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1. PURPOSE.

- a) The Main Contractor is part of the Willmott Dixon Group of companies, and reference in these Health & Safety Conditions to the Main Contractor's officers, personnel, policies and processes include those of Associated Companies within the Willmott Dixon Group.
- b) The Main Contractor is committed to delivering high standards of Health and Safety (H&S) for all its customers, and all Sub-contractors are expected to support us in delivering this objective.
- c) This document is designed to promote a positive and responsible attitude towards H&S issues. It is not intended to be exhaustive, but must be considered as the minimum standard acceptable to us on the contracts under our control.
- d) We have attempted to make the contents specific to our requirements rather than based on legislative rules and regulations as we feel you should already be aware of your statutory duties under UK Law. If you need further help or guidance in this area, we recommend that you contact your designated individual / organisation appointed to provide you with H&S advice.
- e) Sub-contractors must bring the content of this document and policies to the attention of all personnel employed or under their control on the Main Contractor's projects and ensure they are actively complied with.

2. APPLICATION.

- a) The use of the "Sub-contractors Health and Safety Conditions" is mandatory on all the Main Contractor projects and must be complied with. Failure to do so may result in the termination of the contract.
- b) The contents of this document are in line with statutory duties. Where The Main Contractor have imposed conditions which may appear more stringent than those implied by statute, these will have been brought to the attention of prospective Sub-contractors as part of the tender documentation. This document must therefore be recognised as a condition of contract.

3. HEALTH AND SAFETY LEGISLATION.

- a) The Sub-contractor has a statutory obligation to conduct their undertakings in compliance with United Kingdom legislation and must further ensure that all works are carried out in accordance with relevant Codes of Practice and Guidance issued by the Health and Safety Executive (HSE), the Environment Agency (EA), the Scottish Environmental Protection Agency (SEPA) and other regulatory authorities.

4. CONTRACT AWARD.

- a) The Main Contractor shall award contracts only to those Sub-Contractors upon which the Main Contractor has successfully completed Stage 1 Competency checks.
- b) Please be clear that health, safety and environmental issues are considered to be a priority within the Main Contractor. Some Sub-contractors find our strict measures difficult to adjust to and for that we make no apologies. If you are not prepared to give these issues the same serious consideration that we have detailed in this document, then please do not come to work on our sites. On the other hand, contractors who are prepared to align their own policies and procedures with our own and are prepared to ensure their work is conducted properly and professionally on site will be given every opportunity to tender for further work.

5. MANAGEMENT, SUPERVISION AND CONTINOUS IMPROVEMENT

- a) The quality and sufficiency of the Management and supervisors provided within the sub-contract package are seen as the differentiating factor in delivering the H&S standards required on the Main Contractor's projects.
- b) The Main Contractor recognises that the contractor's site supervisors are of paramount importance in controlling H&S issues at the front line. To this end we expect the quality of Sub-contractor's supervisors to be to a nationally recognised standard with the Construction Skills (formally CITB) Site Safety for Supervisors Training Scheme (SSSTS) being the basic qualification we will accept.
- c) Contractor's site supervisors are expected to take a greater role in ensuring work is properly controlled on site and will be considered to be part of the site management team.
- d) All supervisors will be issued with hi-viz / Black hardhat clothing that identifies them as a supervisor.
- e) Notwithstanding any of the above the Sub-contractor is required to co-operate proactively with the Main Contractor's management in ensuring high standards of H&S are maintained on the project at all times.
- f) Sub-contractors shall actively demonstrate a process of continuous improvement. In this, the sub-contractor shall:
 - Carry out internal H&S inspections and audits as appropriate to the work carried out for the Main Contractor and implement improvements where necessary.
 - Regularly review safe systems of work and revise where necessary.
 - Provide and implement an H&S improvement plan as appropriate upon the request of the Main Contractor.

6. CONSULTATION AND COMMUNICATION.

- a) Sub-contractors are required to comply with and make their employees aware of the Main Contractor's Health & Safety Consultation arrangements which operate on all of the Main Contractor's Projects.
 - All Sub-contractors will receive details of project specific risks and other relevant health and safety information in the form of a project health and safety plan within their Sub-contract order.
 - Everyone will receive a project specific orientation.
 - Employee Safety Reps will be acknowledged and consulted.
 - Health and Safety will be discussed as the first item at ALL meetings.
 - Supervisors and manager from the Main Contractor and Sub-contractors assisted by their respective safety advisor where necessary will conduct regular inspections, briefings and awareness sessions.
 - Everyone will be consulted on the risks they face for each task and the safe system of work to be employed.
 - Supervisors will conduct regular team briefings and toolbox talks.
 - There will be an open door policy whereby the workforce is invited to raise any Health and Safety concern with the Site Management.

7. SUB-SUB-CONTRACTING.

- a) Where a package includes for the provision of Sub-Sub-Contractor, or the Sub-contractor wishes to sub-let part of his work, the Sub-Contractor will be required to demonstrate that sufficient arrangements are in place. The Sub-Contractor is to ensure that sub-sub-contractors are only selected and appointed after Stage 1 Competency checks have been carried out, and that they are capable to adequately manage and control operations throughout the entire package in accordance with the requirements of these conditions.
- b) The Sub-contractor is required to include, and will be deemed to have included, copies of the Main Contractor's "Sub-contractors Health and Safety Conditions" in any Sub-Sub-contract that they may award and to make compliance with this document a condition of any such Sub-Sub-contract.

8. WORKFORCE COMPETENCE.

- a) The Main Contractor is working towards a fully qualified workforce and as such we require everyone on site to be in possession of a current **CSCS** card which is appropriate to their position, trade or discipline. Please note that this includes visitors to site. Our site teams will verify that the card is legitimate at the time individual Sub-contractors report for their site orientation, and reserves to right in the future to utilise or implement a pre-enrolment system
- b) All persons required to erect, inspect, alter or dismantle scaffolding are required to hold a current **CISRS** card appropriate to the size and complexity of the scaffold in question. Scaffolders in addition must be able to provide evidence of training with specific types of system scaffold where this is appropriate.
- c) Plant / machinery operators are required to hold a current and valid **CPCS** or **NPORS** card and be over 18 years of age.
- d) Operators of mobile elevating work platforms (MEWP's) must hold either a **CPCS** qualification or an **IPAF** certificate applicable to the type of MEWP they are operating.
- e) Before allowing any mobile scaffolding tower to be used, Sub-contractors must ensure that it is suitable for its intended purpose, that the erection instructions are on site, and that the operatives erecting, dismantling and using the scaffold are competent and have received formal training (e.g. **PASMA**) and be able to demonstrate this on request.
- f) Only individuals with a valid **FASET** card will be permitted to erect, inspect, alter or dismantle safety netting.
- g) The above details the only proof of competence that the Main Contractor accept. Sub-contractors can expect for their workers to be refused access to the site if they arrive without their cards.

9. CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015.

- a) On projects where the Main Contractor has been appointed Principal Contractor they will, in addition to issuing and implementing the Sub-contractors Health and Safety Conditions, also provide specific health and safety information to prospective Sub-contractors.
- b) The Sub-contractor must appraise this information and include within their tender submission all necessary arrangements for compliance.

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- c) Where the Sub-contractor has a design responsibility, they must apply risk management techniques to the design process to eliminate or minimise risks which could arise during construction, maintenance and repair of the structure and its associated parts. A process must be established to advise the Main Contractor and the Principal Designer of any residual risks and to keep these under regular review.
- d) The Sub-contractor must be able to demonstrate that significant hazards have been identified, addressed and mitigated through the design process.
- e) The Sub-contractor must advise the Main Contractor and the Principal Designer, in writing, of any residual risk, or relevant health and safety information relating to the design, such that they can fulfil their statutory obligations.
- f) The Sub-contractor must identify, in conjunction with the Main Contractor and the Principal Designer their input into the Health and Safety File and establish, or comply with procedures for its production and compilation.
- g) The Sub-contractor must co-operate in the overall design process with the Main Contractor, the Principal Designer and any other Designers who have an interface or input into the project.
- h) The Sub-contractor must agree with the Main Contractor, as to the provision of common facilities, plant, equipment etc.
- i) During the construction phase of the project, the Sub-contractor must:
 - Co-operate with the Main Contractor and other contractors in relation to health and safety issues on site.
 - Comply with the rules and conditions of the project as specified in the Sub-contractors H&S Conditions and in the Health and Safety Plan.
 - Identify the hazards associated with their work and the project environment in which it will be conducted, assess the risks of these hazards and inform the Main Contractor how these risks will be controlled.
 - Consult with the Main Contractor about risks arising from the works of other contractors to ensure the proper co-ordination of control measures.
 - Ensure that the standards applied to plant, equipment, systems of work and the workplace under their control are at all times adequate and comply with any specific conditions stipulated in the Health and Safety Plan or in the pre-construction information.
 - Provide sufficiently trained and competent management, supervision and workforce.
 - Provide information to their workforce and affected third parties on the risks associated with their work and the preventative and protective measures being taken to ensure their health and safety. Records of all briefings must be maintained by the Sub-contractor on the project and made available to the Main Contractor upon request.
 - Inform their employees of the name of the Principal Designer, pre-construction information, the Principal Contractor, the relevant parts of the Health and Safety Plan and the contents of this document prior to arrival on site.
 - Provide as directed, all necessary information required for the completion of the Health and Safety File.

10. ACCIDENT AND NEAR MISS (ALL SAFE OBSERVATION) REPORTING.

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- a) All accidents must be investigated and action taken to prevent a recurrence. The first response to an accident where danger still exists must be the implementation of prompt remedial action to control immediate risks; however it should be noted that following a fatality, dangerous occurrence of specified major injury, the accident location must be left undisturbed until such time as the Health and Safety Executive advise otherwise.
- b) All accidents that result in injury must be recorded on the Accident Report Form held by the Main Contractor on site.
- c) All accidents notifiable to the HSE under the RIDDOR Regulations must be reported to the Main Contractor. This must be initially by telephone by the injured person's employer and thereafter a copy of the statutory report must be provided to the Main Contractor's site management.
- d) Any accident to a member of the public must be reported immediately to the the Main Contractor's Project Manager.
- e) The Sub-contractor must provide copies of their internal accident investigation report to the Main Contractor's site management within a reasonable timescale and co-operate fully in any investigation conducted by the Main Contractor.
- f) Every 'All Safe Observation' incident should be reported to the the Main Contractor's site management team.

11. ALCOHOL & DRUGS POLICY.

- a) The Main Contractor wishes to encourage a sensible attitude throughout their direct and Sub-contracted workforce, to protect the health and safety of all personnel and to ensure that the Company image is not adversely affected by any employee's use of alcohol and drugs. The Main Contractor now has an unannounced, random testing policy where a project may be selected to undergo a drug and alcohol test. Staff and workers will be selected at random for testing by an independent sampling and testing company, should anyone be found to test immediately positive the sample will be sent for further screening and verification. This will mean any worker found to test positive will be stopped from working and actions taken for removal from the project and may return dependant on the verification process or on provision of 3 clear test samples over a 3 month period of abstinence. Where a worker refuse to provide a sample provisions will be made for removal from the project.
- b) At the discretion of the Main Contractor, Drug and Alcohol testing may be introduced onto any project where there are reasonable grounds to suspect individuals may be adversely affected or as part of an accident/incident investigation.
- c) No alcohol must be taken onto any site (including offices and welfare facilities) and personnel must never be unfit to work through alcohol or drug use. This should be made clear at induction talks and should include the risks due to drinking the previous evening.
- d) Workers who are taking prescribed medication which could adversely affect their performance must bring this information confidentially to our site management team during their site orientation.

12. ASBESTOS.

- a) The use of asbestos as a building product is prohibited on all projects as is the practice of selling on, or reusing second hand asbestos products, such as asbestos cement sheets.

- b) On projects where the presence of asbestos is known, or can be suspected, detailed survey information will be made available to the Sub-contractor. Any work relating to the asbestos i.e. disturbance, repair or removal, must be carried out in compliance with The 'Control of Asbestos Regulations' and 'The Licensed Contractors Guide'. In particular, the work will be carried out by specialist contractors, who are approved by the Health and Safety Executive for the type of work to be undertaken. The Company Safety Department must be involved to ensure that a sufficient assessment is carried out, all necessary notifications are made and controls established prior to work commencing.
- c) On projects where it has not been possible to positively rule out the presence of asbestos and where the nature of the work could give risk to uncharted asbestos finds, ALL personnel must be advised of the possibility of encountering uncharted asbestos and the immediate action to be taken. This will include stopping work, advising management, sealing and identifying the area and arranging for samples to be taken for analysis. Sub-contractors will be required to comply with this and to ensure all of their personnel are fully acquainted with the Main Contractor's requirements. Records of briefings and toolbox talks will be required.
- d) All site workers who may work with or come across asbestos will be required to prove that they have attended a recognised training course to the level required for the tasks they will perform. This may take the form of simple 'Asbestos Awareness' where their works may encounter Asbestos products, if removing non licensed materials a higher level of awareness will be required or further training in the case of removal operative's. In all cases each will have attended a recognised course to the standards outlined within Regulation 10 of the Control of Asbestos Regulations 2012 and is associated Approved Code of Practice. Proof of this training will be required in the form of a recognised certificate.
- e) Asbestos must not be removed from site without the prior agreements of the Main Contractor's site management. Asbestos waste must be treated as a Hazardous Waste and disposed of by a Register Carrier in the manner agreed with the Enforcing Authority (EA and SEPA) to a specified licensed tip.

13. CHILDREN.

- a) Children are neither to be brought onto site, nor encouraged to come onto site. Every effort must be made to prevent the public especially children, from encroaching on site activities.
- b) This provision includes children who are travelling as passengers in vehicles.

14. CONFINED SPACES.

- a) Sub-contract management must not permit any person to enter a confined space without the appropriate training, monitoring and safe systems of work being in place. In this context, confined spaces can include deep excavations, manholes, sewers, drains, chambers, tanks, tunnels, shafts, ducts, pipelines, boreholes and other unventilated rooms.
- b) Safe working in a confined space will be controlled by strict adherence to a documented safe system of work. Prior to anyone entering a confined space, a risk assessment and a detailed method statement must be produced, which if deemed necessary will incorporate the the Main Contractor's "Permit to Enter Confined Spaces".

15. DISCIPLINARY PROCEDURES.

- a) The Main Contractor operates a yellow card/red card procedure. The yellow card is issued for safety breaches that do not present an immediate risk of serious injury, whereas a red card is used to address immediate and more serious hazard(s).
- b) The name and company of persons issued with a red card are held on the Main Contractor's nationwide data base for a maximum period of 1 year from the date of issue. Offender's names can be removed before the 1 year period provided they can demonstrate that the individual has received specific training and is prepared to show a commitment to working safely on the Main Contractor's and Associated Companies' sites.
- c) The individual names on our red card data base will be held in accordance with our Supply Chain Privacy Policy (www.fortem.co.uk/privacy-policy).

16. EMERGENCY PROCEDURES.

- a) All of the Main Contractor sites have issued a red emergency folder which details the emergency procedures and contingency arrangements for accidents, fire, gas leaks, environmental pollution, summoning the emergency services and evacuation, etc.
- b) These procedures will be brought to the attention of Sub-contract management and will be displayed on site. Sub-contractors must ensure that all persons under their control are informed of the emergency procedures applicable to site.
- c) "Trial Runs" may be conducted at intervals throughout a project in which case all Sub-contract personnel will be required to participate as directed.

17. ALL SAFE TO WORK (INDUCTION) AND ENTRY INTO PREMISES OR ONTO SITE.

- a) Stage 1 must be completed which is the task specific briefing, review and acceptance of the risk assessment and method statement for delegated works prior to commencing work. Evidence of appropriate skills including but not limited to CSCS (or equivalent), will require to be presented to the Main Contractor prior to acceptance into Site. Persons shall not undertake any work activity or enter any part of the site prior to completing the All Safe to Work process.
- b) The Main Contractor's All Safe to Work procedure takes the following form:
 - Stage 1 – Site Orientation. Details of specific site rules, hazards and no go areas. Emergency procedures, site welfare arrangements and first aid arrangements.
 - Stage 3 – Task specific briefing covering risk assessments and method statements for any works to be undertaken.
- c) Sub-contract employees shall not go into any part of the workplace, except as may be necessary to carry out their work. In such events only recognised routes should be used. Lone working is positively discouraged. However, should there be a necessary requirement for lone working strict operational control procedures must be implemented in agreement with the Main Contractor.
- d) Sub-contractors must not work outside agreed hours without approval of the Main Contractor. Security guards are instructed to refuse access to any personnel out of hours without prior written notification from the site management.
- e) All weekend or night time working must be by prior arrangement with the Main Contractor's management. Specific written work schedules must be in place and name competent supervisors for both the Main Contractor and the Sub-contractor.

18. EXCAVATIONS.

- a) Sub-contract management must appoint a competent person to co-ordinate all excavation activities who must sign up to the the Main Contractor's Service Avoidance Plan (SAP).
- b) In addition to the foregoing, for all work associated with excavations (including trenches and open cut), Sub-contract management must ensure that the following controls have been considered and implemented where applicable.
 - Competent supervision.
 - Competent trained/instructed workforce.
 - Type of ground and associated stability.
 - Shoring arrangements.
 - Defined angle of cut/safe angle of repose.
 - Fencing arrangements by provision of robust physical barriers.
 - Means of controlling vehicular approach and unloading arrangements.
 - Access and egress.
 - Ground contamination and gas controls.
 - Provision of PPE.
 - Service, location, identification and protection for underground and overhead services.
 - Plant requirements.
 - Lifting operations.
 - Daily inspection.
 - Weekly examination and recording.
 - All temporary works must be submitted in advance for approval by the the Main Contractor Temporary Works co-ordinator and subjected to an appropriate regular inspection regime thereafter by a competent person.
 - Record of inspections must be maintained on site and be available to the Main Contractor on request.

19. FIRE PREVENTION.

- a) In Addition to complying with the Regulatory Reform (Fire Safety) Order 2005, it is also a requirement that Sub-contractors comply with latest edition of The Joint Code "Fire Prevention on Construction Sites".
- b) The Joint Code applies to contractors, to Construction Industry Professionals and also those who procure construction work. There is a requirement for all parties to work together to ensure that:
 - Adequate detection and prevention measures are incorporated during the contract planning stage.
 - The work on site is undertaken to the highest standard of fire safety thereby affording the maximum level of protection to the building and its occupants.
- c) The Main Contractor will apply and enforce the Code of Practice therefore Sub-contractors and must make suitable provision within their tender. It should be noted

that there is a requirement that all flexible temporary protective coverings used on internal finished surfaces or fittings must conform to the Loss Prevention Standard LPS1207 (this being a fire protection standard).

- d) All sites will produce a specific fire plan and fire risk assessments and these will be brought to the attention of all contractors during their initial site induction.
- e) Fire points (incorporating firefighting equipment) will be established at prominent positions and emergency routes will be highlighted using the correct signage.
- f) Emergency evacuation arrangements (including the location of the fire assembly point) will be brought to everyone's attention during the site orientation but contractors are expected to make themselves familiar with escape routes.
- g) Fire alarm drills will be carried out on all sites on a regular basis. All contractors are expected to cooperate. Disciplinary action may be taken against those individuals who fail to respond.
- h) On contracts where there is a fire risk from the works activity a Hot Work Permit regime will be enforced. This will involve the application of physical fire precautions, the provision of suitable firefighting equipment with trained operatives and the appointment of a responsible person to check the work area at least one hour after the hot work has been completed.
- i) The Main Contractor operates a No Smoking Policy on site, with the exception of designated safe areas. This will also be explained during the site orientation.

20. FIRST AID.

- a) First aid facilities will be provided under the control of a fully qualified First Aider on every site.
- b) Notices will be displayed at prominent locations identifying the location of First Aid equipment and Sub-contractors will be informed during their site orientation who the site first aiders are and where the facilities are located.
- c) Sub-contract management must ensure that their employees are aware of the first aid arrangements and they must be further instructed that the details of any accident causing injury are to be entered in the Accident Record available from the Main Contractor's site management.
- d) Sub-contractors must bring to the attention of the Main Contractor's site management, any health condition that they have which could affect the way they are treated in a first aid situation, such as diabetes, epilepsy etc. This information will be treated in the strictest confidence.

21. HAZARDOUS SUBSTANCES.

- a) Sub-contractors must appoint a responsible person to identify all hazardous substances which they are likely to import onto site, or are liable to produce on site. CoSHH Assessments must be carried out for all of these substances and appropriate control measures developed. Records of these assessments must be monitored and made available to the Main Contractor on request.
- b) All personnel associated with the use of hazardous substances must be provided with all necessary protection and must be instructed on the relevant CoSHH Assessment, hazards and controls.

22. HEALTH AND SAFETY ADVICE & HEALTH AND SAFETY INSPECTIONS.

- a) The Sub-contractor must have access to competent Health and Safety Advice, either in house, or in the form of a consultant. The contact name and details must be advised to the Main Contractor at the Pre-Order Meeting and the Sub-Contractor may only change such advisor and/or inspector by prior written approval of the Main Contractor's site management.
- b) During the contract regular health and safety inspections are to be undertaken with reports provided to the the Main Contractor's site team.

23. HIGH RISK ACTIVITES – RISK ASSESSMENTS.

- a) All activities must be subject to a formal project specific risk assessment which should be recorded and thereafter appropriate controls developed for any operation which cannot be demonstrated to be "low risk".
- b) The risk assessment must address hazards to anyone who may be affected by the operation in addition to those who are engaged in the operation.
- c) Risk assessments must be project and task specific.
- d) Risk management techniques must be applied to accordance with the "hierarchy of controls" to mitigate any activity involving unacceptable levels of risk.
- e) Where it is necessary to employ a safe system of work, a documented method statement must be produced and submitted to the Main Contractor's management for approval at least 14 days prior to the commencement of work.
- f) Method statements must comply with the Main Contractor's specific format requirements as directed by the Main Contractor.
- g) Risk assessments and method statements must be continuously reviewed and updated as circumstances change and operatives re-briefed on the changes.
- h) All operatives must receive a task specific briefing from their supervisor which will advise them of:
 - The risk they face in carrying out the task.
 - The control measures they must adopt to ensure the task is conducted in Safety.
 - Whom they must consult should circumstances change.
 - The need to stop work and seek advice if they consider the situation to be unsafe.

24. LIFTING OPERATIONS.

- a) Any sub-contractor carrying out a lifting operation on a project for the Main Contractor must comply with the Lifting Operations and Lifting Equipment Regulations 1998 relative to the provision, operation, inspection and maintenance of lifting equipment and lifting accessories.
- b) The Sub-contractor must consult with the Main Contractor's site management before commencing lifting operations on site.
- c) A competent appointed person must be nominated to co-ordinate lifting operations on site. This person will be provided by the Sub-contractor, unless otherwise agreed. Documented evidence of competence will be required.
- d) Key personnel must be appointed for lifting duties, i.e. crane supervisor, crane driver, machine operator, banksman, and slinger. These persons must be trained and competent to carry out their duties and must be in possession of a CSCS or CPCS.

- e) All lifting operations involving the use of a mobile crane will require the production of a lift plan which will be produced by an accredited Appointed person provided by the Sub-contractor. This lift plan must be submitted to the Main Contractor's site management at least 14 days before the lift is to take place.
- f) A daily lifting schedule will be drawn up by a representative from the site management team and the sub-contractor. This will detail all the items to be lifted by the crane during the day in question. No other items are to be lifted by the crane without first consulting the Main Contractor's site management.
- g) The Main Contractor requires completion of a "*Lifting appliance checklist*" prior to any lifting appliance commencing work. This will require all statutory certificates and registers for the lifting equipment and lifting accessories to be readily available for inspection
- h) The Sub-contractor will ensure that all statutory inspections, examinations and tests are carried out and that planned maintenance is conducted as per the manufacturer's guidance.
- i) All lifting operations will be carried out under the control of a 'permit to lift'. Sub-contractors must ensure this permit has been issued by the Main Contractor's site management before lifting operations commence.

25. LPG.

- a) Any Sub-contractor bringing LPG cylinders onto site must adhere to the following instructions:
 - The storage of LPG will be controlled under a licence from the Main Contractor.
 - All LPG cylinders not in use must be stored outside in a compound at an agreed location not less than six metres from any building and stored in an upright manner. The compound must be divided to separate full cylinders from empty ones and be clearly marked **LIQUIFIED PETROLEUM GAS – HIGHLY FLAMMABLE – NO SMOKING**. Oxygen cylinders must not be stored alongside LPG.
 - It is prohibited to keep additional or unnecessary cylinders (including empty) at the workplace.
 - LPG cylinders when in use on site must be secured upright.
 - LPG cylinders must be fitted with the correct regulator, hoses, crimped connections and where used with burning/welding gear) gauges and flashback arrestors. A programme of planned inspection of all equipment must be initiated and equipment must only be installed by competent persons.
 - Suitable fire extinguishers must be provided.
 - The use of tar boilers must be agreed with the Main Contractor's site management. A specific risk assessment and controls must be in place which considers location, operation, supervision and provision of emergency procedures.
 - Armoured hoses should be provided and there should never be less than three metres between the cylinders and the appliance.
 - The use of LPG as a fuel at an office or welfare facility is prohibited other than in exceptional circumstances and where used the cylinder must be secured outside the building. Only fires with automatic cut out and securely guarded are permitted. Adequate high and low level ventilation must be provided in all cases.

26. MANUAL HANDLING.

- a) Sub-contractors must assess their manual handling activities where there is a risk of injury. This is applicable to the handling of all loads greater than 20kgs, and also loads less than that if either the task or the working environment are disadvantageous to the individual who is to carry out the task.
- b) Wherever it is possible to design out or mechanise a handling activity through prior planning without introducing excessive cost, then this should be done.
- c) The Sub-contractor must appoint a responsible person to identify materials and equipment coming onto site which could create a manual handling difficulty. The transportation method should be determined to ensure the maximum use of mechanical means and thereafter the problem areas and activities which cannot be mechanised should be identified. Appropriate measures must be taken to minimise the risk of injury i.e. by determining a "lift" which cannot be mechanised as being a two-man lift as opposed to a one-man operation.
- d) All relevant personnel must be instructed into these requirements and in basic handling techniques, records of which will be required to be provided to the Main Contractor.

27. MOBILE PLANT.

- a) Sub-contractors who utilise mobile plant must:
 - Ensure that all plant is properly immobilised when not in use and when the driver is not in the immediate vicinity. This will usually require the use of a bungee type key fob which will prevent the operator leaving the machine with the ignition key in place.
 - Nominate a competent person with the responsibility for the safe use of mobile plant.
 - Provide the correct items of plant taking full account of the work activity and site conditions. All plant brought onto site must be of good mechanical condition and be properly maintained.
 - All items of plant brought to site must be operated in accordance with the manufacturer's specification, current legislation and HSE requirements.
 - Provide competent plant operators who are in possession of proof of competence in the form of a CPCS, NPORS card or equivalent approved scheme acceptable to the Main Contractor.
 - Establish a programme of planned inspection and maintenance for all mobile plant by a competent person and ensure that records are available for inspection, this includes daily pre-start checks.
 - Establish and monitor a defect reporting procedure in line with manufacturer's recommendations, to establish that defects are corrected and, where necessary, the item of plant is taken out of service.
 - Ensure that only authorised persons operate plant and that no unauthorised passengers are permitted.

28. NOISE AT WORK.

- a) Sub-contractors must, wherever possible, provide silenced equipment and enforce the use of covers, baffles and noise suppressants on the Main Contractor's projects.

Where possible, noisy equipment should be located remote from personnel and away from boundaries, as it is less likely to cause a nuisance to third parties. Tasks should be designed and scheduled accordingly to minimise this risk or where this is not possible acoustic screens employed.

- b) Sub-contractors must identify the items of plant and machinery which generate noise levels in excess of the First Action Level of 80dB(A) and display appropriate warning labels or notices and make hearing protection available to those affected. Above the second action level they must instruct, train, maintain and enforce the use of hearing protection wherever necessary.
- c) Sub-contractors must discuss with the Main Contractor's site management the location and use of noisy equipment such that precautions can be taken to protect persons not directly engaged in the activity and also where appropriate, to create "hearing protection zones".

29. NON ENGLISH SPEAKING WORKERS.

- a) Site workers with a limited ability to speak the English language could be a hazard to themselves or others working on site due to their inability to understand warnings and instructions.
- b) Everyone's ability to speak English will be ascertained by our site team at the time of their induction training.
- c) Where workers have very limited or no understanding of English, the Sub-contractor concerned will be required to provide a translator. This translator will be required to be present, and in the company of the non-English speaking worker, at all times.
- d) Ratios of translators to non-English speaking workers will be based upon a risk assessment provided by the Sub-contractor and agreed by the Main Contractor.

30. OCCUPATIONAL HEALTH.

- a) All Sub-contractors are required to have an effective occupational health policy which addresses the specific health needs of their workers.
- b) In some instances Sub-contractors will need to adopt a policy of health monitoring or health surveillance to ensure that any health issues are identified early on and effective measures put in place to ensure that health implications do not become worse.
- c) All Sub-contractors are required to make the Main Contractor's site management aware of any health implications that they consider may have a detrimental effect on the health and safety performance of any of their site workers.

31. OPEN EDGES AND OPENINGS.

- a) The Sub-contractor must plan and execute their works such that they never leave any exposed (unprotected) edges or floor openings. Nor are they to remove any protective rails or coverings without the authority of the Main Contractor and only then as part of an agreed safe system of work.
- b) All edges and opening at excavations, slabs, flooring, decking, etc., must, at all times, be effectively protected to prevent persons or materials falling through.
- c) At open edges the standard of protection must be double guardrails and toeboards – as a minimum unless otherwise agreed with the Main Contractor's site management.

- d) At floor openings, the preferred form of protection is a properly constructed scaffold frame and toeboards. Covers over openings are only permitted if they are load bearing, are secured in position and have clear signage advising "*Danger Hole Below*". Under no circumstances should any opening be protected by covering it with any unfixed cover or without adequate signage.
- e) Dependent upon the contents of their work package, Sub-contractors may be required to take control of areas or elements of the works, where such areas include openings etc. They must establish control implement and monitor an effective management plan to ensure that the requirements above are maintained at all times.

32. OVERHEAD POWER CABLES.

- a) No work shall be started in the vicinity of overhead power cables without the approval of the Main Contractor's site management and until the Sub-contractor has satisfactorily demonstrated that all precautions and protection as stipulated in the HSE Guidance Note GS6 "Avoidance of Danger from Overhead Electric Lines" have been taken.

33. PERSONAL PROTECTIVE EQUIPMENT PPE / RESPIRATORY PROTECTIVE EQUIPMENT RPE.

- a) Sub-contract management must assess the risks to the health and safety of their employees and where possible eliminate or minimise these risks by measures other than by the provision of personal protective equipment. However, in many circumstances, personal protective equipment may still be required to control the risk. In those instances Sub-contract management must provide suitable personal protective equipment on an individual basis to all employees exposed to risk. Sub-contract management must ensure that their employees are instructed in, and make full use of such equipment as the circumstances demand. Where it is a requirement to wear dust masks or Respiratory Protective Equipment (RPE) all operatives must have undergone appropriate 'Face Fit Testing' and produce recognised certification of proof for the respirator to be used to the Main Contractor's site management on arrival at site, this should be a minimum of a 'press to check' type respirator, disposable dust masks are no longer permitted on the Main Contractor's projects.
- b) Such training should include the ability to regularly and properly inspect their equipment to ensure it remains serviceable and in working order. All employees should be specifically instructed that should they have any concern as a result of such inspection, they should not commence work and seek advice from their supervisor (e.g. use of harnesses for fall arrest and fall prevention).
- c) In addition to the provision of such personal protective equipment as the Sub-contractors risk assessment deems necessary, it must be noted that it is a condition of contract that all persons are provided with, and wear, suitable safety helmets, safety footwear, gloves and high visibility clothing. Exemptions may be granted, but only with the written agreement of the Main Contractor's management.
- d) The wearing of all types of shorts is prohibited on the Main Contractor's projects.
- e) The Main Contractor believes that many hand injuries can be prevented by the wearing of appropriate gloves. With the variety of glove types available there are no tasks which cannot be completed wearing gloves. All personnel on the Main Contractor's projects (including non-working visitors) must wear suitable gloves.
- f) PPE should be branded with the Sub-contractors own name/logo or left blank. No other major contractors branding will be allowed.

- g) The Main Contractor will exercise the right to charge individual Sub-contractors where PPE is provided for their site workers. You should note that this charge maybe in excess of the PPE items market value and is designed to deter Sub-contractors from arriving for work on the Main Contractor's sites without the necessary PPE.

34. PORTABLE TOOLS.

- a) Sub-contractors must ensure that all portable tools are controlled by a competent person who is responsible for their secure storage, use and maintenance, whilst on site.
- b) Portable tools must only be issued to, and be operated by competent persons. Inexperienced operatives must have direct supervision whilst being trained in the use of a portable tool and should have ready access to the manufacturer's health and safety instructions. Electric tools must, wherever possible, be 110v; other voltage equipment will only be permitted with the authority of the Main Contractor's site management.
- c) Portable tools must be inspected before use and receive formal planned maintenance in line with the manufacturer's instructions. Portable electric tools must be inspected monthly and be subject to a combined test/inspection at least every three months. A record of inspection and maintenance of portable tools should be held on site.
- d) 110v cable extension reels must be fitted with a thermal cut out and fully unwound where power rating exceeds limits in accordance with the manufacturer's instructions.
- e) Procedures must be established to report any defective equipment and withdraw it from service.
- f) Engineering controls should be provided to minimise dust and noise during use. This may be the provision of noise baffles or dust suppression in the form of water spray or vacuum.
- g) Portable equipment (tools) which operate at a frequency which could lead to the medical condition Hard Arm Vibration Syndrome (HAVS) or Vibration White Finger (VWF) must be identified and the safe duration (in use time) specified, communicated and enforced. As a baseline, information on trigger times is available via hirers and suppliers.
- h) Where this can be demonstrated not to be practicable the use of low vibration equipment together with a considered management plan to identify and control the exposure limits to each individual must be developed and implemented.
- i) Sub-contractors are required to manage and monitor such a plan and to demonstrate its effective implementation to the Main Contractor's managers.
- j) Any operative likely to be exposed to such operations must be fully briefed in the risks and the operation of the plan to minimise and control their exposure.
- k) A nominated and competent supervisor must be identified within the Sub-contractor's organisation for the implementation and ongoing monitoring of this plan. He will be responsible for maintaining day to day exposure and health records which must be maintained and made available if required.
- l) Sub-contractors must ensure that their workers who are at risk from HAVS or VWF receive routine medical health surveillance.

35. ROOFING.

- a) Roofing operations may range from a minor repair of a tile on an existing roof to the complete roofing and cladding of a new structure. All roof work is high risk and therefore requires a specific risk assessment and a method statement.
- b) No one is permitted access to any area at height without an adequate method of fall prevention in place.
- c) On new roofing projects, Sub-contract management, must plan their activities to ensure the provision of safety nets or other suitable fall protection and the prohibition of fragile roof materials (e.g. roof lights) from being incorporated into the structure.
- d) Sub-contract management must not permit anyone to gain access to a roof under construction without them being formally briefed in the appropriate risks, control measures and with the permission of the Main Contractor's site management.
- e) The Sub-contractor's management is responsible for controlling access to the roof under construction.

36. SCAFFOLDING.

- a) Scaffolding is regarded as a high risk operation on all the Main Contractor's Projects and therefore it is a requirement that any scaffold provided must be erected and regularly maintained fully in accordance with the latest standards and guidance within the industry at that time.
- b) High standards of management and supervision are required on all scaffolding works and the Sub-contractor must provide, within the package, an overall manager who has been specifically instructed and holds demonstrable competence to ensure these standards are implemented and maintained.
- c) Sufficient supervisors must also be provided within the package as are necessary to assist the manager in the delivery of this requirement.
- d) Scaffolding Sub-contractors will brief all of their employees on this requirement prior to their arrival on site. Evidence of such briefing will be required prior to acceptance on the the Main Contractor's. Project induction.
- e) All static scaffolds must be suitable for their intended purpose, be erected in accordance with current legislation and industry guidance and in accordance with the design detail. Any person who erects or dismantles a scaffold must be trained and currently certificated to the Construction Industry Scaffolders Record Scheme (CISRS).
- f) All persons required to erect, inspect, dismantle or alter any system type scaffolding will be required to prove specific training and competency with the particular scaffold in question. (CISRS Specific class of training)
- g) Before allowing any mobile scaffolding tower to be used, Sub-contractors must ensure that it is suitable for its intended purpose, that the erection instructions are on site, and that the operatives erecting, dismantling and using the scaffold are competent and have received formal training (e.g. PASMA) and be able to demonstrate this on request.
- h) Scaffold towers which are identified as incomplete or unsafe must be rectified or otherwise dismantled.
- i) All Non Mechanical Access Equipment (NMAE) (mobile towers, podiums, hop ups etc) must display a current inspection tag supplied by the Sub-Contractor.
- j) Erecting, inspecting, altering or dismantling scaffolds must be carried out in compliance with the National Access and Scaffolding Confederation Guidance Note

"Preventing Falls in Scaffolding" (SG4: 10). This lays down the criteria for the provision of a 'safe zone' during the erection/dismantling sequence.

- k) The Main Contractor's site management should receive, from the scaffold erector, a "hand over certificate" prior to the scaffold being put into use.

37. SITE HEALTH AND SAFETY CONSULTATION.

- a) Health and Safety Consultation Committees will be established on all the Main Contractor's projects. Representatives from all Sub-contractors will be required to attend and to contribute to the maintenance of high standards of Health and Safety throughout the project. Sub-contractors are encouraged to make positive and proactive contribution to the committee and should not restrict their contribution solely to the confines of their package.
- b) Members of the workforce should be adequately represented on the committee and Sub-contractors must make their employees' aware of, and provide the necessary facilities and support to enable their employees' views to be represented and to receive feedback on the working of the committee. Sub-contractors will make operatives within their package available to represent their colleagues on safety committees.

38. SITE TIDINESS.

- a) Sub-contractors must maintain their workplace in a clean and tidy condition. They must not permit rubbish, debris, etc. to accumulate and they must ensure that clear access is maintained at all times. Combustible debris must be removed at regular intervals.
- b) The Main Contractor operate a national initiative entitled 'Safe Space – Clean as You Go'. Contractors who fail to maintain a tidy working environment will be served with a debris clearance notice under the scheme. This notice will usually result in the Sub-contractor being liable for any clean-up costs.

39. SITE TRANSPORT AND BANKSMEN.

- a) Each project will produce and keep up to date a traffic management plan. The reversing of vehicles will be avoided at all times.
- b) Sub-contractors must familiarise themselves and all of their personnel with the requirements of the plan and ensure compliance at all times.
- c) Sub-contractors must appoint competent, trained banksmen for vehicles; also additional mobile plant must be suitably equipped with all round visibility aids e.g. CCTV or convex mirrors, audible warning devices etc. as defined through Risk Assessment.
- d) The banksman must have been formally trained in his duties with respect to ensuring his own safety as well as those involved in the operation and third parties. Evidence of formal training assessment and competence is required.
- e) Vehicles owned by Sub-contractors or their employees, will be permitted to be parked as directed and agreed by the Main Contractor's management.
- f) Prior to entering the site all Sub-contractors must brief drivers on the requirements of the project traffic management plan and ensure their adherence to it.

- g) Only vehicles, which meet all current standards of roadworthiness, may be brought onto site.

40. STATIC PLANT.

- a) Large stationary items of plant such as hoist, batching plants, crushers, etc., are not permitted on to site without the approval of the Main Contractor's site management. The Sub-contractor must receive approval on the selection and ultimate dismantling of the plant.
- b) Some items of static plant such as crushers etc require specific permits from the Local Authority and it is the Sub-contractors duty to provide this information.

41. STATUTORY DOCUMENTATION.

- a) All statutory registers, notices and certificates applicable to the Sub-contractor's site activity must be maintained on site and be readily available for inspection by the Main Contractor's management. The Sub-contractor will nominate a member of their site team to be responsible for keeping and maintaining these records.

42. TEMPORARY ELECTRICS.

- a) the Main Contractor's site management must be consulted on Sub-contractor electrical requirements. Sub-contractors must ensure that all temporary electrical systems are installed and commissioned by competent persons and that certificates are produced on commissioning and thereafter every three months following inspection of site electrics.
- b) Where appropriate, Sub-contractors must comply with HS (G) 141 "Electrical Safety on Construction Sites".
- c) All portable electric tools must be inspected prior to use, every month thereafter, and be withdrawn and tested/inspected every three months. Suitable records must be maintained and made available when requested.
- d) All office portable electrical appliances must be inspected as per the Health and Safety Executive guidance.
- e) All generators must be suitably earthed with the following exceptions:
 - For small scale work of a duration less than one day, portable generators with outputs up to 10kVA need not be earthed, provided that they are only used with Class II (double insulated, or all insulated) tools and equipment.
 - Small, single phase generators used for 110v supplies (ratings up to 5kVA) need not be earthed if all of the equipment used is double insulated, or it supplies only one item of earthed equipment and the equipment is bonded with the frame of the generator.
- f) The charging of portable hand tool batteries is not permitted on site. Each welfare facility has a battery charging area (usually within a lockable cabinet) and this must be used for this purpose.

43. TRAINING AND COMPETENCE.

- a) Only trained and competent personnel will be permitted on the Main Contractor's projects. Sub-contractors must be able to demonstrate that they have set appropriate standards and monitoring arrangements to fulfil this requirement.
- b) The Main Contractor supports and promotes the national initiative to achieve a fully competent (**100%**) and certificated workforce and hence it is mandatory that all personnel engaged on a project for the Main Contractor will be in possession of a recognised skills card e.g. CSCS, CPCS or equivalent affiliated scheme including NPORS.
- c) All persons wishing to undertake work on a project for the Main Contractor will be required to undergo a site specific HS&E orientation given by the site management team. This will last anything up to 2 hours depending on the complexity of the project. Sub-contractors should note that they are not permitted to claim day work / standing time for this induction period.
- d) The Main Contractor will, from time to time, host safety-training sessions on site. Sub-contract employees must attend these training sessions if requested by the Main Contractor to do so. Costs associated with this type of training will be borne by each employer.
- e) The appointed supervisor of each Sub-contract company will be required to deliver 'toolbox talks' on allotted subjects on a monthly basis. The Sub-contractor must give the Main Contractor records of these training sessions when requested.

44. UNACCOMPANIED WORKERS.

- a) Sub-contractors must not place any unaccompanied person in a work situation where the nature of their work places them at significant risk of injury.
- b) Where there is a requirement for persons to work unaccompanied then an appropriate safe system of work should be developed and approved by the Main Contractor's site management.
- c) There may be occasions when persons are permitted to work unaccompanied (i.e. on low risk activities), at isolated locations where there are no other persons available to assist in the event of an accident. In those circumstances, Sub-contract management must make suitable provisions for communication. This is particularly relevant to site security personnel who may have to work in isolation for a complete shift. A means of communication (telephone or radio) must be provided and a system established whereby the unaccompanied worker reports at regular defined times.
- d) Unaccompanied workers must receive specific training and instruction in their duties, limited activities and emergency actions.

45. UNDERGROUND SERVICES.

- a) Before commencing any excavation activity, Sub-contractors must consult the the Main Contractor's site management Underground Services Co-ordinator to determine the presence and system of work relating to underground services such as electricity, telecommunication, gas, water, etc. All works must be undertaken in line with the Main Contractor's procedures (Service Avoidance Plan (SAP)) and HSE Publication HS(G)47 "Avoiding Danger from Underground Services".
- b) The Main Contractor operate a specific procedure for work in the vicinity of underground services and this must be operated **IN ALL CIRCUMSTANCES**. A

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Permit to Dig System will be operational and Sub-contractors must familiarise themselves with these requirements prior to commencing work.

- c) Liaison must be through the the Main Contractor's underground services co-ordinator.
- d) It is a requirement that, in all cases trial holes must be hand dug prior to any work being carried out on or adjacent to any underground service sufficient to accurately locate the services for line, depth and potential change of direction throughout the entire length of the operation under construction. This will be achieved by use of CAT and Genny with built in data logging as a minimum standard. E.g. CAT 4+ / CScope DLX2 or similar service locating tool to be used. Data Logging equipment requires additional training for the user on both the CAT and the associated Computer programme that logs all the Data of use including time and setting used during the scanning operation.
- e) The work must be carried out and supervised only be competent persons who have been trained in the dangers and controls applicable to underground services and the operation of service location equipment. Records must be maintained on site for inspection.
- f) Anyone engaged in excavation operations must have received a task specific briefing in accordance with the Main Contractor's procedures from his supervisor regarding the safe system of work and controls to be employed prior to commencing work. Records of this briefing will be required to be made available to the Main Contractor's management on request.

46. WELFARE FACILITIES.

- a) Prior to a Sub-contractor commencing on site, the Main Contractor will confirm the attendances and facilities that they will provide.
- b) The Main Contractor is committed to provide a high standard of welfare facilities and accommodation on all of its projects. Sub-contractors are required to support this policy by assisting in maintaining them in a safe and clean condition. Any person found to be mistreating the welfare facility will be liable to summary removal from site. If a Sub-contractor has any concerns regarding the welfare facilities provided he should immediately draw it to the attention of the Main Contractor's Site Manager and also raise the issue in the Site Safety Consultation Meeting.
- c) Facilities provided by a Sub-contractor must be to an acceptable standard under current construction regulations.

47. WOODWORKING MACHINERY.

- a) Sub-contractors must only authorise joiners/carpenters to operate woodworking machinery or with the Main Contractor's permission, apprentices who have been CITB trained in the use of the machine and who are working under direct supervision.
- b) Chain saws are not permitted onto site without the permission of the Main Contractor's site management. They will only be permitted when their use is essential and not as a convenience tool to cut light or medium timbers. Sub-contract management must only authorise competent trained persons to use chain saws and they must ensure that all necessary protective clothing as advised by the HSE is provided and worn.
- c) Where possible, the use of control measures for airborne dust must be employed. The first line of defence should not be RPE; it should be the provision of an extraction unit

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to the correct specification (i.e. H (High) M (Medium) vacuums' when working internally or dust collection bags and extraction at source if working externally.

48. WORKING AT HEIGHT.

- a) Sub-contract management must ensure compliance with the statutory obligation to provide a safe place of work for any person required to work at height. They must apply the hierarchy of controls:
 - Provide suitably protected working platforms, this may be scaffolding or mechanical/electrical platforms.
 - Or where the aforementioned is not practicable.
 - Provide suitable personal suspension equipment.
 - Or where either of the aforementioned is not practicable.
 - Provide a suitable and sufficient means of restraining a fall of any person.
 - Provide a suitable and sufficient means of arresting a fall of any person.
- b) A risk assessment and a method statement should be produced for all work at height specifying the type of access and workplace provided to prevent persons and materials falling. The method statement must be submitted to and approved by the Main Contractor. Those engaged in the operation must receive a formal briefing in the contents of the risk assessment and method statement. Records of such briefings must be maintained by the Sub-contractor on site.
- c) The working procedure adopted to undertake the works must take into account emergency procedures to be implemented in the event of a fall. Personnel must demonstrate competence in such matters, including safety harness training.
- d) The use of ladders as a working platform are strictly prohibited for all work unless it can be demonstrated through specific risk assessment, there is no practicable alternative taking account of all currently available alternatives.
- e) Where stepladders are permitted, they must be industrial grade, may only be used for light duty work with three point contact maintained at all times. A permit to use step ladders must be obtained from the Main Contractor's site management and the equipment must display a non-mechanical access equipment tag. Stepladders must be properly secured away from the working area when not in use.
- f) The use of trestle "A" frames, "A" frame combination ladders and trestle platforms as a working platform are prohibited.
- g) Sub-contractors must ensure that all statutory inspections are carried out as regards the use of mobile elevating work platforms (MEWP's) and a planned maintenance programme is applied. Regardless of the type of access or work platforms provided, it must be erected, operated and maintained by persons who are competent and formally trained and certificated. Due consideration must be given to the emergency recovery of persons from such work platforms.
- h) Where a risk of entrapment exists using a mobile boom type MEWP's (Category 3b) it MUST be fitted with a suitable 'anti-entrapment' device. An additional safety device fitted to the basket of the machine to guard against serious injury from entrapment which is deemed a minor modification under EN 280 by the machine supplier / hirer. This additional safety device shall be supplied in addition to any cowl, footswitch or stand-off bar already fitted by the Manufacturer / MEWP supplier, and must have the following functionality:

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1	Stop the MEWP	Any device fitted must stop the movement of the MEWP immediately that a potential entrapment/crushing situation have been detected.
2	Stability of MEWP	Any device fitted should not create additional stability issues for the MEWP upon impact.
3	Effectiveness should impact occur	The device must be able to withstand the impact and continues to function until a rescue has been effected.
4	Audible warning	Where trapping remains a possibility an alarm must be fitted that is easily audible to those on the ground who need to effect a rescue.
5	Operator interface	Any electronic device fitted to the machine must be easy for the operator to re-set from within the basket.
6	Risk transfer	Any device fitted must not introduce any significant additional risks to the operator during the normal operation of the machine.
7	Working envelope of the MEWP	Any device fitted should not reduce the operator's working envelope to an extent that they would be unable to undertake their normal works without significant improvisation.
8	Protection to the MEWP operator	Any device fitted should afford protection to the operator in all significant entrapment situations, taking into account that potential entrapment can occur whilst elevating, reversing or slewing.
9	Circumvention of the additional safety device	Any additional safety device must be designed & fitted in such a way as to guard against potential misuse or removal by the operator.

- i) Persons using a boom type MEWP must wear an appropriately attached safety harness complete with restraining lanyard.
- j) The outrigger stabilisers fitted to some types of MEWP's must be used at all times with adequate timber sole boards to spread the load.
- k) All ignition keys must be removed from all MEWP's when they are left unattended.
- l) MEWP working platforms must be kept clean and tidy at all times.
- m) A rescue plan and sufficient competent personnel to effect a rescue in reasonable time must be in place at all times when such platforms are in use.
- n) Every precaution must be taken to ensure the safety of third parties with whom the work activity may be interfaced. Such interfaces must be identified in the risk assessments and appropriate controls specified in the task method statement.

49. WORKING IN SENSITIVE ESTABLISHMENTS.

- a) All Sub-contractors are to give full consideration to their surroundings and the establishments in which they are working.
- b) Such places include schools, colleges, health care establishments, prisons etc.
- c) The Main Contractor expects all Sub-contractors to behave in a professional and workmanlike manner in these places including abiding fully with local rules specific to that establishment.

- d) Sub-contractors are not permitted to engage in any conversation with school pupils.
- e) Anyone displaying lewd behaviour or using foul and abusive language in a public place (for whatever reason) will be removed from site immediately.
- f) Standards of dress must be appropriate and workers will not be permitted to remove their shirts whilst working in or adjacent to, sensitive areas such as schools etc.

50. YOUNG PERSONS AND LONE WORKING.

- a) No person under the age of 16 years will be permitted onto site without the written permission of the Main Contractor's management.
- b) Persons under the age of 18 years will only be employed on activities which have no statutory restrictions based on age. In addition, they must be under constant supervision and only carry out duties in which they have been sufficiently trained and instructed. Risk assessments specific to young persons must be produced in addition to task specific risk assessments. Young persons must not be engaged on any of the following activities:
 - The operation of construction vehicular plant, any lifting appliance.
 - Slinging or signalling duties in relation to a lifting operation.
 - The use of power tools or wood working machinery, unless under direct supervision as part of a training scheme.
 - Work beyond physical or psychological capacity.
 - Work involving excessive noise, vibration, cold or heat.
- c) Where lone working involves any Sub-contractor operatives working alone, the Sub-contractor shall have suitable arrangements in place for the management of lone working e.g. lift installers.