitions**		
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum (BLF) members: • Berkeley Homes (East Thames) Ltd • Berkeley Homes Capital • Berkeley St Edward Homes Further Definitions / abbreviations: **CDM** – Construction Design and Management Regulations **PD** – Principal Designer **PDA** – Principal Designer Advisor **PC** – Principal Contractor Competence - right blend of skills, knowledge, training and experience **PCI** – Pre-construction Information **Designer** – An organisation or individual whose business involves preparing or modifying designs for construction projects, or arranging for, or instructing, others to do this. **Land Director** – Director responsible for land and/or planning activities; may not necessarily be titled 'Land Director'.		
4.0	**Main requirements**		
4.1	**Appointment of the Principal Designer** Clients should always ensure they have access to competent health and safety advice for all projects. The internal H&S Team are able to fulfil this role with the appointment of H&S Advisors or H&S Managers.	BLF-10.1a Principal Designer Appointment	Land Director / Technical Director

Item	Details	Reference	Responsibility
	For projects which employ one or more contractor, a competent and adequately resourced Principal Designer (PD) must be appointed in writing. The PD will assist Berkeley in fulfilling duties under CDM and other legal functions. Additionally, they will assist with the assessment of the adequacy of the management arrangements made by others in the project team. Having appointed a competent PD, the client is entitled to rely on their advice when making these judgements. Early appointment of a PD is crucial for effective planning and establishing management arrangements from the start. The CDM Regulations require the appointment of a PD to take place as early as possible in the design process; if practicable at concept stage. The PD must be able to co-ordinate the health and safety aspects of the design work and advise on the suitability and compatibility of designs; this should normally be around the Black Book signoff stage. The appointment of a PD can be either an internal appointment or an external appointment; both approaches are described in this procedure. The appointment of the PD role to an internal Berkeley department should be to a senior named individual using form **BL-F-10.1a**. Guidance is provided in the CSkills/HSE document 'Principal Designer Guidance'. This guidance should be followed to ensure compliance with the regulations.		
4.2	**Internally appointed Principal Designer** **Management Structure** Although the operating company will be responsible for discharging its duties as PD, an individual can be appointed to ensure Berkeley undertakes its PD duties in line with this procedure. When the PD role is to be managed internally, the PD can be supported by the use of a Principal Designer Advisor (PDA). It is the Land Director's responsibility to ensure a PD and PDA (if applicable) is appointed in writing at the earliest opportunity. This will normally be when the Black Book is compiled. The PDA will be responsible for supporting the PD in fulfilling their role as PD by having an overseeing role for the implementation of CDM as well as conducting the tasks required to assist the PD to discharge Berkeley' duties as PD. The PDA will be an experienced CDM professional and will have a full understanding of the requirements of the CDM regulations. When appointing a PDA, the competence assessment form **BL-F-10.1b** can be used if required. The H&S Team can assist in assessing the completed form. The appointment of external PDs and PDAs should follow the company procedures for appointment of consultants. PD duties: 1. Plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information that might affect design work carried out both before and after the construction phase has started; 2. Help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties; 3. Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks, including where possible, the elimination through the design process the need for temporary works within permanent structures or those created during the construction process; 4. Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required; 5. Liaise with the Principal Contractor, keeping them informed of any risks that need to be controlled during the construction phase; 6. Management of the design change notifications. PDA duties: 1. Assist in ensuring that adequate consideration is given to health, safety and welfare throughout the project; 2. Assist in ensuring the PD and Designers have the necessary skills, knowledge, experience and resources to fulfil their duties; 3. Assist in ensuring that the PC and Contractors have the necessary skills, knowledge, training, experience and resources to fulfil their duties; 4. Liaise with the Client, PD and PC to ensure that they are carrying out their duties; 5. Assist in establishing the format of the Health and Safety file; 6. Assist in establishing the format of the access and maintenance strategy; 7. Assist in compiling the Health and Safety File;	BLF-10.1a Principal Designer Appointment BL-F.10.1bPrincipal Designer competency Assessment	Land Director Land Director / Technical Director Principal Designer Principal Designer Advisor

Item	Details	Reference	Responsibility
	8. Review the Health and Safety File and ensure it is submitted to the client on completion of the project; 9. Issue a Monthly Project Report which includes a general CDM update, highlighting outstanding actions to be completed; 10. Ensure the F10 Notification is submitted to the HSE by the PD; 11. Advise on the allocation of sufficient time and resources for the planning and preparation of the project; 12. Advise on the suitability of the pre-construction information; 13. Assess the construction phase plan and advise on its suitability for the project; 14. Provide general CDM advice to the client; 15. Assist in ensuring that the general principles of prevention are incorporated throughout the pre-construction phase; 16. Assist in the management of the design change notifications and advise on the appropriateness of the design change; 17. Conduct competence assessments of all persons in the design team to ensure they are suitable fort the role they are to carry out. Assistance may be required to carry this task out and should be requested as appropriate. Where no PDA is appointed the PDA responsibilities will be undertaken by the Principal Designer.		Principal Designer
4.3	**External Principal Designer Appointment** When using an external PD, it will be their responsibility to undertake the role of PD for Berkeley. The PD will need to be a Designer working on the project and it is imperative that the role of PD is appointed as soon as possible. Guidance is provided in the CSkills/HSE document 'Principal Designer Guidance'. This guidance should be followed to ensure compliance with the regulations. **Competence Assessment** If an external consultant is appointed to carry out the role of PD, the senior Land Manager, in conjunction with the Technical/Design Director, shall ensure that a consultant with the necessary skills, knowledge and experience is formally appointed once design work has commenced, by following the Berkeley Procedure, BL-P-06 Procurement and Supply Chain Management. Form **BL-F.10.1a** shall be completed to assess the competence of the Principal Designer being put forward for the role. The H&S Team should be consulted to assist in selecting a suitable Principal Designer. **Monitoring of PD** On a monthly basis, the external PD will produce a report for Berkeley detailing: 1. The actions taken to manage the design process during the period; 2. Outstanding actions required; 3. Upcoming risks associated with the design process; 4. A copy of the current Risk Register for the project. The Technical Manager or Land Manager responsible for managing the PD will be responsible for reviewing the monthly report to ensure actions are being carried out effectively.	BL-F.10.1b1b Principal Designer Competency Assessment	Land/Tech Director Land/Tech Director Land/TechDirector Land/Tech Director Land/Tech Manager
4.4	**Notification** It is the Clients responsibility to notify the HSE of a construction project where a project is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or exceed 500 person days. The nominated PD shall ensure an F10 Notification form for each relevant phase is completed and submitted to the relevant organisation (normally the HSE). In addition to the initial notification of the project, the appointed PD shall: • Update the F10 Notification form for each relevant phase, when changes occur to the duty-holders during the construction stage, retaining a copy of the notification on file. • Ensure that the duty-holders detailed on the F10 Notification are current and these individuals are informed of all subsequent re-notifications on form F10. • Ensure that an F10 Notification form is completed and issued to the HSE to cover 'post construction' remedial works where the scheduled works meet the criteria set out above.	Form F10 Form F10	Principal Designer Principal Designer
4.5	**Co-ordination and co-operation** All CDM duty holders have a responsibility to seek the co-operation of all others on health and safety and to co-ordinate their work in the interests of the safety and health of construction workers and those who may be affected by the construction work. It is the PD who has the specific responsibility to facilitate co-operation and co-ordination during planning, preparation and design in relation to health and safety. This can only be achieved with the engagement and involvement of all duty holders.		ALL

Item	Details	Reference	Responsibility
	The PD should clearly identify how co-operation and co-ordination can be achieved and must have, or ensure that there are, project arrangements in place that support the ethos of co-operation and coordination.		Principle Designer
	An initial meeting should be held with designers for the project to identify what actions will be carried out and by whom; form **BL-F10.1e** Initial Designer Meeting: Aide Memoire - Agenda should be used for this purpose.	BL-F10.1e	Principle Designer
	An effective PD needs to be a facilitator and contributor at design team meetings and will want to establish that designers are demonstrating co-operation and co-ordination with others in the team.		Principle Designer
	Design can continue through all phases of any project and the PD will potentially have to be involved throughout. The task is not to act solely as a designer or to dictate change but to encourage natural design evolution that incorporates health and safety, to make sure that information passes to those who need it and to ensure that designs are suitable and compatible where relevant to health and safety.		
	The PD will have to be aware of the principles of prevention and ensure that designers consider the elimination of hazards before the reduction or management of residual risks.		Principle Designer
	Practical implications of co-ordination and co-operation from the PD: • Advise client on their CDM responsibilities • On appointment, immediately identify and contact the design team members • Establish the roles and responsibilities of all design team members in compliance with CDM regulations • Agree the format and mechanisms for the recording of hazard and risk issues • Planning, managing and monitoring health and safety in the pre-construction phase, including; identifying, eliminating or controlling foreseeable risks; and ensuring designers carry out their duties • Helping compile Pre-Construction Information and providing it to designers and contractors • Preparing the Health and Safety File and then reviewing, updating and revising it as the project progresses • Liaising with the construction department to help in the planning, managing, monitoring and co-ordination of the construction phase • Taking into account the general principles of prevention • Ensuring that all persons working in relation to the pre-construction phase cooperate with the construction department, contractors, consultants and each other • As PD attend as many design team meetings during the design phase as necessary to ensure co-ordination with a minimum of monthly meetings • Ensure the design team routinely considers and records relevant risk issues • Ensure the PD is on all relevant documents and drawing circulation or revision lists. • If co-ordination and co-operation is not taking place, raise the issue with the designers concerned and report this to the client. • If necessary, remind any part of the team that the PD has to advise the client on health and safety co-ordination and co-operation • On 'client only' projects, arrange an early meeting with the newly appointed Principal Contractor to discuss and understand how design changes and liaison will take place. • On matters of health and safety co-ordination, be ready to question decisions but support sensible hazard and risk-monitoring strategies.		Principle Designer
4.6	**Pre-construction Information (PCI)** It is a key responsibility of the Client to ensure relevant information is prepared and provided to other duty holders. The duty to prepare and provide PCI to duty holders will be facilitated in Berkeley by the appointed PD, where need be supported by the Client and/or PDA.		Principal Designer
	The appointee is to compile and review PCI to check that the information provided is appropriate for supporting the construction phase. It should be specific to the project and should not include information that a PC familiar with this type of work would be expected to know. Examples of things to include could be particular risks identified on drawings, specific erection sequencing and any temporary support that is required, Asbestos surveys topographical surveys etc.		Principal Designer
	PCI should be gathered and added to as the design process progresses and reflect new information about the risks to health or safety and how they should be managed. Preliminary information gathered at the start of the project is unlikely to be sufficient, therefore, the PCI should be reviewed and updated every month by the PD and (if relevant) the PDA.		Principal Designer
4.7	**Design and Review** The PD will be responsible for ensuring all designs are reviewed to ensure they are suitable and comply with the requirements of the CDM Regulations. Notes on drawings incorporating hazard symbols should be used wherever possible.		Principal Designer

Item	Details	Reference	Responsibility
	The PD will be responsible for ensuring design risk management has been applied appropriately for all designs associated with the project. The PD will be responsible for developing a Design Risk Register for the project and ensuring this is communicated to all persons responsible for managing the implementation of the design control measures. The 'RAG system' should be applied for all design considerations. This is detailed in appendix E of the CSkills / HSE document 'Principal Designer Guidance'. All designs should reduce risk for both safety and health issues for all stages of the build process and to the end user.		Principal Designer Principal Designer / Principal Designer
4.8	**Determining Competence of Principal Designer** If more than one contractor will be working on the project, the client must appoint a PD and PC in writing. If this is not done, the Client we will take on these roles and associated legal duties. One of the main duties is to ensure that proposed appointees are able to demonstrate that they can deliver the project in a way that secures health and safety. This means that they should: - have the necessary capabilities and resources - have the right blend of skills, knowledge, training and experience - understand their roles and responsibilities when carrying out the work. Form **BL-F-10.1b** should be used to assist in reviewing competencies of Principal Designers.		Person Appointing Principal Designer
4.9	**Competence assessment of the design team** It is the responsibility of the PD to ensure all members of the design team and any consultants providing advice to the design team, have the appropriate level of competencies to fulfil their role. Assistance can be provided by the H&S Team or the PDA. If an external consultant is appointed to carry out the role of PD, the Land Manager, in conjunction with the Technical/Design Director shall ensure the consultant has the necessary skills, knowledge and experience and is formally appointed when design work has commenced – see Procedure, **BL-P-06** Procurement and Supply Chain Management.		Land/Technical Director
4.10	**The Health and Safety File** The Health and Safety File ('the file') is a source of information that will help to reduce the risks and costs involved in future construction work, including cleaning, maintenance, alterations, refurbishment and possible future demolition. Therefore, as the client, Berkeley must ensure that the file is prepared and kept available for inspection in the event of any such work. It is a key part of the information which must pass on to anyone preparing or carrying out work to which CDM applies. The PD has the duty to prepare the health and safety file, the PC may assist or lead the compilation process. At the end of the construction phase, normally at practical completion, the file must be finalised and given to the client or end user. In some cases, where there is partial occupation or phased handover of a project, it may be needed earlier to inform other work. For this to happen the PD needs to make appropriate arrangements at the beginning of the project to collect and compile the information likely to be needed for the file as work progresses. The content of the file must be specific. It does not have to be a complex document in its own right. The purpose of the file is to provide easy access to health and safety-related information in the future. It can be a short signposting or contents style file that enables location of the information for future construction work or maintenance. **Health and Safety File Contents** The scope, structure and format for the file should be agreed between Berkeley and the PD at the start of a project. There can be a separate file for each structure, one for an entire project or site, or one for a group of related structures. Customers must receive an individual Health and Safety File tailored to their needs. For Berkeley this means a separate Health and Safety File will be produced for the purchase of each plot (Home Manual), the adopting Highways Authority and the adopting drainage authority. In addition it will be appropriate for the PD to produce detailed Health and Safety Files for management companies on managed buildings. **Health and Safety Files for Non Managed properties (Typically Freehold)** The standard Health and Safety File (to purchasers of individual plots) will be facilitated within Berkeley with the issue of the Home Manual document. **Health and Safety Files for Managed structures (Typically Leasehold)**		Principal Designer Principal Designer Principal Designer Principal Designer

Item	Details	Reference	Responsibility
	For management companies and various authorities the Health and Safety File will need to contain more in-depth information, typical content is outlined below. The PD should ensure that the content of the file is appropriate to the nature of the project and its associated hazards. Typical contents of a Health and Safety File: **Part 1** • A master index and indexing system; • Introduction or Preamble. **Part 2** • Management and administrative information **Part 3** • Existing site details; • A summary of significant hazards (hazard register); • Information on design and construction (built environment); • Procedures for operation and maintenance; • Procedures for moth-balling (where relevant); • Procedures for cleaning; • Procedures for future construction activities, such as refurbishment, dismantling, de-commissioning and disposal; • Hazards due to site environment and operations; • Details of utilities affecting the structure and services. **Part 4** • Other client requirements. The Health and Safety File will be produced by the PD, with assistance from the PDA. The PD shall arrange a meeting with the managing agent to present the health and safety file and its content to them.		Principal Designer Principal Designer
4.11	**Principal Designer Management Plan** Form **BL-F-10.1c** Principal Designer Management Plan should be completed and updated throughout the project. This should be reviewed regularly and passed through the different departments as the person responsible for managing the PD requirements changes. This document details how PD requirements will be discharged. It also details what appointments have been made. All appointments for PD, PDA, Designer and PC shall be made in writing and filed with the management plan.	BL-F-10.1c	Principal Designer
4.12	**Managing a change in personnel for the PD role / covering leave.** Suitable arrangements must be made if the role of the PD or PDA is transferred to a different individual or company or to cover periods of leave. A handover meeting must be arranged and this must be formally recorded**.**		Principal Designer
5.0	**Guidance documents and references**		
5.1	Industry guidance for Principal Designers:  cdm-2015-principal-designer guidance.pdf		
6.0	**Appendices**		
	N/A		

Contents

Revision Register		
Date	Version	Description - Reason for change
23/04/2014	1	New Procedure
20/10/2014	1.1	Update and renumber
8/11/2016	1.2	Introduced design check to EDB system.
30/03/2018	1.3	Changes made in light of the revised Berkeley Group SMS and three new forms added.
25/02/2019	1.4	References to BSE
28/06/2021	1.5	To incorporate the 2019 BS5975 changes.
16/11/2021	1.6	Further incorporate BS 5975:2019

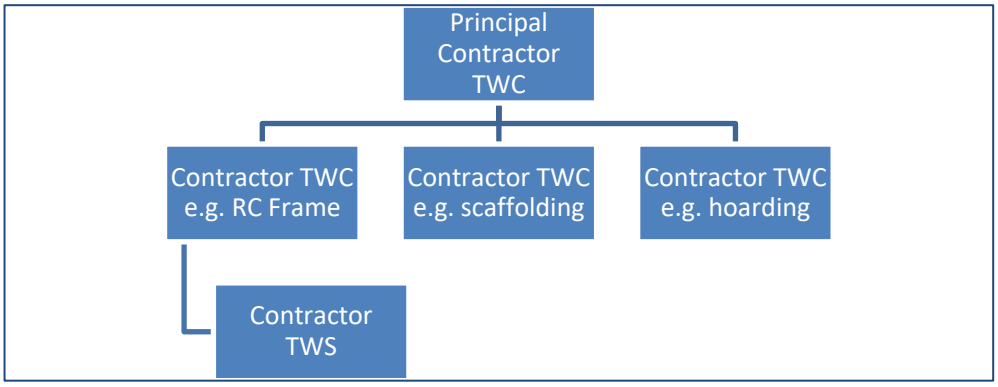
Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure ensures that 'Temporary Works' on site are designed, checked, constructed, inspected, loaded/used, adapted, maintained and dismantled in accordance with the requirements of Section 2 of British Standard (BS) 5975:2019 '*Code of practice for temporary works procedures and the permissible stress design of false work*' (henceforth referred to as "BS5975").		
1.2	Where temporary works structures are to be erected in close proximity to third-party infrastructure, such as Network Rail or Transport for London infrastructure, the design checking and procedural controls required for those organisations may exceed the requirements set out by this procedure. The TWC and/or the PD/PM shall liaise with the relevant organisation to establish the relevant requirements of that organisation where this condition applies.		
2.0	**Scope**		
2.1	This procedure shall be applied to all works on site that fall under the definition of temporary works.		
2.2	This procedure shall apply under section A where Berkeley act as the Principal Contractor, and section B where Berkeley act as the Client only.		
2.3	This procedure will apply to Berkeley companies defined in 3.3. This procedure will also apply to all contractors that carry out temporary works.		
3.0	**Definition**		
3.1	Temporary works can be described as providing an "engineered solution" that is used to support or protect either an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side-slopes of an excavation during construction operations on site or to provide access. It is used to control stability, strength, deflection, fatigue, geotechnical effects and hydraulic effects within defined limits. This description of temporary works includes, but is not limited to: 1. supporting or protecting either an existing structure or the permanent works during construction, modification or demolition; 2. provision of stability to the permanent structure during construction, pre-weakening or demolition (e.g. propping, shoring, facade retention etc.);		

Item	Details	Reference	Responsibility
	3. securing a site, or providing access to a site or workplace on site or segregation of pedestrians and vehicles (e.g. hoarding, haul roads, fencing, stairs); 4. supporting or restraining plant, materials or equipment, including stability of water-borne craft; 5. provision of earthworks or slopes to an excavation or supports to the side or roof of an excavation or supports or diversions to watercourse during construction operations; 6. providing a safe platform for work activity on land or water (e.g. jetty, scaffolding, edge protection or towers); 7. providing measures to control noise, dust, debris, fume, air quality, groundwater or any site discharges during construction or demolition (e.g. screens, bunds, de-watering, demolition debris); 8. providing protection or support to services, and 9. facilitating testing (e.g. pressure testing pipes, pile testing, pre-demolition floor load capacity testing).		
3.2	Acronyms used in this procedure: BH Berkeley Companies covered by the SMS CDM Construction (Design Management) Regs. DI Designated Individual PC Principal Contractor PC-TWC Principal Contractor Temporary Works Coordinator PD Principal Designer PD/PM Project Director/Project Manager SM Site Manager TW Temporary Works TWC Temporary Works Coordinator TWD Temporary Works Designer TWS Temporary Works Supervisor		
3.3	**Authorised Person** For the purposes of this procedure, an authorised person is one who is allowed to issue permits in respect of a particular TW structure. Authority is normally conferred in writing within a letter of appointment. Authorised persons are usually restricted to PC-TWC, TWC and TWS		
3.4	**Berkeley** For the purposes of this document, “Berkeley” refers to any Berkeley London H&S Forum Member: Berkeley Homes (East Thames) – Berkeley Homes Capital – Berkeley St Edward		
4.0	**Key matters to be addressed in Temporary Works**		
4.1	To enable this procedure to function correctly the following requirements must be addressed by all projects carrying out temporary works.		
4.2	• Director to appoint a DI for the project (BL-F11k) • PD/PM to nominate PC-TWC to be appointed by the DI for the project (BL-F11b) • PC-TWC to asses of competency of TW personnel (BL-F11b) and appoint TWC/TWS (BL-F11d) • PC-TWC to maintain a Temporary Works Management Plan (BL-F11a), reviewed monthly • PC-TWC to maintain a site-wide Temporary Works Register (BL-F11f) to record all TW elements • Appropriate inspections must made during the use of the temporary works • A regular review of TW arrangements on site to confirm that they are being managed properly		

4.3	For all TW elements, the following is required:
	• a Temporary Works Engineering Design Brief (BL-F11e) to include:
	  • a design – including sufficient information to allow a design check to be completed
	  • a design check certificate
	• An inspection by TWC & TWS of the TW undertaken before loading/taking into use and a TW permit to load/take into use (BL-F11g) must completed and signed by both.
	• A TW permit to dismantle (BL-F11j) must be issued when the TW are no longer required
	• A risk assessment and method statement must be in place for the TW element.
	Further details of the above requirements are described within this procedure.		

5.0	**Competence, Appointments & Responsibilities**		
5.1	**Designated Individual** Each operating company MD shall appoint a Designated Individual (DI) to ensure that this TW procedure is implemented on site.	BL-F-11k	MD
5.2	The DI is responsible for: 1. appointing a PC-TWC for every project, (note: where Berkeley are PC, the PC-TWC must be a permanent employee, or a directly appointed consultant.) 2. verifying the competence of individuals appointed as PC-TWC;		

Item	Details	Reference	Responsibility
	3. ensuring that for the type, scale and complexity of work/projects undertaken, the TW risks have been identified, classified and effectively managed; 4. ensuring that there is a clear process for on-site management of the design, design checking, erection, use, maintenance, monitoring and dismantling of TW; 5. ensuring trade contractors have appointed a DI, have an adequate TW Procedure in place, and will comply with Berkeley TW procedure. 6. ensuring provision is made for the appointment of one or more TWC & TWS, where required; 7. ensuring the PC-TWC is given sufficient time and resources to fulfil the role; and 8. responding to concerns raised by any person involved in the management of TW.		
5.3	The PD/PM is responsible for nominating a suitably competent PC-TWC, for the DI to appoint The PD/PM must ensure that where TW are required, they have been identified, and where relevant the appropriate information has been communicated to the commercial and construction teams, and others as required.		PD/PM
5.4	**Competencies of the PC-TWC and TWC** When selecting a PC-TWC or TWC, the degree of competency should be proportionate to the type, volume and complexity of the temporary works to be undertaken. The PC-TWC and TWC shall: 1. have experience of the proposed items of temporary works, including type, size, complexity and working environment for the project; 2. have successfully attended a valid formal training course, preferably the CITB Temporary Works Co-ordinator Training Course, within the last five years; 3. possess engineering knowledge and understanding, particularly the ability to read, understand and implement the requirements of drawings and specifications; 4. be able to plan and manage both people and resources; 5. preferably hold a Degree / HND in Civil / Structural engineering; and 6. preferably be a Chartered Civil / Structural Engineer. The PC-TWC/TWC must provide evidence of competence by completing Temporary Works Appointment Nomination Form BL-F-11b. In order to ensure independence, transparency and ownership by the Principal Contractor, the PC-TWC must be a Berkeley employee, or an organisation under their direct control, e.g. a directly appointed consultant. Where a trade contractor intends to appoint their own TWC to manage TW's within their package, the trade contractor's DI should nominate the TWC by way of Temporary Works Appointment Nomination Form (BL-F-11b). The appointment of the TWC should be confirmed by the PC-TWC and confirmed as understood by the TWC (BL-F-11d).	BL-F-11b	TWC
5.5	**Competencies of Temporary Works Supervisors** The following competence criteria should be read in the context of the temporary works to be undertaken. Competency should be proportionate to the type, volume and complexity of the temporary works to be undertaken The Temporary Works Supervisor shall have: 1. experience, knowledge and training relevant to the type of temporary works to be undertaken on site; 2. the personal qualities to act with authority and be effective in the role of TWS; 3. attended a TWS or TWC course, unless written dispensation is granted by the PC-TWC and DI, explaining the reasons why the dispensation is appropriate. The TWS must provide evidence of competence by completing Temporary Works Appointment Nomination Form BL-F-11b. Note: Competence is also required in-line with the requirements of procedure BL-P-03 Training, Competence and Induction for Health and Safety Competence of Persons Employed by Trade Contractors.	BL-F-11b	TWS
5.6	**Competencies of Temporary Works Designers** Temporary Works Designers shall: 1. have experience relevant to the type and nature of the temporary works that the Temporary Works Engineering Design Brief require;		TWD

Item	Details	Reference	Responsibility
	2. hold a Degree or HND in Civil or Structural Engineering. Evidence of the above competencies must be submitted to the PC-TWC for review using Temporary Works Appointment Nomination Form (BL-F-11b). Evidence submitted to support competency shall be retained on site, and their review and acceptance recorded by the PC-TWC in the TWMP.	BL-F-11b	PD/PM TWC
5.7	**Temporary Works Team Organisational Structure** To ensure that the PC-TWC is aware of and understands the interface between all items of temporary works, it is recommended that an organisational structure similar to the one below be adopted on site. This example reflects a PC delegating packages of TW to contractors. The contractors have appointed their own TWC who will manage the TW for their packages. The remaining TW are still directly under the control of the PC-TWC, with TWSs appointed for each TW structure.  		
6.0	**Section A – Where Berkeley is the Principal Contractor**		
6.1	**Pre-Construction – Technical Department** Prior to construction commencing on site, the Technical Manager shall prepare an outline schedule of TW required by the nature of the permanent works under consideration. The temporary works register (BL-F-11f) can be used for this process. Whilst this schedule will not reflect all temporary works requirements for the project, it shall provide sufficient detail to assess the degree of risk likely to be encountered on site. The Technical Manager shall maintain/update the schedule until a PC-TWC has been appointed for the project. They shall make the schedule available to the relevant project team members as part of the preconstruction information to allow the construction phase planning and trade contactor procurement to progress. The Technical Manager shall ensure that permanent works designers make appropriate provision for any consultation that they might be required to provide on TW designs affecting the permanent structure.	TW Register	Technical
6.2	**Pre-Construction – Commercial Department** The Commercial Manager/Surveyor shall ensure that trade contractor tenders involving elements of TW include confirmation of the contractor's DI, a copy of the contractor's TW procedures and confirmation that they will comply with the Berkeley's TW procedure.	Tender invites	Commercial
6.3	**Berkeley Project Director or Project Manager** For all projects for which they are responsible, the relevant Berkeley PD/PM shall: 1. develop and maintain a Temporary Works Management Plan using form BL-F-11a, until a PC-TWC has been appointed; 2. submit details of the proposed PC-TWC to the DI for review using Temporary Works Person Nomination Form BL-F-11b. The installation or loading of temporary works may not commence until the DI has appointed the PC-TWC in writing; 3. If they wish to delegate responsibility for a package of TW to another contractor, propose such to the DI; 4. provide the PC-TWC with the resource and authority to discharge their duties effectively, to include their attendance at formal temporary works reviews;	BL-F-11a. BL-F-11b	

Item	Details	Reference	Responsibility
	5. provide such information as required by the PC-TWC to discharge their duties effectively; 6. confirm that the TW arrangements on site are compliant with this procedure by ensuring formally recorded reviews of the TW arrangements are carried out. Reviews shall: a. be undertaken at not less than, monthly intervals; b. be attended by the PC-TWC; c. be attended, as necessary, by the TWSs of trade contractors undertaking TW at the time of the review; d. examine site records for the TW on site at the time of the review; 6. for TWDs appointed by Berkeley, ensure that they are aware of this procedure and in particular, the TWD's responsibilities. 7. ensure that arrangements are made to inspect and maintain temporary structures, which remain in use when the contractor whom originally constructed and maintained the structure completes their work and leaves the project. A replacement TWS is required to be appointed when this occurs using Appointment of Temporary Works Supervisor Form BL-F-11d and notifying the TWC of the revised arrangements.	BL-F-11d	
6.4	**Principal Contractor's Temporary Works Co-ordinator** The project PD/PM shall nominate a PC-TWC to the DI using Temporary Works Person Nomination Form (BL-F-11b), which the PC-TWC signs and submits to the DI. The DI then appoints the PC-TWC using Appointment of Temporary Works Coordinator Form (BL-F-11c). Where Berkeley are the PC, the person fulfilling the role of PC-TWC must be a permanent employee, or a directly appointed consultant. It is recommended that the PC-TWC appointment is accompanied by the individual's certificate of TW training, and a short CV describing their TW experience. It is also recommended that a deputy PC-TWC is identified and appointed, in the event of any absence or leave. The PC-TWC is responsible for ensuring that all aspects of the TW procedure are implemented at project level. The main activities of a PC-TWC are to: 1. co-ordinate all TW activities, including those delegated to another contractor; 2. ensure that a site-wide Temporary Works Register is established and maintained; 3. maintain the Temporary Works Management Plan; 4. ensure that the various TW responsibilities have been allocated and are accepted in writing; 5. ensure that a design brief is prepared for all TW that accurately reflects the site conditions; 6. ensure that any residual risks, assumed methods of construction or loading constraints identified by the permanent works designer are included in the design brief; 7. identify a suitable design category check for each item of TW, and include this in the design brief; 8. receive copies of the relevant design briefs produced by the contractor TWCs; 9. ensure that TW designs are satisfactory; 10. ensure that a design check is carried out by an organisation/individual with a level of independence commensurate with the design category check allocated to the TW; 11. confirm acceptance that engineering design briefs and design check certificates are adequate and authorise the construction of the TW; 12. ensure that designs are made available to other interested parties, e.g. the PD or permanent works designers; 13. provide copies of all information relevant to the contractor's TW design to the contractors TWC; 14. register or record the drawings, calculations and other relevant documents relating to the final design; 15. ensure that contractor TWCs and TWSs receive full details of the design, including any limitations and guidance notes associated with it, and prepare a specific safe system of work; 16. ensure that a documented safe system of work is in place and implemented for the installation, use, alteration and dismantling of TW; 17. ensure that checks are made at appropriate stages; 18. ensure that any proposed changes in materials or construction are checked against the original design and appropriate action taken; 19. ensure that any agreed changes, or corrections of faults, are correctly carried out on site;		

Item	Details	Reference	Responsibility
	20. after a final check, ensure a Permit to Load is issued by an authorised person; 21. ensure that during use of the TW all appropriate maintenance is carried out; 22. when it has been confirmed that the permanent structure has attained adequate strength and / or stability, ensure a Permit to Dismantle is issued by an authorised person; 23. ensure that any relevant information for the health and safety file is forwarded to the PD; 24. in all cases, ensure that TWCs and TWSs are operating in accordance with the approved procedures; and 25. remain ultimately responsible for the TW on the project.		
6.5	**Temporary Works Co-ordinator** If a PC decides to delegate responsibility for a package of TW to another contractor, a TWC may be appointed to manage those temporary works. The contractor's TWC should be appointed by the DI of the organisation for whose work package the TWC is responsible. The TWC should be an employee of the organisation contracted to provide the services. It is also recommended that a deputy TWC is appointed, in the event of absence or leave. The main activities of a TWC are to: 1. co-ordinate all temporary works activities of their organisation; 2. ensure that the PC DI has given approval to the contractor to manage and design the temporary works, and confirm that the organisation has accepted their appointment; 3. liaise with the PC-TWC to ensure that those involved understand the types and limits of permits and when they have the authority to proceed by releasing hold points; 4. be responsible for providing information to and receiving information from the PC-TWC, to manage the TW schemes for which they are responsible; 5. ensure relevant information is provided for the site-wide temporary works register and is maintained for the TW involved; 6. ensure that an engineering design brief is prepared and accurately reflects the site conditions; 7. ensure that any residual risks, assumed methods of construction or loading constraints identified by the permanent works designer are included in the design brief; 8. submit copies of engineering design briefs to the PC-TWC and receive confirmation there are no adverse effects on the TW which may need to be allowed for;; 9. ensure that all TWDs and design checkers are competent and have been verified by the organisation's DI for carrying out designs; 10. ensure that any residual risks, identified at design stage, assumed methods of construction or loading constraints identified by the designer of the permanent works are included in the design brief; 11. prior to constructing TW on site, submit copies of the completed engineering design brief and design check certificate to the PC-TWC for their acceptance and authorisation; 12. ensure that a documented safe system of work is in place and implemented for the erection of any temporary works; 13. ensure that an inspection and test plan is prepared, along with an appropriate quality control check list, based on the temporary works design output and is used to verify that the TW have been constructed in accordance with the certified design; 14. ensure that checks, inspections and tests are made at appropriate stages and that the inspection and test plan and check list are signed by an authorised person; 15. ensure that any changes or modifications to the scheme or differences from the envisaged conditions are drawn to the attention of the TWD; 16. ensure that during the use of TW all appropriate monitoring and maintenance is carried out; 17. after a final check, ensure a Permit to Load is issued by an authorised person. 18. when it has been confirmed that the permanent structure has attained adequate strength and / or stability, ensure a Permit to Dismantle is issued by an authorised person; 19. ensure that any relevant information for the health and safety file is forwarded to the PC-TWC. 20. ensure that any appointed TWS is operating in accordance with the correct approved procedure		
6.6	**Temporary Works Designers** For all elements of TW that they design, the TWD shall: 1. only issue a design for approval following receipt of a completed Temporary Works Engineering Design Brief;	BL-F-11e	TW Designers

Item	Details	Reference	Responsibility
	2. agree with the PC-TWC/TWC the appropriate category of design check for the temporary structure, in line with BS5975; 3. highlight to the TWS and TWC any specific requirements for the installation and dismantling of the temporary structure; 4. clearly state the relevant types of materials or components required to construct the temporary structure; 5. highlight to the TWS and TWC any assumptions used for the design; 6. mark design drawings as 'FOR CONSTRUCTION' upon receiving written confirmation: a. of the design's suitability; b. of the design check having been completed; c. that the design allows for the conditions on site; d. that third-party consideration have been made (e.g. Network Rail, Transport for London, Local Authority); 7. consider design changes requested during the construction and dismantling phase.	BL-F-11h	
6.7	**Temporary Works Supervisors** TWS are responsible for managing the day-to-day issues with items of TW specific to certain work packages. They will have been appointed TWS by the DI of the relevant contractor, before being nominated to the PC-TWC by their employer's DI. It is recommended that the TWS nomination is accompanied by the individual's certificate of temporary works training, and a short CV describing their temporary works experience. All TWSs are to be appointed for the project by the PC-TWC, by way completion of a BL-F-11d - Appointment of Temporary Works Supervisor, which details their responsibility to issue Permits to Load or Dismantle for the project. The main activities of a TWS are to: 1. assist the PC-TWC and TWC in the supervision and checking of TW; 2. brief the operatives on the safe system of work for the installation, use, alteration and/or dismantling of the TW; 3. check and inspect components are fit for use; 4. supervise the installation, use, alteration and dismantling of TW; 5. liaise with the PC-TWC or TWC to ensure any modifications or differences from the envisaged conditions are drawn to the attention of the PC-TWC or TWC and designers; 6. carry out checks of TW prior to and during the installation and retain documented records of these checks; 7. carry out periodic inspections of TW and retain documented records of these inspections; and 8. carry out periodic maintenance of TW and retain documented records of these maintenance activities.		
6.8	**Site Manager** For all elements of TW that fall within their areas of responsibility, the Site Manager shall: 1. cooperate with the appointed PC-TWC in discharging their duties; 2. provide information and records required by the PC-TWC, to enable the Temporary Works Register to be maintained; 3. enter the Temporary Works Permit to Load or Permit to Dismantle dates into the Temporary Works Register BL-F-11f; 4. refer to the PC-TWC, Berkeley PD/PM, and/or DI any TW matters that are not being satisfactorily managed on site; 5. attend any formal reviews of TW, as required by the appointed TWC or the Berkeley PD/PM; 6. ensure that each contractor TWS obtains written approval from the TWD and TWC for any deviation from the TW design using Temporary Works Design Change Application Form BL-F-11h before TW are brought into use or loaded.	BL-F-11f BL-F-11h	
7.0	**Section B – Applies where Berkeley acts as Client only**		
7.1	**Principal Contractor's Temporary Works Procedure** The DI shall ensure that a proposed Principal Contractor has a written procedure for the management of temporary works that follows the principles of BS5975 and provides for: 1. the appointment of a DI;		Client & DI

Item	Details	Reference	Responsibility
	2. the appointment of a competent PC-TWC and TWC; 3. the appointment of competent TWS; 4. the preparation and maintenance of a Temporary Works Register. If the appointed PC does not have a written procedure for the management of TW, the PC must adopt the requirements of this procedure. At the completion of the PC contract, a formal handover of all TW records and information shall take place with the TWC and the project management team appointed by any subsequent PC, e.g. the substructure PC handing-over to the superstructure PC.		
8.0	**Specific Temporary Works Requirements**		
8.1	**Scaffold Foundations** A suitable foundation is required for all scaffolding. Following an assessment of the site ground conditions, an engineered-design may be produced. Any subsequent ground preparation or strengthening required by the model design shall be treated as TW. Scaffolding that takes support from the permanent works or an existing structure must be approved by the permanent works engineer; the approval must be recorded on the Temporary Works Register.		
8.2	**Basic Scaffolding** For scaffolding designed within the parameters set by the latest version of TG20 (Guide to Good Practice for Scaffolding with Tubes & Fittings) and designated by TG20 as a 'Basic Scaffold', the Site Manager shall obtain written confirmation from the scaffold contractor stating that the scaffold complies to the latest version of TG20 i.e. Basic Scaffold. The requirement within this procedure for a permit to dismantle to be issued by the relevant TWS when a temporary structure is no longer required, shall not apply to basic scaffolding that is providing access only, i.e. not providing support to the permanent works or other temporary structure. In all other situations, a permit to dismantle will still be required.		
8.3	**Standard Solutions & Proprietary Systems** For standard solutions and proprietary systems, such as Heras fencing, Oxford Safety Systems products, etc. an engineered design will not be required if the standard solution is used within the parameters set by the manufacturer (including any model designs/information provided by the manufacturer, e.g. written instructions). A copy of the relevant information provided by the manufacturer must be retained on site, and relevant details entered on the Temporary Works Register. However, where relevant site-specific restrictions exist e.g. poor/unknown ground conditions, an engineered design will be required and this procedure shall be applied in full (note: standard solutions and proprietary systems installed on site must be subjected to recorded weekly inspections).		
9.0	**Temporary Works Folder Filing System**		
9.1	It is suggested that all sites will set up with a TW filing system comprising of the following: **01: Temporary Works Management Plan** **02: Temporary Works Nominations & Appointments** 02/01- DI Appointment 02/02- PC-TWC Nomination & Appointment 02/03- deputy PC-TWC Nominations & Appointments 02/04- contractors TWC Nominations & Appointments 02/05- TWS Nominations & Appointments 02/06- TWD Nominations **03: Temporary Works Register** **04: Temporary Works Design** 04/01 - Temporary Works Design Brief 04/02 - TW Design Drawings & Specification 04/03 - TW Design Check		ALL

Item	Details	Reference	Responsibility
	05: Permits to Load **06: Inspections** 06/01 - Hoardings – BSE - weekly 06/02 - Scaffold - Independent Inspector - weekly 06/03 - Holes & Voids – contractor - weekly 06/04 - Hoist & Mast Climbers – Supplier - ? **07: Permits to Dismantle** **08: TW Audits & Close Outs** 07/01 - interim BHSE TW Audits & Close Outs - monthly 07/02 – Independent TW Audits & Close Outs – quarterly		
9.2	**Supporting Documentation** The following documents are available on the company H&S Management System site: • BL-F-11a Temporary Works Management Plan • BL-F-11b Temporary Works Person Nomination Form • BL-F-11c Appointment of Principal Contractor Temporary Works Coordinator / Temporary Works Co-ordinator • BL-F-11d Appointment of Temporary Works Supervisor • BL-F-11e Temporary Works Engineering Design Brief and Design Check Certificate • BL-F-11f Temporary Works Register • BL-F-11g Temporary Works Permit to Load or Take Into Use • BL-F-11h Temporary Works Design Change Application • BL-F-11i Temporary Works Inspection Record • BL-F-11j Temporary Works Permit to Dismantle • BL-F-11k Appointment of Temporary Works Designated Individual • BL-F-11L Project Hoarding and Signage Inspection Register • BF-F-11m Holes and Void Schedule		
10.0	**Guidance documents & references**		
10.1	• BS5975:2019 Code of practice for temporary works procedures and the permissible stress design of falsework • SIM 02/2010/04 Health & Safety Executive – Sector Information Minute: Management of Temporary Works in the Construction Industry • TG20 Guide to Good Practice for Scaffolding with Tubes & Fittings		
11	**Appendices**		

12. Lifting Operations

Contents

Revision Register

Revision Register		
Date	Version	Description - Reason for change
25/04/2014	1	New procedure
13/03/2015	1.1	Procedure update and renumbering
18/05/15	1.2	Competence requirements added for crane supervisor.
14/10/15	1.3	Updated due to change in group standards
16/02/16	1.4	Updated procurement of appointed person
08/08/16	1.5	Review of Appointed Person and Lifting (crane & non-crane) Operator requirements
28/02/18	1.6	Incorporating current BG SMS requirements and new additions by the BLF
25/02/2019	1.7	BSE References & clarification on CPCS cards
2/4/2022	1.8	Reference updates and full review

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	The purpose of this procedure is to establish the requirements for managing Lifting Operations, to ensure they are conducted safely and in line with the Lifting Operations and Lifting Equipment Regulations.		
2.0	**Scope**		
2.1	This procedure shall apply to any activity involving Lifting Operations and/or Lifting Equipment, as defined below.		
2.2	This Procedure shall apply in full on all projects where Berkeley acts as Principal Contractor under the CDM Regulations. Where Berkeley are Client only it shall be the responsibility of the Principal Contractor to ensure Lifting Operations and Lifting Equipment are appropriately managed on site.		
2.3	This procedure will apply to Berkeley companies defined in 3.6. This procedure will also apply to all contractors that carry out activities that fall within the scope of this procedure.		
3.0	**Definitions**		
3.1	**Lifting Operations** An operation concerned with the lifting or lowering of a load.		
3.2	**Lifting Equipment** Work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it. It includes any lifting accessories that attach the load to the machine in addition to the equipment which carries out the actual lifting		

Item	Details	Reference	Responsibility
	function. The scope of these Regulations is therefore very wide and includes a range of equipment from an eyebolt to a tower crane.		
3.3	**Lifting Accessories** Lifting accessories are pieces of equipment that are used to attach the load to lifting equipment, providing a link between the two. Any lifting accessories used between lifting equipment and the load may need to be taken into account in determining the overall weight of the load.		
3.4	**Load** A 'load' includes any material, people or animals (or any combination of these), that are lifted by the lifting equipment. In some circumstances, such as in the use of a mobile crane, the weight of the lifting accessories including the hook block will need to be considered as part of the load being lifted.		
3.5	**Complex lift** A complex lift is one where unusual or dangerous loads are lifted; lifts are performed in difficult or hazardous environments; the lift is performed in unusual circumstances; more than one lifting appliance is required or which uses special lifting equipment. Such operations call for a greater degree of planning. The extent of the measures will depend on the complexity and nature of the operation, and the equipment used.		
3.6	**Berkeley** For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum Member; • Berkeley East and West Thames • Berkeley Homes Capital • Berkeley Homes West London • Berkeley Homes Central London • St Edward Homes		
4.0	**Main requirements**		
4.1	**Project Lifting Strategy**		
	At the pre-construction planning phase careful consideration must be given to the identification of significant lifting operations. This may involve the need to resource a person with appropriate resource to advise on a lifting strategy. A formal lifting strategy must be produced. This strategy will include a scope which determines, the risks, opportunities and challenges presented by the suggested crane schemes. Produce formal scope: • Consideration of any relevant planning restrictions? • Identification and initial assessment of all foreseeable lifting operations and material distribution, including any potential telehandler, FLT and excavator lifting. Consideration would also need to be given to storage, load set-down, layout areas and general distribution routes. • Selection of suitable and appropriate craneage, ensuring adequate clearances between loads, cranes, structures and all other proximity hazards. • Programme dates, interfaces and weather watch • Items to be lifted and the max weight and radius of items • Utilisation of cranes to suit programme • Potential crane layouts, allowable ground bearing pressures, tower crane foundation requirements or their effect on permanent works. • The ability to carry out safely any necessary crane erection, climbing and dismantling of the cranes including any notification periods for road closures. • Any other significant environmental and physical restriction?		PD/PM
4.1	**Personnel and Competence**		
	4.1.1 Lifting Operations Manager (LOM)		

Item	Details	Reference	Responsibility
4.1 Cont.	Within each Project Management team a member of the Berkeley staff shall be designated as the Lifting Operations Manager (LOM). This is not likely to be full time job on most projects, and will usually be additional duties for an existing team member. The LOM must be given sufficient time and resources to fulfil these duties. The LOM will be responsible for the overall co-ordination of all lifting operations on site. They shall liaise with the Appointed Person (AP) to ensure Lifting Operations are appropriately planned and co-ordinated. They shall produce and maintain a Plan using form BL–F–12a Lifting Co-ordination Plan and ensure that mobile crane lifting operations and properly planned and coordinated in accordance with the requirements set out in 'BL-SRS-12h - Mobile Crane Planning Flow Chart,' and accompanying 'BL-F-12h Mobile Crane Co-ordination Record.' The LOM has the authority to stop any lifting operations for safety reasons and must also ensure in the case of strong winds and adverse weather (e.g. high wind, lightning) arrangements are in place for the suspension of lifting operations. Please refer to the accompanying Safety requirement sheets for arrangements for wind monitoring and restrictions. The LOM shall check that the AP Monthly review sheets are being completed for any crane on site for longer than 1 month and must ensure Daily Pre-use Checks, Weekly Inspections, In-service Maintenance Inspections, Intermediate Inspections and any other additional inspections are carried out, recorded and are available The LOM shall chair a periodic Lifting Operations Meeting to discuss any issues from the previous meeting and any upcoming changes. The frequency of the meeting shall be determined by the level of risk. An assessment of the complexity of the lifts being undertaken must be conducted. It is recommended that where a site has a number of complex lifts, then the LOM should hold a current Appointed Persons CPCS/NPORS card. For sites without complex lifts then it may be appropriate for the LOM to have completed the Berkeley Management of Cranes Course. The LOM will also have a governing role in ensuring that adequate measures are in place for the safe planning and coordination, operation running, maintenance and demobilisation of all other types of lifting equipment in addition to cranes. Maintenance shall include, defect management, daily checks, formal inspections, and thorough examinations. This shall commonly include but is not limited to; • Piling, where the rig itself conducts lifting operations • MEWPS (Mobile elevating work platforms. • Mast Climbers. • Construction hoists • Suspended cradles (Powered) • HIABS (when used in common crane duties) • FLT's (Fork lift trucks), including power stackers • Telehandlers • Lorry mounted concrete pumps. • Powered concrete placing booms • Excavators used in crane duties. • Personnel lifts whilst in beneficial use.	BL-F-12a BL-SRS-12h BL-F-12h SRS 12a-12h	Project Manager LOM LOM

Item	Details	Reference	Responsibility
	4.1.2 Appointed Person An Appointed Person (AP) for lifting operations must be appointed to manage the planning, installation and lifting operations. They will report to, and act on behalf of, the Principal Contractor on the project - or by authorisation of the Head of Health & Safety and Director Responsible for Health & Safety. The scope and duties associated with this role are set out within the Code of Practice for Safe Use of Cranes, BS 7121 (Parts 1, 3 and 5). The Appointed Person should be given the necessary authority for the performance of all their duties and in particular, authority to stop the operations whenever they consider that danger is likely to arise if the operation were to continue. This person should be given adequate training for Crane Operations and must hold an Appointed Persons CPCS card or NPORS card. For non-crane lifting operations they must be able to demonstrate a suitable level of competence, which may or may not involve the CPCS/NPORS appointed persons card. They must possess the relevant experience to carry out the following duties: • Ensure a safe system of work is provided for the lifting operation • Ensure the equipment and accessories are suitable • Consult with other people to ensure the lifting operation is coordinated • Ensure the lifting equipment and accessories have current inspection / test certificates • Ensure a competent Slinger/Signaller has been appointed. The Appointed person shall be responsible for producing the Safe Systems of Work and Lift Plan for the Lifting Operations for which they are responsible for. The Appointed Person shall also conduct a monthly review of all lifting plans where a crane is based on site for 1 month or more. The form BL-F-12b Appointed Persons Monthly Review Form shall be used for this. The Appointed Person should not be procured as part of the logistics package.	Code of Practice for Safe Use of Cranes, BS 7121 BL-F-12b Appointed Persons Monthly Review Form	
	4.1.3 Crane Supervisor A Crane Supervisor shall be designated to each crane in service. The scope and duties associated with this role are set out within the Code of Practice for Safe Use of Cranes, BS 7121 (Parts 1, 3 and 5). The Crane Supervisor is permitted to simultaneously perform one of the other roles in the lifting team (such as Slinger/Signaller) except for Crane Operator. Their duties are as follows: • direct and supervise the lifting operation, • ensuring that these are carried out in accordance with the method Statement. The crane supervisor must hold a valid CPCS/NPORS card, be competent and suitably trained and have sufficient experience to carry out all relevant duties. The crane supervisor should have sufficient authority to stop the lifting operation if they consider it dangerous to proceed. *NOTE The appointed person may decide to undertake the duties of the Crane Supervisor or to delegate these to another person with appropriate expertise for the lifting operation.*	Code of Practice for Safe Use of Cranes, BS 7121	
	4.1.4 Crane Coordinator A Crane Coordinator shall be designated on each site where multiple crane operations are undertaken and the potential exists for collision between cranes. The scope and duties associated with this role are set out within the Code of Practice for Safe Use of Cranes, BS 7121 (Parts 1, 3 and 5). The Crane Coordinator is permitted to simultaneously perform one of the other roles in the lifting team except for Crane Operator, dependant on risk and providing they are able to fulfil the duties of a coordinator.	Code of Practice for Safe Use of Cranes, BS 7121	

Item	Details	Reference	Responsibility
	4.1.5 Crane Operator Each Crane Operator must hold a CPCS/NPORS card, for the type of crane which they are operating. The LOM must 'ensure training is carried out with the driver on the make and model of each specific crane and recorded before use'. The LOM must 'ensure the driver of each crane has completed and passed a medical within the last year'. The type of evidence obtained is dependent on the type of crane being operated and the risks to the operator and others involved in the operation.		LOM
	4.1.6 Operators of other Lifting Equipment Operators of non-crane lifting equipment must have relevant training on the operation of that equipment, which should be CPCS or NPORS where available. This will include the relevant Endorsements on the operators CPCS / NPORS Card for using the non-crane for lifting. Where CPCS/NPORS categories do not exist then it shall be the responsibility of the contractor to justify the competence of the operator to the satisfaction of Berkeley.		
	4.1.7 Slinger / Signaller At least one Slinger/Signaller shall be designated to each crane lifting operation. Additional Slinger/Signaller may be necessary during unsighted or complex lifts. The scope and duties associated with this role are set out within the **Code of Practice for Safe Use of Cranes, BS 7121 (Parts 1, 3 and 5)**. The Slinger/Signaller is permitted to simultaneously perform one of the other roles in the lifting team except for Crane Operator. Each Slinger / Signaller shall hold a CPCS / NPORS card with the appropriate endorsement to the type of lift being undertaken.		
	4.1.8 Appointments The Project Director/ Manager must ensure that suitable and sufficient formal appointments are in place for the following; • Berkeley LOM; PD/ PM to administer using form BL-F-12k • Lifting Appointed Person • Crane Co-Ordinator • Crane Supervisor • Crane Driver • Slinger/ signaller These appointments must meet with the associated requirements in BS7121 and this entire procedure.	BL-F-12k (LOM)	PD/PM
4.2	**Lift Plans and Safe System of Work**		
	The Appointed person shall ensure that all lifting operations under their control are adequately planned. A suitable Safe System of Work shall be produced for each lifting operations conducted .For any crane lift a Lift Plan shall be required. For lower risk Lifting Operations a Risk Assessment and Method Statement may be adequate. . **A Safe System of Work must be reviewed and signed off by the LOM prior to works commencing and reviewed monthly. Reviews shall be discussed at the Lifting Coordination Meeting.**		

4.3	**Lifting close to the site boundary**		
	Lifting within 5m of the site boundary shall be avoided where possible. Where lifting within 5m of the site boundary is unavoidable this shall only be conducted with formal authorisation from Berkeley Management, once the following has been confirmed; • The operation is adequately risk assessed and all reasonably practicable measures are in place to protect the public • Arrangements for controlling the load (i.e. tag lines) are in place • Where required, arrangements are in place for controlling public access to the area outside the site boundary, i.e. closing footpaths/roads or marshalling the public • Arrangements are in place for correct and safe slinging of the loads, and for checking loads prior to lifting for loose items		
4.4	**Lifting Equipment and Lifting Accessories**		
	<u>Lifting Equipment</u> The LOM will ensure when any lifting equipment is used on site the requirements of LOLER are met. These include making sure that all lifting equipment is: • Sufficiently strong, stable and suitable for the proposed use. • Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. • Accessories, e.g. slings, clamps etc., should be similarly marked. • Ensure where equipment is used for lifting people it is designed and marked accordingly, and it is safe for such a purpose. • Ensure before lifting equipment (including any accessories) are used for the first time, they are thoroughly examined. • Ensure before any lifting equipment is used it must be: • Examined to make sure that it is complete, with all safeguards fitted, and freefrom defects. • Supported by a safe system of work for using and maintaining the equipment. • Installed correctly, is stable and is not in a location where other workers, customers or visitors may be exposed to risk. <u>Lifting Accessories</u> Ensure where lifting accessories are used the following applies: • A means of identification (e.g. tagging) is in place to confirm when the accessories are taken into use, • A thorough examination is carried out at a maximum period of every three months. • Webbing slings when they are condemned are disposed of by cutting through. • A record is kept of all lifting accessories. • Lifting accessories are stored in line with manufacturer's instructions and in such a way that they are not damaged and do not deteriorate whilst stored. • Arrangements are in place for the use and disposal of single use equipment. For specific requirements for certain items of Lifting Equipment and Accessories please see the attached "Safety Requirements Sheets". These sheets outline the requirements for various items of lifting equipment types and should be provided to any contractor providing lifting equipment. (Crawler cranes do not have their own specific requirements sheet. They should be treated as a mobile crane, unless alternative arrangements are agreed with the H&S team.)	SRS – Safety Requirement Sheets (refer to the end of this procedure).	LOM

4.6	**Personnel Lifts in Beneficial Use**		
	Where the building personnel lifts are used for beneficial use a risk assessment should be produced, the Berkeley Project Manager shall ensure a beneficial use package be procured from the lift provider/ installer and consist of; • Initial commissioning, including all required certification. • Maintenance provision during the period. • Warranties during the period. • Rescue of users following breakdown. • Final commissioning in preparation for post construction adoption. • Where the beneficial use period is to exceed three months, then an intermediate thorough examination of these lifts must be instructed. • Use of porter should be determined by risk assessment The LOM would have responsibility for safe operational running of all personnel lifts in beneficial use. Further details can be found in BL-P-09 Site Setup and Logistic Procedure.		PM LOM
4.7	**Medical Fitness to Operate**		
	All plant operators shall have undergone a fitness to work assessment in line with the requirements of the strategic forums guidance document, Medical Fitness to Operate Construction Plant, reference number CPA 1301. Evidence of this shall be provided prior to commencing their work activity. Fitness to operate / Plant Operators Medicals to be provided by operators GP / Contractors medical provider prior to commencing works. Self-certification will not be accepted. If a Medical Fitness to Operate is required for Berkeley staff, Everwell Occupational Health can provide this service : 01270 767880.		
5.0	**Guidance documents & references**		
5.1	• Code of Practice for Safe Use of Cranes, BS 7121 (Parts 1, 3 and 5) • L113 Lifting Operations and Lifting Equipment Regulations 1998 Approved Code of Practice and guidance		
5.2	• BL-F-12a Lifting Coordination Plan template • BL-F-12b Appointed Persons Monthly Review Form • BL-F-12c Mobile Crane Pre-Use Check-sheet • BL-F-12d HIAB Pre-Use Check-sheet • BL-F-12e Tower Crane Compliance Checklist • BL-F-12f Telehandler Inspection Check-sheet • BL-F-12g- Assessment of competence to manage lifting operations • BL-F-12h Mobile Crane Co-ordination Record • BL-F-12k – LOM Appointment Letter.		
5.3	• BL-SRS-12a Tower Crane Requirements • BL-SRS-12b Mobile Crane Requirements • BL-SRS-12c Self Erecting Tower Cranes Requirements • BL-SRS-12d Forklift trucks Requirements • BL-SRS-12e Hoists and Mast-climbers Requirements • BL-SRS-12f Excavators used as cranes Requirements		

	• BL-SRS-12g Lifting Accessories Requirements • BL-SRS-12h Mobile Crane Planning Flow Chart		

Berkeley Designed for life St Edward Designed for life

TOWER CRANES - SPECIFIC REQUIREMENTS

Check sheet

- Prior to erection of a tower crane the first part of **BL-F-12E Tower Cranes Compliance Check sheet** shall be completed and signed off by the LOM
- Prior to the tower crane being delivered to site the second part of **BL-F-12E Tower Cranes Compliance Check sheet** shall be completed and signed off by the LOM
- Prior to dismantling of a tower crane the third part of **BL-F-12E Tower Cranes Compliance Check sheet** shall be completed and signed off by the LOM

Design of foundations:

- Ensure a Foundation Design Specification Report is prepared by a competent Structural Engineer listing the design criteria, calculations and design outcome of the foundation method selected. It is imperative that this takes account of the crane configuration. Wind loadings, the design must include relevant manufacturer's requirements and significant findings regarding local topographical wind – mapping studies. The specific 'Out of Service' parameters must be considered within the foundation design. An independent design check of the crane foundation as provided by the crane manufacturer, must be carried out by a competent engineer outside of the design provider, to verify that the foundation fully meets the ***European Standards in FEM 1005-C25 – EN14439.***
  - Monitor and verify the tower crane base construction in line with the design and associated ITP (Inspection and test plan). Reinforcement and foundation anchors have been installed in accordance with the design details.
  - Concrete has been compacted in accordance with the design specification.
  - Concrete has reached the design strength before the tower crane erection commences, with test records held on file to substantiate this.

  Note: Testing, inspection and witnessing needs to be conducted in accordance with the approved design, ITP and temporary works procedures at specified points during the installation process. Where the foundation design limits the freestanding height of the crane, the maximum permitted freestanding height should be marked at the base of the crane and entered into the documentation.

Independent Documentation Review:

- The following items must be reviewed on behalf of Berkeley by the appointed Berkeley LOM (or another as deemed competent by the LOM) to ensure that the correct solution has been determined and project specific issues addressed:
  - The proposed type(s) and model(s) of crane to be erected.
  - The proposed position(s) of the crane(s) in relation to the construction works and surrounding area.
  - Erection and dismantling Risk Assessment and Method Statement from the crane supplier(s). Must also include the rescue of the erecting/ dismantling team.
  - Draft lifting plan to be used, including the nominated Appointed Person and lifting team details.
  - That type specific training has been provided to the operator and lifting team.

Induction:

- A formal briefing needs to be provided to communicate the lift plan to all on site involved with lifting operations including any specific characteristics of the crane (e.g. operating parameters, anti-collision, etc.) and will be undertaken prior to the crane being taken into use and repeated for any new members of the team.

Structural Components and Non Destructive Testing (NDT):

- Ensure on all cranes ***over ten years old*** all jib sections of each crane (all tower cranes) must have undergone 'Non Destructive Testing' (NDT), e.g. magnetic particle inspection, to a minimum of 10% of the main structural joint welds, no more than three months by a UKAS accredited body prior to first erection on a Berkeley site.
- A 100% visual inspection of all crane welds by a competent person (certified testing organisation) must also be carried out prior to bringing the crane to site. Written evidence must be provided to show this has taken place. In addition, main structural and mechanical components should be CE marked and certificates produced to confirm this.
- A pre-delivery inspection report must be produced by the crane supplier and signed off before erection on site confirming the requirements have been complied with.
- After twelve months of the crane being in service a further 100% visual inspection must be carried out, on accessible parts, along with a load moment overload test (or equivalent) based on the Cranes duty chart. (Equivalent to test prior to taking into use).

Access ladders:

- Ensure access ladders, which are intended to be used without personal protective equipment against falls from a height, have rest platforms at least every 6m and where there is a risk of falling greater than 5m, be equipped with a hoop guard or an alternative means of protection.

Wind Measurement:

- A local wind speed study should be carried out by a person competent to do so, to assess the effects of the site location, terrain roughness and any tall structures (vortex shredding) in the vicinity/ planned to be built whilst the crane is in place. It may be necessary to restrict the maximum erected height or increase the size of the foundations and/or ballast.
- Ensure an anemometer is fitted to the crane at its highest fixed point and is verified that wind is accessible to the measuring point from 360 degrees of horizontal access. The wind monitoring system must include the following additional equipment which must be tested and verified as correctly functioning prior to the crane being put into use:
  - A visual warning system, which can be disabled when the crane is taken 'out of service', using a two stage amber and red light system fitted to the crane in a prominent position, to warn when maximum wind speed is approaching and when it is reached.
  - A repeater monitor located in the Principal Contractors / designated office, displaying the wind speed in real time.
  - A real time data logger located in the Principal Contractors / designated office with a minimum 24-hour recording capability.

Exceptional Circumstances:

- Ensure any exceptional circumstances, (e.g. shock loads and adverse weather), need to be reported, and the crane taken out of service until an independent 'Thorough Examination' has taken place and confirmed that the crane is fit to be put back into use.

'Out of Service' Conditions:

- Ensure for ***all cranes regardless of type*** (luffing jib or saddleback) the operators must formally sign off that the operator has placed the crane in the free slew position at the end of each day or when operations are ceased due to high winds or any other reason

Aircraft Warning Beacons:

- Ensure the Civil Aviation Authority (CAA) is consulted regarding the aviation warning lighting requirements of the crane based on its specific geographical location. Crane must be lit in compliance with CAA guidance.
- "**Guidance to crane operations on aviation lighting and notification**". Further guidance is provided in the **CPA-ICIG guidance document TIN 039**.
- All lights must be lit at night (defined as half hour after sunset and half hour before sunrise) and during inclement weather as determined by Appointed Person / Site Manager.
- A daily monitoring regime must be in place to ensure compliance, and any unserviceable lamps should be replaced as soon as possible after failure and in any event within 24hrs.

Design of ancillary equipment:

- Ensure the design of the fixing arrangements for ancillary equipment light boxes (illuminated signs), signs, aircraft warning beacons, floodlights etc., shall be provided to a structural designer by the crane supplier for verification prior to installation, and evidence has been provided that it has been fixed to this design.

Anti-collision (AC) systems:

- Ensure automatic AC systems are used where two or more cranes or parts thereof have the potential to come into contact. Strobe lights should be mounted on each crane fitted with an anti-collision system, configured and which will be illuminated when it has been disabled / overridden.
- Ensure the Principal Contractor issues written instructions to the crane operators and their supervisor / lifting co-ordinator stating that the anti-collision system (and / or exclusion zoning system) must not be disabled / overridden for any reason. If a request is made by any person to disable or override the system, the request must be recorded in writing, clearly stating the reasons for the request and the identity of the person who made the request. The system must be disabled or overridden for no longer duration than one day, with new written approvals being required for any extensions.
- Testing and calibration should be carried out prior to taking the crane into service, thereafter it will be repeated at three monthly intervals (in line with 'Thorough Examination') to ensure any system is operating within the set parameters.
- Ensure that all systems are set up, configured and tested with a representative load (not an empty hook) to allow for the deflection of the crane structure, i.e. the crane under load should not be able to operate beyond the intended parameters.

Rated Capacity Indicator (RCI):

- All cranes must be fitted with a properly commissioned and calibrated RCI, which gives the operator real time visual display of the percentage of the pre-set safe working load being applied during any lift, plus audible warning when the load exceeds a pre-set percentage of the safe working load, (as agreed between supplier, Principal Contractor and other relevant stakeholders e.g. rail operators).

Pre-delivery inspection:

- Before a tower crane is delivered to site, prior to each erection or alteration, it is inspected thoroughly to identify any worn or faulty components and that these are replaced and records kept.
- The direct transfer of cranes between Berkeley sites is not permitted.

Safe conditions for erection and dismantling works:

- Ensure erection, dismantling and alteration of tower cranes takes place in accordance with the **Code of Practice for Safe Use of Cranes – BS 7121-5:2019**

Supervision of erection / dismantling works:

- Ensure a crane erection supervisor remains on site throughout the whole of the erection / dismantling operation.

Condition of hoist rope:

- Ensure the age, condition and fitness for purpose of the hoist rope(s) and any others on the crane is verified and documented by the crane supplier and the documents are available on site. New ropes must be fitted if there is any doubt as to the condition and fitness for purpose. The certificates for the new rope must be supplied to the project team.

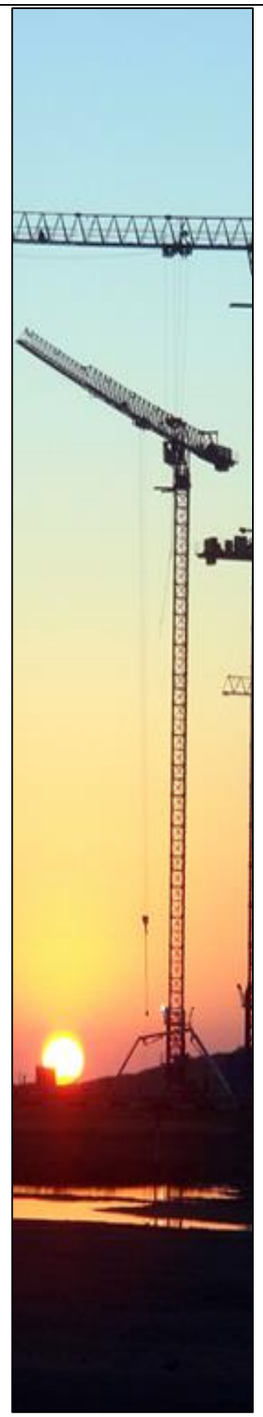
Slew ring bolt checks:

- Ensure all slew ring bolts are checked for the correct torque prior to first erection on site and are visually checked, where possible, thereafter. Any necessary deviation away from this e.g. split slew ring, then this must be fully accounted for in the methodology and approved. Confirmation of this is to be supplied to the Principal Contractor.

Bolted structural connections:

- Ensure during erection, all bolted structural connections must only be tightened using calibrated and fully certified torque equipment, and documentary sign off acquired to verify that this has been carried out. Bolted connections are tightened in accordance with the method and sequence specified by the manufacture or supporting structure designer, including how a crane is to be loaded when the joint is tightened.
- Where possible all structural bolts must be marked by a suitable means to enable a weekly visual check to be carried out to ensure that movement (loosening) has not occurred.
- Weekly Visual Checks of the structural bolted connections (where accessible) by the crane operator must be incorporated into the Risk Assessment and Method Statement.
- The requirement for Weekly Visual Checks of the structural bolted connections by the crane operator shall be included within the lifting team briefings and lifting co-ordination meetings and records retained.

Provision of driver rescue arrangement:



- Ensure a site-specific site based rescue plan is developed with relevant parties involved in the event of this. All relevant site based personal must have appropriate training and knowledge. Must also allow for persons conducting thorough examinations.

Duty Board:

- Ensure a durable, legible and accurate duty board is supplied with the crane.

Security & signage:

Unauthorised access to tower cranes must be prevented through the provision of suitable protection to the base of the mast. This must follow the requirements of 'CPA TIN 009 Security of access to the crane base.' The base must also have a sump pump and somewhere authorised for excess water to be pumped into.

- The minimum requirements to be met are as follows:
  - A minimum of a 3 m high hoarding around the base of the crane and to incorporate a protection fan in line with CPA TIN 009.
  - A minimum of a 2.4m hoarding with fan protection at every level the crane mast projects through.
  - The above hoarding specification is to include a lockable access on each level the crane is to be accessed from (e.g. basements, podium levels or frame slabs). The crane driver is the only one to lock and unlock this and this must be signed off at the end of the shift to state it is secured.
  - **BS 7121-5-2019 9.6.7.3** has the requirements for the hoarding around the base of the crane.
  - A lockable hatch on the ladder run. Lockable by means of access, the crane driver is the only one to lock and unlock this and this must be signed off at the end of the shift to state it is secured.
  - An anti-climb device: Weld Mesh panels should have a mesh size that will not allow the gaps in the mesh to be used for handholds e.g. not more than 75mm x 12.5mm, fitted to the outside of the crane mast at a height of 6.5m above the base of the crane, or 6.5m above the top level the crane projects through. Consideration should be given to fitting the anti-climb around the trap door, this provides for a greater deterrent.
  - Where security allows, wireless CCTV must be installed. Consideration must also be given to the introducing wireless intruder alarms on the crane.
  - Where masts or crane ties are close to a building, anti-climb measures added to prevent climbing from the slab edge onto the crane mast;
- Signs must be in place at the base of the crane mast and intermittently as the building structure advances to warn that unauthorised personnel are not permitted to access the crane, in accordance with **CPA TIN 012 Tower Crane Access Signage**.
- Signs should also be placed at the top of the tower below the slew ring to warn of the hazards associated with passing through the slewing section when the crane is in use or in free slew, in accordance with **CPA TIN 012 Tower Crane Access Signage**. Ensure signs are placed at the top of the tower below the slew ring to warn of the hazards associated with passing through the slewing section.

Thorough Examination:

- Ensure that after erection, an 'Independent' Tower Crane inspection company undertakes the first Thorough Examination and test, before the crane is taken into use.
- Ensure a Thorough Examination is carried out at three monthly intervals alternately between the crane provider and a Tower Crane Inspection Company for the time the crane is on site.

Electronic Inverter Drives:

- Ensure prior to first use of the crane, the crane provider confirms in writing whether any inverter drives have been replaced or repaired. Where an inverter drive has been replaced or repaired, written confirmation that the inverter drive control parameters have been correctly programmed must be provided.

On-site Machine History File:

- Ensure the user to record all maintenance activities carried out on the crane whilst it is erected on that site keeps a machine history file on site.

Electrical bonding to earth:

- Ensure that adequate electrical earth bonding is achieved. The resistance path between the bottom of the tower and earth should be measured and should not exceed a value of 10□.
- Ensure adequate lightning protection / earth is provided in accordance with **BS7121 Part 5** in addition to the level of protection referred to above. Further information can be found in BS EN 62305.
- If the crane is struck by lightning, it will require a thorough examination before it can be put back into use.

Anti-collision during dismantling works:

- Ensure where a Tower Crane is being dismantled and is being controlled by an anti-collision system and where a risk of collision between the remaining cranes exists, the anti-collision system should be reconfigured to remain active and effective during the dismantling works.

Fault Identification:

Ensure that the Principal Contractor is aware of any crane fault by the Crane Operator presenting the Principal Contractor with a daily inspection report. Appointed Person or LOM is to bring to the attention of the PC any issues with the Crane daily checks/ any driver issues are recorded.

St Edward Berkeley
Designed for life Designed for life

Pre-construction

This sheet must be issued to anybody supplying a mobile crane, and the requirements must be met.

- ALL mobile crane lifting operations on Berkeley sites must be procured under a **Contract Lift** arrangement, unless written permission from the Head of Health & Safety and the Director Responsible for Health & Safety is provided, following a full competence assessment being carried out into the contractor's ability to plan and manage lifting operations. See **Form BL-F-12g**. Where a deviation from a contract lift to a hire agreement is proposed then it WILL be subject to satisfying the following conditions;
  - All aspects of the lifting operation in question must be assessed to ensure that the intended methods of work meet the same standards as if the lifting operation was being carried out under a Contract Lift arrangement.
  - The competency of Principal Contractor and / or Contractor personnel in relation to managing the lifting operation in question have been assessed and deemed suitable.
  - The Principal Contractor and / or Contractor responsible for managing the lifting operation in question must have produced a 'Lifting Plan' and the Lifting Plan must have been reviewed and deemed suitable by the 'Appointed Person(s)'.

General Requirements.

- Each time a mobile crane arrives at site the **BL-F-12c - Mobile Crane Pre-lift Check sheet** must be completed by the Lifting Operations Manager (LOM) or the responsible manager from the Berkeley team and then submitted to the LOM.
- Ground conditions remain the responsibility of the Principal Contractor and it must be confirmed through installing designed Temporary Works (in line with the TW Procedure), or through testing of ground conditions, that the ground is adequate to support the crane in use.
- With regard to mobile cranes, particular consideration must be given to siting, out-of-service conditions, on-site travel, travel to site, and operating conditions in accordance with Sections 9, 11.8, 11.9, 11.10, and 12 of the Code of Practice for Safe Use of Cranes – Part 3: Mobile cranes. BS 7121-3:2017+A1:2019
- Prior to commencement of lifting operations, **BL-F-12c - Mobile Crane Pre-Use Check sheet** must be satisfactorily completed by the LOM.
- All plant operators shall have undergone a fitness to work assessment in line with the requirements of the strategic forums guidance document, Medical Fitness to Operate Construction Plant, reference number CPA 1301.

Physical requirements

- Mobile cranes must be correctly set up as per the manufacturers' instructions.
- An anemometer must be fitted to the end of the mobile crane jib, unless one exists on site (such as on a tower crane) which is close enough to give representative readings.
- Close co-ordination is required between mobile crane lifting operations and other lifting equipment (other cranes, hoists, etc.) and large plant (concrete pumps, etc.) on site. The Berkeley LOM will hold Lifting Co-ordination Meetings where required.
- If a mobile crane is on site for longer than 1 month, **BL-F-12b - Appointed Persons Monthly Review** form shall be completed monthly.
- If lifting operations are to take place with 5m of the site boundary this shall be specifically risk assessed and recorded within the lift plan.
- 600mm clearance shall be maintained between the crane and any obstruction, such as a structure. Where this is not possible the area shall be excluded using physical barriers and signage.

Examinations and inspection

- Thorough Examinations must be conducted annually. Records of Thorough Examinations must be provided to Berkeley prior to lifting commencing and held on file. The crane travels with accessories, these must have a duty to be inspected at 6 monthly.
- The Crane Operator will conduct an inspection at the start of each shift and provide a copy to the Berkeley Project team not less than weekly.

Competence

- The Appointed Person, Crane Supervisor, Crane Operator and Slinger/Signaller must all have an appropriate CPCS card. All cards must be Blue CPCS
- The Berkeley Manager responsible for overseeing Mobile Crane Operations must have completed all lifting courses as required from the LMS and be assessed as competent to do so. This appointment is to be formalised as the Berkeley LOM.

St Edward Berkeley
Designed for life

Management of Lifting Operations Procedure
Safety Requirements Sheet 12c - Self-Erecting Tower Cranes Requirements

Pre-construction

- This sheet must be issued to anybody supplying a Self-erecting Tower Crane, and the requirements must be met.

Unless a higher standard is detailed below or instructed by Berkeley, the requirements of the "***CPA Best Practice Guide TCIG0601 – Safe Use of Self Erecting Tower Cranes", the "Code of Practice for Safe Use of Cranes – Part 5: Tower Cranes,*** *BS 7121-5:2019" and* ***"CPA/HSE Technical Information Note (TIN) 027 – Tower Crane out of service wind speeds"*** must be complied with, including for foundations, installation/erection, electrical supply, use, inspection, dismantle.

- A Foundation Design (subject to a CAT III check) Specification Report must be prepared by the Structural Engineer listing the design criteria, calculations and design outcome of the foundation method selected in line with the above documents.
- At the time of procurement, self-erecting tower cranes should be no more than ten years old.

Physical requirements

- Self-Erecting Tower Crane must be correctly set up as per the manufacturers' instructions.
- Erection, dismantling and alteration of self erecting tower cranes must take place in accordance with the documents referenced above.
- The crane erection supervisor should remain on site throughout the whole of the erection/dismantling operation.
- A physical barrier must be installed around the base of the crane. As a minimum this will be fully secured Heras style fencing with No Entry signage displayed. Entry inside this fence will be permitted only to authorised individuals (i.e. the crane operator) and this will only take place when the crane is not operating.
- Unless the crane is to be de-rigged (folded away) during the hours of darkness the crane must be lit as per the tower crane lighting requirements.
- The age, condition and fitness for purpose of the hoist rope(s) must be verified and documented by the crane supplier prior to use on site.
- A durable, legible and accurate duty board shall be supplied with the crane. The presence and condition of the duty board must form part of the weekly inspection. (CPA TIN 007 Duty Board)
- An anemometer must be fitted to the top of the Self erecting Tower Crane, unless one exists on site (such as on a tower crane) which is close enough to give representative readings.
- Close coordination is required between Self Erecting Tower Crane lifting operations and other lifting equipment (other cranes, hoists etc.) and large plant (concrete pumps etc.) on site. The Berkeley Lifting Operations Manager will hold lifting coordination meetings where required.
- If lifting operations are to take place with 5m of the site boundary this shall be specifically risk assessed and recorded within the lift plan.

Examinations and inspection

- Before a self-erecting tower crane is delivered to site, prior to each erection or alteration, it is essential that it is inspected thoroughly to identify any worn or faulty components and that these are replaced.
- For Self-erecting cranes which are not Lorry mounted must have 2 Thorough Examinations completed at erection, before any self - erecting Tower Crane is put into use. One shall be provided by the crane supplier and carried out by someone not part of the erection team. The other shall be carried out by an inspection company appointed by Berkeley.
- Thereafter thorough examinations must be completed every 3 months, or following any exceptional circumstance.
- Lorry mounted Self erecting Tower Cranes must be thoroughly examined every 3 months.
- The Crane Operator will conduct an inspection at the start of each shift and provide a copy to the Berkeley Project team not less than weekly.

Competence

- The appointed person, Crane Supervisor, crane Operator and Slinger Signaller must all have an appropriate CPCS card. Refer to the CPCS website for latest listings.
- The Berkeley Manager responsible for overseeing Mobile Crane Operations must have completed the Management of Cranes course and be assessed as competent to do so. This appointment is to be formalised as the Berkeley LOM..

Pre-construction requirements

- For the purposes of this SRS, 'forklift' refers to all site forklift trucks, Telescopic Material Handlers and All-terrain Forklifts.
- Where forklifts are to be used, the Logistics Plan must indicate proposed loads to be lifted and routes to be used for movement.
- A Safe System of Work shall be in place for forklift operations, i.e. a Lift Plan, which should detail the type of loads to be lifted, any designated lifting points, weight and how they should be lifted.
- The above information shall be used to select the correct type and size of forklift, and if one is required.
- Forklifts must only be procured from reputable plant hire companies. Refer to the Procurement procedure for more information.
- The ground make up at areas where forklifts are likely to load out at height must be designed (following the TW Procedure) or proven to ensure that they can support the forklift and its heaviest possible load when loading out at full height.

No forklift shall be put to use until the Thorough Examination and operator competence has been checked, with copies of each being taken and the Operator has been inducted and has conducted a full pre-use check of the forklift.

Requirements

- Where forklifts are used this will be in line with the CPA and HSE *"Safe Use of Telehandlers in Construction"* document.
- All forklifts used on site must have a "Falling Object Protection System" (FOPS) fitted.
- Where wheeled pneumatic forklifts are on site a suitable tyre pressure gauge must be available for measuring tyre pressures.
- If maintenance work is required this must be undertaken in a safe place. If a forklift has broken down on site, physical barriers must be erected around the area before commencing maintenance activities.
- Any item or device provided for the purposes of safety (alarms, lights, mirrors, ROPS/FOPS, etc.) is found to be damaged or defective, the telehandler must not be used until the fault is repaired. Any maintenance or repair activity should take place in a segregated area. Any broken window glass must be replaced immediately.
- Any vision aids, such as a camera or mirrors must be fitted, correctly adjusted, clean and undamaged to allow good visibility around the machine.
- Load chart must be displayed in the cab that shows Safe Working Loads.
- An audible alarm must sound when the machine is reversing.
- Audible & visual Rated capacity indicators must be fitted.
- Each machine must carry a suitable fire extinguisher.
- If any device provided for safety purposes (alarms, lights, mirrors, FOPS, etc.) is defective, the machine must be taken out of use until the problem is rectified.
- Loads are to be lifted on the forks. Suspended loads are only to be lifted when a specific RAMS has been produced. The Head of H&S must be consulted and a request to devaiate completed. No forklift to pick and carry roof trusses.
- People are not be lifted using a forklift.
- The operator must be able to see the landing position. If not, a competent Signaller holding the CPCS or NPORS A40 endorsement is to be used.
- Where hand signals are to be used, these are to be agreed between the signaller and operator prior to the lift taking place
- Pedestrians should be physically segregated from telehandler operations wherever possible. Additionally a Proximity Warning system must be utilised to mitigate conflict between pedestrians and machine, (with particular focus on traffic marshalls, signallers, banksmen). This must be in place by the 1st September 2019
- A CCTV system must be utilised to record machine movements (forwards & reversing) and lifting activity. Regular reviews of footage should be carried out by lifting teams to identify areas for improvement and confirmation of operating standards.
- Where the forklift need to travel outside of site and on public roads, Operator must have a valid driving license and the Logistics company much have adequate insurance to cover plant on main roads,

The machine must have adequate means to secure the load, available. (ratchet straps, load stability devices) A method of safely lifting each load must be identified, this may take the form of a lifting schedule, for common lifts.

Examinations and Inspections

- All forklifts must have a Thorough Examination every 12 months.
- The Operator will conduct a pre-use check at the start of each shift and record this. For forklifts this will be done on BL-F-12f.
- Tyre pressures will be taken weekly and a record of these kept.

All of the above checks and Thorough Examinations are to be available for inspection and copies sent to Berkeley Site Management for our records.

Competence

- Operators must hold a CPCS Card, appropriate to the type and size of machine they are operating.
- Persons preparing Safe Systems of Work and planning forklift operations must have demonstrable experience of forklift operations, including risks and control measures associated with such work.
- Persons slinging or securing suspended loads to a forklift must hold a CPCS Slinger / Signaller Card.

Persons controlling vehicle movements must be trained as a vehicle banksman / traffic marshal, e.g. NPORS Vehicle Banksman /CPCS Category A73, as appropriate.

St Edward Berkeley
Designed for life Designed for life

Management of Lifting Operations Procedure
Safety Requirements Sheet 12e - Hoists Requirements

Planning

Ensure:

- All hoists are sited taking into account the standing and support conditions, the presence and proximity of other hazards including overhead and underground services and adequacy of access.
- An Appointed Person is in place to manage the planning, installation, operation and removal of the hoist.
- All personnel involved in the planning, installation, execution of operations and removal are suitably trained and competent.
- A Foundation Design is prepared by a competent engineer listing the design criteria, calculations and design outcome of the foundation method selected.
- The TWC has acquired written confirmation from the design engineer on the method of tying in, including fixing arrangements, which are approved.
- The erection of hoists is undertaken by a competent erection team in compliance with the detailed requirements of BS7212:2016
- Once the initial installation has been completed, no alterations or modifications shall take place without a re-assessment by the TWC.
- Sufficient time is allowed by the site for effective hoist maintenance, which is only conducted by competent persons who are familiar with the equipment.

Physical requirements

- If a hoist is to be used for people and goods, a top hat should be fitted by the manufacturer to facilitate the loading of materials. A top hat on a hoist is an unauthorised alteration to a hoist and will possibly negate the CE marking provided by the manufacturer.
- Interlocks must be fitted to the hoist roof access.
- On each landing point a full height gate with mechanical and electrical interlocks, and such landing protection panels to prevent somebody coming into contact with the hoist, must be fitted.
- A proprietary enclosure must be fitted around the base of the hoist with interlocks.
- Ramps and infills of sufficient strength to take any required load must be fitted to allow loading of the hoist without risk of falling or falling materials. This shall be the case at every level.
- Integral edge protection must be fitted to the hoist roof and the SWL for any hoist is to be displayed.

Examinations and inspection

- Ensure after erection an independent competent inspection organisation undertakes the first Thorough Examination and test before the hoist is taken in to use.
- Ensure a Thorough Examination is carried out at three monthly intervals alternately between the hoist company and an independent competent inspection organisation for the time the hoist or mast climber is on site.
- Ensure when exceptional circumstances occur (e.g. adverse weather) the hoist is taken out of service until an independent Thorough Examination is carried out which confirms that the hoist or mast climber can be put back into use.
- Ensure pre use inspections and weekly-recorded inspections are carried out and recorded by a competent person trained to carry out such inspections.
- Ensure hoists are maintained in accordance with the manufacturer's instructions and maintenance regimes are set to take account of such factors as the intensity of use and the operating environment.
- Ensure on site records are kept of repairs and maintenance, which shall be retained for the duration the hoist is on site, refer to CPA CHIG1101.

Competence

- The Hoist Operator shall hold the relevant endorsement within the CPCS Category " A20 Hoist"
- IPAF Hoist operator training is now available. IPAF have a link to the CSCS database enabling the operator to have an IPAF powered access license with CSCS logo endorsement.
- Operators shall also receive certificated training on the particular model of hoist they are operating.
- Hoist Erectors / installer must hold a "Hoist Installer" CSCS card, and be able to demonstrate product specific training for the model of hoist.
- Hoists are operated & used in line with BS7212 requirements.

St Edward Berkeley
Designed for life

Management of Lifting Operations Procedure
Safety Requirements Sheet 12f - Excavators used as cranes Requirements

Pre-construction

- A full Risk Assessment and Method Statement must be in place and reviewed by Berkeley prior to any work commencing.
- The SSOW should include details on good lifting practice as described in the CPA guidance: 'Guidance on Lifting Operations in Construction When Using Excavators.'
- A check of Thorough examinations, inspections and training certificates must be undertaken and a copy of all relevant documentation taken and held on file by Berkeley.
- Excavators likely to be used in lifting duties must be referenced within the site lifting plan and their lifting operations be specified in a suitable and sufficient risk assessment. The machines duty chart as etched on the excavator window must be the primary reference for all duties for lifting.

Physical requirements

- Excavators should not be used under any circumstances for the lifting of persons as they are primarily designed for excavating with a bucket and consequently are capable of operating speeds and movements, which make them very unsuitable for the lifting of persons.
- An earth-moving machine used for lifting operations must be fitted with a load-hooking device, i.e. a lifting point.
- If the rated lifting capacity for an excavator or the backhoe portion of a backhoe-loader is greater than 1 tonne (or the overturning moment is greater than 40000Nm) then the machine must be fitted with:
  1. a boom lowering control device on the raising (main) boom cylinder(s) and which meets the requirements of ISO 8643:1997 and
  2. an acoustic or visual warning device which indicates to the operator when the object handling capacity or corresponding load moment is reached

"

- ***NOTE**: Loaders and the loader portion of a backhoe/loader do not require a boom lowering control device or acoustic/ visual warning devices.*
- ***NOTE**: Where a risk assessment shows that there is a significant risk of overloading and/or overturning on machines with a rated capacity of 1 tonne or less, a Rated Capacity Indicator may be required. (See LOLER ACOP and Guidance paragraph 122).Hydraulically operated machines with a SWL of over 1 tonne, must be fitted with check valves or other devices to prevent the gravity fall of the load in the event of a hydraulic failure.*

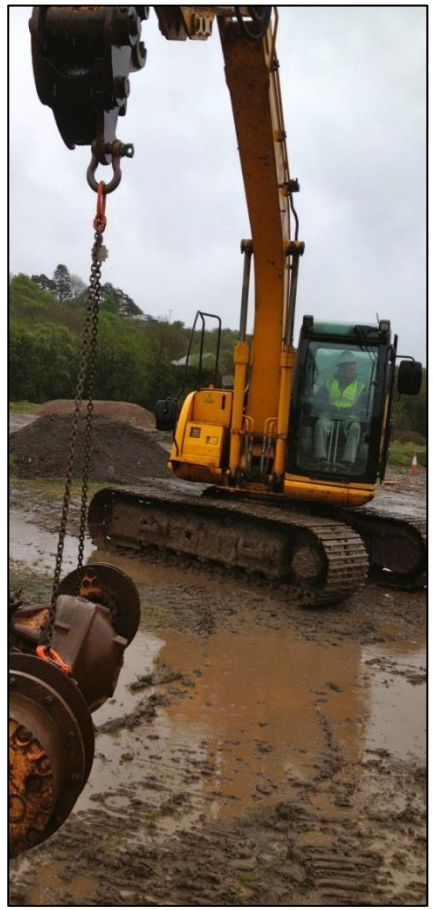
- Chains or slings for lifting must not be placed on or around the teeth of the bucket. Accessories for lifting may only be attached to a purpose-made point on the machine. The bucket should be removed when an excavator is used for lifting operations.
- Any excavator used for lifting operations must have a rated object handling capacity table available inside the cab which will show the 'SWL' for each approved lifting configuration e.g. with the tracks, across the tracks, below graded level and various radii.
- The supervisor should ensure that persons are kept well away from the lifting area, and in particular that there is no one working below the lift, for example in a trench.

Examinations and inspection

- An excavator used for object handling is regarded as lifting equipment and requires thorough examination by a competent person at least every 12 months.
- Daily pre use checks must be carried out by the operator and recorded.
- Weekly recorded inspections should be carried out either by the operator or his supervisor and must be recorded. For wheeled plant this must include a measurement of the tyre pressures.

Competence

- The Operator must hold and up to date CPCS card for the type of excavator he is lifting with, which must include the lifting endorsement, such as A58c or A59c
- Any person slinging loads must hold a valid CPCS Slinger / Signaller Card appropriate for the lift being carried out.



St Edward Berkeley
Designed for life Designed for life

Management of Lifting Operations Procedure
Safety Requirements Sheet 12g – Lifting Accessories Requirements

Pre-construction

- A lifting accessory means work equipment for attaching loads to machinery for lifting. It includes items such as chains, slings, shackles, stillage, lifting beams and blocks. They may be a single item (e.g. a shackle) or an assembly of items (e.g. lifting beam and slings).
- Lifting accessories must be selected by a competent person, to be of sufficient strength, an appropriate type and suitable to the task and load to be lifted.
- Only accessories designed and constructed for lifting operations may be used for lifting.
- The safe system of work must detail the lifting accessories to be used for each load and how it should be configured.
- Where loads have integral lifting points, such as hoarding blocks, cladding panels, items of plant, etc., the fixing point must be designed by a competent person to withstand the weight of the load.

Physical requirements

- Arrangements must be in place for the safe storage of lifting accessories. This storage should provide protection from:
  - The elements (weather)
  - Physical damage (impact, abrasion, cuts, run over by vehicles, contact with sharp objects, etc.)
  - Chemicals and substances
  - It should also allow accessories to dry out if required
- All Lifting Accessories should be clearly marked with an individual identification marking (stamp or tag), such as a Serial Number, and the Safe Working Load (SWL)
- The management of fabric bags must be in line with the "**Construction Plant Association TIN 26**"
- If 'single use' slings or fibre bags are used, they must be removed from the load and either destroyed or secured so that they cannot be re-used, immediately after one lift.
- The use of brick nets as the only form of falling material protection whilst lifting bricks or blocks is prohibited.

Examinations and inspection

- All lifting accessories must receive a **Thorough Examination** every 3 months. This is the maximum period allowed between inspections and may be reduced if the risks dictate such. Records of these examinations should be held on file. Visiting plant lifting accessories shall comply with legal requirements for LOLER Reg 9
- A visual Pre-Use Check should be carried out **prior to each lift** by the slinger/signaller.
- A competent person should carry out a recorded **Weekly Inspection** of all lifting accessories.
  NOTE: Examinations and inspections must be carried out as per LOLER regulation 9

Competence

- The person conducting the **Weekly Inspections** of the lifting accessories must be able to demonstrate competence in inspecting lifting accessories.

1. Start - Agree Scope
Has a scope of lifting operations been identified?
Yes or No?

Produce formal scope:
- Programme dates, interfaces and weather watch
- Items to be lifted
- Max weight and radius of items
- Utilisation of cranes to suit programme
- Physical constraints

Is the Berkeley LOM appointed and co-ordinating this process?
No?

Formally appoint a competent Berkeley LOM to facilitate the overall co-ordination of the lifting operation(s).

Once completed, proceed to step 2.

Complete S.1 of BL-F-12h

2. Is this a CPA contract lift?
Yes or No?

If a 'hire agreement' then complete:
- BL-F-12h Assessment of competence to manage lifting operations.

Is the assessment approved by the Berkeley Hierachy?
if 'yes' go to step 3 and complete S.1 of BL-F-12h. If No

Assessment to be reviewed by the Berkeley Operations Director and Head of Safety. If approved go to step 3.

Complete S.1 of BL-F-12h

3. Has a crane hire company been contacted and in possession of essential information.
Yes or No?

Crane plant / competent persons provider to be contacted:
- Selection and specification of cranes which satisfy the agreed scope and minimises collision potential with relevant proximity hazards?
- Use of a LICCON work planner and control system / similar?
- Availability of cranes?
- Availability of competent people?

STOP - HOLD POINT
Assessment and approval by the Berkeley LOM is required before proceeding any further

Complete S.2 of BL-F-12h

4. Has an adequate crane site survey been completed by the competent crane AP? This must incorporate a site visit (s).
Yes or No?

- Have foundation requirements been considered by a nominated engineer? General ground conditions, pads; crawler and mobiles, ground bearing pressures including tests
- Erection and dismantling arangements?
- Delivery, road closure, axle weights, etc.
- Laydown arrangements for plant and equipment etc.
- Specialist lifting equipment and configurations
- Have site logistics been adequetely assessed? Authority requirements, LA, NWR, Tfl etc, working hours, over-sailing, crane collision avoidance, anti-collision, communications?

Complete Sections 3a & 3b of BL-F-12h

5. Produce a meaningful general arrangements drawing (GA).
Yes or No?

- Information about; the crane, the lifts, crane rigging and de-rigging configurations
- Site specific foundation requirements as highlighted above?
- Crane proximity hazards both in the ground and above.
- Operating and restricted slew radius zones and active anti-collision systems.

6. Production and review of the crane lifting plan and RA/MS.
Is this adequate?
Yes or No?

- The LOM is to use the criteria in sections 4-7 to review the lifting plan, RA/MS and other associated documentation. This should be completed prior to the crane co-ordination meeting in formally establishing that the planning is appropriate or drawing out any queries or deficiencies. Review of the safety documentation should be ackowledged in the recognised way via BL-F05a.
- A request for representation by a Berkeley Crane consultant should also be sought for particular complex / high risk lifting operations.

Complete Sections 4-7 of BL-F-12h

7. Crane Co-ordination meeting with all relevant parties?
Review all sections of BL-F-12h and sign off sections
Yes or No?

- This meeting must be attended by all key personnel, LOM, AP''s, Crane Supervisors etc.
- Lifting Plan(s) and RA/MS must be verified in terms of quality / relevance and agreed by all.
- Where multi-conflicting crane operations are present these must be fully assessed and address and all parties must understand the risks and controls to be followed.
- Note; a compliant permit to load (BL-F-11g) must be completed and issued prior to crane set-up as a part of the temporary works procedure.

8. Crane Launch Meeting
Was this adequate and recorded?
Yes or No?

This meeting is to validate that all proposed arrangements are current and correct, that all competencies and site attendances are available as is required.
- Is there any significant physical change which would comprimise safety? If yes
- This meeting is to be formally recorded and facilitated by the Berkeley LOM.

9. Crane Set up on Site
Can the operation go ahead as per the SSOW?

Yes or No?

- Is there any significant change which would comprimise safety? If yes
- All parties are inducted to the site and briefed on / understand the lift plan(s) and RA / MS.
- Berkeley crane - checklists are benchmarked against the arrangements for compliance.
- Employ adequate testing and monitoring regimes in benchmarking the safety arrangements.

Proceed | No

13. Management of Work at Height

Contents

Revision Register

Revision Register		
Date	Version	Description - Reason for change
03/03/2015	1	New procedure
08/08/2016	1.1	Update to include tool tethering
19/03/18	1.2	Update to include change from competent to advanced Scaffolder and general review ST
25/02/2019	1.3	BSE References
27/04/2021	1.4	References and formatting

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure sets out the arrangements for working at height within the business. The aim of the document is to provide a clear procedure to allow Berkeley site teams to discharge their duties under The Work at Height Regulations 2005.	The Work at Height Regulations 2005	
2.0	**Scope**		
2.1	This procedure shall apply in full to all works, including customer service operations, that fall under the definition or description of *'work at height'*. For the purposes of this document, work at height shall be taken to mean *'work in any place, including below ground level, where a person could fall a distance liable to cause personal injury.'*		
3.0	**Definitions**		
	Work at Height: *work in any place, including below ground level, where a person could fall a distance liable to cause personal injury.* **Fall Prevention:** *measure put in place to prevent persons from falling.* **Fall Mitigation:** *measures put in place to reduce the consequences of any person falling* **Work Restraint:** *a system that allows a person access to conduct their duties but prevent them from reaching a point where a fall could occur.* **Fall Arrest:** *a form of protection, which involves the safe stopping of a person who has already fallen.* For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum Member: • Berkeley Homes (East Thames) Ltd • Berkeley Homes Capital • Berkeley St Edward		

Item	Details	Reference	Responsibility
4.0	**Main requirements**		
4.1	**Hierarchy** Any Work at Height activity should be considered in the following order: **1. Do not work at height** **2. Work from an existing safe place of work** **3. Use work equipment or methods of work to protect against a fall** **4. Use work equipment or methods of work that minimise the height and consequences of any fall** **5. Use work equipment or methods that minimise the consequences of any fall** Whenever there is a risk of tools and / or materials falling, a risk assessment must be undertaken and adequate control measures implemented. This must include measures to prevent the fall, i.e. tool tethering.		
4.2	**Design stage** The Land and Planning Team, Design Team and the Principal Designer **must ensure that working at height is considered** in the land purchase and pre-planning permission design stage by identifying and eliminating hazards and reducing the risks where elimination is not possible. This shall be conducted as part of the Design Stage Risk Management Process (**see BL-P-05 Management of Risk**) and any Design Team meetings.	Management of Risk Procedure BL-P-05	Land Department Technical Department Principal Designer
4.3	When the design has been passed onto the Technical Department, the Technical Manager must ensure that working at height is considered throughout the design period by identifying and eliminating hazards and reducing the risks where elimination is not possible. The Technical Manager for the project is responsible for ensuring Design Risk Reviews include a focus on reducing work at height risks in line with the Management of Risk Procedure.		Technical Department
4.4	**Procurement stage** Where the package being put out for tender involves significant work at height, the scope of works should be reviewed and commented on by the Project Leader and the Health and Safety Department. The Commercial Manager should ensure that relevant sections from the *Berkeley Safety Procedures* are included in the scope of works for the package.		Commercial Department
4.5	**Planning stage** All work at height activities must be adequately planned. All packages that involve high-risk work at height activities where there is a foreseeable risk of people being injured, including members of the public, **the Principal Contractor should draw up a Work at Height Strategy**. The parameters of such work at height should be discussed at the risk review meetings and outcomes decided upon which should be in balance with the level and complexity of risk involved. The strategy should detail what minimum precautions are to be taken and should form part of the scope of work of the appropriate contractors. The Form BL-F-13a Work at Height Strategy Template is to be used to develop the work at height strategy.	Work at Height Strategy Template BL-F-13a	Project Manager

Item	Details	Reference	Responsibility
4.6	**Construction stage (including Customer Services activities)** All potential falls should be risk assessed by the Contractor undertaking the activity. Fall protection (either prevention or mitigation) shall be provided to any potential fall where there is a risk of personal injury. All contractors will prepare a work at height plan for their works that reduces the risks to a level as low as practicable (see section 4.1 for hierarchy). The plan should clearly identify all of the work at height activities that the contractor will be conducting as part of their works, what the risk is and how this will be managed. If a strategy has been provided as part of the planning stage (see section 4.5) the contractors work at height plan should be produced ensuring compliance with the strategy. The relevant construction manager should review the Plan. The Plan should identify what work equipment will be used for each activity and how they will reduce any fall, or provide suitable protection. The Plan will also identify the risk of falling materials from the work activity and how this will be managed. For complex work at height activities, the strategy should identify where individuals will be working and what the protection provided will be, for example; in RC frame construction there should be a plan demonstrating where individuals should clip their work restraint systems when working in certain areas.	Management of Risk Procedure BL-P-05 Work at Height Strategy Template BL-F-13a See Section 7 – SRS's	Construction Manager Contractors All
4.7	The construction department and contractors must ensure that where work cannot be eliminated the requirements of the hierarchy (detailed in section 4.1) are complied with.		Contractors Construction Manager
4.8	The construction department and contractors must ensure at each stage, all work equipment or methods are selected taking into account the risks associated with the installation, use, dismantling and rescue associated with such equipment or methods.		Contractors Construction Manager
4.9	The construction department and contractors must ensure the rescue requirements related to the use of work equipment and the procedures and time limitations these impose are addressed in Method Statements, Plans and / or Permits to Work relating to the specific activity. The rescue plan must assume that the Fire and Rescue Services are unable to help.		Contractors Construction Manager
4.10	Ensure the specific relevant requirements contained in section 7 of this procedure are complied with.		Contractors Construction Manager
4.11	All holes and voids must be identified and controlled during the design and construction stages as outlined in BL-SRS-13c - Management of Work at Height SRS – Holes and Voids	BL-SRS-13c - Management of Work at Height SRS – Holes and Voids	Contractors Construction Manager
5.0	Scaffolding		
5.1	Scaffolding represents a significant risk if not adequately managed. Different circumstances will lead to different levels of risk and it is imperative the activity is planned from start to finish. As part of the Berkeley pre-planning ethos for managing safety, the risk matrix below identifies the significant risks associated with scaffolding and assists in risk rating the scaffold structure. This should be applied to all scaffold operations. Further details on how to use this risk rating are held within the Safety Requirement Sheet for scaffolding BL-SRS-13b - Management of Work at Height SRS Scaffold Structures.	BL-SRS-13b - Management of Work at Height SRS Scaffold Structures	Project Manager

Item	Details	Reference	Responsibility

1. Any falling object will land directly into a public zone.	**Level 1 High Risk**		
2. Any falling object could be deflected into a public zone	**Level 2 Medium Risk**		
3. Completed height of the scaffold structure will be less than any distance to a public zone.	**Level 3 Low Risk**		
Location Risk / Build Complexity	**Simple** No cantilevered features. **AND** ≤ 2 scaffold lifts	**Moderate** No Cantilevered features. **AND** >2 ≤ 8 scaffold lifts.	**Complex** Cantilevered features **OR** > 8 scaffold lifts.

- **Note:** you are to decide on the level of scaffolding risk using the matrix above. Details of the expected approach for each of the levels is shown in BL-SRS-13b - Management of Work at Height SRS – Scaffold

BL-SRS-13b - Management of Work at Height SRS – Scaffold

Project Manager

BL-F-13b Permit to Conduct Scaffolding Works

General

Scaffolds should be designed, erected, altered and dismantled only by competent people and the work should always be carried out under the direction of a competent supervisor. This is a requirement of the Work at Height Regulations 2005.

Prior to any scaffolding works being carried out, a Permit to Conduct Scaffolding Works should be requested by the scaffolding contractor to ensure all required protections are in place. A Berkeley Manager on a daily basis should sign this off.

Design & inspection issues

Unless a scaffold is a basic configuration described in recognised guidance, e.g. NASC Technical Guidance TG20 for tube and fitting scaffolds or manufacturers' guidance for system scaffolds, the scaffold should be designed by calculation, by a competent person, to ensure it will have adequate strength and stability.

All scaffolding should be erected, dismantled and altered in accordance with either NASC guidance document SG4 for tube and fitting scaffolds or the manufacturers' erection guide for system scaffolds.

A competent person whose combination of knowledge, training and experience is appropriate for the type and complexity of the scaffold he is inspecting should carry out all scaffolding inspection. Competence may have been assessed under The Construction Industry Scaffolders Registration Scheme (CISRS) or an individual may be suitably experienced in scaffolding work and have received additional training under a recognised manufacturer / supplier scheme for the specific configuration he is inspecting.

To prevent use by unauthorised persons of incomplete scaffolds, relevant warning signs identifying the areas where access is not permitted should be displayed at the access points to these areas. In addition, access to the incomplete areas should be prevented by suitable physical means.

Item	Details	Reference	Responsibility
	Competence and supervision issues All employees should be competent (or in the case of trainees, supervised by a competent person) for the type of scaffolding work they are undertaking and should have received appropriate training relevant to the type and form of scaffolding they are working on. Employers must provide appropriate levels of supervision taking into account the complexity of the work and the levels of training and competence of the scaffolders involved. As a minimum requirement, every scaffold gang should contain an appropriately qualified scaffolder for the type and complexity of the scaffold to be erected, altered or dismantled. This may be an individual who has received training under an industry recognised training scheme, e.g. CISRS, and has been awarded the scaffolder card or someone who has received training under a recognised manufacturer / supplier scheme, to the limit of the configurations involved. Trainee scaffolders should always work under the direct supervision of a qualified scaffolder (i.e. a working supervisor). Scaffolders are classed as 'trainees' until they have completed the approved training and assessment required to be deemed qualified. Erection, alteration and dismantling of complex designed scaffolding (e.g. suspended scaffolds, shoring, temporary roofs, etc.) should be done under the direct supervision of a competent person. This must be an Advanced Scaffolder, who possess the necessary industry experience or alternatively an individual who has received training under a recognised manufacturer / supplier scheme to the limit of the configurations involved.		
5.2	Following the assessment of the risk posed by the scaffolding structure, the requirements laid out in BL-SRS-13b - Management of Work at Height SRS Scaffold Structures, shall be adhered to.	BL-SRS-13b - Management of Work at Height SRS Scaffold Structures	All
6.0	**Excavations**		
5.1	**Falls into an excavation.** Berkeley recognises the risks associated with falling into excavations and require all excavations to be subject to a risk assessment to determine appropriate controls measures in each circumstance. **Access / Egress** Access into excavations must be by either steps or ladders (for excavations of up to 1.5m) or by a proprietary step system such as the 'Combi-Safe Site Stairway'.		All
7.0	**Guidance documents & references**		
7.1	The following forms and Safety Requirement Sheets provide details of the minimum standards required and must be complied with: • BL-F-13a - Work at Height Strategy • BL-F-13b - Permit to Conduct Scaffold Works • BL-F-13c - MEWP Pre-Use Inspection Checklist • BL-F-13d – Permit to use Ladder Access Equipment • BL-SRS-13a - Management of Work at Height – Equipment • BL-SRS-13b - Management of Work at Height SRS – Scaffold • BL-SRS-13c - Management of Work at Height SRS – Holes and Voids • BL-SRS-13c - Management of Work at Height SRS – RC Frame and Leading Edge • BL-SRS-13c - Management of Work at Height SRS – Protection of Falls From Vehicles		All

13a Management of Work at Height
Safety Requirement Sheet - Work at Height Equipment

Work at height equipment requirements

The selection of all work equipment will be subject to a risk assessment that is undertaken by the contractor and reviewed by Berkeley. Selection of work equipment should be detailed in the contractor's work at height plan following the hierarchy. All work equipment must be fit for purpose.

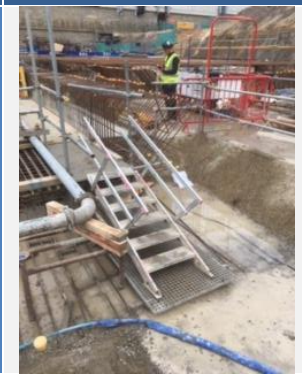
All work at height equipment should be inspected as follows:

1. Recorded inspection when the work equipment arrives on site for the first time
2. Visually at the start of each shift by the user
3. Recorded inspection on a weekly basis

In addition, all work at height equipment should be tagged demonstrating when it was last inspected and by whom and should be uniquely identifiable, i.e. have a unique identification number or code.

Selection of Work at Height Equipment

This table below details the minimum requirements relating to the use of work at height equipment in certain situations.

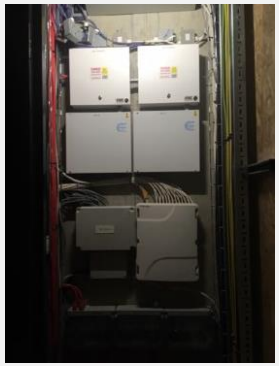
Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
Excavations and Trenches		• Access to excavations and trenches • A permit to use Ladder Access Equipment may be considered when accessing narrow trench and where a permit to use ladder access equipment has eliminated all alternative methods of access	BL-P-08.2	Users should be briefed by their employer on the safety requirements for safely accessing excavations or trenches. This information must form part of the contractor's RAMS and be signed off as understood by operative(s)	• The use of ladders in excavations is minimized. • Thereafter proprietary or system steps or stairways must be used in accordance with the manufacturers guidance • Consideration to an alternative means of accessing works at height must be given by the Principal Designer or their advisor(s) when designing temporary or permanent works • When installing system stairways operative(s) must be briefed on the manufacturers guidance documents • Users must pay particular attention to localised signage.

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
Installing Decking or Horizontal Falseworks		• The installation of propping, beams and decking must be accessed by podiums, hop-ups or MEWPs • A permit to use Ladder Access Equipment may be considered when propping is restricting the safe use of podiums, hop-ups or MEWPs and where the permit has eliminated all alternative methods of access	BL-P-13	Users should be briefed by their employer on the safety requirements of use of hop-ups, podiums. This information must form part of the contractor's RAMS and be signed off as understood by operative(s) MEWPs must be operated by IPAF or CPCS trained operatives	• Consideration to an alternative means of accessing works at height must be given by the Principle Designer or their advisor(s) when designing temporary or permanent works which may include Pre-Fabrication. • When installing decking or horizontal formworks operative must be briefed on the manufacturers guidance documents
Decking/Slab Access		• As soon as a sufficient area of ground permits, a proprietary or system stairway must be installed as a primary access or egress with the provisions that they do not interfere with the free running of hoists or mast-climbers • A permit to use Ladder Access Equipment may be considered as a secondary use for emergency evacuation purposes where the permit has eliminated all alternative methods of access	BL-P-13 BSEN 131	Manufacturer's guidance documents This information must form part of the contractor's RAMS	• Warning Signage stating for "emergency evacuation use only" should be displayed at each level of slab or decking access • When installing system stairways operative must be briefed on the manufacturers guidance documents • Users must pay particular attention to localised signage.

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
Shuttering or Vertical Formwork Columns and Cores		• The erecting of shuttering and propping must be accessed by using podiums, hop-ups or MEWPs • A permit to use Ladder Access Equipment may be considered when propping is restricting the safe use of podiums, hop-ups or MEWPs and where the permit has eliminated all alternative methods of access	BL-P-13 BSEN 131	Users should be briefed by their employer on the safety requirements when erecting shuttering This information must form part of the contractor's RAMS. MEWPs must be operated by IPAF or CPCS trained operatives	• Consideration to an alternative means of accessing works at height must be given by the principle designer or their advisor(s) when designing temporary or permanent works which may include Pre-Fabrication • When installing Shuttering or Vertical Formwork operative must be briefed on the manufacturers guidance documents
Scaffolding		• As soon as a sufficient area of ground permits, a proprietary or system staircase must be used as a primary access or egress for scaffolding • A Permit to use Ladder Access Equipment may be considered as a secondary use for emergency evacuation purposes where the permit has eliminated all alternative methods of access	NASC Technical Guidance TG20 NASC Guidance SG4 Manufacturers guidance for System Scaffold BL-SRS-13.b WAH Scaffold Structures	CISRS System Scaffold manufacturers user guidance and familiarisation training	• Warning Signage stating for emergency evacuation use only should be displayed at each level of scaffold access • Proprietary or system stairways and ladder access equipment must form part of the TG20 design or be designed by calculation

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
Brick Work or Block Work		• Access to block or brick works at height must be by a proprietary or system scaffold based band stand with integrated handrails and access stairs (safe stand or similar system)	BL-SRS-13.a BS 1139 part 4 BS EN 13374: 2004	Users should be briefed by their employer on the safety requirements when undertaking brick/block work at height This information must form part of the contractor's RAMS. Manufacturers Guidance Document	• Use of Ladders Access Equipment will not be permitted at any time • When installing safe stands or similar system operative must be briefed on the manufacturers guidance documents
Internal Trades Working in plots or Communal Access areas	 	The following list of internal trades must use Podiums, Hop–Ups, Towers or MEWPs at all times when accessing works at height within plots or communal access/egress areas: • Plumbers • Pipe Lagging Fixers • Electricians • Communication Fitters • Painters/Tilers • Dry-liners • Magic men • Carpenters/bedroom and kitchen fitters • Fire Stopping fitters • Others	BL-SRS-13.a PAS250 (Podiums) EN1004 (Towers)	Persons erecting, altering or dismantling Towers must be PASMA certificated. All users of Tower Scaffold should receive familiarisation training on the scaffold. This information must form part of the contractor's RAMS. MEWPs must be operated by IPAF or CPCS trained operatives PASMA Low Level Access training	• Use of Ladders Access Equipment will not be permitted at any time, however Fibreglass Platform Steps or similar will be accepted provided all alternative methods of access have been eliminated • Consideration to an alternative means of accessing works at height must be given by the principle designer or their advisor(s) when designing temporary or permanent works which may include Pre-Fabrication

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
		Fibreglass Platform Steps or similar will be accepted provided all alternative methods of access have been eliminated	EN131 (platform steps)		
Stair Cores and Landings (Internals)		• Access to working at height within stair cores must be from a proprietary tower or stairs tower scaffold.	BL-SRS-13.a EN1004	Persons erecting, altering or dismantling towers must be PASMA certificated. All users of Tower Scaffold must receive familiarisation training on the safe use of the tower scaffold. This information must form part of the contractor's RAMS.	• When podiums have been permitted on stair core landings. A task specific risk assessment eliminating the use of all other access equipment must be approved by a competent member of St Edwards site management team prior to the commencement of works • Emergency evacuation routes and signage must be maintained during these works • Use of other Ladders Access Equipment will not be permitted at any time • Stair cores must be closed off with barriers and appropriate signage in place • Consideration should be given to out of hours work provided sufficient supervision is available

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
Riser /Service Cupboards		• A Permit to use Ladders Access Equipment may be considered where operatives have to work in areas of restricted floor space or excessive height for example, riser cupboards or certain access hatches, and where the permit has eliminated all alternative methods of access	BL-SRS-13.a	Users should be briefed by their employer on the safety requirements of use of Ladder Access Equipment This information must form part of the contractor's RAMS.	• A task specific risk assessment eliminating the use of all other access equipment must be approved by a competent member of St Edwards site management prior to the commencement of works • When working around electricity ladder access equipment must have non-conductive stiles
Confined Spaces		• When accessing areas of confined space, for examples attenuation tanks or service trenches. A permit to use Ladder Access Equipment may be considered where the permit has eliminated all alternative methods of access and where the works are controlled by a permit to enter confined spaces	BL-SRS-13.a BL-F-08.1a BL-P-08.2	Users should be briefed by their employer on the safety requirements of use of Ladder Access Equipment This must form part of the contractor's RAMS.	• A task specific risk assessment eliminating the use of all other access equipment must be approved by a competent member of St Edwards site management team prior to the commencement of works

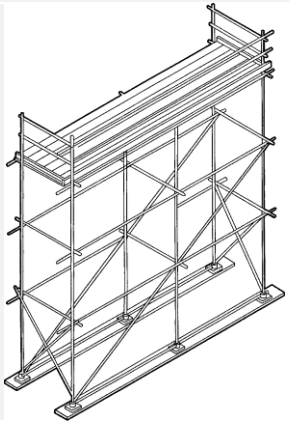
Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
Lift Shafts		• A Permit to use Ladders Access Equipment may be considered where operatives have to work in areas of restricted floor space or excessive height for example and where the permit has eliminated all alternative methods of access	BL-SRS-13a	Users should be briefed by their employer on the safety requirements of use of Ladder Access Equipment This must form part of the contractor's RAMS.	• A task specific risk assessment eliminating the use of all other access equipment must be approved by a competent member of St Edwards site management prior to the commencement of works • When working around electricity ladder access equipment must have non-conductive stiles

The table below contains the specific requirements for certain items of work at height equipment.

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
Podium Steps		Podiums provide low-level height access offering a firm platform with adjustable height, and guardrail. Can be tubular self-erecting or folded prior to erection, so as to pass through standard doors and corridors.	PAS250	Users should be briefed by their employer on the safety requirements, or hold PASMA Low Level Access training	• All podiums must be complaint with PAS250 or BS8620, and marked as such • marked as such • Correctly put together • Instructions must be held or be on the podium • Podiums will have a maximum of 2 wheels. • Wheels must be locked • Gate must be closed when in use • Should be tagged to show inspection dates • Must be inspected weekly • Must be undamaged
Hop Ups		Hop ups are folding work platforms usually of Aluminium construction allowing access to low level work at height. They are portable and versatile, but do not usually offer integral edge protection, although models with handrails are available.	Only Hop-Ups with a safe working load of **150**kg (or Duty Rating of **110**kg) may be used.	Users should be briefed by their employer on the safety requirements.	• Maximum working height (foot resting position) of 600mm • Should be tagged to show inspection dates • Must be inspected weekly • Must be undamaged
Ladders		A piece of equipment consisting of a series of bars or steps (known as rungs) between two upright lengths (known as styles), used for climbing up or down	BS2037 Class 1 (Industrial) or BS1129 or	Users should be briefed by their employer on the safety requirements.	• A robust, task specific, risk assessment eliminating the use of all other access equipment must be approved by a competent member of site management team prior to the commencement of works • No ladder access equipment is to be used on site without a signed permit that has been issued by the Project Director or Construction Manager The

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
		something .Ladders can be wood, metal or plastic.	BS EN131		Permit will only be issued when all alternative solutions have been explored and subsequently discounted • The reasons that they have been discounted must be fully detailed on the permit • A task card / POWRA detailing the limit of the ladder use and associated risks submitted must be completed by a competent supervisor • Consideration to an alternative means of accessing works at height must be given when designing temporary or permanent works, sequencing of works, and use of alternative works methods including pre-fabrication, prior to the issue of any permit. • A timeline for the Permit will be agreed when issued but must not be for more than seven days • Where they are used as a workplace the task will be restricted to a duration of 10 minutes or less • All ladders are to be footed at the bottom and tied / fixed at the top • Three points of contact must be maintained at all times. 3 points of contact means both feet and one hand should remain in contact with the ladder.
Stepladders		A stepladder is a ladder which is hinged in the middle to form an inverted V, with stays to keep the two halves at a fixed angle.	BS2037 Class 1 (Industrial) or BS1129 Or BS EN131	Users should be briefed by their employer on the safety requirements.	• The use of traditional stepladders (i.e. those without outriggers, etc.) must be controlled using a Permit to work that is issued and signed off by the contractor • The working height should be minimised and only used where no other more suitable alternative means of access is reasonably practicable

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
MEWPS – Cherry Pickers		An elevated work platform (also known as a cherry picker, boom lift, man lift, basket crane or hydra ladder) is a type of aerial work platform that consists of a platform or bucket at the end of a hydraulic lifting system.	Preventing falls from boom-type mobile elevating work platforms MISC 614 Strategic Forum for Construction, Plant Safety Group (SFC-PSG) Best Practice Guidance for MEWPs - avoiding crushing injuries Selection and management of MEWPs CIS58	IPAF Or CPCS	• A physical Exclusion zone must be in place, with warning signage displayed.  • A groundsman must be in place, who can operate the controls in the event of an emergency • The groundsman must have a suitable fire extinguisher to hand • All people in the basket must be clipped on with a fixed length lanyard at all times when in the basket • The three documents mentioned in the “**applicable procedures**” column must be complied with • Ground conditions must be confirmed as suitable to take the point loading and any movement of the equipment • The basket of the machine should be lowered before any movement is carried out • Rescue / retrieval of operatives in the event of failure must be planned for

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
MEWPS – Scissor Lift		A scissor lift is a type of platform that can usually only move vertically. The mechanism to achieve this is the use of linked, folding supports in a criss-cross "X" pattern, The platform may also have an extending "bridge" to allow closer access to the work area, because of the inherent limits of vertical-only movement.		IPAF Or CPCS	• Clipping on is not essential, unless risk assessment deems it necessary • Ground conditions must be confirmed as suitable to take the load or any movement of the machine • The basket of the machine should be lowered before any movement is carried out. • Competent operators must be used • Rescue / retrieval of operatives in the event of failure must be planned for
Scaffold		See BL-P-13 Management of Work at Height (Section 5)			

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
Towers		Prefabricated, usually from aluminium, these towers come in component parts and must be erected by competent people. They can range from low level access to very large towers, providing great versatility. Many manufacturers are on the market of varying quality, but EN1004 towers must be used.	EN1004	Persons erecting, altering or dismantling must be PASMA certificated. All users of Tower Scaffold should receive familiarisation training on the scaffold. This training should detail what work they can conduct on the mobile tower and who they need to contact to conduct any alterations.	• Guardrails and toe boards to be fitted at all times • The base to height ratio of any mobile tower scaffold must be in line with the manufacturer's guidelines and shall not exceed 3:1. The smallest width x length measurement is to be used when working this out – i.e. a 2x3m tower could be erected to a maximum of 6m (2m x 3) • Outriggers should be fitted to tower scaffolds as stipulated by the manufacturer, but on all towers with a higher than 3m platform height
Proprietary Edge Protection		Proprietary edge protection such as KGuard, Combisafe and similar offer edge protection in a variety of situations, such as to slab edge, to edges of falsework decks and a whole host of other applications.	BS EN 13374	Product specific training required, either by the manufacturer or a specialist training provider.	• Must be installed by a trained person • Must be correctly installed as per manufacturer's instructions • Must be inspected and signed off before being taken into use • Must be inspected weekly • A drawing must be maintained of edge protection which is installed • A permit to strike must be issued before removal

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
Fall arrest equipment		Fall arrest is equipment which catches you if you fall. It includes harness and lanyard and may also include inertia reels and retractable systems.	Lanyards: BSEN 354:2010 Harnesses: BSEN 361:2002 Energy Absorbers: BSEN 355:2002 Connectors: BS EN 362:2004 Retractable fall arrest: BSEN 360:2002	Any harness user must be trained in the safe use and inspection of harnesses. Any operative must also be briefed on the specific SSOW for the task.	• All fall arrest equipment must be inspected at the start of every shift by the operator. INDG367 should be consulted regarding inspections • The clipping on point needs to be suitable and proved, either through design or testing, or both • A rescue plan must be in place for recovering a suspended person • Detailed planning of work involving fall arrest is required to eliminate pendulum affect and ensure that there is sufficient distance to the ground to allow effective protection
Man Rider		Man rider baskets can be fitted to lifting equipment and provide working platform with integrated edge protection.	BS EN 14502-1:2010: Cranes. Equipment for the lifting of persons. Suspended baskets.	Lifting team require training as per the LOLER Procedure Those working in man rider baskets should be briefed by their employer on the safety requirements.	• All lifting operations must be properly planned and carried out by competent people. Refer to the LOLER Procedure

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
System scaffold based on band stands (Safe Stand)		These systems are based on the old principle of bandstands but contain integrated handrail system, tested to the British Standard.	BS 1139 Part 4 and BS EN 13374: 2004	Product specific training required, either by the manufacturer or a specialist training provider.	• Bandstand trestles with edge protection must only be used in accordance with the manufacturer's instructions and be securely stored when not in use • Loading out to be specifically considered within the safe system of work
Demarcation of potential falls		Prevention of access to an unprotected edge by fencing (Netlon, crowd barriers, Chapter 8, etc.) can also be achieved for areas where falls that pose a low risk.	N/A	Briefing on SSOW for installer	• Where fencing is provided in lieu of edge protection, this must be positioned at least 2m from the unprotected edge and each section of the fencing should be appropriately signed.
Stilts			N/A	Operatives to be deemed competent by their Supervisor before any work from stilts can be carried out.	• Only to be used internally and not in close proximity where there is a risk of falling beyond ground level – i.e. beside open balcony doors, on staircases or landings • Rooms clear of obstructions • Floor conditions to be firm, level and dry
Gin Wheel		Used as a fulcrum for hoisting up small items		Competent Scaffolder	• Task specific requirement and method statement justifying use over mechanical means. • Scaffold to be specifically designed to take additional loadings • Gin wheel and rope must be subject to recorded daily inspection • Rope to have a SWL • Gin wheel subject to a 3 monthly inspection.

Item	Example picture	Description	Applicable procedure	Training requirements	Key safety requirements
					• Max. 50 kg to be moved at any one time. • A fail safe device should be used where possible. • Not to be used in areas close to the public
Suspended Access		Cradles or Suspended Access Platforms		Operatives must be deemed competent	• A safety factor of no less than 3 against overturning is assured. • Emergency procedures are in place to rescue the operator • Safety Harness to be worn by everybody inside the cradle and attached (work restraint) to a recognised fixing point. • Manufacturer's instruction are available. • Adequate stops are installed to ensure the cradle does not run off the end of the track.
Bandstand Trestles		The use of bandstand trestles as working platforms is prohibited other than the use of a proprietary system with integrated edge protection which conforms to BS 1139 Part 4.			

13b Management of Work at Height
Safety Requirement Sheet – Scaffold Structures

This Safety Requirement Sheet details the actions required to ensure Scaffolding is planned and managed appropriately.

General

Scaffolds should be designed, erected, altered and dismantled only by competent people and the work should always be carried out under the direction of a competent supervisor. This is a requirement of the Work at Height Regulations 2005.

The NASC guidance documents relating to safety must be complied with in full for all scaffolding works.

Prior to any scaffolding works being carried out, a Permit to Conduct Scaffolding Works should be requested by the scaffolding contractor to ensure all required protections are in place. This should be signed off by a Berkeley Manager on a daily basis.

Design & inspection issues

Unless a scaffold is a basic configuration described in recognised guidance, e.g. NASC Technical Guidance TG20 for tube and fitting scaffolds or manufacturers' guidance for system scaffolds, the scaffold should be designed by calculation, by a competent person, to ensure it will have adequate strength and stability.

All scaffolding should be erected, dismantled and altered in accordance with either NASC guidance document SG4 for tube and fitting scaffolds or the manufacturers' erection guide for system scaffolds.

All scaffolding inspection should be carried out by a competent person whose combination of knowledge, training and experience is appropriate for the type and complexity of the scaffold he is inspecting. Competence may have been assessed under The Construction Industry Scaffolders Registration Scheme (CISRS) or an individual may be suitably experienced in scaffolding work and have received additional training under a recognised manufacturer / supplier scheme for the specific configuration he is inspecting.

To prevent use by unauthorised persons of incomplete scaffolds, relevant warning signs identifying the areas where access is not permitted should be displayed at the access points to these areas. In addition, access to the incomplete areas should be prevented by suitable physical means.

Competence and supervision issues

All employees should be competent (or in the case of trainees, supervised by a competent person) for the type of scaffolding work they are undertaking and should have received appropriate training relevant to the type and form of scaffolding they are working on.

Employers must provide appropriate levels of supervision taking into account the complexity of the work and the levels of training and competence of the scaffolders involved.

As a minimum requirement, every scaffold gang should contain a qualified scaffolder for the type and complexity of the scaffold to be erected, altered or dismantled. For all design scaffolds the erection, alteration or dismantling must be supervised by an advanced scaffolder. This may be an individual who has received training under an industry recognised training scheme, e.g. CISRS, and has been awarded the scaffolder card or someone who has received training under a recognised manufacturer / supplier scheme, to the limit of the configurations involved.

Trainee scaffolders should always work under the direct supervision of a qualified scaffolder (i.e. a working foreman). Scaffolders are classed as 'trainees' until they have completed the approved training and assessment required to be deemed qualified.

Erection, alteration and dismantling of complex designed scaffolding (e.g. suspended scaffolds, shoring, temporary roofs, etc.) should be done under the direct supervision of a competent person. This may be a qualified Advanced Scaffolder, a design engineer providing they possess the necessary industry experience or alternatively an individual who has received training under a recognised manufacturer / supplier scheme to the limit of the configurations involved.

Gin Wheel use

The following requirements shall be satisfied when using Gin Wheels:

- Task specific risk assessments and method statements must be in place, justifying the use of a gin wheel over other safer methodologies. Wherever possible, mechanical winch systems should be used.
- Formal, certified training on the safe use and inspection of gin wheels should be provided for all Gin wheel users

- The scaffold should be specifically designed to take into account the additional loadings imparted from the use of the Gin Wheel (apply the Temporary Works Procedure).
- The Gin Wheel and associated rope must be subject to a recorded daily inspection by the user
- Rope to have safe working load identification on.
- Rope to be BS EN compliant.
- The Gin Wheel Must be subject to 3 monthly thorough examinations.
- The Gin Wheel is to be installed no further than 750mm from the outer standard.
- No more than 50kg can be moved at a time – or less depending on manual handling assessment.
- Suitable exclusion zones must be put in place. The size of the exclusion zone should not normally be smaller than the longest component being lifted. All exclusion zones should be fenced and signed to prevent unauthorised access.
- A fail safe device should be used on Gin Wheels where this is possible. The fail safe device stops the load from falling if the operator loses grip of the rope. However, use of these devices will incur more wear on the rope.
- Gin wheels should not be used in areas that are in close proximity to the public.
- Manual handling assessments are to be carried out on all operatives involved in the activity.

The tables on the following pages describe the actions that should be taken for different risk rated scaffolds

Table 1. Scaffold Risk Rating Matrix.

1. Any falling object will land directly into a public zone.	Level 1 High Risk		
2. Any falling object could be deflected into a public zone	Level 2 Medium Risk	Level 2 Medium Risk	Level 1 High Risk
3. Completed height of the scaffold structure will be less than any distance to a public zone.	Level 3 Low Risk	Level 2 Medium Risk	Level 1 High Risk
Location Risk / Build Complexity	**Simple** No cantilevered features. **AND** ≤ 2 scaffold lifts	**Moderate** No Cantilevered features. **AND** >2 ≤ 8 scaffold lifts.	**Complex** Cantilevered features **OR** > 8 scaffold lifts.

Table 2. Minimum Requirements for Level 1, 2 or 3 risk rated scaffolds.

Scaffold type (as determined from the matrix)	Planning (refer to Appendix 2)	Design	Procurement	Execution of the works
Level 1 (high risk) **Scaffold** (see also Temporary Works Procedure)	Coordination meeting to agree scope of the scaffold.	Engineering Design Brief (EDB) produced using the Strategy and scope documents.	Scope of works drawn up covering all requirements in the Strategy.	All scaffolding to be conducted in line with current NASC guidance.
	Produce Scaffold strategy (with assistance from scaffold consultant if required). Template strategy can be found in BL-F-13a Work at Height Strategy.	Scaffold is designed by structural engineer.	Scope of works should include independent scaffold inspections every 7 days from a scaffold inspection consultant.	A scaffold mat is to be constructed in line with the design provided. The Temporary Works Procedure should be complied in full in regard to the Scaffold mat. The contractor constructing this scaffold mat shall formally record that it has been constructed in line with the design. Bearing capacity testing is likely to be required for Level 1 scaffolding – seek clarification from the scaffold designer and scaffold mat designer.

Scaffold type (as determined from the matrix)	Planning (refer to Appendix 2)	Design	Procurement	Execution of the works
	Produce Scaffold Scope, incorporating the findings of the coordination meeting and the requirements laid out in the Scaffold Scope.	Scaffold is design checked as Category 2 Temporary works.	Scope is to require an Advanced Scaffolder to be on site when scaffolding is being conducted.	The Scaffold is to be installed in line with the design and the parameters set out in the strategy.
		Scaffold base designed in accordance with the loadings provided from the scaffold design (EDB required for design).	Tender enquiries are to be sent to NASC members only.	Statutory Scaffold inspections are to be carried out by the independent Scaffold consultant.
		The Design needs to ensure that there is adequate protection from falling or deflected materials into a public area.	Selection of contractors – all contractors should fulfil the following requirements: 1. Competent Supervision (Advanced Scaffolder and CISRS Scaffold Supervisor) 2. Competent Scaffolders for complexity of work 3. Members of National Access and Scaffold Confederation	Hand over certification is to be provided to Berkeley by the contractor for each section of the scaffold being handed over.
				The handover process to be followed prior to any scaffold structure being taken into use or following adaption or dismantling is described below: 1. A Handover Certificate is to be provided by the scaffold contractor to Berkeley for each section of scaffolding being handed over. If applicable, the TG:20 Compliance Sheet should be attached to the Certificate.

Scaffold type (as determined from the matrix)	Planning (refer to Appendix 2)	Design	Procurement	Execution of the works
				2. A Berkeley Manager, in conjunction with the Scaffold Supervisor, is to conduct a review of the proposed handed over scaffold structure to ensure it is built in line with the design / TG:20 Compliance Sheet (for Level 3 Low Risk) prior to the scaffold being taken into use. 3. The purpose of this review by the Berkeley Manager is to ensure the adaption / erection / dismantling of the scaffold structure has not introduced further hazards to the surrounding working areas. It is not to be used as a formal scaffold inspection, but any obvious deviations in the scaffold structure from the design provided must be raised with the scaffold contractor for rectification prior to handover to Berkeley. 4. Once the scaffold structure has been agreed as suitable for handover, the Berkeley Manager will sign the Handover Certificate and the Scaffold Supervisor must conduct the first statutory scaffold inspection and record this accordingly. This must be completed before first use. The Berkeley Manager must, as a minimum, have attended a formal Basic Scaffold Inspection course.
Level 2 Scaffold **(see also Temporary Works Procedure)**	Coordination meeting to agree scope of the scaffold.	Engineering Design Brief (EDB) produced using the Strategy and scope documents.	Scope of works drawn up covering all requirements in the Strategy.	All scaffolding to be conducted in line with current NASC guidance.
	Produce Scaffold strategy (with assistance from scaffold consultant if required).	Scaffold is designed by structural engineer.	Scope of works should include independent scaffold inspections every 7 days from a scaffold inspection consultant.	A scaffold mat is to be constructed in line with the design provided. The Temporary Works Procedure should be complied in full in regard to the Scaffold mat.

Scaffold type (as determined from the matrix)	Planning (refer to Appendix 2)	Design	Procurement	Execution of the works
	Template strategy can be found in BL-F-13a Work at Height Strategy.			
	Produce Scaffold Scope, incorporating the findings of the coordination meeting and the requirements laid out in the Scaffold Scope.	Scaffold is design checked as required by the Temporary Works Procedure.	Scope is to require an Advanced Scaffolder to be on site when scaffolding is being conducted.	The Scaffold is to be installed in line with the design and the parameters set out in the strategy. The contractor constructing this scaffold mat shall formally record that it has been constructed in line with the design. Bearing Capacity testing may be required – seek clarification from the scaffold mat designer.
		Scaffold base designed in accordance with the loadings provided from the scaffold design (EDB required for design).	Selection of contractors – all contractors should fulfil the following requirements: 1. Competent Supervision (Advanced Scaffolder and CISRS Scaffold Supervisor) 2. Competent scaffolders for complexity of work 3. Members of National Access and Scaffold Confederation	Statutory Scaffold inspections are to be carried out by the independent Scaffold consultant.
				The handover process to be followed prior to any scaffold structure being taken into use or following adaption or dismantling is described below: 1. A Handover Certificate is to be provided by the scaffold contractor to Berkeley for each section of scaffolding being handed over. If applicable, the TG:20 Compliance Sheet should be attached to the Certificate. 2. A Berkeley Manager, in conjunction with the Scaffold Supervisor, is to conduct a review of the proposed handed over scaffold structure to

Scaffold type (as determined from the matrix)	Planning (refer to Appendix 2)	Design	Procurement	Execution of the works
				ensure it is built in line with the design / TG:20 Compliance Sheet (for Level 3 Low Risk) prior to the scaffold being taken into use. 3. The purpose of this review by the Berkeley Manager is to ensure the adaption / erection / dismantling of the scaffold structure has not introduced further hazards to the surrounding working areas. It is not to be used as a formal scaffold inspection, but any obvious deviations in the scaffold structure from the design provided must be raised with the scaffold contractor for rectification prior to handover to Berkeley. 4. Once the scaffold structure has been agreed as suitable for handover, the Berkeley Manager will sign the Handover Certificate and the Scaffold Supervisor must conduct the first statutory scaffold inspection and record this accordingly. This must be completed before first use. The Berkeley Manager must, as a minimum, have attended a formal Basic Scaffold Inspection course.
				Scaffolding works to be carried out in line with the requirements of the strategy
Level 3 Scaffold	Coordination meeting to agree scope of the scaffold.	Scaffold is designed under the remit of TG: 20 (if the scaffold not does not fall under the remit of TG:20 then the scaffold shall be designed and the Temporary Works Procedure complied with in full).	Scope of works drawn up covering all requirements discussed in the coordination meeting.	All scaffolding to be conducted in line with current NASC guidance.

Scaffold type (as determined from the matrix)	Planning (refer to Appendix 2)	Design	Procurement	Execution of the works
		A 'Compliance Sheet' shall be produced for each TG: 20 scaffold that is to be used. This shall be forwarded to the Berkeley Construction Manager responsible for managing the scaffolding works.	Scope of works should include independent scaffold inspections every month from a scaffold inspection consultant.	A suitable scaffold mat shall be constructed to support the scaffold. The contractor constructing this scaffold mat shall formally record that it has been constructed in line with the design
		A scaffold mat design shall be produced to support the scaffold.	Selection of contractors – all contractors should fulfil the following requirements: 1. Competent Supervision (Advanced Scaffolder and CISRS 5 day scaffold supervisor) 2. Competent scaffolders for complexity of work	A copy of the compliance sheet should accompany any handover certificate provided by the scaffold contractor.
				Weekly Statutory Scaffold Inspections can be carried out by the Scaffold contractor. Every month, a supplementary scaffold inspection shall be undertaken by a Scaffold Consultant.
				The handover process to be followed prior to any scaffold structure being taken into use or following adaption or dismantling is described below: 1. A Handover Certificate is to be provided by the scaffold contractor to Berkeley for each section of scaffolding being handed over. If applicable, the TG:20 Compliance Sheet should be attached to the Certificate.

Scaffold type (as determined from the matrix)	Planning (refer to Appendix 2)	Design	Procurement	Execution of the works
				2. A Berkeley Manager, in conjunction with the Scaffold Supervisor, is to conduct a review of the proposed handed over scaffold structure to ensure it is built in line with the design / TG:20 Compliance Sheet (for Level 3 Low Risk) prior to the scaffold being taken into use. 3. The purpose of this review by the Berkeley Manager is to ensure the adaption / erection / dismantling of the scaffold structure has not introduced further hazards to the surrounding working areas. It is not to be used as a formal scaffold inspection, but any obvious deviations in the scaffold structure from the design provided must be raised with the scaffold contractor for rectification prior to handover to Berkeley. 4. Once the scaffold structure has been agreed as suitable for handover, the Berkeley Manager will sign the Handover Certificate and the Scaffold Supervisor must conduct the first statutory scaffold inspection and record this accordingly. This must be completed before first use. The Berkeley Manager must, as a minimum, have attended a formal Basic Scaffold Inspection course.

13c Management of Work at Height
Safety Requirement Sheet – Holes and Voids

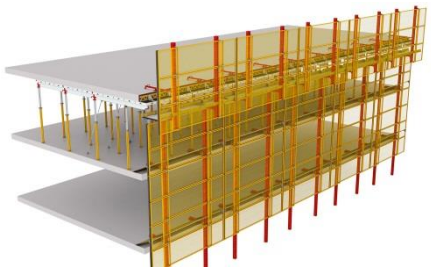
This Safety Requirement Sheet details the actions required to ensure Scaffolding is planned and managed appropriately.

Task	Requirement
All holes in floors (including service risers, smoke vents, voids, stair cores, landings and lift shafts)	A 'Holes and Voids' design meeting should be held by the design team to ensure all holes and voids on the building are either eliminated or, where they are necessary, minimised and protected. A Holes and Voids Register (BL-F-11m Holes and Void Schedule) should be drawn up following this meeting that provides details of the location and suggested protection measures for these holes and voids. This information should be provided to the Commercial and Construction departments and be included on all drawings that contain holes or voids. Relevant contractors should be provided with suitable information regarding holes and voids to ensure they are also aware of the location and suggested protection measures. Any temporary or permanent protection measures relating to holes and voids shall be designed, constructed and inspected in line with either the permanent works design sign off methodology or the temporary works procedure. A proprietary purpose manufactured support system is to be used and installed to the manufacturers' instructions, and the decking components are specifically designed and constructed for use with the support system. Where possible this system should be supported from below rather than a suspended system, e.g. a designed scaffold structure, proprietary formwork system, etc. The following requirements must also be observed: <u>Fall Prevention</u> Birdcage Scaffolds / Traditional Scaffolds / System Scaffolds or Safety Decking Systems (where rated as Working Platforms) or Rigid edge protection systems of sufficient height to protect persons working on low level access equipment, i.e. stepladders, podiums, hop-ups, etc. or Fixed Temporary Coverings of sufficient height to protect persons working on low level access equipment, i.e. stepladders, podiums, hop-ups, etc. <u>Design Considerations:</u> Eliminate fall risk by: Retaining slab reinforcement within Riser openings. Constructing riser infill at earliest stage, reduce services opening to minimum required, etc.
Lift Shafts (when walls constructed)	Temporary lift shaft doors such as 'Full gate' are to be installed during the construction of the structure at the earliest stage. Birdcage scaffolding (or similar) should be provided to protect falls down the lift shaft the Holes and Voids section of the document. To be inspected at time of installation and thereafter on a 7 day basis. Records are to be kept.
Riser Protection	Risers will often be fitted with a permanent grid (normally either Steel or GRP) to protect against falls. This protection is often fitted prior to the installation of the services or plant in the riser meaning that it will often need to be cut to allow the installation. Any alternations to the grid system has to be agreed by a Berkeley Manager. All alternations to the grid must be as per the approved designed supplied by the grid supplier. All alternations are to be communicated to all supply-chain members involved and all Berkeley Managers responsible for both the management of the Supply-Chain partner and the work area. The Safe Working Load and the design limitations of the grid system must be displayed on the grid to prevent unauthorised alterations.

13d Management of Work at Height
Safety Requirement Sheet – RC Frame and Leading Edge Works

This Safety Requirement Sheet details the actions required to ensure RC Frame construction work is planned and managed appropriately.

Work on RC frame and leading edge works

Task	Requirement
Planning	Prior to RC Frame construction work, a full method statement should be drawn up detailing how the frame is to be constructed safely. The method statement referred to above should be presented by the contractor to the Principal Contractor. The presentation should detail work at height methodology. Where the works involve leading edges, this work should be planned carefully. A plan of these works should be drawn up that clearly zones the frame being constructed. The Contractor should clearly demonstrate where individuals should be attached whilst working in these areas. Consideration should be made of the potential for the pendulum effect where an alsepercia system is in operation. The method statement should identify how the contractor will prevent falling materials whilst conducting their works.
Provision of falling material protection	Protection should be provided to persons on the ground in areas following the hierarchy below: **1.** RC Frame tracked screens. This should be considered wherever reasonably practicable for buildings above 10 storeys and generally required at 17 storeys or more. This should be discussed during the risk review and public protection meetings **2.** Other physical protection such as netting / scaffold fan protection - this should be used in high risk areas such as areas where there are a high number of people below, such as footpaths or welfare accommodation areas or where falling materials can fall into a public area.  
Work on a leading edge	The plan referring to the planning section above should be clearly displayed at the entrance to the work areas where work restraint is required. This plan should clearly demonstrate where persons are supposed to attach themselves. Prior to work commencing on a leading edge using work restraint or fall arrest, a briefing must be provided covering working methodology, including fixing points and access route.

13e Management of Work at Height
Safety Requirement Sheet – Protecting Falls from Vehicles

This Safety Requirement Sheet details the actions required to ensure work is planned and managed appropriately.

Protecting falls from vehicles

Task	Requirement
Risk Assessment	All deliveries to site shall be subjected to a risk assessment to ascertain the risk of falling and identify the correct protection measures to be used.
Protection / mitigation of falls from vehicles	Normally Berkeley will provide at least one form of protection to safely unload vehicles. The protection measures should be communicated to the contractors. Where the protection measures provided by Berkeley are not suitable for a contractor then the contractor is responsible for ensuring they take appropriate measures to prevent persons falling from vehicles. The following hierarchy must be observed: **Work at height avoidance** - avoid work at height ensuring deliveries are planned (e.g. loads are pre-slung when delivered) or use of mobile plant (e.g. tele handler). **Fall prevention** - access gantry loading / unloading bay or use of proprietary edge protection fitted to vehicles. As a minimum all edge protection must consist of a mid and top rail at least 950mm above the top of the load being worked off. Multiple rails may be required to ensure a maximum gap of 450mm. **Work restraint** - work restraint systems. **Fall arrest** - proprietary vehicle safety net system / air bags / bean bags / full body harness and lanyard.
Driver Rules	A copy of the Driver Rules must be provided to all drivers. The driver rules must explain that working on the rear of any vehicle without protection is prohibited unless suitable fall protection or mitigation is provided.

Tool tethering

1. Mandatory tool tethering

All tools and helmets are to be tethered when being used on Berkeley London Forum (Berkeley) construction projects in the following situations:

- Working within two metres of an opening or edge of a structure
- Working externally to a structure
- Working in a situation where a tool / helmet could fall a distance of more than one storeys
- Where there is a risk of a tool / helmet falling more than one storey within a building (e.g. risers, stairwells, shafts, atria and entrance halls)
- Any location where a tool / helmet could fall into PPE-free zones or a public area

2. Risk assessment and expectations

- All employers are required to carry out a risk assessment, following the hierarchy of fall prevention, that will specify the measures necessary to control the risk of tools / helmets from falling
- Where employers feel the use of tethers is unreasonable or not applicable, they are required to carry out a risk assessment to show non-tethering does not increase the risk to their emloyees or others, which may be accepted by Berkeley
- Where an employer's assessment of the risks associated with carrying out a task identifies that the tethering of any tool / helmet increases the risk of injury, then an exemption on the use of a tool tether may be accepted by Berkeley

3. Tether suitability

Employers are responsible for providing tool tethers and ensuring they are suitable for the tasks to be performed. Tool tethers must:

- Be designed specifically for tethering and display the rated capacity
- Be matched to a tool that has been individually weighed to confirm it is within the maximum allowable rated capacity
- Be provided with a locking mechanism at the connection points

Tools and tethers must not:

- Be modified in anyway unless approved by the manufacturer
- Increase the overall risk associated with the work activities and conditions

4. Helmets

Where a chin strap cannot be, or is not worn, a suitable tether for the helmet may be used subject to the criteria in part 3 of this procedure.

5. Inspection and maintenance

It is essential that tool tethers are inspected and maintained in accordance with the manufacturer's guidance. This should include the following as a minimum:

- A pre-use visual inspection by the user on a daily basis
- An inspection by a competent person at intervals determined by the suppliers / manufacturers with appropriate records kept
- A quarantine procedure for taking tools and / or tethers out of service when a defect is identified

6. Training and competence

Each person required to use or inspect a tool or tether must be trained and competent in the use, maintenance, inspection of tools and tethers and the arrangements for taking out of use when a defect is identified.

7. Compliance monitoring

The responsibility for ensuring tools and tethers are used correctly lies with the employer, who is expected to implement and maintain adequate monitoring and review arrangements.

Employers are expected to provide suitable tools and tethers and ensure an adequate level of management, supervision and monitoring is in place to meet the requirements laid out in this procedure.

8. Consequences for offenders

Persistent offenders will receive a red card and be removed from the project.

Employers who persistently fail to comply with the tool tethering policy and influence behaviours among their workforce, including sub-contractor or self-employed workers, will be subject to consequences that may affect their approval status to operate on Berkeley construction projects.

9. Preventing increased risk of injury

Where an employer's risk assessment for an activity or a task identifies that the tethering of any tool increases the risk of injury, an exemption to the use of a tool tether may be accepted by Berkeley.

Subject to review by Berkeley, the employer may then brief the personnel for the task and proceed without the use of tool tethers identified in the risk assessment. The employer will maintain an adequate level of supervision to monitor compliance with the other control measures identified in the risk assessment and method statement and to ensure that this tool tethering policy is complied with on completion of the task to which the dispensation relates.

St Edward Berkeley
Designed for life Designed for life

Management of Abseiling Activities - Safety Requirements Sheet

Scope of Works

These guidelines apply to those techniques whereby access is gained to buildings, by means of ropes suspended from the structure or the features concerned. They apply to all cases where ropes are used for rope access work:
a) as the primary means of support;
b) as a primary means of protection in preventing a fall;
c) where people descend or ascend on a rope or traverse along horizontal rope.

Physical requirements

a) Methods are chosen that are appropriate for the proposed work. (See IRATA International Guidance). http://archsafety.com/wp-content/uploads/2013/07/ICOP-September-2013_1.pdf **Please Note: All rope access activities must be in conjunction with this guidance.**
b) A pictorial method statement must be provided for each specific project highlighting as a minimum, Scope of works, anchor points, access and egress points, exclusion zones, inspection regime and rescue procedures.
c) Those doing the work are thoroughly trained in accordance with IRATA requirements in safe rope access methods. (As per above).
d) The work is properly managed and supervised by a competent IRATA Level 3 qualified supervisor and the workers are regularly monitored by the supervisor to ensure that they continue to work in a safe manner.
e) The workers are properly clothed and have suitable personal protective equipment. (Including chin straps).
f) The suspension equipment is adequate for the work. This must be confirmed by the IRATA Level 3 supervisor.
g) Any damage to rope, the rope must be condemned immediately and remove from operation.
h) The manufactures guidance on all equipment must be adhered to.
i) Any tools and equipment used in the work must be tethered, helping to ensure they will not endanger any workers below.
j) An adequate exclusion zone is put in place below, with adequate signage, highlighting “men working overhead”.
k) Of primary importance in the IRATA International rope access system is the principle of double protection. It is essential to include the provision of at least one additional means of protection to prevent a rope access technician falling, for example, a safety line in conjunction with the working line. This means that, should any one item fail within the suspension system, there is an adequate safety back-up to protect the user. Therefore, when a rope access technician is to be in tension or suspension, there should be at least two independently anchored lines, one primarily as a means of access.
l) An efficient communication system should be established between all rope access technicians in the team and, where necessary, third parties any communication system i.e. radios, telephone must also be tethered at all times.
m) A wind speed of 15MPH must never be exceeded in any individual area. However this must be monitored as specific areas will have different wind readings. (it is up to the supervisor to monitor all wind speeds for all areas. Hand held anemometer’s must be used by all operatives and checked by the supervisor on a regular basis.
n) Rope should be bought to the adequately required length and unless specified by the manufacture NO ropes are to be tampered with from receipt of manufacturer. I.e. cut ropes from reels are not permitted.
o) Wherever possible, anchor lines should be rigged so that they hang free and do not come into contact with hazardous surfaces, e.g. edges or abrasive or hot surfaces, at any time during the rope access activity. Where this cannot be done, e.g. where it is not possible to arrange a natural free hang or use deviations or re-anchors, it is essential that anchor lines are suitably protected against the hazard. This can be achieved in various ways, e.g. by the use of edge protectors such as rollers; metal edge plates; edge

padding, or by anchor line protectors such as a textile sheath which encapsulates the anchor line, or by a combination of both types of protector.

p) All working at height equipment must have EC markings and certificates to identify each type of equipment (this must also include all ropes).
q) An annual medical is required for all rope access operatives.
r) Emergency rescue refresher training must be provided on a 6 monthly basis.

Examinations and inspection

- The operative will conduct a pre-use check at the start of each shift and record their findings. This includes all ropes, harnesses, lanyards, carabiners etc.
- A weekly inspection must be carried out by an IRATA Level 3 supervisor and recorded. This includes all ropes, harnesses, carabiners etc.
- All anchor points (temporary or permanent) must be tested and tagged.
- A thorough examination for all equipment must be carried out on a 6 monthly basis.
- Rope equipment used for work in accordance with EN 365 must be inspected by a competent trained person, in close observance of the instructions at least every 6 months and replaced if necessary. The results of this inspection should be recorded and available for all ropes on site.
- BH Manager must audit abseiling activities, using this document as guidance. If the BH Manager has any queries on the activity taking place, they should contact the H&S Department.

Competence

- All operatives must have a minimum of IRATA Level 1 training. Where evidence of this cannot be provided, the operative should not be allowed access to site.
- A minimum of 1 IRATA Level 3 Trained Operative must be provided for each gang.
- Manual handling training is mandatory for all operatives carrying out rope access activities.
- The BH Site Manager overlooking all works, must have an understanding of the requirements involved in abseiling works.
- Only a competent trained person (IRATA Level 3 certified) is to carry out a record of thorough examination on lifting equipment and rope equipment on a 6 monthly basis. Relevant training certificates of the competent trained person must be provided to BH for review.

14. Management of Plant and Equipment Procedure

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
06/03/14	1	New procedure
8/11/2016	1.1	Added section on visibility of plant
20/03/18	1.2	Amended Risk Assessment section to include Fitness to Operate Plant, additional PPE for banksman
01/04/22	1.3	Removal of reference to slings. References update including the new SRS for management and safe use of knives

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure sets out the arrangements for the management and use of work equipment when working on a Berkeley project. The aim of the document is to provide a clear procedure to allow Berkeley site teams to discharge their duties under The Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Berkeley Group Health and Safety Standards relating to the use of work equipment.	The Provision and Use of Work Equipment Regulations 1998	
2.0	**Scope**		
2.1	Work equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment which employees provide for their own use at work. The use of work equipment is also very widely interpreted and '...means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning'. As the scope of PUWER is wide and the variety of equipment it covers is extensive it, in general terms, requires that equipment provided for use at work is: 1. Suitable for the intended use 2. Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case 3. Used only by people who have received adequate information, instruction and training 4. Accompanied by suitable safety measures, e.g. protective devices, markings, warnings	HSE website HSE guide to PUWER 1998)	
3.0	**Definitions**		
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum members; • Berkeley Homes (East Thames) Ltd • Berkeley Homes Capital • Berkeley Homes (West London) Limited • Berkeley Homes (Central London) Limited • Berkeley Homes (Urban Development) Limited • St Edward Homes		

Item	Details	Reference	Responsibility
3.2	**PUWER** – The Provision and Use of Work Equipment Regulations 1998		
4.0	**Main requirements**		
4.1	**General** A number of accidents can arise from the use of work equipment; however, the risk of this occurring is dependent on the correct use, design and maintenance of the equipment. PUWER covers almost any equipment used at work, including: a) Hand tools such as hammers, knives, handsaws b) Single machines such as drilling machines, circular saws and Telehandlers c) Lifting equipment such as hoists, block and tackle, elevating work platforms d) Other equipment such as ladders, pressure water cleaners, podiums, alloy towers e) An installation such as a series of machines connected together Project management teams, in conjunction with all associated subcontractors, must make arrangements for suitable maintenance, inspection, information, instruction and training for all work equipment. For additional guidance see BL-F-14a Frequency of PUWER Inspections.	BL-F-14a Frequency of PUWER Inspections	
4.2	**Suitability of work equipment** All work equipment must be assessed for its suitability. An assessment of the suitability of work equipment should include three related aspects: 1. It's integrity (i.e. it must be safe for use in terms of its construction or adaption). 2. The place where it will be used (e.g. electrical equipment is not normally suitable for wet or flammable atmospheres unless it is designed for that purpose). 3. The purpose for which it will be used (e.g. a screwdriver should not be used as a hammer or chisel). Berkeley project teams and subcontractors' management must ensure that the work equipment is suitable for its designed use and the conditions in which it is used. Work equipment must not be used by any unauthorised operators or by operators for whom it is unsuitable, if there is an associated hazard with the use of specific equipment, systems must be developed to prevent unauthorised access. **Mini Dumpers and Excavators** Dumpers and excavators under 2t are only permitted when a specific Risk Assessment and Method Statement is produced demonstrating that larger plant cannot be used and specific training is in place for the use of these items. This risk assessment shall be signed off by a Project / Production Director. **Visibility whilst using plant** All plant working in the proximity to pedestrians should have the operating visibility reviewed and appropriate actions taken. This is particularly important when proposing to use plant with restricted visibility, such as forward tipping dumpers, telehandlers, side-loaders, etc. Banksman should have additional PPE including lights (halo) on their helmet so that they are visible to machine operators during poor lighting conditions.		Subcontractors' management Berkeley management
4.3	**Maintenance** The frequency of maintenance activities will depend on several factors including:		Subcontractors' management Berkeley management

Item	Details	Reference	Responsibility
	• The type of equipment being used (e.g. lifting equipment, hand tools, plant, etc.) • Intensity of use - frequency and maximum working limits. • The environment in which it is used - outdoors or indoors? • The variety of operations - is equipment performing the same task continuously or does this change? • Risks to health and safety from malfunction or failure Ensure that where the safety of work equipment depends on the installation conditions, it is inspected by a competent person to ensure it has been installed correctly and is safe to operate: 1. After installation and before being used for the first time 2. After assembly at a new location or alteration Guidance on the installation and frequency of maintenance activities will normally be detailed in the manufacturers' instructions, or in the information leaflet from a hire company.		
4.4	**Inspection** The purpose of an inspection is to identify whether the equipment can be operated, adjusted and maintained safely and that any deterioration (such as defect, damage or wear-and-tear) can be detected and remedied before it results in unacceptable risks. The majority of work equipment on Berkeley sites is owned and operated by Contractors. Project Management Team should discuss the requirements of this procedure with contractors prior to them starting work on site in order to establish how they intend to comply with the requirements of PUWER and this management procedure. Ensure that work equipment that is exposed to conditions causing deterioration liable to result in dangerous situations is inspected to ensure health and safety conditions are maintained and that any deteriorations can be detected and remediated in good time. All inspections records must be issued to Berkeley each week in the Friday Pack or available for inspection at any time on-site by Berkeley project management. Reference BL-P-10 Management of Construction Operations. Guidance on the frequency of inspection activities is detailed in **BL-F-14b Frequency of PUWER Inspections** and in the manufacturers' instructions, or in the information leaflet from a hire company.	BL-P-10 Management of Construction Operations BL-F-14b	Subcontractors' management Berkeley management
4.5	**Information and instruction** Under the requirements of PUWER and this procedure, management staff must make available all relevant safety information and, where appropriate, written instructions on the use of work equipment to their workforce. This material must be provided to maintenance workers and supervisors as well as operators. Workers must have easy access to such information and instructions as well as be able to understand and use them. Instructions can be from suppliers, in-house documents or from training courses, may be verbal or written and may be in a range of formats from instruction sheets to warning labels to training manuals. The form that instruction takes therefore depends on the complexity of the equipment. Information and instructions must cover: • Health and safety aspects arising out of the use of work equipment • Any limitations on these uses • Any foreseeable difficulties that could arise and the methods to deal with them • Any important safety considerations that have been learned from experience		Subcontractors' management Berkeley management

Item	Details	Reference	Responsibility
4.6	**Training** All persons using work equipment must be given training for reasons of health and safety, particularly covering safe methods of use. Such training must be provided to supervisors and managers as well as operators (where relevant). Training will, generally though not in every instance, be necessary: • On recruitment • When new technology or equipment is introduced • If the system of work changes • As a refresher The nature of the training will depend on the job, the equipment and the experience of the employee with the key aim to achieve competency, e.g. • Particular care must be taken in the training and supervision of young people, taking into account lack of experience, lack of awareness and immaturity. • Self-propelled work equipment must only be driven by appropriately trained competent drivers.		Subcontractors' management Berkeley management
4.7	**Ergonomics** When selecting work equipment, employers should take account of ergonomic risks. Ergonomic design takes account of the size and shape of the human body and should ensure that the design is compatible with human dimensions. Operating positions, working heights, reach distances, etc. can be adapted to accommodate the intended operator. Operation of the equipment should not place undue strain on the user. Operators should not be expected to exert undue force or stretch or reach beyond their normal strength or physical reach limitations to carry out tasks. This is particularly important for highly repetitive work.		
4.8	**Risk assessing equipment** When identifying the risks, consider: 1. All the work which has to be done with the equipment during normal use and also during setting-up, maintenance, repair, breakdowns and removal of blockages 2. Who will use the equipment, including inexperienced workers, workers with language difficulties, new starters, people who have changed jobs within the company or those who may have particular difficulties, e.g. those with impaired mobility or poor readers. 3. Young people, who may be inexperienced and lack knowledge or awareness of existing or potential risks. 4. Whether guards or safety devices are poorly designed and inconvenient to use or are easily defeated (this could encourage workers to risk injury); the type of power supply, e.g. electrical, hydraulic or pneumatic - each type has different risks and ways to control them. 5. Additional standards of PPE for operatives working in close proximity to plant. 6. Exclusion of operatives from plant movement areas. 7. Medical Fitness to Operate plant must be implemented. 8. Use of personal CCTV for Banksman, traffic marshal etc.		Supply chain management Berkeley management

Item	Details	Reference	Responsibility
	9. Use of HALO for certain situation, ie poor light conditions, adverse weather. 10. Inspection regime which needs to be carried out.		
4.9	**Protection against specific hazards** PUWER requires employers to take measures to ensure that the exposure of a person using work equipment to any risks to their health and safety from any hazard given below is either prevented, or, where that is not practicable, adequately controlled: 1. A suitable risk assessment should be provided for the equipment being used by the contractor and this must take into account the type of training, level of experience and environment. In particular the use of abrasive wheels where fire and ejected material must be considered. 2. Refer to the new Safety Requirement Sheet for the management and safe use of knives. BL-SRS-14b-Management and safe use of knives. 3. Pressurised containers such as LPG cylinders, air receivers must be used / stored/inspected according to manufacturer's recommendations. Note: prevention should be achieved as far as possible other than by the provision of personal protective equipment, information, instruction, training and supervision.		Subcontractors' management Berkeley management
4.10	**Medical Fitness to Operate** All plant operators shall have their Medical Fitness to Operate plant assessed in line with the document, 'Medical Fitness to Operate Construction Plant, CPA Strategic Forum Good Practice Guide, CPA 1301'. Evidence of this shall be provided prior to commencing their work activity. Fitness to operate / Plant Operators Medicals to be provided by operators GP / Contractors medical provider prior to commencing works. Self-certification will not be accepted. If a Medical Fitness to Operate is required for Berkeley staff, Everwell Occupational Health can provide this service : 01270 767880.		Contractors Project Management
5.0	**Guidance documents and references**		
5.1	• L22 – Safe use of work equipment. Approved Code of Practice and guidance. • ISBN 978 0 7176 6295 1 • HSE. (1999). Simple guide to the Provision and Use of Work Equipment Regulations 1998 Leaflet INDG291 • The Use of Work Equipment Directive 2009/104/EC • HSE. (1998). Hiring and leasing out of plant: application of PUWER 98, Regulations 26 and 27 MISC156 • CPA Good Practice Guide - Safe Use of Concrete Pumps. • CPA Good Practise Guide - Plant Safety Group • CPA Good Practice Guide - Medical Fitness to Operate Construction Plant • BL-F-14b – PUWER Record • BL-F-14c – Dumper Checklist • BL-F-14d – Excavator Checklist		

Item	Details	Reference	Responsibility
	• BL-SRS-14a – Frequency of PUWER Inspections • BL-P-10 Management of Construction Operations. • BL-SRS-14b-Management and safe use of knives		
6.0	**Appendices**		
6.1			

14a Frequency of PUWER Inspections

Frequency of PUWER Inspections						
	Daily Visual	7-Day Inspection Record	3-Monthly Examination	6-Monthly Inspection	Annual Inspection	Notes
110V electrical power tools, cables and transformers	✓	✓	✓			All electrical power tools are to carry a unique ID number and be checked, tested and tagged before issue and first use on site. A regular inspection and maintenance schedule must be adhered to, with daily visual checks by the operator and at least 3-monthly checks by a Portable Appliance Testing (PAT) Technician, following the IEE Code of Practice for Portable Appliance Testing. A copy of the PAT results and Certificate of Test are to be issued to site. Any defective power tools are to be immediately withdrawn from use and notified to the company site supervisor. When operatives report a defect on the Weekly PUWER Inspection Form defective tools are to be checked, repaired or deemed 'unserviceable' by the site technician. All repaired tools and cables must be re-tested.
Working platforms (MEWP's)	✓	✓		✓		All MEWPs must undergo a daily check and weekly recorded inspection. Inspection tags will be placed on all MEWPs highlighting the last inspected date. MEWP's must only be inspected by an IPAF / CPCS trained operative. Refer to BL-SRS – MCWP for more details.
Mobile tower scaffolds, ladders, step ladders & hop-ups	✓	✓				The assembly, alteration and dismantling of mobile tower scaffolds must only carried out by fully trained and competent PASMA trained operatives, who hold a current certificate. Any working platform failing to pass inspection is to be deemed "un-serviceable" until missing or faulty components are replaced. Inspection tags will be placed on all mobile towers highlighting the last inspected date. Ladders & step-ladders failing to pass inspection are to be automatically deemed "un-serviceable" and are withdrawn from further future use. Inspection tags will be placed on all ladders, step ladders and hop ups highlighting the last inspected date.
Hand tools	✓	✓				The inspection and maintenance of personal hand tools is the responsibility of the operative. All inspections must be recorded weekly.
Air-powered equipment	✓	✓				All air-powered equipment must carry a unique ID number and are cleaned, checked & tested before issue and first use on site. The inspection and maintenance of air-powered equipment is the responsibility of the operative. The Manufacturer's Instructions under the maintenance and inspection section must be understood and complied with especially the type of inspection required on the air receiver.
Fuel-powered equipment	✓	✓				All fuel-powered equipment must carry a unique ID number and are cleaned, checked & tested before issue and first use on site. A regular maintenance schedule with daily visual checks, weekly checks is to be completed by the operator. The Manufacturer's Instructions under the maintenance and inspection section must be understood and complied with.
Gas-powered equipment	✓	✓			✓	All gas-powered equipment must carry a unique ID number and are cleaned, checked & tested before issue and first use on site. A regular maintenance schedule with daily visual checks, weekly checks is to be completed by the operator. The Manufacturer's Instructions under the maintenance and inspection section must be understood and complied with.
360° excavator	✓	✓			✓	All excavators must undergo a daily check and weekly recorded inspection. Excavators must only be inspected by an NPORS / CPCS trained operative.

						The Manufacturer's Instructions under the maintenance and inspection section must be understood and complied with.
Goods hoist	✓	✓	✓			Test before first use and after re-erection. Daily check and weekly recorded inspection. 3-monthly thorough examinations must be carried out by a competent individual. Certificates of TE are to be kept on site.
Passenger hoist	✓	✓	✓			Test before first use and after re-erection. Daily check and weekly recorded inspection. 3-monthly thorough examinations must be carried out by a competent individual. Certificates of TE are to be kept on site.

Piling rig	✓	✓			✓	Test before first use, after re-erection. Daily check and weekly recorded inspection. The Manufacturer's Instructions under the maintenance and inspection section must be understood and complied with.
Forklift	✓	✓			✓	All Forklifts must undergo a daily check and weekly recorded inspection. Forklifts must only be inspected by a CPCS trained operative. The Manufacturer's Instructions under the maintenance and inspection section must be understood and complied with.
Concrete pumps	✓	✓			✓	The Provision and Use of Work Equipment Regulations 1998 (PUWER) require that work equipment (including concrete pumps) is inspected at regular intervals. The Manufacturer's Instructions under the maintenance and inspection section must be understood and complied with.
Dumper / ride on roller	✓	✓			✓	All excavators must undergo a daily check and weekly recorded inspection. Excavators must only be inspected by an NPORS / CPCS trained operative. A minimum of an annual thorough examinations are to be carried out. Where Manufacturer's Instructions under the maintenance and inspection section are less than 1 year, inspections to be carried out as per guidance from the manufacture.
Mast Climbers	✓	✓	✓			Daily check and weekly recorded inspection. 3-monthly thorough examinations must be carried out by a competent individual.
Mobile Equipment i.e. Pallet trucks, Trollies, Skates etc.	✓	✓				All Mobile equipment must undergo a daily check and weekly recorded inspection. Inspection tags will be placed on all Mobile equipment highlighting the last inspected date.

BL-SRS-14b

Management and Safe Use of Knives

Berkeley Designed for life St Edward Designed for life

Introduction

Knives are used by all trades to carry out a wide range of work activities on site. Within construction, there have been a number of incidents where the use of knives have resulted in injuries.

Knife injuries often happen when the knife slips during cutting or trimming. In most cases the blade comes into contact with the other hand causing a laceration to the hand and/or fingers. Injuries can also occur to other parts of the body including the knife hand itself.

Knives are classed as work equipment and must be suitable for the task it is being used for as required by the Provision and Use of Work Equipment Regulations (PUWER). All employers have a duty under the Management of Health and Safety at Work Regulations to identify the hazards, assess the risk of harm and implement the necessary controls to minimise knife injuries. As such all trades must carry out a thorough risk assessment which takes into account all items in the following standard.

The Standard

1. Elimination

Where possible, try to eliminate or reduce the use of knives from all or part of the task. Once you have identified situations where it is possible to eliminate the use of knives it is likely there will still be some tasks left where they will be used. The following items outline what should be done to manage the risks of using knives in the workplace.

2. Knife Specification

Where it has not been possible to eliminate the use of knives you will need to consider the right knife for the task being undertaken. It may be that a number of knives will be used for a range of different tasks. Knife types can be broadly grouped into several categories (see table opposite).

As well as considering the type of knife to use there are a number of other factors to consider when selecting a knife including:

- The length of blade required – select the shortest needed to carry out the cut
- The characteristics of the blade e.g. hardness, depth, thickness, round-ended etc.
- The construction material and durability i.e. will the knife withstand the pressures on the cut
- The ergonomic considerations e.g. left/right-handed user, length of time of use, position/angle of cut, provision of proper cutting platform etc.

3. Spare Knives/Blades

It is essential that spare knives and blades are always readily available if operatives are to be able to use the correct tool for the job. You should have proper management arrangements for stock control and issue.

4. Safe Storage

It is important to prevent situations where knives are left lying on work benches/surfaces or where individuals carry them in their hands from one place of work to another. Poor practice of leaving exposed blades on a work surface or allowing employees to wander with exposed blades can lead to injuries. You should:

- Provide suitable storage facilities e.g. racks, slots, boxes etc. adjacent to the place of work
- Allocate suitable belts, sheaths or holsters to employees who need to move around carrying knives
- Provide used blade disposal points e.g. sharps containers or personal blade collection boxes

The carriage of knives in the pocket or in the hand from one place of work to another is strictly prohibited.

Name	Description	Example
Fixed Blade	A knife that does not fold or slide and is typically stronger due to the tang (the extension of the blade into the handle) and lack of moving parts	
Folding Blade	A knife where the blade is sheathed in the handle when it is not in use and folded out for cutting	
Manual-Retractable Blade	A knife that generally has several blade positions that are lockable to give the user a number of options in setting the length of the exposed blade to the required cut depth	
Auto-Retractable Blade	A knife that has a spring-loaded mechanism activated via a slider or button. Once the blade leaves the material being cut it automatically and retracts into the handle immediately.	
Concealed Blade	A knife designed to conceal the blade edge from the possibility of person injury. These cutters have changeable blades.	
Scraper Blade	A tool that has a small handle and a metal or plastic blade for scraping	

5. Working Environment

The working environment can have a major impact on the safe use of knives. Following these basic housekeeping rules will help to keep people safe when using knives:

- Make sure the floor surface is even and provides sufficient slip resistance
- Provide containers for waste materials
- Keep floors and work surfaces free of debris and production waste
- Clean up spillages promptly

Each person using a knife should have enough working space to move freely and allow them to operate in a safe manner without endangering themselves or others. Work surfaces should be set at a comfortable height for the individual to work at and the item being cut should be stable and well supported. Adequate lighting should also be provided.

6. Personal Protective Equipment

Employers have duties concerning the provision and use of PPE at work. However, PPE should only be used as a last resort when all other ways to eliminate or reduce the risks have been considered. You should make sure users of PPE – in this case, hand protection – are instructed and trained in its use and that it is maintained, stored and cleaned appropriately and available at all times. Consideration should be given to the availability of spares and replacement.

Berkeley's policy requires mandatory hand protection at all times when risk assessment requires the use. All gloves used on site must be in accordance with a colour-coded 'Traffi' type to indicate levels of cut protection. All trades are expected to specify the wearing of the glove with the highest level of cut protection in their risk assessment for the use of knives. Where applicable, the risk assessment should also confirm if protection for the arm will be required.

7. Instruction and Training

Operatives need to be given adequate instruction in safe working practices so that they are not a danger to themselves or others. This general rule is applicable particularly to the use of knives. Training should cover as a minimum:

- The general use, care and maintenance of knives including typical accidents, cutting away from the body and the danger of blunt knives
- What checks need to be carried out prior to knives being used and what to do if defects are found
- The correct tool and PPE for each task to be performed
- The correct way of working and any safe operating procedures that need to be followed e.g. use of holsters, frequency of blade changes etc.
- The rules covered by this standard e.g. no carriage of knives in the pocket, user checks etc.

8. Checking and Monitoring

As with any other tools in the workplace, knives should be checked periodically to make sure they are safe to use. This should include user checks at the start of the shift to ensure it is functioning correctly and there are no obvious defects such as blunt blades etc. Weekly inspections should also be carried out on all knives and records included in the Friday Pack submission.

9. Supervision

Adequate supervision is essential to ensure the requirements of this standard is complied with. Contractor site managers and supervisors are responsible for ensuring that knives are used safely when putting their operatives to work.

When undertaking TASK card checks, Berkeley managers will expect to see that the use of knives has been accounted for during TASK cards completion at the workplace prior to the commencement of work.

Enforcement

Any departures from this standard identified during Berkeley health & safety inspections and audits will result in AMBER/RED item observations (depending on severity of breach) being raised against the offending contractor as well as the appropriate disciplinary action (YELLOW or RED card, where applicable) being taken on the individual.

15. Fire Safety and Emergency Planning

Contents

Revision Register

Revision Register		
Date	Version	Description - Reason for change
23/04/2014	1	New Procedure
16/01/2015	1.1	Change fire plan, add emergency response section
15/10/2015	1.2	Replaced references to CDM2007 and CDMC with PD / CDM 2015 – TLC
11/11/2015	1.3	Included requirement for Fire engineer to be degree qualified - TLC
05/03/2018	1.4	Update in line with Group Standards review
25/02/2019	1.5	Added 'Terrorist Activity' to list of emergency situations – BLF, BSE references
01/04/2022	1.6	Design Phase table and training requirements included.

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure sets out the minimum Fire Safety requirements required by personnel working for or on behalf of Berkeley, or entering construction areas under the control of Berkeley. This procedure is provided to give guidance to those involved in the development, management and application of fire safety standards on construction sites. It will also support those with legal responsibilities under the Construction (Design and Management) Regulations and the Regulatory Reform (Fire Safety) Order 2005. It also outlines the requirements for preparing for and responding to a Major Incident.	CDM Regs Regulatory Reform (Fire Safety) Order 2005	
2.0	**Scope**		
2.1	This procedure applies to all Berkeley operations.		
2.2	Where Berkeley is the Client only, the Principal Contractor shall set standards which are equal to or higher than those outlined in this procedure.		
3.0	**Definition**		
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum Member: • Berkeley East Thames Ltd • Berkeley Homes Capital • Berkeley St Edward		
3.2	**Major Incident** A major incident will include but not be limited to the following: • Serious injury or fatality on site; • Serious Injury to a member of the public; • Collapse of structure causing significant damage/disruption or which may involve casualties;		

<table>
<tr><th>Item</th><th>Details</th><th>Reference</th><th>Responsibility</th></tr>
<tr><td></td><td>• Tower crane collapse or mobile crane overturn;
• Major fire;
• Major flood;
• Explosion;
• Terrorist activity
• Significant ordnance find
• Any other incident/event which has significant implications.</td><td></td><td></td></tr>
<tr><td>4.0</td><td>Main requirements</td><td></td><td></td></tr>
<tr><td>4.1</td><td>Design Phase</td><td></td><td></td></tr>
<tr><td></td><td>In most cases, projects must appoint a specialist construction fire engineer to carry out fire engineering services as detailed below. Where one is not appointed then this must be approved by the Director Responsible for Health and Safety. This engineer should be appointed at the start of the design process.
<table>
<tr><th></th><th>Fire strategy requirement</th><th>Fire Risk Assessment requirements</th><th>Fire safety audit requirements</th></tr>
<tr><td>High Risk Projects:
Any refurbishment project over 3 storeys and/or;
Any demolition project over 3 storeys and/or;
Any other project over 8 storeys and/or;
Any development where the basement will be used for storage, welfare or accommodation
Any partially occupied building (either in the future or at present). This includes work on commercial premises with occupied residential above.</td><td>A fire strategy shall be produced by a suitably qualified and experienced construction fire engineer.</td><td>An initial Fire Risk assessment must be produced by the appointed construction fire engineer.
The Fire Risk Assessment must be maintained by a Berkeley Fire Co-Ordinator.</td><td>The appointed construction fire engineer must attend site at least every 3 months to:
1. Review and update the Fire Strategy
2. Review the fire risk assessment and provide advice on any updates that are required
3. Conduct a full site review and provide a written report detailing any improvements that are required.</td></tr>
<tr><td>Medium Risk Projects:
Any refurbishment project over 3 storeys and/or;
Any demolition project over 3 storeys and/or;
Any project over 3 storeys, up to 8 Storeys and/or;
Any development where a basement exists, but is not used for storage or welfare / office accommodation.</td><td>A fire strategy shall be produced by a suitably qualified and experienced construction fire engineer.</td><td>An initial Fire Risk assessment must be produced by the appointed construction fire engineer.
The Fire Risk Assessment must be maintained by a Berkeley Fire Co-Ordinator.</td><td>The appointed construction fire engineer must attend site at least every 6 months to:
1. Review and update the Fire Strategy
2. Review the fire risk assessment and provide advice on any updates that are required
3. Conduct a full site review and provide a written report detailing any improvements that are required.</td></tr>
<tr><td>Low risk projects:
Any project that does not contain one of the elements described in ‘Medium Risk’ or ‘High Risk’.</td><td>A fire strategy shall be produced by a suitably qualified and experienced construction manager.</td><td>An initial Fire Risk assessment must be produced by a Berkeley Fire Risk Assessor
The Fire Risk Assessment must be maintained by a Berkeley Fire Co-Ordinator.</td><td>The Berkeley Fire Risk assessor must conduct a full site review and provide a written report detailing any improvements that are required on a monthly basis.</td></tr>
</table></td><td></td><td>Fire Engineer / BH Fire Risk Assessor</td></tr>
</table>

Item	Details	Reference	Responsibility
	Fire Strategy Each project must ensure that a Fire Strategy Document is prepared by the specialist Construction Fire Engineer during the preparation of the planning drawings and developed during detailed design. The document should provide guidance to Berkeley in meeting our fire safety obligations under the Construction (Design and Management) Regulations 2015 (CDM) and the Regulatory Reform (Fire Safety) Order 2005. It must identify measures which will serve to assist with reducing the likelihood of fire, ensuring an adequate level of safety for both employees and members of the public, preventing fire spread to adjacent occupied buildings and providing suitable firefighting access and water supplies. Following issue of the strategy, it will be the responsibility of Berkeley to ensure that day-to-day monitoring of the fire strategy. The fire engineer must provide a review of the fire strategy and conduct further fire safety audits at key junctures of the development.		
4.2	**Construction Phase**		
	The responsible person must— (a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and (b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe The Project Leader is responsible for ensuring a competent person is nominated as a fire co-ordinator. The Fire Co-ordinator is responsible for ensuring a site-specific Fire Plan BL-F-15a Fire Plan is developed and a Fire Risk Assessment is carried out by a competent person. BL-F-15b Construction Fire Risk Assessment Template should be used to report the findings of the FRA. Both the BL-F 15a and BL-F-15b should be reviewed on a minimum of 3 monthly basis. The Fire Plan must include the requirements of the below guidance and be maintained with all relevant supporting documents: • The Regulatory Reform (Fire Safety) Order 2005 • Joint Code of Practice Fire Prevention on Construction Sites • HSG168 Fire Safety In Construction The Plan will cover as a minimum: • **Fire risk assessment** • **Appointment of project fire marshals / other key personnel.** • **Emergency planning and fire evacuation plan including Fire and Rescue Service liaison and creating and maintaining 'Grab Bags'** • **Fire warning system.** • **Means of escape.** • **Means of fighting and preventing spread of fire.** • **Hot works.** • **Storage of combustibles, flammable liquids, LPG and waste materials.** • **Electrical and gas supplies and isolation points.** • **Site accommodation (temporary and or permanent buildings).** • **Fire safety training.** • **Dry/wet risers (if applicable).** • **Frequency of reviews and revisions.**		Project Leader

Item	Details	Reference	Responsibility
4.3	**Roles and Responsibilities**		
	Construction & Permanent Works Fire Engineer A fire engineer, by education (degree qualified in an appropriate Fire Engineering qualification), training and experience will understand and review the following: • The nature and characteristics of fire and the mechanisms of fire • The spread and the control of fire and the associated products of combustion • How fires originate • The spread within and outside buildings / structures • How fire can be detected, controlled, and / or extinguished • Anticipate the behavior of materials, structures, machines, apparatus, and processes as related to the protection of life, property and the environment from fire, • Understands the interactions and integration of fire safety systems in buildings, industrial structures and similar facilities • Will make us of all of the above and any other required knowledge to undertake the practice of fire engineering. Consideration should be given to the employment of the Fire engineer to visit site to conduct inspections on a regular basis. Normally these visits will occur every three months. **Fire Safety Coordinator** The Fire Safety Co-ordinator will ensure: • All procedures, precautionary measures and safety standards as laid down in the site fire safety plan are clearly understood and complied with by all those on the project. • All precautionary measures and safety standards detailed in this Construction Phase Fire Plan are clearly understood and complied with by all those on site. • That the Hot Work Permit system is properly implemented on site through the issue of Hot Work Permits, and adequately monitored to confirm compliance. • Weekly checks of all fire-fighting equipment, escape routes, Fire & Rescue Service access, firefighting facilities, test of all alarms and detection systems are carried out, and documented. • That arrangements are in place for calling the Fire & Rescue Service. • Regular liaison with the local Fire & Rescue Service, including arranging site inspections and familiarisations, where necessary. • Provide instructions to gatemen, security guards and other persons required to perform duties during an emergency situation. • A maintenance regime for fire protection equipment is established, including the retention of written records of checks, inspections and tests. • During an alarm, those duties required for the safe evacuation of the site are executed, and all staff and visitors report to the assembly point. • Ensure that periodic evacuation drills are carried out and recorded. • That a fire safe working culture is developed and promoted at all times. • Ensure any actions arising from the Fire Engineer visits are adequately addressed and closed out **Fire Marshal** The fire marshal should be full-time, but otherwise preferably combining this duty with other relevant tasks, such as maintenance of fire systems. However, where circumstances dictate a part-time role, it is essential that the fire marshal(s) are afforded sufficient time to execute their fire safety duties. They should be adequately trained so as to be competent in fire safety matters and have sufficient status and authority for the effective execution of their duties and responsibilities. Each fire marshal should be appointed.		Fire Engineer Fire Safety Co-ordinator Fire Marshal

<table>
<tr><th>Item</th><th>Details</th><th>Reference</th><th>Responsibility</th></tr>
<tr><td></td><td>The Fire Marshal will ensure:

1. Fire provisions and precautions required by this Project Fire Plan are implemented and maintained within their area of responsibility;
2. Complete and record weekly inspections & tests of fire provisions and precautions within their area of responsibility;
3. Conduct daily inspections of fire exit/escape routes, fire service access routes, fire-fighting facilities, work areas and monitor the requirements laid down in the Project Fire Plan.
4. During an alarm, execute those duties required for safe evacuation of the site, and ensure that staff, contractors and visitors report to the assembly point(s).</td><td></td><td></td></tr>
<tr><td>4.4</td><td>Training Requirements</td><td></td><td></td></tr>
<tr><td></td><td>The below table provides guidance on the minimum required training whilst working on a Berkeley project within the below roles.

<table>
<tr><th>Role</th><th>Training</th><th>Method</th></tr>
<tr><td>Fire Coordinator / Deputy</td><td>Safety Fire Coordinator Module 2</td><td>Internal training provider via LMS</td></tr>
<tr><td>BH Construction Site Managers / Permit Issuers</td><td>Fire Risk Management in Construction Module 1</td><td>Internal training provider via LMS</td></tr>
<tr><td>Fire Marshal</td><td>Fire marshal training</td><td>External Training Provider</td></tr>
<tr><td>Operatives carrying out hot works</td><td>Fire awareness training</td><td>External Training Provider</td></tr>
<tr><td>Security, Traffic Marshalls, Gatemen or other persons carrying out duties during an emergency</td><td>Induction and briefings on the Fire Procedures and reviews</td><td>Internal communication</td></tr>
</table></td><td></td><td>Fire Safety Co-ordinator</td></tr>
<tr><td>4.5</td><td>Hot Works</td><td></td><td></td></tr>
<tr><td></td><td>Hot works must be avoided where reasonably practicable. Where it is not reasonably practicable to avoid hot works then they must be controlled via a permit system using BL-F-15c Hot Work Permit.

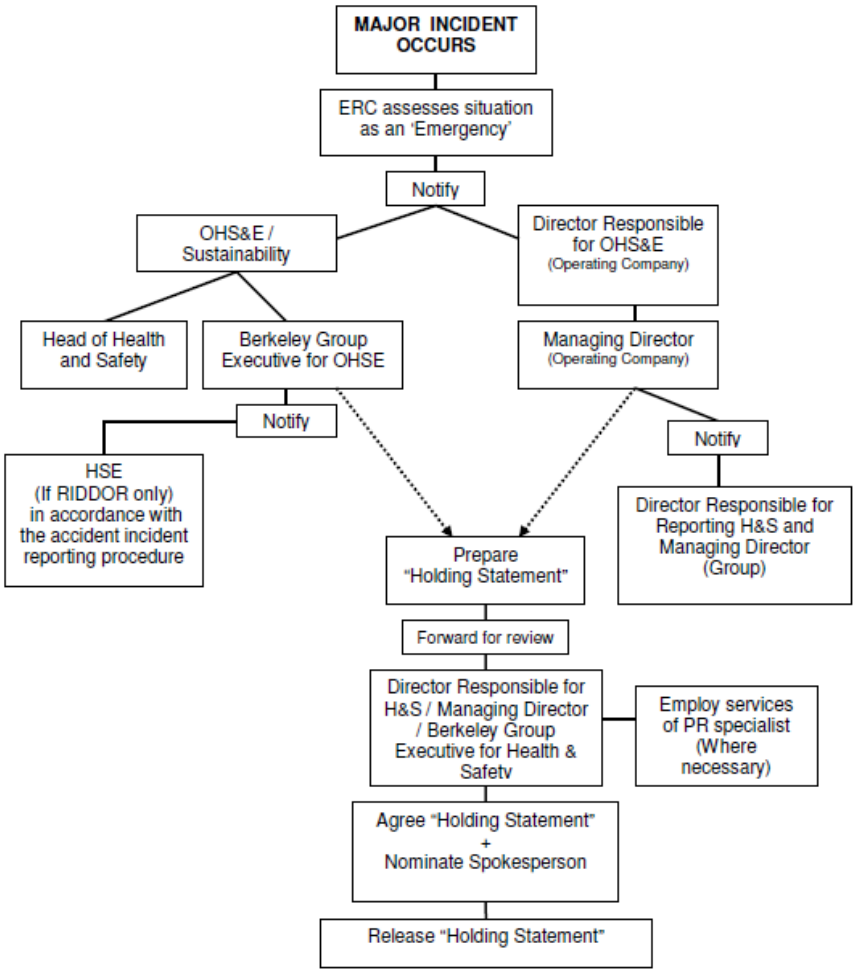
Ensure that before any work commences a ‘Hot Work Permit’ is issued by the Principal Contractor and the requirements of the permit are understood and implemented including:

1. Identification of any combustible materials and control measures to protect them.
2. Firefighting provision available when work is being carried out.</td><td></td><td>Fire Safety Co-ordinator</td></tr>
</table>

Item	Details	Reference	Responsibility
	3. A fire watch is to be carried out during and for a period after the works have been completed. 4. Raising the alarm in case of emergency.		
4.6	**Partial Occupation**		
	Partial Occupation strategy should be developed by a specialist permanent works fire engineer taking account of • The prevailing site conditions, particularly in terms of the design, building characteristics and the method of occupation. • Issues of preventing customers from accessing areas of the building under construction. • Floor plans are drawn up setting out the Partial Occupation Strategy and anticipated dates. • Interface with other occupiers • A formal approval which will be required by the Building Control Authority in the form of a letter or certificate, confirming that they are happy with the strategy and for the Building to be occupied in the manner set out, is available (this should be prepared ahead of first occupation). • A partial occupation checklist and inspection record. The partial occupation strategy document should be formally signed off by the project team and reviewed at pre-determined regular intervals, based on project specific requirements. The document will is to be maintained with all relevant supporting documentation. On completion of the strategy, the ERP will ensure on occupied sites, liaison and agreeing emergency procedures with other occupiers takes place.		Permanent works Fire Engineer
4.7	**Post Construction**		
	A Handover File must be produced, details of the contents of this file will be provided by your project Principal Designer. This will form part of the CDM Health & Safety File / Homeowners Pack setting out the maintenance requirements and emergency procedures for the life of the building, and, as information for the Managing Agent (where applicable) and / or end user. The document will is to be maintained with all relevant supporting documentation.		Project Leader
4.8	**Non-Construction Activities**		
	For fire management of all Non Construction Activities please reference **BL-P-18 Non-Construction Activities & Operations**		
4.9	**Emergency Response**		
	This procedure has been developed to assist the business to deal with any serious incident in a professional, organised manner. **Emergency Response Coordinator (ERC)** Each site will nominate a responsible person to act in the role of Emergency Response Coordinator (ERC). (normally the most senior member of staff based on the site) There must be an ERC on site at all times during construction works and they must be familiar with the requirements of this procedure. The ERC must nominate a deputy to stand in as the ERC during any time that the ERC is away from site. He or she will be responsible for ensuring that all subcontractors, staff, on-site visitors and others adhere to the appropriate emergency response procedures as stated in this procedure and associated emergency plan.		ERC

Item	Details	Reference	Responsibility
	Immediately following any major incident, Berkeley Home's priorities are for the health, safety and welfare of those affected the wellbeing of all other site staff and the public, and for the local environment. **Planning for an Emergency – Emergency Response Plan (ERP)** An emergency response folder will be collated containing the completed Emergency Response Plan (EPRP) and associated documents. Form **BL-F-15g - Emergency Response Plan** provides a template for the Plan, as well as a checklist to ensure all required activities are carried out during the course of an emergency. This document should be completed prior to any construction work being commencing on site. In preparation for an emergency situation, regular drills should be carried out, such as evacuation drills, emergency rescue drills etc. The ERP will ensure the emergency plan will work effectively if needed to ensure that the people (including those whose first language is not English or who have poor reading skills) on site know what to do if there is a fire and that the premises can be safely evacuated. **Communication** The Project will maintain and utilise telephone and/or radio communication at all times. If there is little or no mobile telephone reception on the Project, a reliable alternative method of communication must be provided. Communication methods to be used during an emergency will be tested at regular intervals to ensure they are appropriate. Consideration should be made regarding the construction process interfering with communication methods. For example, mobile phone reception may reduce as the project progresses due to the construction method. Radio silence should be maintained in the case of an emergency. This will reduce confusion and allow the ERC to co-ordinate an immediate response. **Contacts** The ERP contains a list of contact details of relevant people. This must be completed at the beginning of a project. **Script for Ringing Emergency Services** The ERP has a standard script to read to the control room to ensure the relevant details are passed onto the emergency services. There are sections which need to be completed to ensure it is site specific. **Emergency Control Equipment** The ERC should assess the project activities and ensure there is suitable emergency response equipment available. This will include equipment to rescue persons from height, such as man riding cages, or appropriate stretchers for use with ladders. Emergency rescue equipment must be available for high risk tasks such as work involving fall arrest equipment and confined spaces. Details of this rescue should be in the method statement of the contractor conducting the task and should be included in the appendix of the EPRP for easy reference. The ERP should also detail the intended means of rescue for injured persons from the building in construction. Consideration needs to be made where access to levels is made through ladders with restricted room. The ERP should also detail equipment that should be used in case of an environmental incident. The ERP will ensure an emergency plan is in place which is based on the outcome of the fire risk assessment and be available for all on site and any project specific details are available for the emergency services in the form of a 'Grab Bag'.		

Item	Details	Reference	Responsibility
	Incident Event Log A log of the actions that have been undertaken should be kept by the ERC. This log must detail what they have done during the course of the emergency and what they know to have happened. A standard format log forms part of the EPRP. **Witness Log** The witness log should be completed at the time of an incident. The ERC should ensure all witnesses are identified and their details are documented. **Actions to be Taken in Response to an Emergency Situation** The ERP details actions that should be taken in case of an emergency. The Health and Safety Action Checklist should be referred to in the case of an emergency. It is important that the ERC familiarises themselves with these sections. **Collation of Relevant Paperwork** It is important that this information is collated as soon after the incident as possible, to ensure it is not lost and therefore protected. • The ERC will nominate someone to ensure the relevant paperwork is collated as soon as possible. • The paperwork required will be as follows: ➢ Induction records of persons involved in incident ➢ Method Statements for activities involved in incident (and briefing forms) ➢ Risk assessments for activities involved in incident ➢ Tool box talks for contractors involved in incident ➢ Relevant training ➢ Copies of skills / training certification for personnel involved in the incident (CSCS cards for example) ➢ Plant, equipment or workplace inspection and maintenance records (if relevant) ➢ Copies of any permits to work (if relevant) ➢ Copies of any procedures relevant to the incident (see intranet) **Providing Assistance to Emergency Services and Investigative Agency(s)** The project should make a meeting room available for the sole use of the emergency services, if required. Refreshments should be offered to the services and agencies if they are likely to be on site for a prolonged period of time. These refreshments should include meals, if appropriate. A lockable room may also be requested and should be provided if facilities exist. **Notification of Incident** The following should be notified of the incident by the ERC: • Director Responsible for OHS&E and; • Head of H&S; • The office of the contractor(s) involved in the incident. Any other notification on the day of the incident will be managed by the OHS&E / Sustainability Manager.		

Item	Details	Reference	Responsibility
	The Director Responsible for OHS&E will notify the Managing Director of the operating company and they will make relevant arrangements to notify Main Board Directors as they feel is appropriate. The Head of Health and Safety and the Berkeley Group Executive for Health and Safety. Further reporting will be managed by the Berkeley Group Executive for Health and Safety as appropriate. Notification to investigative agencies such as the HSE and the Environment Agency will be conducted by the OHS&E department. **Requirements – Handling the Media** When a major incident occurs in the first instance the project management team must fully assess the situation and take the appropriate course of action outlined as follows:  **Holding Statement** A 'Holding Statement' will be prepared and depending on what facts are available is to be as a minimum based on the following: *"It can be confirmed that (description of incident) has occurred on this site. The incident is being fully investigated by the (relevant organisations) with whom we are co-operating fully. To comment further at this stage would be speculative so until we and the relevant authorities have had an opportunity to fully investigate the incident, we are not able to answer any further*		

Item	Details	Reference	Responsibility
	questions. In the event of further information being available at a later stage, this statement will be updated and issued by The Berkeley Group". It is essential that any subsequent statements must go through the same approval process as for the 'Holding Statement. **Actions Following an Incident** Procedure BL-P-19 Incident Reporting, Investigation and Review should be referred to for further Health and Safety Guidance.		
4.10	**Timber Frame**		
	Should Berkeley undertake a timber frame project, a specialist timber frame fire safety engineer should be appointed to advise on the fire safety requirements and develop the fire risk assessment and plan, from planning through to handover of the project.		
4.11	**Monitor and Review**		
	A Fire Risk Assessment (FRA) shall be carried out by a competent person at a frequency not exceeding 3 monthly, and the Construction Phase Fire Plan shall be updated in light of that. For competency requirements of Fire Risk Assessors consult the "FIRE RISK ASSESSMENT COMPETENCY COUNCIL Competency Criteria for Fire Risk Assessors" Where a project is classed as high risk a 3 monthly inspection must be undertaken by the Construction Fire Engineer. Medium and Low Risk projects should be undertaken on a 6 monthly basis.		Fire Engineer
5.0	**Sustainability**		
	For spill response and planning for prevention of environmental incidents please refer to the Sustainability Management System Procedure: • CON5: Preventing and Managing Pollution Incidents • EF2: Site Pollution Incident Response Plan		
6.0	**Guidance documents & references**		
	• BL-F-15a – Construction Phase Fire Plan • BL-F-15c – Hot Works Permit • BL-F-15d – Partial Occupation Strategy • BL-F-15e – Fire Point Checklist • BL-F-15f – Fire Drill Report • BL-F-15g - Emergency Response Plan • BL-P-18 – Non Construction Activities & Operations • BL-P-19 - Incident Reporting, Investigation and Review • BL-SRS-15a Fire Safety - Acetylene Requirements • HSG168 • Joint code of practice • CDM Guidance Documents • Timber Frame 16 Steps • Regulator Reform Order (Fire Safety) 2005		
7.0	**Appendices**		
	N/A		

Berkeley Designed for life St Edward Designed for life

BL-SRS - 15a Fire Safety - Acetylene Requirements

Pre construction

- Acetylene must only be used on site where there is no practical alternative.
- A business case for the use of oxyacetylene will need to be made by any company wishing to use this type of equipment. The business case will have to explain why only this type of equipment can be used. Only a manager from within the organisation wishing to use oxyacetylene can make this business case, and not an operative. The format of the business case is not important, but it must be written by someone with sufficient gravitas within the organisation wishing to use it.
- The Method Statement for the work should be in line with the controls for Acetylene detailed in HSG168 Fire safety in construction, The Joint Code of Practice for Fire Prevention on Construction Sites and INDG327 Working safely with acetylene

Physical requirements

- Where there is no practical alternative and Acetylene must be used, its presence must be minimised and the number of spare cylinders stored on site should be kept to the absolute minimum;
- Acetylene cylinders should be removed from the workplace and returned to the storage area as soon as the period of work has been completed. The cylinders should be removed from the site as soon as their use is complete;
- Normally empty cylinders still contain solvent and acetylene and should be treated in the same way as full cylinders. They should be kept in safe areas and returned to the supplier as soon as possible.
- gas cylinders must be secured in a vertical position, preferably by mounting on purpose-built trolleys, and fitted with a regulator and flashback arrester;
- No equipment (cylinders, hoses, gauges, regulators etc) shall be permitted to be used on site without first the relevant Berkeley manager viewing their condition. A ready reckoner has been produced to assist the site manager in this regard. Equipment and hoses used with oxyacetylene and similar equipment should be in good condition, set up in accordance with the manufacturer's instructions and be subject to a visual inspection before each period of use;
- Only use regulators, flashback arrestors, hoses and blowpipes designed for Acetylene and oxygen, respectively, and marked and manufactured to the correct BS EN ISO Standards
- Under no circumstances should the equipment have 'running repairs' to it. Things like taped hoses, PTFE tape on threads, or deformed pressure gauges should render this equipment as being unfit for use and it should be withdrawn.
- A hot work permit is to be issued by a Berkeley site manager only. Hot works permits issued by a third party do not allow visibility of use of this type of equipment, and this state of affairs should be deemed as unacceptable.
- All equipment shall be stored in a secure compound on site, pre-arranged with the Berkeley site team. All hoses and regulators shall be stored in these areas as well, so that damage does not occur as a result of being stored in site boxes, where contact with other equipment is likely.
- The amount and location of any Acetylene on site must be recorded in the Emergency Response Plan, and provided to the Fire and Rescue Services in the event of a fire

Examinations and inspection

- A copy of the annual inspection checks (as required by the British Compressed Gas Association's CP7. The Safe Use of Oxy-Fuel Gas Equipment) must be presented to Berkeley before we can permit oxyacetylene on site. These annual checks establish the condition and age of the equipment. These checks must be carried out by a competent person and must be written down.
- Regulators and other equipment should be maintained in line with the manufacturer's recommendations. If uncertain, refer to your supplier or the BGCA guidance.

Competence

- All operatives who are required to handle, use and store gas cylinders and associated equipment, shall have the necessary skills and knowledge to carry out their job safely and are to have received appropriate training, including induction and continuation training. It is the duty of the contractor to ensure their persons are adequately trained and to establish competency.
- It is recommended that the training programme is carried out under a formalised system where an acceptable level of competency has to be achieved. Such training shall be both theoretical and practical. Records of this training provided must be submitted to Berkeley manager.

16. Electrical Systems

Contents

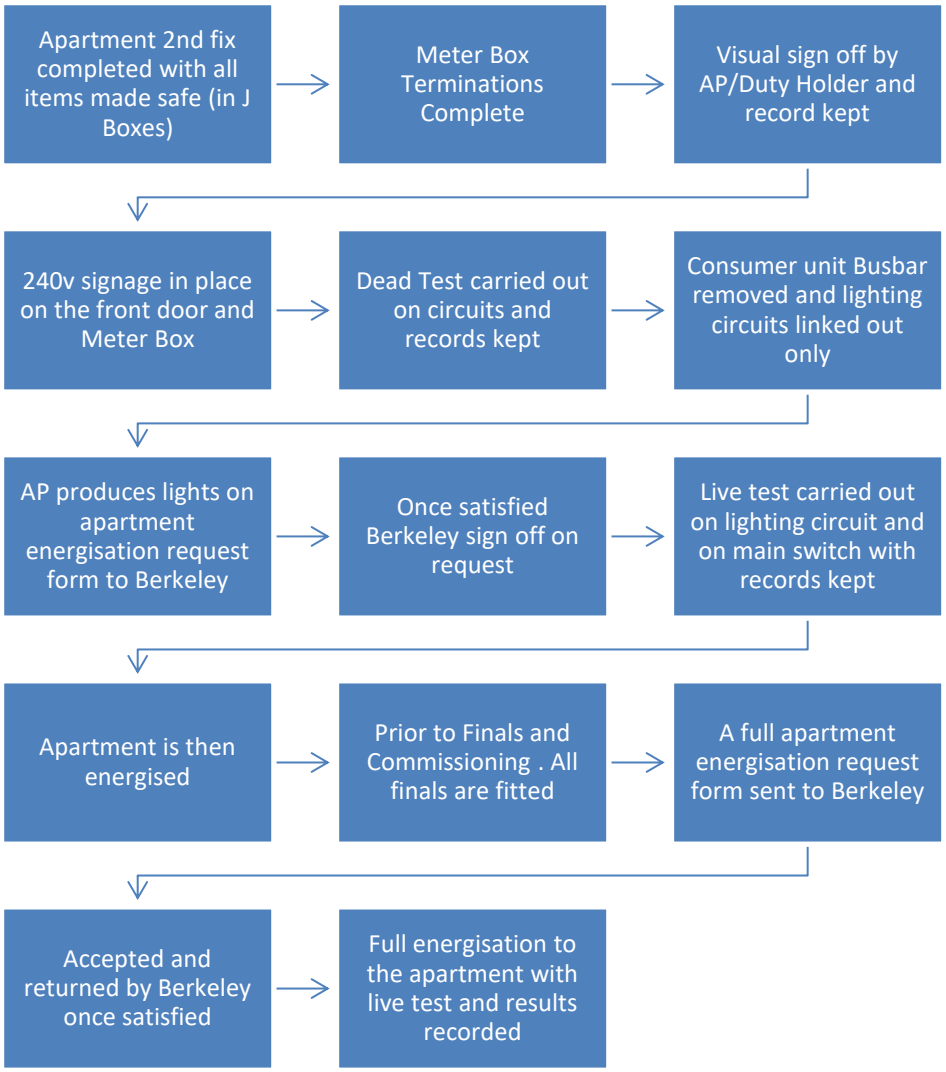
Revision register

Revision register		
Date	Version	Description - Reason for change
03/03/2015	1	New procedure
23/2/2017	1.1	Added additional requirements for visual inspection of electrical fixtures and fitting and specified 3 monthly test and inspection of office and welfare electrical system. Sections 4.5 and 4.11 (TLC)
1/4/2022	2.0	Procedure rewrite and appendix for energisation

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure sets out the arrangements for electrical safety within the business. The aim of the document is to provide a clear procedure to allow Berkeley site teams to discharge their duties under The Electricity at Work Regulations 1989 and BS7671:2008 (2011).	The Electricity at Work Regulations 1989	
2.0	**Scope**		
2.1	The scope of this document is for all Berkeley staff, visitors and contractors working on electrical equipment and systems on construction sites or completed developments. The purpose of this document is to define the mandatory requirements for providing a safe system of work for persons carrying out installation, testing and commissioning of electrical systems/components. These requirements are additional to local arrangements.		
3.0	**Definitions**		
3.1	Authorised Person – The party holding responsibility over the status of an electrical system Duty Holder – Responsible individuals working for the Authorised Person to with specific responsibilities such as isolation and energisation of an electrical system, testing or commissioning of an electrical system Electrical Work - The removal, refitting, inspection, examination, repair, modification or testing of components or parts of electrical systems. Live Working - The removal, refitting, inspection, examination, repair or modification of components or parts of electrical systems whilst that part or system remains energised i.e. live. Live testing - A measurement, carried out whilst the system or component is energised, to monitor the conditions of an item of electrical equipment or a system without physically altering the construction of the item or electrical system to which it is connected.	HSG85 for further details	

Item	Details	Reference	Responsibility
	Lock Off Devices A means of securing circuit breakers, switches etc. to prevent energising of circuits and systems and the inadvertent movement of machinery or components. Personal Protection - Protection devices (mechanical or electronic) used for the purpose of providing personal protection. Control Voltage (Extra low voltage*) - This is a voltage normally not exceeding 120 V dc ripple free, or 50 V ac, whether between conductors or between any conductor and Earth. Power Voltage (Low voltage*) - Normally exceeding control, (extra-low), voltage but not exceeding 1000V a.c. or 1500V d.c. between conductors, or 600V a.c. or 900V d.c. between conductors and Earth. High Voltage -Voltage exceeding power voltage. Applicable to AC & Dual Voltage Units. * As defined in the Electricity at Work Act 1989 For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety forum members; • Berkeley East and West Thames • Berkeley Homes Capital • Berkeley Homes (West London) Limited • Berkeley Homes (Central London) Limited • Berkeley Homes (Urban Development) Limited • St Edward Homes • St Katharine Homes		
4.0	**Main requirements**		
4.1	**Competence Assessment** • The electrical contractor tendering for the work must be assessed via the Berkeley Stage 2 Project Specific Competence Assessment. This must be reviewed and authorised by both the Health and Safety Department and an authorised MEP Manager • Those completing these competence assessments must be trained specifically on requirements and standard of assessment as delivered by Berkeley for electrical packages	BL-F-06b	MEP Manager
4.2	**Appointment and Authorisations** • The successful contractor must be appointed in writing using Appointment form and responsibilities accepted as the authorised person and duty holder in controlling the status of an electrical system • The Authorised person will be in control of the status of the Electrical system and will have responsibility for change in status of the system from isolated to energised and vice versa • The Authorised person will manage, issue and implement a permit control system for; live electrical work, control over electrical statuses in all locations including, but not limited to; apartments, electrical risers, basement areas and plant rooms	BL-F-02.2b	MEP Manager
4.3	**Electrical Management Plan** • Each project is to complete an Electrical Management Plan to detail the permanent and temporary electrical systems required, authorised persons, duty holders, permit requirements and how electricity will be managed throughout all phases of the project	BL-F-16b	MEP Manager Project Manager

Item	Details	Reference	Responsibility
	• This plan is to be included as an appendix within the Construction Phase Health and Safety Plan and reviewed upon significant change or periodically, not exceeding 30 days		
4.4	**Risk Assessment and Method Statement Review (RAMS)** • All RAMS for electrical installation, testing and commissioning are to be submitted no later than 14-days prior to start of activity for approval • Those reviewing RAMS where risk of electricity is present must receive standardised training from the business on the expected standards of incorporation within RAMS with detail on: electrical testing equipment, pre-test checks and processes for when live working is unavoidable • Only Berkeley Managers who have completed the above mentioned training are authorised to review Electrical RAMS		
4.5	**Monitoring and Audit** All projects are to be audited on a 6 monthly basis by the Berkeley Head of MEP, Project MEP Manager and the Health and Safety Department. This audit will be assess project electrical safety performance with improvements and suggested controls agreed. The following criteria will be assessed: • The Electrical Management Plan and compliance with Electrical procedure • Appointments, duty holder structure and competences • RAMS of those working on temporary and electrical supplies, in particular controls of working on live electrical systems, process of isolation and energisation, permit controls and measures for proving absence of electricity, as well as other principles of electrical safety The audit outputs will be issued to the Divisional Head of Health and Safety and Operations Director for review		
5.0	**Guidance documents & references**		
5.1	• HSG85 – Electricity at Work 'Safe Working Practices' http://www.hse.gov.uk/pubns/priced/hsg85.pdf • BS7671:2018 – 18th edition IEE wiring regulations • GS6 Avoiding danger from overhead power lines – http://www.hse.gov.uk/pubns/gs6.pdf • INDG139 Using Electric Storage Batteries Safely • GS 38 Electrical Test Equipment for use By Electricians • INDG354 Safety In Electrical Testing At Work 'General Guidance • Arthur D Little taking safe decision. • The Electricity at Work Regulations 1989 • HSG150 Health & safety in construction http://www.hse.gov.uk/pubns/priced/hsg150.pdf		

Item	Details	Reference	Responsibility
6.0	**Appendices**		
6.1	Below is the process and standard by which risers/systems/apartments are energised: 		

Item	Details	Reference	Responsibility

Management of Electricity Safety Requirements Sheet

Planning of Electrical Works

- Line Managers should ensure that all persons are protected so far as is reasonably practicable, from the hazards associated with the use of electrical equipment within their workplace. The main hazards are electrocution, electrical burns, fire and explosion.
- Berkeley Project Teams should ensure that companies employed to undertake electrical works properly plan, resource and complete these works in line with the relevant statutory requirements.
- All electrical works, irrespective of size, shall be subject to the requirements of an associated risk assessment and method statement. These risk assessments and method statements shall be completed by a competent person, and will escalate to all persons conducting the works by a suitably trained supervisor or foreman.

Live working

Work shall not be carried out on or near live high voltage (HV) or low voltage (LV) electrical equipment where there is a risk of touching live conductors, unless:

- A pre-conditional survey has been conducted (where applicable)
- The work cannot be done if the circuit is switched off
- It is reasonable to work on or near the live conductors (determined by the electrical contractor)
- All reasonably practicable steps have been taken to prevent the person doing the work and others from injury

Should live working be necessary (subject to the above stipulations), the electrical trade contractor shall complete a site-specific risk assessment, prior to commencing the work.

Note: it is not considered reasonable to work on or near live conductors solely on the grounds of convenience, or of saving time or cost.

Energising electrical systems

Electrical trade contractors shall not switch on electrical supplies before the installation is complete unless:

- They receive a written instruction from a Berkeley Project Leader
- The relevant circuits have been fully inspected, tested and are safe to use
- The electrical contractor agrees it is safe to do so

The Berkeley Project Management Team shall advise all trade contractors on-site when temporary and permanent electrical systems on-site are switched on/energised.

Notification shall be made by:

- Posting of warning notices at plot/unit entry points and on distribution boards
- By email / letter to all relevant trade contractor managers/supervisors on-site (instructing that site operatives currently on-site are advised of the change)
- Advising site operatives during site safety inductions

Electrical risers

When electrical services are energised within risers (temporarily or permanently):

- Riser access doors shall be fitted, secured and locked wherever possible
- The riser shall be placed under a permit to work regime

The permit to work system shall be operated by the electrical trade contractor, or should the contractor no longer be on-site, the Berkeley Project Team.

Inspection and testing (fixed wiring)

Electrical installations, i.e. fixed wiring installations, shall be inspected and tested in accordance with the following:

For installations supplying a construction-site	For installations supplying temporary site accommodation
• On completion of the installation • Every 3 months • Following adaptions/alterations	• On completion of the installation • Every 3 Months • Following adaptions/alterations
The above is 'routine' testing, further inspection & testing may be required following damage to the installation or if there is reason to suspect equipment may be faulty.	

Following every inspection and test, a certificate confirming that the installation is complete and safe to use shall be issued by the trade contractor.

Inspection and testing (portable electrical equipment)

All office equipment located either in a permanent office or a site office shall be Portable Appliance Tested (PAT) annually.

All site equipment shall be inspected and tested as laid out in the following table:

Equipment / Application	Voltage	User Check	Formal Visual Inspection	Combined Inspection and Test
Battery operated tools and torches	Less than 25 volts	**Daily**	**Yes**	No
110v portable and hand held tools, extension leads, site lighting, etc.	Secondary winding centre tapped to earth (55 volt)	**Daily**	**Weekly**	Before first use on-site then 3-monthly
230v equipment such as lifts, hoists and floodlighting	230 volt supply, fuses or MCBs	**Daily**	**Weekly**	Before first use on-site then 3-monthly
RCDs Fixed**		**Daily/ every shift**	**Weekly**	Before first use on-site then 3-monthly*
Equipment in site offices	230 volt office equipment	**Monthly**	**6-monthly**	Before first use on-site then yearly

* Note - RCDs need a different range of tests to other portable equipment, and equipment designed to carry out appropriate tests on RCDs will need to be used.
** It is recommended that portable RCDs are tested monthly.

Written permission must be given by the Head of Health and Safety before any 230V portable and hand held tools can be used on a construction project.

Permanent electrical services

Permanent mains power shall not normally be connected, other than for electrical testing and commissioning purposes, i.e. mains power should normally be switched off.

Mains power shall be disconnected in a manner that prevents unauthorised persons reconnecting power, e.g. by locking-off MCBs, removing bus bars, or removing meter tails. The methodology for 'locking off' or disconnecting the electrical system shall be risk assessed by the electrical contractor and clearly detailed in their risk assessments and method statements.

If power is required for lighting or other purposes, the electrical contractor shall only energise circuits that are required to fulfil the need and provide the Berkeley Project Management Team with written confirmation that:

i. a visual inspection of the installation has been completed
ii. dead tests and RCD test have been completed
iii. circuits to be energised are complete
iv. cable ends have been terminated safely (confirmed by visual inspection)
v. only the required circuits are capable of being energised

Siting of cables

Electric services being run externally to a building shall be protected against damage by:

- Burying within underground ducts, or
- Protected by proprietary covers at ground level, or
- Suspended above ground level

Ducts passing beneath site traffic routes shall be >0.5m below the road surface.
Warning labels shall be affixed every 3m to above ground and surface-run electric services.

The location of underground, above ground and surface-run electric services shall be marked on the Project Traffic Management Plan, which shall be provided to Trade Contractors undertaking excavation and ground works.

Within common parts of buildings, electric services shall be arranged so as not to create trip hazards, e.g. suspended above floor level, contained within cable covers. Within plots and units, services should also be arranged so as not to create trip hazards to a position as close to the point of use as possible.

Overhead power lines

Where there are overhead power lines present either near or on-site, the Site Management Team will take suitable measures to ensure that the guidance contained in the HSE publication GS6 Avoiding danger from overhead power lines (http://www.hse.gov.uk/pubns/gs6.pdf) and/or paragraphs 493-500 of HSG150 Health and safety in construction (http://www.hse.gov.uk/pubns/priced/hsg150.pdf) are adhered to.

High voltage works

All high voltage (HV) works undertaken on Berkeley controlled projects need to be strictly managed. The appointed company shall nominate an Authorised Person (suitably trained and given written authority by his or her company to deal with HV matters) who will be in charge of all HV works on-site.

The key factors in ensuring safety are the understanding of the systems to be worked on, and who has control of those systems at any given time. The procedures associated with control of the systems are rigid and it should be clearly understood that no person has any authority to work on those systems that are defined as being the responsibility of the electrical contractor in charge of works.

In general terms, proposed HV works shall follow these steps:

1. Authorised Person to inspect risk assessments and method statements
2. Issue of permit to work – the Authorised Person will satisfy himself that all necessary safety measures have been adopted, and issue to the person in charge of the works (an HV competent person)
3. Isolate and fix signs – prevent anyone from unauthorised connection or operation by fixing safety locks and caution signs at points of isolation
4. Prove dead with HV indicator unit
5. Earth
6. Confirm circuit(s) dead
7. Undertake works
8. Check work
9. Cancel permit to work
10. Remove earths
11. Make equipment operational (if applicable)
12. Review task and complete records – mimic diagrams and log books, etc.

Temporary electrics

The cabling and equipment system used to distribute and supply electricity to various locations during the construction phase.

1. Switchgear and metering equipment should be provided with secure accommodation, and protected from adverse environmental conditions. It should preferably be located at a place where it is less likely to be damaged.
2. All switchgear, and in particular the means of turning off the supply, is accessible at all times in case of emergency.
3. The use of correctly rated fuses and/or circuit breakers is essential for all the supplies on-site.
4. Makeshift arrangements, such as unprotected wiring, taped and twisted cable joints, are often dangerous and should not be permitted. All wiring on-site should be installed to appropriate procedures (e.g. BS7671).
5. Construction-site distribution units have the facility for plugging in further extensions. Such systems should only be installed or altered by operatives with the necessary knowledge and experience of the use of such systems. All other site installations which are not designed as plug-in systems need to be installed by a competent electrician.
6. After installation, tests should be carried out to verify that the system is safe. Detailed advice is given in BS7671 and the associated guidance.
7. Distribution cables should be located where they are not likely to be damaged by site activities. They should be kept clear of passageways, ladders and other services. If they need to cross a site roadway or walkway they can be put into ducts with a marker at each end of the duct. If the roadway is used by vehicles the duct should be at least 0.5m below the surface. A record of the location of any underground cables, using maps or plans showing the line and depth of such cables will be invaluable in avoiding damage as the work progresses.
8. All fixed distribution cables which carry 400v or 230v on a construction-site are recommended to be of a type which has metal sheath and/or armour which is continuous and effectively earthed. The metal sheath and/or armour should be protected against corrosion.
9. Site offices and fixed floodlighting will generally require 230V supplies. Installations within site offices and other buildings should be to a suitable procedure. The equipment selected and installed should be suitable for the environment in which it is used.
10. On larger sites, and existing or new permanent fixed supply is not used to supply contractors' equipment during the construction work. This will minimise unauthorised interference with the permanent fixed installation.

Maintaining the electrical installation

Temporary site distributions systems, new permanent installations and extensions or alterations to an existing system should be tested on completion. Also, a certificate of adequacy needs to be issued by the person carrying out the test. It is also recommended that copies of these certificates are kept on-site.

Electrical distribution systems on construction-sites should be re-tested every three months or more often as experience dictates. This applies to the temporary fixed installation and to any pre-existing or new permanently fixed installation which may be used for the construction activities. On many sites it is often found necessary to inspect the installation much more frequently. Circuits or apparatus which are not satisfactory should be removed from service without delay and remedial action taken before they are used again.

Installations in site offices experience more harsh conditions than office installations in a non-construction environment. They should be tested and inspected in line with the requirements for the temporary electrics (3 monthly). The testing process should involve a visual inspection of electrical fixtures and fittings by a competent electrician. This inspection must include removing the face plates to check the condition of the wiring for a suitable number of fittings. Suppliers of temporary welfare cabins must demonstrate that any required electrical testing or commissioning has been undertaken prior to taking welfare cabins into use. This must include a visual inspection of electrical fixtures and fittings.

Wherever possible, the lowest voltage cabling should be used. Where electrical equipment is removed and no longer requires high voltage cables then they should be replaced with lower voltage cables. E.g. the removal of hoists will reduce the need for 415V cabling and this should then be removed or replaced for 110v.

RCD protection should be provided as close as is feasibly possible to the working areas for all Temporary Electrics.

Competence of Electrical Contractors

All electrical contractors employed by Berkeley shall be members of a recognised body (e.g. NICEIC, ECA) and also be JIB registered.

Site or office management teams will ensure that all operatives set to work on systems will be competent to be so. It is recommended that site teams use the site induction to obtain copies of operatives' competence certificates and

training at induction (ECS or CSCS card or similar). As a general guide, the following cards should be used for the following grades:

ECS Electrical Contracts Manager **ECS Electrical Site Manager**
Colour: Platinum **Colour: Platinum**

These cards should be held by senior management within the subcontractor organisation.

ECS Electrical Installation Electrician **ECS Electrical Fitter**
Colour: Gold **Colour: Gold**

ECS Apprentice
Colour: White

Where persons are engaged to undertake low voltage terminations and testing, it is **paramount** that it is done or supervised by a competent person, carrying one of the above cards. For more guidance, see here: http://www.ecscard.org.uk/why_get_an_ecs_card.aspx

Consultants

Any consultant carrying out electrical work or electrical system design must be accredited by the NICEIC.

Any consultant carrying out auditing of electrical works on behalf of Berkeley must be accredited up to the level of NICEIC Qualifying Supervisor.

Permits

A permit is a certificate from a person authorised to give right of entry to enable persons to undertake defined tasks in areas where there is a restriction on access, e.g. low voltage switch-rooms.
The authorised person holds responsibility of managing and issuing permits. Berkeley maintain decision as to which areas are required to be permitted when Principal Contractor.

The following permits are to be utilised as a minimum and managed by the authorised person:

- A low voltage permit is available in the 'forms' section, BL-F-16a LV Access Work Permit.
- Permit to energise and permit to isolate an electrical system. This can be the electrical contractors if equal to standard of BSE permit
- Permit to work within riser and plant rooms as appropriate
- Permit to work on live electrical systems: including testing and commissioning

17.1 Personal Protective Equipment Procedure

Contents

Revision Register

Revision Register		
Date	Version	Description - Reason for change
01/10/14	1	New procedure.
13/01/2015	2	Published
18/05/2015	2.1	Updated with standards and EN numbers
09/11/2015	2.2	Removed requirements for PPE – included these in new Safety Requirement Sheet – BL-SRS-17.1a
25/02/2019	2.3	BSE References
01/04/2022	2.4	Updated with guidance documents links

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	The purpose of this procedure is to outline the requirements for Personal Protective Equipment on Berkeley sites and workplaces.		
2.0	**Scope**		
2.1	These procedures apply to all Berkeley activities. PPE should always be treated as a last line of defence, once the risks have been reduced so far as reasonably practicable.		
2.2	Where Berkeley is client only the Principal Contractor shall set standards which are equal to or higher than those outlined in this procedure.		
3.0	**Definitions**		
3.1	**PPE -** Personal Protective Equipment. Equipment designed to offer protection to the individual using it.		
4.0	**Main requirements**		
4.1	Each contractor working for or on behalf of Berkeley shall assess the hazards and risks associated with their activities and shall select appropriate Personal Protective equipment for the task. This assessment must be made by a competent person. The findings of this assessment must be detailed in the Method Statement and Risk Assessment.		Trade Contractor
4.2	Contractors must ensure that items of PPE provided are compatible with each other.		Trade contractor
4.3	Employers shall provide the necessary PPE free of charge to their employees where it is required. Provide information, instruction and training in the use of the PPE.		Trade Contractor
4.4	Provisions must be made by each contractor for suitable storage of PPE.		Trade Contractor
4.5	PPE is to be maintained in good condition and replaced as necessary.		Trade Contractor
4.6	The Safety Requirement Sheet, BL-SRS-17.1a PPE Requirements details the minimum requirements for PPE when working on a Berkeley Site.		Trade Contractor
4.7	**Berkeley Issue PPE** All necessary PPE for Berkeley staff shall be provided free of charge.		

	Standard PPE issued to all staff that go onto site will be; • Hard Hat (inc Chin Strap) • Hi vis jacket / vest • Gloves • Boots • Glasses These shall be sourced from the approved supplier. In the unlikely event that additional items of PPE are required these will be selected upon the basis of suitability, and purchased from reputable suppliers. The H&S team should be consulted. Berkeley Branded PPE (excluding footwear) should be provided to all agency labourers working under the direct orders of Berkeley (i.e. not through a logistics company).		
5.0	**Guidance documents & references**		
5.1	Further information can be found here. Guidance on construction dust can be found here. HSG53 is available on the HSE Website here.		

17.2 Vulnerable Persons Procedure

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
07/10/2014	1	New procedure
06/03/2018	1.1	General review and minor updates TLC
25/02/2019	1.2	BSE References updated
01/04/2022	1.3	Addition of vulnerable categories and HSE guidance links

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	The purpose of this procedure is to outline the requirements for the protection of vulnerable persons. For the purposes of this procedure vulnerable persons shall be those persons who for a specified reason will be at an elevated risk from our undertakings.	.	
2.0	**Scope**		
2.1	This Procedure applies to all work activities, not just construction, undertaken by or on behalf of Berkeley where vulnerable persons are involved or may be impacted upon.		
2.2	Where Berkeley is client only the Principal Contractor shall set standards which are equal to or higher than those outlined in this procedure.		
3.0	**Definitions**		
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum Member: • Berkeley Homes (East Thames) Ltd • Berkeley Homes Capital • Berkeley Homes (West London) Limited • Berkeley Homes (Central London) Limited • Berkeley Homes (Urban Development) Limited • St Edward Homes		
3.2	**Lone and Remote Workers** Lone workers are those who work by themselves without close or direct supervision.		
3.3	**Children and young persons** • A young person is anyone under 18 • A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.		
3.4	**New and expectant mothers** A new or expectant mother is a woman who is pregnant, has given birth within the last six months or is breastfeeding.		
3.5	**Members of the Public** Persons that are not employed by Berkeley or their supply chain.		

3.6	**Vulnerable Road Users** Pedestrians, cyclists, motorcyclists, young children the elderly, or person of reduced mobility.		
3.7	**Overseas workers** Persons that are working in the UK from overseas		
3.8	**Disable persons** Persons that have a disability, have health conditions and including mental health conditions.		
3.9	**New starters** Persons that are newly employed to the business/company.		
4.0	**Main requirements**		
4.1	**Lone and remote Workers** Where someone is considered to be potentially at risk from lone working a risk assessment should be undertaken. Berkeley Homes Health & Safety Form BL-F-17.2a Lone Worker Risk Assessment has been produced to assist in the preparation of this assessment for Berkeley employees. Supply Chain partners may have their own arrangements for conducting this Risk Assessment. The risk assessment should adequately deal with the risks associated with lone working. Further Guidance can be found in INDG73 For Berkeley lone / remote workers the below table shall be complied with as a minimum, unless an alternative system is selected and agreed by the Director responsible for health and safety.		

	Applies To	Minimum Requirements	Description
Mobile Personnel	All staff that may be exposed to lone working in a mobile environment outside of the range of the radio transmitters such as persons working in the Land Department.	Mobile Phone	All persons shall be issued with a mobile telephone. Emergency calls (999 calls) can utilise mobile networks other than the providers, where there is no signal.
Static Site Personnel	All staff that may be exposed to lone working within a fixed location inside the range of the radio transmitters primarily Sales and Marketing, Customer Relations, Customer Service.	A Lone working radio system approved by the Health and Safety Department.	Compact light weight radio units equipped with a number of emergency functions. These link back to the central hub radio unit which is connected to an auto-dialler providing a link to up to 10 external predetermined emergency numbers with a pre-recorded message. Also allows normal radio use and telecommunications as well as caller ID. Option for staff positioning
Mandatory	Lone Working Training Personal Attack alarms to be issued to all staff and carried when lone working.		

4.2	**Children and young persons** Where a child or young person is either employed on a Berkeley site or work area, or where they are visiting as part of an organised visit, a risk assessment should be undertaken. Berkeley Homes Health and Safety Form BL-F-17.2b Young Person's Risk Assessment has been produced to assist in the preparation of this assessment for Berkeley employees. Supply chain partners may have their own arrangements for conducting this risk assessment. INDG364 should be consulted for further guidance on Work experience placements and the DFEE guidance Health And Safety Of Pupils On Educational Visits should be consulted when organising School Visits.		
4.3	**New and expectant mothers** Where a new or expectant mother is employed by a contractor or supply chain partner then the employer must carry out a risk assessment and introduce such control measures as are required. The Berkeley Management Team should be notified of any additional control measures that are required. Where a new or expectant mother is a Berkeley employee (either permanent or temporary / agency) a joint risk assessment must be completed between the employee and their manager when the pregnancy is notified to the Line Manager. HSE guidance document INDG373 "New & expectant mothers at work" plus BERR publication "Pregnancy and work" should be issued to them. The risk assessment must be undertaken to evaluate their working environment using the BL-F-17.2c New & Expectant Mothers Risk Assessment Form. The risk assessment should be reviewed at 3 monthly intervals or if circumstances change. Expectant mothers and new mothers, i.e. those who have given birth in the last 6 months or are still breastfeeding, may be vulnerable in certain circumstances. e.g. When exposed to certain chemicals or substances, bio hazards, lead, radiation, noise, shock or vibration and or extremes of temperature, the new or expectant mother and/or the unborn child can suffer various adverse effects, embryo malformation or even death. Additionally, the new or expectant mother is more susceptible to back or other injuries during this delicate time. Therefore, activities that involve exposure to substances, lead, radiation, high levels of noise (over 80 db. (A), shock or vibration, extremes of temperature and or excessive or repetitive lifting should be avoided where possible. • **Noise -** There is no specific risk to the expectant mother from exposure to high noise levels, although prolonged exposure may cause stress leading to raised blood pressure and tiredness. Compliance with the current requirements of the Control of Noise at Work Regulations 2005 should be sufficient to meet the needs of new or expectant mothers. However, there are some evidences to say that the unborn child may be more vulnerable at various stages of development. • **Extreme temperatures** - Expectant mothers have a lower tolerance to heat and may be more liable to faint or suffer heat stress. However, temperatures within the range encountered in normal office work are not likely to represent a significant hazard. Where conditions in the workplace involve extremes of temperature e.g. certain catering areas, steps should be taken to minimise the risk to pregnant women. • **Shocks, vibrations or movement** - New or expectant mothers should avoid work likely to involve uncomfortable whole body vibration, especially at low frequencies, or where the abdomen is exposed to shocks or jolts, (e.g. riding in or driving off-road vehicles). Breastfeeding women are at no greater risk than other workers. • **Manual handling** - Expectant mothers are especially at risk when performing manual handling tasks. This is due both to postural difficulties and to hormonal changes that may increase the susceptibility of the body to injury. There can also be an increased risk to those who have recently given birth, particularly after a caesarean section. There is no evidence that breastfeeding mothers are at greater risk than other workers when performing manual handling tasks. If possible, manual handling should be avoided by expectant mothers. If this is not possible the character and extent of the tasks should be controlled so that the risk of injury is minimised. In cases where heavy or repetitive manual handling is an integral part of the individual's job, they may need to be temporarily re-deployed during the pregnancy and for a period of time after they have given birth.		

4.4	**Members of the public** **Temporary works in the public domain** Hoardings and signboards will often be in the public. Such items must follow the temporary works procedure. **Risk Review Meetings** Project Risk Review Meetings should consider reasonably foreseeable risks to the public. The outcome of discussions must be integrated into planning documentation (Construction Phase Plan, Traffic Management Plan, Method Statements etc.) and implemented. **Working in the public domain** When work is to be carried out in the public domain, i.e. in an area which is not inside site and where public access is possible, then a specific risk assessment must be carried out for the operation. Prior to works commencing a BL-F-17.2d Permit to Work in the Public Domain shall be issued daily by the Berkeley Manager responsible for overseeing the works. At the commencement of work a point of work risk assessment must be carried out. Please refer to BL-P-0505 Risk Management Procedure.	BL-P-02	
4.5	**Vulnerable road users** Vulnerable road users are at risk from construction traffic. The Standard for Construction Logistics shall be complied with. Please refer to BL-P-09 Site Set up and Logistics Procedure.		
4.6	**Overseas workers** Foreign or migrant workers are potentially at greater risk than British born workers. Due to: • Language skills • Inexperience or lack of understanding of UK Health and Safety standards • Cultural differences Where oversea workers do not understand English. The method statement and risk assessment must be translated verbally or provided in a written version. For additional guidance refer to https://www.hse.gov.uk/migrantworkers/index.htm		
4.7	**Disable persons** You cannot always tell when someone has a disability and some people may not make you aware that they are disabled, particularly where it will not interfere with their ability to do the job. The employer has a duty to consult with the employee, or supply chain partner, on issues relating to health and safety. They know about the job and how the way it is done can impact upon them, and they are likely to have good ideas about how to change things to make the situation better. There is no requirement to carry out a specific, separate, risk assessment for a disabled person. If you become aware of a worker (or others, e.g. visitors) with a disability, you may need to review your existing risk assessment to make sure it covers risks that might be present for them. For addition guidance refer to https://www.hse.gov.uk/disability/largeprint.pdf		
4.8	**New starters** New starters employed by a contractor or supply chains have extra risks arising from: • Lack of experience of working in a new industry or workplace • Lack of familiarity with the job and the work environment • Reluctance to raise concerns (or not knowing how to) • Eagerness to impress workmates and managers.		

	This means new starters to site: • May not recognise hazards as a potential source of danger. • May not understand 'obvious' rules for use of equipment. • May be unfamiliar with site layout - especially where site hazards may change from day to day. • May ignore warning signs and rules, or cut corners. All of the above risks must be taken into consideration when completing the new starters Risk Assessment. For additional guidance refer to https://www.hse.gov.uk/vulnerable-workers/new-to-the-job.htm		
5.0	**Guidance documents & references**		
5.1	• BL-F-17.2a Lone Worker Risk Assessment • BL-F-17.2b Young Person's Risk Assessment • BL-F-17.2c New & Expectant Mothers Risk Assessment • BL-F-17.2d Permit to Work in the Public Domain • INDG73 Working alone: Health and safety guidance on the risks of lone working • INDG364 Young people and work experience: A brief guide to health and safety for employers • Health and Safety of Pupils on Educational Visits • INDG373 "New & expectant mothers at work" • BERR publication "Pregnancy and work" • BL-P-11 Temporary Works Procedure • BL-P-5 Management of Risk Procedure • BL-P-9 Site Establishment and Logistics Procedure • https://www.hse.gov.uk/migrantworkers/index.htm • https://www.hse.gov.uk/disability/index.htm • https://www.hse.gov.uk/disability/largeprint.pdf • https://www.hse.gov.uk/vulnerable-workers/new-to-the-job.htm		
6.0	**Appendices**		
6.1			

17.1a Personal Protective Equipment Minimum Requirements

The selection of all PPE will be subject to a risk assessment that is undertaken by the contractor and reviewed by Berkeley.

The table below contains some specific requirements for certain items of PPE:

PPE item	When Required	Required Standards
Head protection	Mandatory at all times when on site / in construction areas. The requirement may be relaxed if Risk Assessment demonstrates that there is no risk of head injury, and written permission is provided by the Berkeley Project Manager.	**BSEN:397:2012** The requirement to wear Chinstraps should be considered and applied on a site by site basis. The location, height of the building and the season the building is being built in should be considered (a RC Frame being built in winter is more likely to suffer winds that require the use of chin straps. Hard Hats must be replaced after 2 years of use. All Hard Hats shall conform with the following Hard Hat colour coding system: **Black:** Supervisor **White:** Site Manager Competent Operative Vehicle Marshall (distinguished by the wearing of a different coloured high visibility vest) **Orange:** Slinger/Signaller **Blue:** All those coming to site who do not fall into any of the above categories
Hand Protection	Mandatory at all times when on site / in construction areas.	**EN 420, 388, 407, 12477, 374, 455, 511, 10819, 60903.** Gloves should be assessed as appropriate for the activity being undertaken and must be suitable to the risks associated with the task being undertaken. All gloves used on site must accord to a colour coded system to indicate levels of cut protection. *If a specific trade / task requires a specialist type of glove not available in the range then dispensation may be allowed on a project by project basis.* *Cut level 1 – RED* *Cut level 3 – AMBER* *Cut level 5 – GREEN* If a Risk Assessment demonstrates that the wearing of gloves increases the risk then written authorisation must be provided by the BH project management team to not wear gloves whilst conducting that task.

Eye Protection	Must be carried at all times when on site / in construction areas, and worn whenever there is a risk of eye injury.	**BSEN:166** "F" as a minimum, although the employer must assess the risks of any task / workplace and select the appropriate protection level.
Hi Visibility clothing	Mandatory at all times when on site / in construction areas.	**BSEN:471:2003** • Class 2 or 3 for construction areas or CS • Class 2 and Railway Group Procedure GO/RT3279 as a minimum for Network Rail whilst on or near the line' • Class 3 for high speed roads
Safety Footwear	Mandatory at all times when on site / in construction areas.	**ISO 20345:2011 .** All safety footwear must incorporate impact resistant toe caps and pierce resistant mid-sole protection to the above procedures.
Hearing Protection	When required by risk assessment Hearing protection must be provided when noise exposure exceeds the Lower exposure action value, and the use must be enforced when noise exposure exceeds the upper exposure action value, as per INDG362. *NB: the provision of hearing protection alone does not satisfy the Employers responsibility in the NAWR in conducting a suitable and sufficient noise assessment.*	Earmuffs **BS EN 352 – 1: 2002** Earplugs **BS EN 352 – 2: 2002** Earmuffs on safety helmet **BS EN 352 – 3: 2002** Level dependent earmuffs **BS EN 352 – 4: 2001** Active noise reduction earmuffs **BS EN 352 – 5: 2002** Earmuffs with electrical audio input **BS EN 352–6: 2002** Level dependent earplugs **BS EN 352 –7: 2002**
Respiratory protective equipment (RPE)	When required by risk assessment. Mandatory when there is a risk of exposure to silica dust.	To be appropriate to the risks encountered. See HSG53 for further information. When using RPE with tight-fitting face pieces employers must make sure each wearer has a face fit test and clean shaven when not using full face masks.
Fall protection equipment (FPE)	When required by risk assessment	Lanyards: **BSEN 354:2010** Full body harnesses: **BSEN 361:2002** Energy Absorbers: **BSEN 355:2002** Connectors: **BS EN 362:2004** Retractable fall arrest: **BSEN 360:2002**

Workwear: • Overalls • Waterproof clothing • Clothing worn for work	When required by risk assessment. Overalls required when pouring concrete.	• Clothing should be suitable to the tasks being carried out, no loose ties or cords, etc. when using power tools. • Upper arms should be covered, i.e. T-Shirt length sleeves. • Legs should be fully covered (no shorts). • Waterproof clothing must be provided to workers who are required to work in foul weather.

18 Non Construction Activities and Operations Procedure

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
01/10/2014	1	New procedure
13/01/2013	2	Published
01/11/16	3	Includes references to the Customer Services Process Map and Risk Assessment Booklet
19/03/2018	3.1	Minor changes as part of Annual Review (TLC). Added requirements to manage contractors in office environments.
25/02/2019	3.2	BSE References
19/11/2021	3.3	Annual Review

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	The purpose of this procedure is to set out the health and safety requirements for the activities which Berkeley undertakes, which do not fall under the definition of construction in order to ensure that all of our employees and contractors can be safe and healthy at work .		
2.0	**Scope**	Reference	Responsibility
2.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum Member: • Berkeley Homes (East Thames) Ltd • Berkeley Homes Capital Berkeley St Edward		
2.2	This procedure shall apply to all activities which fall outside of the definition of construction (as defined within the CDM Regulations). For Berkeley this includes; • Land purchase • Offices • Sales • Customer services • Estate management • Unoccupied buildings, sites or premises • Occupational road risk • Events • Foreign travel		
3.0	**Definitions**	Reference	Responsibility
3.1	**Construction** Construction work means the carrying out of any building, civil engineering or engineering construction work and includes:	CDM Regs	

Item	Details	Reference	Responsibility
	• The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure. • The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion. • The assembly on site of prefabricated elements to form a structure or the disassembly on site of the same which, immediately before such disassembly, formed a structure. • The removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure. • The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.		
4.0	**Main requirements**	Reference	Responsibility
4.1	**General requirements** Any workplace or work activity must be properly planned, managed and monitored to ensure it is safe. The Health and Safety Governance Procedure should be the guiding standard for this. The below is designed to provide a standard for common non construction activities within the business, but for all workplaces and work activities the general requirements are to properly plan the works, conduct suitable and sufficient Risk Assessments, record the arrangements in a bespoke plan and monitor at an appropriate frequency. If any of the non-construction disciplines are to engage contractors this should be done following the BL-P-06 Procurement Procedure.	INDG368 BL-P-06 Procurement Procedure	ALL
4.2	**Land Purchase** When purchasing land the Land and Planning department will ensure that the hazards associated with the land are identified and recorded as outlined in the Risk Management procedure. All Risk Assessments must be communicated to others involved in the project planning. It is likely that the Land Department will need to engage contractors for elements of work such as survey, investigations etc. This should be done in line with BL-P-06 Procurement Procedure.	BL-P-05 Management of Risk Standard SS20 Procurement Standard	Land Department
4.3	**Offices** Whilst the office is a relatively low risk environment when compared to a construction site it is important that the risks which do exist are properly controlled. **General** Each Office must have an Office Health and Safety Plan using form **BL-F-18a Office H&S Plan.** This contains the risk assessment and the Fire Risk Assessment. This must be reviewed by the office Health and Safety Coordinator either quarterly, when change makes a review necessary or after an accident, incident or emergency the warrants a review of the plan. The plan must displayed in a prominent place such as the office notice board. Each office shall have a designated Health and Safety Coordinator. It shall be their responsibility to update the plan. It shall be the responsibility of the Office Manager to ensure that this happens and to ensure that the plan is implemented. The office Health and Safety Coordinator should refer any issues to the Office Manager and Health and Safety Department. The minimum level of health and safety training for both the Office Manager	SS21 a Office H&S Plan SS21b Office Health, Safety and Fire Register	Office Manager Office H&S Coordinator Office H&S Coordinator

Item	Details	Reference	Responsibility
	and the Office Health and Safety Coordinator shall be IOSH Managing Safely, or an equivalent.		Office H&S Coordinator
	Each office shall have an Office Health and Safety File. This shall hold form **BL-F-18c Office Health, Safety and Fire Register,** and all of the supporting records, such as maintenance records, servicing records and testing records etc.	BL-F-18c Office inspection form	Office H&S Coordinator
	Each office shall be inspected monthly by the Office Health and Safety Coordinator using form **BL-F-18b Office inspection form.**	BL-F-18b Office inspection form	
	Each office shall also have a system for planning and monitoring pre-planned maintenance and facilities management.		Office Manager
	The office manager shall ensure that adequate planning (such as Risk Assessments and Method Statements) of contractor activities is carried out and briefed to the persons undertaking the activity prior to them starting work. The office manager must ensure that all permits are issued to the contractors, as required. The office Manager must also ensure that the contractor activities are monitored to ensure they are working safely and as per the Risk Assessments and Method Statements. The Health and Safety Department can provide advice and guidance as required.		Health and Safety Department
	Hygiene		Office H&S Coordinator
	Arrangements must be in place for cleaning and maintaining the office in a safe and healthy condition. This includes the hygiene of kitchen areas. If fridges are provided in offices then a thermometer must be kept inside and the fridge temperature checked monthly. This should be recorded on **BL-F-18b Office inspection form.**	BL-F-18b Office Inspection Form	
	Also an assessment of the Legionella risk shall be conducted by a specialist competent person and a schedule of maintenance and inspection produced. This schedule must be implemented and records kept. The Office H&S Coordinator shall be responsible for the implementation of the schedule.		
	Display Screen Equipment		Office H&S Coordinator
	Display Screen Equipment (DSE) includes, for example, computer screens, word processor screens and computer aided design screens. The main hazards associated with the use of DSE include: • Glare • Humidity • Poor design of work station • Poor seating • Trailing cables		
	A DSE user is someone who uses DSE as a significant part of his/her normal work. The Company has adopted the recommendation that a user is someone who uses the equipment consistently for a period of 1 hour (continual use) or more daily. Each DSE user must complete 2 online activities, these are: 1. Online training. This gives users the information and knowledge regarding the risks associated with DSE, and how to control those risks. 2. Online Assessment. This is a tool used to assess work stations, and must be completed annually, or when a workstation changes.		
	It is the users' responsibility to keep the equipment clean and in good order and to notify their manager of any problems, which they may have in using the equipment.		
	For further information regarding DSE requirements please contact your Health and Safety Department.		
	Every employee who is or becomes a user of display equipment has to be notified of the right to have an eye sight assessment. If the result of the test is that corrective spectacles		

Item	Details	Reference	Responsibility
	are required by the user for the purposes of DSE work, then the company has a responsibility for the cost for standard spectacles. Should a user wish to purchase other than standard frames, then they will be required to pay the difference in costs. Visual fatigue can occur when using DSE. The users of display screens within the offices do not usually work constantly on the equipment; normally other duties provide sufficient rest breaks. For those employees whose work involves constant work on display screens, i.e. CAD operators, a rest break of five minutes every hour should be taken.		
4.4	**Sales and marketing** The sales and marketing suite shall be treated as an office, and the above section (Offices) shall apply. In addition a specific Sales and Marketing suite Risk Assessment must be carried out using form BL_F_18e Site Sales Risk Assessment template. The risk assessment must address the issues of: a) Lone working and personal safety b) Protection of the public/customers As a minimum the following controls must be in place if lone working is/may be required: • Refer to BL-P-17.2 Vulnerable Persons • Lone working to be avoided where reasonably practicable • All staff who may conduct lone working are to complete the Personal Safety Training Course, as detailed by the Health and Safety Department. • Arrangements shall be in place for communicating with lone workers prior to, during and after appointments. Exact arrangements shall be detailed in the risk assessment. • A personal attack alarm shall be issued to all staff and it shall be carried at all times. • In addition every sales suite, or similar location, shall have a lone worker system installed, as per the BL-P-17.2 Vulnerable Persons procedure. • An audible device will be fitted to sales suite entrances advising sales staff of a person's entry In addition, the following must be followed to protect the public: • All dwellings which are to be accessed must have a guaranteed safe access and egress routes. These will be arranged in liaison with the project management. • Sales staff must not allow visitors to enter into an area under construction without prior arrangements being made with the project management. The project management is in control of the construction area, and accordingly, has the final say whether it is safe to enter an area • Prior to any member of the public entering site a visitors induction must be completed using form BL-F-09d09d Visitors Induction • Where a visit has been arranged into an area under construction the visitors will be accompanied by the Site Manager or his representative. • Sales staff must not move, or allow others to move, perimeter fencing to gain access to the construction area. • Where visitors are allowed into the construction area by appointment then suitable Personal Protective Equipment (PPE) will be provided by the company and must be worn by the visitor(s). The level of PPE to be worn will be determined by the project management.	BL-F-18d Visitors Induction	Head of Sales Sales staff
4.5	**Customer service operations** **Planning for customer service operations** In view of the potential high levels of risk involved in maintenance/remedial works, it is essential for the work to be planned properly. Planning should include:		

Item	Details	Reference	Responsibility
	• Ensuring that (where applicable) the health and safety file and other relevant information on the building is reviewed to identify any foreseeable issues • Carrying out (where possible) an initial survey to identify the type of structure, scope of maintenance/remedial works required and the hazards likely to be encountered • Preparing safe systems of work to eliminate or reduce the risks from the identified hazards. The use of **'BL-SRS-18a. Safety Process Map for Customer Services'** is mandatory. • Ensuring adequate arrangements are in place for the safety of all third parties • Ensuring that employees are adequately instructed, trained and where necessary supervised. • Berkeley Customer Services Technicians are to be trained in and use BL-F-18g Risk Assessment Booklet. • Protection of the public, as well as workers, must be planned as part of the risk assessment • Arrangements must be in place for Lone working, in line with the **BL-P-17.2 Vulnerable Persons** • Any operative, employed by Berkeley must not be left unaccompanied with children whilst at work. This same condition will apply to all contractors working in occupied premises and it shall remain the responsibility of the Customer Services Manager to ensure that sensible precautions are taken with regards to any children present in these properties. **Use of Contractors** Where external contractors are employed they are to be subject to the same level of competency assessment as those employed on our main construction operations. Contractors should only be employed if they have successfully achieved approved status under the company's Call Off Contract approval process. Prior to allowing a Contractor to commence planned works on our behalf, their proposed safe system of work should be reviewed for adequacy by the Customer Services Manager (with assistance from the Construction Department and the Health and Safety Department, as appropriate). The method statement should be submitted with sufficient time to allow for it to be reviewed and any amendments made. The Customer Services Manager shall accompany the contractor when they start work and complete with them aa point of work risk assessment prior to them starting work. The Customer Services Manager shall then monitor the work at an appropriate frequency. **Skills and competency of customer service personnel** The Head of Customer Services will ensure that all directly employed personnel involved in maintenance and other remedial works are competent to undertake their tasks, taking into consideration the extent of their operational role. As such all personnel (employees) within the Customer Service Department will be subject to an assessment of skills competency as part of their Personal Development Reviews. Specific training identified through this assessment shall be provided by Berkeley. All Customer Services Operatives shall be First Aid Trained (to the EFAW standard) within 6 months of joining. All Customer Service Operatives shall complete the Suzy Lamplugh Trust personal safety training within 6 months of joining the company. **Provision of tools and equipment** Equipment shall be provided in line with the PUWER procedure and Personal Protective Equipment procedure.	BL-SRS-18a. Safety Process Map for Customer Services BL-F-18g Risk Assessment Booklet SS13 Lone and Remote Workers Standard.	Head of Customer Services Customer Services Manager Customer Services Manager

Item	Details	Reference	Responsibility
4.6	**Estate Management** Estate Management will be undertaken by Estate Management Companies. Prior to engaging such a company an assessment of their competence to carry out the role will be conducted. Only companies deemed to be competent shall be permitted to conduct estate management. An audit of each Estate Management Company's Health and Safety Management System and Operational Controls shall be conducted annually, either by a trusted third party or by the Berkeley Health and Safety Department. If Estate Management Companies are to conduct any work which is deemed to be high risk, or which requires coordination with Berkeley activities, then a Risk Review Meeting must be held prior to works commencing. Representatives of Berkeley Homes and the Estate Management Company must be present. The purpose of the meeting is review the risk management and plan operational controls and managerial interventions. All meetings should be minuted. From time to time, Berkeley may conduct Estate Management activities prior to hand over of certain areas, such as grounds maintenance etc. When this is the case, Contractors must be selected from the Call-Off database. The Guidance INDG368 shall be followed for working with contractors. The Contractor shall be responsible for producing safe systems of work. If work is to be high risk then a Risk Review Meeting must be held prior to works commencing. Representatives of Berkeley Homes and the Contractor must be present. The purpose of the meeting is review the risk management and plan operational controls and managerial interventions. All meetings should be minuted.		Berkeley
4.7	**Unoccupied buildings, sites, stock plots or premises** The management arrangements for all unoccupied building, site or premises must be detailed. Where these are not detailed within an existing plan, such as a Construction Phase Plan, then an "Asset Management Plan" must be produced to record the management arrangements. This would include where applicable, but not be limited to; • Introduction/overview • Organisation chart/ organogram • Roles and responsibilities • Berkeley planned managerial interventions/ inspections/ checks • Drawings; (Services Plan/Environmental plan/Logistics Plan/Emergency Escape Plan) • Temporary works arrangements • Engineer's reports/structural information (to include permissible routes, no go areas, permissible loadings and full reports. • Fire Risk Assessment • Plant and equipment management arrangements (including Legionella) • Process for working on the building/site/premises • Site rules This plan should make it clear who is responsible for what, record all of the important information such as workplace risk assessments, engineers information etc.		Berkeley

Item	Details	Reference	Responsibility
4.8	**Occupational road risk** A large number of staff drive for work. It is estimated that nationally up to a third of all road traffic accidents involve somebody who is at work at the time. It is the policy of Berkeley to reduce the risks posed by driving for work so far as is reasonably practicable. People that are deemed to be driving at work are: • Those who have a company car • Those who drive from one work location to another or to meetings, seminars or training • Those who claim for the mileage as business miles A risk assessment for driving for work shall be produced. Before any member of staff falls into the bullet-pointed categories above and drives for work they must be supplied with a copy of the risk assessment, read it, understand it and comply with the prescribed control measures within it. It is the responsibility of the employees Line Manager to ensure that this has happened and to ensure that the vehicle to be used has an up to date MOT certificate (where applicable), insurance which includes for business use and that the employee has a valid driving licence for the category of vehicle. The Driver should ensure that the vehicle is roadworthy and regularly check the vehicle. **BL-F-18d Employee vehicle Check sheet** or a suitable alternative can be used for this purpose. This form must be completed weekly for company vans and submitted to the drivers Line Manager who shall hold the completed forms on file. Managers and office staff should never call members of staff on their mobiles when they know they are driving. Drivers must not answer a phone call whilst driving unless an integrated hands free kit is fitted. Drivers must also never try to read texts or emails on mobile devices whilst driving. If the driver suffers from any medical condition or is on medication that may affect their ability to drive then they should make their Line Manager aware so that arrangements can be made. Managers and employees must refer to the risk assessment for detailed requirements.	SS19e Risk Assessment for Driving for Work. SS21d Employee vehicle Checksheet	Line Managers Line Managers All Drivers Line Managers Van Drivers Managers All Drivers All Drivers
4.9	**Events** Events are hosted by Berkeley from time to time, such as firework displays, fetes, and parties or launch events. All events should have a plan, the content and complexity of which will reflect the complexity and risk involved in the event. It is recommended that the following is included: • Introduction (what the event is, what it involves) • Programme or “run sheet” • Contact details for key personnel • List of contractors • Copies of Contractors’/suppliers’ documentation (insurances, PAT, Risk Assessments, ADIPS, Food hygiene certification etc) • Details of first aid arrangements • Details of staffing requirements (ie stewarding, marshalling, security etc) • Layout plan for the event • Overall risk assessment and Fire Risk Assessment • Arrangements for temporary demountable structures • Lost children plan, if applicable When employing contractors the Health and Safety Department should be consulted to check competence. Copies of risk assessment and insurances must be obtained and checked. If the event involves fireworks then a competent contractor must be used, and the guidance HSG123: Working together on firework displays must be followed.		Berkeley Manager responsible for the event

Item	Details	Reference	Responsibility
	Where food is to be prepared or provided then food hygiene arrangements and training must be checked.		

4.10	**Foreign travel**
	
	Any foreign travel should be reviewed prior to the travel taking place.
	
	• Low risk trips do not require a specific risk assessment to be completed for each visit. Examples of these will be trips abroad to areas where there is low risk e.g. France, Germany etc.
	
	• Medium risk travel arrangements must be supported by a written risk assessment which covers the activity.
	
	• High risk areas include:
	  • Where Foreign and Commonwealth Office (FCO) is advising against all travel to or through these areas. https://www.gov.uk/foreign-travel-advice
	  • Visits to areas where travel advice states there is high risk for security and terrorism
	  • Visits to a remote area with significant risks attached
	  • High risk travel arrangements must be supported by a risk assessment with travel being assessed by the Managing Director of the Division and appropriate decisions made.
	
	Ensure that anyone undertaking foreign travel is suitably informed and experienced to do so. Training may be required in some instances.
	
	Any Incidents that occur during the visit or which may be linked to it e.g. threatening behaviour, ill health must be reported to the employees' Line Manager. Where deemed appropriate an investigation and review shall be conducted and any changes necessary made to documentation including risk assessment.
	
	Ensure that suitable travel insurance is in place before travel commences.		

5.0	**Guidance documents & references**	Reference	Responsibility
5.1	• INDG368 Using contractors - A brief guide • HSG123 Working Together on Firework Displays • Management of Risk Procedure • Health and Wellbeing Procedure • PPE Procedure • Management of Plant and Equipment Procedure • Vulnerable Persons Procedure • Procurement and Supply Chain Management Procedure • BL-F-18a Office H&S Plan • BL-F-18b Office HSF Register • BL-F-18c Office HSE Inspection Form • BL-F-18d Vehicle check sheet • BL-F-18e Risk Assessment Booklet (Customer Services Technicians)		
6.0	**Appendices**		
6.1			

BL-SRS-18a. Safety Process Map for Customer Services

Berkeley
Designed for life

	PLOT PRE-COMPLETION	STOCK UNITS	PLOT POST COMPLETION	H&S REQUIREMENTS
Work Instruction Raised - Managerial Function	**Start - Plot** CSM/CRM Completes 'Pre-handover snagging**Start - Showroom** CSM or Sales identifies defect to be addressed.Who should the corrective instruction be allocated to? Subbie.....or.....ME's	**Start** Stock plots are inspected periodically by the Opertives.Remedials would be managed in the same way as described in the 'Plot Pre - completion' column.	**Start** CS Co-ordinators receive defect complaint from the Customer. Is the plot/ defect item within the warranty period? Yes.....or.....No Works are validated as to whether they can be managed by the ME's or require a Sub-contractor visit Validation of either BHET or Customer responsibility is conducted, this may require a CSM visit	H.O.C's / CSMs; • To be briefed on this Safety process and associated general RA/Ms. • To have passed the IOSH Managing Safely course & eLearning Managerial Responsibilities module. • To be lone worker trained. • To be briefed on and able to complete POWRA's. • To have completed the eLearning Driver Safety module and Company H&S induction module.
Defect/ snag work - task by Sub-contractor	**Subbie Mobilisation** Subcontractor reviews submits their original RA/Ms to the CSM**CSM Review** A POWRA is completed for the task and filed with the RA/MsIs the proposed SSoW adequate? Yes.....or.....No Go Stop		DITTO - works to be managed the same as in 'Plot Pre-completion.'	H.O.C's / CSMs; • To ensure an adequate POWRA is completed for the works by the Subcontractor Sub-contractors • Where possible the contractor reviews their original RA/Ms and submits to the CSM. • To notify BH when they arrive on site. • To complete an adequate POWRA prior to completing the work task and pass on to the BH CSM.
Defect/ snag work - task by ME's	**BH CSO to conduct a POWRA** In considering the controls of the relevant CSO general risk assessment and conditions identified in the completed POWRA can the works be completed in a safe manner? No.....or.....Yes Go		DITTO - works to be managed the same as in 'Plot Pre-completion.'	H.O.C's / CSO's; • POWRA, first aid and lone worker trained. • To have passed the 'Safety Awareness for Building operatives and Customer Services' course. • To have a thorough working knowledge of the general RA/Ms for their range of works. • To have completed the eLearning Driver Safety module and Company H&S induction module.
Major Projects works (single work task taking longer than 1 day)	**Start - Major Projects** Do the proposed works fall outside of the capabilities of the C/S Department? No.....or.....Yes H.O.C and CSM to review the works along with BH H&S Build team to manage, treat as a standard construction process.		DITTO - works to be managed the same as in 'Plot Pre-completion.'	KEY: Start · Decision · Process · Stop & Review · Proceed H.O.Cs - Head of Customer Services. CSM - Customer Services Manager. CRM - Customer Relations Manager can also instruct works. CSO - Customer Service Operative. RA/Ms - risk assessment & method statement.

BL-P-18.1 Estate Management Procedure

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
19/10/2018	1.0	First version
25/02/2019	1.1	Added additional BG requirements in 7.2
01/05/2019	1.3	Updated Common Area review requirement
25/02/2020	1.4	Corrected references to forms

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure sets out how our Estates will be managed and monitored in regards to Health and Safety. It is split into 4 sections: Section 1. Pre-Construction requirements Section 2. Selection and Appointment of Managing Agent Section 3. Handover Process Section 4. Operational Requirements		
2.0	**Scope**	Reference	Responsibility
2.1	Throughout all of the Company's activities		
3.0	**Definitions, Responsibilities and Legislation**	Reference	Responsibility
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum members; • Berkeley East and West Thames • Berkeley Capital • Berkeley St Edward **BLF – Berkeley London Forum** **Estate Manager** – Berkeley Employed manager responsible for managing the Estates that are owned by Berkeley – Different job titles may exist. **Estate Management Department** – the department responsible for managing Estates following construction (sometimes referred to as Operations Department). **Managing Agent** – Estate Management company, employed by Berkeley to be responsible for managing the estate(s) on behalf of Berkeley or third party operator, such as car park operator, where relevant. Berkeley may undertake this position themselves and in these circumstances, Berkeley must carry out the duties described.		

Item	Details	Reference	Responsibility
	High Potential Incident - 'is an incident which, were it to have occurred under different circumstances would have led to major incident.'		
3.2	**Responsibilities** The Berkeley Estate Manager is responsible for: - ensuring that the requirements of this procedure are robustly communicated to managing agents in writing, and that the actions described are undertaken at the required frequency and; - Facilitating handover of the development specific documentation to the Managing Agent. The Managing Agent is responsible for: - Implementing the requirements of this procedure within all common and public areas and; - Ensuring effective and regular liaison with the car park operator (where appointed) on health & safety matters, and particularly on coordinated compliance with the requirements of this section. - Keeping up to date with applicable legislation, ACOPs and Local Authority requirements. Within car parks, the responsibility for implementing the requirements of this section are split between managing agents and Third Party Operators (where appointed) as stated in the agreements. Construction Department are responsible for: - collecting and providing complete documentation for all items outlined in section 6.1		Estate Manager Managing Agent Third party operators
3.4	The requirements in this procedure apply to both Managing Agents and Third Party Operators (where appointed) on Berkeley developments where Berkeley retain a Legal interest. These requirements also apply to other contractors that are responsible for managing land or buildings where Berkeley retains landlord responsibilities.		Managing Agent Third party operators
	Main requirements		
4.0	**Part 1 – Prior to construction commencing**	Reference	Responsibility
4.1	**Property prior to construction.** An appropriate plan detailing how buildings that are owned by Berkeley where construction works have not commenced should be drawn up by the Land Department. This should detail who is responsible for day to day operations and how Berkeley will manage any facilities management companies / Managing Agents. Once the plan is developed the management of the property should be passed to the Estate Manager to manage. This procedure should be applied to buildings and estates prior to construction commencing and any deviation from it shall be approved by the Head of Health and Safety and Managing Director.	BSE-P-05	Land Department Estate Manager

5.0	**Part 2 – Selection and Appointment of Managing Agent**	Reference	Responsibility
5.1	**Appointment of Managing Agents** The competency and resources of Managing Agents shall be reviewed by carrying out appropriate due diligence on them before employing their services. The Managing Agent company will be required to be registered on the 'BH/BG EM Call Off database', which will be managed by Berkeley Group. Each tendering Managing Agent company will be required to complete the form BGEM-F-01 Managing Agent Competency Assessment Questionnaire. This will be reviewed by a Berkeley Estate Manager and a Berkeley Health and Safety Manager. This questionnaire must be completed on a 3 yearly basis. Follow successful completion of the questionnaire and adoption onto the EM Call off database, the Berkeley Estate Manager and Health and Safety Manager is to visit a non-Berkeley Group development under the active management of the tendering Managing Agent. The purpose of this visit is to review and audit Health and Safety live on a comparable Estate. Site visit to include: 1. A review of all H&S documentation 2. Fire and life safety system condition 3. All held manuals 4. Disaster recovery and estate management strategies Following successful completion of the above, all tendering managing agents should be invited into an interview where Health and Safety should be covered as the first agenda item. Additional checks must be made by the Estate Manager to ensure any proposed Managing Agent has suitable resources and health and safety systems in place prior to each contract being awarded. These checks will be bespoke to the development and the individual requirements should be decided upon by the Head of Health and Safety and the Estate Manager for each development / contract. As a minimum, the following items should be reviewed: 1. Training for Managing Agent Employees including; a. Fire Safety b. Responsible Person c. RAMS review / Production d. IOSH managing Safety training e. Legionella management 2. Minimum levels of Management and supervision 3. Hierarchy of management and supervision 4. Lone working procedures Records of these additional competency checks should be kept.	BGEM-F-01	Managing Agent Estate Manager BG CDT
5.2	**Appointment of Managing Agent** Clear Key Performance Indicators should be set for Managing Agent's performance and to include clearly defined H&S specific indicators i.e. Agents to pass annual document audit / British Safety Council Safety Audit. These KPI's should be specific to development and drawn up by the Estate Manager. The KPI's should incorporate the requirements of this document, where relevant. Once appointed the Managing Agent will be required to carry out their own risk assessments, document findings and complete all actions within 21 days of appointment. All estates strategy's and disaster recovery schedules are to be reviewed (where in place) and revised within an agreed timescale by the Managing Agent. All Managing Agents to go through revised training programme with on-site staff where required and as identified via the above two exercises.		Estate Manager Managing Agent

	All health and safety O&M manuals to be reviewed, audited and signed for by the new Agent. Any discrepancies within documentation to be identified by the Managing Agent and formal notification to be issued to the Berkeley Client within 21 days of appointment. All on-site legislative signage and procedures (lone working, permits etc.) to be reviewed and updated by the Managing Agent in accordance with the revised risk assessments and implemented within 21 days.		
6.1	**Part 3 - Handover requirements**	Reference	Responsibility
6.2	**Handover / Partial Occupation Requirements - General** Prior to handover to any block, partial block or entire estate from the Construction Department to the Estate Management Department, the following documentation shall be provided to the Estate Management team by the construction / technical departments: • Key development history (year of construction, building regulations, planning, key consultants) • O & M Manuals • Health and Safety File • Strategy docs (fire, phasing documentation, refuse etc.) • BEM-F-2 Pre Occupation Review Form, • Building control and CML certs • Asset schedules • Commissioning certificates • Training logs • Riser schedule • As built drawings, utility schematics and key register • Details of any maintenance contracts / agreements • Handover pack to be provided by operations All documentation to be provided as agreed with the Estate management department. This will usually be: • uploaded into the relevant SharePoint drive, • two hard copies • One copy to be provided on a USB stick held by Berkeley head office Documentation should be provided in final draft format a minimum of eight weeks prior to handover to allow time for the Estate Management Department to comment and revisions to be made. Where deemed appropriate by the Estate Manager, a presentation(s) should be provided to the Managing Agent on the requirements of the O&M Manuals. This should be a recorded meeting, with all individuals signing to confirm attendance. It may be appropriate to include the contractors who installed plant / equipment to provide these presentations, depending on the complexity of the individual items. All documentation should be provided in complete form and minimum of two weeks prior to occupation. All documentation should be reviewed by the Berkeley Client responsible for Estates and Health and Safety. All documentation should be reviewed by the Managing Agent. Once all documentation has been approved for handover, it can be formally issued to the Managing Agent. The Managing Agent must sign for its receipt.	BEM-F-02	Construction Department Estate Manager Managing Agent M&E Contractor

6.3	**Handover - Fire Safety System** Prior to handover of any block (or partial block) to the Managing Agent, Berkeley shall appoint an independent Fire Consultant (independent of the fire engineer that was used during the design process and of the Managing Agent) to review the documentation and testing process of the fire safety measures. Following this review and approval of the documentation and commissioning, the relevant documents and reports shall be formally passed over to the Managing Agent. Items to be reviewed by Fire Consultant: 1. Review of Fire Risk Assessment 2. Review all paperwork handed over from build is present and correct and in accordance with legal requirements 3. Review of fire management plan and set up arrangements. The management plan is to detail how fire is managed on the development, and should cover as a minimum the following: - Roles and responsibilities (including formal appointments) - Training, Instruction and Information - Emergency Procedure: Actions to be taken by all relevant people in the premises which included occupants, staff, contractors, visitors and those identified people with mobility or other disabilities - Fire detection, alarm systems, emergency lighting, AOV's - Fire equipment inspection procedure - Hot works- permit regime - Fire escape and communications - Fire brigade access, facilities and coordination - Material storage and waste management - Use of flammable substances/ COSHH management - Security/arson 4. Carry out a cause and effect test (as advised by the fire consultant) 5. Review of all fire doors against the strategy and check functionality 6. Visual inspection of fire stopping	Fire risk assessment	Managing Agent
6.4	**Handover - Health & Safety File** The Health and Safety File must be formally handed over to the Managing Agent by Berkeley when the building is handed over. The Managing Agent (and the third Party Operator where appointed) is responsible for maintaining and updating the Building Health & Safety File(s) and the O&M Manuals. A change register must be put in place for all of these files by the Managing agents and must be maintained. The Building Health & Safety Files must be made available to all contractors employed to carry out work of any kind, along with any other information they require in order to risk assess, plan and execute their activities in accordance with a sufficient safe system of work.	H&S File	Construction Department Technical Department Managing Agent
6.5	**Handover – Commissioning and witnessing** Commissioning and witnessing is to happen prior to handover and in accordance with the occupation strategy. The project team are required to invite the operations / estate team and managing agent on to site to witness the following before handover (as a minimum) - Life safety systems (cause and effect) - Access control (doors, vehicle gates etc.) - CCTV & security systems - BMU / Access equipment - Lifts		Construction Department Estate Manager Managing Agent

	- Plant rooms and associated kit Managing Agents should be given an opportunity (if they do not have the relevant resources this should be carried out by the Berkeley operations / estates team) to bring in third party consultants with relevant competency's to review and satisfy themselves on the condition and operation of items being handed over to include the following: - General H&S Risk assessments of all areas - Fire risk assessment of all areas - Plant room audit to include water testing - ROSPA report (where applicable) These are to be carried out prior to hand over of each phase and covered by Berkeley. Disaster recovery run through on all systems should be carried out with project team, Berkeley client and Managing Agents. Regardless of separate building control sign off, any issues noted within this run through and noted on field view or similar to be closed out.		
6.6	**Handover – Assessment of Risk prior to handover.** Prior to Serving notice for any building or phase (or partial handover), the Project Manager, Estate Manager, Managing Agent and Health and Safety Manager (involved as appropriate) shall conduct a Health and Safety review of the area(s) and documentation to be handed over. This review should involve assessing any residual risks of the development and ensuring it is safe to handover. Following the review, the form BL-F-18.1b Pre-Occupation Review Form shall be completed and signed by all relevant parties. For Phased Occupations, a formal approval will be required by the Building Control Authority in the form of a letter or certificate, confirming that they approve the phased occupation strategy and for the building to be occupied in the manner set out. This should be prepared ahead of first occupation.	BL-F-18.1b	Project Manager Estate Manager Managing Agent Health and Safety Manager
6.7	**Non-conformance reporting** The Managing agent shall inform the Estate Manager of any items identified by the Risk Assessment(s) that require Berkeley to rectify. The Estate Manager shall pass these items over to the construction team to be closed out. The Estate Manager shall be responsible monitoring the items and ensuring they are closed out in an appropriate time frame.		Managing Agent Estate Manager Construction Department
6.8	**Handover – Partial occupation** The Construction Department shall produce a phased occupation plan detailing the areas that are being handed over and the strategy for managing this. The form BL-F-15d Partial Occupation Strategy is to be completed The following areas should be considered in the occurrence of a phased or partial occupation: • Temporary/ phased fire strategies • Temporary/ phased access strategies • Temporary/ phased securities strategies For phased occupations, a formal approval will be required by the building control authority in the form of a letter or certificate, confirming that they approve the phased occupation strategy and for the building to be occupied in the manner set out. This should be prepared ahead of first occupations.	BL-F-15d	Construction Department Managing Agent

7.1	**Part 4 – Operational Requirements**	Reference	Responsibility
7.2	The Managing Agent shall ensure that the developments under their control are managed in accordance with the requirements laid out in the RICS document 'Service charge residential management Code and additional advice to landlords, leaseholders and agents.' As a minimum all Managing Agents should be Association of Residential Managing Agents (ARMA) Accredited. An audit trail should exist to substantiate that broader competence has been determined. All Estates Managing Agents managing more than 250 units (across Berkeley) shall hold and maintain either of the following accreditations on their Health & Safety management system; • British Safety Council 'Five Star Health & Safety Audit' (to be done at intervals of no greater than 2 years, the aspiration is that companies achieve at least a 3 star level - for those companies below this an action plan for improvement will be agreed.) • BS ISO 45001: 2018 Occupational Health and Safety Management System certification (OHSAS 18001 will be acceptable as long as a programme of conversion to BS ISO 45001 is in place) Note – For existing Estates Managing Agents a commitment to the above will be required by May 2019, accreditation must be achieved by May 2021.		
7.3	Appointment of the Responsible Person The Managing Agent shall ensure that a competent 'Responsible Person' is appointed to undertake a fire risk assessment and ensure the fire safety arrangements required by the risk assessment remain maintained and effective at all times, as required under the Regulatory Reform (Fire Safety) Order 2005 (RRFSO). This appointment must be recorded and a copy of the appointment sent to the Berkeley Estate Manager. The Responsible Person shall oversee all activities on the development in accordance with all relevant legislation and the RICS document 'Service charge residential management Code and additional advice to landlords, leaseholders and agents.' Any changes to this appointment shall be brought to the attention of the Berkeley Estate Manager within 24 hours of the change.		Managing Agent
7.4	**Coordination and cooperation** Bespoke arrangements shall be put in place by the Estate Manager to ensure the effective management of areas of the estate which are not under the control of a managing agent (e.g. energy centres, car parks, etc.) to which the general principles all of the above should be applied. These shall be agreed by all parties and the Berkeley Estate Manager shall be responsible for ensuring these arrangements are effective.		Estate Manager Managing Agent Construction Department
7.5	**Work instructed by Berkeley** Any scheduled maintenance / construction work undertaken directly by Berkeley must not commence until a permit to work has been obtained by Berkeley from the Managing Agent and / or third party operator. A permit to work or a formal signing in process from the Managing Agent will still be required where Berkeley instructed work is to be undertaken in an area that has not been handed over to the Managing Agent but where access to carry out the work is via handed over public areas / realm. This shall be agreed in advance with the managing agent. Copies of the approved RAMS for the work should be provided to the Managing Agent and / or third party operator when requesting a permit to work.	BL-P-06 Procurement and Supply Chain Management procedure	Estate Manager Managing Agent Construction Department

	Works that are instructed by Berkeley must follow the relevant Operating Company's Procurement and Supply Chain Management procedure. This ensures that relevant health and safety competency assessments of the supply chain are completed at appropriate times to achieve compliance with the Construction (Design & Management) Regulations.		
7.6	**Risk Assessments and Method Statements** The Managing Agent (and the third party operator, where appointed) is responsible for ensuring that all works to be carried out have been subject to a suitable and sufficient Risk Assessment by the relevant contractor and that a satisfactory Safe System of Work (Method Statement) has been produced and implemented. The Managing Agent (and the third party operator, where appointed) is responsible for ensuring that all works carried out by any contractor on the estate is carried out safely, and in compliance with the safe system of work (Method Statement). The Managing Agent shall ensure adequate controls are in place to supervise contractors working on the development. As a minimum, a permit to work system shall be established to ensure a fire stopping review (witnessed by Managing Agent) and signoff at the end of each work period (maximum of daily) is carried out and the area is clean and without hazards.		
7.7	**Mobile Cranes** It is sometimes unavoidable that mobile cranes or other mobile lifting equipment is required to carry out both maintenance and (in rare occasions) deliveries / removals from private homes. It is essential that such activities are carefully and robustly managed. It is the responsibility of the Berkeley Estate Manager to write to the Managing Agent of each Development and to subsequently meet with them to detail the Berkeley approvals process for allowing mobile cranes and lifting apparatus on to Estate areas. It is the responsibility of the Managing Agent to notify the Berkeley Estate Manager of the requirement for mobile lifting equipment to be used on Berkeley Estate areas a minimum of 14 days prior to the proposed lifting date. To assist the Managing Agent in reviewing and approving lifting activities requiring mobile lifting apparatus, the relevant operating company Mobile Crane Pre-use checklist form is to be completed by the Managing Agent. This should be reviewed and signed by an appropriately qualified member of staff from the Berkeley Construction Department. It may be necessary to pass this onto an Appointed Person for review. The requirement for completion and sign off of this form is to compliment, not replace existing method statement / risk assessment processes already applied by the Managing Agent. **No mobile cranes / lifting apparatus are permitted on Berkeley Estate areas without completion of the relevant form under any circumstances.**	BL-F-12c BL-F-12h BL-SRS-12b	Estate Manager Managing Agent Construction Department
7.8	**Management of spas and swimming pools** At any development where Berkeley retains Landlord responsibility, any company appointed to manage a spa, or other facility which includes a swimming pool, shall meet the following requirements: a. The managing agent/management company is required to provide full details of the arrangements they have in place to implement the health and safety requirements relevant to the operation of swimming pools, including: • BS EN 15288 Swimming pools. Part 2: Safety requirements for operation • HSG179 Managing health and safety in swimming pools	BS EN 15288 HSG 179	Estate Manager Managing Agent

	b. Berkeley shall contract the services of an independent external specialist swimming pool Health and Safety auditor to assess compliance with the above standards prior to the spa / swimming facilities being brought into use. c. The management company is required to utilise the services of an independent external specialist swimming pool Health and Safety auditor to assess compliance with the above standards at least every two years, and to provide signed copies of the audit reports to Berkeley. The Berkeley Estate Manager should regularly inspect spa and gym facilities to ensure that the cleaning and maintenance regime is being adhered to and that the facilities are well presented at all times. These requirements apply regardless of whether the appointment has been made directly by Berkeley, or through a management agent (preferred option) or other third party, and should form part of the contract agreement.		
7.9	**Play Equipment / Area** Where play areas are included in the development, prior to handover of the play area a RoSPA play area assessment shall be undertaken. It is recommended that this is conducted at design stage and post construction. At any development where Berkeley retains Landlord responsibility, regular reviews of the play area shall be undertaken by the Managing Agent and a monthly review carried out by the Estate Manager.		Managing Agent Estate Manager
7.10	**Fire Precautions** The Managing Agent (and the third party operator, where appointed) is responsible for ensuring that a Fire Risk Assessment covering the common parts of the building has been carried out at least every 12 months, or in light of significant change (see Fire Risk Assessment section), that Fire Alarm Systems and Equipment are in good working order, and that they are tested regularly, in line with Berkeley and the manufacturers requirements. Formal fire inspections shall be carried out by the Managing Agent, the frequency of which shall be agreed between the Managing agent and the Berkeley Estate Manager. This should be risk based and will normally be either weekly or fortnightly. **Fire Risk Assessment** The Fire Risk Assessment shall be carried out by a competent third party specialist Fire Risk Assessor, who is independent of the Responsible Person / Managing Agent. This must be supported by written verification that they are competent confirming the following to the Berkeley Estate Manager: 1. The assessor has independent registration with, or certification from, a professional or certification body and they meet the competency criteria of the Fire Risk Assessment Competency Council – Competency Criteria for Fire Risk Assessors, and 2. The assessor has experience of undertaking fire risk assessments for the type of premises involved. References will be required. The scope for the assessment shall be agreed between Berkeley Estate Manager and the Managing Agent in writing before it takes place. This should include as a minimum:	Fire Risk Assessment	Estate Manager Managing Agent

	1. All communal areas 2. All Car park areas 3. All plant rooms 4. External areas 5. Service corridors 6. Refuse areas 7. Waste management plans (including collection arrangements) 8. Coordination between relevant parties (i.e. car park operator and Managing agent). Access to all relevant areas of the premises shall be made available. All records relating to the premises, including previous risk assessments must be made available to the assessor.		
7.11	**Annual Fire Review of Individual Apartments** Managing agents should use all reasonable endeavours to ensure Leaseholders and tenants check all fire safety systems within their demise. The Managing Agent will also send a letter to each lessee on an annual basis reminding them of their responsibility to ensure the life safety equipment within their demise has been tested. All residents shall be reminded of their obligation to advise the Managing Agent of any alterations that have taken place in the apartment.		Estate Manager Managing Agent
7.12	**Lifting Operations and Lifting Equipment** Statutory regulations require a thorough examination and certification of all lifts by a qualified person at not more than 6 monthly intervals. It is the Managing Agents responsibility to ensure that all lifts comply with relevant regulations, and that all lifts undergo a 6 monthly examination. To facilitate the above, Berkeley arranges the block engineering insurance, under which inspectors will carry out the periodic inspection and issue the appropriate certificates. This policy is administered by Berkeley's insurance brokers. It is the responsibility of the Berkeley Estate Manager to place the initial insurance on the lift by informing the Berkeley Insurance Brokers. A declaration of conformity is contained within the Health and Safety Manual confirming that the lifts comply with EN81-20/EN 81-50 at the time of completion is adequate for compliance purposes for the first six months of operation. The Construction Department shall inform the Estate Manager when the Declaration of Conformity has been issued for each lift. When a Block has been formally handover to the Managing Agent the responsibility for ensuring regular inspection, maintenance and examination passes to the Managing Agent. This includes the responsibility for ensuring that all remedial requirements and/or recommendations recorded on the statutory examination certificates are properly and timely closed out. All lift inspections and examinations should be retained on site with routine lift maintenance records, both of which will be subject to periodic audit by the Estate Manager. Where any defects are identified, the actions are to be carried out within the prescribed timescales. Berkeley should be informed in writing within 24 hours of the lift inspection. All lifts are to be supplied with an operational alarm and auto dialler system on completion. The Managing agent is required to ensure that appropriate arrangements are in place to inspect and record this equipment's operational status as a minimum in accordance with the manufacturers' recommendations. As a minimum this will be monthly for non-manned sites or weekly for manned sites (or less if stipulated by the lift manufacturer). In the event of any faults, the Berkeley Estate Manager must be informed.	EN81-20 EN81-50	Estate Manager Managing Agent Construction Department

7.13	**Monitoring by and of the Managing Agent** All health and safety compliance is to be overseen by the managing agent's appointed health and safety advisor. A suitable process must be in place to ensure the Managing agent is conducting self-assessment on a monthly basis. Monthly monitoring of the Managing Agent will be undertaken by the Berkeley Estate Manager. The review will encompass a review of the self-assessment followed by a physical assessment of the Estate by the Managing Agent and the Berkeley Estate Manager. This should be recorded. A Risk Review Meeting shall be carried out on a monthly basis. The Managing Agent shall commission a RoSPA Common Areas Review where relevant on an annual basis and action any requirements or recommendation within appropriate timescales. A full compliance audit will be undertaken at least annually by the Berkeley Estate Manager, with assistance from the Health and Safety Department. 'BL-F-18.1c Estate Managing Agent H&S audit' shall be used to conduct this review. Berkeley Group will organise a BSC 5 Star Audit for all Estate Management companies. Each site may be subject to an independent audit at any time and the managing agent must cooperate and ensure they are available with all relevant paperwork and personnel.	BL-F-18.1c	Estate Manager Managing Agent
7.14	**Control of contractors / Third Parties** Where the Managing Agent uses third party organisations or contractors, the Managing agent must have a process to ensure they are competent to conduct their operations. The performance of all contractors / third parties shall be monitored and relevant KPI's should be in place. At any development where Berkeley retains Landlord responsibility, any company appointed to manage the facilities shall work in accordance with legislative requirements. This should include: - Regular Testing in accordance with statutory requirements or Berkeley Client Best Practice - Visual Inspections as per agreed form with Berkeley Client - Risk Assessments and safe systems of work - Appropriate Record Keeping - Cause and effect testing - Regular review of staff training - Up to date health and safety/ O&M files Management of Third parties on the Estate to include, but not limited to housing associations, student accommodation and commercial operators.		Managing Agent
7.15	**Lone working training for Berkeley Estate Management Staff.** Due to the nature of the role fulfilled by Berkeley Estate Management staff, employees are frequently required to visit customer apartments alone to meet and discuss issues with customers or to carry out inspections unaccompanied in handed over areas of our Developments.	BL-P-17.2 BL-F-17.2a BL-P-05	Estate Manager Managing Agent

	It is the responsibility of the Lead Estate Manager to ensure that all Estate Management staff members have received and understood the guidance and safety measures associated with lone working including; • The drawing of attention to Estate staff of the guidance for lone working contained in the Health & Safety procedures. • That all Estate Management staff receive a full briefing regarding lone working arrangements. • That all Estate Management staff are provided with and attend lone worker training. • That all Estate Management staff are provided with and receiving training in the use of the personal safety alarm. The above training should be recorded on the individual staff training record. New members of Estate Management staff are not to be permitted to undertake any tasks associated with lone working until the above requirements have been completed. See the Operating Companies specific procedures in relation to Lone Working for more information. The Managing Agent must have procedures for lone working (including suitable Risk Assessments).		
7.16	**Incidents and Accidents** All incidents and accidents shall be reported by the Managing Agent to the Berkeley Estate Manager. This shall include: a. All accidents that are entered in the accident book b. All fires c. Any High Potential Near Misses (*an incident which, were it to have occurred under different circumstances would have led to major incident)* d. Any Enforcement agency visits. e. Environmental incidents The Managing Agent is to notify Berkeley Estate Manager as soon as practicable. This should be no later than 24 hours. All documentation should be available for review as soon as possible. Berkeley should be invited to attend RIDDOR Reportable or High Potential Incident reviews. All RIDDOR or High Potential Incidents that occur on completed developments where Berkeley retain a legal interest shall be entered onto CR360 against the Head Office location within 24 hours. The Managing Director and Head of Health and Safety shall be informed by telephone / email as soon as possible, but within 24 hours.	BL-P-19	Estate Manager Managing Agent
7.17	**Estates Strategy/ Disaster Recovery/Crisis Protocol** All managing agents are to act in accordance with Berkeley requirements in regard to Crisis Protocol, as agreed with the Management Agent and Estate Manager. The managing agents are responsible for the regular review, monitoring and updating of approved estates strategy and disaster recovery to be reviewed in accordance with Berkeley at a frequency not exceeding 6 months.		Managing Agent Estate Manager
7.18	**COSHH**		Managing Agent

	Managing agents should ensure full compliance with the Control of Substances Hazardous to Health. In relation to Legionella management; the Managing Agent must appoint a 'responsible person' (or persons) to help undertake the measures needed to comply with the requirements in COSHH. The appointed person or persons will take day-to-day responsibility for controlling any identified risks and should have sufficient authority, competent and knowledge of the installation. The implementation of all monitoring programmes and control schemes should be properly supervised. Those specifically appointed to implement the control measures and strategies should be clearly informed of their duties and responsibilities, and efficient lines of communication established to ensure that all relevant information is passed on quickly and accurately (ACOP L8, Para 48). The appointed responsible person (s) must arrange for: A Legionella Risk Assessment to be carried out by a competent consultant. Review of the risk assessment to be carried out on a two year cycle. It may be necessary to carry out earlier, i.e. when there is a change to the water system or its use. Responsible person (s) to have undertaken appropriate training and to have been formally appointed. A legionella management plan to be developed. This will entail any significant findings of the risk assessment, details of the appointed person (s) and a written scheme for minimising risk, plus details of its implementation and the people responsible Records to be kept regarding the results of any monitoring inspection, test or check carried out and the dates in a Legionella Logbook. These records must be preserved for at least five years following the end of the period for which they concern. All record should be signed, verified or authenticated by those people performing the various tasks.		Estate Manager
7.19	**Training and Qualifications** Managing Agents are required to train all staff specific to their job role in accordance with Best Practice for managing estates. Training records should be made available, kept up to date and new members of staff in accordance with their role within 3 months of starting and reviewed every year or as required.		Managing Agents
7.20	**Common Area Review** An annual 'Common Area Review' shall be carried out by RoSPA for all developments with over 250 units. This shall be arranged by the Managing Agent		Managing Agents
5.0	**Guidance documents and references**	Reference	Responsibility
5.1	BSE-P-05 Risk Management Procedures BL-P-06 Procurement and Supply Chain Management procedure BL-P-19 Incident Reporting Investigation and Review Procedures BL-P-17.2 Vulnerable Persons Procedures BL-F-17.2a Lone Workers Risk Assessment BL-F-12c Mobile Crane Pre User Checklist BL-F-12h Mobile Crane Coordination Record BL-F-15d Partial Occupation Strategy BL-SRS-12b Mobile Crane Requirements BL-F-18.1a Managing Agent Competency Assessment Questionnaire BL-F-18.1b Pre-occupation Review BL-F-18.1c Estate Managing Agent H&S Audit		

	EN81-20 Safety Requirements for the Construction and installation of Lifts EN81-50 Test and Examination Requirements for Certain Lift Components BS EN 15288 Swimming Pools: safety requirements for design HSG 179 Managing Health and Safety in Swimming Pools		

18.2 Non-Construction Plant Operation Procedure

Contents

Revision Register

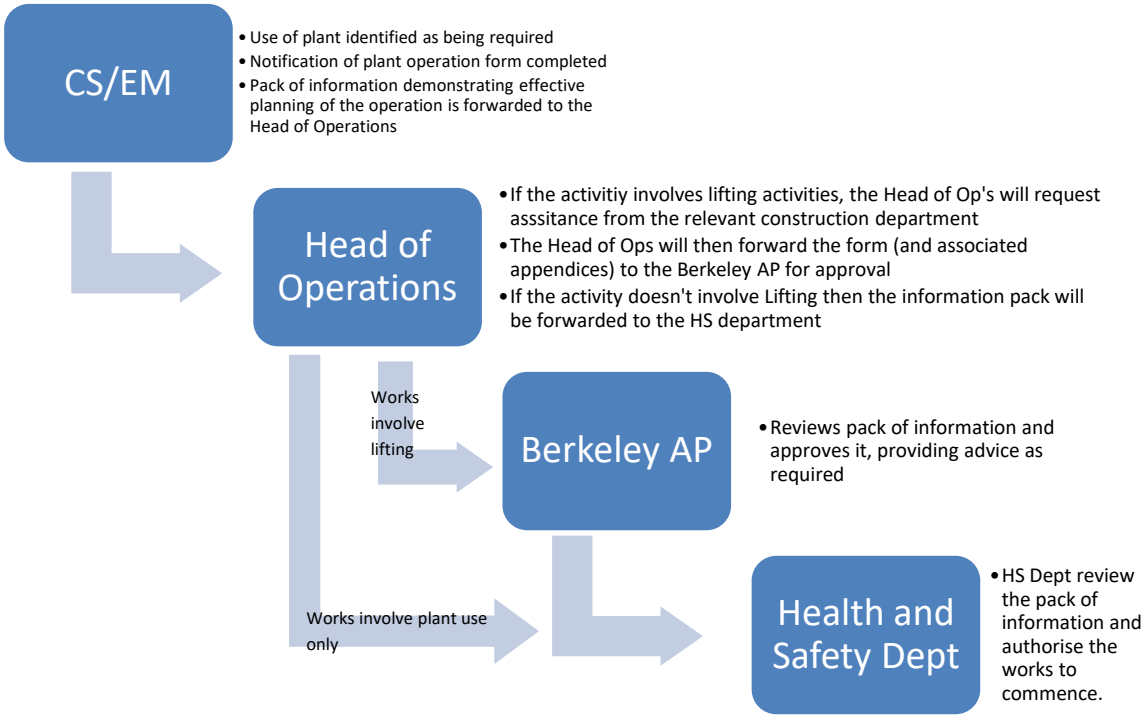
Revision Register		
Date	Version	Description - Reason for change
01/05/2019	1	New procedure - approved
22/4/2022	1.1	General review/Berkeley London Forum members updated (Item 3.7), removed reference to 'eyebolt' (Item 3.3), updated form reference for Notification of Plant Operation (Items 4.1 and 4.3), added form reference for Notification of Plant Operation (Item 5.2)

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	The purpose of this procedure is to establish the requirements for managing plant operations (including Lifting), to ensure they are conducted safely and in line with the relevant Regulations.		
2.0	**Scope**		
2.1	This procedure shall apply to Customer Service, Managing Agent and Estate Managers planning any Operations involving the use of plant. **Section 4 covers Lifting activities.** **Section 5 covers other plant use.**		
2.2	This Procedure shall apply in full on all Berkeley developments where Berkeley still have a legal interest.		
3.0	**Definitions**		
3.1	**Plant** In relation to this procedure, construction plant mean any heavy equipment such as: • excavating plant • MEWPs • lifting plant • Lorry mounted crane such as Hi-ab's • compacting plant • concreting plant • bitumen laying plant • piling plant and equipment		
3.2	**Lifting Operations** An operation concerned with the lifting or lowering of a load.		
3.3	**Lifting Equipment** Work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it. It includes any lifting accessories that attach the load to the machine in addition to the equipment which carries out the actual lifting function. The scope of these		

Item	Details	Reference	Responsibility
	Regulations is therefore very wide and includes a range of equipment including but not limited to; Genie Lifts; Hoists; MEWP's; Cherry Pickers; Scissor Lifts; Tower Cranes; Mobile Cranes etc.		
3.4	**Lifting Accessories** Lifting accessories are pieces of equipment that are used to attach the load to lifting equipment, providing a link between the two. Any lifting accessories used between lifting equipment and the load may need to be taken into account in determining the overall weight of the load.		
3.5	**Load** A 'load' includes any material, people or animals (or any combination of these), that are lifted by the lifting equipment. In some circumstances, such as in the use of a mobile crane, the weight of the lifting accessories including the hook block will need to be considered as part of the load being lifted.		
3.6	**Complex lift** A complex lift is one where unusual or dangerous loads are lifted; lifts are performed in difficult or hazardous environments; the lift is performed in unusual circumstances; more than one lifting appliance is required or which uses special lifting equipment. Such operations call for a greater degree of planning. The extent of the measures will depend on the complexity and nature of the operation, and the equipment used.		
3.7	**Berkeley** For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum Member; • Berkeley Homes East Thames • Berkeley Homes Capital • Berkeley St Edward		
3.8	**CPA Crane Hire (The hire and crane driver is under the hirers instruction for the day.)** The hirer is in charge and responsible for the crane as soon as it leaves the public highway. The risk assessment and method statement should be produced by the hirer's Appointed Person. The hirer is responsible for slinging the loads and banking and supervising the crane and providing all members of the crane team, except the crane operator.		
3.9	**CPA Contact Lift (A fully managed and insured lift undertaken by the crane hire company.)** A site visit will be arranged prior to the lift where the crane size and any additional equipment required will be determined and a risk assessment and method statement produced by a CPCS Appointed Person. The lifting operation will be supervised and undertaken by a CPCS Crane Lift Supervisor (employed by the Crane company) who will sling the loads and bank and supervise the crane, following instructions given by the crane companies Appointed Person. Depending on the requirements of the job additional personnel will be provided to ensure the lifting operation progresses smoothly.		
4.0	**General requirements**		
4.1	**Prior to any use of plant or lifting activity:** • CS/EM shall inform the H&S department of any such activities AND • CS/EM to complete form BL-F-18.2a Notification of Plant Operation for Non-Construction Activities Works MUST NOT COMMENCE prior to receiving authorisation from the Health and Safety Department.		

Item	Details	Reference	Responsibility
	The flow chart on the following page demonstrates what is required for the effective management of plant and lifting activities in the Non construction departments		

Diagram demonstrating the review and approval of Plant operations in Berkeley



4.3	**Requirements specific to lifting activities** This section details the specific requirements relating to lifting activities and relates to all lifting and lifting equipment, whether that be with powered lifting equipment, such as a crane, or genie type lifting equipment. All lifting operations should be Planned, Supervised and Carried out in a safe manner by a competent personnel. **<u>All Crane lifting operations are to be carried out using a contract lift. Please see section 3.8 and 3.9 above to differentiate between a 'CPA crane hire' and a CPA Contract Lift'</u>** **Prior to any lifting activity commencing:** • CS/EM shall inform the H&S department of any lifting activities • CS/EM to complete form BL-F-18.2a Notification of Plant Operation for Non-Construction Activities **Every lifting operation involving lifting equipment shall:** • Be properly planned by a competent person/people • Be appropriately supervised • Be carried out in a safe manner		

	An additional (to the contract lift) Appointed Person (the Berkeley AP) will be appointed for any lifting operation by the Construction Department. The head of operations (or equivalent) should request this support at an early stage from the construction department. The Berkeley AP will be responsible for overseeing the contract lift and any other lifting activity. The AP will usually be employed on a Berkeley construction site. The lift plan provided by the Crane hirer company (as part of the Contract Lift) should be provided to the Berkeley AP who will review it for adequacy to ensure it addresses the risks identified by the risk assessment and identifies the resource required, the procedures and responsibilities so that any lifting operation is carried out safely. The plan should ensure that the lifting equipment remains safe for the range of lifting operations for which the equipment might be used. The type of lifting equipment that is to be used and the complexity of the lifting operations will dictate the degree of planning required for the lifting operation. The AP will also visit the relevant project to provide assistance and assurance if requested by the CS/EM department. The procedure BL-P-12 Lifting Operations and any associated SRS's should be complied with in regard to the planning and carrying out of lifting activities. The lifting activity shall only commence when the Berkeley AP has reviewed and approved the lift plan and the Health and safety department has provided authorisation to commence the works.		
5.0	**Guidance documents & references**		
5.1	• Code of Practice for Safe Use of Cranes, BS 7121 (Parts 1, 3 and 5) • L113 Lifting Operations and Lifting Equipment Regulations 1998 Approved Code of Practice and guidance		
5.2	• BL-F-12a Lifting Coordination Plan template • BL-F-12b Appointed Persons Monthly Review Form • BL-F-12c Mobile Crane Pre-Use Check-sheet • BL-F-12d HIAB Pre-Use Check-sheet • BL-F-12e Tower Crane Compliance Checklist • BL-F-12f Telehandler Inspection Check-sheet • BL-F-12g- Assessment of competence to manage lifting operations • BL-F-12h Mobile Crane Co-ordination Record • BL-F-12k – LOM Appointment Letter. • BL-F-18.2a Notification of Plant Operation for Non-Construction Activities		
5.3	• BL-SRS-12a Tower Crane Requirements • BL-SRS-12b Mobile Crane Requirements • BL-SRS-12c Self Erecting Tower Cranes Requirements • BL-SRS-12d Forklift trucks Requirements • BL-SRS-12e Hoists and Mast-climbers Requirements • BL-SRS-12f Excavators used as cranes Requirements • BL-SRS-12g Lifting Accessories Requirements • BL-SRS-12h Mobile Crane Planning Flow Chart		

19 Incident Reporting, Investigation and Review Procedure

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
01/10/2014	1	New procedure
13/01/2015	1.1	updated
13/04/2018	1.2	Reviewed and updated (TLC)
25/02/2019	1.3	BSE References
25/02/2021	1.4	Reviewed & Updated

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	This procedure sets out the arrangements for incident and accident reporting within the business. The aim of the document is to provide clear guidance on the reporting structure, from incident occurrence to close-out. The relevant statutory provision is contained in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.		
2.0	**Scope**		
2.1	The procedure applies to all incidents (including near-misses) which have either caused injury, no matter how minor, or have the potential to cause injury.		
3.0	**Definitions**		
3.1	Accident - an event that results in injury, ill-health or damage to plant or property Near miss - an event that, whilst not causing harm, has the potential to cause injury or ill health RIDDOR reportable injury - an accident that leads to the injured person being unable to work for more than 7 days (weekends are included in this calculation). Specified injury/ill health - (as defined in RIDDOR), including fractures (other than fingers or toes), amputations, loss of sight, a burn or penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours. Dangerous occurrence - one of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR).	HSG245 Investigating accidents and incidents	
3.2	Hazard - the potential to cause harm, including ill health and injury; damage to property, plant, products or the environment. For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety Forum Member: • Berkeley Homes (East Thames) Limited		

- Berkeley Homes Capital
- Berkeley St Edward

References to the Divisional Head of Health and Safety or Divisional Managing Director may not be relevant to all Operating Companies. Where a Divisional Head of Health and Safety or Divisional Managing Director does not exist in the Operating Company then the responsibilities should be passed to the Operating Company Head of Health and Safety or Managing Director, as appropriate.

4.0 **Main requirements**

4.1 It is important to ensure that every accident and near miss is investigated to the extent necessary to determine the cause of it. Only by this means will it be possible to ensure appropriate control measures can be put in place to prevent a reoccurrence.

To that end, the following levels of action should be utilised to establish what amount of information needs to be gathered, and by whom.

4.2 Action level, notification, investigation and review

Level	Description of level	Notification	Investigation led by	Review
1	< 1 hour absence, minor first aid.	• Via Cr360 within 24 hours	Employer	• Employer • Site Manager
2	> 1 hour, <½ day absence, or left site for medical attention.	• Via Cr360 within 24 hours • Site team to report to Operating Company Head of Health and Safety and Director responsible for Health and Safety as soon as practicable. • Head of Health and Safety to report incident to the Managing Director within 24 hours.	Site Team	• Site team (investigator) • Project Manager • H&S team representative
3	>½ day, <3 day absence / non HPI near Miss	• Telephone Director Responsible and H&S Dept. as soon as practicable. • Via Cr360 within 24 hours • Head of Health and Safety to report incident to the Managing Director within 24 hours.		
4	1. >3 day, <7 day absence 2. High Potential Near miss / Injury Incident	• Telephone Director Responsible for Health and Safety and H&S Dept. as soon as practicable. • Head of Health and Safety to report incident to the Managing Director within 24 hours. • Email / Telephone report to Divisional Managing Director and Divisional Head of Health and Safety as soon as practicable. • Via Cr360 within 24 hours	H&S Department	• Project Manager • H&S team representative • Senior Manager
5	1. >7 days (RIDDOR) 2. HPI Near miss 3. Dangerous Occurrence 4. Improvement notice (from the HSE)	• Telephone Director Responsible for Health and Safety and H&S Dept. as soon as practicable. • Head of Health and Safety to report incident to the Managing Director within 24 hours. • Telephone report to Divisional Managing Director and Divisional Head of Health and Safety as soon as practicable. • Via Cr360 within 24 hours • Operating Company Head of Health and Safety to inform the Group Executive for Health and Safety • Divisional Managing Director to inform the Berkeley Group Managing Director.		An initial incident review is to be carried out by the Operating Company within 7 days of the incident, where possible. An update to Division should be provided following this review. • Project Manager / Department Head • H&S team Advisor / Manager • Senior Manager • Director Responsible for H&S • Operating Company Head of Health and Safety • Managing Director • Divisional Head of Health and Safety • Divisional MD (if required)
6	1. Specified injuries & Dangerous Occurrences (RIDDOR) 2. Prohibition notices (from the HSE) 3. Accident injuring a member of the public	• Telephone Director Responsible for Health and Safety and H&S Dept. as soon as practicable. • Head of Health and Safety to report incident to the Managing Director within 24 hours. • Telephone report to Divisional Managing Director and Divisional Head of Health and Safety as soon as practicable. • Via Cr360 within 24 hours • Operating Company Head of Health and Safety to inform the Group Executive for Health and Safety • Divisional Managing Director to inform the Berkeley Group Managing Director.		
7	Any incident in any category that may have major implications, e.g. fatal injury, major fire, building collapse, prosecution etc.	• Telephone Director Responsible for Health and Safety and H&S Dept. as soon as practicable. • Telephone report to Divisional Managing Director and Divisional Head of Health and Safety as soon as practicable. • Via Cr360 within 24 hours • Operating Company Head of Health and Safety to inform the Group Executive for Health and Safety • Divisional Managing Director to inform the Berkeley Group Managing Director.		An initial incident review is to be carried out by the Operating Company within 7 days of the incident, where possible. An update to Division should be provided following this review. • Project Manager / Department Head • H&S team representative • Senior Manager • Director Responsible for H&S • Managing Director • Divisional Head of Health and Safety • Divisional MD

Any accident can be upgraded or downgraded if deemed appropriate by the Head of Health and Safety, to more accurately represent the potential severity of the accident.

4.3 **All accidents, near misses, injuries and dangerous occurrences**

	Any Berkeley member of staff hearing, or receiving a report, of an incident must ascertain whether or not a person has been injured, and if so, if a First Aider is in attendance or an ambulance summoned. They must then immediately report the circumstances to the Project Management Team. The Project Management Team shall then: 1. Verify that, if required, relevant services have been summoned e.g. First Aider, Ambulance, Fire, Police etc; 2. Make the scene of the accident safe 3. Ensure first aid is provided as required 4. Prevent access to the scene and secure any evidence. The scene of the incident, particularly where a fatality, major injury or dangerous occurrence has occurred, **must be left undisturbed** until permission to do otherwise has been granted by the appropriate authority. 5. In order that the cause of an accident may be properly investigated, plant/equipment etc. directly connected with the accident should be left unmoved pending official inspection. Where this is impracticable the item should be placed in safe custody after a sketch of their position or a photograph has been taken to record the same. 6. If the incident is a level 3 or above, immediately notify the Director responsible for health and safety and the Health and Safety Team immediately by phone. See flow chart at Appendix 1 7. Complete the accident notification on Cr360 (or complete form **BL-F-19 a Accident Report Form** if the site is not connected to the internet). 8. Where the incident involves over 1 hour lost time, the project management team shall ensure that the contractor confirms**, in writing**, when the Injured Person returned to work and whether the incident is likely to be RIDDOR Reportable. 9. For all accidents the employer must complete an accident report and submit to Berkeley within 14 days. 10. For Level 2 accidents the site team will conduct an investigation using the Cr360 system. All necessary evidence shall be appended to the system. A review of the accident must take place within 21 days involving the person who conducted the investigation, the Project manager and a member of the Health and Safety Team. 11. For Level 3 and above accidents the Health and Safety Team will conduct an investigation using Cr360. All necessary evidence shall be appended to this report. A review of the accident must take place within 21 days involving the person who conducted the investigation, the Project manager and a member of the Senior Management team i.e. a Director. 12. The purpose of the review to ensure that an adequate investigation has taken place, that the findings are in line with the evidence and to agree on the proposed recommendations. 13. Where appropriate, confirm with the Contractor involved that the relevant statutory notification has been undertaken. 14. It is your duty to answer any questions, relevant to the investigation of any incident, put to you by the investigating authority e.g. HSE, Fire, and OHS&E Adviser. However, NO ANSWER OR COMMENT SHOULD BE MADE TO ENQUIRIES FROM THE PRESS, TV, GENERAL PUBLIC ETC.	BL-P-19 Accident Report	
4.4	**Reporting procedure for injury and non-injury claims** It is important that any letter or indication of a claim for injury received by Berkeley is forwarded immediately unanswered to our Insurers and the Group risk by telephone and post, and the appropriate acknowledgement will be issued in accordance with procedures agreed with our Insurers. Regional Managing Directors and Construction Directors will be required to ensure that this process is complied with and that the Head of Health and Safety is informed.		

4.5	**Specified injuries** The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4): 1. Fractures, other than to fingers, thumbs and toes 2. Amputations 3. Any injury likely to lead to permanent loss of sight or reduction in sight 4. Any crush injury to the head or torso causing damage to the brain or internal organs 5. Serious burns (including scalding) which: covers more than 10% of the body 6. Causes significant damage to the eyes, respiratory system or other vital organs 7. Any scalping requiring hospital treatment 8. Any loss of consciousness caused by head injury or asphyxia 9. Any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness 10. Requires resuscitation or admittance to hospital for more than 24 hours	RIDDOR 2013, Regulation 4	
4.6	**Dangerous Occurrences (not an exhaustive list)** 1. Lifting equipment (The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting) 2. Pressure systems (The failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000(1), where that failure could cause the death of any person). 3. Electrical incidents causing explosion or fire. 4. Explosives 5. Biological agents (Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness). 6. Breathing apparatus (the malfunction of) 7. Collapse of scaffolding 8. The unintentional collapse or partial collapse of - (a)any structure, which involves a fall of more than 5 tonnes of material; or (b)any floor or wall of any place of work. 9. The unintentional collapse or partial collapse of any false work 10. Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours. 11. The unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases. 12. The sudden, unintentional and uncontrolled release inside a building i. of 100 kilograms or more of a flammable liquid; ii. of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point; . iii. of 10 kilograms or more of a flammable gas	RIDDOR 2013, Schedule 2	
4.7	**Close calls and near misses** A close call is an unplanned event that did not result in injury, illness, or damage but had the potential to do so. A near miss is defined as unplanned or uncontrolled event which meets both of the following criteria: 1. Under different circumstances it might have resulted in significant injury or ill health of people or significant damage to property, plant materials or the environment and; 2. Meaningful lessons can be learned from it. Therefore a near miss is deemed to be a close call with more serious potential consequences.	Appendix 2 Close Call / Positive Intervention Process	

	When a close call is deemed to be more serious and meet the criteria of a near miss then it will be allocated an accident category level by Senior Management and investigated and reviewed in line with the table in section 4.2.		
4.8	**Return to work** When any injured person is off work due to an incident then the supervisor for that individual must complete a return to work form detailing how long the individual was off work and that they are now fit to return – Form BL-F-19c Notification of Return to Work Following an Incident Form.		
4.9	**Competence requirements** Any Berkeley Manager undertaking an accident investigation must have completed the accident investigation course. For Health and Safety Team members investigation shall be considered a core skill.		
5.0	**Guidance documents and references**		
5.1	• HSG245 – Investigating accidents and incidents: A workbook for employers, unions, safety representatives and safety professionals • INDG453 – Reporting accidents and incidents at work		
5.2	• BL-F-19 Accident Report Form • BL-F-19 b Accident Investigation Form		
6.0	**Appendices**		
6.1	• Appendix 1 - Accident Flow Chart		

Appendix 1

Accident Flow Chart

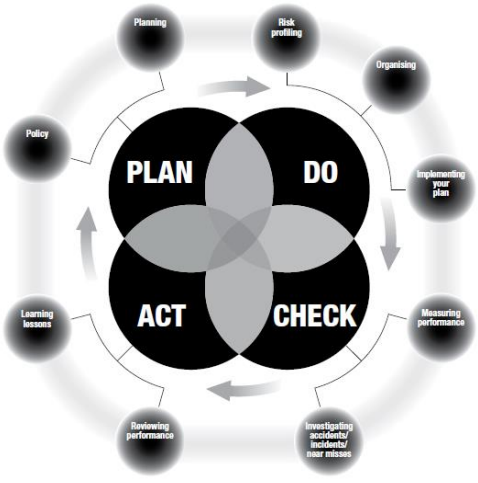
Position	Name	Phone Number
Director Responsible for H&S		
Head of H&S		
H&S Manager		
Project manager		

20 Performance Monitoring, Audit and Inspection Procedure

Contents

Revision register

Revision register		
Date	Version	Description - Reason for change
21/11/14	1	New procedure
13/01/2015	1.1	Published
23/09/2016	1.2	Updated to incorporate CR 360 requirements and review period for Estate Management activities
10/08/2017	1.3	Removed references to sustainability monitoring
19/03/2018	1.4	General update as part of annual review TLC
25/02/2021	1.5	General update as part of annual review GR

Item	Details	Reference	Responsibility
1.0	**Purpose**		
1.1	The purpose of this procedure is to outline how Berkeley will conduct monitoring of health and safety. It sets the approach and minimum requirements for monitoring of workplaces, but leaves sufficient scope for each member business to adapt its monitoring regime to the prevailing risk profile of the business. Performance monitoring is a key element of how any organisation conducts its undertakings and the following of this procedure will enable Berkeley to confirm that risks are being appropriately managed, confirm standards are being upheld and identify areas for improvement. This procedure (along with the Accident reporting, Investigation and Review Procedure) will form part of the check stage of the Plan, Do, Check, Act cycle illustrated within HSG65, seen below: 		

Item	Details	Reference	Responsibility
2.0	**Scope**		
2.1	This procedure covers all work activities undertaken by, for or on behalf of Berkeley, as defined below.		
3.0	**Definitions**		
3.1	For the purposes of this document, Berkeley refers to any Berkeley London Health and Safety forum member: • Berkeley Homes (East Thames) Limited • Berkeley Homes Capital • Berkeley Homes (Urban Development) Limited • Berkeley St Edward		
3.2	**Inspection** The formal assessment of workplace health and safety, and the identification of hazardous conditions or practices, for subsequent remedial action.		
3.3	**Audit** The structured process of collecting independent information on the efficiency, effectiveness and reliability of the total Health and Safety Management System and drawing up plans for corrective action.		
3.4	**Drill down audit** A review of the arrangements to manage the risks posed by a particular subject matter, assessed by witnessing work taking place, reviewing plans, checking records and inspecting any other relevant sources of evidence . For example a drill down audit may be conducted into lifting operations.		
3.5	**Audit program** A program that schedules all of the organisations planned audits for a set period, usually a year.		
3.6	**Management review** A review of the overall health and safety management of the organisation, to be undertaken as a minimum annually.		
4.0	**Main requirements**		
4.1	**Health and safety inspection of workplaces** All workplaces should be inspected regularly to monitor compliance with the required Health and Safety Standards. The below table sets out the baseline inspection requirements, however these can be adjusted if justified through risk assessment. Anybody carrying out inspections should be a Suitably Qualified and Experienced Person (SQEP). The requirements for this will vary depending on the risk and nature of the workplace. **Construction Sites** | **Other locations**		

<table>
<tr><th>Item</th><th>Details</th><th>Reference</th><th>Responsibility</th></tr>
<tr><td></td><td>
<table>
<tr><td>Local Management</td><td>All areas should receive a formal recorded health and safety inspection on a weekly basis. This should be recorded using the BL-F-20a Site Managers H&S Inspection Form.</td><td>Offices, Sales Suites and other workplaces should be subject to health and safety inspections appropriate to the level of risk, but this should not exceed monthly. Offices and Sales suites should be inspected using BL-F-18b Office HSE Inspection Form.</td></tr>
<tr><td>Health and Safety Team</td><td>The Health and Safety Team will develop a programme of visits based upon the risk profile of the business and individual workplaces. These visits will take many forms, but each live construction site will receive a visit to the live work faces at least monthly and this will be formally recorded using Cr360. For other visits BLF-F-20c Advice and Guidance Note can be used.</td><td>The Health and Safety Team will develop a programme of visits based upon the risk profile of the business and individual workplaces. This will include visits to non-construction workplaces. All workplaces will be visited at intervals not exceeding 6 months, and these will be formally recorded. To record such visits BLF-F-20c Advice and Guidance Note will normally be used.
Estate Management activities will be reviewed quarterly.</td></tr>
<tr><td>Directors</td><td>Directors tours will be carried out weekly on all live construction sites and will be recorded on CR360</td><td>Other workplaces should also be visited by directors where deemed appropriate.</td></tr>
<tr><td>Contractors</td><td>Our supply chain partners will be responsible for conducting appropriate monitoring of their activities.</td><td>Our supply chain partners will be responsible for conducting appropriate monitoring of their activities.</td></tr>
</table>

Any inspection or monitoring activity should aim not only to identify problems but also to identify what caused them. Actions must be taken to rectify both the problems identified, and the root causes of any problems.

Each recorded inspection must have a record of the close out actions taken.
CR 360 Performance Management module has the capability for all inspections to be inputted and closed out with audit capability.
</td><td>BL-F-20a Site Managers H&S Inspection.

BL-F-18b Office HSE Inspection Form

BL-F-20b H&S Team Scored Inspection

BL-F-20c Advice and Guidance Note

BL-F-20d Directors Safety Inspection Tour</td><td></td></tr>
<tr><td>4.2</td><td>Audit programme

Each business in the Berkeley London Forum shall produce an annual Audit Program, which it shall monitor and report against. The program shall be based upon risk with higher risk areas being subject to greater scrutiny.

The Program shall include pre planned audits including:

• Site/workplace audits
• Drill down audits
• Management review</td><td></td><td></td></tr>
<tr><td>4.3</td><td>Berkeley Group audits

Berkeley Group assessors shall complete audits of live construction sites as per their planning. These are usually monthly. Berkeley London Forum member sites shall be the auditee only for these audits and shall facilitate.

Findings must be closed out following the CR360 process
https://bgportal.co.uk/bg/blf/BLF%20Guidance/Group%20Assessment%20cr360%20Process.pdf</td><td></td><td></td></tr>
</table>

Item	Details	Reference	Responsibility
5.	**Guidance Documents & References**		
5.1	• BL-F-20a Site Managers H&S Inspection • BL-F-18c Office HSE Inspection Form • BL-F-20d Director / Senior Manager Health & Safety Tour Report		
6.	**Appendices**		
6.1			