

SUB-CONTRACTOR HEALTH, SAFETY AND ENVIRONMENT STANDARDS



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1. Introduction

St James / St William is committed to achieving the highest possible standards of health, safety and environmental performance on every one of its construction sites.

We recognise that to do this effectively, our supply chain must fully support and commit to the same aims and objectives. We believe that only by working closely together and focusing on common health, safety and environmental objectives, can a measurable and sustainable improvement in performance be assured.

This guidance document, 'Sub-Contractor's Health, Safety and Environmental Standards', applies to all sub-contractors that have been secured to work within or supply any St James / St William establishment, to ensure that they understand the health, safety and environmental standards which we advocate on our construction projects.

This document does not detract from information provided within the Construction Phase Plan, Fire Plan, Site Waste Management Plan or any other contract documents, that form the source for all specific information and typically constitutes initial information for sub-contractors.

St James / St William expects each sub-contractor to only use competent members of their own organisation to carry out any activities they are contracted to undertake. As such, each sub-contractor should not sub-let activities under any circumstances, unless previously agreed with the senior St James / St William management team.

The contractors should familiarise themselves with the standards set out in this document and ensure that they are brought to the attention of their sub-contractors and any self-employed persons working within their workforce.

Adequate resources are required to prevent unnecessary risk to the health and safety of all personnel working on our projects. The provision of suitable and adequate resources to ensure the effective management and control of health and safety standards on site will carry a cost element. The standards set out in this document will assist the contractor in their planning and provision of satisfactory health and safety resources for our projects.

These standards will be audited by St James / St William in accordance with our auditing and review systems, with a specific audit schedule completed for every site.

We expect the full co-operation and commitment from all sub-contractors in fulfilling our legal duties under health, safety and environmental legislation and in compliance with our policies. Poor compliance with these standards may result in the contractor being removed from the St James / St William contractor's database.

2. St James / St William Procedures

The following policies will be issued to all contractors:

- Health and Safety Policy
- Sustainability Policy Statement
- Our Vision 2030

3. Sub-contractor Management and Control

Safe Systems of Work

3.1 Pre-qualification

St James / St William will make reasonable enquiries regarding the suitability, competency and knowledge base of our sub-contractors, so that we can ensure they meet their statutory obligations.

In accordance with our management systems, St James / St William will only work with companies that have been 'approved', by a two-stage assessment of their competency before works commence on site (stage one is an assessment of the contractor's general competency, stage two is a project-specific competency assessment).

Stage one is completed by submitting contractors to the Call Off Contract application process, administered by the Berkeley Group Call Off Team. (Note: Stage one assessments are repeated at a frequency determined by the Call-off Team).

Stage two of the competency assessment process is begun by contractors completing a St James/St William Competency Assessment Questionnaire, which is reviewed by the relevant Project Director/Manager, Commercial Manager, H&S Manager and Sustainability Manager. Each sub-contractor will be assessed on the contents of their questionnaire, along with supporting documents, and will be awarded as satisfactory if all the criteria is met.

Each sub-contractor is informed of their qualification status via the St James / St William Commercial Team.

We require each sub-contractor to commit to the minimum safety and environmental standards and conditions, as set out within these 'Sub-contractor Health, Safety & Environment Standards' that are provided with the H&S Pre-qualification Competence Questionnaire.

Please refer to Appendix 4.1 SJ/SW- P5.03 Commercial / Procurement Procedure on how the prequalification process is carried out.

3.2 Pre-start Meeting

A Pre-start Meeting is held with contractors before works start on site, and in sufficient time to allow the contractor to plan their works and mobilise prior to commencement on site.

To ensure that contractors have made relevant allowances within their tenders, pre-start meetings for works packages involving any of the following activities must review the relevant guidance document during the pre-start meeting. These are attached as appendices to this document.

The Contractor will be required to attend a site pre-mobilisation meeting to finalise specific site requirements, including health and safety issues and further details regarding St James / St William Sub-Contractor Safety League.

Attending this meeting should be:

- Contractor Project Manager allocated to that project.
- Contractor site supervisor allocated to that project.
- Health & Safety representative, if possible.

3.3 Risk Assessments

The Management of Health and Safety at Work Regulations requires all employers and self-employed persons to carry out a suitable and sufficient assessment of the health and safety risks to workers for all work activities undertaken, and to record this.

St James / St William therefore requires its sub-contractors to provide comprehensive, robust and site-specific risk assessments that clearly identify how each of their activities will ensure hazards and their associated risks are removed or reduced as far as possible.

3.4 Sub Sub-Contracting Works

Every Contractor who sub-contracts works must demonstrate their assessment process of that individual contractor under the Construction (Design & Management) Regulations, as part of their assessment process, detailed above in section 3.1.

Risk Assessments & Method Statements are to be incorporated into the main Sub-contractors RAMS, thereby confirming their review, approval and management on site, and conduct themselves in accordance with the standards laid out in this document.

All operatives who are working for a sub-contractor to a main sub-contractor with St James / St William will be acting on behalf of that sub-contractor, and thus should all wear the branded PPE of the main sub-contractor. (Refer also to section 3.32 PPE)

Any failure or non-compliance may result in all parties being removed from the St James / St William supply chain data base.

3.5 Method Statement & Task Plans

A method statement is required to describe the sequence of carrying out a work activity and to detail how control measures will be implemented. The method statement therefore needs to be written in conjunction with, and refer to, the relevant risk assessment(s). It may also require further supporting documentation, e.g. COSHH assessments, technical drawings. For guidance on the provision and content of health & safety method statements, refer to - SWSJ-F 4.6 B RAMS Review.

The St James / St William Project Director/Manager will select a site manager to act as the lead manager for the specified package/contractor.

Trade Contractors submit one or more risk assessments and method statements for their scope of works for review by the St William lead manager. Reviews are recorded by completion of H&S Form SJ/W-F 4.6 B RAMS Review. Contractors must submit their health & safety method statement(s) to St James / St William for review 3 weeks prior to works being permitted to commence on site. Where a risk assessment and method statement are reviewed (using St James / St William RAMS review check sheet SWSJ-F 4.6 B RAMS Review) and deemed to be insufficient or incomplete (either in content, clarity, depth or scope of information), it must be amended and re-submitted for review and approval prior to work starting. For each RAMS produced, a Trade Contractor must list the build elements involved in completing the overall activity. St William and the Trade Contractor jointly assess the foreseeable risk of each task.

Task plans will then be written by the Trade Contractor using a Trade Contractor's own template or using the St William template. Task plans are reviewed by St James / St William before works start on site; works may not commence on site until task plans are authorised by St James / St William.

The details of task plans are briefed to the Trade Contractor's supervisors and operatives carrying out the task, by the Trade Contractor's site management and before the task starts on site. The briefing must be recorded.

St James / St William will complete a monthly programme of on-site reviews of the task plans / activities taking place on site. If required, task plans must be amended, or working practices on site changed, to reflect the findings of an on-site review. Trade Contractors that consistently record high standards of compliance in on-site reviews may be acknowledged by the award of a Task Safe Certificate (H&S Form SWSJ-F 4.6 F).

Contractors must "assess the health and safety risks" associated with their work activities and identify "suitable and effective control measures" to be used to combat these risks, in their task plan.

St James / St William have a sample task plan template SWSJ-F 4.6C which is available upon request for any contractor to use for compliance with St James / St William required format.

Depending upon the nature of any particularly complex or highly hazardous activities, the St James / St William Package Manager may request submission of a task plan at an earlier date to ensure the review process can be completed prior to work starting.

Where a St James / St William inspection identifies contractor works which are not adequately covered by a task plan, those works may be immediately suspended by the St James / St William manager or H&S Manager, until satisfactory action is taken by the contractor to rectify the situation. The cost attributed to any associated down time will be borne by the contractor.

All method statements and task plans will be recorded in electronic and/or hard copy on site.

Method statements and task plans should be re-reviewed on a periodic basis, no greater than every 3 months or as site conditions dictate.

Briefing

The details of task plans must be briefed to the Trade Contractor's supervisors and operatives carrying out the task, by the Trade Contractor's site management and before the task starts on site; the briefing must be recorded. If at any point the task plan requires amendment, this amendment must be briefed to the operatives and this should also be recorded as an addendum.

NOTE Generic method statements, risk assessments and task plans will not be accepted on any St James / St William project.

3.6 Training and Competency

You will ensure that all your personnel are appropriately trained, experienced and competent to perform their role and that every person receives a specific site induction before being permitted to start work.

A training matrix should be available, kept updated & available for review by St James / St William Health and Safety Team and Site Management upon request.

We require that competence be supported, as a minimum, by a valid, RELEVANT CSCS, CPCS, CCDO or CISRS card or associated/affiliated schemes.

Refer also to Appendix 4.4 - St James / St William SWSJ-G 5.28 Guidance for Management of Contractors for information on competence requirements.

The following requirements also apply:

- Crane Supervisors and operators must hold specific crane's Blue CPCS or NPORS certification.
- Slinger/signallers must hold CPCS certification.
- Rope/chain hoists – anyone slinging a load for these requires approved competency/qualifications as they would for lifting operations with a crane.
- Mobile towers must be erected by a trained scaffolder or operative with PASMA. N.B. All scaffolders/ PASMA operatives must be familiar with the assembly instructions required for each tower.
- Sub-contractors' operatives using mobile towers must be aware of requirements for the safe use of towers (Manufacturers' instructions must be available on site).
- Fire warden trained operatives as per contractor task risk assessment.
- All scaffolders must hold appropriate certification, under the CITB Scaffolders Registration Schemes (CISRS) and comply with NASC Guidance SG4:15.
- All scaffolder labourers are required to hold a CISRS Labourers card.

- Electrical technicians must hold JIB Skills certification.
- All operators of plant and equipment that are covered by CPCS/IPAF schemes must hold appropriate certification for specific type of machine, e.g., MEWPs.
- Drivers must hold the appropriate license for specific type of vehicle e.g., HGV.
- Traffic marshals/ banksman must be trained in a course including the code of signals to HSE Guide Notes HSG136 standard.
- Abrasive wheel operatives must have a certificate of attendance, not competence, on an Abrasive Wheels training course. Further information can be obtained from the British Abrasives Federation.
- All **supervisors** must hold CITB Site Supervisors Safety Training Scheme (SSSTS), relevant CSCS Card, and First Aid at Work.
- Any **manager** must hold CITB Site Managers Safety Training Scheme (SMSTS), Relevant CSCS Card, First Aid at Work.
- Site supervisors and operatives must hold qualifications in Environmental Awareness and spill kit training.
- All traffic marshals who control traffic movement and operate traffic signals must be New Roads and Street Works Act (NRSWA) trained.
- All traffic marshals operating stop & go signage on public roads must have completed training in accordance with National Highway Sector Scheme 12D for installing and removing temporary traffic management on rural and urban roads or equivalent training scheme.
- All Demolition operatives & labourers are to hold a CCDO card.
- All hoist drivers must hold Blue CPCS card relevant to the hoist.
- The Temporary Works Co-ordinator & Temporary Works Supervisor must have attended suitable training courses and have obtained the necessary competence through qualification and experience. As a minimum this will include the CITB Management of Temporary Works Course and the relevant system training, e.g. Cuplock. They must both be able to understand drawings and schedules of the relevant system.

Note: If operations are likely to involve any of the above you are advised to discuss the requirements with the St James / St William Site Manager at the earliest opportunity. No claims for extra costs will be allowed due to these specific requirements.

Sub-contractors must also provide sufficient resources as identified by their RAMS and task plans to satisfy necessary safety appointments, including first aiders, fire/emergency co-ordination and/or appointed person/supervisors for lifting operations, as identified prior to award of the sub-contract.

The supervisor to workforce ratio must be stipulated in the risk assessment and must be proportionate to level of risk. Please refer to SWSJ-G 5.28 Guidance for Management of Contractors for ratios of trade contractor managers/supervisors to operatives which must be maintained on site as a minimum.

Where a person does not hold an appropriate competency card, the employer (contractor) is to set-out a short-term development plan for the employee concerned using SWSJ-F 4.2H Operative Competence Assessment. (See appendix 4.5) This development plan must be approved by St James / St William prior to the person commencing work on site.

Due to the inherent risks, managers, supervisors and operatives of the following trades are expected to hold the competency cards stipulated in SWSJ-G 4.2C.

- Asbestos Removal (notifiable & licensed removal)
- Management of Lifting Activities
- Demolition (structural, not soft-strip)
- Installation and management of electrical systems
- Sub-structure works (piling and groundworks)
- Superstructure works (reinforced concrete, steel and timber frame)
- Envelope works (cladding and roofing)

Anyone involved in surveying, demolition and/or refurbishment work' must have undertaken a UKATA asbestos awareness course.

3.7 Toolbox Talks

Contractors will ensure that safety toolbox talks relevant to ongoing works are held on site. These training sessions should be structured as follows:

Frequency of meeting: Weekly

Duration of meeting: 10 to 15 minutes

Attendance: Contractor's workforce (including any sub-contractors or agency staff)

Location: At the workplace

The Contractor Supervisor should select a suitable topic and address the workforce on the general safety requirements of that subject based on the risks and hazards of the site environment at that time or as directed by the St James / St William senior management as a result of the hazard analysis for that project.

A record of each tool-box talk, listing those who attended, should be maintained in the contractor's H&S records file. These records will be issued to the St James / St William management on a weekly basis within the Friday Pack.

NOTE: Sub-contractors will be expected to undertake a minimum of one Environmental Toolbox Talk every 6 weeks. (Refer to Section 3.43 for acceptable Environmental topics.)

3.8 Communication and Meetings

You will ensure that everyone working on your behalf, including agency workers, understands the agreed safe method of work and risks involved, prior to any work being permitted to start. You will encourage feedback and comments on safety matters, attend safety meetings and assist with the monthly safety monitoring programme as required.

Non-English-speaking personnel: If you employ persons where English is not their first language, you should have and implement an established means of communicating with your workforce on all matters, including Health & Safety. A procedure that can be referred to that will include how you manage this on site, including interpreter details and tool-box talks in different languages.

The subcontractor Senior Manager is responsible for ensuring that the following meetings are attended by subcontractor's representatives (at their own cost):

- Pre-start meetings to agree site set-up requirements, the availability of sub contractor's risk assessments/method statements, site safety and environmental controls and waste management.
- Progress meetings to review the on-going suitability and adequacy of the above.
- Public protection risk review meetings to review foreseeable construction-related activities that pose risks to members of the public.
- Safety meetings to discuss issues related to the establishment including Project/region-based Safety Leadership Team (SLT) meetings to discuss issues related to the site.
- Meetings to discuss and review specific safety and environmental procedures e.g., evacuation arrangements to reflect changing hazards, lifting operations etc.
- Employee consultation (Welfare) meetings, where non-management representatives from the workforce can have their say about any issues on the project.

Attendance is mandatory.

3.9 Occupational Health

All operatives, in a Safety Critical role, must provide at their site induction a valid Safety Critical Medical Certificate from an Occupational Health Service Provider and this must include an expiry date (Network rail, London underground or other such certificates will not be accepted). The letter will not be accepted without the stamp; the template letter must be provided on your own company headed paper, verifying they are fit to undertake their role.

St James / St William has identified the following roles/activities as Safety Critical:

- Any operator of a crane including mobile cranes and slinger/signallers.
- Any operator of mechanised plant where the operation of such plant poses a significant risk to others due to site restrictions or external factors if the operator becomes incapacitated in any way.
- Anyone working at height where there is no proprietary edge protection in place, for example scaffolders, leading edge workers (including anyone working on a running line or man safe system).
- Anyone working in a confined space with restricted access or work areas that require breathing apparatus.
- Any works with substances leading to serious health implications as per COSHH assessment or relevant legislation, for example working with asbestos or lead.
- Others identified from risk assessments.

Staff should have fitness reassessed in between periodic assessments if:

- There are any health concerns.
- There is any long-term sickness absence.
- They have been involved in any accident on site.
- They have had any recent surgery.
- There have been changes to medication or recently prescribed medication.

Satisfactory information on workforce health protection and hygiene standards must be provided by the contractor. Key information must be provided, as relevant, within the contractor's 'Health & Safety Risk Assessment & Method Statement(s)' and must be communicated to the workforce. This should include information on the following aspects.

Specific Health & Hygiene Aspects:

- Working in Sewers / Weil's disease
- Working with Contaminated Land
- Working with Hazardous Substances
- Working with Lead
- Working with Asbestos
- Working with Radioactive Sources
- Manual Handling Operations
- Dust & Fume Control
- Noise Control and Protection
- Hand Arm Vibration Control and Protection
- Personal Weather Protection (protection from the Sun etc)
- Maintenance of Welfare Facility Standards

General Health & Hygiene Aspects:

- Personal Hygiene Standards
- Protection against Dermatitis
- Use of Personal Protective Equipment

3.10 Drug and Alcohol Testing

St William / St James will conduct Drug & Alcohol testing on all sites. Subcontractors will be expected to comply with St William's / St James' Drug and Alcohol testing procedure which includes:

1. Random (monthly) 3rd party drug and alcohol testing
2. For cause testing (i.e. following an incident or if someone is suspected of being under the influence).
 - a. The operators of any plant will undergo mandatory testing following incident
3. Safety Critical roles listed in section 3.9 (Occupational Health) will be drug and alcohol tested at induction.
4. Safety critical roles will be tested at a frequency determined by St William's / St James' Drug & Alcohol policy.

Anyone person found to be under the influence of drugs & alcohol (i.e. 'non-negative' result) will be subject to dismissal from site, and the person's employer informed in writing.

If any person refuses to take a test when asked, St William / St James retain the right to dismiss those individuals from site, and the person's employer informed in writing.

The subcontractor is expected to have their own policies for Drug, Alcohol and Disciplinary action. It is the contractor's responsibility to undertake disciplinary action in accordance with their own Drug & Alcohol and Disciplinary policies.

3.11 Agency Workers

Agency workers should only be sourced from a supplier which is controlled and monitored by you for quality, and agrees to the standards of health, safety, competency and environmental objectives of St James / St William.

You will provide, prior to or at the start up meeting, details of your Preferred Supplier List (PSL) partners, together with details of what processes are in place to ensure that all workers supplied are competent and fit to carry out any activities they are supplied to undertake.

You will also be required to demonstrate that you have agreed processes in place to ensure that all agency workers you may employ to supplement your workforce are aware of their day one rights and how they will be informed of any job vacancies whilst working on a St James / St William site.

You will need to communicate to the St James / St William Senior Manager or responsible person when you intend to use agency workers, and confirm that they are aware of, and you are complying with, day 1 and, if required, week 12 rights for that agency worker under the Agency Workers Regulations.

Under these standards you indemnify St James / St William for any breach of any agency worker hired by you, in terms of their entitlements under the Agency Workers Regulations.

Site Set Up

3.12 Site Welfare Provisions

You will ensure welfare facilities are not abused by your personnel or agency workers.

Note: Occasionally, St James / St William may instruct the contractor to provide the site welfare facilities.

If the contractor is providing the welfare facilities, the following guidance must be followed when assessing the overall number of amenities to be provided for the workforce.

Male Provision				Female Provision		
No of Men	No of WC's	No of Urinals	No of Wash-Stations	No of Women	No of WC's	No of Wash Stations
1-15	1	1	2	1-5	1	1
16-30	2	1	3	6-25	2	2
31-45	2	2	4	26-50	3	3
46-60	3	2	6	51-75	4	4
61-75	3	3	7	76-90	4	5
76-90	4	3	8			
	+ 1 WC & Urinal for every 50 men (or fraction thereof) in excess of 100		+ 1 wash-station for every 50 men (or fraction thereof)		+ 1 WC for every 25 women (or fraction thereof) in excess of 100	

Although the Construction (Design & Management) Regulations do not stipulate required numbers of certain standard welfare facility items (e.g. WC's, Washbasins, etc) it is good practice to establish their requirements in accordance with the recommended minimum provisions outlined. These regulations stipulate required numbers for welfare facilities provided by other (i.e. non-construction) industries.

Potable Water

All drinking water supplies must be laboratory tested in accordance with the Drinking Water Inspectorate (DWI) and deemed satisfactory before the welfare is put into use. When the supply feeding the welfare is above 50ml the supply must be chlorinated. All chlorination activities must be completed out of hours.

3.13 Site Security and Access Control

Every contractor must comply with the site-specific security details laid down in the Construction Phase Plan.

St James / St William accepts no liability for any lost or stolen items on site.

Any operative caught stealing or infringing the site security procedures will be immediately removed from site and the police will be called.

3.14 Traffic Management & Material Movement

3.14.1 Traffic Management

Each St James / St William project will have a 'Traffic Management & Logistics Plan' to ensure, so far as reasonably practicable, the safe movement of site traffic entering, leaving and moving around the site. It will identify the controls, precautions and rules for all contractors' plant and vehicles 'delivering to', and 'operating on', the site.

Each contractor appointed to our projects will be provided with a copy of this 'plan' and will be subject to its requirements.

The site 'Traffic Management & Logistics Plan' is produced in accordance with the requirements of current legislation and best practice, including:

- Construction Design and Management Regulations
- HSG144 - The Safe Movement of Vehicles on Construction Sites

The site 'Traffic Management & Logistics Plan' will include information on the following key aspects:

- Scheduling and booking deliveries.
- Site access and egress gates.
- Site security control.
- Protection of the public.
- Protection of site personnel.
- Site traffic routes.
- Traffic controls and precautions.
- Loading, lay-down and storage areas.

3.14.2 Off loading

The contractor will remain responsible and provide a task plan for the safe arrival and unloading/loading of deliveries to site, including any briefing of shared delivery areas. Unloading / loading of deliveries to site is to be controlled by the contractor where 3rd party operators undertake operation of mobile plant. The contractor is responsible for providing a trained traffic marshal/ banksman to manoeuvre their material around site.

The contractor will be responsible for consulting with the haulage company / supplier to ensure that a suitable LRA is created and agreed with the St James / St William Lifting Operations Manager for all deliveries.

Contractors responsible for off-loading plant, materials, stillages, components, pre-fabricated items etc. must utilise the St William / St James Off-Loading checklist (SWSJ-F-27.20). The contractor will be permitted to utilise their own document as long as the checklist covers the same or more criteria.

All traffic marshals must be provided with cameras such as "GoPro" or similar.

All traffic marshals operating stop & go signage on public roads must have completed training in accordance with National Highway Sector Scheme 12D for installing and removing temporary traffic management on rural and urban roads or equivalent training scheme.

Where applicable, all delivery vehicles must be accredited with FORS Silver, and the appointed logistics company are responsible for monitoring and implementing FORS Silver.

St James & St William operate a 'Thumbs Up' campaign across all sites. This is when pedestrians are near a machine. The Pedestrian will get the attention of the driver and the pedestrian will pass the machine; the machine will not pass the pedestrian.

All deliveries should be pre-slung where possible and all deliveries must be in accordance with the lifting risk assessments. They should also be loaded and stacked in accordance with any highways legislation and guidance.

All deliveries must have edge protection if operatives are required to climb on the vehicle. If a vehicle arrives with edge protection and the loads are pre-slung the edge protection can and should be removed to allow more room for off-loading the items.

In the case a trailer needs to be detached from the tractor and left on site, the contractor must obtain approval St James/ St William management approval. The activity must be covered under RAMS and a task plan approved by St James/ St William management. A recorded checklist must be completed before the trailer is detached covering as a minimum:

- proprietary/ temporary supports
- ground conditions
- balance of the load
- offloading method
- access
- inspection.

3.14.3 Material Storage

Arrangements for storing materials externally at height (e.g. roofs, balconies, terraces etc.) must be described within contractor's work plans. Specific arrangements to be addressed include: how materials are to be secured against high winds, restrictions applicable to materials stored at height, consideration of wind exposures and monitoring arrangements.

Palletised materials may only be double stacked or not stored above 2.4m (whichever is the lower overall height).

Ensure that where materials are stacked on edge they are secure and do not create a hazard (e.g. tied back, stored in a stillage or rack)

Storage racks must be of proprietary design or be subject to the requirements of the St William / St James Temporary Works Procedure.

3.14.4 Material Movement

A materials movement risk assessment must be completed to determine the safe route and movement method including items of plant required to move the item from the delivery area to the point of installation.

Where ramps/gradients are present on movement paths pallet trucks and other wheeled trolleys must have a built-in braking system.

Any material/loads that require movement by telehandler/forklift will require authorisation by the St William / St James appointed manager following the submission of a work plan by the contractor.

3.15 Storage containers

All storage containers used on St James St William sites must ensure

Any container which is used for the purposes other than on-site storage is capable of being opened from the inside.

Ensure all containers have warning notices displayed which are clearly visible.

Ensure containers are ventilated in accordance with the following requirements: a. Steel containers used for on-site storage only:

- I. Ventilation is to be provided to each side of unit.
- II. II. Where side ventilation is not practicable, ventilation must be provided to the front doors and rear of containers.

- 4 Steel shipping containers used to deliver goods from abroad, and then returned abroad for re-use. Will be excluded from the ventilation requirements but will, while on site, be subject to a suitable permit to work system, and, be required to display notices
- 5 Containers used as a workplace or for purposes other than on-site storage. The contractor must demonstrate that the unit is fit for its intended purpose.

3.16 Asbestos

Asbestos

Contractors procured to survey, remove, dispose or treatment asbestos must (where appropriate) be registered with UKAS, in possession of relevant insurance, have obtained and maintained statutory (HSE) licences and ensure their workforce is suitably trained.

All survey, removal and refurbishment works are to be conducted in line with the Control of Asbestos at Work Regulations, associated amendments and industry guidelines (including L127, L143, HSG 247, HSG 264, HSG 210, INDG 223, MDHS 39/4e, CAR-SOIL).

Contractors must prepare a risk assessment and method statement that is suitable and specific to the works being undertaken. The RAMS must be reviewed and approved by the Principle Contractor (usually St William / St James).

Operatives undertaking asbestos works (including surveying, analysis, removal, treatment) must hold an ACAD (CSCS) skilled card (or equivalent).

Licensed Work

Works can only be performed by operatives who hold Category C training. Operatives must undergo and demonstrate regularly medical surveillance. Surveillance must be repeated at intervals not exceeding 2 years, unless as shorter interval is advised by the doctor performing the surveillance.

Licensed work must be supervised by an individual who holds an ACAD Gold supervisor card (or equivalent).

14 days' notice of the intention to remove asbestos must be given to the Health and Safety Executive (HSE), where the asbestos is of a notifiable type. The contractor removing and disposing asbestos must submit the ASB5 notification to the HSE and provide a copy to the Principle Contractor (usually St William / St James).

Non-licensed and notifiable non-licensed work

Works can only be performed by operatives who hold Category B training. Operatives must undergo and demonstrate regularly medical surveillance. Surveillance must be repeated at intervals not exceeding greater than 3 years

14 days' notice of the intention to remove asbestos must be given to the Health and Safety Executive (HSE), where the asbestos is of a notifiable type. The contractor removing and disposing asbestos must submit the ASB NNLW1 notification to the HSE and provide a copy to Principle Contractor (usually St William / St James).

All contractors

Any person who suspects that they have discovered or disturbed asbestos containing materials (ACM) is duty bound to inform the Principle Contractor. All works must stop immediately, the area sealed and excluded, the asbestos register / survey reviewed and a UKAS accredited analyst organised to sample the ACM and carry out air monitoring.

Contractors working on site where there is known to be asbestos must hold a UKATA Asbestos Awareness (Category A) training, refreshed every 12 months.

Asbestos in soils

Any works involving asbestos in soils must be conducted in accordance with CL:AIRE's Control of Asbestos Regulations 2012: Interpretation for Managing and Working with Asbestos in Soil and Construction & Demolition materials: Industry Guidance (CAR-SOIL).

Asbestos waste

Asbestos contractors removing and disposing asbestos waste must hold an appropriate waste carrier, broker and / or dealer license. Evidence must be provided to the Principle Contractor (usually St William / St James).

Records

Copies of the following recorded must be provided to the Principle Contractor (usually St William / St James) and retained on site:

- surveys,
- asbestos register
- HSE licences / UKAS Accreditations
- notification forms (ASB5 & ASB NNLW1)
- equipment certifications / calibrations
- clean air testing results / 4 stage reoccupation certificates
- training
- medical surveillance
- waste carrier, broker, dealer licenses
- hazard waste consignment notes

Operational Standards

3.17 Site Induction

All site personnel are required to attend the St James / St William Project Safety Induction.

All contractors must hold their own project specific induction and method statement/risk assessment / Task Plan briefing. Site personnel must attend the inductions prior to commencing work on site.

All operatives, in a safety critical role, must provide evidence that they are fit for their role at site induction as per section 3.9.

Site security passes/biometric scans will only be issued to those persons attending the induction and who have a current CSCS card. Further details can be found in the training and competency section 3.6. Personnel found to be on site without a pass will be removed from site until such time as they obtain an approved pass.

At induction, each contractor must be able to provide evidence of an operative's eligibility to work in the UK. The operative must be able to provide evidence listed in either List A or List B (Group 1 or 2) [Guidance: Employer's Right to Work Checklist](#) or a .Gov.Uk Share Code proving their right to work in the UK.

3.18 Daily Task Briefings

Sub-contractors will be required to actively support the St James / St William daily task briefing process.

St James / St William document SWSJ-F 5.28 F Daily Activity Briefing Assessment can be issued if required to provide guidance on the criteria required for daily task briefings.

The daily task briefing is required to include Significant hazards & control measures as identified in the relevant task plans and should be carried out verbally by a Supervisor before works on site commence each morning, capturing the whole workforce with evidence that thought and care is given daily- in terms of the information that is provided - following which an attendance register is to be completed and signed by all operatives.

They are required to be daily, as the name suggests, and have meaningful information to promote safe working on site. Content should last 5-10 minutes when delivered, and the following should be considered:

- Location needs to be specified.
- Supervisor must check that all operatives have attended.
- Supervisor must adequately summarise the day's activities.
- Hazards and control measures should be listed for the activity.
- Check the correct level of supervision is in place for the number of operatives.
- Check that all operatives have been briefed on the relevant task plan for their area.
- Name of supervisor who delivered the briefing should be included.

Everyone is encouraged to ask themselves the following:

- ✓ Have you and your co-workers had an induction?
- ✓ Do you and your co-workers know who is supervising you?
- ✓ Do you and your co-workers know what is to be done today, are the right people available to help you and are your activities covered within your method statement?
- ✓ Are you and your co-workers wearing and using the correct PPE? Is it of the correct type and classification?
- ✓ Do you and your co-workers have the right equipment for the task, is it safe to use and do you have the required approvals e.g. fire extinguisher, COSHH data, spill kits?
- ✓ Do you and your co-workers have the required permits / approvals to undertake the work?

Any concerns or failings should be reported to your supervisor immediately, after which any suggestions for improvement should be passed on to the site management team or a member of the Safety Dept.

3.19 Access and Egress

Designated safe access/egress routes must be provided to all work areas/work platforms. All access/ egress routes must always be free from obstructions and trip hazards, to ensure safe movement of personnel in the event of an evacuation. Contractors are responsible for maintaining safe access & egress in their own work areas.

This principle also applies to laydown areas and storage areas; all materials should be landed in such a way that allows safe access to the materials in question.

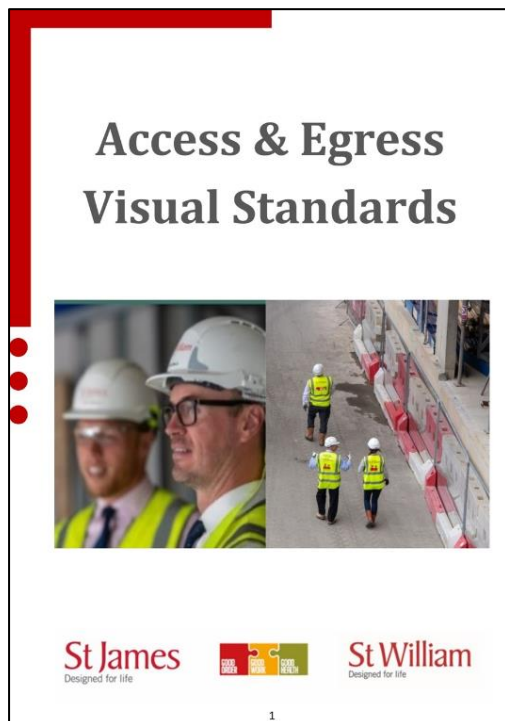
Ramps used for vehicle and pedestrian access (including those constructed of timber and spoil from earthworks) must follow a temporary works design that is suitable and sufficient for the activities it will be used for.

Battery operated tools & equipment must be given priority; tools with leads are discouraged, especially in finished areas where trailing cable solutions such as sky hooks cannot be affixed to wall or ceiling surfaces.

Task lighting is to be provided by the sub-contractor and only battery-operated task lighting will be permitted to eliminate unnecessary trailing cables in those working environments.

Contractors are responsible for the provision of trailing cable solutions (i.e. sky hooks or cable stands/ props) for all 110v leads (where use has been agreed by St James / St William) attached to the electrical supply provided by St James / St William.

NOTE: refer to the St William and St James Access & Egress Booklet for further guidance. The booklet can accessed by scanning the QR code below.



3.20 Safety Rules

The following health and safety rules must be observed by all persons whilst on site:

1. Ensure that you wear the PPE specified in your Risk Assessment for the task at hand, as well as mandatory PPE, at all times, whilst on site.
2. Report hazards, unsafe acts or conditions to your supervisor or St James / St William management immediately.
3. Ensure that you observe all H&S signs and notices displayed.
4. Ensure that you keep to the pedestrian access routes.
5. Do not access the construction site until you have attended a St James / St William induction.
6. Ensure you maintain a high standard of housekeeping and clear up work areas as you go, leaving all in good order at the end of the day.
7. Visitors may not access the construction site unless they are accompanied by their agreed host.
8. Only consume food or drink within the welfare facilities provided.
9. Alcohol or drugs will not be tolerated and 'for cause' drug and alcohol testing will be carried out as per St James / St William policy.
10. Smoking is only permitted on site within designated smoking areas; this includes electronic cigarettes.
11. Removal of any guardrail or cover to any hole is unauthorised unless you have been given express permission from your supervisor.
12. Ensure protection measures are replaced on completion of your work activities.
13. Work activities must not take place until your supervisor has briefed you on the key aspects of the safe system of work.
14. The burning of any materials on site is prohibited.

15. Radios, mp3 players, iPods or similar must not be used on the construction site.
16. "Hoodies" or "beanie hats" are not to be worn on site.

Any additional local site rules may be added.

All Safety Rules for the establishment are issued at induction and apply to all members of a sub-contractor's team, including those working under their direct control. As such, anyone found contravening safety rules may be subject to disciplinary action and exclusion from the establishment.

All drivers and visitors are required to comply with the establishment's safety rules for their respective situations.

Drivers under the control of the sub-contractor's management team are required to comply with the safety rules for vehicle drivers.

Visitors under the control of the sub-contractor's management team are required to comply with the safety rules for visitors, including the establishment's signing in procedure. Visitors must always be accompanied.

Where visitors require access to construction site areas outside designated safe routes, prior authorisation must be gained from the Project Manager/Director. The sub-contractor is responsible for providing the appropriate personal protective equipment (PPE), ensuring that it's worn correctly and escorting them, at all times.

As and when it is deemed necessary, the sub-contractor will ensure that their visitors receive additional or further information, e.g. induction, to maintain their safety.

3.21 Golden Rules

We have implemented seven golden rules for our workforce on site. These simple and clear rules are protocols we feel passionate about in order for our site teams to work effectively. Our aim is for these seven rules to be at the forefront of everyone's mind to ensure the foundation of our work ethic is built on safety.

Rule 1 – S.T.O.P. Safety Takes priority Over Production pressures.

STOP if anything is unsafe no matter how minor. Safe working, takes priority, over, production pressures. Every operative, manager and member of staff is empowered to stop work at any point if they feel something is not right. Safety always takes priority.

Rule 2 – Safe System of Working.

Understand the task plan and method of working, do not adapt on the fly and make changes, stop re-assess and start again with a clear understanding of what the task is and how it will be completed safely.

Rule 3 – PPE

Wear a minimum of 5 point PPE (Personal Protective Equipment) at all times.

Rule 4 – Permits

Make sure you have a permit signed off if you are undertaking hot works, excavating, using a ladder, working in a public area i.e. the basement, pool, completed block, or entering a confined space.

Rule 5 – Work Area & Equipment

Check your work area, equipment, tools and access every time you start work and address any issues before re-starting.

- Golden Hour - Between 8am and 9am each morning Build team members are expected to be on site inspecting their allocated work areas to ensure that they are in a safe manner and discuss with the respective contractor supervisors the plan of works for the day.
- This is the opportunity to identify and rectify unsafe conditions prior to starting.

Rule 6 – Other Trades Work

Respect other trades operatives and their works; we are all part of one team to complete the project.

Rule 7 – Protect Others

Ensure you are protecting others whilst undertaking your works especially if you are creating dust or noise.

Training & Competence

Subcontractor Manager/Supervisor:

- Minimum of 1 day training course in Management of Underground Services.
- Training must include: Regulations and guidance involving underground services, obtaining accurate information related to the positioning of underground services, identifying and locating of utilities, safe excavation methods, permits to work, understanding and implementing safe system of work.
- Must have previous experience with:
 - ✓ groundwork activities.
 - ✓ works involving underground services.
 - ✓ service drawings.
 - ✓ temporary works.
 - ✓ the type of excavation method being used.

Groundworks operative: (at least one member of the team)

- Minimum of 1 Day training course in Avoidance of Underground services (HSG47)
- Training must include: Understanding utility plans, identifying and location of utilities, safe excavation methods, using cable location equipment (including a theory and practical assessment of CAT & Genny)
- Must have previous experience with:
 - ✓ groundwork activities.
 - ✓ works involving underground services.
 - ✓ service drawings.
 - ✓ temporary works.
 - ✓ the type of excavation method being used.

Machine operator:

- Minimum of 1 Day training course in Avoidance of Underground services (HSG47)
- Training must include: Understanding utility plans, identifying and location of utilities, safe excavation methods.
- Must have previous experience in:
 - ✓ groundwork activities.
 - ✓ works involving underground services.
 - ✓ service drawings.
 - ✓ temporary works.
 - ✓ the type of excavation method being used.

3.22 Plant and Equipment (PUWER)

General

The Contractor is responsible for the safe use and maintenance of all plant and equipment provided on site for use by their workforce. Plant operations must be planned to ensure interfaces between plant and pedestrians are kept to a minimum.

In line with the PUWER (Provision Use Work Equipment Regulations) every item of plant & equipment must be inspected daily to ensure the item is suitable for use and the inspection must be recorded on a weekly basis. The inspection must include all items of plant from excavators to skill saws and any leads the operatives are using with the plant/equipment.

As part of the subcontractor returns plant and equipment inspections are to be returned to the site team every week.

Mobile Plant - General

Mobile plant shall provide all-round vision for the operator. All-round vision is defined as the plant operator being able to see a 1m high obstacle placed 1m away from the machine at any point around the machine from the cab of the plant. If all-round vision for the operator cannot be achieved, the plant must only be operated in areas where pedestrians are excluded, by means of barriers and warning signs.

All mobile plant on site must be fitted with a flashing or rotating amber beacon. The beacon must always be operational when the plant is in use. Audible warning devices should also be fitted to wheeled mobile plant, which operate when the plant is reversing.

In addition to holding a CPCS or NPORS (etc.) card for the machine that they are operating, all plant operators shall undergo familiarisation training for the make and model of machine that they are operating. A written record of the training having taken place must be presented to the St William project management team prior to the operator commencing work.

Excavators

All excavators on site must be fitted with a secondary isolation device. Such devices can be fitted to the seatbelt. When the seatbelt is unworn, a warning buzzer will sound, the beacon will not flash, and the hydraulics will be isolated. This will prevent the inadvertent operation of controls which has the potential to cause serious injury.

Dumpers

The use of 1 tonne dumpers must only be permitted in exceptional circumstances due to the potential danger of overloading or using the 1 tonne dumper in unsuitable environments, resulting in overturning and serious injury to the operator. Their use must be subject to a suitable and sufficient task plan and risk assessment with the ground conditions assessed and operating area clearly defined. The use of 1 tonne dumpers must be authorised by the St William Construction Director.

Roll over protection structures (ROPS) and seat belts shall be fitted onto mobile plant that do not have enclosed cabs (e.g. dumpers).

Prior to loading a dumper bucket, must be loaded on level ground. If the dumper is loaded on an incline / decline a stop block must be placed in front or behind the dumper. The competent operator must apply the handbrake, set transmission to neutral, turn the engine off, disembark the machine and stand clear, signalling a "thumbs up" acknowledgement to the machine operator to commence loading – these measures are also

applicable to cabbed dumpers. Operatives are still required to exit a cabbed dumper during the loading process.

To prevent plant from overturning into an excavation, e.g. dumpers discharging material into the excavation, the point at which plant approaches the excavation must be protected by the provision of stop-blocks, or arranging trench sheeting / trench boxes to protrude above ground level so that plant is prevented from over-running the edge of the excavation.

Knives

The use of fixed blades knives should be discouraged on all St William / St James projects. Where it has been determined by the contractor that fixed blade knives are the most suitable tool for the task, their use must:

- be assessed within a suitable and specific task plan / risk assessment
- only be used in conjunction with Cut 3 or Class B rated gloves, or higher

Any knife, blade or tool that has sharp/ serrated edges must have a retractable function or be placed in a suitable cover when not in use, being transported or placed in a tool bag.

Trestles & Workbenches

Proprietary trestles and workbenches must be utilised.

Trestles and workbenches must be placed on flat and stable ground, and should only be used for light work (i.e. cutting, grinding)

Trestles must display a Safety Working Load.

Operatives must be familiar with any manufacture instructions / guidelines provided with the proprietary trestle or workbench.

Tool Chests

St James / St William require Site Tool Chests to be included as part of the inspection and only "soft close/hydraulic arm" type chests are permitted on St James / St William sites, with a minimum of 2 closers on the chest.

Portable Appliance Testing

The inspection must also ensure that all the items of plant/equipment are in PAT test date.

Each item of site plant & equipment must be PAT tested every **3 months** as a minimum.

Any item of plant found on site not showing a relevant PAT test tag will be removed from use until such time as it can be inspected, and sufficient evidence is shown to the St James / St William site management.

All portable electronic equipment must be in good a condition and have an up-to-date PAT test and tag (including leads) and a PAT test register must be available on site. All kitchen and office appliances must also have up to date PAT tests and be tagged.

Pallet Trucks

Pallet trucks; must be fitted with a braking system that automatically engages when the operating handle is released, i.e. the brake engages by default. In addition they must be tagged showing the owner, safe working load, last inspection date and a unique identification number.

All Pallet Trucks must be tagged showing the owner, safe working load, last inspection date and a unique identification number.

3.23 Lifting Operations

3.23.1 Crane Lifting Operations

St James/ St William as the Principal Contractor has a duty to ensure the hazards that are associated with the project lifting operations are controlled to prevent incidents and injury.

All lifting operations must be sufficiently planned, organised and controlled. To ensure that this is achieved, the following objectives must be followed:

- Risk assessments and safe systems of work shall be in place for all lifting activities.
- All plant and equipment shall be legally compliant in terms of suitability, stability, testing and inspection.
- All Appointed Persons shall be trained to industry-recognised standards.

A St James / St William Appointed Person (CPCS / NPORS) will be appointed for the project. The Project AP does not have to be always on site but must be present when people are being lifted.

St James / St William will appoint a Lifting Operations Manager (LOM) who will be responsible for all Lifting Operations. This role has the overall say on lifting operations. This role has the authority to stop any lifting operations they are not happy with.

Trade Contractors carrying out lifts must appoint their own AP. They shall be responsible for the effective planning and control of their lifting operations in accordance with the requirements of 'LOLER' and 'BS7121'. These are to be subservient to the Project Appointed Person.

Each contractor's Appointed Person must have attended a formal training course (4 day minimum for crane lifting operations) and must possess the relevant experience & knowledge to plan the required lifting operation.

Where multiple cranes are in use on one site, a competent Crane Co-ordinator must be appointed to coordinate lifting activities.

The Project AP must ensure adequate crane supervisors are appointed (at least one per crane). The crane supervisor must be independent of the production resources undertaking the work. The Project Appointed Person shall liaise directly with the Crane Supervisor/co-ordinator, where applicable, in respect to all crane lifting operations to be undertaken.

The crane supervisor is to ensure that each member of the crane team is briefed on the planned lifting operation(s). The crane supervisor is to seek the views of the crane team on the suitability of the planned arrangements.

Brick forks with a net are not permitted on any St James St William site. Crane fork cages are permitted under specific risk assessment agreed by the construction director from St James St William.

Initial launch meeting

This meeting takes place on site, prior to the tower crane/lifting equipment becoming operational. It is the responsibility of the Appointed Person to finalise, chair and minute the meeting. The attendees shall be:

<ul style="list-style-type: none"> • Project Director/Manager • Site/Block/Package Manager(s) • Lifting Operations Manager. • Crane Supervisor 	<ul style="list-style-type: none"> • H&S Manager • Crane Operator(s) • Slings/Signaller(s) • Temporary Works Co-ordinator (where deemed necessary)
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The purpose of the meeting is to communicate to everyone involved in the day-to-day operation of the tower crane.

Crane Operator Breaks & Relief Operators

For tower crane operators, breaks shall be taken at least every four hours. Continuous crane operation requires additional (relief) crane operators to be available – refer to BS7121 Part 5: Tower Cranes will be the policy in relation to numbers of crane operators to relief operators.

The table below gives the minimum number of operators required for continuous single shift operation of the given number of tower cranes.

Number of Tower Cranes	Number of Operators
1	2
2	3
3	5
4	6
5	7
6	9

Crane Operator Medical Fitness

In compliance with the guidelines set out in the Strategic Forum for Construction – Plant Safety Groups – The Good Practice Guide – Medical Fitness to Operate Construction Plant, all crane operators shall possess a Fitness for Work Certificate from an Occupational Health Service Provider before operating a crane on site. The Certificate must be dated within the previous twelve months, and provide the information described in the Strategic Forum for Construction Best Practice Guide Medical Fitness for Construction Plant Operators. (Note: this requirement is in accordance with clause 7.4.2 of BS 7121-1:2016 Code of practice for safe use of cranes – Part 1: General.)

Lifting Plan and Risk Assessments

The purpose of the Lifting Plan is to ensure all lifting activities are undertaken within the requirements of relevant legal duties and industry codes of practice. By achieving a compliant approach to the management of risk, the likelihood of a serious incident occurring is significantly reduced to a level that is tolerable to St James / St William. The scope of the plan includes all project-related lifting activities involving tower cranes.

The Project AP shall plan tower crane lifting activities using the H&S Form SWSJ-F 5.10.1 A Lifting Plan – Tower Cranes and associated documents referenced by the Lifting Plan.

For all lifting operations, a lifting risk assessment is to be carried out by the person managing/supervising the lifting operation, e.g. Appointed Person from St William, or trade contractor Appointed Person for lifts under their control. Lifting Risk Assessments must only be completed by a person that holds an in-date Appointed Person qualification.

No lifting operation is to commence without a completed lifting risk assessment being authorised by the St James / St William Appointed Person and copied into the project Lifting Plan.

All lifting risk assessments are to be completed using H&S Form SWSJ-F 5.10.1 E Lifting Risk Assessment. All lifting risk assessments must categorise the lift in accordance with clause 4.3.2 of BS 7121-1:2016, identifying the lift as either Basic, Intermediate or Complex. A crane supervisor must be present during all lifts categorised as intermediate or complex, i.e. a crane supervisor may delegate supervision duties for basic lifts to an appropriately experienced slinger/signaller.

The crane operator and slinger/ signaller must ensure that all lifts are completed in “1st gear” until the load and tag line is off the ground and free from any obstructions

Schedule of Common Lifts

A Schedule of Common Lifts will be developed and maintained by the St William Appointed Person for the project. The scope of the schedule is to include all common/regular lifts on site. Each entry into the Schedule of Common Lifts is based upon a suitable and sufficient Lifting Risk Assessment from the contractor being authorised by the St James / St William AP.

Each member of the Lifting Team is to be issued with a copy of the Schedule of Common Lifts (as amended) by the St James / William Appointed Person. The Schedule of Common Lifts will be reviewed during the weekly co-ordination meeting.

Note that Crane/Brick-Forks are **not permitted** on St James / St William sites – Goods carrying cages are to be used for the lifting of Bricks/Blocks.

Lifts not covered by the Schedule of Common Lifts

Lifts not included on the Schedule of Common Lifts are planned by the organisation managing the lift, recorded using the SWSJ-F 5.10.1 E Lifting Risk Assessment, authorised by the St James / William Appointed Person prior to lifting commencing and copied into the Lifting Plan.

Lifting Risk Assessments for one-off lifts must be briefed to the lifting team (crane supervisor, crane operator, relief operator and slinger/signaller) carrying out the lift. A written record of the briefing must be kept on site.

Register of Lifting Accessories

The Project Appointed Person will ensure that a register of lifting accessories in-use on site is maintained by the trade contractor responsible for the accessory; H&S Form SWSJ-F 5.10.1 D Lifting Accessory Register may be used for this purpose, an alternative register that records the same details may be used subject to approval by the Project Appointed Person.

Slinger/Signallers

To ensure clarity in communication for lifting operations where crane operators and slinger/signallers remain in visual contact, authorised slinger/signallers shall wear hi-visibility clothing that contrasts to that of the general site population. Any CPCS Red Carded Slinger/Signallers needs to be assessed by the Crane Supervisor upon arrival to site.

Anti-Collision Systems

All tower cranes with overlapping working zones must be fitted with automatic anti-collision systems.

Exclusion Zoning Systems

On projects that require tower crane operations to be excluded from particular areas or boundaries, tower cranes will be fitted with automatic exclusion zoning systems.

Tower cranes are to be fitted with visual / audible warnings (i.e. traffic light fitted to exterior of cab) to warn crane team of inoperable conditions when affected by wind or when automatic anti-collision systems have been deactivated.

All cranes must be fitted with a camera system on the hook block and St James / St William are to have the capability of *live* access to footage. Checks of the camera system must form part of the daily-recorded inspection confirming the system is operating correctly.

Test, Inspection & Thorough Examination Certificates

Tower cranes shall be thoroughly examined by a competent person *independent* of the crane supplier prior to first use/on installation. A further independent (of the crane supplier) thorough examination must be carried out after three months, at six monthly intervals thereafter and after substantial alteration or repair, e.g. following the installation of a tie structure, following a climb/de-climb.

In effect, every tower crane is Thoroughly Examined as follows:

Frequency & Source of Thorough Examinations	On installation	Number of Months Post Installation				
		Three Months	Six Months	Nine Months	Twelve months	Fifteen Months
Crane Supplier Thorough Examination	Yes	No	Yes	No	Yes	No
<i>Independent</i> Thorough Examination	Yes	Yes	No	Yes	No	Yes

Mobile Cranes

St James / St William shall appoint a qualified Appointed Person (AP) to plan mobile crane lifting activities (including wheeled cranes, crawler cranes and compact / mini cranes).

For crane lifting using a mobile crane procured under a crane hire-only form of contract, the competence of the hirer (St William or trade contractor) shall be assessed on a project-by-project basis. The assessment is carried out and recorded by the completion, review and authorisation of H&S Form SWSJ-F 5.10.3 B.

Trade Contractor Resourcing/Competence Requirements

All trade contractors that manage lifting operations as part of their scope of work must be fully resourced to comply with their lifting plan and discharge their duties in Law. If trade contractors do not provide the appropriate resources, St James / St William shall suspend the trade contractor's lifting operations or provide the resources to carry out the lifting operation.

All organisations involved in mobile crane operations shall provide competent personnel, in accordance with the following training requirements.

Role	Qualification	Notes
Appointed Person	CPCS Category A61 NPORS Category N401	-
Crane Co-ordinator	CPCS Category A61 or A62	-
Crane Supervisor	CPCS Category A62 NPORS Category N405	-
Slinger/Signaller	CPCS Category A40 NPORS Category N402	-
Crane Operators	CPCS A02 Crawler Crane >10 tonnes NPORS Crawler Crane N103 NPORS Mobile Crane CPCS A60 Mobile Crane CPCS A66 Compact Crane	A60a: Blocked Duties Only A60b: Pick-and-carry duties only A60c: All duties A66a: static stabilisers A66b: mobile industrial A66c: luffing static duties A66d: 360 – pick & carry
Operator familiarisation	Provided by employer of crane operator for each model of mobile crane.	

All mobile crane lifting operations must be planned to ensure that they are carried out safely and that all foreseeable risks have been assessed.

3.24 Non-Crane Lifting Operations

3.24.1 Telehandler / Forklift Trucks

Planning of Operations

All operations must be planned to ensure that they are carried out safely and that all foreseeable risks have been assessed. Poor planning is a major cause of incidents arising from telehandler and forklift use.

The St James / St William Lifting Operations Manager will ensure all telehandler and forklift use has been properly planned with evidence of a telehandler / forklift lift plan and associated lifting risk assessments.

Each trade contractor using telehandlers or forklifts shall designate a manager or supervisor with appropriate knowledge and experience to plan their telehandler and forklift use.

Before a telehandler or forklift operation commences on site, the St James/ St William Lifting Operations Manager must review and authorise the plan of work.

If Moffetts are to be used this must be agreed with St William / St James. The following items will need to be developed and issued by the contractor prior to permitting the works to commence:

- Task plan covering the use of the Moffett
- Evidence of driver competence (e.g. CPCS or similar)
- Evidence of thorough examination for lifting equipment and/or accessories

Both the St James/ St William Lifting Operation and trade contractor's designated manager / supervisor must ensure that the planning for each task has considered the following:

- Equipment description (machine and fork attachment).
- Equipment capability (machine and fork attachment).
- Load description.
- Load stability before, during and after the operation, including checks to be undertaken.
- Pick-up and delivery points.
- Sequence of operation.
- Ground conditions and operational area – assessed and passed as suitable for the lifting and travelling operations to be undertaken.
- Requirements for exclusion zones and any sequencing of other activities to maintain safe areas.
- Arrangements for adequate supervision of operations.
- Personnel required for the task (in addition to operator, supervisor and dedicated banksman).
- The physical segregation of pedestrians from telehandler and forklift operations.
- The Telehandler banksmen must access and record the ok to lift of every load before the drive lifts the load.

Any lift deemed to be classified as intermediate or complex under BS7121 cannot be performed by banksman or traffic marshals. Such lifts must be under the control of a by a Slinger / Signaller with CPCS A40A (qualified in "All types – all duties").

NB: Loads using a telehandler / forklift must ***not*** underslung.

Operator Training Requirements

The following table details the training requirements that are acceptable to St James / William.

Activity	Provided by	Qualification
Telescopic Handler Operator Up to 9 (nine) metres	Employer of operator	CPCS Scheme Category A17(B) AITT Scheme Category J2
Telescopic Handler Operator All sizes exc. 360° slew	Employer of operator	CPCS Scheme Category A17(C) NPORS Scheme Category N010 AITT Scheme Category J3
Telescopic Handler Operator All sizes inc. 360° slew	Employer of operator	CPCS Scheme Category A17(D) AITT Scheme Category J6 (<9m) AITT Scheme Category J7 (≥9m)
Telescopic Handler Operator Industrial Telescopic	Employer of operator	CPCS Scheme Category A17(A) AITT Scheme Category J4 (<9m) AITT Scheme Category J5 (≥9m)
Forklift Truck Operator Rough Terrain Masted	Employer of operator	CPCS Scheme Category A14 NPORS Scheme Category N009 AITT Scheme Category J1
Forklift Truck Operator Industrial Forklift Truck	Employer of operator	CPCS Scheme Category A16 NPORS Scheme Category N001
Forklift Truck Operator Forklift Side-Loader	Employer of operator	CPCS Scheme Category A15 NPORS Scheme Category N006
Telescopic Handler Suspended Loads	Employer of operator	NPORS Scheme Category N138
Telehandler/ Forklift familiarisation	Owner / supplier of machine	N/A
Telehandler / Forklift (all types) Banksman / Traffic Marshal	Lifting Operations Manager	Familiarisation with Schedule of Common Lifts (LRAs)
Telehandler / Forklift (all types) Banksman / Traffic Marshal	Employer of Banksman	CPCS A73 NPORS N403

Notes:

- Each telehandler / forklift operator must hold a qualification *appropriate to the type of machine* they are to operate and be familiar with the make and model of the machine(s) that they are to operate on site. Familiarisation training is normally provided by the owner/supplier of the machine; only written evidence of familiarisation training can be accepted.
- The qualification held by the operator must be in-date, i.e. it must not have expired.
- CPCS: Construction Plant Competence Scheme.
NPORS: National Plant Operator Registration Scheme.
AITT: Association of Industrial Truck Trainers.

Each banksmen will complete the St James/St William safe to lift checklist before any item is off loaded.

3.24.2 Hoists

It is the policy of St James / William to plan, organise and control all hoisting operations. To ensure that this is achieved, the following objectives must be achieved:

- Risk assessments and safe systems of work shall be in place for all hoists.
- All plant and equipment shall be legally compliant in terms of suitability, stability, testing and inspection.
- All persons involved in the erection, alteration, use and dismantling of hoists shall be trained to Industry-recognised standards.
- Where hoist car doors open inward (into the hoist car) or slide upward, the hoist contractor shall ensure that the gap around the hoist car is covered (from the hoist platform to a height of 950mm) to prevent falling objects.
- Fixings for guide rollers must be torqued with a means to display if the fixings has moved/ become loose (movement marker). Guide rollers must be contained within a guard or tethered to the hoist car to prevent rollers falling from height.

All hoist operators are responsible for:

- Checking the hoist for stability, alignment and safety every day before use.
- Visually checking the condition of hoist ties [to the building/structure] every day before use.
- Checking that hoist-way protection (if installed) is in position every day before use.
- Checking that hoist gates are functioning correctly every day before use.
- Checking that lower and upper limit switches are functioning correctly every day before use.
- Completing all other pre-use and running checks as required by the hoist manufacturer's instructions, e.g. additional weekly checks.
- Keeping accurate records of all hoist inspections.
- Placing the hoist in the out-of-service condition, isolating and securing the hoist correctly, at the end of operations.
- Knowing how to lower the hoist in an emergency and making sure that equipment for operating the emergency lowering function is available.
- Only carrying loads that are within the capability and capacity of the hoist, i.e. never overloading the hoist.
- Ensuring that all loads are secure within the hoist.
- Only operating the hoist with all gates and safety devices functioning correctly.
- Stopping hoist operations if the hoist cannot be operated safely.
- Reporting defects and incidents promptly to the St James / William Appointed Manager.

Thorough Examination of Hoists

- Hoists shall be thoroughly examined by a competent person *independent* of the hoist supplier prior to first use/on installation. A further independent (of the supplier) thorough examination shall be carried out after three months, at six monthly intervals thereafter and after substantial alteration or repair, e.g. following the installation of a tie structure, following the increase or decrease of mast height.
- In effect, every hoist is Thoroughly Examined as follows:

Frequency & Source of Thorough Examinations	On installation	Number of Months Post Installation				
		Three Months	Six Months	Nine Months	Twelve months	Fifteen Months
Hoist Supplier Thorough Examination	Yes	No	Yes	No	Yes	No
<i>Independent</i> (St William/ St James) Thorough Exam.	Yes	Yes	No	Yes	No	Yes

Training Requirements

The Provision and Use of Work Equipment Regulations (PUWER) require that all persons involved in the installation, dismantling and operation of a hoist must be adequately trained and assessed as competent.

Hoist operators must be trained in accordance with the following requirements:

Training / Qualification	Provided by	Qualification
Hoist Operator	CPCS Accredited Training Provider	CPCS Scheme Category A20 Hoist: A20A – Rack & Pinion Goods Hoist A20B – Passenger/Goods Combined
	NPORS Accredited Training Provider	NPORS Scheme Category N111: Hoist
Hoist Familiarisation	Hoist owner/supplier arranges for a CPCS/NPORS-qualified hoist operator to undergo type-specific training by the hoist manufacturer (train-the-trainer training), before being authorised to provide hoist familiarisation training to other hoist operators.	Train-the-trainer training provided by hoist manufacturer to qualified hoist operators to present hoist familiarisation.

All hoist operators must be familiar with the make and model of the hoist type(s) that they are to operate on site. Contractual arrangements must be made for familiarisation training to be provided by the hoist owner/supplier. Records of familiarisation must be kept on site.

Familiarisation training for all hoist operators must be carried out within seven days of the operator commencing work on site. However, before any operator commences work on site, a briefing must be

provided on their duties on site, the basic operating method of the hoist and the action to take if the hoist malfunctions/breaks down. A record of the briefing must be kept on site.

3.34.3 Mast Climbing Work Platforms (MCWP)

It is the policy of St James / St William to plan, organise and control all mast climber operations. To ensure that this is achieved, the following objectives must be completed:

- Risk assessments and safe systems of work shall be in place for all mast climbers.
- All plant and equipment shall be legally compliant in terms of suitability, stability, testing and inspection.
- All persons involved in the erection, alteration, use and dismantling of mast climbers shall be trained to industry-recognised standards.
- A rescue plan for the safe descent and rescue of operators must be completed and agreed with St James & St William prior to works commencing.
- There must be a minimum of 2 operators in the mast climber at all times.

Duties of Mast climber Operators

All mast climber operators are responsible for:

- Checking the mast climber for stability, alignment and safety every day before use.
- Visually checking the condition of ties [to the building/structure] every day before use.
- Checking that falling object protection (if installed) is in position every day before use.
- Checking that lower and upper limit switches are functioning correctly every day before use.
- Completing all other pre-use and running checks as required by the mast climber manufacturer's instructions, e.g. additional weekly checks.
- Keeping accurate records of all inspections.
- At the end of operations, placing the mast climber in the out-of-service condition, isolating and securing the mast climber correctly.
- Knowing how to lower the mast climber in an emergency and making sure that equipment for operating the emergency lowering function is available.
- Only carrying loads that are within the capability and capacity of the mast climber, i.e. never overloading the mast climber.
- Ensuring that all loads are secure within the mast climber.
- Only operating the mast climber with all mast guards and safety devices functioning correctly.
- Stopping operations if the mast climber cannot be operated safely.
- Reporting defects and incidents promptly to the St James / St William Appointed Manager.

Thorough Examination of Mast climbers

Mast climbers shall be thoroughly examined by a competent person *independent* of the supplier prior to first use/on installation. A further independent (of the supplier) thorough examination shall be carried out after three months, at six monthly intervals thereafter and after substantial alteration or repair, e.g. following the installation of a tie structure, following the increase or decrease of mast height.

In effect, every mast climber is Thoroughly Examined as follows:

Frequency & Source of Thorough Examinations	On installation	Number of Months Post Installation				
		Three Months	Six Months	Nine Months	Twelve months	Fifteen Months
Supplier Thorough Examination	Yes	No	Yes	No	Yes	No
<i>Independent</i> (St William/ St James) Thorough Exam.	Yes	Yes	No	Yes	No	Yes

Training Requirements

The Provision and Use of Work Equipment Regulations (PUWER) require that all persons involved in the installation, dismantling and operation of a mast climber must be adequately trained and assessed as competent.

Nationally accredited training available for mast climber operators is listed in the table below:

Training / Qualification	Provided by	Qualification
Mast climber/MCWP Operator	CPCS Accredited Training Provider IPAF Accredited Training Provider	CPCS Scheme Category A27 Mobile Elevating Work Platform – Mast Climber IPAF: Mobile Operators IPAF: Demonstrators IPAF: Installers IPAF: Advanced Installers IPAF: Instructors
Mast climber/MCWP Familiarisation	Mast climber manufacturer to owner / supplier for each model of mast climber	In-house assessment by a competent assessor

Note: each operator must be familiar with the make and model of the mast climber type(s) that they are to operate on site. Familiarisation training is provided by the mast climber owner/supplier.

3.24.5 Lightweight Lifting Equipment

St James / St William shall appoint a qualified AP to plan lifting activities involving lightweight lifting equipment. This list includes but is not limited to: Genie Lifts, Chain and block, electric hoists, vacuum lifters, ladder hoists, conveyor belts etc.

A lift plan for lightweight lifting equipment must be prepared using H&S Form SWSJ-F 5.10.6 A or alternative documents may be used, e.g. by trade contractors, subject to review and approval by the St James / William Appointed Person.

Prior to use of the lightweight lifting equipment, the Project AP must review and authorise the use of lightweight lifting equipment by trade contractors.

3.24.6 Lorry Loader Cranes (a.k.a. HIABS) and **Truck Mounted Counter balanced Forklifts** (a.k.a. MOFFETTS)

The owners / operators of the above equipment, which is used on site to deliver / collect materials or equipment, are required by legislation to:

- ✓ only allow operation by a trained and competent person,
- ✓ provide a safe equipment and lifting accessories (e.g. Thoroughly Examined), and
- ✓ carry out planning, as necessary, to safely operate the equipment.

To ensure that operations on site are carried out safely, St James / St William will provide the operator with information that may affect the safe operation of the equipment, e.g. details of overhead obstructions, details of areas on site with restricted loadbearing capacity.

Basic Lift

In the event of a basic lift

- A lifting risk assessment is prepared for the operation.
- The lifting risk assessment is reviewed by the Lifting Operations Manager.
- A HIAB check sheet is completed by the HIAB operator and contractor lifting team representative prior to the lift taking place, e.g., Lifting a pallet of bricks or block work from the load bed of the vehicle and positioning it on to the ground.

Intermediate and Complex Lifts

For intermediate and complex lifts:

- Appointed Person (AP) for owner's operators of above equipment to plan lifting activity and produce task specific risk assessment and method statement.
- The plan should include detailed and dimensioned drawings.
- The lift plan and risk assessment must be checked and confirmed as satisfactory by the Lifting Operations Manager.
- A HIAB check sheet must be completed by the HIAB operator and contractor lifting team representative prior to the lift taking place.
- A lifting Risk Assessment must be completed for each lift.

3.24.7 Excavators used as Cranes

360° Excavators may be used as cranes on site subject to the following requirements:

- The operator holds specific evidence of training for lifting with an excavator (e.g., CPCS module A59C Lifting with Excavators).
- The excavator has been Thoroughly Examined within the previous 12 months.
- The lifting operation is in direct connection with excavation / groundworks.
- A lift plan & lifting risk assessment is prepared for the operation.
- The lift plan reflects all site-specific restrictions and conditions.
- All lifts must be under the control of a by a Slinger / Signaller with CPCS A40A (qualified in “All types – all duties”).
- A black hat supervisor is in attendance whenever lifting activities are in progress.

Lifting Checks

In line with the LOLER (Lifting Operations Lifting Equipment Regulations) every item of lifting equipment and accessories must be inspected daily to ensure the item of equipment is suitable for use and this inspection must be recorded on a weekly basis.

This inspection must include all items of lifting equipment and accessories from pallet trucks to tower cranes and slings to block and tackles, and the hook cam.

The inspection must also ensure that all the items of lifting equipment/accessories have a 6 month/12 month thorough examination certificate, as required.

Each piece of lifting equipment must have current and valid Certificate of Thorough Examination and a tag clearly showing the serial number and maximum lifting capacity.

Note – ‘1 tonne bags’ (Fabric Bags/FIBC's) and 1 lift slings are only to be used to remove the load from the wagon to a suitable lifting appliance to then be moved around site, not used as the primary means of transportation around site.

1 tonne bags / 1 lift bags must not be lifted above head height when directly attached (by lifting eyes), they must be placed in stillage/skip when lifted above head height.

St James / St William crane team will cut 1 lift slings and bags when on site once these have been offloaded from delivery vehicles.

3.25 Lifting Induction, Briefings & meetings

Lifting Induction

Any operative involved in lifting operations (including operations that lift people) will be required to attend St William's / St James' site specific lifting induction, delivered by the project's Lifting Operations Manager.

The St James / St William Lifting Operations Manager will attend lift team daily activity briefings as well as chair weekly (minuted) lift team meetings. All members of the lift team will be required to attend.

Weekly Management of Lifting Meetings

While lifting operations are on-going, the St James /St William Lifting Operations Manager will chair a weekly Management of Lifting meeting.

Attendees –Trade contractor Appointed Persons (if required by the St James/St William AP) and/or site managers/supervisors of trade contractor making use of the tower crane(s) and other lifting equipment.

The purpose of the meeting is to ensure all lifting operations are being planned, organised and executed without incident.

Daily Briefings

Daily briefings of the lifting team for each tower crane will be undertaken prior to the commencement of any lifting operations. The briefings will be undertaken by the relevant Crane supervisor, or in their absence the Appointed Person. The briefings will be formally recorded on H&S Form SWSJ-F 5.10.1 G.

The Daily Briefings will include, but will not be limited:

- Weather forecast – including periods during which lifting may need to be suspended.
- Lifting schedule/sequence of lifts.
- Lifting team composition/communication/rules.
- Changes to the site layout, new restrictions (temporary or otherwise).
- New or amended lifting risk assessments.
- Co-ordination risks/issues, i.e. with other activities on site.

Daily briefings must also be completed for non-crane lifting operations prior to works commencing. The appropriate competent person (i.e. lift supervisor or AP) and trade supervisor must deliver briefing. Attendance must include as a minimum i.e. drivers, slingers, banksmen & skilled operatives.

3.26 Scaffolding

All scaffolding contractors must be procured directly through St James/ St William. The packaging of scaffolding with other works can only be authorised by the St James / St William Chairman.

Scaffolding Contractors must be members of the National Access and Scaffolding Confederation (NASC).

NO ADAPTATIONS TO THE SCAFFOLD BY UNATHORISED PERSONELL. ONLY SCAFFOLD CONTRACTORS CAN ADAPT THE SCAFFOLD.

The scaffold contractor must ensure that tie testing is completed before handing the scaffold over to St William / St James and subsequent follow-on trades. Evidence of testing (including photos, test date, test load) must be provided using the scaffold contractor's handover form.

Further details and requirements are detailed in appendix 4.5 - SWSJ-G-2.6-Contractor requirements- scaffolding

3.27 Temporary Works

This section is written in conjunction with St James / St William Temporary Works procedure (SWSJ-P-20.1) which will be provided to the contractor prior to works commencing.

BS5975 defines temporary works as “parts of the works that allow or enable construction of, protect, support or provide access to, the permanent works and which might or might not remain in place at the completion of the works”. The standard further describes temporary works as “an engineered solution 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”.

NB: temporary works includes but is not limited to hoarding, gates, artwork (i.e. dibond), signs and sales & marketing banners. The relevant St James / St William department (i.e. build or sales & marketing) will inspect the condition of such items weekly and the contractor and PCTWC must establish an inspection schedule suitable to the level of risk associated with the item of temporary works.

The contractor should have a Designated Individual appointed by a senior member of their business (i.e. board director).

Any Contractors appointed by St James/ St William with involvement in Temporary works shall be assessed to ensure they have suitable procedures in place for managing temporary works in accordance with BS5975. This review will be undertaken by St James’ / St William’s Designated Individual.

If the contractor’s procedures are deemed acceptable, they can utilise their own appointment letters, registers, forms and permits in co-operation with any requirements set by St James / St William’s Designated Individual.

Where a contractor is appointed as Principle Contractor, and their temporary works procedures have been deemed acceptable, the contractor must produce a Temporary Works Management Plan, which demonstrates how the contractor will manage temporary works on the specific project.

Note: Where the proposed Contractor’s procedures have been identified as insufficient, their works shall be managed in accordance with the St James / St William procedures and all proposed staff are to be nominated, assessed and accepted by St James’ / St William’s DI.

Appointment of temporary works Duty Holders

The contractor must provide evidence of appointments, qualifications and experience for the following duty holder roles:

- Designated Individual (DI)
- Lead Design (LD)
- Temporary Works Designer (TWD)
- Permanent Works Designs (PWD)
- Temporary Works Co-ordinator
- Temporary Works Supervisor

All duty holders will work in accordance and co-operate with St James/ St William and contractor procedures, and assume the roles and responsibilities they have been given/ delegated.

Competency of temporary works Duty Holders

Evidence of competence must be submitted to the PC's TWC for review. Evidence submitted to support competency shall be retained on site based on the requirements below:

Temporary Works Co-ordinator

The appointed TWC shall meet the following competence criteria:

- i) Experience relevant to the type of temporary works to be undertaken on site.
- ii) Attended a Temporary Works Co-ordination course.
- iii) The personal qualities to act with authority and be effective in the role of TWC.

Temporary Works Supervisors

Appointed TWS's shall meet the following competence criteria:

- i) Experience of the type of TW to be undertaken on site.
- ii) Attended a Temporary Works Supervision or Temporary Works Co-ordination course.
- iii) The personal qualities to act with authority and be effective in the role of TWS.

Temporary Works Designers / Checkers and Lead Designers

Temporary Works Designers shall meet the following competence criteria:

- i) Experience of the type of TW that the EDB requires.
- ii) A Degree or HND in Civil or Structural Engineering.

Temporary Works Inspections

St James / St William will commission independent 3rd party temporary works inspections in addition the statutory inspections required by the contractor. Each contractor must provide information to the inspector and will be expected cooperate fully. Any issues or opportunities raised during these inspections will be raised directly with the contractor for resolution.

3.28 Lighting

The Contractor is responsible for ensuring the provision of adequate standards of lighting (Task Lighting) required for the safe undertaking of their operations – Task Lighting must ONLY be battery operated as per section 3.17.

St James / St William shall provide only general access (Safety) lighting to site including emergency lighting requirements (5-20 Lux).

All temporary lighting to be LED.

Halogen lights must not be used for any task lighting on site due to the fire risk.

Festoon lighting must not be used for any purpose unless specifically agreed with the St James / St William Site management team.

3.29 Housekeeping

The Contractor shall be responsible for maintaining a high standard of site cleanliness within their area of works in accordance with the highest standards identified by St James / St William management.

All rubbish and debris shall be cleared from the work site on a regular daily basis in progress with the work.

No excess rubbish or debris will be permitted to be left on site at the end of the working shift.

All rubbish should be cleared and disposed of in the relevant segregated waste stream.

Note: The contractor may be subjected to a "Clearance Notice" if an adequate response to a rubbish removal instruction is not observed. The suspension will remain in effect until the instruction is complied with in full. The loss of production will be at the expense of the Contractor.

3.30 Fire Prevention

Each sub-contractor is required to provide suitable and sufficient resources to comply with the requirements of the St James / St William Fire Plan, which will include manpower, administration, equipment, training, monitoring and fire safety advice.

Where additional emergency arrangements are required, due to the work being undertaken, sub-contractors must incorporate these provisions into their Method Statement and/or Risk Assessment(s). Sub-contractors must liaise with the St James / St William site manager to ensure their emergency arrangements do not conflict with arrangements already in place at the establishment.

To support the 'Joint Code of Practice for Fire Prevention on Construction Sites', all temporary protection materials, e.g., Corex, must be manufactured with fire retardant materials approved to LPS1207 (internal protection) and LPS1215 (external protection). Fire arrangements are defined within the project Fire Plan and Emergency Plan (e.g., Hot Work Permits, Fire Detection and Suppression, Evacuation and Assembly Procedures). The main aspects of the Project Fire Plan shall be addressed in the site safety induction.

Each contractor shall be issued with a copy of the Project Fire Plan and fire risk assessment.

The key fire safety precautions include:

- Petrol operated plant and tools are not permitted on site without obtaining St James / St William site management approval.
- Halogen lamps are not permitted for use as task lighting (stand lights).
- LPG cylinders and other "highly flammable liquids" shall not be stored within the construction building confines. The use of these shall be restricted to those quantities required for daily use and they shall be removed to the safe storage area each day after use.
- Acetylene is prohibited on all St James / St William projects.
- Other "flammable liquids" (such as paint) shall be stored safely within suitable metal containers/storage huts and labelled up accordingly.

- Other materials, particularly combustible materials, shall be brought to site and stored using the “just in time” approach to avoid excessive fire loading of the construction building.
- “Fire resistant materials” (i.e., to the fire standard “LPS 1207”) shall be used for the temporary protection of building finishes, materials and plant etc. (e.g., Monoflex, Corex etc) and for the containment, protection of materials delivered to site.
- Site operations shall be co-ordinated and sequenced to maintain unobstructed fire exit routes.
- Unattended sources of potential fire ignition shall not be permitted at any time. (e.g., bitumen boilers, space heaters etc).
- Adequate fire extinguishers shall be provided for all fire hazard related site activities.
- The workforce shall be adequately trained in the safe use of fire extinguishers.
- All Hot Works must be carried out by qualified, named operatives and supported by a comprehensive Method Statement and Risk Assessment(s). A Hot Works Permit will also be required daily and the ‘Permit to Work’ procedure must be followed.
- Compressed gases (e.g. oxygen, LPG,) must be separated when in storage by at least 3m and be located as far as practical from permanent buildings, temporary buildings and site boundaries. Compressed gas storage areas must also be adequately ventilated, have appropriate warning signs displayed at the entrance: “Highly Flammable, No Smoking, No Naked Lights” and be kept locked/secure

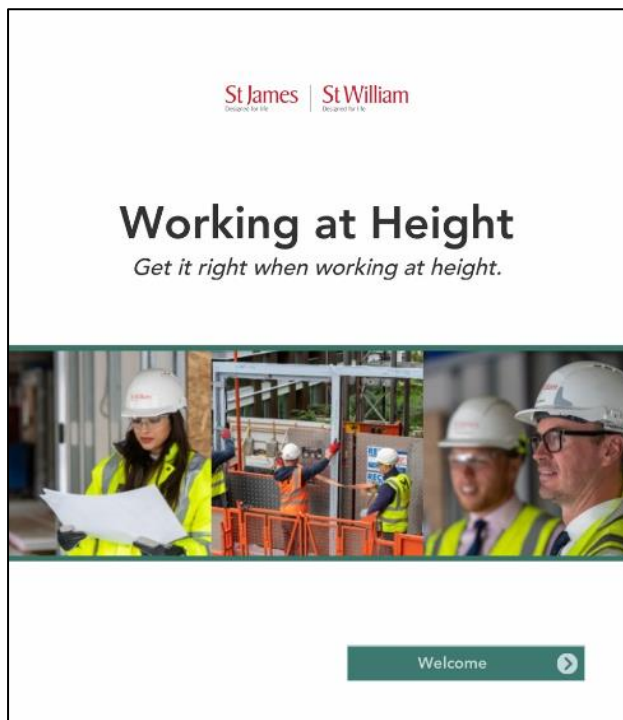
3.31 Work at Height

The hierarchy of control must be applied to all work at height operations (refer to appendix 4.4 Work at height procedure).

St William / St James Work at height Code

Code	Guidance
Design	Ensure there is a design risk assessment in place highlighting hazards, controls and residual risks – ensure residual risks and controls are included in the scope of work. Eliminate or reduce the need to work at height e.g. pre-cased and pre-assembled systems
Planning & Risk Assessment	RAMS and Task Plans must aim to Eliminate, Reduce, Isolate and Control Risks Collective protection must be prioritised over individual protection.
Secure	All tools, equipment and mobile devices that have the potential to fall must be tethered Ensure anchor points are available and suitable Ensure tethers are inspected Only carry tools and equipment required for the shift.
Store	Materials must not be left at a risk of fall All small components and fixings are to be placed in crates or waterproof bags/ boxes (not cardboard boxes) Loose materials must be stored at least 2m away from a leading edge where feasible. Waste must be contained
Prevent Injury or damage	Ensure there is a secondary means or protection should anything drop Exclusion zones – fixed barriers, secured together with warning signage Catch fans – permanently fixed fans and catch nets maximum 6 meters below the working level. Ensure fans used are appropriate for the activity being undertaken. Protected gantries for high traffic and public areas Spotters and methods of communication for those working above.
Monitoring	Ensure works are being conducted in accordance with RAMS and task plans Ensure any observations are closed out in a timely manner Ensure operatives undertaking works have been briefed adequately
Work Environment	Ensure good levels of housekeeping are maintained Ensure gaps are minimised
People	Ensure those undertaking the works and managing the works have the correct competence Ensure those undertaking work at height activities are fit to work and where appropriate hold a valid and in date safety critical medical.
Weather	Check the speed, direction and gusts of wind both before works commences and throughout the activity. Ensure preparations are in place for extreme weather events
Inspect & Maintain	A competent person must check tethers, tools and equipment before each use Evidence of inspections must be recorded on an equipment register Any tools or equipment not fit for purpose must be quarantined.

NOTE: For more information refer to the St William and St James Working at Height booklet for further guidance. The booklet can be accessed scanning the QR code below.



Where working at height cannot be avoided, and the hierarchy of work planning has been detailed as such in the risk assessment and method statement, contractors must consider their method of working prior to putting operatives to work. The mode of access to carry out the work is the most important and consideration should be given to access arrangements that do not put operatives at unnecessary risk.

N.B. Fall protection arrangements are a last resort and should only be considered where other safe access arrangements cannot be provided e.g., MEWPS or suitable scaffold access arrangements.

Collective fall prevention

Collective fall protection equipment must always be considered.

On floors above ground level, roof levels and balconies or other such openings, fixed guard rail edge protection is to be provided comprising double guard rails and toe boards as minimum. Kguard systems are prioritised over Combisafe systems on high rise structures due to the additional hazard of wind loadings.

Fixed edge protection must also be provided around service riser and lift shaft openings until the 'Fullgate' or other approved lift shaft safety doors compliant with BS EN 13374 are installed.

Proprietary Edge Protection Systems such as "Combisafe or KGuard" are required to have the appropriate competence training for those carrying out installation and inspection.

Where company branding is displayed on edge protection panels, stickers will be favoured over rigid plastic signs. Where rigid plastic signs are used, the contractor must demonstrate a consistent fixing method that cannot be compromised by damage or bad weather events.

All deliveries must have suitable and sufficient edge protection to ensure safe unloading. The measures can range from fixed handrails on the edge of the wagon, to designated anchor points for a harness to airbags.

Any vehicle arriving on a St James / St William project without adequate means of fall protection will be turned away.

GRP meshing or agreed suitable alternative is to be installed into risers and voids at the earliest opportunity and covered with a suitable material to avoid falls from height, falling materials, tools or debris.

Access equipment

Peco lifts or guarded hop ups must be used wherever practicable and are to be considered over unguarded hop ups. Where no other means of access is practicable, or where a guard would detriment the user (i.e., a plasterer), an unguarded hop up may be justified.

The unguarded hop up should have the largest permissible surface for the area in which it is intended to be used in i.e., 600x600mm hop ups are St James / St William minimum requirement.

Any use of an unguarded hop up is subject to a specific risk assessment.

WAH access equipment, such as SafeStand, must only be erected and inspected by competent operatives who have evidence of product training.

Podiums are to comply with BS8620:2016, and be fitted with suitable stabilisers when the podium in use.

Any operatives using a Push Around Vertical (PAV) (i.e. Peco lift), must hold the half day IPAF PAV training qualification had have received product specific familiarisation training from the manufacturer. Operatives already trained in category 1a and / or 3a can use PAVs as long as they have also received familiarisation training.

Where stilts are used to gain access to height, their use must be justified through a specific RAMS and task plan, and approved by St James/ St William management. Contractors are responsible for; keeping their work areas completely clear of trip hazards, provide seating so operatives can put on and remove the stilts safely, ensure work areas are not taking place adjacent to where there is a significant fall risk.

Individual fall prevention

Where operatives are working on leading edges, suitable exclusion zone barriers, fixed in position are to be erected with appropriate signage to protect other operatives. Leading edge operatives must be provided with suitable fall, protection/fall arrest arrangements as per risk assessment.

Examples of this may include Frame Contractor decking installers or carpenters, edge protection removal or installation or any works where a harness is required.

The Sub-contractor must have a procedure in place to control these activities and these must be stated within the Risk Assessment.

The Procedure must include control measures to prevent unauthorised and untrained persons gaining access to the work area of the activity – e.g., Gated Access, Work at Height Permit System (preferably a visual permit system such as arm band) and adequate warning signage.

The Sub-contractor must ensure that operatives working in these circumstances have adequate training, including harness training evidence to be available on request.

Where operatives are working from a running line or Alsipercha, using a harness, the running line and Alsipercha base must be tested to ensure it is fit for the loads intended, i.e., if used for fall restraint or fall arrest. When operatives are working from a harness the fall protection must be fit for the task.

Harnesses & lanyards are to receive detailed inspection / thorough examination at intervals no greater than 6 monthly. In addition, these must be visually inspected daily before use and recorded every week. A more frequent inspection regime is required where harness & lanyards are used frequently or in arduous environments such as demolition, steel erection, scaffolding, steel skeletal masts/ towers with edges and protrusions) should be subject to at least 3 monthly detailed inspections/ thorough examinations will be required (as referenced INDG 367).

Harness Training will be required and evidence to be available upon request.

When using fall arrest the operative must be working a minimum of 6.5m above the ground to ensure the expansion pack has distance to fully deploy; this must be assessed when planning the working at height operations.

Contractors are responsible for adopting suitable control measures during leading edge work (including working from mast climbers) and in laydown areas/ material storage locations, where they are subject to high winds, to prevent falling materials and tools during their works.

Suitable control measures include, but are not limited to:

- Removal of any non-mandatory equipment from locations subject to high winds.
- Establishing suitable exclusion zones around the work area.
- Allowing only mandatory tools and materials inside a leading-edge exclusion zone.
- 100% tool tethering in any work area on or within 2m of a leading edge (including work from access plant) which has not been enclosed by façade, floor to ceiling netting or fully Monoflexed scaffold.
- All hammers must be tethered when working in an area not enclosed by the façade.
- Using chin straps/ helmet tethers in any work area which has not been enclosed by façade, floor to ceiling netting or fully Monoflexed scaffold (including work from access plant).
- Tying down/ securing all material stored in a material storage/ laydown area.
- Regular inspection and monitoring of leading edge and laydown areas/ material storage areas

NB: Contractors in the safety net rigging and fall arrest industry must be members of the Fall Arrest Safety Equipment Training (FASET) association.

Falling objects

All items, where there is a risk of being dropped or hitting someone due to its use, must be risk assessed and then tethered. This includes items including but not limited to hammers, spirit levels, tape measures and mobile phones. Tool tethers must be fit for purpose (i.e., supplied by a manufacturer such as 'leading edge'). Tethers retrofitted to tools or material must be subject to confirmation, from a competent person, that the integrity of the tool or material has not been compromised.

Ladders / Step Ladders

St James / St William discourage the use of steps on site, however if this use is essential and cannot be carried out by any other means the sub-contractor is required to prove if these are necessary and/or the safest or most appropriate means for an activity.

All sub-contractors using step ladders on site are to ensure their Risk Assessments cover the specific activities which have been agreed by site management and that the relevant Risk Assessment information is included on the permit as required.

The permit is to be completed and signed by Sub-Contractor Supervisor and checked by St James / St William Site Management prior to permit issue. Permits are to be signed by St James / St William Management and operative but only a copy of the permit is to be issued to the operative. The permit must be returned to St James / St William manager with confirmation of work completed, and the finish time stated on the permit.

All step ladders must have an identification number and are subject to weekly recorded inspection by the Sub-Contractor; this is to be identified on the permit.

Ladders can only be used as a last resort and under a specific risk assessment justifying their use. Sub-Contractor Management is to ensure Tool Box Talks are carried out for step ladder users

Abseilers

All contractors undertaking abseiling activities must conform to the following standards:

- All abseil operatives must be active members of the Industrial Rope Access Trade Association (IRATA).
- Use steel carabineers for rigging as these are less susceptible to damage and fatigue. Aluminium carabineers are acceptable for use during abseil as they are lightweight and easier to use.
- Inspection frequency for abseil equipment should be every 5 months (rather than every 6.) This reduces risk of an 'out of date item' accidentally being used.
- Use carabineer clips that require 2 separate movement before the clip will open. For example twist then push. This reduces the potential for accidental opening.
- All clothing must have full zip pockets and open pockets are not allowed. If a pocket contains an item that may be used during the abseil the pocket must have an internal tether point and the items that might be used must be tethered before abseiling to the tether point.
- Any item that might need to be unclipped should have a secondary tether that is connected to a tethering point of the harness.

3.32 COSHH

Working with hazardous substances is regulated by the Control of Substances Hazardous to Health Regulations. Any work activity involving a hazardous substance must be undertaken in line with a specific COSHH assessment prior to the operation taking place. Employers should consider the following control measures for hazardous substances in hierarchical order:

1. Elimination
2. Substitution
3. Isolation
4. Ventilation
5. Personal Protective Equipment

Where the use of the hazardous substances cannot be avoided then employers must undertake the COSHH assessment specific to the operation. Due consideration must be given not only to the operatives undertaking the operation but to others who may be within the vicinity of the hazardous operations.

A COSHH Inventory must be provided on a Monthly basis, this must be Brand/Product Specific and include all COSHH materials brought to site. The Inventory is to be updated and issued to St James / St William as soon as new COSHH items are brought to site. (St James / St William Form H&S-FM-23.3 COSHH Inventory of Substances must be used).

The COSHH assessment itself must be Brand Specific and based on the information contained within specific Material Safety data sheet for that product relating to the hazardous substance to be used.

St James / St William require annual review of COSHH Assessments and must therefore be dated and include the name of the assessor.

COSHH Assessments must be readily available on site to all operatives & MSDS's must be provided upon request for St James / St William audit purposes.

All employees involved with the use of hazardous substances must be briefed on the contents of the COSHH assessment and an attendance register signed - prior to undertaking the operation.

The register needs to specifically detail those COSHH Assessments that have been briefed.

Any contractor using hazardous substances must include the appropriate COSHH Assessment as part of an overall fully detailed health and safety method statement. All contractors using COSHH materials must ensure the COSHH assessment and Material Safety Data Sheet are stored on site for the duration of time the hazardous substance is stored on site.

All materials should be stored as per the COSHH assessment, in a lockable bunded storage area, protected from the elements and vehicle movements.

Sub-contractors are responsible for the safe storage of all their COSHH materials, these should be labelled in English. COSHH Inventory/register should be made available at COSHH stores.

Prohibited materials are those materials and/or substances whose use is being banned by law due to their harmful effects on human health and/or the natural environment, and/or their safety implications. Referable materials are those materials and substances whose use may have negative repercussions in human health and/or the environment and can only be used if they have been specified by the Principal Contractor or if there

is not another suitable alternative product; in which case, they must be referred and approved by the Health & Safety Director before proceeding to use them.

3.33 Working in Confined Spaces

Any works in a confined space are deemed as per section 3.8. of Occupational Health to be 'Safety Critical Workers' and as such must bring with them a 'fit note' prior to starting any safety critical works on site.

Where there is a necessity for contractors to work within a confined space (i.e., any place including any chamber, tank, vat, silo, pit, trench, sewer, flue, well or similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable significant risk), these works must be carried out under the conditions specified within a 'job-specific confined space entry permit' run by the contractor. Contractors should take due note of the following main hazards within confined spaces:

- Oxygen deficiency / displacement – Asphyxiation
- Oxygen enrichment - explosion & fire
- Toxic atmospheres - poisoning/asphyxiation

Prior to any work being undertaken in a confined space, contractors should consider the following:

- Personnel selection
- Roles and Responsibilities
- PPE/RPE
- Rescue arrangements including emergency first aid
- Medically fit
- Experienced
- Trained
- Age
- Familiar with all necessary procedures
- Suitable attendants
- The production of an in-depth risk assessment
- Supervision of the operation
- PPE and emergency equipment provision
- Communications - constant and intrinsically safe
- Atmospheric monitoring - before and during entry

Any contractor undertaking confined space entry work must provide St James / St William Management with a fully detailed health and safety method statement.

3.34 PPE

All Sub-contractors are to provide & wear company branded PPE only.

Task Plans must state what type and classification of Personal Protective Equipment (PPE) is required to support each work activity and the appropriate PPE must always be worn for the work undertaken.

The sub-contractor's site supervisor and/or manager is responsible for ensuring that personnel under their control are issued with the appropriate PPE and that it is suitably cleaned and maintained.

Minimum mandatory requirements for all construction site personnel are as follows:

ITEM	BRITISH STANDARD	COMMENTS
Safety Helmet	EN397	Company name should be detailed on the helmet.
Safety Footwear	EN 20345	All safety footwear must incorporate a protective toe and midsole compliant to the BS EN 20345. The boots must be clean and not have the protective toe exposed. Rigger Boots are not permitted on St James & St William Sites.
High Visibility Jacket	EN 471	Class 2 for general site operations Class 3 for any 'highways operations' with the full sleeve. Yellow vests for general purposes with the company name/logo. Orange vests for traffic marshal and Slinger/Signaller. Vests must not be cut down and must be clean to retain their full reflective qualities.
Safety Glasses	EN166	Non-impact safety glasses.
Gloves	EN388 / EN ISO 13997	Gloves must achieve a performance rating of blade cut resistance level 3 (EN 388) and / or tododynamometer (TDM) rating B (EN ISO 13997); unless specified by Risk Assessment

St James / St William and the trade contractor shall take appropriate and immediate action if an employee is not wearing or is incorrectly using their PPE.

Where additional PPE is necessary, the sub-contractor's Method Statement will identify the requirements.

Examples may include but are not limited to the following:

ITEM	REQUIREMENTS
Hearing Protection	Ear Defenders and Ear plugs BSEN 352-2 Ear Defenders attached to safety helmets BSEN 352-3
Goggles or Face Shields	Goggles EN166.1.B. Face Shield EN EN166.1-B.3.9
Fall Arrest Equipment	Full safety harness with lanyard BSEN 361
Chemical Gloves	Gloves to protect against chemicals and micro-organisms BSEN 374.
Respiratory Protection	Protection against fumes and highly toxic metals BSEN 149 FFP3S (Note that St James / St William Policy requires that masks are to be used even when using dust extracting tools). Protection against highly hazardous materials, e.g., asbestos fibres and bio-hazards Full self-contained open circuit compressed air breathing apparatus with full face mask BSEN 137. Face fit testing as required.

All sub-contractors are required to ensure that any additional PPE requirements (including use of knives) are fully adhered to as and when it is necessary to do so. This will include all dress code requirements, e.g., no shorts or vests will be permitted.

Protective clothing and equipment issued to contractors by the senior management team is recorded using PPE Register'.

Reference individual contractor requirements for trade specific PPE

3.35 Supervision

Supervision levels will be determined according to the levels of risk involved and the competence of those undertaking the works. The St James / St William Senior Manager and sub-contractor will agree supervision levels prior to award of sub-contract and in compliance with SWSJ-G-8.1 Management of Contractors. The supervision requirements will be identified within the Method Statement and Risk Assessment and Task Plans.

Sub-contractors must be able to declare and demonstrate the level of health and safety and environmental training undertaken by their supervisors and/or managers, which should respectively reflect their responsibilities. Please refer to section 3.6 for training requirements. Sub-contractors must provide sufficient resources to satisfy necessary safety and environmental appointments, including first aiders, fire/emergency co-ordination and appointed person/supervisors for lifting operations and the management of temporary works, as identified prior to award of the sub-contract.

Sub-contractors must provide full-time non-working supervision for their work activities. The subcontractor's supervisor and/or manager will monitor and report on the on-going suitability of control measures for their work activities.

Ratio of Contractor Managers / Supervisors to Operatives

The following ratios of trade contractor managers/supervisors to operatives shall be maintained on site as a minimum:

Trade Type 1 / Low Risk				
Example 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 1	Up to 10	Up to 20	Up to 40	Each 30 thereafter
1 X SSSTS	1 x SSSTS	2 x SSSTS	1 x SMSTS + 2 x SSSTS	2 x SSSTS
Trade Type 2 / Medium Risk				
Example Trades:	Enabling / Brickwork/ PCC Beams / General Carpentry / Plastering / Dry Lining / Roof finishes (tile, asphalt, membranes, etc.) / Façade finishes (Cladding etc.) / Hard Flooring / Hard Landscaping / Windows / Balconies / Mechanical / Electrical /Hoarding/ Lift Installation / Logistics & other unspecified, similar medium risk trades			
Number of Operatives on site				
Up to 4	Up to 10	Up to 30	Up to 60	Each 30 thereafter
1 x SSSTS	1 x SSSTS + visiting SMSTS	1 x SMSTS + 2 x SSSTS	2 x SMSTS + 4 x SSSTS	1 x SMSTS + 3 x SSSTS
Trade Type 3 / High Risk				
Example Trades:	Ground Remediation / Demolition / Piling / Groundwork / Civil Engineering / PCC Floors /RC Frame / Roof Carpentry / Scaffolding / Steel Erection / Any trade acting as Principal Contractor & other unspecified, similar high risk trades			
Number of Operatives on site				
Up to 4	Up to 10	Up to 30	Up to 60	Each 30 thereafter
1 x SSSTS + visiting SMSTS	1 x SMSTS	1 x SMSTS + 2 x SSSTS	2 x SMSTS + 4 x SSSTS	1 x SMSTS + 2x SSSTS

Although St James / St William welcome non-English speaking personnel onto our projects, contractors are reminded that:

Our projects are 'English speaking' in respect to project communications.

- All 'non-English speaking' personnel must be able to receive English spoken site communications and instructions. (Refer also to section 3.8) The contractor must provide adequate levels of competent supervision from someone who can translate communications and instructions into and from the relevant language(s) of the contractor's workforce; as a minimum, one English speaker is needed per gang, unless otherwise identified by risk assessment.
- The standards of safety competence and training requirements required within the contractor's workforce are constant for all personnel regardless of native origin and/or language spoken.
- The contractor is fully responsible for all additional resources and associated costs required to effect satisfactory levels of 'competence' and 'communication' within their workforce.

3.36 Protection of the Public

Protection of the public is of paramount concern, and all arrangements must take into consideration the reduced level of awareness amongst members of the public. Any provisions for protecting the public defined in the establishment's plans must be adopted by all personnel alike e.g., Construction Phase Plan, Fire Plan, Logistics plan and the Public Protection Risk Assessment.

Public Protection Risk Review Meetings

At the following key stages, St James/St William shall hold a meeting to review foreseeable construction-related activities that pose risks to members of the public (including development residents); the review must consider the forthcoming three months and identify suitable control measures for recognised risks:

1. Prior to the commencement of construction works on site.
2. Once the superstructure is above ground level.
3. Prior to commencement of work on the external envelope, façade and/or any balconies or terraces or roof.
4. Prior to internal first and/or second fix works to shafts, risers and stair cores.
5. Prior to partial and phased occupations.
6. Prior to any other works identified by the risk review meeting.

At the above key stages meeting invitees shall include the Principal Designer, Principal Contractor and trade contractors whose activities may affect, or are affected by members of the public.

The Contractor must include adequate precautions for the protection of the public and others throughout the duration of the works. Arrangements in respect of the Protection of the Public shall be clearly defined within the contractor's Risk Assessment and Method Statement.

The Contractor shall not at any time "rely" on St James / St William to:

- Identify hazards to the public associated with the Contractor's operations.

- Provide the necessary precautions for the control of the Contractor's operations.
- Provide extra monies for the provision of precautions which the Contractor has clearly omitted to provide.

Typical precautions may include:

- Site demarcation hoarding/fencing to prevent unauthorised access to work areas.
- Protection against falls of materials.
- Protection/demarcation of the public and third parties during deliveries to site.
- Where applicable all deliveries should be FORS Silver accredited.
- Maintenance of public footpaths/highways.
- Protection against damage to 3rd party properties.
- Protection against contamination from on-site operations (e.g., dusts, sprays & noise).
- Signage directing people to safe means of access and egress where required.

Guidance: Protecting the Public Your Next Move HSG 151

3.37 Permits to Work

Where hazardous elements of an operation are undertaken, a permit to work system may be required. This will be identified within the relevant Task Plan.

The contractor / operatives must be able to visually demonstrate an approved permit to work at the place of work (i.e. armband, QR code, permit form).

Examples of high-risk activities that require a Permit to Work include (but are not limited to):

- Hot works.
- Working in a confined space i.e., a restricted workspace, where other hazards exist.
- Working at height where a safety harness is required.
- Live electrical works.
- Excavations (permit to dig) and temporary works.

- Leading edge works.
 - Examples of this may include frame contractor decking installers, or carpenters; edge, cladding/panel installation; edge protection removal or installation; or any works where a harness is required, such as works via hatches/flat roof access. St James / St William requires that the contractor has a procedure in place to control these activities and these must be stated within the risk assessment. The procedure must include control measures to prevent unauthorised and untrained persons gaining access to the work area of the activity, e.g., gated access, a 'work at height permit system' (preferably a visual permit system such as arm band) and adequate warning signage. The contractor must ensure that operatives working in these circumstances have adequate training, including harness training evidence to be available on request.
- Use of Step Ladders
Step Ladders are discouraged in favour of safer means of access such as podiums – risk assessments should contain specific information in relation to agreed use/task/location and a permit is to be issued daily by the relevant St James / St William Block/Building Site Manager if agreed that the risk assessment covers the agreed tasks, and that alternative means of access are not practicable.
- Demolition permit.

When a permit has been issued the operative carrying out the task must have the permit with them at all times. The permit can only be used by the person the permit was issued to.

Where any such works are not covered within an existing task plan, the sub-contractor must provide the St James / St William Senior Manager with an activity specific system of work that fully outlines what is to be undertaken, who will carry it out and what special arrangements must be implemented – this must be in place and deemed satisfactory prior to works commencing.

Once the St James / St William Senior Manager has agreed the safe system of work, the sub-contractor obtains a Permit to Work from the St James / St William Senior Manager (or nominated person) prior to starting the work activity daily.

Once issued, the sub-contractor is responsible for ensuring the scope of the activity is as expressed within the Permit and for ensuring all safety control measures are maintained for the duration.

The sub-contractor must present the Permit at the closure time stated to the relevant Manager (or nominated person) for review and sign off.

3.38 Accident, Incident and Near Miss Reporting

All incidents must be reported to St James & St William within 1hr of the event happening. In the event of a near miss or accident the scene of the incident must remain unaltered to allow for the investigation and the personnel involved must remain on site to allow for witness statement so the taken.

All incidents that occur on site are to be recorded using Intelex which is the St James/St William Incident Reporting System. All sub-contractors working on site are to inform the St James/ St William Site Manager of all incidents immediately without fail.

The sub-contractor is to then record the incident in their accident book as well as the St James/ St William incident reporting system, copies of which are to be issued to the St James/ St William Site Manager, and the original is to be kept on site for auditing purposes. Minimum additional information to be supplied on request by St James/ St William is as follows:

- Copies of incident reports,
- Witness statements
- Any third-party statements / information
- Data protection: the incident records are data-sensitive; all records are to be filed within Intalex.

Notwithstanding the requirements of the Data Protection Act, sub-contractors are reminded of their duty to co-operate with reasonable requirements of the Principal Contractor under the CDM Regulations.

Where there is a reportable injury, disease or Dangerous Occurrence the sub-contractor will inform the Health and Safety Executive (HSE) directly, as required under the Reportable Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The sub-contractor will also provide the St James / St William Senior Manager with the following information:

- A copy of the Accident Book entry.
- Copies of any witness statements.
- The results of an in-depth accident investigation undertaken by the Subcontractor, including a root cause analysis and actions to prevent reoccurrence.
- A copy of the completed F2508 form issued to the HSE.
- Copies of any further information or evidence e.g., photographic evidence.

Sub-contractors are required to keep St James / St William informed of the subsequent development of long-term injuries, diseases and dangerous occurrences.

Sub-contractors must co-operate fully with any on-going accident investigation undertaken by the Senior Manager (or nominated person) for St James / St William or the HSE and assist in implementing subsequent remedial actions or preventive measures as required.

The St James / St William senior management team must also be notified of any other significant incident e.g., trespass, violent acts, vandalism or near misses that potentially could have caused harm.

3.39 Disciplinary Code

We operate a comprehensive disciplinary code on all sites, which allows for warnings to be issued and recorded. Implementation of this procedure and authorisation for issuing warnings is at the discretion of the premises/site management. Authorised personnel will be identified in advance and have their responsibility confirmed in writing.

Any individuals who receive a warning for gross misconduct or a second warning will be required to leave with immediate effect.

Where warnings are issued, the sub-contractor will be required to reply in writing that action has been taken to prevent recurrence of the breach.

The disciplinary procedure is in four parts: Informal Warnings, White Cards, Yellow Cards, and Red Cards. The application, use and actions of each are outlined below.

1. Informal Warnings

An operative may be informally warned if they are observed breaching site rules, including, but not limited to:

- 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.
- Use of radios, MP3s or similar.
- Action by Project Management Team.

The operative concerned should be spoken to at the time the breach is witnessed and informed that a subsequent breach will result in further disciplinary action.

Informal warnings do not need to be recorded; however, the operative's supervisor should be informed of the incident.

2. WHITE Card

These can be issued following minor breaches of health & safety rules including, but not limited to the examples given under Informal Warnings. Action should be taken by the Project Management Team. The operative concerned must be:

- Stopped from working.
- Informed that they are to be issued a White Card.
- Informed of the reason for receiving the White Card.

This should take place as an informal discussion on site with the operative, before the operative returns to work. The issue of a White Card must be recorded (use form SWSJ-F 5.28 B Contractor Disciplinary Notice), a copy issued to the operative and a copy retained on site.

3. YELLOW Card

Yellow cards may be issued for more serious offences that, in the opinion of the issuing manager, do not necessitate permanent exclusion from site. The following are examples to guide managers:

- Repeat offence after receiving a White Card.
- Any breach listed for Informal Warning/White Card, 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.

Action by Project Management Team:

The operative concerned must be immediately stopped from working, informed that they are to receive a Yellow Card and instructed to attend the site office directly with their supervisor, where they will be:

- Informed of the reason for issuing the Yellow Card.
- Instructed to leave site for the remainder of the day.

On return to site the operative must attend a site induction, before being permitted to continue work on site. The issue of a Yellow Card must be recorded (use form SWSJ-F 5.28 B Contractor Disciplinary Notice), a copy issued to the operative, a copy issued to the operative's supervisor and a copy retained on site.

4. RED Card

Red Cards will be issued for serious breaches of health & safety discipline that include, but are not limited to:

- Working in a manner that presents a risk of serious injury or fatal injury.
- Unauthorised removal or tampering with safety devices, e.g., guardrails, Combisafe barriers, fire extinguishers, fire alarms etc.
- 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 2 Yellow Cards within a 3-month period.

Action by Project Management Team:

The operative concerned must be immediately stopped from working and instructed to attend the site office directly with their supervisor.

Prior to the issue of a Red Card, the St James/ St William Project Director/Manager must be informed of the incident, and authorise the issue of a Red Card. Following authorisation by the Project Director/Manager, the operative will be:

- Informed of the reason for issuing the Red Card
- Instructed to leave site & not to return

The issue of a Red Card must be recorded (use form SWSJ-F 5.28 B Contractor Disciplinary Notice), a copy issued to:

- the operative
- the operatives supervisor
- the operative's employer – see below for further instructions
- St James/ St William Construction Director
- A copy must also be retained on site.

Full details of all Red Cards issued on site shall be forwarded to St James/ St William H&S Department.

The excluded operative's employer must be informed in writing using the template letter (see SWSJ-F 5.28 E Red Card – Letter to Employer); the letter must be accompanied by a copy of the disciplinary procedure (included after the template letter).

GREEN Card

Green cards are issued to reward excellent health & safety performance, examples of which include, but are not limited to the following:

- Pro-activity in health & safety
- Actively seeking to improve health & safety on site.
- Performing to a standard that far exceeds what is expected.

Action to be taken by Project Management Team

The operative should be spoken to immediately and congratulated on their action(s). Their employer must be informed of the issue of the Green Card. All Green cards issued must be discussed at site meetings. An incentive/reward scheme for Green Cards may be considered, the details of which are for the Project Director/Manager to agree with the relevant Construction Director of that site.

3.40 Monitoring, Auditing and Review.

Directors Tours- Every site will have a St James & St William director visit and carry out a dedicated H&S tour. These tours may require the involvement of subcontractor senior management, depending on the nature of the tour.

Hazard Walks - Subcontractors must fix any hazards they identify as part of their daily activities. They must then log these hazards via the INTELEX hazard system. In addition, subcontractors must review the hazard trends and then carry out a 'Hazard Walk'. The Hazard Walk must focus on either a member of the site team or subcontract site team, who is not reporting hazards or a breadth of hazards, as identified by the trends. The hazard walk should aim to identify hazards. These hazard walks must be completed weekly.

Internal Audits- These are undertaken regularly by the St James/St William H&S team and all audits will be logged onto the Intalex system. These audits will require subcontractor involvement on a regular basis. Notification of audits will be given 1 week in advance.

External Audits- Berkeley Group will also carry out external audits of all projects on a 6-weekly basis. These are unannounced audits that may require subcontractor involvement, depending on the theme of the audit.

Sub-contractors must co-operate fully with any arrangements made by St James / St William to monitor and audit procedures and activities at our establishments, undertaking remedial actions as required by the senior management team.

Sub-contractors have a legal duty to carry out PUWER inspections of certain work equipment under their control, e.g., working platforms, mechanical plant, lifting equipment. However, **ALL** plant & equipment brought onto a St James / St William site is subject to inspection (this includes ALL items from extension leads, tool chests & electrical tools through to excavators and dumpers) which are to be recorded and provided on a weekly basis as

part of the Safety League weekly pack. St James / St William SMS guidance and forms are available for use on request.

Sub-contractors are required to carry out weekly site safety inspection of their area(s) of works and the surrounding areas and submit these reports to the St James / St William site team on a weekly basis.

In addition to this, the sub-contractor is required to have external safety inspections by their dedicated safety professional of their works and process. These audits and inspections must be submitted to the St James / St William site team every month and the Safety Advisor is required to record the hazards identified on the INTELEX hazard reporting system.

Where St James / St William does not have a specific procedure or standard in writing, the requirements of the following should be implemented:

- Approved Codes of Practice and published best practice advice and guidance from the Health and Safety Executive.
- Relevant British Standards.

All queries should be directed to the site team or the Safety Manager.

Sub-contractors will be required to identify who has responsibility for managing and monitoring each of their work activities. Each sub-contractor's supervisor and/or manager will attend safety information and consultation meetings as requested by the Senior Manager and undertake appropriate remedial actions as requested by the site management team. Infringements may result in disciplinary action.

St James / St William maintains a database of sub-contractors, where on-going performance is measured and recorded against specific requirements, along with any disciplinary warnings issued to sub-contractor personnel. This database enables all levels of management and health and safety teams to periodically review performance and breaches in compliance, to optimise resources and agree future resource allocation.

Each sub-contractor is required to provide evidence, on request, of specific monitoring to verify the final status and safe completion of any activities they have carried out.

3.41 Site Safety Performance (Safety League)

St James/St William, will set up and implement a safety league on each of its sites where sub-contractors will be scored on pre-determined criteria. Specific guidance will be issued to sub-contractors at pre-start meetings, but the following is a snapshot of the process.

Sub-contractors will be required to submit to the St James / St William Management Team a weekly safety returns pack covering:

- PUWER
- Plant Operators (Completion of Plant Operators Certificate Register) – where applicable.
- Mobile towers
- Supervisor safety inspections
- Toolbox talks
- Daily task briefings
- Additional information as required by site activities, for example LOLER check sheets.

The Sub-contractor's performance, with regards to compliance with the safety pack documentation, will be scored by the Safety Manager. In addition, the following areas need to be covered:

- Hazard reporting on INTELEX (by supervisor – 5 per week)
- Monthly H&S Advisor Inspection, providing a report inclusive of Hazard Reporting on INTELEX.
- Monthly H&S Meeting attendance by both H&S Advisor and Supervisor.
- Housekeeping, management and workforce will be scored by the relevant St James / St William Management Team with input from the Safety Manager if deemed necessary.

Sub-contractors who fall below the 'reasonable standard' score will be required to produce an action plan on how to improve their H&S procedures and standards and a meeting will be held with St James / St William site management and health and safety team. If this occurs on a regular basis the company risks being removed from the approved list of contractors.

3.42 INTELEX

St James / St William use a software product called INTELEX to monitor and record all hazards. Every subcontractor will be issued with a log in to the system and must utilise the system to respond to any actions raised against them but primarily to log hazards they see on site on a daily basis. A minimum of 5 hazards per week (20 per month) are to be recorded to achieve maximum marks on the Safety League for this section.

St James / St William Management team may request a **Hazard Walks** with the supervisors of each sub-contractor on a weekly basis, walking the work area and observing activities for that sub-contractor – hazards identified are to be resolved and **MUST** be recorded on INTELEX by the sub-contractor supervisor (note that these will also count toward the minimum hazards required for the Safety League).

Sub-contractor Safety Advisor – refer also to previous section 3.39 with regards to hazard reporting.

3.43 Health and Safety File

Each sub-contractor must provide information as required by the St James / St William Senior Manager/Technical Manager for inclusion in the Health and Safety File, as required by the CDM Regulations and environmental legislation.

All sub-contractors are reminded of the importance of submitting the necessary documentation in the required format and in a timely manner.

4.0 Appendices

The following documents will be issued to each contractor accordingly:

SWSJ-G-2.2 Contractor Requirements - Cladding
SWSJ-G-2.3 Contractor Requirements – Groundworks
SWSJ-G-2.4 Contractor Requirements – M&E
SWSJ-G-2.5 Contractor Requirements - Piling
SWSJ-G-2.6 Contractor Requirements - Scaffolding
SWSJ-G-2.7 Contractor Requirements – Superstructures & Frames
SWSJ-G-2.8 Contractor Requirements - Landscaping
SWSJ-G-2.9 Contractor Requirements - Roofing
SWSJ-G-2.10 Contractor Requirements – SFS Windows
SWSJ-G-2.11 Contractor Requirements – Brick & Blockwork
SWSJ-G-2.12 Contractor Requirements - Demolition
SWSJ-G-2.13 Contractor Requirements – Dry lining
SWSJ-G-2.14 Contractor Requirements – PCC Floors
SWSJ-G-2.15 Contractor Requirements – Crane erection, alteration and dismantle
SJ/SW- P5.03 Commercial / Procurement Procedure
SJ/SW-F 4.06 B RAMS template
SJ/SW-F 4.2H Operative Competence Assessment
SWSJ-P-26.2 Work at height Procedure