

BHC-P-07.1 Health and Wellbeing

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Revision register		
Date	Version	Description - reason for change
01/05/2015	1	New procedure
12/02/2021	2	General update in line with Group Standards and Legislation

Item	Details	Reference	Responsibility
1.0	Purpose		
1.1	To show how Berkeley set strategy to control health risks from work activities, control those health risks for directly employed staff, communicate with the supply chain to control health risks for employees working on our behalf and promote good health generally. This is to comply with BGCS01 Alcohol and Drugs, BGCS02 Asbestos, BGCS05 COSHH, BGCS09 Dust, Fumes and Vapours, BGCS16 HAVS, BGCS21 Lead, BGCS22 Leptospirosis, BGCS29 Needlestick Injuries, BGCS30 Noise, BGCS40 Stress and BGCS41 Sun Safety.		
2.0	Scope		
2.1	Applies to all work sites, offices and sales and marketing suites where activities being undertaken on behalf of BHC organisations.		
3.0	Definitions		
3.1	<p>Occupational Health Promoting physical, mental and social wellbeing of workers by controlling risks and adapting the work to people, and people to their work.</p> <p>DSE Display screen equipment is any device that has a display screen; it includes both conventional display screens laptops touch screens and other similar devices.</p> <p>Leptospirosis (Weil's disease) Serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats and cattle.</p> <p>Needle stick injury A piercing wound caused by a needle point.</p>		
4.0	Main requirements		
4.1	<p>Designing out risk</p> <p>Risks to health should be designed out whenever possible. Designers should include health risks within their risk assessment process. The designing out of health risks must be considered at design team meetings.</p> <p>Examples of health risks that should be designed out are:</p> <ul style="list-style-type: none"> Replacing hazardous coatings with less hazardous water based coatings; Applying anti-bloom thinners off site rather than on site; Replacing heavy blocks with light weight blocks to reduce manual handling risk. 	BHC-F-10c	Designers and Technical Department
4.2	<p>Identification of health risks</p> <p>The responsible Berkeley manager must ensure that an assessment of the occupational health risks has been undertaken of the work activities taking place.</p> <p>Appropriate control measures must be identified within the relevant plan (e.g. office plan, construction phase health and safety plan) or risk assessment and method statement (RAMS) and comply with the control requirements outlined within this procedure.</p> <p>Contractors must consider the risks to health as well as safety. Controls, as outlined in section 5 of this procedure must be detailed within method statements, and followed. Management must complete a review of the RAMS.</p>	Risk Management BHC-P-05.1	Site Manager/ Office Manager

	New employees may be asked to complete a health questionnaire when they start work to identify any health conditions. Information received will be treated in confidence and kept with the employee's personnel file.		
4.3	<p>Provision of health and welfare facilities</p> <p>For all works areas under Berkeley control, the office manager/ project manager will ensure that welfare facilities include:</p> <ul style="list-style-type: none"> • Welfare – good welfare facilities must be provided with sufficient toilets, rest areas and food preparation areas. <ul style="list-style-type: none"> ○ Berkeley offices: All offices will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations; ○ Construction projects: The project manager will ensure that the requirements of the Construction (Design and Management) Regulations and the Site Sep-Up Procedure BHC-P-09.1 are complied with. If there is a specific elevated risk, for example from contaminated ground, then the welfare facilities must be suitable and sufficient to control those risks; • Water supplies – a wholesome supply of drinking water must be provided, especially in hot weather; • Sun safety – information must be provided and control measures must be in place to promote sun safety. Where works are conducted outdoors, or in exposed places e.g. roofs then RAMS must detail control measures to be used to protect employees from the effects of exposure to the sun/heat; <ul style="list-style-type: none"> ○ Specify the minimum level of protective clothing to be worn; ○ Detail the need to regularly apply an appropriate sunscreen on any remaining exposed skin; ○ When possible, agree a schedule of tasks with management to avoid midday sunshine; ○ Consume an adequate amount of drinking water to avoid dehydration; ○ Contractors working on BHC sites will be asked to co-operate with management to assist in the implementation of these guidelines. • Information – information about specific campaigns or health awareness must be displayed around site and in the welfare facilities. This must include occupational issues such as noise, vibration, etc., and also general health issues; • Smoking – smoking is permitted only in designated smoking areas. An additional designated area should be provided for e-cigarette users. Smoking areas must be separated from work areas and welfare facilities. Information should be displayed on the dangers of smoking and how to quit. 	Site Set-up BHC-P-09.1	Berkeley Project Manager
4.4	<p>Return to work</p> <p>Following extended absence due to injury or illness, an interview will be held with the returnee to discuss the following:</p> <ul style="list-style-type: none"> • Fitness for work – 'fit note' required; • Any restrictions on activities; • If risk assessments need reviewing; • If workload needs redistributing; • Any follow up appointments. <p>The individual's line manager must keep a record of the interview within the Return to Work Risk Assessment form.</p>	BHC-F-17c	Line Manager
4.5	<p>Health promotion programme</p> <p>Good health programmes include:</p> <p>Health campaign - at least once a quarter a non-work related health subject will be promoted. The information will also be shared with our contractors.</p> <p>Health checks - are available to identify any health issues. The following checks may be undertaken:</p> <ul style="list-style-type: none"> • Wellman clinic style checks could be offered to all on site; • Medical / health assessments should be made available to Berkeley staff • Specific Health Checks will be required for site operatives in key high risk H&S roles such as crane operators and plant operators. <p>Employee Assistance Programme (EAP) – an EAP must be made available to all BHC staff to offer counselling or work life support if required.</p>	BHC-P-8.5 BHC-P-12.2 BHC-P-12.4	Berkeley Management and Office Health and Safety Coordinators/ Office Managers
5.0	Control of Health Risks		
5.1	<p>Display screen equipment (DSE)</p> <p>Line Managers must identify members of staff who are "users" of DSE as defined by the regulations and ensure that they carry out the DSE online training on the Learning Management System (LMS). The training will assist the user in assessing their work station; make them aware of the risks from DSE, and what they need to do to prevent injury or ill health. If the user has concerns, they should</p>		Line Manager

	<p>tell their line manager and the health and safety department and establish a DSE Action Plan. If the work station changes significantly it should be re-assessed, and subject to an annual review.</p> <p>If using "hot desks" staff should adjust their workstation in line with the requirements outlined in the DSE training.</p> <p>Eyesight assessments to be made available to all DSE users. The company shall meet the cost of a standard pair of glasses if the employee requires glasses to carry out work at the screen.</p>	BHC-F-07d	
5.2	<p>Leptospirosis (Weil's disease)</p> <p>The Berkeley project team must:</p> <ul style="list-style-type: none"> Assess a project to consider possible risks of exposure to Leptospirosis; Apply control measures to reduce exposure; Provide suitable washing and changing facilities; Provide information and instruction about the disease including symptoms and likely sources; Implement measures to reduce the risk of infection including: <ul style="list-style-type: none"> Discouraging the presence of rats on site through good housekeeping; Covering any cuts and grazes before starting work; Washing exposed skin before eating, drinking or smoking; Washing exposed skin at the end of the working day; Wearing appropriate PPE at all times. 		Project Manager
5.3	<p>Needle stick or hypodermic syringes</p> <p>The Berkeley project team must:</p> <ul style="list-style-type: none"> Carry out a project assessment to consider possible risks of discarded needles prior to work commencing on site; Apply suitable control measures to reduce the risk of exposure; Provide suitable information and training within the site induction, including instruction not to touch any needles, unless they are trained to do so; Ensure arrangements are in place for the safe removal and disposal of such needles including trained operatives to undertake the task; Provide advice for anyone who is accidentally pricked by a needle 		Project Manager
5.4	<p>Lead</p> <p>See BHC-P-07.2 Lead procedure for details.</p>	BHC-P-07.2	
5.5	<p>Alcohol and Drugs</p> <p>See BHC-P-07.3 Alcohol and Drugs procedure for details.</p>	BHC-P-07.3	
5.6	<p>Mental Health</p> <p>BHC-P-07.4 Mental Health procedure for details.</p>	BHC-P-07.4	
5.7	<p>Control of substances hazardous to health</p> <p>See BHC-P-07.5 Control of substances hazardous to health procedure for details.</p>	BHC-P-07.5	
5.8	<p>Manual Handling</p> <p>See BHC-P-07.6 Manual handling procedure for details.</p>	BHC-P-07.6	
5.9	<p>Dust</p> <p>See BHC-P-07.7 Dust procedure for details.</p>	BHC-P-07.7	
5.10	<p>Noise</p> <p>See BHC-P-07.8 Noise procedure for details.</p>	BHC-P-07.8	
5.11	<p>Vibration</p> <p>See BHC-P-07.9 Vibration procedure for details.</p>	BHC-P-07.9	
5.12	<p>Asbestos</p> <p>See BHC-P-08.1 Asbestos procedure for details.</p>	BHC-P-08.1	
5.0	Guidance documents and references		
5.1	<p>Legislation and Guidance</p> <p>INDG84 HSE Guide: Leptospirosis - are you at risk?</p> <p>INDG342 HSE Guide: Blood-borne viruses in the workplace</p>	INDG84 INDG342	
5.2	<p>Berkeley Group Standards</p> <p>BGCS01 Alcohol and Drugs</p> <p>BGCS02 Asbestos</p> <p>BGCS05 COSHH</p>		

	BGCS09 BGCS16 BGCS21 BGCS22 BGCS29 BGCS30 BGCS40 BGCS41	Dust Fumes and Vapours HAVS Lead Leptospirosis Needlestick Injuries Noise Stress Sun Safety		
6.0	Appendices			
6.1	N/A			

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BHC-P-07.2 Lead

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Date	Version	Description - reason for change
08/04/2021	1	New procedure expanding on requirements specific to Lead previously detailed within section 4.5 of BHC-P-07.2 Health Hazards in Construction

Item	Details	Reference	Responsibility
1.0	Purpose		
1.1	To ensure that arrangements are in place for the safe management of construction activities which present a risk to an individual's health from lead exposure in line with BGCS21 Lead, and the Control of Lead at Work Regulations 2002 and Construction Design Management Regulations 2015.	BGCS21,	
2.0	Scope		
2.1	Applies to all construction activities whether managed by contractors or Berkeley where an individual is exposed to lead dust, vapour or fumes.		
3.0	Definitions		
3.1	<p>Lead Action Level The blood-lead concentration of an employee at which their employer must ensure they are subject to medical surveillance. For Blood this is;</p> <ul style="list-style-type: none"> • In respect of a woman of reproductive capacity, 25µg/dl; • in respect of a young person, 40µg/dl; or • in respect of any other employee, 50µg/dl <p>Lead Suspension Level The blood-lead or urinary-lead concentration of an employee at which a doctor should certify whether or not they should be suspended from working with lead. For Blood this is;</p> <ul style="list-style-type: none"> • in respect of a woman of reproductive capacity, 30µg/dl • in respect of a young person, 50µg/dl, or • in respect of any other employee, 60µg/dl; or <p>For urinary lead concentration of;</p> <ul style="list-style-type: none"> • in respect of a woman of reproductive capacity, 25µg Pb/g creatinine, or • in respect of any other employee, 110µ Pb/g creatinine <p>PPE Personal Protective Equipment</p> <p>RPE Respiratory Protective Equipment</p> <p>EPDM Ethylene Propylene Diene Monomer</p>		
4.0	Main requirements		
4.1	<p>Technical Department</p> <p>The Technical Manager/ Principal Designer must ensure that in line with the hierarchy of control:</p> <ul style="list-style-type: none"> • Potential exposure to lead dust, fumes and vapour is considered throughout the design period by identifying any construction related hazards, eliminating them where possible and reducing the residual risk as far as reasonably practicable through the design; • Design risk reviews include the requirement to reduce the lead risks and the Design Risk Register is maintained; • Consideration is given to manual handling operations associated with use of lead. 	BHC-F-10c	Technical Manager/ Principal Designer
4.2	<p>Hierarchy of control</p> <p>In line with the hierarchy of control, where exposure to lead dust, fumes and vapour cannot be avoided, the level of lead exposure resulting from a contractors operations should be reduced</p>		Project Manager/ Contractor

Item	Details	Reference	Responsibility
	<p>through the use of alternative materials or working methods in order reduce the likelihood of long-term health issues caused by lead poisoning such as anaemia and damage to the central nervous system and kidneys. Practical examples of this include:</p> <ul style="list-style-type: none"> Using alternative measures for stripping lead such as chemical stripping or infra-red removal; Utilising alternatives to lead flashing on roofs and pipe work; Using EPDM or Liquid Lead membrane systems on flat roof sections. <p>Where this is not possible, the activity should be discussed as part of the Project Risk Review Meeting and any significant lead risk recorded on the Risk Register.</p>	BHC-F-10c	
4.3	<p>Management controls</p> <p>Where exposure to lead cannot be avoided through substitution or reduction, additional management controls must be introduced to reduce lead exposure as far as practicable. Lead management controls include:</p> <ul style="list-style-type: none"> Segregation of work with lead in a designated area, with clearly restricted access; Undertaking lead welding work in external, well ventilated areas; The use of local exhaust ventilation systems where ventilation is inadequate; Job rotation to ensure that workers are limited to the time spent on tasks that expose them to lead; Time limits for specific tasks to limit exposure; Supervision to ensure that tools and processes are being carried out correctly using the correct PPE/ RPE; Enforcing regular breaks to reduce exposure and time spent on the task; Provision of health surveillance and regular screening; Training workers on the risks associated with lead. 		Project Manager/ Contractor
4.4	<p>Safe system of work</p> <p>Before starting work on site, contractors must assess their operations to determine any risk of ill health from exposure to lead, including the presence of lead on any demolition or refurbishment sites. Where risk of lead exposure cannot be eliminated, appropriate control measures must be included within the contractors Risk Assessment and Method Statement (RAMS) submitted to the Berkeley project management team.</p> <p>BHC Management must conduct a review of the Contractor RAMS to ensure they include the following as a minimum requirement:</p> <ul style="list-style-type: none"> Scope of work; The type and duration of exposure; Wherever possible lead welding activities should take place in designated, external and well ventilated areas. Access must be restricted through the use of barriers and signage; <ul style="list-style-type: none"> Welding processes must be segregated with flame retardant screens; Local exhaust ventilation systems to be used if the ventilation is inadequate; The specific type of gloves and specification of respiratory protective equipment (RPE) that must be worn; Arrangements for the removal and disposal of lead from site must be in place; Additional welfare requirements: <ul style="list-style-type: none"> Wash basins big enough to wash up to the elbows; Nail brushes must be provided; Where there is a risk of significant exposure (e.g. dry sanding/ grit blasting old lead paint from steelwork) a Decontamination Unit with clean/ dirty end, showers and arrangements to store protective clothing/ dispose of contaminated clothing will be necessary. Hot works involving lead will be subject to a Hot Works permit. 	<p>BHC-F-05b</p> <p>BHC-P-10.5</p>	Project Manager/ Contractor
4.5	<p>Medical surveillance</p> <p>Where exposure to lead is unavoidable, the contractor has a duty to ensure that each operative who could be exposed at or above the Lead Action Level is provided with suitable training and is placed under suitable medical surveillance by a relevant doctor:</p> <ul style="list-style-type: none"> Biological monitoring shall normally be carried out every 6 months; Evidence of the individual's last health surveillance assessment must be provided at induction/ before any work with lead is undertaken; The contractor must retain each individual's medical records for 40 years. 		Project Manager/ Contractor
5.0	Guidance documents and references		
5.1	<p>Legislation and Guidance</p> <p>Control of Lead at Work Regulations 2002 Construction Design Management Regulations 2015 L132 HSE ACOP Control of Lead at Work</p>	L132	
5.2	<p>Berkeley Group Standards</p> <p>BGCS21 Lead</p>	BGCS21	

Item	Details	Reference	Responsibility
6.0	Appendices		
6.1	N/A		

Document Title	Lead	Document Number	BHC-P-07.2
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BHC-P-07.3 Alcohol and Drugs

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Revision register		
Date	Version	Description - reason for change
01/05/2015	1	New procedure
30/11/2016	2	List of Class A,B,C drugs removed from 3.0 Definitions section following advice from OH provider to avoid confusion over the substances tested for during D+A test

Item	Details	Reference	Responsibility
1.0	Purpose		
1.1	To ensure that the working environment remains free from the influences of alcohol and drugs.		
2.0	Scope		
2.1	Applies to all work activities, except for formal functions or celebrations authorised by the Managing Director.		
3.0	Definitions		
3.1	Controlled (illegal) drugs Any substance or product being specified in the appropriate schedules of the Misuse of Drugs Act	Misuse of Drugs Act	
4.0	Main requirements		
4.1	It is company policy that the use, suspected use or possession of illegal drugs or substances, or the consumption of alcohol, during working hours by anybody working on company premises, will be seen as a breach of current legislation.		
4.2	Anybody taking prescribed medication must notify their immediate line manager in writing. The information will remain confidential and an appropriate course of action must be agreed with the line manager and recorded.		Berkeley Management
4.3	Any employee who feels the need to discuss any alcohol or drug related issues should contact their line manager or a member of the Health and Safety department for confidential support. Admission of alcohol/ drug misuse at the time of investigation may still result in removal from site pending investigations.		
4.4	Where a manager has reasonable belief that a member of staff or a contractor's employee is under the influence of alcohol or drugs (whether prescribed or not) and that this is affecting their performance or putting other people at risk, the manager will take the person off their normal duties immediately pending investigation. This must be confirmed by at least one other member of staff, and the Health and Safety Manager must be informed. The individual's employer will also be contacted and informed of any action. An investigation may include appropriate 'with cause' testing. A test, to determine whether a person is under the influence of alcohol or drugs, must be carried out by a competent trained person, and may involve external services.		Berkeley Management
4.5	Disciplinary measures The following will result in an individuals immediate removal from site: <ul style="list-style-type: none"> Any person over the normal driving limit for alcohol; Failure by any person to provide a breath or urine sample on request; Any person whose result is positive for any illegal substance; Admittance by any operative that they have recently taken illegal drugs; Admittance by any operative that they have recently taken illegal drugs and fail to provide a urine sample upon request. Note: this does not constitute a 'red card' i.e. permanent dismissal from site.		Berkeley Management
4.6	Help and support		Berkeley Management

	<p>Any Berkeley employee who voluntarily declares that they have an alcohol or drugs related problem before any test, may be offered support. This will normally begin with the person having to visit their GP.</p> <p>Reasonable time off to attend appointments may be granted. Where counselling is required the cost may be supported by the Company. The proportion of the cost covered will be dependent on length of service.</p> <p>A decision on whether the employee will be allowed to carry out any work during this time will be taken on a case-by case-basis.</p>		
5.0	Guidance documents and references		
5.1	Drug misuse at work: a guide for employers (INDG91)	INDG 91	
5.2	Don't mix it: a guide for employers on alcohol at work (INDG240)	INDG 240	
6.0	Appendices		
6.1	N/A		

Document Title	Alcohol and Drugs	Document Number	BHC-P-07.3
Author	Safety Management Systems	Version Number	2
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BHC-P-07.4 Mental Health

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Revision register		
Date	Version	Description - reason for change
24/07/2019	1	New procedure

Item	Details	Reference	Responsibility
1.0	Purpose		
1.1	<p>To ensure that, in support of the strategic objectives set out in the Berkeley Group Health, Safety and Wellbeing Strategy, the business is equipped with the awareness and tools to not only address but prevent mental ill-health caused or worsened by work and to provide a network of understanding at every level of the organisation that:</p> <ul style="list-style-type: none"> Creates a culture that supports staff to be open about their mental health; Encourages people to have conversations about mental health; Provides support to someone experiencing a mental health problem either by talking about it or signposting professional help which is available. 	BG Health, Safety and Wellbeing Strategy	
2.0	Scope		
2.1	Applies to all workplaces where Berkeley employees are engaged in work activities.		
3.0	Definitions		
3.1	<p>Mental health The emotional and spiritual resilience which allows us to enjoy life and survive pain, disappointment and sadness. It is a positive sense of well-being and an underlying belief in our own, and others', dignity and worth</p> <p>Mental ill health A condition that affects a person's thinking, emotions and behaviour, and disrupts the person's ability to work or carry out other daily activities and engage in satisfying personal relationships. This can range from common illnesses such as depression and anxiety or stress related disorders to schizophrenia and bipolar disorder which were not as common.</p> <p>MHFA England Mental Health First Aid England: Organisation launched in 2007 under the Department of Health: National Institute of Mental Health in England (NIMHE) as part of a national approach to improving public mental health.</p>		
4.0	Main requirements		
4.1	<p>Mental Health Lead</p> <p>The Managing Director will nominate a Mental Health Lead at Senior Leadership team level to report on mental health and be responsible for ensuring the requirements of this procedure are complied with.</p>		Managing Director
4.2	<p>Mental Health at Work Plan</p> <p>The Health and Safety Governance Committee, supported by the Mental Health Lead, shall develop, implement and communicate a Mental Health at Work Plan that will:</p> <ul style="list-style-type: none"> Enhance working conditions for employees with the aim of preventing mental ill-health caused or worsened by work; Develop mental health awareness among employees and contractors; Encourage open conversations about mental health and the support available when people are struggling; Promote effective people management and an improved disclosure process; Routinely monitor employee health and wellbeing; Increase transparency and accountability through internal and external reporting. 	Mental Health at Work Plan	Mental Health Lead/ Director Responsible for health and safety
4.3	<p>Awareness Training and Support</p> <p>In order to address the stigma and lack of awareness and understanding associated with mental ill health, awareness training will be provided to employees that ensures that:</p>		Mental Health Lead

	<ul style="list-style-type: none"> All employees are provided with Mental Health Awareness training (equivalent to the 45 minute MHFA England awareness course); All line managers complete Mental Health Supporter training (equivalent to the half day MHFA England Mental Health Aware course) to enable them to spot the signs and support their team; A sufficient number of nominated employees are provided with Mental Health First Aid training (equivalent to the MHFA England 2 day Mental Health First Aid course), in order to provide employees with support should they experience mental ill health. 		
4.4	Employee Assistance Programme All employees must be provided with access to professional support through an Employee Assistance Programme, including clinical help, should they require it.		Mental Health Lead
5.0	Guidance documents and references		
5.1	Legislation and Guidance Health and Safety at Work Act 1974 Thriving at Work: the Stevenson/ Farmer review of mental health and employers		
5.2	Berkeley Group Standards BG Health, Safety and Wellbeing Strategy		
6.0	Appendices		
6.1	N/A		

Document Title	Mental Health	Document Number	BHC-P-07.4
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BHC-P-07.5 COSHH

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Revision register		
Date	Version	Description - reason for change
08/04/2021	1	New procedure expanding on requirements specific to COSHH previously detailed within section 4.1 of BHC-P-07.2 Health Hazards in Construction

Item	Details	Reference	Responsibility
1.0	Purpose		
1.1	To ensure that arrangements are in place for the safe management of construction activities which present a risk to an individual's health from substance exposure in line with BGCS05 Control of Substances Hazardous to Health, BGCS09 Dust, Fume and Vapours and the Control or Substances Hazardous to Health Regulations (COSHH).	BGCS05 BGCS09 COSHH	
2.0	Scope		
2.1	Applies to all construction activities involving hazardous substances whether managed by contractors or Berkeley.		
3.0	Definitions		
	<p>COSHH Harmful substances as detailed in the Control of Substances Hazardous to Health Regulations.</p> <p>RPE Respiratory Protective Equipment</p> <p>MSDS Material Safety Data Sheet. This is a technical document which provides detailed and comprehensive information on a controlled product related to:</p> <ul style="list-style-type: none"> health effects of exposure to the product; hazard evaluation related to the product's handling, storage or use; measure to protect workers at risk of exposure; emergency procedures. <p>WEL / STEL Work Exposure Limits/ Short term Exposure Limits. British occupational exposure limits set in order to help protect the health of workers. WELs are concentrations of hazardous substances in the air, averaged over a specified period of time, referred to as a time-weighted average (TWA). Two time periods are generally used:</p> <ul style="list-style-type: none"> long-term (8 hours); and short-term (15 minutes). 		
4.0	Main requirements		
4.1	<p>Technical Department</p> <p>The Technical Manager/ Principal Designer must ensure that in line with the hierarchy of control:</p> <ul style="list-style-type: none"> Potential exposure to COSHH including liquids, dust, fumes and vapours are considered throughout the design period by identifying any construction related hazards, eliminating them where possible and reducing the residual risk as far as reasonably practicable through the design; Design risk reviews include the requirement to reduce the COSHH risks and to ensure that the Design Risk Register is maintained; 	BHC-F-10c	Technical Manager/ Principal Designer
4.2	<p>Hierarchy of control</p> <p>Wherever possible, the hierarchy of control should be used to reduce the level of exposure to below the WEL/ STEL.</p> <p>In line with the hierarchy of control and where exposure to COSHH cannot be avoided, the level of exposure resulting from a contractors operations should be reduced through the use of</p>		

Item	Details	Reference	Responsibility
	<p>alternative substances or working methods in order to decrease the likelihood of short and long-term health issues. These include but are not limited to burns, skin conditions including dermatitis and occupational asthma etc. Practical examples of this include:</p> <ul style="list-style-type: none"> • Procuring pre-treated cladding; • Using water-based paints as opposed to more harmful products; • Pre-cut materials procured negating dust generating processes. <p>Where this is not possible, the contractor will alert the project team during post tender/ pre start meetings of the hazardous materials to be used during construction works.</p> <p>Any chemicals/ substances which present a high risk should be discussed at the Project Risk Review Meeting and any significant risk recorded on the Risk Register.</p>	BHC-F-10c	
4.3	<p>Chemical Marking and Storage</p> <p>All COSHH must be clearly marked with the globally harmonised standards and stored in an appropriate location in accordance with the MSDS. For example;</p> <ul style="list-style-type: none"> • Jerry cans/ fuel containers to be UN1203 marked and labelled with the contents and the flammable diamond; • Domestic cleaning products must be stored in their original packaging and in line with the manufacturers' recommendations. • Liquids marked with the Environmental Hazard, Flammable or Corrosive hazard symbols must be stored within secondary containment bunds capable of holding 110% of the maximum capacity of the largest container, in line with the requirements of the BG Environmental Management System 		Contractor / Project Manager
4.4	<p>Management controls</p> <p>Where exposure to COSHH cannot be avoided through substitution or reduction, additional management controls must be introduced to reduce COSHH exposure as far as practicable.</p> <p>The following requirements must be made clear during the pre-start meeting to the relevant contractor.</p> <p>Solvent based adhesives, pastes or paints;</p> <ul style="list-style-type: none"> • Segregate work within a designated area, with clearly restricted access; • Undertake activities in external, well ventilated areas where practicable; • Use local exhaust ventilation (LEV) systems where ventilation is inadequate; • Establish time limits or job rotation to ensure workers exposure time is limited in line with the WEL; • Supervision to ensure that processes are being carried out correctly using the correct PPE/ RPE; • Train workers on the risks associated with COSHH. <p>Fibrous materials e.g. MMMF/ mineral wools;</p> <ul style="list-style-type: none"> • Segregate work within a designated area, with clearly restricted access; • Supervision to ensure that processes are being carried out correctly using the correct PPE/ RPE; • Train workers on the risks associated with COSHH; • The following PPE/RPE must be used as a minimum: <ul style="list-style-type: none"> • FFP3 Respiratory Protection; • Cut level 1 Gloves; • Clothing that covers torso, arms and legs; • Low impact eye protection. <p>Diesel, petrol and oils;</p> <ul style="list-style-type: none"> • Segregate work within a designated area, with clearly restricted access; • Undertaking refuelling activities in external, well ventilated areas; • Use mechanical pump systems, funnels etc. wherever possible; • Non-permeable gloves to be worn when refuelling; • Where refuelling has to take place in a basement, this activity must be covered by a specific risk assessment. <p>Welding, soldering and grinding;</p> <ul style="list-style-type: none"> • Segregate work within a designated area, with clearly restricted access (arc welding processes must be segregated off with flame retardant screens) • Undertake activities in external, well ventilated areas where practicable; • Use LEV systems where ventilation is inadequate; • Establish time limits or job rotation to ensure workers exposure time is limited in line with the WEL; • Supervision to ensure that processes are being carried out correctly using the correct PPE/ RPE; • Train workers on the risks associated with COSHH. 	BHC-F-06i	<p>Project Manager</p> <p>Contractor Supervisor</p> <p>Contractor Supervisor</p> <p>Site Manager/ Contractor Supervisor</p> <p>Contractor Supervisor</p>
4.5	<p>Safe system of work</p> <p>Before starting work on site, contractors must assess their operations to determine any risk of ill health from exposure to substances through a specific COSHH assessment for each item and activity. This, along with the MSDS, should support the contractors risk assessment and method statement (RAMS) submitted to the Berkeley project management team.</p>		Contractor

Item	Details	Reference	Responsibility
	<p>BHC Management must conduct a review of the Contractors COSHH assessment to ensure they include the following as a minimum requirement:</p> <ul style="list-style-type: none"> • What the substance is; including in what form- mist, liquid, gas etc.; • What are the harmful components; • How the substance may enter the body; • What are the health effects of the substance; • What process causes exposure to the substance; • What is the level of exposure produced by the process; • Who is exposed and when; • The control measures required to prevent / minimise the likelihood of exposure; • Personal protective equipment [PPE] requirements including the specific type of gloves and specification of respiratory protective equipment (RPE) that must be worn; • The use and maintenance requirements for equipment, ventilation, PPE, etc.; • The monitoring processes including designated responsible persons; • Health surveillance requirements and procedures- who, what, where and when; • What training is to be provided to employees; • Arrangements for the removal and disposal of COSHH from site must be in place <p>Once the assessment has been reviewed BHC management must ensure that;</p> <ul style="list-style-type: none"> • A MSDS for each COSHH item is available in case of emergency; • Appropriate first aid equipment is held on site such as eye wash stations / chemical showers; • Anyone using the substance has been briefed on the COSHH assessment, MSDS and conditions of the RAMS before work commences; • The contractor has suitably stored chemicals on site utilising secondary containment bunds where there is an Environmental, Flammable or Corrosive hazard identified; • Arrangements are in place for identifying any new substances which are used; • COSHH assessments are reviewed at least every three months in line with the RAMS. <p>If the COSHH assessment concludes that Respiratory Protective Equipment (RPE) is to be used, the contractor must ensure that;</p> <ul style="list-style-type: none"> • It is adequate and suitable • Evidence that face-fit testing has been carried out by a competent person; <ul style="list-style-type: none"> ○ The test must be specific to the RPE in use and cover each type of RPE to be used ○ Operatives must be clean shaven for their test and for use of their RPE ○ Powered hoods do not require Face Fit testing • Training in its use has been provided • If there are good reasons for having a beard (e.g. for religious reasons), alternative forms of RPE, that do not rely on a tight fit to the face, are available i.e. powered hoods 	<p>BHC-F-05b</p> <p>BHC-F-05b</p> <p>BHC-F-17f</p>	<p>Site Manager</p> <p>Site Manager</p> <p>Contractor Supervisor</p>
5.0	Guidance documents and reference		
5.1	<p>Legislation and Guidance</p> <p>HSE Working with substances hazardous to health: A brief guide to COSHH</p> <p>HSE Respiratory Protective Equipment at Work (HSG53) (HSE guidance document)</p> <p>EH40/2005 Workplace exposure limits</p>	<p>INDG84</p> <p>HSG53</p> <p>EH40</p>	
5.2	<p>Berkeley Group Standards</p> <p>BGCS05 COSHH</p> <p>BGCS09 Dust, Fumes & Vapour</p>	<p>BGCS05</p> <p>BGCS09</p>	
6.0	Appendices		
6.1	N/A		


Document Title	COSHH	Document Number	BHC-P-07.5
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Page	14 of 26	Implementation Date	08/04/2021



BHC-P-07.6 Dust

Contents

13.0	Purpose
14.0	Scope
15.0	Definitions
16.0	Main requirements
17.0	Guidance documents and references
18.0	Appendices

Revision register		
Date	Version	Description - reason for change
08/04/2021	1	New procedure expanding on requirements specific to Dust previously detailed within Appendix 1 of BHC-P-07.2 Health Hazards in Construction

Item	Details	Reference	Responsibility
1.0	Purpose		
1.1	To ensure that arrangements are in place for the safe management of construction activities which present a risk to an individual's health from dust exposure in line with BGCS09 Dust, Fumes and Vapour, BGCS05 COSHH and The Control of Substances Hazardous to Health Regulations 2002.	BGCS05 BSCS08 COSHH	
2.0	Scope		
2.1	Applies to all construction activities where dust is created whether managed by contractors or Berkeley.		
3.0	Definitions		
	<p>COSHH Harmful substances as detailed in the Control of Substances Hazardous to Health regulations.</p> <p>RPE Respiratory Protective Equipment</p> <p>MSDS Material Safety Data Sheet. This is a technical document which provides detailed and comprehensive information on a controlled product related to:</p> <ul style="list-style-type: none"> health effects of exposure to the product; hazard evaluation related to the product's handling, storage or use; measure to protect workers at risk of exposure; emergency procedures. <p>WEL / STEL Work Exposure Limits/ Short term Exposure Limits. British occupational exposure limits set in order to help protect the health of workers. WELs are concentrations of hazardous substances in the air, averaged over a specified period of time, referred to as a time-weighted average (TWA). Two time periods are generally used:</p> <ul style="list-style-type: none"> long-term (8 hours); and short-term (15 minutes). 		
4.0	Main requirements		
4.1	<p>Technical Department</p> <p>The Technical Manager/ Principal Designer must ensure that in line with the hierarchy of control:</p> <ul style="list-style-type: none"> Potential exposure to dust is considered throughout the design period by identifying any construction related hazards, eliminating them where possible and reducing the residual risk as far as reasonably practicable through the design; Design risk reviews include the requirement to reduce the dust risks and ensure that the Design Risk Register is maintained. 	BHC-F-10c	Technical Manager/ Principal Designer
4.2	<p>Hierarchy of Control</p> <p>In line with the hierarchy of control, where exposure to dust cannot be avoided, the level of dust exposure resulting from a contractors operations should be reduced through the use of alternative materials or working methods in order to decrease the likelihood of health issues such as respiratory disease and cancer. Practical examples of this include:</p> <ul style="list-style-type: none"> The use of pre-cut bricks; Lower toxicity materials such as timber rather than MDF; Block splitters. 		Contractor Supervisor

Item	Details	Reference	Responsibility
	Where this is not possible, the activity should be discussed as part of the Project Risk Review Meeting and any significant dust risk recorded on the Risk Register.		
4.3	<p>Management controls</p> <p>Where exposure to dust cannot be avoided through substitution or reduction, additional management controls must be introduced to reduce dust exposure as far as practicable. The following requirements must be made clear during the pre-start meeting to the relevant contractor.</p> <p>Cutting materials with power tools - creation of dusts e.g. MDF or soft woods</p> <ul style="list-style-type: none"> Wherever possible cutting is to be carried out in an external, designated area, with restricted access. A dust collection system must be in place and this should be fitted with a Type M filter wherever practicable; If the cutting is being carried out internally, a vacuum extraction system must be used. This is to be fitted with a 'Type M' filter as a minimum, and where carcinogenic material e.g. MDF is being used or asbestos fibres are present, then a 'Type H' filter must be used: <ul style="list-style-type: none"> Where possible windows and doors should be opened to provide general ventilation to the area; All cutting areas must display appropriate warning signs; Control measures in RAMS must detail how the WEL is not exceeded; FFP3 respiratory protection must be worn at all times.  <p>Cutting of stone products</p> <ul style="list-style-type: none"> Wherever possible cutting is to be carried out in an external, designated area, with restricted access. All cutting areas must display appropriate warning signs; Consider using mechanical means such as slab splitters that produce very little dust or a wet-cut stone cutting table saw; For in-situ cutting the minimum precautions must be: Water dust suppression systems, maintained in good working order; Control measures in RAMS must detail how the WEL is not exceeded; FFP3 respiratory protection, high impact eye protection and hearing protection must be worn at all times.  <p>General site dust</p> <ul style="list-style-type: none"> Where the activities undertaken are likely to create significant amounts of dust such as demolition, precautions must be in place to minimise the dust levels. Examples of precautions include the use of dust control solutions such as; <ul style="list-style-type: none"> misting cannons machine mounted directional water suppression use of an eco-friendly liquid dust binder Where site operatives are required to remove waste and debris including general site dust the following control measures must be observed; <ul style="list-style-type: none"> Vacuum extraction with a Type M filter should be used wherever practicable; Where this is not possible, dampening down must take place; FFP3 respiratory protection to be worn at all times; Under no circumstances should dry sweeping be undertaken. 	BHC-F-06i	Project Manager Contractor Supervisor Contractor Supervisor Site Manager/ Contractor Supervisor
4.4	<p>Safe system of work</p> <p>Before starting work on site, contractors must assess their operations to determine any risks of ill health from exposure to dust through a specific COSHH assessment for each activity. This, along with the MSDS, should support the contractors risk assessment and method statement (RAMS) submitted to the Berkeley project management team.</p> <p>BHC Management must conduct a review of the Contractors COSHH assessment to ensure they include the following as a minimum requirement:</p> <ul style="list-style-type: none"> The specific activity that creates dust. For example: <ul style="list-style-type: none"> Chasing concrete blockwork; Cutting tiles, softwood, MDF and kerbs; Sanding down plasterboard or concrete; Drilling into brickwork, wood or concrete; Mixing dry substances such as plaster or screed; Specific demolition activities. What are the health effects of the substance; What is the level of exposure produced by the process; Who is exposed and when including those in close proximity; The control measures required to prevent / minimise the likelihood of exposure; Personal protective equipment [PPE] requirements including the specific type of gloves and specification of respiratory protective equipment (RPE) that must be worn; The use and maintenance requirements for equipment, ventilation, PPE, etc.; The monitoring processes including designated responsible persons; Health surveillance requirements and procedures- who, what, where and when; What training is to be provided to employees. <p>Once the assessment has been reviewed, BHC management must ensure that;</p>	BHC-F-05b	Contractor Site Manager

Item	Details	Reference	Responsibility
	<ul style="list-style-type: none"> A MSDS for each COSHH item is available in case of emergency; Appropriate first aid equipment is held on site such as eye wash stations; Anyone using the substance has been briefed on the COSHH assessment, MSDS and conditions of the RAMS before work commences; COSHH assessments are reviewed at least every three months in line with the RAMS. <p>If the COSHH assessment concludes that Respiratory Protective Equipment (RPE) is to be used, the contractor must ensure that:</p> <ul style="list-style-type: none"> It is adequate and suitable; Evidence that face-fit testing has been carried out by a competent person; <ul style="list-style-type: none"> The test must be specific to the RPE in use and cover each type of RPE to be used; Operatives must be clean shaven for their test and for use of their RPE; Powered hoods do not require Face Fit testing. Training in its use has been provided; If there are good reasons for having a beard (e.g. for religious reasons), alternative forms of RPE, that do not rely on a tight fit to the face, are available i.e. powered hoods; 	<p>BHC-F-05b</p> <p>BHC-F-17f</p>	<p>Site Manager</p> <p>Contractor Supervisor</p>
5.0	Guidance documents and reference		
5.1	Legislation and Guidance HSE Working with substances hazardous to health: A brief guide to COSHH HSE Respiratory Protective Equipment at Work (HSG53) (HSE guidance document) HSE Construction Dust Information Sheet HSE Guidance for Face-fit Testing INDG479	INDG84 HSG53 Sheet No36v2 INDG479	
5.2	Berkeley Group Standards BGCS05 COSHH BGCS09 Dust, Fumes & Vapour	BGCS05 BGCS09	
6.0	Appendices		
6.1	N/A		

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BHC-P-07.7 Manual Handling Operations

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24.0	Appendices

Revision register		
Date	Version	Description - reason for change
08/04/2021	1	New procedure expanding on requirements specific to manual handling previously detailed within section 4.2 of BHC-P-07.2 Health Hazards in Construction

Item	Details	Reference	Responsibility
1.0	Purpose		
1.1	Establishes the requirements for managing manual handling operations during construction activities in line with Berkeley Group Standard BGCS27 Manual Handling, the Manual Handling Operations Regulations 1992 and the Construction Design Management Regulations 2015.	BGCS27	
2.0	Scope		
2.1	Applies to all activities whether managed by contractors or Berkeley where an individual is required to lift, carry, push or pull a load by hand or bodily force		
3.0	Definitions		
3.1	<p>Manual handling Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.</p> <p>Musculoskeletal Disorders (MSD) Injuries and disorders of the musculoskeletal system. They may be caused or aggravated by various hazards or risk factors in the workplace such as high force, awkward/ static postures, and repetitive motions.</p> <p>HSE Health & Safety Executive</p> <p>MAC Manual handling assessment charts</p>		
4.0	Main requirements		
4.1	<p>Technical Department</p> <p>The Technical Manager/ Principal Designer must ensure that in line with the hierarchy of control;</p> <ul style="list-style-type: none"> Manual handling is considered throughout the design period by identifying any construction related hazards, eliminating them where possible and reducing the residual risk as far as reasonably practicable through the design. For example; <ul style="list-style-type: none"> Avoiding the use of heavy density blocks; Reducing the size of copings and sills; Reducing the sizes of plasterboard and glass panels; Ensuring that where mechanical lifting will be required that lifting points are designed in; Design risk reviews include the requirement to reduce the manual handling risks and the Design Risk Register is maintained 	BHC-F-10c	Technical Manager / PD
4.2	<p>Hierarchy of control</p> <p>In line with the hierarchy of control, exposure to manual handling activities should be avoided where reasonably practicable through the use of alternative materials or working methods in order to reduce the likelihood of health issues such as short-term superficial injuries and long term MSDs caused by poor manual handling technique, posture or repetitive lifting. Practical examples of this include:</p> <ul style="list-style-type: none"> Lift palletised materials to the point of use via telehandler Use of lift / hoist to deliver materials to upper floors Using an excavator to lift kerbs and drainage Using a glass suction appliance for lifting large glazing units Sash window frames to be delivered without glazing installed <p>Where implementation of these controls is not possible, the high risk activities should be discussed as part of the Project Risk Review Meeting and any significant manual handling risks recorded on the Risk Register.</p>	BHC-F-05e	

Item	Details	Reference	Responsibility
4.3	<p>Management controls</p> <p>Where exposure to manual handling risk cannot be avoided through the use of alternative materials or working methods additional management controls must be introduced to reduce the manual handling risk of injury to as low as reasonably practicable. Manual handling management controls include;</p> <ul style="list-style-type: none"> • Use panel trolleys, pump trucks or other mechanical aids to move plasterboard, glazing panels etc. around apartment buildings and external areas where ground conditions are level; • Create internal access openings such as 'letterbox' floor slots so sheets of plasterboard do not need to be carried through doorways or up stairs; • Use plasterboard lifts or adjustable props to position boards safely for fixing. For low level wall panels, use a foot-operated board lifter to avoid stooping; • Using kerb lifters to move kerbs; • Utilising sack trucks to move general materials; • Job rotation to ensure that workers are limited to the time spent on tasks that expose them to the risk of injury; • Utilising team lifts to reduce the weight of the load; • Supervision to ensure that tools and processes are being carried out correctly using the correct body positioning and posture • Provision of health surveillance and regular screening • Training workers on safe manual handling techniques or any specific training required for the use mechanical aids 		
4.4	<p>Safe system of work</p> <p>Before starting work on site, contractors must assess their operations to determine any risk of ill health or injury from manual handling activities. Where the risk cannot be eliminated, appropriate control measures must be included within the contractors risk assessment and method statement (RAMS) submitted to the Berkeley project management team.</p> <p>In addition a specific Manual Handling Assessment must be undertaken by any contractor whose on-site activities include any of the following:</p> <ul style="list-style-type: none"> • Lifting of items in excess of the weights detailed within the HSE MAC Tool Figure 1 below; • The handling is more frequent than one lift every two minutes; • The handling involves torso twisting; • Team handling occurs; • The load is difficult to grasp or handle; • Carrying happens with the load not held against the body; <p>The following trades will be required to complete a specific Manual Handling Assessment for each of the following tasks;</p> <ul style="list-style-type: none"> • Ground worker: <ul style="list-style-type: none"> ○ Kerb laying; ○ Block laying; ○ Block and beam floors installation; • Brick layer: <ul style="list-style-type: none"> ○ Carrying of bricks and blocks; ○ Installation of sills and copings; • Roofer: <ul style="list-style-type: none"> ○ Carrying roof tiles; ○ Lead and felt; • Carpenter: <ul style="list-style-type: none"> ○ Manoeuvring trusses and joists; ○ Installation of stairs; • Dryliner: <ul style="list-style-type: none"> ○ Carrying and installation of plasterboard; • Window fitter: <ul style="list-style-type: none"> ○ Manoeuvring window frames; ○ Installation of glazing; • Kitchen fitter: <ul style="list-style-type: none"> ○ Installation of worktops; ○ Manoeuvring appliances; 		Contractor Supervisor

Item	Details	Reference	Responsibility
	<p style="text-align: center;">Lifting and lowering risk filter</p> <p style="text-align: center;">Figure 1 Lifting and lowering risk filter</p> <p>BHC Management must conduct a review of the Manual Handling assessments to ensure they include the following as a minimum requirement:</p> <ul style="list-style-type: none"> • Scope of work; • Task: What the lifting / handling activity involves; • Individual: An assessment of the capabilities, size etc. of the persons who may be performing the task; • Load: The characteristics of the load: liquid, hot or cold, centre of gravity, etc.; • Environment: When/ where the task is being completed, the condition of the work area, the route taken, etc. • Management controls to reduce the risk to as low as reasonably practicable: <ul style="list-style-type: none"> ○ Number of workers required to complete the activity; ○ Details of any mechanical aids; ○ Manufacturer guidance; ○ Specific PPE requirements including compatibility with other PPE; • The name of the Supervisor tasked within monitoring compliance with the assessment; • Evidence of individual health surveillance must be provided if requested; • Confirmation that formal records of inspection of mechanical aids must be returned within the contractors weekly submission (i.e. Friday Pack); • Details of any particular workers who, following medical advice, have restrictions placed on them; • Scaffolders must detail within their RAMS appropriate manual handling controls in line with SG06. 	BHC-F-05b	Site Manager
5.0	Guidance documents and references		
5.1	Legislation and Guidance Manual Handling Operations Regulations 1992 ING143 HSE Manual handling at work: A brief guide L23 HSE Manual handling - Manual Handling Operations Regulations 1992 - Guidance on Regulations INDG383 Manual handling assessment charts (the MAC tool)	ING143 HSE L23 INDG383	
5.2	Berkeley Group Standards BGCS27 Manual Handling	BGCS27	
6.0	Appendices		
6.1	n/a		

Document Title	Health Hazards in Construction	Document Number	BHC-P-07.7
Author	Safety Management Systems	Version Number	1
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BHC-P-07.8 Noise at Work

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Revision register		
Date	Version	Description - reason for change
08/04/2021	1	New procedure expanding on requirements specific to Noise previously detailed within section 4.3 of BHC-P-07.2 Health Hazards in Construction

Item	Details	Reference	Responsibility
1.0	Purpose		
1.1	Establishes the requirements for hazards associated with noise are adequately controlled to protect the health and safety of those involved during construction activities in line with Berkeley Group Standard BGCS30 Noise and the Control of Noise at Work Regulations.	BGCS30	
2.0	Scope		
2.1	Applies to all construction activities that create unwanted noise.		
3.0	Definitions		
3.1	<p>Noise Unwanted sound considered unpleasant, loud or disruptive to hearing.</p> <p>Noise Induced Hearing Loss Hearing loss resulting from damage to the sensitive structures in the inner ear caused by exposure to excessively loud sounds, that cannot be medically or surgically corrected.</p> <p>Tinnitus The experience of ringing or other noises in the ears, even though no external sound is present, often caused by damage to the sensitive structures in the inner ear</p>		
4.0	Main requirements		
4.1	<p>Technical Department</p> <p>The Technical Manager/ Principal Designer must ensure that:</p> <ul style="list-style-type: none"> Noise is considered throughout the design period by identifying any construction related hazards, eliminating them where possible and reducing the residual risk as far as reasonably practicable through the design, for example; <ul style="list-style-type: none"> Design ducts into a structure rather than chasing channels in walls; Specify architectural finishes that don't require scabbling; Utilise balcony anchor brackets that can be cast in to the RC structure to avoid drilling Design risk reviews include the requirement to reduce the noise risks and ensure that the Design Risk Register is maintained. 	BHC-F-10c	Technical Manager / Principal Designer
4.2	<p>Hierarchy of control</p> <p>Wherever possible, the hierarchy of control should be used to eliminate or minimise the risks associated with noise. Where this is not possible, the activity should be discussed as part of the Project Risk Review Meeting and any significant noise risk recorded on the Risk Register.</p> <p>In line with the hierarchy of control, exposure to noise should be avoided where reasonably practicable to reduce the likelihood of injury and long-term health issues caused by exposure to excessive noise such as Noise Induced Hearing loss and tinnitus. Practical examples of this include:</p> <ul style="list-style-type: none"> Mechanical Pile Cropper as a means of removing pile caps in place of individuals operating pneumatic breakers; Remote control equipment such as Brokk breakers during demolition or plate compactors/ rollers during groundworks; Block splitters as an alternative to using hand held grinders. <p>Where exposure to noise cannot be avoided, alternative tools and better equipment should be considered in order to reduce the level of noise an individual is exposed to through technological improvements and design advantages. Practical examples of this include:</p> <ul style="list-style-type: none"> Using newer models of ride on plant; Use a machine mounted breaker on an excavator with a good quality cab as an alternative to operatives using hand held breakers 		<p>Project Manager Contractor Supervisor</p> <p>Contractor Supervisor</p>

Item	Details	Reference	Responsibility										
	Where this is not possible, the activity should be discussed as part of the Project Risk Review Meeting and any significant dust risk recorded on the Risk Register.												
4.3	<p>Management controls</p> <p>Where exposure to noise cannot be avoided through the hierarchy of control, additional management controls must be introduced to make the work quieter or minimise the duration that operatives are exposed.</p> <p>Noise management controls include;</p> <ul style="list-style-type: none">• Using screens, barriers, enclosures or absorbent materials to reduce noise• Job rotation to ensure that workers are limited to the time spent in noisy areas;• Enforcing regular breaks to reduce exposure and time spent on the task;• Supervision to ensure that tools and processes are being carried out correctly;• Any noise-control equipment used must be maintained so it continues to be effective;• When hiring or buying equipment, noise should be considered alongside general suitability and efficiency;<ul style="list-style-type: none">◦ Suppliers can assist by providing information on installation arrangements, e.g. methods of mounting and location, to ensure equipment operates as quietly as possible;• Provision of health surveillance and regular screening;• Training workers on the risks associated with noise;• Supplying appropriately rated hearing protection.		Trade Contractor										
4.4	<p>Safe System of Work</p> <p>Before starting work on site, contractors must assess their operations to determine any noise risk. Where noise risk cannot be eliminated, appropriate control measures must be included within the contractors risk assessment and method statement (RAMS) submitted to the Berkeley project management team.</p> <p>BHC Management must conduct a review of the Contractor RAMS to ensure they include the following as a minimum requirement:</p> <ul style="list-style-type: none">• The specific activity that generates noise. For example:<ul style="list-style-type: none">◦ Chasing concrete blockwork;◦ Cutting tiles, softwood, MDF and kerbs;◦ Sanding down plasterboard or concrete;◦ Drilling into brickwork, wood or concrete;◦ Shot fired cartridge gun use;◦ Specific demolition activities;• The level of exposure produced by the process;<ul style="list-style-type: none">◦ Any activities that may expose an individual to 80 decibels or more will require specific control measures;• Who is exposed and when, including those in close proximity;• The control measures required to prevent / minimise the likelihood of exposure. For example;<ul style="list-style-type: none">◦ Position plant or equipment to reduce exposure to noise;◦ The location and position of acoustic enclosures / screens;◦ Create hearing protection zones where identified in the noise assessment;◦ Give details of barriers and signage to control entry into hearing protection zones;◦ Ensure correct hearing protection is provided to anyone who may be affected by the works, and that it is compatible with other Personal protective equipment (PPE);• PPE requirements, including the specific noise reduction rating required for hearing protection, to ensure that individuals are not exposed to a noise level in excess of 80 decibels:<ul style="list-style-type: none">◦ Hearing protection should be selected with the appropriate Single Number Rating (SNR) for the anticipated activity noise level in line with the table below:<table><tr><th>A-weighted noise level (dB)</th><th>Select a protector with an SNR of ...</th></tr><tr><td>85-90</td><td>20 or less</td></tr><tr><td>90-95</td><td>20-30</td></tr><tr><td>95-100</td><td>25-35</td></tr><tr><td>100-105</td><td>30 or more</td></tr></table>• The use and maintenance requirements for any equipment and PPE;• The monitoring processes including designated responsible persons;• Health surveillance requirements and procedures - who, what, where and when;• What training is provided to employees.	A-weighted noise level (dB)	Select a protector with an SNR of ...	85-90	20 or less	90-95	20-30	95-100	25-35	100-105	30 or more	BHC-F-05b	Trade Contractor Site Manager
A-weighted noise level (dB)	Select a protector with an SNR of ...												
85-90	20 or less												
90-95	20-30												
95-100	25-35												
100-105	30 or more												
4.5	<p>Employees Duties</p> <p>Employees are responsible for co-operating with management to ensure compliance with health and safety policies and arrangements, work instructions and safe methods of working.</p>		All operatives										

Item	Details	Reference	Responsibility
	If unsure, employees are to seek clarification and are to report changing circumstances, faulty equipment or other concerns that may affect the health and safety of themselves or others, to management without delay.		
4.6	Nuisance noise Noise from our work activities can affect those around our workplaces, other than construction workers, by causing nuisance. Whilst not directly damaging to health, nuisance noise cause unacceptable disruption to others and if prolonged, can cause distress. Any Client and Local Authority noise restrictions detailed within the Construction Environmental Management Plan must be communicated to all workers and be firmly adhered to.	CEMP	Project Manager
5.0	Guidance documents and references		
5.1	Legislation and Guidance Controlling Noise at Work L108 Noise don't lose your hearing indg363 The Control of Noise at Work Regulations 2005	L108 INDG363	
5.2	Berkeley Group Standards BGCS30 Noise	BGCS30	
6.0	Appendices		
6.1	N/a		

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BHC-P-07.9 Vibration

Contents

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Revision register		
Date	Version	Description - reason for change
08/04/2021	1	New procedure expanding on requirements specific to vibration previously detailed within section 4.4 of BHC-P-07.2 Health Hazards in Construction

Item	Details	Reference	Responsibility
1.0	Purpose		
1.1	To ensure that arrangements are in place for the safe management of construction activities which present a risk of vibration exposure to individuals in line with BGCS16 Hand Arm Vibration and the Construction Design Management Regulations 2015.	BGCS16 CDM Regs	
2.0	Scope		
2.1	Applies to all construction activities whether managed by contractors or Berkeley where an individual is exposed to mechanical vibration from powered tools, equipment or plant.		
3.0	Definitions		
3.1	<p>Hand Arm Vibration (HAV) Mechanical vibration from powered tools and equipment which is transmitted into the hands and arms during use. Examples in the construction environment include:</p> <ul style="list-style-type: none"> Grinders and other rotary tools; Percussive tools such as breakers; <p>HAWS Hand-arm vibration syndrome: Impaired blood circulation and damage to the nerves and muscles in the hands and arms caused by prolonged exposure to vibrating tool and equipment.</p> <p>CTS Carpal tunnel syndrome: Pain, numbness and tingling in the thumb and fingers due to compression of the median nerve in the wrist which may be caused by vibrating tool and equipment.</p> <p>Whole Body Vibration (WBV) Mechanical vibration from plant or equipment which is transmitted into the body, when seated or standing, through supporting surfaces. Examples in the construction environment include:</p> <ul style="list-style-type: none"> Ride on Plant such as dumpers, ride on rollers, crushers and planers; <p>EAV Exposure Action Value: Daily amount of vibration an individual is exposed to above which employers are required to take action to control exposure. The greater the exposure level, the greater the risk and the more action employers will need to take to reduce the risk.</p> <ul style="list-style-type: none"> For HAV the EAV is a daily exposure of 2.5m/s² A(8). For WBV the EAV is a daily exposure of 0.5m/s² A(8). <p>ELV Exposure Limit Value: The maximum amount of vibration an employee may be exposed to on any single day. It represents a high risk above which employees should not be exposed.</p> <ul style="list-style-type: none"> For HAV the ELV is a daily exposure of 5 m/s² A(8). For WBV the EAV is a daily exposure of 1.15m/s² A(8). <p>Vibration Magnitude Frequency weighted acceleration value of a vibrating tool or piece of plant which is measured in m/s²</p>		
4.0	Main Requirements		
4.1	<p>Technical Department</p> <p>The Technical Manager/ Principal Designer must ensure that:</p> <ul style="list-style-type: none"> Vibration is considered throughout the design period by identifying any construction related hazards, eliminating them where possible and reducing the residual risk as far as reasonably practicable through the design. Practical examples include; <ul style="list-style-type: none"> Specify sheet piling which can be machine driven and does not require cropping; 		Technical Manager/ PD

Item	Details	Reference	Responsibility
	<ul style="list-style-type: none"> Utilise 'cast insitu' piles that can be cast to the correct level rather than 'precast' piles which will require cropping. Design risk reviews include the requirement to reduce the vibration risks and ensure that the Design Risk Register is maintained. 	BHC-F-10c	
4.2	<p>Hierarchy of control</p> <p>Wherever possible, the hierarchy of control should be used to reduce the level of vibration exposure to below the EAV. Where this is not possible, the activity should be discussed as part of the Project Risk Review Meeting and any significant vibration risk recorded on the Risk Register.</p> <p>In line with the hierarchy of control, exposure to HAV and WBV should be avoided where reasonably practicable to reduce the likelihood of long-term health issues caused by vibration such as HAVS, CTS and back and muscle pain. Practical examples of this include:</p> <ul style="list-style-type: none"> Mechanical Pile Cropper as a means of removing pile caps in place of individuals handling pneumatic breakers; Remote control equipment such as Brokk breakers during demolition or plate compactors/rollers during groundworks; Block splitters as an alternative to using hand held grinders. <p>Where exposure to vibration cannot be avoided, alternative tools and better equipment should be considered in order to reduce the level of vibration an individual is exposed to through technological improvements, design advantages and vibration suppression. Practical examples of this include:</p> <ul style="list-style-type: none"> Using newer models of ride on plant with improved suspension/ seating; Selecting an alternative hand tool designed with a reduced vibration magnitude. <p>Where alternative equipment is not available, reduction methods should be utilised to minimise the risk of exposure. Practical examples of this include:</p> <ul style="list-style-type: none"> Fitting existing equipment with engineering controls such as anti-vibration handles; Maintaining tools and equipment to ensure they are in top condition. 	BHC-F-05e	<p>Project Manager</p> <p>Site Manager/ Contractor Supervisor</p> <p>Site Manager/ Contractor Supervisor</p> <p>Site Manager/ Contractor Supervisor</p>
4.3	<p>Management controls</p> <p>Where the level of vibration exposure cannot be kept below the EAV through substitution or reduction, additional management controls must be introduced to reduce vibration exposure as far below the ELV as practicable.</p> <p>Vibration management controls include:</p> <ul style="list-style-type: none"> Monitoring and recording trigger times, preferably through the use of a device worn by the operative such as the Reactec Havwear monitor that provides real time wrist vibration to calculate personal exposure; Job rotation to ensure that workers are limited to the time spent on tasks that expose them to vibration; Time limits for specific tasks to limit Trigger Time and exposure; Specifying that the vibration magnitude is displayed on the equipment wherever possible; Supervision to ensure that tools and processes are being carried out correctly using the correct force and posture; Controlling the rate of work as workers on a tight schedule or bonus will work faster and are more likely to skip breaks; Enforcing regular breaks to reduce exposure and time spent on the task; Providing warm, dry, working conditions wherever possible; Provision of health surveillance and regular screening; Training workers on the risks associated with vibration; Supplying gloves in order for operatives to keep their hands warm. 		Site Manager/ Contractor Supervisor
4.4	<p>Safe system of work (RAMS)</p> <p>Before starting work on site, contractors must assess their operations to determine any vibration risk. Where vibration risk cannot be eliminated, appropriate control measures must be included within the contractors risk assessment and method statement (RAMS) submitted to the Berkeley project management team.</p> <p>BHC Management must conduct a review of the Contractor RAMS to ensure they include the following as a minimum requirement:</p> <ul style="list-style-type: none"> Scope of work; The vibration magnitude of each specific vibrating tool/ item of plant being used; The maximum amount of time each specific vibrating tool/ item of plant can be used by an individual before the EAV is exceeded; <ul style="list-style-type: none"> The HSE's HAV's Calculator or Ready Reckoner may be used to demonstrate this; The maximum amount of time each vibrating tool/ item of plant can be used for by an individual before the ELV is reached; Management controls to be observed to ensure that vibration exposure does not exceed the ELV such as: <ul style="list-style-type: none"> Number of workers required in rotation to complete the activity; Time limit of Trigger Time for each operative involved in rotating the task; How individual Trigger Times are formally recorded so that no individual exceeds the daily ELV; Specific PPE requirements including compatibility with other PPE; 	BHC-F-05b	<p>Contractor Supervisor</p> <p>Site Manager</p>

Item	Details	Reference	Responsibility
	<ul style="list-style-type: none"> Clear control measures detailing how an individual who has reached the ELV will be prevented from operating any vibrating tools or equipment for 16 hours; The name of the Supervisor tasked within monitoring compliance with the RAMS and the ELV; A statement detailing the health surveillance or health monitoring provided to operatives when exposure levels exceed the EAV; <ul style="list-style-type: none"> Evidence of individual health surveillance must be provided if requested; Confirmation that formal records of inspection of tools/ plant must be returned within the contractors weekly submission (i.e. Friday Pack); Details of any particular workers who, following medical advice, have restrictions placed on their vibration exposure. 		
5.0	Guidance documents and references		
5.1	Legislation and Guidance Control of Vibration at Work Regulations 2005 Provision and Use of Work Equipment Regulations 1998 Construction Design Management Regulations 2015 INDG175 HSE Hand-arm vibration at work: A brief guide INDG242 HSE Control of risks from whole-body vibration INDG296 HSE Hand-arm vibration: Advice for employees INDG404 HSE Drive away bad backs HSE Ready Reckoner HSE Vibration Calculator	INDG175 INDG242 INDG296 INDG404	
5.2	Berkeley Group Standards BGCS16 Hand Arm Vibration	BGCS16	
6.0	Appendices		
6.1	N/A		

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