

Creating a Safe and Sustainable Environment

Project Safety, Health, Environment and Quality (SHEQ) Standard, incorporating the Codes of Conduct for Morgan Sindall and subcontractor operations

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1. Introduction

Providing a safe and healthy environment is of paramount importance to Morgan Sindall.

We are committed to continual improvement to ensure we create and maintain a safe and sustainable environment for all our employees, subcontractors and customers as well as the communities in which we work.

We will work collaboratively with all our customers and suppliers as well as our own workforce to achieve this commitment. Our target is “to create a company that believes no injury and health or occupational illness is acceptable, and all members of the team are committed to securing an incident free environment”. These principles are incorporated into all our activities and we expect all our delivery partners to adopt the principles and work to the expectations, processes, standards and instructions put into place by Morgan Sindall, inclusive of legal compliance.

This is why we have produced this document, which incorporates our minimum requirements into one comprehensive source of information.

Martin Worthington
SHEQ Director
Morgan Sindall

Everyone has the right to be

100% Safe

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2. General

- 2.1. We are committed to being 100% Safe and sustainable and have developed the Morgan Sindall Cultural Development Programme to support our goal of 100% Safe. Employees and subcontractors are expected to be involved with this programme that includes appropriate training and worker engagement. The subcontractor must not make any charges for attendance on the programme or when engaged in activities supporting it.
- 2.2. These standards complement the policies, processes and procedures within Morgan Sindall and apply to all persons operating on Morgan Sindall projects. Where they apply only to direct employees or subcontractors specifically, this will be stated in the text. Morgan Sindall reserves the right to undertake audits / assessments to ensure compliance.
- 2.3. Morgan Sindall is certified to OHSAS 18001 Health and Safety Management System, ISO 14001 Environmental Management System and ISO 9001 Quality Management System. We expect our subcontractors to be similarly certified (through a UKAS accredited body) or working towards certification.
- 2.4. Morgan Sindall is a founding partner of the [Supply Chain Sustainability School](#), which seeks to promote and embed sustainability in the supply chain of the principal contractors within the UK construction sector. It is a requirement that all subcontractors working for Morgan Sindall are active members of the school.
- 2.5. Subcontractors shall formally advise of the intention to sublet elements of their work. Where this is agreed by Morgan Sindall, the subcontractor must ensure that the contents of this standard form part of any contract it enters into with any other subcontractor.
- 2.6. Where a package includes the provision for a sub-subcontractor to sub-let part of its work, the subcontractor will be required to demonstrate that sufficient arrangements are in place to adequately control operations in accordance with the standards set out in this document.
- 2.7. Subcontractors must have access to competent health, safety, environment and quality advice, either in house, or in the form of a consultant. The contact names and details of the provider of this advice must be provided to Morgan Sindall site management, prior to commencement of the works. Any changes to these arrangements should be notified as soon as possible.
- 2.8. Where the work is undertaken on, or in, any customer occupied premises, compliance with any relevant customer's standards or rules is essential. In the event of any conflict between the customer and Morgan Sindall standards, the former shall take precedence, if it is to an equivalent or higher standard.
- 2.9. Noncompliance with legislation, this standard, site rules and procedures, the requirements of risk assessment, Safe Systems of Work (SSOW) or permits to work, may result in appropriate disciplinary action being taken.

3. General requirements and subcontract agreements

- 3.1. The rules in this standard apply to all operational sections of the Morgan Sindall business and are relevant to both our direct works and employees and those of our subcontractors and their subcontractors. In addition, these rules shall form part of the subcontract and suppliers' conditions. They shall also apply to other parties (e.g. clients, artisan trades and tradesman) who are not contractually engaged by Morgan Sindall, but are working on a project where Morgan Sindall is principal contractor.
- 3.2. Subcontractors must, when requested, supply data relating to operations on behalf of Morgan Sindall (e.g. statistics, incidents, management systems, etc.).
- 3.3. Subcontractors must bring the content of this document to the attention of all personnel employed or under their control on Morgan Sindall projects and ensure these standards are implemented.

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4. Asbestos

- 4.1. In the event of discovering asbestos, or any material which may contain asbestos on site, work must immediately stop in the area. No Morgan Sindall employee is permitted to undertake works which involve the disturbance of asbestos unless they have received the relevant training. A member of the Morgan Sindall management team must be informed and they will provide further instructions.
- 4.2. All works with ACMs will be undertaken in strict compliance with current asbestos legislation, associated Approved Codes of Practice and guidance, unless the Morgan Sindall minimum standards, including any requirement in this document, exceed these requirements.
- 4.3. Morgan Sindall shall only appoint UKAS accredited organisations to produce asbestos surveys, undertake asbestos monitoring of any nature or product analysis.
- 4.4. Under no circumstances are any works to commence in premises where ACMs are known or may be present until a suitable and sufficient asbestos survey report has been received and reviewed by Morgan Sindall.
- 4.5. If asbestos has been identified in the premises or is deemed to be present in the land, all personnel on the project must have attended asbestos awareness training, which should be updated annually. Surveys shall also be undertaken to establish the extent of any buried asbestos identified in ground investigation reports or when excavation is to be undertaken on brownfield sites. Where asbestos is identified a comprehensive risk assessment must be undertaken and asbestos awareness training undertaken.

5. Asbestos Licensed Works

- 5.1. Any contractor involved in licensed asbestos removal shall:
 - Be licensed by the HSE for the removal and disposal of materials containing asbestos, and be a registered member of ARCA or ACAD
 - Provide a detailed plan of work and risk assessment for the works including, but not necessarily limited to:
 - A copy of the notification of the work to the HSE
 - Full details of site preparation
 - De-contamination facility (type, location, services and waste to be specified)
 - Enclosure construction
 - Actual work procedures to be adopted
 - Competencies of the individuals employed
 - Selected stripping method and fibre suppression measures
 - Description of enclosure standards and construction, details of airlocks for personnel and separate baglocks, negative pressure ventilation, etc.
 - Methods of achieving enclosure integrity, existing voids, penetrations, etc.
 - PPE selection and personnel decontamination procedures
 - Waste – temporary storage and details of licensed carrier / receiver
 - Schedule of all equipment including copies of test and inspection records
 - Drawings, sketches and plans
 - Clearance testing procedure – four step sequence as dictated by HSE requirements
 - Notify Morgan Sindall when any enclosure is deemed complete for inspection and ready for smoke testing
 - A Morgan Sindall representative will be present during smoke testing
 - Ensure that an independent UKAS accredited laboratory undertakes any background / leak testing
 - Notify Morgan Sindall management when the air clearance procedure is ready to commence. An independent UKAS accredited analyst, appointed directly by Morgan Sindall, will inspect the enclosure, carry out air tests and provide final clearance certification accordingly. Any relevant costs rising from the inadequate cleaning and additional inspection and air testing, shall be paid by the subcontractor. The enclosure must not be dismantled until final air clearance tests have been taken, show fibre levels of 0.01f/ml or less, and a clearance certificate issued
 - Provide copies of hazardous waste consignment notes to Morgan Sindall.

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5.2. Notifiable Non Licensed Works (NNLW)

Any contractor undertaking NNLW on Morgan Sindall premises and projects must be licensed by the HSE for the removal and disposal of materials containing asbestos, and be a registered member of ARCA or ACAD.

5.3. Non licensed works

Under no circumstances are any Morgan Sindall employees, or subcontractors, permitted to undertake works which involve the disturbance of asbestos without the relevant training. Non licensed contractors are permitted to undertake works of a non licensed nature providing it is not notifiable, following the development of a suitable plan of works.

6. Confined space

6.1. The work must be risk assessed, carried out and supervised by competent persons who have been trained in the dangers and applicable controls.

6.2. Where the works involve entry into any tank, vessel, pit, duct, or a confined space where there could be danger from flooding, gas, vapours, heat, or a deficiency of oxygen, the following must be agreed in writing prior to work commencing:

- A system of work which provides for permitting and testing the atmosphere
- Details of any identified training and certification
- The name of the competent person who will carry out atmospheric testing
- The personal protective equipment which will be provided.

No person shall enter a confined space to carry out work for any purpose unless it is not reasonably practicable to achieve that purpose without such entry.

Prior to confined space work commencing the site manager shall determine and agree the confined space classification in consultation with the relevant SHEQ adviser, and shall develop an appropriate safe system of work, in a written method statement which shall be fully explained to all concerned. This shall be done via toolbox talks or similar and records kept.

Additional checks with the client should be made for any specific requirements they may have.

All persons working in confined spaces shall have received appropriate training, for the proposed safe system of work and the safety equipment to be used, and should be medically fit. Safety equipment and protective resources appropriate to the class of the confined space shall be on site and maintained so they are suitable for use.

Emergency and rescue procedures shall be established and agreed with the SHEQ adviser and shall be set out in a method statement.

7. Demolition

7.1. Before undertaking demolition work, the following shall be provided by the demolition contractor:

- Evidence of membership of a recognised demolition professional association / body
- A written detailed RAMS following a thorough examination of all available drawings, structural information and survey reports
- A notice of intention, to the relevant local authority, to carry out demolition under Section 80 of the Building Act
- Evidence of 'prior approval application' under 'planning laws for demolition' under the Town and Country Planning (GPD) Order.

7.2. Survey

A structural survey must be undertaken prior to demolition works. The complexity of such surveys will depend on the scope of works and complexity of building design.

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- 7.3.** During demolition operations, protection to public areas and general site access areas must be installed to ensure that no pedestrians or vehicles are put at risk. Where protective fans or platforms are constructed over pavements or roads they must be constructed to a minimum standard of fully close boarded, with two levels of boards, 1,000 gauge fire retarded polythene between (please refer to section 33 (Scaffolding and safe means of access) and 40 (Temporary works / false work / formwork)) and be constructed in accordance with a specific design.
- 7.4.** Effective controls for the prevention of materials falling from height, e.g. brickguards, monarflex or other heavy duty sheeting, must be in place. Debris netting is not considered adequate to contain demolition rubble. Monarflex must be tested and certificated to LPS 1215. Temporary works design must take this into account.
- 7.5.** Burning and cutting equipment must be adequately maintained and regularly inspected. Gas cylinders must be secured in an upright position in trolleys. Flashback arrestors must be fitted. A minimum of two suitable fire extinguishers must be positioned locally. Gas hoses must be secured with crimp clips, not jubilee clips.
- 7.6.** Suitable and secure gas cylinder storage facilities must be provided, complete with identification and warning notices and adequate fire extinguishers, to store cylinders when not in use.
- 7.7.** Suitable and adequate means of fire prevention and protection and a means of fighting fire must be in place and accessible. Fire exit routes must be provided and maintained at all times.
- 7.8.** The following must be included in the risk assessment and associated SSOW for all demolition operations:
- The sequence and method of demolition or dismantling, including any pre weakening techniques to be used
 - Access and egress routes for pedestrians and vehicles and how these are to be maintained
 - Arrangements for the protection of the site workforce and the public beyond the site boundary from:
 - Falling materials
 - Dust
 - Fumes
 - Vibration
 - COSHH assessments for hazardous substances
 - Procedures for dealing with unforeseen circumstances such as the discovery of a previously unidentified hazard e.g. asbestos, underground obstruction, etc.
 - PPE requirements
 - Temporary works details including drawings and calculations
 - Methods of dealing with and disposing of particular hazardous substances, e.g. fuel, PCBs, lead, paint, etc.
 - Provision and arrangements for the temporary storage and removal / disposal of demolition waste and hazardous waste
 - Details of plant and machinery planned for use and copies of records of inspection, tests and examinations
 - Size, location and protection of drop zones / openings
 - Appropriate methods, such as fine mist sprays, etc. to eliminate the risk of statutory nuisance, for example, from dust emissions.
- 7.9.** No demolition works are to proceed without written confirmation that all existing services in the building / area to be demolished have been isolated.
- 8. Electrical work**
- 8.1.** Electrical works or services must be in compliance with the requirements of Morgan Sindall's SH4 GUID1 Rules for Electrical Safety.
- 8.2.** Before commencing work on site, anyone who is to work on an electrical system shall discuss and agree the procedures that will apply with Morgan Sindall site management.
- 8.3.** All electrical systems shall be installed and commissioned by competent persons and certificates must be produced for testing and commissioning. For temporary electrical systems, a maintenance and test scheme must be in place with testing and certification every three months as a minimum.

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- 8.4.** Working on live electrical systems or equipment is not permitted unless agreed and authorised by Morgan Sindall electrical duty holder or director responsible for the project.
- 8.5.** All necessary permits to work shall be in place, issued by an appointed competent person before commencing work or services on live electrical apparatus where special circumstances make such operations necessary.
- 8.6.** Portable electrical apparatus and electric lighting used on the site will be supplied at 110v by means of mains isolation transformers with the secondary winding centre tapped to earth. Any cables carrying voltage greater than 110v, where permitted, must have armoured protection and be protected by an RCD.
- 8.7.** Where a reduction in voltage below 110V is required, such as in a confined space or flammable atmosphere, this shall be agreed within the agreed safe system of work to determine the risk identify any need for intricately safe equipment.
- 8.8.** All 32 amp extension leads should consist of a minimum 4mm cable.
- 8.9.** A maintenance scheme for electrical equipment and portable electrical appliances shall be in place (including cables incorporating a visual inspection tagging system indicating the date of the next required test).
- 9. Electric generators**
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 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
 - Portable generators with outlets for 240v are not permitted unless the outlets are securely blanked off and/or disconnected.
- 9.1.** The selection and sizing of any generators used on site shall be assessed to ensure they are appropriate for the planned electrical supply demands. Selection should be made mindful of fuel consumption. All generators must be subject to a pre-start delivery inspection to confirm correct installation, operation and test.
- 10. Emergency procedures**
- 10.1.** Morgan Sindall site management will produce a set of emergency procedures to establish the contingency arrangements for catastrophic incidents, accidents, fire, gas leaks, fuel spills, air, water or land, pollution, environmental incidents, evacuation, discovery of unexploded ordinance or any other situation which may have a serious detrimental effect on the project or surrounding area. These procedures will be brought to the attention of all persons, and will be displayed on site. There will be a requirement for some procedures to be practiced at intervals throughout the project and all personnel will be required to co-operate and participate as directed.
- 10.2.** Subcontractors will be expected to provide their own emergency arrangements for specific activities as identified within their risk assessments and method statements, for example confined spaces, MEWPs, working areas, work at height, tower crane rescue, scaffold work, etc. these should be compatible with the overall plan and communicated to anyone who may be affected.
- 11. Entry to site**
- 11.1.** All persons, including visitors, on initial arrival to site or designated control point, shall report to Morgan Sindall site management and register attendance. All persons are also required to sign / log out when leaving the site.
- 11.2.** All persons will attend an appropriate induction at a time notified by Morgan Sindall.
- 11.3.** A skill card relevant to the trade or occupation will need to be provided at the time of induction, without which access will be denied. Also see Section 48 (Young / inexperienced persons).

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- 11.4. Employees and contractors must only enter parts of the site they are authorised to.
- 11.5. Visitors, having attended a specific visitor's safety induction, must be accompanied at all times by a competent person who has undertaken a full induction and is familiar with the site layout.
- 11.6. No person working on the project may park vehicles in Morgan Sindall car parks or on the site without permission. Where permission is granted, direction will be given as to the parking areas to be used. Morgan Sindall reserves the right to check the contents of vehicles both on entry to and exit from the car park or site and if necessary to make a search of such vehicles and their occupants.
- 11.7. Mobile phones are only to be used in 'safe' areas or as directed in site rules.

12. Environmental aspects and impacts

- 12.1. Morgan Sindall has prepared environmental procedures and guidance, and site specific environmental plans which all personnel and contractors must comply with in order to minimise environmental impacts. Copies of these documents are available on the project for reference.
- 12.2. Activities that have an environmental impact can include, but are not restricted to: air emissions, discharge to inland fresh waters or controlled waters, use and storage of hazardous material (including chemicals, fuel and oil), waste management, traffic and statutory nuisance (such as noise, dust, mud, light or odour).
- 12.3. Where Morgan Sindall's work, services or activities, or that of its contractors, may impact on the environment, the effects of those activities shall be identified and evaluated. These impacts and any actions to be taken, including obtaining any consent, will be discussed with the relevant parties.
- 12.4. Where site-specific environmental risks have been identified and assessed, adherence to those controls is expected, e.g. around ecological, archaeological issues. Activities which have potential for environmental harm must have appropriate risk assessment(s) prepared to mitigate risks and include appropriate control measures and these will be briefed out to site staff and subcontractors.
- 12.5. Morgan Sindall and subcontractors will select equipment, plant and methods of work aimed at minimising noise, odour, mud, light, dust, fumes gasses and other pollution, as specified in the risk assessment.
- 12.6. Fuel / oil storage and use shall be in accordance with UK regulations, in addition the following apply:
 - Plant nappies shall be provided for all static plant items (e.g. compressors, pumps, fuel bowsers), placed overnight or during any prolonged stationary periods
 - All fuel tanks and drums regardless of size shall be stored in a suitably bunded area at least 10m away from drainage systems or surface waters and on impermeable, stable ground. The volume of the bund should be 110 per cent of the volume of a single tank or drum, or in the case of multiple tanks of drums being stored, 110 per cent of the largest or 25 per cent of the total volume (i.e. all drums), whichever is the greater
 - A planned preventative inspection regime shall be implemented, for all plant, including fuel bowsers, COSHH stores, interceptors and bunds
 - All valves, including fuel delivery trigger valves, shall be locked off when not in use with the keys kept by a nominated person responsible for the storage facility
 - Mobile bowsers shall either be of a bunded design or be parked in a suitably bunded area when not in use
 - Spill response absorbent materials shall be provided at each oil / fuel storage area and on plant. The recommended minimum requirement on sites is noted in section 12.7. Additional kits should be provided adjacent to risk areas, for example at every refuelling point, adjacent to COSHH storage areas, on mobile plant with hydraulic hoses etc.
 - Refuelling will be undertaken away from any watercourses, drains (foul or surface), open ground, with plant nappies and a non-spill funnel used to prevent spills
 - An appropriate number of Morgan Sindall staff and subcontractors shall be trained in spill response and be briefed in where spill kits are located and how to dispose of any contaminated materials.
- 12.7. All sites require spill kits. The minimum contents are:

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12.7.1. **Vans, mobile plant (15 L)**

Portable plastic bags 'Pizza Bag'

- 2 x oil only socks
- 15 x pads
- 1 x disposal bag
- 1 x instruction sheet
- Suitable gloves.

These should be stored in the van or on / nearby the plant.

12.7.2. General site use – (120L) - minimum spill kit contents:

- 2 x oil only booms
- 3 x cushions
- 30 x pads
- 1 x 'Caution' tape
- 4 x disposal bags
- 1 x instruction sheet
- 1 x bag of absorbent granules
- 2 x drain covers.

In addition to the above these will be required when working within ten metres of a water course (250L):

- 3 x oil only booms
- 7 x cushions
- 50 x pads
- Plugging granules
- 1 x plug rug.

13. Excavations

13.1. Adequate drawings and service investigations must be undertaken prior to breaking ground, consideration should be given to varied hazards e.g. services, contamination and UXO.

13.2. Morgan Sindall operates a permit to break ground system which must be complied with. Before any excavation is commenced, the presence of all services shall be determined and their location clearly marked. Persons undertaking cable avoidance works must be trained and competent in the use of service avoidance tools.

13.3. In all cases, prior to any work being carried out on or adjacent to any underground service, trial holes must be hand dug in order to accurately locate the services for line, depth and potential change of direction, throughout the entire length of the operation under construction (as per HSG 47). The number frequency and position of trial holes will be determined by risk assessment. A risk assessment shall be undertaken to determine the type of PPE to be used relevant to the type of services identified.

13.4. Ground investigation reports should be available and be used to determine any potential contamination which may be hazardous to people prior to undertaking excavation. Risk assessments must consider the risk to the environment and waste disposal of any contaminated ground.

13.5. All excavations regardless of depth shall be risk assessed for appropriate support and edge protection.

13.6. Protection must be provided to prevent the collapse of any excavation. A temporary works design may be required for the selected means of protection, whether this comprises physical retention / shoring, such as trench sheeting or sheet piling, or grading of the ground such as battering / terracing the sides.

13.7. Edge protection must be provided around the top of excavations to prevent falls of persons or mobile plant into an excavation. The protection must be designed and installed such that it protects all those directly and indirectly involved in the work. If the groundwork's subcontractor chooses to fence the general area of his excavation to prevent access from third parties, for example with Heras fencing, they must also fence the excavation itself locally to prevent his own workers from falling.

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14. Explosives and sources of ionising radiation

- 14.1. The following shall not be brought on to the site without the prior written consent of Morgan Sindall site management:
- Explosives
 - Explosive devices including cartridge operated tools
 - Materials or devices that can emit any ionising radiation.
- 14.2. The user and/or the organisation bringing the equipment to site, shall be responsible for obtaining all necessary licenses or permits, and provide a method statement covering storage and use, together with any certificates of training for the persons using the device or material.
- 14.3. The Ionising Radiations Regulations require all site radiography to be notified to the HSE seven days prior to commencement. A notification must be made and a copy of the notification must be given to Morgan Sindall before permission is given for radiography to be carried out on site.

15. Fire precautions

- 15.1. Morgan Sindall adheres to the requirements of the current edition of “The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Refurbishment”. All parties need to make themselves aware of the provisions of this code.
- 15.2. Morgan Sindall shall ensure that a suitable fire safety risk assessment and specific fire plan incorporating all site fire prevention arrangements is produced, relevant parts will form part of the induction. All persons shall familiarise themselves with this plan and the fire precautions, fire alarms, means of escape, and emergency evacuation procedures. Where necessary, training and refresher training will be arranged to reinforce the arrangements or after changes have occurred.
- 15.3. For work or services involving heat, sparks or naked flames, agreed additional fire precautions will be specified by Morgan Sindall site management, who shall, where necessary, prescribe a permit to work. Before leaving the site, Morgan Sindall management shall check that any naked flames and other ignition sources have been extinguished, fuel supply to plant and equipment isolated, where practical electrical apparatus is switched off and, any hot work permits for the day are cancelled. In all cases, a continuous fire watch will be undertaken for 30 minutes after hot work is completed with further checks being made regularly up to 60 minutes after completion. In high fire hazard areas fire checks must be continuous for 60 minutes following cessation of work, or for such a period determined by the task risk assessment. Where hot work is undertaken within or adjacent to timber frame structures, a continuous fire check must be undertaken for 60 minutes, with further checks being made regularly up to two hours after cessation of work.
- 15.4. All temporary accommodation or storage units which are located or erected inside or within six metres of any existing or proposed permanent building or structure upon the site, must be constructed to provide at least half an hour’s fire protection from the inside of the accommodation (or a higher standard of fire protection if required by an enforcing authority or client).
- 15.5. Specific fire extinguishers are to be provided for hot works process and not removed from the site fire points.
- 15.6. All temporary flexible covering materials used for protection of internal surfaces or fittings incorporated into the building or structure must be compliant to the requirements of LPS 1207 entitled ‘Fire Requirements for Protective Covering Materials’. Monarflex, where used, shall be to LPS 1215.
- 15.7. Freestanding halogen lights shall not be used on Morgan Sindall projects.
- 15.8. Asphalt and bitumen boilers shall not be placed on combustible roofs or other surfaces, without specific precautions being agreed. Boilers are not to be left unattended whilst alight. LPG cylinders must be connected by armoured hoses and be a minimum of three metres from the boiler. Spare bottles must be a minimum of six metres from the boiler.

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Bitumen boilers shall include the following controls:

- Auto thermostatic controls
- Pot specific close fitting lid
- Not left unattended when in operation or cooling
- Hot work permit in place.

15.9. Storage of LPG to roof top areas shall be minimised, and in any event not exceed a working days' worth of LPG.

15.10. The burning of rubbish or any waste material will not be permitted on any Morgan Sindall project.

15.11. Smoking is not permitted on any Morgan Sindall premises, except in the designated smoking area which will be labelled, constructed from non-combustible material and suitably equipped with disposal facility for cigarette ends. E-cigarettes are to be treated the same as traditional tobacco products and suitable provisions will be made to allow for this.

15.12. The use of Acetylene on Morgan Sindall projects will only be permitted with the permission from the project director / manager / leader, following the detailed undertaking of a specific risk assessment.

16. First aid and welfare facilities

16.1. Morgan Sindall will provide and maintain general first aid and welfare facilities at all work locations.

16.2. Subcontractors will be required to make their own first aid arrangements for their employees where the number exceeds 20, or where work is required outside of normal hours. This will be a condition of the out of hours permit.

16.3. Morgan Sindall will provide general site welfare facilities. Any person found to be misusing the facilities will be subject to disciplinary action. Any additional facilities provided by a subcontractor must be to the Morgan Sindall acceptable standard.

16.4. Other statutory welfare and first aid requirements specific to the work activities, i.e. asbestos, lead, etc., shall be provided by the relevant subcontractor unless otherwise agreed with Morgan Sindall management.

16.5. Food and drinks other than water must not be consumed anywhere on site other than in the welfare facilities provided.

16.6. Morgan Sindall shall provide an AED as appropriate.

17. Hazardous substances

17.1. A COSHH coordinator will be appointed by Morgan Sindall for each project or as appropriate on more complex projects. This coordinator will discuss and oversee the use of the hazardous substances to ensure that adequate controls are provided. Where more than one COSHH coordinator is appointed a lead coordinator will be designated to coordinate the information. A COSHH register must be kept on site and be regularly updated to reflect the presence and use of hazardous substances.

17.2. For every hazardous substance brought onto site, or discovered during the works, a material safety hazard data sheet or appropriate COSHH assessment shall be provided. A COSHH risk assessment will be undertaken by either Morgan Sindall (for direct works) or relevant contractor to detail the hazardous properties and specific control measures to be taken. Health surveillance shall be undertaken as necessary, with adequate records kept. The assessment must include the risks during use, storage and disposal. Morgan Sindall will notify persons on site if the use of any substance could affect others.

17.3. Hazardous substances, including hazardous waste, must be stored in secure, and where necessary, banded areas at least ten metres from watercourses and drains with any lids / screw caps secured when not in use. Material / substances packaging (containers), should be returned where possible to the supplier for re-use /

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recycling.

18. Installation and commissioning of lifts

18.1. The installation contractor shall:

- Operate a permit system for the issue of keys to operate any lift or access any motor room. Permit to work and isolation procedures must be agreed with Morgan Sindall
- Isolate the switchgear and use physical locks with personal keys when work is due to take place within the confines of the lift shaft or on the lift car
- Ensure that the machine room doors, isolating switchgear and electrical panels remain locked at all times, to prevent unauthorised access, when not being used. Warning notices are to be posted on the doors
- Employ a competent lift engineer and full time supervisor for the duration of the works
- Ensure that landing place call buttons are not operational until the final testing and commissioning is complete
- Undertake a specific risk assessment to identify and control the hazards associated with:
 - Work at height
 - Electrical apparatus and system
 - Lifting
 - Manual handling
- Include the following in the SSOW:
 - Procedure and method of installing guides and constructing the lift car
 - Scaffold requirements and the means by which all the components are taken into the shaft
 - Method of preventing falls into and within the shaft the use of proprietary lift gates (e.g. Easi Edge / Fullgates) is encouraged but as a minimum, the subcontractor will provide full height rigid protection to lift shaft openings which is lockable, labelled, and has vision panels in the doors.
 - Procedure for controlling the work in the shafts, pits and motor rooms with consideration for other trades and lone working.

19. Lifting operations and lifting equipment (including piling rigs)

19.1. Before any lifting operation using lifting equipment is carried out, including the use of fork lift trucks, MEWPs, telehandlers, HIABs and excavators (when used for lifting) the following shall apply:

- The operation must be properly planned by a competent person, in line with the requirements of LOLER. Subcontractors must provide Morgan Sindall management with, in writing, the name of a competent person and a copy of their competence certificate
- CPCS cards relevant to the role must be provided, including appointed persons, slinger, signaller and crane supervisor
- A risk assessment must be produced, detailing the lifting operation(s) to be carried out, with a lifting plan and written method statement, in accordance with BS 7121, for each operation
- Appropriate statutory inspection / thorough examination reports are to be completed and retained for inspection
- Where appropriate, a temporary works design must be in place to demonstrate that the necessary checks have been carried out on the suitability of the ground
- Evidence of appropriate training and competence must be available for operators of any lifting equipment together with appointed signallers / slingers
- Confirmation that the ground or place where the lifting equipment to be used is suitable and able to withstand the loads imposed on it. Where applicable, a permit to load will be issued
- A permit to lift will be issued by Morgan Sindall site management, before lifting operations commence
- An ALO assessment for operations on or adjacent to a live rail network shall be undertaken
- Trained slinger / signaller to be present at all times during HIAB lifting.

19.2. Where tower cranes are used for the execution of the works, the initial test must be verified by an independent examination from a certification body. Further test and examination will be needed in line with the Morgan Sindall's SH PRO9 Safe Use of Crane and Lifting Equipment process.

19.3. The tower crane must have in place, measures to prevent unauthorised access by either members of the

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workforce or trespassers (such as protestors), at all times. It should include protection to the bottom of the mast including lockable lowest trap door. It should include protection to the bottom of the mast, lockable access for drivers and security fans. Consideration should be given to protecting all levels where access is possible i.e. where structures or buildings are constructed around the crane mast.

- 19.4. All hoists, including goods hoists, must be fitted with electro-mechanical interlocks to the landing gates that prevent operation of the hoist unless all gates are fully closed. Any hoist gate should only be capable of being opened when the hoist platform is stopped at the same level as the gate.
- 19.5. Any mast type lift-truck, where the forklift mechanism is operated by hydraulic rams, shall be provided with a guard or screen that prevents the driver from leaning through the masts.
- 19.6. Where timber pallets are for multiple use they shall be of sufficient strength, suitable for purpose, designed to be used more than once and visibly marked to show compliance. Damaged or single use pallets must be disposed of or removed from site. Pallet forks and nets must be used for palletised loads.
- 19.7. Waste skips (unless they are designed and manufactured as lifting skips with in date test certificates) are not to be lifted except with purpose made lifting gear supporting the base of the skip, unless they are being lifted on to a skip wagon. Waste skips attached to forks on forklift trucks shall not be used without safety chains or safety clamps fitted.
- 19.8. Only hooks with safety devices to prevent inadvertent disconnection of the load are to be used.
- 19.9. Crane forks, man cages, concrete skips and muck skips etc., are to be fixed with single leg chains and locking shackle. No hook other than the crane hook is permitted.

19.10. Steel erection

Where structural steel erection is undertaken, the following shall be implemented:

- Remote release lifting shackles for stanchions and columns to be used
- Positive fixings to beam sections with two leg chains. Single drop chains are only to be used as a last resort in conjunction with an anti-slip beam clamp
- Man riding operations shall not be undertaken without the express agreement of Morgan Sindall site management
- Man riding skips shall only be used on cranes (with relevant test certificates) equipped with a dead man's handle, power lowering, anti-spin ropes and where radio communication is in operation. Only purpose made man riding cages are permitted
- In open topped man riders, operatives must be secured to the crane hook by full body harnesses and fall restraint lanyards
- Physical barriers are to be provided by the steel erection contractor to all areas below steel erection and connection points. Suitable warning signage must be erected. Hazard tape is not considered to be a physical barrier.

20. Lone working (Individuals Working Alone (IWA))

- 20.1. No unaccompanied person must be put in a work situation where the nature of their work or the work environment places them at significant risk of injury (e.g. security guards, cleaners, etc.). Where there is a requirement for persons to work unaccompanied then an appropriate risk assessment should be undertaken to identify the SSOW etc. Which must address controls, for the following:
 - Communication equipment
 - Reporting intervals
 - Training
 - On call contact
 - Details of activity / tasks to be undertaken.

21. Manual handling

- 21.1. In order to minimise the possibility of injury and harm to employees due to the handling of materials etc., specific

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risk assessments will be undertaken. If the activity cannot be avoided it shall be under the direct supervision of a competent person, who will assess and identify the correct automated or mechanical process, alternative products, methods of work or practical improvements to eliminate the need for manual handling. Where this cannot be achieved, a SSOW should be produced detailing the mitigation measure i.e. team lifting, any specific training requirements.

21.2. The means of transportation of heavy goods should be determined to ensure the maximum use of mechanical means and thereafter, problem areas and activities which cannot be mechanised should be identified.

22. Noise at work

22.1. Any work or services on site, which may generate noise above the current lower exposure action value, will require an assessment, which should detail the actions to reduce risks from noise both for employees and others affected by the work.

22.2. Morgan Sindall will coordinate the information and inform anyone who may be affected on such matters. Noise exclusion zones with appropriate signage should be used to designate areas within which hearing protection is required for noise that cannot be reduced at source.

22.3. Noise may present an environmental risk and can be classed as a statutory nuisance. Some local authorities require prior agreement for noise generating activities and may place restrictions on sites through Control of Pollution Act, Section 61 agreements. Where such agreements are in place, the requirements and restrictions will be communicated to all site personnel and appropriate control and management practices put into place.

23. Non-English speaking personnel or persons with communication difficulties

23.1. Where non-English speaking workers or persons with communication difficulties are employed on site, a suitable number of translators, that are capable of instructing these persons in SHEQ and other operational matters, shall be available at all times, and shall be at a ratio of one translator per gang or for every six persons requiring the service.

23.2. Written records countersigned by the translator confirming that he / she has checked that the understanding and instructions, given by him / her, have been clearly understood shall be maintained on site. Such records shall include, but not be limited to, instructions for safety induction and assessment, emergency procedures, risk assessments, SSOW and TBTs.

24. Occupational health

24.1. Good occupational health risk management is a requirement of working on a Morgan Sindall site. All persons are to comply with any health controls specified in any risk control document.

24.2. Morgan Sindall has retained an occupational health provider to help and advice on occupational health matters. Contractors will allow employees to access this service by request to Morgan Sindall.

24.3. All risk assessments must take into account health risks and control measures. Further requirements are contained in the following sections of this document:

- Asbestos
- Asbestos Licence Works
- Demolition
- Excavations
- Confined spaces
- Hazardous substances
- Manual handling
- Tools and equipment
- Noise at work
- PPE
- Substance misuse.

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25. Permits to work

25.1. Certain defined operations will be controlled by a written permit to work, i.e. excavations, hot works, confined spaces, out of hours working, lifting operations, pumping or any activity identified on a project specific basis as a permit to work activity. Morgan Sindall’s permits will be the default system to be used, but where subcontractors wish to use their own permits to supplement the Morgan Sindall systems, this must be agreed with Morgan Sindall management and will still require enabling permits to be issued by Morgan Sindall which will specify the process and permits to be used.

26. Plant, tools and equipment

26.1. Before anyone uses plant or equipment, the following shall be produced for inspection:

- Appropriate statutory test, through examination and inspection reports as appropriate
- Evidence of effective PPM
- Evidence that operators are suitably trained in line with the industry standard for the relevant equipment
- Daily plant check.

26.2. Mobile plant

Each project will produce, and keep up to date, a traffic management plan to detail the arrangements for segregating vehicles and pedestrians and locations of material and waste storage areas. It should also detail controls to keep walkways and access routes clear at all times.

The following applies to all mobile plant:

- It must be in good mechanical condition and be properly maintained
- It must be operated in accordance with current legislation, industry and manufacturer’s guidance
- Seat belts or lap restraints, where they are fitted, must be worn whilst operating any plant
- It must be suitably equipped with all round visibility aids, such as convex mirrors
- Where required to work on highways, it must be taxed and insured under the Road Traffic Act
- Before mobile plant is used each day, it shall be inspected by the user and the inspection recorded
- All mobile plant must be immobilised when unattended
- Plant and equipment should not be left with engines idling unnecessarily. Keys must be removed from the ignition when not in use
- No unauthorised passengers are permitted
- Plant operators must not use mobile phones or hand held devices or programme hands free devices whilst operating plant.

Please refer to PET STD1 Plant and Equipment Minimum Standards, which can be found on the IMS and the Morgan Sindall website at <http://construction.morgansindall.com/supply-chain>

A monitoring and defect reporting procedure in line with manufacturers’ recommendations, must be established by the user to allow for defect correction and, where necessary, for the item of plant to be taken out of service. A suitable system must be established to isolate and lock off machinery which is being worked on as part of maintenance or servicing. Any mobile plant that has been deemed ‘not fit for use’ must be taken out of use and suitably quarantined prior to collection, or until appropriate maintenance has been undertaken to allow the plant to be put back into service.

26.3. Dumpers

Dumpers of six tonnes and above must be fitted with a warning system which alerts the driver to persons or obstructions within the immediate vicinity of the front and rear of the vehicle.

Where dumpers are operated on the public highway, the following shall apply:

- Must be registered for use on the highway and registered for vehicle excise duty, regardless of distances being travelled
- Dumpers below 3.5 tonnes gross vehicle weight or not exceeding six miles per week are exempt from operator licence (O Licence) requirements
- Dumpers travelling less than six miles a week on the highway are exempt from the regulations requiring

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- plating and testing of the vehicle
- All operators must hold a full Category B UK driving licence, and must be over 17 to operate dumpers up to 3.5 tonnes, and over 21 for all other dumpers. For dumpers in excess of 7.5 tonnes, LGV driving licence eligibility is required
- Dumpers are not permitted to tow on the highway
- Rebated (red) diesel may be used on the highway but only in connection with the works, or within one kilometre of the works
- Seat belts or lap restraints, where they are fitted, must be worn whilst operating a dumper. Operatives must retreat to a place of safety when the dumper is being loaded and not remain in the seat
- If personnel are required to assist with unloading material from the dumper bucket (e.g. using a rake), the engine must be turned off to prevent unplanned movements of the dumper.

26.4. Compact plant

Compact plant covers the following, where control requires the operator to be on or within the item:

- Compaction rollers below 1,000mm drum width
- Mini excavators below three tonnes
- Dumpers below two tonnes
- Skid steer loaders
- Ride on mowers
- All-terrain vehicles.

The use of compact plant must be authorised by one of the following after consultation with the relevant SHEQ advisor:

- The director responsible for the project
- Operations / contracts manager.

A risk assessment must consider the use of plant fitted with a ROPS. Where a ROPS is fitted, there is also a legal requirement to fit a suitable restraining system (e.g. a seat belt) if there is a risk of anyone being crushed by the vehicle rolling over.

Consider also the risk of being trapped inside the cab of compact plant, especially when being operated near water.

The operation should be reviewed on an on-going basis to see if alternative more stable plant can be substituted.

Please refer to the SH9 STD4 Compact Plant Standard.

26.5. Excavators

A segregated area from site will be designated for switching buckets.

Operators must provide evidence of specific training with regards to lifting operations if this is not included within their competency (CPCS) card.

Where quick hitch devices are used they will only be:

- The manual type
 - Double locking, fully automatic device.
- Excavator buckets fixed directly to the main boom pins can still be used.

Excavators with lifting duties shall have an in date certificate of thorough examination and fully operational overload sensors fitted. Operators must provide evidence of specific training if not included within their competency (CPCS) card.

26.6. Concrete pumps

The use of water to clean out concrete pump pipelines is the first choice option, unless a written risk assessment is submitted to justify as to why water cannot be used to clean out pipelines.

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Where the risk assessment identifies that water is not sufficient and the use of compressed air is required, this should be authorised by the senior project lead and once authorised, controlled through a specific ‘use of compressed air’ method statement, which outlines the steps to be taken to ensure the operation is undertaken safely. Signed check sheets at the pump and discharge end shall be used prior to discharge.

Personnel operating concrete pumps must provide evidence of training to a nationally recognised standard.

26.7. MEWPs

A Morgan Sindall site MEWP coordinator must be appointed where MEWPs are used on any Morgan Sindall site. Where an individual contractor wishes to use three or more MEWPs on any Morgan Sindall project, they must appoint a MEWP supervisor to coordinate their own machines and liaise with the site MEWP coordinator. MEWP coordinators and supervisors must be trained to the relevant standard and have completed the IPAF ‘MEWPs for Managers’ training.

A suitable rescue plan must be developed for MEWPs to ensure that any emergency situations are catered for and recovery can be carried out in a safe manner in the event of an operator / individual becoming trapped. MEWP operators, supervisors or anyone else involved should be briefed on the emergency procedures to follow. The location of the operator’s instruction manual should be identified in the emergency plan. Periodic drills should be required for those who have on-site responsibility for the rescue of a trapped person. These drills must include practising the use of the ground controls and emergency controls for each machine in use.

Where significant crush risks are present, appropriate control measures should be put in place. Crush risks could be present either while operating or when travelling around site. All boom type MEWPs in use on Morgan Sindall projects must incorporate a suitable anti-entrapment control device which must stop the movement of the machine as soon as a potential entrapment / crushing situation has been detected, and have an audible warning which can be heard by those on the ground who may need to affect a rescue.

26.8. Tools and equipment

Plant items with crank starting handles are not permitted.

26.9. Tool tethering

When work is being undertaken at height, the possibility of tools falling must be considered in method statements and risk assessments. The control measures identified must be in line with the “work at height hierarchy of control” but should consider the requirement that all tools must be tethered to prevent inadvertent falling whilst in use.

When tethers are required, a TBT detailing their use and inspection should be undertaken.

Irrespective of the risk assessment the tethering of tools is required where tools could fall into a PPE free zone or a public area; these works must be subject to a specific risk assessment and development of a detailed method statement.

Tethers shall be subject to a detailed system of regular inspection, as defined within the specific risk assessment.

26.10. Portable tools

Portable tools must only be used by a competent person. The tools are to be adequately controlled to ensure secure storage and maintenance. They must be inspected before use and receive formal planned maintenance in line with the manufacturer’s instructions. Portable electric tools must be inspected before use and written records completed weekly 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.

The employer shall ensure that risk from the exposure of employees to vibration is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as possible by establishing and implementing a programme of organisational and technical measures appropriate to the activity. Where vibratory tools are in use, the trigger times of individuals must be monitored and recorded, this recording may be by automatic electronic means and should identify when an individual is near to the exposure action value and exposure limit values.

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When compressed air is to be used, the following must be in place, where applicable:

- A current pressure vessels certificate of air receivers
- Low vibration tools
- Silenced compressors and tools
- Air lances are to be provided with isolation valve on the lance
- Whip checks fitted on all hose connections
- Only Q type fittings, with a standard claw coupling and safety clamp
- 300 PSI hoses to BS EN ISO 2398 and BS 5118/2 specifications.

Craft knives with fixed blades should not be used, safety knives i.e. retractable hoods, industrial scissors etc. should be used. Where this is impractical, a specific risk assessment shall be produced, detailing the measures to protect against the risk of cuts.

26.11. Industrial lasers

Where industrial lasers of class 3A or higher are required, a laser safety adviser must be appointed and a system of work established which ensures that no person can look into the beam.

26.12. Engineering controls

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. Only High (H) or Medium (M) specification vacuums should be used for on tool extraction.

Vacuum cleaners in the construction environment should include M or H filters only.

26.13. Chain saws

Chain saws can only be used in agreement with Morgan Sindall and where operators are suitably trained and provided with appropriate, specialist full protective chainsaw PPE including upper body protection.

26.14. Vacuum excavators (vacuum extraction)

Prior to using vacuum excavators, a risk assessment should consider the communication protocols between team members using vacuum excavation and the protection of people from noise, dust and flying particles: Specific considerations should be given to vacuum extraction units to be used in line with the following minimum standards:

- Novice operators with no industry or machine experience must have undergone no less than 35 hours of targeted training with a vacuum extractor
- Operators must hold CSCS / EUSR Skill Card (TT-UK Suction Excavator category) as a minimum
- Operators must maintain a Plant Operator's Logbook
- Operators must hold HGV / LGV Cat 'C' (Class 2) licence if appropriate
- Operators must remain in control of the remote control unit at all times
- Operators must work from a position of safety at all times
- Instructions to supporting team members must be provided, including knowledge of how to stop the machine in the event of an emergency
- Exclusion zones must be sufficient for the intended work and maintained
- Only 250mm / 280mm PE nozzles shall be used (metal nozzles are not permitted unless authorised by the site manager following a risk assessment) and must be risk assessed, the nozzle must not be used to cut earth
- Air lances or other hand-held air tools must be fully electrically insulated
- Water systems shall be used if the ground conditions prove to be challenging for air tools
- Ground piercing accessories shall not be used unless agreed by the Morgan Sindall, subject to risk assessment
- Trial holes must be used to locate services, sizes to be determined by risk assessment
- Manufacturer's instructions shall be followed for start-up and shut down procedures.

27. PPE

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- 27.1.** The use of PPE to reduce risk will be the last resort. The risk assessments must identify where any PPE is required and, where it is identified as a control measure, it must be appropriate for the risk, suitable for the employee and comply with the minimum Morgan Sindall standards. Where a risk assessment identifies a greater level of protection e.g. working in electrical or nuclear environments, relevant PPE must be provided and worn. Employees shall make full use of PPE identified in those risk assessments. Morgan Sindall site management reserves the right to remove or instruct the removal from site of any person not complying with the rules regarding PPE, either in these standards or identified in the task risk assessment.
- 27.2.** Specific details will be provided during the site induction / orientation, however it is a Morgan Sindall requirement that whilst on site all persons shall wear as a minimum:
- Safety helmets, (on rail and highways projects these must have hi-visibility reflectors)
 - Safety footwear (with steel toecaps and puncture resistance insoles, mid sole protection)
 - Gloves suitable for the task (by risk assessment)
 - LEP
 - Long trousers or overalls (shorts not permitted)
 - Short or long sleeved shirt / t-shirt (singlets not permitted)
 - High visibility clothing to the required EN471 specification code/s, where identified in the risk assessment.
- 27.3.** Footwear should be appropriate to the work being done. Open top boots should not be worn where there is a risk of hot or corrosive substances entering the top. Where customers specify specific types of footwear, these must be provided, free of charge, to employees and the requirement communicated prior to induction.
- 27.4.** Light eye protection will not be suitable for all activities and operations and impact rated protection must be worn when the risk assessment identifies where there is a risk of flying objects / particles penetrating light eye protection.
- 27.5.** Where clients specify prohibition on specific types of footwear this must be communicated to the workforce and, where necessary, compliant footwear must be provided free of charge.
- 27.6.** Where RPE is required, it should be appropriate to the risk. An individual mask specific face fit and test must be undertaken for each user. Copies of certificates must be available for inspection. The minimum level of respiratory protection for most construction activities is an assigned protection factor (APF) 20. This is equivalent to disposable half mask respirator FFP3, or re-usable half mask respirator with P3 particulate filter according to BS specification.
- 27.7.** Where persons are required to carry out work at night in isolated areas i.e. rail, highway maintenance etc. and personal lighting is needed, this will be considered to be PPE and will be provided free of charge by their employer.
- 27.8.** Provision of training in the use of items of PPE and its storage / maintenance / inspection should be appropriate to its use. Certification of training will be required for specific items of PPE such as respirators and safety harnesses.

27.9. Harnesses

Only full body harnesses are to be used.

Where the use of harnesses is identified in a risk assessment, the following applies:

- The user must receive training in the fitting, use, checking and maintenance of the harness. Records of training must be available
- All harnesses must have an in date certification of inspection
- Harnesses must be issued to the individuals as PPE.

When specifying the use of harnesses as a control measure for work at height, priority must be given to lanyards which restrain access to edges above those that arrest falls.

28. Pre-agreement as to safe work procedures

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- 28.1.** A SHEQ prestart meeting will be held for each subcontractor a minimum of two weeks prior to commencing work on any Morgan Sindall project. This may be repeated if the contractor undertakes phased works which require absence from the site for an extended period of time.
- 28.2.** Risk assessments and, where identified, SSOW will be produced for all work activities on Morgan Sindall projects. Work will only commence after these documents, if applicable, are agreed as acceptable by Morgan Sindall management and briefed to those undertaking the task or activity. Where there is a significant change in the work procedure that is likely to result in a deviation from the agreed SSOW, work must stop until the risk assessments etc. are revised, agreed and re-briefed to the workforce.
- 28.3.** Risk assessment, SSOW and work package plans must be assessed in line with the Morgan Sindall SH1 FRM5 Tracking and Content Sheet, which must be completed in full before the works commence. Where a subcontractor sub-lets work, it shall still ensure an adequate and suitable risk assessment is produced. Where this indicates a requirement for written controls, a SSOW or method statement shall be produced by the sub-subcontractor. This will require approval of the employer (the sub-let contractor), the subcontractor and acknowledgement by Morgan Sindall.
- 28.4.** Subcontractors must provide their risk assessment and other control documents at least **five** working days prior to their commencement on site.
- 28.5.** Where Morgan Sindall or one of its subcontractors assumes a design responsibility, 'Safe by design' must be applied. This includes risk management techniques during the design process, to eliminate or minimise risk which could arise during construction, maintenance and repair of the structure and its associated parts. A process must be established in respect of any residual risks to keep them under regular review.
- 28.6.** Subcontractors must cooperate, where applicable, in the overall design process with Morgan Sindall, the principal designer and any other designers who have an interface or input into the project. They should agree with Morgan Sindall as to the provision of common facilities, plant, equipment, etc.
- 28.7.** Morgan Sindall and subcontractors must identify, in conjunction with the principal designer, their input into the health and safety file and establish, or comply with, procedures for its production and compilation.
- 28.8.** Cooperation is an essential element of CDM and contractors must co-operate with each other and with Morgan Sindall. In particular, co-operation measures will include:
- Complying with these standards and any other conditions defined within the contract and the Morgan Sindall management plans
 - Identifying hazards and assessing the risk they pose from their work and communicating to others
 - Consulting with Morgan Sindall about risks arising from the works of Morgan Sindall or contractors to ensure the proper coordination of control measures
 - Ensuring the standards applied to plant, equipment, systems of work and the workplace under its control comply with these standards and are adequate at all times
 - Providing information to the 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 and the protection of the environment.

29. Quality management

- 29.1.** Morgan Sindall operates a quality management policy that requires the implementation of quality management systems on all of its contracts. Accordingly, all persons are required to cooperate and comply with that policy.
- 29.2.** In line with the Quality Management process (Q PRO), the necessary quality control standards shall be described in the project ITP. This shall describe all the necessary quality control including schedule of inspections, tests and samples or mock-ups that are required to meet specification.
- 29.3.** Contractors shall appoint authorised, competent persons to supervise and monitor their element of the work. They shall ensure that all material, equipment, plant and personnel used are capable and have the capacity to ensure conformance with the contract specification and requirements.

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- 29.4. Morgan Sindall will monitor and approve work elements. Where work is not to the required standard, any rework shall be undertaken at no cost to Morgan Sindall.
- 29.5. A programme for the execution of the works shall be produced where required. It shall include dates for receipt and approval of the suppliers' drawings, calculations, materials etc. where required under the contract.
- 29.6. Agreed inspection, test and check sheet regimes shall be applied and records shall be retained to verify compliance with the contract in a readily retrievable system.
- 29.7. Contract management shall ensure all non-conformance including material rejects, poor build, quality issues or matters arising from audits and inspections are effectively managed. This is to ensure the continued effectiveness and continuous improvement of quality performance on our projects.

30. Reporting of accidents and dangerous occurrences

- 30.1. Morgan Sindall site management must be notified immediately of any accident, near miss (learning event) or environmental incident that occurs on or in connection with the project resulting directly from work or services being undertaken on site.
- 30.2. For any injury or dangerous occurrence which requires reporting under RIDDOR, subcontractors shall provide a copy of the statutory notification F2508 and a copy of their investigation report, to Morgan Sindall.
- 30.3. Morgan Sindall will lead all accident investigations.

31. Safety, health and environment training, instruction and competence

- 31.1. Employees must be adequately trained and experienced to carry out their work safely and with minimum adverse environmental impact. Evidence of training will be checked by Morgan Sindall site management for direct and subcontract employees, and appropriate records kept. All persons, including visitors, will be given an appropriate level of site orientation / induction training.
- 31.2. A fully qualified workforce is essential to maintaining safe and sustainable operations. All persons who work on Morgan Sindall projects must be certified to a recognised record scheme for their particular trade / activity as identified by Build UK. Mobile plant operators are required to hold a recognised competency certificate to CPCS or affiliated schemes accepted by Morgan Sindall for the category of plant they are operating. NPORS cards are not accepted by Morgan Sindall.
- 31.3. All supervisors working on Morgan Sindall projects must have received training in line with SSSTS or SMSTS, and hold a relevant CSCS supervisor's card.
- 31.4. A daily record of site personnel must be maintained and subcontractors will provide this to Morgan Sindall. TBTs and general safety training (relevant to works) may be arranged by Morgan Sindall. Subcontractors shall be expected to take part in these TBTs and, where relevant, provide specific TBTs for their tasks and activities. Morgan Sindall site management reserves the right to require the subcontractor's employees to attend safety / environmental training and instruction sessions, including TBTs. Subcontractors shall not make any charges to Morgan Sindall associated with attendance at such training sessions, nor will they financially penalise their employees for attendance.

31.5. Safety, health and environmental supervision

Site based supervisors (Morgan Sindall and subcontractors), will be appointed to implement instructions in health, safety and environmental matters. The ratio of supervisors will be subject to a risk assessment, and they shall be present at all times whilst works are being undertaken. Morgan Sindall will display the names and responsibilities of these supervisors as appropriate on the site. The competencies and typical experience levels of all supervisors and managers on the project will be recorded and subcontractors need to provide this to Morgan Sindall, including details of which of these are to be full or part time, working or supervising.

Supervisors will provide information daily, during specific briefings on activities and tasks and will ensure that all

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risk assessment and other control documents are signed to confirm understanding by the operatives. Subcontractors shall provide Morgan Sindall with a copy of the signed documents. All employees shall be briefed daily by their supervisor before starting work. The briefings will comprise specific activities planned for the day and will be recorded by the supervisor.

Any rework shall be undertaken at no cost to Morgan Sindall.

The project will stipulate the means of identifying supervisors on the project; this must be a clearly visible identifier, such as an arm band, helmet or logo.

Morgan Sindall encourages all supervisors to be trained against minimum environmental standards such as the CITB SEATS or other equivalent standard. Where required by legislation, those projects where environmental permits are in place, particularly for the management of waste shall be supervised by technically competent personnel (someone with a CIWM / WAMITAB based qualification, such as EPOC (England and Wales only)).

32. Safety representatives, safety committees and worker engagement

- 32.1. Subcontractors must inform Morgan Sindall site management, in writing, of the appointment of an employee safety representative or the forming of a Safety Committee under the Safety Representatives and Safety Committees Regulations. Morgan Sindall site management shall also be consulted by subcontractors prior to any duties being taken up by such representatives or the committee meetings upon the site.
- 32.2. Morgan Sindall uses a range of worker engagement forums and employees and operatives will be expected to support and participate in these forums and associated schemes.
- 32.3. Morgan Sindall uses a Positive Intervention system for receiving feedback from the workforce. Subcontractors must make their employees aware of this system so that they can contribute to the feedback.

33. Scaffolding and safe means of access

- 33.1. Particular attention must be paid to the strength and stability of all types of scaffolding. This includes the provision of guardrails and toe boards and the quality of boards or platforms.
- 33.2. Written confirmation is required to demonstrate that a person independent from those directly responsible for the design has checked designed scaffold details and calculations. This check may be carried out in the same office by someone not involved in the design. This confirmation shall be in place before work commences. For complex or high risk designed scaffolds, details of the qualifications and professional indemnity insurance of the person designing or checking the design shall be in place before work commences. Please see Temporary works / false work / formwork section 40.
- 33.3. All scaffolds which are considered “basic” structures should be designed in accordance with NASC TG20. Where TG20 software is used to produce a compliance sheet, the sheet should be signed by the person who inputted the data and counter signed by another competent person not involved in the design. That person may be an individual within the same organisation.
- 33.4. Any scaffold erected, or that is subsequently substantially adapted or altered, shall not be used unless a handover certificate confirming that the scaffold is in good order has been issued, following a physical observation and inspection of the scaffold. Scaffolds, including mobile tower scaffolds and Podiums, shall be identified by a scaffold status identification system, e.g. SCAFFTAG system.
- 33.5. A competent supervisor (please refer to section 40.1 for appointments) shall be in charge of all scaffold works who, in the case of erecting, striking or adapting a designed scaffold, must be an CISRS advanced scaffolder. An overall ratio of 1:8 advanced to basic scaffolders must not be exceeded and only one trainee scaffolder will be permitted per advanced scaffolder. Evidence must be obtained of training and competence of persons who are to erect, alter or dismantle scaffolds on the site, including PASMA certification for the erection of mobile towers. All scaffolders must be holders of a relevant CISRS card and at least one scaffolder in each gang must be an advanced scaffolder with CISRS card.

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- 33.6.** All scaffolders shall wear a safety harness, and be trained in its use at all times during scaffold erection, dismantling or alteration operations, in addition to the NASC current guidance. All erection, dismantling or alteration works, including the circumstances when and where safety harnesses are to be attached, shall be fully detailed within a risk assessment.
- 33.7.** At the SHEQ prestart meeting held for each contractor, where scaffold is identified, a competent person must be appointed to undertake scaffold inspection as required by The Work at Height Regulations, at the frequency stated, and provide a written report or make an entry in the working platforms register held by Morgan Sindall on site. Inspection of scaffolds must only be undertaken by a person with appropriate training and certification to a recognised scheme e.g. CISRS scaffold inspection. Morgan Sindall will arrange for inspection of any common user scaffolds. Each completed scaffold or completed section thereof must be formally transferred for use to Morgan Sindall using a handover certificate, following a visual inspection that must detail the SWL and any particular restrictions on use.
- 33.8.** Ten per cent of the total of any anchor bolt ties shall be load tested and copies of test certificates obtained. Ties which have been tested should be marked as such. Where a test indicates a failed anchor, ALL the anchors used must be tested.
- 33.9.** All edge protection, including scaffolds, roof edges and floor edges, shall, in all cases, incorporate material fall protection of suitable strength and construction to prevent the fall of any material to be brought onto the scaffold platform. The only exception to this requirement is by specific risk assessment, identifying that there is no material being used on the platform. The risk assessment must be approved by the director responsible for the project. Where scaffolding is sheeted, the material used must meet the LPS standard.
- 33.10.** Any scaffold, including mobile tower scaffolds, which includes loading bays, shall have fitted a suitable loading front up and over protection system which provides continuous fall protection. All loading bays, platforms etc. shall be fitted with adequate guardrails and materials fall protection on all exposed sides. SWL will be displayed pictorially to each loading bay / tower.
- 33.11.** Staircases are to be the default means of access to scaffolds with the use of ladders subject to a specific risk assessment. Where scaffold access by ladder is the only remaining option, ladder towers shall be used. Where this is not practicable, access points shall be protected by a spring or gravity gate or, if integral, a hinged flap. All ladders, where provided, shall be in sound condition, placed at the correct angle, and firmly secured when in use. Designs will be in place for all stair cases.
- 33.12.** Where a suitable platform, mobile tower or podium scaffold can be used for the proposed work, stepladders and ladders shall not be considered or used as a place of work.
- 33.13.** Step ladders and ladders shall only be used as a last resort and in such exceptional cases, the following must apply:
- All step ladders and ladders shall be of industrial specification (class one)
 - A specific risk assessment must be undertaken which eliminates all other means of working at height
 - A specific permit to work has been issued by the Morgan Sindall management to the operative who will be undertaking the work.
- These requirements also apply to ladders used to access to excavations, pits, basements, etc.
- 33.14.** Band-stands or trestle scaffolds shall not be used as working platforms or as a means of access unless they incorporate a proprietary edge protection system, which satisfies the requirements of the Work at Height Regulation.
- 33.15.** Hop-ups shall only be used if they are designed and manufactured for that purpose and not more than 500mm in height. Platform dimensions should be no less than 600mm x 600mm. In all cases a specific risk assessment shall be carried out prior to use.
- 33.16.** Consideration must also be given to the requirements of rule 40.0 – Temporary works / false work / formwork.

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34. Services and operating processes

- 34.1. Before commencing any work which is likely to affect any operating process, machinery, or service, permission shall be obtained from Morgan Sindall site management. This also applies to the coupling in of any compressed air line, steam line, oxygen line, vacuum, fuel line or other similar service.
- 34.2. Pressure testing of services must only be undertaken following written approval by Morgan Sindall, written notice of intention to test must be submitted by the person undertaking the testing at least three days prior to the planned operation.
- 34.3. Hydrostatic testing shall be used as the default method for pressure testing of services. If, for technical reasons, air or gas pressure testing is unavoidable the subcontractor must obtain formal written permission from the system designer and agree testing procedures with the designer and Morgan Sindall. A detailed safe work procedure shall be provided.

35. SHEQ inspections

- 35.1. Morgan Sindall's management team, including the SHEQ professionals, will carry out SHEQ inspections as identified in the Project Execution Plan. Reports will be produced as required and any remedial actions will be allocated to the responsible persons / contractors. These actions must be closed out to the satisfaction of the originator in the specified time.
- 35.2. Subcontractors' management teams, including the SHEQ professionals, are expected to undertake similar inspections and produce reports on their findings. Reports may be displayed on the site notice board and discussed at the relevant site meetings, to provide feedback and learning to the project personnel.

36. SHEQ professionals

- 36.1. Morgan Sindall employs SHEQ professionals to advise and assist the business and projects on all aspects of SHEQ. Where a subcontractor's number of employees working across Morgan Sindall projects exceeds 50, it is a requirement that it employs a project professional SHEQ adviser(s) to monitor its work or services to an agreed frequency and standard. Reports on the findings and observations are to be provided to Morgan Sindall before leaving site.

37. Statutory improvement, prohibition and other notices

- 37.1. Where a notice is served or letter received from any enforcing authority, a copy must be sent to senior management without delay. Subcontractors must provide Morgan Sindall with a copy of any correspondence received.

38. Substance misuse

- 38.1. All persons shall comply with Morgan Sindall's (as well as any customer imposed) substance misuse policy. Appropriate information on the substance misuse policy and work rules will be provided at the induction for any Morgan Sindall premises or project.
- 38.2. Morgan Sindall's substance misuse policy sets minimum standards in respect of substance misuse. Any personnel on site must submit themselves for random, post-accident / incident or "for cause" testing for alcohol and/or illegal drugs if requested by Morgan Sindall site management.
- 38.3. Entry to the site will be refused to any visitors or employees who appear unfit through substance misuse. Illegal drugs or alcohol shall not be brought within the site boundary.
- 38.4. Where a project is covered by the Transport and Works Act, employees must be made familiar with their statutory duties and they should be aware that specific organisations such as Network Rail have a mandatory policy of screening for alcohol and illegal drugs through routine and random testing, and with which all persons engaged upon such contracts will be required to comply.

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39. Sustainable timber sources

- 39.1. It is Morgan Sindall's policy to only use sustainably and responsibly sourced certified timber and timber products, on all sites, in line with legislation.
- 39.2. Subcontractors and suppliers are expected to operate in accordance with this policy, by providing evidence on the quantity, type, source, and certification status of any timber and/or timber products brought onto site. Chain of custody certification includes FSC or PEFC.
- 39.3. Where chain of custody evidence, such as PEFC or FSC is not provided, then Morgan Sindall has the right to refuse delivery of the relevant timber on to site.
- 39.4. Where timber is found on site, without the necessary accompanying chain of custody evidence, this will be investigated by Morgan Sindall and a robust corrective plan put in place. This applies to timber purchased by our subcontractors and client supplied timber and timber products.

40. Temporary works / false work / formwork

- 40.1. A Morgan Sindall TWC will be appointed formally on every project. An appropriate number of temporary works supervisors will also be identified and these maybe Morgan Sindall or subcontractor employees.
- 40.2. All such works shall be covered by a detailed method statement that shall indicate how calculations, designs, pre and post loading checks, etc. are verified / established. The activity shall be under the direct supervision of a competent person familiar with the relevant BS / HSE guidance for such works.
- 40.3. Written confirmation must be obtained, that temporary works design details and calculations have been checked by a person independent from those directly responsible for the design. This check may be carried out in the same office by someone not involved in the design. This confirmation, together with the information required above, shall be submitted to the Morgan Sindall TWC before work commences. Morgan Sindall reserves the right to check these details and apply a charge, for the checking.
- 40.4. For complex or high risk temporary works, details of the qualifications and professional indemnity insurance of the person checking the temporary works design shall be provided to the Morgan Sindall TWC before work commences.
- 40.5. A request for a permit to proceed or similar will be submitted to the Morgan Sindall TWC prior to continuation of the works.
- 40.6. Reinforcement starter bars or other parts of the permanent structure that are left protruding shall be protected with suitable caps or boxing.
- 40.7. Access into and onto shutters and elevated work places shall be by a suitable safe means, the climbing of railings, column clamps, etc. will not be permitted.
- 40.8. During the construction of RC frames, the types of edge protection must be agreed in advance with Morgan Sindall, with particular attention on edge protection to the building perimeter, openings such as risers and shafts, and leading edges. Physical protection must be in place behind the leading edge to prevent those not protected by other means of fall protection working on the leading edge, from approaching the leading edge

41. Traffic management

- 41.1. Each project will produce, implement and keep up to date, a traffic management plan, the objective of which, where possible, is to segregate vehicles and pedestrians, and prevent the uncontrolled reversing of vehicles. It will also include arrangements for consideration to vulnerable road users in the delivery arrangements and any measures required in complying with project, customer or local authority specific requirements regarding the vehicle's features to protect vulnerable persons. All persons on site must familiarise themselves with the requirements of the plan and ensure compliance at all times.

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- 41.2.** In addition, the following need to be part of the overall traffic management with regards to the local neighbourhood:
- Suitability of materials used in construction of access roads
 - Potential noise, dust and congestion impact
 - Timing of deliveries associated with local amenity use such as school opening and closing times
 - Unsociable operating times.

41.3. Competent, trained to a recognised standard, vehicle marshals must be appointed to control all vehicles. Where this is identified by the traffic plan or risk assessment.

42. Vehicle drivers, including delivery drivers

42.1. The following requirements apply to all vehicle drivers, including those delivering and picking up materials, plant or personnel to Morgan Sindall sites:

- All drivers must report to and sign in at the site offices on arrival
- All vehicles shall be subject to inspection to ensure they are safe to be operated. All vehicles must be maintained in accordance with the manufacturer’s maintenance schedules. Records / any appropriate certificates of examination, etc. should be made available for inspection
- No person should ride on vehicles without a proper seat fitted. ROPS must be fitted to vehicles without cabs and seat belts worn at all times
- No driver shall tow unless licenced to do so (category B+E)
- The site speed limit specified for the project must not be exceeded
- Do not reverse vehicles that do not have all round visibility without using a vehicle marshal
- Park where instructed. Do not obstruct roads, footpaths, access points or loading areas
- The driver must comply with the Morgan Sindall PPE minimum standards, when outside the cab, (head, foot, hand and eye protection and wear high-visibility clothing. Other PPE may be required as dictated by Morgan Sindall)
- Keys are not to be left in unattended vehicles. Engines must not be left running when the vehicle is unattended
- Operatives should drive according to weather conditions, using lights as required
- Stay in the cab during loading / unloading unless instructed otherwise
- Beware of plant operating around your vehicle
- Specific operating of any vehicle’s component parts such as the closing and opening of tailgates is the responsibility of the driver. Do not ask or expect any other person to do this for you
- Work in accordance with any risk assessments or systems of work that are applicable to the work
- Mobile phones or hand free device shall not be used or programmed whilst driving or whilst involved in any activity associated with the vehicle, even with hands-free equipment
- Any spillage of vehicle fluids must be reported to the Morgan Sindall management so that the appropriate clean up procedures can be instigated
- No children or pets are permitted in cabs / vehicles.

Articulated tippers should only be used as a last resort and where an appropriate risk assessment has been carried out to determine the risk of overturning during tipping. It must take into account, the terrain, the gradient of the tipping area and the material being transported. If used, articulated tippers must have risk assessment related to their tasks. Articulated tippers to have remote opening tailgates and sheeting to prevent dust or debris from spilling the loads. They must also have rear fitted CCTV cameras to aid visibility. Please also see Plant, tools and equipment section 26.

43. Void and hole protection

The requirement detailed below applies to all openings into inspection chambers (manholes), shafts, chambers or openings in floors which have not had the permanent covers fitted or infilling completed.

Openings in buildings (e.g. floors, floor slabs, lift shafts, walls)

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The size and type of openings will determine the type of protection and shall apply to holes, openings, in floors, floor slabs, inspection chambers, lift shafts, stairwells, storage tanks or any other type of opening where there is a risk to persons and/or material falling etc.

Openings in floors shall only be formed with the consent of Morgan Sindall site management.

Opening coverings shall not be removed without the consent of Morgan Sindall site management.

Opening size up to 250mm squared

- A secured 19mm plywood cover with 50mm bearing shall be placed over the opening
- The hole shall be identified by a bold notice stating 'WARNING. HOLE BELOW'.

Opening size from 250mm to 750mm squared

19mm plywood shall be secured to a frame made of 50mm batten to form a cover for the opening.

Hole greater than 750mm squared

A double guardrail with toe-board shall be fixed around all open sides of the hole, or fully secured scaffold boards, covering the opening, adequately supported at 1.2 centres a sign securely attached as above ('WARNING. HOLE BELOW').

Holes where plant movement is required

Special consideration shall be given to openings where plant is used. Where the above precautions are likely to restrict movement and cause additional hazards then consideration shall be given to plating smaller sized openings with steel plate (suitably signed) of sufficient strength to safely support maximum imposed loads.

Further risk control methods may have to be considered where, for example there is the likelihood of trespass, intentional or unintentional, members of the public, and particularly children.

- 43.1.** Where there is a risk of persons and/or materials falling through openings in floors, including risers and lift shafts, they shall have suitable edge protection installed or be securely covered to prevent access. Opening covers shall not be removed until alternative protection is in place. 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. The use of proprietary lift gates to lift shafts is required and should be provided through the lift package to aid consistency.

44. Waste management

- 44.1.** Good housekeeping is essential for the maintenance of a safe and healthy working environment. If a subcontractor fails to comply with Morgan Sindall's reasonable request to maintain the area in which it has worked in a clean and orderly condition, Morgan Sindall may undertake the work on the subcontractor's behalf and contra-charge accordingly.
- 44.2.** All projects are expected to adopt site waste minimisation practices and apply the waste hierarchy in line with duty of care requirements. Controls with regard to waste management and minimisation will be included in the risk assessments.
- 44.3.** All employees involved in the disposal of waste must be instructed in the requirements of all waste segregation and recycling arrangements for the site.
- 44.4.** Prior to the removal of any waste from the site, Morgan Sindall site management will identify its type, description, quantity and planned recycling option or disposal location. Morgan Sindall environmental advisors can advise on the temporary containment on site and the resultant disposal of gypsum based products and hazardous waste.
- 44.5.** Certain waste management operations require an environmental permit, or exemption to be in place. Where such permits or exemptions apply to a project, the details and requirements of the permit will be communicated to all concerned parties. Method statements must be produced and implemented where specific waste controls and practices are required to facilitate compliance with the permit (or exemption).

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- 44.6.** These standards apply to all subcontractors or suppliers who have a responsibility for removal of waste from site including:
- A subcontractor whose work package includes disposal of its own waste, or
 - A subcontractor who supplies the facility (skips, wagons, etc.) for waste removal and removes waste from site, or
 - Any other subcontract not covered by the above but which involves any removal of waste from site, such as spoil or arisings from excavations, demolition, muck – shifting operations etc.

44.7. Morgan Sindall requires details on the type, quantity and destination of waste generated from site, as contained in the SE FRM9 Controlled Waste Transfer Note. All such information shall be provided by the subcontractor to Morgan Sindall prior to waste removal from site.

- 44.8.** In order to comply with Morgan Sindall’s requirements, the following will be provided free of charge by the contractor:
- A copy of the waste carrier’s, broker’s or dealer’s licence(s) issued by the EA, or SEPA for those contractors removing waste from Morgan Sindall projects, offices or other sites under Morgan Sindall control;
 - A copy of the waste management licence, landfill permit or waste management licence / environmental permit exemption for the facility the waste is taken to, as issued by the regulator. Examples of appropriate licences include landfill site licence, transfer station site licence, recycling site licence, environmental permits
 - A monthly waste return providing details of the following:
 - Total quantity (mass-kg) of waste removed from site
 - Quantity (mass-kg) of earth (muck shift) or demolition waste
 - Types (description and list of waste code)(EWC / LoW) and quantity (mass-kg) of waste that is disposed of in landfill
 - Type (description and list of waste code)(EWC / LoW) and quantity (mass-kg) of waste that is recycled (e.g. paper 20 01 01; 400kg, wood 17 07 07; 800kg)
 - Type and description as above for waste otherwise incinerated, reused or reprocessed into ‘non-waste’.

44.9. The subcontractor will indemnify Morgan Sindall against any cost, claim or other liabilities arising out of the unauthorised handling or disposal of waste products removed by it from site.

44.10. The provision by the subcontractor of the required certification / returns set out in the condition above is a pre-requisite to the release of payment.

44.11. Waste reporting

- i. The subcontractor shall, prior to start on site, assist with the production and/or update of the SWMP
- ii. The subcontractor must provide a record of progress towards, and achievement of applicable targets for wastage, waste reduction, and recovery, at least monthly, through to conclusion of the project in a legible form, ideally a Microsoft Excel (or similar) spread sheet
- iii. The subcontractor must provide information, where applicable, on the percentage and value of recycled content and reused materials planned and actually used in the construction project
- iv. The subcontractor must meet the target performance levels agreed upon for waste reduction, recovery and recycling
- v. Within two months of the end of the construction work, the subcontractor must submit, in writing, the reasons for any significant deviations between its actual waste figures and those originally estimated, i.e. conduct a documented review of its input into the SWMP
- vi. The contractor will endeavour to apply the waste hierarchy in all waste management activities, ahead of final disposal, and in line with Waste Regulations.

45. Work at height

45.1. Where the work involves a risk of falling, specific statutory requirements that apply shall be complied with and measures implemented that use physical fall prevention (e.g. safe working platform, guardrails etc.) in preference to the use of fall arrest equipment (e.g. safety harnesses, safety nets, etc.). A specific risk

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assessment for working at height must be produced before commencing the works. Please also refer to 33.11 to 33.16 under Scaffolding and safe means of access section.

- 45.2. As required by the Build UK, persons using MEWPs and employed as net riggers, steel erectors or associated trades, must be in possession of IPAF PAL+.
- 45.3. Employees shall, whilst working in the basket of a boom type mobile elevating work platform, wear a full body harness (to BS EN 361) and restraint lanyard (to BS EN 354) which shall be attached to the manufacturer's anchor point within the basket. Operators must be in possession of a valid certificate of training, e.g. IPAF or CPCS, familiarisation training will not be accepted. Suitable resource plans must be in place prior to work starting. Travel routes for MEWPs must be fully considered before works commence on site to ensure safe, stable and level access. Consideration must also be given to restriction of pedestrians entering the MEWP operating zone, particularly where MEWPs are operating across doorways. Routes should be clearly defined within the Traffic Management Plan.
- 45.4. Considerations for the prevention of falls from height (including through fragile materials) must follow the hierarchy of control within the Working at Height Regulations and the CDM Regulations.
- 45.5. Designers must consider integral lockable permanent manhole covers, which eliminate the need for temporary covers at any stage of construction. Where these cannot be designed in, the accepted form of manhole protection is a properly constructed scaffold frame and toeboards.
- 45.6. Safety netting is the preferred method of preventing injuries due to falls from height during roof work, where the structure allows. Should an alternative method be considered, it should be justified using a risk assessment. Safety netting must only be erected by approved companies and appropriately trained operatives.
- 45.7. Where operatives require access onto trailers / vehicles to assist in unloading of vehicles, this is work at height and the hierarchy of control must be implemented, i.e. preventing falls of persons / materials and a risk assessment must be produced.

46. Working in occupied premises

- 46.1. The following shall apply when working in occupied premises:
 - All walkways and means of escape shall be kept free of obstruction, trip hazards and rubbish
 - Any specific rules put in place by the owner / occupier of the premises must be complied with
 - Hot work permit procedure shall be used for ALL hot work
 - Report immediately, the discovery of any hazardous conditions or substances, e.g. asbestos, fire hazards, unexpectedly live services, etc.
 - Minimisation and control of the generation of dust, vibration and noise
 - Implementation of stringent waste clearance regimes
 - Respect the occupiers of the building, particularly in school, college, residential and office premises
 - Never leave tools or equipment unattended in areas where unauthorised persons may interfere with them
 - A specific fire plan should be prepared to detail emergency procedures in the event of a fire occurring within the occupied or construction area to notify the other respective building user for a coordinated response.

47. Work Related Road Risk (WRRR)

- 47.1. WRRR is an ever growing issue in the construction industry, and Morgan Sindall considers the management of such issues to be fundamental in maintaining a safe and healthy environment outside of the boundaries of our construction projects. As part of Morgan Sindall's commitment to extending safety management outside of the project boundary, all subcontractors and suppliers who work on behalf of Morgan Sindall are to be fully conversant with the CLOCS standard.
- 47.2. In line with sections 41 Traffic management and 42 Vehicle drivers, including delivery drivers, of this document, fleet operators shall ensure that any vehicle routes to sites or premises specified by Morgan Sindall are adhered to unless directed otherwise. Fleet operators shall properly communicate any routing and access requirements provided by Morgan Sindall to all drivers accessing a site.

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- 47.3. Fleet operators shall ensure that all drivers (including those exempt or not in scope of Driver Certificate of Professional Competence) undergo approved progressive training and continued professional development specifically covering the safety of vulnerable road users. Fleet operators shall ensure that a system is in place to ensure all drivers hold a valid licence for the category of vehicle they are tasked to drive and any risks associated with endorsements or restriction codes are effectively managed.
- 47.4. All requirements of this section (WRRR) would also apply to any sub-let packages, for example where materials are delivered to a Morgan Sindall project on behalf of a subcontractor.
- 47.5. Morgan Sindall has in place a monitoring system to check compliance with FORS. Morgan Sindall reserves the right to carry out vehicle and driver audits when they attend any Morgan Sindall project. The purpose of this is to ensure compliance with the above, and to issue non-conformances as necessary. Non-conformance, depending on severity may result in vehicles being refused entry to a project. Repeated issues of non-conformances may result in formal contractual action being taken.
- 48. **Young / inexperienced persons**
 - 48.1. No person under the age of 16 years will be permitted onto site without the written permission of Morgan Sindall management.
 - 48.2. 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, specified supervision and only carry out duties in which they have been sufficiently trained and instructed. Where young persons (under 18 years old) are to be employed on site, specific risk assessments need to be carried out by their employer and retained by Morgan Sindall. A copy must be given to the young person involved in respect of all their tasks / activities.
 - 48.3. Young persons must not be engaged on any of the following activities:
 - The operation of construction vehicular plant
 - The operation of a lifting appliance
 - Slinging or signalling duties in relation to a lifting operation
 - The use of power tools (unless under the direct and constant supervision of a competent person)
 - The use of power operated wood working machinery, unless under direct supervision of a competent person
 - Work beyond other physical or psychological capacity.

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Definitions

Morgan Sindall

Morgan Sindall Construction and Infrastructure Limited, the construction and infrastructure division of Morgan Sindall Group plc.

Employee

Any person working directly for Morgan Sindall, whether on a permanent contract, agency or part time basis, or any employee working directly for a subcontractor.

Site

Any site or premises owned, occupied or controlled by Morgan Sindall as referred to or defined within the subcontract.

Subcontract

The agreement between Morgan Sindall and the subcontractor.

Subcontractor

Any person, firm or company or combination thereof (including any employee, servant or agent thereof) that enters into a subcontract or sub-subcontract.

Sub-subcontract

Any agreement between the subcontractor and any other subcontractor or any agreement relating to any subsequent or lower tier within the contract hierarchy.

Supplier

Any person, organisation or combination thereof, who supplies articles, equipment and/or materials to or from Morgan Sindall or a subcontractor and any sub-subcontractor.

Standards

This document consisting of the Morgan Sindall minimum requirements.

Use of work equipment

The use of work equipment means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

Work equipment

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment which employees provide for their own use at work. The scope of work equipment is therefore extremely wide.

Work or services

The work or services to be performed by a subcontractor under or in accordance with the relevant subcontract or sub-subcontract.

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Abbreviations

ACAD	The Asbestos Control and Abatement Division
ACM	Asbestos Containing Materials
AED	Automated External Defibrillator
ALO	Adjacent Line Open
ARCA	Asbestos Removal Contractors Association
BS	British Standard
BS EN	British Standard European Norm
CASSE	Creating a Safe and Sustainable Environment
CCTV	Closed Circuit Television
CDM	Construction Design Management
CDM	Construction Design and Management
CISRS	Construction Industry Scaffolders Record Scheme
CITB	Construction Industry Training Board
CIWM	Chartered Institution of Wastes Management
CLOCS	Construction Logistics and Cyclist Safety
COSHH	Control of Substances Hazardous to Health
CPCS	Construction Plant Competence Scheme
CSCS	Construction Skills Certification Scheme
EA	Environment Agency
EPOC	Environmental Permitting Operators Certificate
EWC	European Waste Codes
f/ml	Fibres per millimetre
FSC	Forest Stewardship Council
GPD	General Permitted Development
HGV	Heavy Goods Vehicle
HSE	Health and Safety Executive
HSG	Health and Safety Guidance
IMS	Integrated Management System
IPAF	International Powered Access Federation
ITP	Inspection and Test Plan
IWA	Individuals Working Alone
Kg	Kilograms
kVA	Kilovolt-ampere
L	Litre
LEP	Light Eye Protection
LGV	Large Goods Vehicle
LOLER	Lifting Operations and Lifting Equipment Regulations
LoW	List of Wastes
LPG	Liquid Petroleum Gas
LPS	Loss Prevention Standard
m	Metre
MEWP	Mobile Elevating Working Platform
mm	Millimetre
NASC	National Access and Scaffold Federation
NNLW	Notifiable Non Licensed Works
NPORS	National Plant Operator Registration Scheme
OHSAS	Occupational Health and Safety Advisory Services
PAL+	Powered Access Licence Plus
PASMA	Prefabricated Access Suppliers and Manufacturers Association
PCBs	Polychlorinated Biphenyls
PEFC	Programme for the Endorsement of Forest Certification
PPE	Personal Protective Equipment
PPM	Planned Preventative Maintenance
PSI	Pounds per Square Inch
RAMS	Risk Assessment / Method Statement
RCD	Residual Current Device

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RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences
ROPS	Roll Over Protection Structure
RPE	Respiratory Protective Equipment
SEATS	Site Environment Awareness Training Scheme
SEPA	Scottish Environmental Protection Agency
SHEQ	Safety, Health, Environment and Quality
SMSTS	Site Management Safety Training Scheme
SSOW	Safe Systems of Work
SSSTS	Site Supervision Safety Training Scheme
SWL	Safe Working Load
SWMP	Site Waste Management Plan
TBT	Toolbox Talk
TWC	Temporary Works Coordinator
UK	United Kingdom
UKAS	United Kingdom Accreditation Service
UXO	Unexploded Ordnance
V	Volt
WAMITAB	Waste Management Industry Training and Advisory Board
WRAP	Waste and Resources Action Plan
WRRR	Work Related Road Risk

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