

# SUBCONTRACTOR'S HEALTH, SAFETY AND ENVIRONMENTAL STANDARDS

**BYRNE** | GROUP

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# 1. Introduction

Byrne Group is committed to achieving the highest possible standards of health, safety and environmental performance on all of its construction sites.

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

This document, 'Subcontractor's Health, Safety and Environmental Standards', applies to all subcontractors that have been secured to work within or supply any Byrne Group establishment. This guidance document is provided to ensure that Byrne Group appointed, pre-qualified subcontractors understand the health, safety and environmental standards which we advocate on our construction projects.

This document does not detract from information provided within the Construction Phase Plan, Site Environmental Management Plan, Premises Plan or other contract documents, that form the source for all project/premises specific information and typically constitutes initial information for subcontractors.

Byrne Group also requires each subcontractor to commit to only use competent members of their own organisation to carry out any activities they are contracted to undertake. As such, each subcontractor should not sub-let activities under any circumstances unless under authorised prior agreement with the senior management team.

Subcontractors should familiarise themselves with these standards and also ensure that they are brought to the attention of any individuals working within their workforce and any of their subcontractors/self-employed persons

The provision of suitable and adequate resources to ensure the effective management and control of health and safety standards on site will carry a cost element. These standards will assist the subcontractor in their planning and provision of satisfactory health and safety resources to our projects.

Adequate resources are required to prevent unnecessary risk to the health and safety of all personnel working on our projects.

These standards will be audited by Byrne Group in accordance with our performance measurement procedures (As per specific audit schedule completed for every site).

Poor compliance with these standards may result in the subcontractor being removed from the Byrne Group subcontractor database.

We expect the full co-operation and commitment from all subcontractors in fulfilling our legal duties under health, safety and environmental legislation and in compliance with our policies.

## 2. Byrne Group Policies

The following policies are available on request:

- Health and Safety Policy
- Environmental Policy
- Smoke Free Workplace Policy
- Drug and Alcohol Policy
- Occupational Health Policy
- Occupational Stress Policy
- Sustainability Policy
- Responsible Sourcing Policy

## 3. Subcontractor Management and Control

### 3.1. Safe Systems of Work

#### 3.1.1. Prequalification

The Construction (Design & Management) Regulations, impose a duty on Byrne Group to make reasonable enquiries regarding the suitability, competency and knowledge base of our subcontractors, so that we can ensure they meet their statutory obligations.

In accordance with our HS&E management systems, Byrne Group will only work with registered companies that have been 'approved' as a result of a detailed health, safety and environmental assessment. In order for any company to progress to approved status a 'CS01: Health, Safety and Environment Competency Questionnaire' must be completed and returned to the Safety Department for pre-qualification assessment.

Each subcontractor will be assessed on the contents of their questionnaire along with supporting documents provided, and will be awarded a status, as follows:

<b>Un-Satisfactory</b>	<b>= Does not meet minimum legislative and/or Byrne Group Health Safety &amp; Environmental requirements.</b>
<b>Satisfactory</b>	<b>= Meets legislative and Byrne Group Health, Safety &amp; Environmental requirements.</b>
<b>Satisfactory +</b>	<b>= Meets legislative &amp; Additional Byrne Group Health, Safety &amp; Environmental requirements.</b>

Each subcontractor is informed of their qualification status by letter and notified of any outstanding requirements to be implemented in order to improve this status as required.

We require each subcontractor to commit to the minimum safety and environmental standards and conditions, as set out within these 'Subcontractor Health, Safety & Environment Standards' that are provided with the CS01 questionnaire. A signature is requested within the questionnaire to confirm this commitment.

### 3.1.2. Sub-Sub Contracting Works

Every subcontractor who is looking to sub-contract works must first seek approval from Byrne Group. Once approved, the subcontractor must demonstrate their assessment process of that individual subcontractor under the Construction (Design & Management) Regulations as part of their assessment process detailed above in section 3.1.

All operatives who are working for a subcontractor to a main subcontractor with Byrne Group will be acting on behalf of that subcontractor, and thus should all wear the PPE of the main subcontractor, submit all method statements with the approval of the main subcontractor and conduct themselves in accordance with the standards laid out in this document.

Any failure or non-compliance may result in all parties being removed from the Byrne Group Supply chain data base.

### 3.1.3. Risk Assessments

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

Byrne Group therefore requires its subcontractors to provide comprehensive, robust risk assessments that clearly identify how each of their activities will ensure hazards and their associated risks are removed or reduced as far as possible.

Subcontractors must “assess the health and safety risks” associated with their work activities and identify “suitable and effective control measures” to be used to combat these risks.

**All risk assessments should follow the HSE 5-Steps to risk assessment INDG 163 <http://www.hse.gov.uk/pubns/indg163.pdf>.** Subcontractors must review their risk assessments, as a minimum, on a 6 monthly basis, or where there has been a change in activity/hazard.

The specific “risks” and “control measures” identified should be clearly communicated to all members of the subcontractor’s workforce.

The key elements of risk for assessment by the subcontractor should include, but not necessarily be limited to, the following:

Element	H&S Standards Reference
<ul style="list-style-type: none"> <li>• General elements of risk and safety control measures associated with the process/work activity e.g.:               <ul style="list-style-type: none"> <li>• means of access</li> <li>• suitable working platforms</li> <li>• protection against falls of personnel</li> <li>• protection against falls of objects</li> <li>• provision of adequate lighting</li> <li>• permit-to-work requirements</li> <li>• fire and emergency precautions/ procedures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Management of Health &amp; Safety at Work Regulations</li> <li>• Construction Design and Management Regulations</li> <li>• Working at Height Regulations</li> </ul>
<ul style="list-style-type: none"> <li>• Other key areas/elements of risk which are subject to particular statutory regulation requirements:               <ul style="list-style-type: none"> <li>• control of substances hazardous to health</li> <li>• control of noise hazardous to health</li> <li>• provision and use of work equipment (plant, machinery, tools etc)</li> <li>• the safehandling and movement of materials</li> <li>• the provision, use and maintenance of personal protective equipment</li> <li>• safe working on or near to electricity</li> <li>• safe working in confined spaces</li> <li>• control of lifting operations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Control of Substances Hazardous to Health Regulations</li> <li>• Noise at Work Regulations</li> <li>• Provision &amp; Use of Work Equipment Regulations</li> <li>• Manual Handling operations Regulations</li> <li>• Personal Protective Equipment Regulations</li> <li>• Electricity at Work Regulations</li> <li>• Confined Spaces Regulations</li> <li>• Lifting operations &amp; Lifting Equipment Regulations</li> <li>• Control of Asbestos at Work Regulations</li> </ul>

### 3.1.4. Method Statement

A method statement is required to describe the sequence of carrying out a work activity and to detail how control measures will be implemented. The method statement therefore needs to be written in conjunction with, and refer to, the relevant risk assessment(s). It may also require further supporting documentation e.g. COSHH assessments, technical drawings.

All health and safety method statements are to be listed on a master schedule which should identify the 'method statement title', the 'revision number' and the 'scope of works which it covers'.

Subcontractors must submit their health & safety method statement(s) to Byrne Group for review prior to works being permitted to commence on site. These must be submitted under cover of a "subcontractors document submittal record" proforma.

For guidance on the provision and content of health & safety method statements, refer to – Byrne Group's Health & Safety Method Statement template, if required.



Where a Byrne Group inspection identifies subcontractor works which are not adequately covered by a health & safety method statement, all or specific parts of those works may be immediately suspended by the Byrne Group manager, or site manager, until satisfactory action is taken by the subcontractor to rectify the situation. The cost attributed to any associated down time will be borne by the subcontractor.

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

#### **3.1.4.1. Approval of Method Statements and Risk Assessments**

All method statements must be reviewed for scope and adequacy by the Senior Manager (or nominated person) and agreed prior to the subcontractor being permitted to commence work.

A sufficient time period must be allowed for this process to be completed in order to minimise disruption or prevent delays to the programme of works. As such, all subcontractors are required to submit each method statement to the Senior Manager at least 1 week prior to the agreed start date for the work activity.

Notwithstanding the above, and depending upon the nature of any particularly complex or highly hazardous activities, the Senior Manager may request submission at an earlier date to ensure the review process can be completed prior to work starting.

Where a method statement is reviewed and deemed to be insufficient or incomplete (either in content, clarity, depth or scope of information), it must be amended and re-submitted for review and approval prior to work starting. Subcontractors must review their method statements, as a minimum, on a 6 monthly basis, or where there has been a change in activity/hazard.

#### ***Briefing***

Every method statement must be briefed to all operatives and this briefing should be recorded, including the name, signature and a unique identifier for each person attending the briefing. If at any point the method statement requires amendment, this method statement must be re-submitted for approval; once the revised method statement has been approved it must be briefed to the operatives and this should also be recorded as an addendum.

**NOTE** Generic method statements or risk assessments will not be accepted on any Byrne Group project.

#### **3.1.5. Pre-Start meeting**

Prior to commencing operations on site, the subcontractor will be required to attend a site pre- mobilisation meeting to finalise specific site requirements, including health & safety and environmental issues.

#### **3.1.6. Training & Competency**

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

Byrne Group requires that competence to be supported, as a minimum, by a valid, current Construction Skills Certification Scheme (CSCS), Construction Plant Competence Scheme (CPSC) or Construction Industry Scaffolders Record Scheme (CISRS) card. The following requirements also apply:

- Trades are required to hold the relevant skill card (NVQ2 as a minimum)
- Crane operators must hold specific crane's CPCS certification.
- Slinger/signallers must hold CPCS certification.
- Mobile towers must be erected by an operative with PASMA.
- Subcontractors' operatives using mobile towers must be aware of requirements for the safe use of towers (Manufacturers' instructions must be available on site).
- All scaffolders must hold appropriate certification, under the CITB Scaffolders Registration Schemes (CISRS) and comply with NASC Guidance SG4:10.
- Electrical technicians must hold JIB Skills certification.
- All operators of plant and equipment that are covered by CPCS/IPAF schemes must hold appropriate certification for specific type of machine e.g. MEWPs.
- Drivers must hold the appropriate license for specific type of vehicle e.g. HGV.
- All supervisors must hold CITB Site Supervisors Safety Training Scheme (SSSTS),
- Any manager must hold CITB Site Managers Safety Training Scheme (SMSTS),
- First aiders must hold a valid certificate
- Harness users require harness training
- Fire Marshals must hold a Fire Marshal qualification
- Traffic marshals must hold a Traffic marshal qualification
- Traffic marshals operating on the public highway are required to hold the relevant CPCS card
- Relevant training required relating to tool(s) to be used. E.g. Abrasive wheel, Paslode nail gun.

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

Subcontractors must also provide sufficient resources to satisfy necessary safety appointments, including first aiders, fire/emergency co-ordination and/or appointed person/supervisors for lifting operations, as identified prior to award of the sub-contract. If it is found that a particular individual does not hold proof of competence, the subcontractor will be responsible for providing verification of the individual's suitability to the senior management team prior to the individual being put to work.

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

### 3.1.7. Toolbox Talks

Subcontractors will ensure that toolbox talks are delivered on site. These training sessions should be structured as follows:

<b>Frequency of meeting:</b>	Weekly
<b>Duration of meeting:</b>	10 to 15 minutes
<b>Attendance:</b>	Subcontractor's workforce (including any agency staff)
<b>Location:</b>	At the workplace

The subcontractor's Supervisor/manager should select a suitable topic, relevant to the program/work activities and/or a recent issue on site and address the workforce on the general safety requirements of that subject. During each month one of the toolbox talks should cover occupational health and one environmental management. Some examples are below:

- Safe Use of Hazardous Substances
- Safe Use of Personal Protective Equipment
- Safe access / egress
- Housekeeping
- Fire Precautions for Hot Work Operations
- Safe Use of Machinery and Power Tools
- Safety Precautions when Working at Height
- Noise induced hearing loss
- HAVS
- Storage of waste
- Spill control

However, there may also be occasions when Byrne Group requires you to deliver a tool box talk on a specific subject.

Note: this list is not exhaustive and will differ between trades.

A record of each tool-box talk, listing those who attended including their signature and a unique identifier should be maintained in the subcontractor's H&S records file. These records will be issued to the Byrne Group management on a weekly basis. Where the subcontractor is using their own form to record training events, this form must meet Byrne Group requirements with regards to the information captured.

### **3.1.8. Communication & Meetings**

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

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

- Pre-start meetings to agree site set-up requirements, the availability of subcontractor's risk assessments/method statements, site safety and environmental controls and waste management.
- Progress meetings to review the on-going suitability and adequacy of the above.
- Safety/Safety Leadership Team (SLT) meetings to discuss issues related to the establishment (monthly as a minimum)
- Meetings to discuss and review specific safety and environmental procedures e.g. evacuation arrangements to reflect changing hazards.

### 3.1.9. Occupational Health

Each Byrne Group subcontractor must provide written confirmation to Byrne Group stating it has an up to date health surveillance programme in place before an order will be placed with that subcontractor.

Each Byrne Group subcontractor must comply with Byrne Group's strategy regarding Safety Critical Workers/Roles. All individuals, in a safety critical role, must provide a copy of a valid fit note at their site induction or prior to starting safety critical works - a letter, on company headed paper, for each SCW, verifying they have had a Safety Critical Medical and are fit to undertake their role.

Byrne Group has identified the following roles/activities as Safety Critical:

- Any operator of a crane.
- Any operator of mechanised plant where the operation of such plant poses a significant risk to others due to site restrictions or external factors if the operator becomes incapacitated in any way.
- Anyone working at height where there is no proprietary edge protection in place, for example scaffolders or anyone working on a harness or running line or man-safe system.
- Anyone working in a confined space.
- Anyone working on isolated live electrical power (HV or LV) or any live services, cabling works, switch gear, mains gas, electrics or water.
- Any safety critical roles detailed by clients, for example, London Underground or Network Rail will have a specific guidance but if not, then any track side works for guided transport vehicle works are safety critical.
- Any works on or over water or working within cofferdams or the like.
- Any works with substances leading to serious health implications as per COSHH assessment or relevant legislation, for example working with asbestos or lead.
- Any works involving welding equipment or similar.
- Anyone undertaking structural demolition.
- Anyone working with unexploded ordnance (UXO)
- Others identified from risk assessments

For SCW, Byrne Group's Strategy is for operatives to undertake a medical at the following intervals:

- For staff under 40 at least once every three years
- For staff 40-49 years of age every 2 years
- For staff 50 years or over annually

Staff should have fitness reassessed in between periodic assessments if there:

- Are any health concerns
- Is any long term sickness absence
- Has been an accident involving plant
- Has been any recent surgery

Clients may have more stringent policies than this, if so their policy must be followed.

Satisfactory information on workforce health protection and hygiene standards must be

provided by the subcontractor. Key information must be provided, as relevant, within the subcontractor's 'Health & Safety Method Statement(s)' and must be communicated to the workforce. This should include information on the following aspects:

Specific Health & Hygiene Aspects:

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

### **3.1.9.1. Dust Management**

Subcontractors' Specific task risk assessments must define whether some or all of these controls must be implemented;

- Power tools to be fitted with LEV and collection facility and/or water suppression used to reduce dust levels
- The correct RPE is supplied, used and stored correctly
- Operatives must be briefed on the RAMS and are aware of the hazards
- Operatives must be trained in the tasks they are carrying out and to use the tools they are provided e.g. abrasive wheels and face-fit training for masks.
- There is adequate washing facilities, facilities for storing overalls and other work wear during breaks.
- Correct procedures for the storage and disposal of waste materials or substances must be followed.
- The MSDS and COSHH assessment is in place with all identified controls complied with.

### **3.1.9.2. On Tool Extraction**

- Byrne Group require subcontractors' relevant tools to be fitted with 'local exhaust ventilation' (LEV) systems. The specification of these LEV systems is 'Medium' or 'M' class.
- Byrne Group only mandates the use of face-fitted masks to the FFP3 specification on its sites/premises. These masks are only effective when the wearer is clean shaven – not with stubble. For operatives who wear beards a full face mask should be used. Please refer to

HSG53 for further guidance on face fit masks.

### **3.1.9.3. Noise Management**

Noisy works must be monitored and recorded regularly where operatives are exposed. Consideration should be given to neighbouring works or operatives that are passing through the noise effected area, and any public interface must be monitored. Subcontractors will be required to take recorded readings prior to starting works and during the operation itself. A record of noise monitoring, including sketch/marked GA of the site, and the noise reading taken, must be submitted for every week as part of the 'safety returns pack'.

Noise exposure limits must be calculated in Risk Assessments, a simple and easy to use calculator is available from the HSE here:

<http://www.hse.gov.uk/noise/calculator.htm>

### **3.1.9.4. Drug & Alcohol Testing**

Subcontractors must comply with Byrne Group's Drug and Alcohol Policy, which is available on request.

Byrne Group's Drug and Alcohol Policy implements controlled measures to prevent personnel, as far as possible from:

- Reporting for work under the influence of alcohol or drugs which may cause impairment, or
- Consuming alcohol or drugs, including those which may cause impairment, at work.

These measures may include pre-start on site, post incident, 'with cause' and unannounced random drugs and alcohol screening.

These measures ensure that Byrne Group:

- Do not knowingly employ or retain any worker, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences.
- Take suitable action, usually dismissal or termination of contract, against anyone found at work to be under the influence of alcohol or drugs in breach of this policy.

Any worker found to have tested positive after a test or who refuses to take a test will be immediately removed from the work in which they are engaged, and will not be permitted to work on any other Byrne Group site.

### **3.1.10. Agency Workers**

Subcontractors undertake to only source agency workers from a supplier which is controlled and monitored by you for quality and agrees to the standards of health, safety and environmental objectives of Byrne Group.

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

Subcontractors will also be required to demonstrate that you have agreed processes

in place to ensure that all agency workers you may employ to supplement your workforce are aware of their day one rights and how they will be informed of any job vacancies whilst working on a Byrne Group site.

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

Under these standards Subcontractors indemnify Byrne Group for any breach of any agency worker in terms of their entitlements under the Agency Workers Regulations hired by you.

## 3.2. Site Standards

### 3.2.1. Site Welfare Provisions

Subcontractors will ensure welfare facilities are not abused by its personnel or agency workers.

Note: Occasionally, Byrne Group may instruct the subcontractor to provide the site welfare facilities.

The following guidance is provided to assist the Project Manager in making an assessment of the overall number of amenities to be provided for the workforce:

Welfare Facility	Level Of Provision		
	No. of Persons on Site	No. of WC's	No. of Urinals
<b>Sanitary Conveniences</b>  Separate provision for male and female personnel on the following basis.  Chemical Toilets are not permitted on site unless they are provided with washbasin, hot and cold running water, soap and means of drying hands.  Where a permanent water supply is installed, regular checks must be in place.	1-25	1	2
	26-50	2	2
	51-75	3	3
	76-100	4	3
	101-135	5	4
	136-170	6	5
	For every 35 persons above 170 on site an extra WC is required. For every 50 persons above 170 on site an extra urinal is required.		
<b>Washing Facilities</b> <ul style="list-style-type: none"> <li>• Hot and cold running water</li> <li>• Supplies of soap and towels</li> <li>• Wash basin, suitable for</li> </ul>	<b>No. of Persons on Site</b>	<b>Number of Wash Basins</b>	
	1-25	2	
	26-50	3	
	51-75	4	
	76-100	4	
	101-135	5	
136-170	6		

Welfare Facility	Level Of Provision
the immersion of the hand and forearm.	For every 35 persons above 170 on site an extra washbasin is required.

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

### 3.2.2. Site Security & Access Control

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

Byrne Group accepts no liability for any lost or stolen items on site.

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

### 3.2.3. Traffic Management

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

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

The site 'Traffic Management & Logistics Plan' is produced in accordance with the requirements of current legislation and best practice. This includes, in particular, the following:

- Construction Design and Management Regulations
- HS(G)144 - The Safe Movement of Vehicles on Construction Sites

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

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



### 3.3. Operational Standards

#### 3.3.1. Site Induction

- All site personnel are required to attend the Byrne Group project specific safety induction for each site they attend. They must also watch the Byrne Group company induction video (every 3 years)
- All subcontractors must hold their own project specific induction and method statement/risk assessment briefing
- Site personnel must attend the inductions prior to commencing work on site.
- All operatives, in a safety critical role, must provide a copy of a valid fit note at their site induction as per section 3.9

As and when applicable, and to support the Immigration, Asylum and Nationality Act 2006, each subcontractor must be able to provide evidence of eligibility to work in the UK. I.e. in circumstances where the subcontractor wishes to use non-UK nationals on any Byrne Group establishment/construction site.

#### 3.3.2. Daily Task Briefing

Subcontractors will be required to actively support the Byrne Group daily briefing process. Each operative must receive a daily task briefing, for each activity they are due to undertake, from their manager/supervisor before they start work each day, and this recorded on Byrne Group's CS123 form (or the subcontractor's equivalent).

Everyone is encouraged to ask themselves the following:

- Do you and your co-workers know who is supervising you?
- Do you and your co-workers know what is to be done today, are the right people available to help you and are your activities covered within your method statement?
- Do you or your co-workers have any issues with the task at hand as explained or have any comments/concerns from the work carried out yesterday?
- Are you and your co-workers wearing and using the correct PPE? Is it of the correct type and classification?
- Do you and your co-workers have the right equipment for the task, is it safe to use and do you have the required approvals e.g. fire extinguisher, COSHH data, spill kits?
- Do you and your co-workers have the required permits / approvals to undertake the work?

Any issues/hazards raised should be recorded on the CS123 (or the subcontractor's equivalent) by the supervisor, including actions to address the issues noted. If the issue cannot be addressed, it should be passed onto the site management team or a member of the Safety Dept., as should any suggestions for improvement.

#### 3.3.3. Access and Egress

Designated safe access/egress routes must be provided to all work areas/work platforms. These must be maintained free from obstructions at all times to ensure:

- Safe movement of personnel in the event of an evacuation
- Elimination of trip hazards.

### 3.3.4. Safety Rules

The following standard health and safety rules must be observed by all persons whilst on site. There may be additional rules, as required for individual sites: these will be detailed in the site specific induction.

1. **ENSURE** that you wear a hard hat, hi Vis vest, protective footwear, appropriate gloves and glasses at all times whilst on site.
2. **ENSURE** that you observe all H&S signs and notices displayed
3. **ENSURE** that you keep to the pedestrian access routes
4. **DO NOT** access the construction site until you have attended a Byrne Group induction.
5. **DO NOT** undertake any work unless your supervisor has briefed you on the key aspects of the safe system of work.
6. **DO NOT** access the construction site as a visitor unless you are accompanied by someone who has been inducted
7. **DO NOT** consume food or drink on the site, unless it is within the welfare facilities provided.
8. **DO NOT** attend site under the influence of alcohol or drugs.
9. **DO NOT** smoke on site except within authorised areas.
10. **DO NOT** remove any guardrail or cover to any hole unless you have been given express permission from your supervisor. Ensure protection measures are replaced on completion of your work activities.
11. **DO NOT** burn any materials on site.
12. **DO NOT** use radios, Walkman's, Mp3 Players, iPods or similar on the construction site.

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

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

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

Visitors under the control of the subcontractor's management team are required to comply with the safety rules for visitors, including the establishment's signing in procedure. Visitors must be accompanied at all times. Where they require access to construction site areas outside designated safe routes, prior authorisation must be gained from the Senior Manager. The subcontractor is responsible for providing the appropriate personal protective equipment (PPE), ensuring that it's worn correctly, and escort them at all times.

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

### 3.3.5. Asbestos

When the construction premises are known, or are likely, to contain asbestos materials the following information will be provided to familiarise subcontractors with the control regime to be implemented in respect to risk from asbestos containing materials.

A full Demolition & Refurbishment survey of the building will be undertaken, showing the locations and types of asbestos present within the building. The survey and subsequent analysis will be undertaken by a UKAS accredited laboratory and laboratory technicians. Asbestos removal can only be undertaken by a licensed subcontractor who has given 14 days' notice of the intention to remove asbestos to the Health and Safety Executive (HSE), where the asbestos is of a notifiable type.

Note; Any non-licensed asbestos must only be removed by, or be remediated by, contracted operatives that have received Category B UKATA (or equivalent) asbestos awareness training and be prepared to provide evidence that Category B awareness training/refresher training has been received within the previous 12 months.

Prior to operations commencing, an assessment of the exposure to asbestos must be undertaken - this assessment should cover the following:

- Type of work and duration
- Type and quantity of asbestos and determination of the level control to apply
- Methods of work to be adopted to reduce exposure to the lowest level reasonably practicable
- Predicted exposures, noting respiratory protective equipment (RPE) appropriate for those exposure levels, frequency and duration of exposed persons other than employees who might be exposed, results of air monitoring where appropriate and available.
- Methods of controlling release to the environment
- Selection, assessment provision, use and decontamination of PPE and RPE
- Waste removal procedures/licensed site/carriers
- Emergency procedures
- Exposure to other hazardous substances

All removal works are to be conducted in line with the Control of Asbestos at Work Regulations and associated amendments.

The health and safety control strategy for stripping/removal operations must be covered within a detailed method statement submitted to Byrne Group in advance of the operation being undertaken. The method statement should appraise the following key criteria as a minimum:

- The mode of removal
- The type of enclosure to be used
- Plant and equipment to be used to ensure integrity of the enclosure
- Waste removal and disposal
- Air monitoring procedures
- Decontamination and hygiene procedures
- A detailed PPE/RPE assessment
- Details as to the dismantling of the enclosure
- The issue of a clean air certificate.

### 3.3.6. Demolition Works

Prior to any demolition work being undertaken, the subcontractor must refer to all available survey information and drawings as to the current state of the building. This information will be referenced within the principal subcontractor's health and safety plan. The plan will also contain a detailed risk register highlighting the key significant risks likely to be encountered during demolition.

The demolition package subcontractor must provide suitable and adequate control procedures and precautions in respect to preventing the access of unauthorised persons into demolition work areas.

The demolition package subcontractor must provide a fully detailed health & safety method statement to Byrne Group management for approval prior to being permitted to commence works on site. Within the method statement the subcontractor will have to detail his health and safety management strategy for dealing with the following key hazards:

- Protection of the Public and Third Parties and other trades if applicable
- Existing services e.g. electricity, gas, water, fire-fighting systems
- Temporary services
- Flammable materials and gases
- The sequencing of the demolition process
- Restricted areas and safe distances
- Health Hazards
- Lead
- Asbestos
- Weil's Disease
- Legionella
- Noise
- Vibration
- Dust

The demolition package subcontractor must satisfy themselves in respect to adequately addressing any 'risk information/guidance' as identified by the designers within the project 'Health and Safety Plan'

The demolition package subcontractor should be fully aware of the risk from asbestos containing materials within the building (refer to section 3.17 above).

### 3.3.7. Excavations

Soil varies in its nature. Some soil, like sand, flows easily. Other soils, like stiff clay, are more cohesive. No soil, whatever its structure, can be relied upon to be self-supporting.

If a trench or excavation cannot be made safe by sloping or battering the sides, some form of support may be required.

These rules are to be followed by persons employed by the company:

- A Risk Assessment, including confined spaces, where required, must be carried out prior to works taking place and a safe system of work produced and communicated to the work force.
- A Byrne Group Permit to dig must be carried out and checked daily
- Soil surveys may be required from trained and experienced persons to establish suitable methods of excavation and support requirements.
- Safe means of access is to be provided at all times; where possible two means should be provided.
- Excavations must be guarded to prevent persons (Handrails & Toe-boards) and vehicles (Stop blocks) from falling into them.
- Where vehicles are required to reverse to the excavation for purposes of tipping etc. secured stop blocks of sufficient strength and size must be positioned to prevent the vehicle from running over the edge. The stop blocks should also be positioned so that the edge of the excavation cannot collapse under the weight of the vehicle.
- Sufficient lighting must be provided at all times.
- Good ventilation must be provided and dependent on the location and depth of the excavation it may be regarded as a confined space.
- The area to be excavated must be checked for underlying services prior to any work being undertaken and during the excavation.
- All works near services to be undertaken in accordance with HSG47: Avoiding Danger from Underground Services
- Where supports, slopes or batters have been provided to ensure safe working conditions, a maintenance programme must be put in place.

### **3.3.7.1. Inspection & Examination of Excavations**

Excavations must be inspected:

- Before any person carries out any work within them.
- At the start of each shift by a competent person.
- After any event likely to have affected the strength and stability of the excavation or any part of it.
- After any accidental fall of rock, earth or other material.
- A report must be prepared by the competent person carrying out the inspection every 7 days whilst the excavation is open.

Note: Under certain circumstances a Confined space permit may be required

### **3.3.8. Plant & Equipment (PUWER)**

The subcontractor is responsible for the safe use and maintenance of all plant and equipment provided on site for use by their workforce.

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

The inspection must also ensure that all the items of plant/equipment are in PAT test date. Each item of plant must have a visual inspection recorded every month and be PAT tested every 3 months as a minimum. Any item of plant found on site not showing a relevant PAT test tag will be removed from use until such time as it can be inspected and sufficient evidence is shown to the Byrne Group site management.

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

PAT testing must be undertaken as per the table below:

### Frequency Table for PAT Testing

Equipment	User Checks (Not recorded unless fault found)	Visual Inspection (Must be recorded)	Combined thorough Inspection and Testing
Office equipment such as computers	No	Yes, every 2 years	Yes, up to 5 years
Photocopiers, fax machines	No	Yes, 2 – 4 years	Yes, up to 5 years
Earthed Equipment e.g. Kettles	No	Yes, every 6 months	Yes, every 12 months
Hand held tools	Yes, prior to use	Yes, every 4 weeks	Yes, every 3 months
Cables / leads	Yes, prior to use	Yes, every 4 weeks	Yes, every 3 months
Permanent Fixed Installations	No	Yes, earth loops and RCD's every 12 months	Yes, every 5 years
Temporary Fixed Installations	110V – Daily	110V - Monthly	110V – Before first use on site then 3 monthly
	230V mains-daily/ every shift	230V mains – weekly	230Vmains – Before first use <sup>4</sup> on site then monthly
RCDs Portable	Daily / Every Shift	Weekly	Before first use on site and then monthly
RCDs Fixed	Daily / Every Shift	Weekly	Before first use on site and then 3 monthly

*IET Code of Practice for In-service Inspection and Testing of Electrical Equipment (4th Edition) & HSG107 (Third edition).*

## 3.4. Lifting Operations

### 3.4.1. Crane Lifting Operations

All project 'crane lifting operations' are subject to specific safe lifting requirements in accordance with the 'Lifting Operations and Lifting Equipment Regulations [i.e. LOLER], 'BS7121 and BG – PR005- Safe operation of Cranes Handbook.

Each subcontractor must appoint a trained Appointed Person (CPCS), where crane lifting operations are applicable to their work activities. They shall be responsible for the effective planning and control of their lifting operations in accordance with the requirements of 'LOLER' and 'BS7121'.

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

The Appointed Person shall liaise directly with the 'crane co-ordinator', where applicable, in respect to all crane lifting operations to be undertaken. Regular crane co-ordination meetings will be chaired by Byrne Group management with the 'crane co-ordinator' and Appointed Person in attendance.

Each subcontractor's 'lifting supervisor' must submit a project specific lifting plan to the crane coordinator for review, prior to commencing with their crane lifting activities.

The Lifting Plan must adequately address the control of safety of their operations in accordance with LOLER and BS7121.

Operators and slingers/signalers MUST hold a current CPCS card for the appropriate category of plant equipment. This is a mandatory requirement and certificates of competence must be supplied to the Appointed Person for review prior to commencement of any lifting activities.

### **3.4.2. Non Crane Lifting Operations**

All lifts must be planned and documented with a lifting method statement. This ranges from use of a pallet truck to a forklift and hi-ab.

The method statement for these operations must be produced by a nominated person. They shall be responsible for the effective planning and control of their lifting operations in accordance with the requirements of 'LOLER'.

Each subcontractor's Nominated Person must have attended a formal training course and must possess the relevant experience & knowledge to plan the required lifting operation.

All cranes, excavators, etc. used as lifting appliances, must be operated in accordance with the Lifting Plan for the establishment, or relevant method statements, where applicable e.g. forklift operations.

### **3.4.3. Lifting Equipment Checks**

In line with the LOLER (Lifting Operations Lifting Equipment Regulations) every item of lifting equipment and accessories must be inspected on a daily basis to ensure the item of equipment is suitable for use and this inspection must be recorded on a weekly basis. This inspection must include all items of lifting equipment and accessories from pallet trucks to tower cranes and slings to block and tackles.

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

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

### 3.4.4. Rescue Plans

The plan created by Byrne Group and the subcontractor (where applicable) is to provide emergency arrangements for the rescue of personnel in the event of injury or difficulties experienced whilst working in various environments. The plan will provide instruction to all parties on the procedure to be followed to rescue an injured operative or an operative in difficulty, and to bring them to a place of safety in order that they can be treated for their injuries.

It is designed to provide concise instruction to all parties on their responsibilities in the event that rescue operations are required. This plan is also to be used as a guide to train all parties in the procedure that must be followed for the emergency rescue of operatives.

Reference should also be made to Safe Work Method Statements and Risk Assessments (RAMS) for site specific task control measures and the rescue of personnel.

This emergency rescue plan covers the emergency rescue of operatives due to the following scenarios

- Injury or difficulties arising whilst on a Mobile Elevated Working Platform (MEWP).
- Injury or difficulties arising whilst on a scaffold or mobile tower (if the platform is less than 2 meters high the details should be covered in the subcontractor's specific safe system of work.)
- Injury or difficulties arising whilst working on access shutters.
- Injury or difficulties arising whilst working inside trenches.
- Injury or difficulties arising whilst working on the roof.
- Injury or difficulties arising whilst working within re-bar cages.
- Injury or difficulties arising whilst working on slab edges - suspension syncope
- Injury or difficulties arising whilst operating a Tower crane is covered in the appendix of the crane lifting plan found on the SMS.
- Injury or difficulties arising whilst working in riser or lift shafts will be covered in the subcontractor's specific safe system of work.
- Injury or difficulties arising whilst working in confined spaces will be covered in the subcontractor's specific safe system of work.

The Work at Height Regulations 2005 (WAHR) requires employers to take account of the need for easy and timely evacuation and rescue in an emergency.

Operatives may need to be rescued at height for a number of reasons, for example, if they have suffered a heart attack on a working platform, if they have injuries as a result of slips, trips or falls on a working platform.

## 3.5. Scaffolding

Subcontractors shall be responsible for all scaffold operations within their packages.

The erection of scaffolding and false work on any Byrne Group site must be conducted in line with the Construction Design and Management regulations and the National Access and Scaffolding Confederation guidance.

As per the Work At Height Regulations, every Guardrail must be at least 950 mm high, intermediate guard rails should be positioned so that there is no gap exceeding 470 mm



and Toe boards should be suitable and sufficient for the task no less than 150mm. See BG Hole and edge protection procedure PR010.

Access - The preferred option should be an enclosed tower staircases or internal ladders in scaffolds in construction activities.

Every scaffold must be formally inspected and documented every week by a competent person. Refer to section 3.6 for training and competency for scaffold inspectors.

Note: The provision of handrails for floor levels / edge protection are under the same controls as above for inspection (Scaff-tags, Register & 7 day inspection), this also includes system type handrails fitted by others. The inspection should be carried out by a competent person.

The scaffold may need to be re-inspected between the 7 day interval due to the scaffold being hit or damaged in anyway or after severe weather conditions.

The use of impact wrenches is banned on all Byrne Group projects due to potential for concern regarding use and operation. Byrne Group will continue to monitor the situation and will issue further information if required.

### **3.6. Temporary Works**

Temporary Works are defined as all works required for execution, completion, maintenance and/or demolition of permanent works which will normally be removed from the site on completion. All temporary works must comply with our inspection procedures.

Subcontractors are required to demonstrate, by calculation, that temporary structures are capable of withstanding the loading required. Design information, including calculations, must be supplied with sufficient time to allow us to scrutinize the information, or the start of the operation may be delayed.

Temporary Works must be managed in accordance with BS5975 “Code of practice for temporary works procedures and the permissible stress design of falsework” and QA.PR14 Group Temporary Works Management Procedure, the Group procedure for complying with the British Standard.

Each subcontractor Project Manager is responsible for:

- Preparing company procedures for the design, checking, erection, inspection, use and dismantling of Temporary Works.
- Assess and appoint specialist competent temporary works suppliers and designers as required.
- Submitting checked temporary works design drawings and calculations for approval
- Producing method statements for the erection, use and dismantling of the temporary works
- Obtaining any related licences. i.e. Highways and local Authority
- Ensure that the temporary works are designed, checked, certified and implemented in accordance with the approved procedures, appropriate to the classification
- Classify and register all packages of Temporary Works and compile the Temporary Works Register (TWR)
- Establish and implement an inspection regime for all temporary works with the temporary works designer to ensure that they remain suitable and fit for purpose.

- Prepare detailed design briefs for each item of temporary works when required by the temporary works classification
- Ensure concept, design, risk assessment and checking are carried out in accordance with the design brief
- Inspection of the completed temporary works to confirm when a structure can be loaded and unloaded. Issuing of permits to load and unload
- Where appropriate, ensure that copies of Design, Design Check and Test Certificates as well as Permits to Load are issued and registered
- Ensure that loads from temporary works and temporary loads (i.e. plant and materials) are accepted by the permanent works designers
- Ensure that method statements for the erection, use and dismantling of the TW are prepared and communicated to all those involved in the operation.

### 3.7. Lighting

The subcontractor is responsible for ensuring the provision of adequate standards of lighting (Task Lighting) required for the safe undertaking of their operations, in accordance with the table below.

Lighting General Access for rooms, internal spaces and shop units	Type of Lighting & Agreed Design Lux level. (min. 20 Lux unless stated otherwise)
<b>Lighting for Access</b>	
Emergency Lighting (min. 5 Lux with 3 hrs. duration)	Min. 5 Lux with 3 hrs. duration
Site Entrances	Design Lighting Level : 30Lux Min. Measured Lighting Level : 20 Lux
Site Roads and General Movement Areas	Design Lighting Level : 25Lux Min. Measured Lighting Level : 20 Lux
Clearing Sites and General Rough Work	Design Lighting Level : 50Lux Min. Measured Lighting Level : 25 Lux
Open Areas of Large Sites Without Significant Activity	Design Lighting Level : 20Lux Min. Measured Lighting Level : 20 Lux
Loading Bays, Unloading Areas	Design Lighting Level : 50Lux Min. Measured Lighting Level : 25 Lux
Floodlighting For Crane Operations	Design Lighting Level : 50Lux Min. Measured Lighting Level : 25 Lux
Scaffold, Walkways Corridors	Design Lighting Level : 25Lux Min. Measured Lighting Level : 20 Lux
Stairs	Design Lighting Level : 25Lux Min. Measured Lighting Level : 20 Lux
General Access for rooms, internal spaces and shop units	Design Lighting Level : 50Lux Min. Measured Lighting Level : 25 Lux

<b>Lighting For Task Work</b>	
Bricklaying (except facings)	Design Lighting Level : 200Lux Min. Measured Lighting Level : 100Lux
Concreting, Fixing Reinforcement	Design Lighting Level : 100Lux Min. Measured Lighting Level : 50 Lux
Facing Brick – Work, Plastering and Bench Work	Design Lighting Level : 400Lux Min. Measured Lighting Level : 200Lux
Fine Craft Work, Decorating	Design Lighting Level : 800Lux Min. Measured Lighting Level : 400Lux

Byrne Group shall provide only general access (Safety) lighting to site (including emergency lighting requirements).

### **3.8. Housekeeping**

The subcontractor shall be responsible for maintaining an acceptable standard of site cleanliness within their area of works so that people can move safely around the site.

The site should be kept in a clean and orderly condition so as to reduce the chance of injury through slips and trips.

Everyone can make a contribution to reducing slips and trips on site. If any staff see a risk, sort it, and report it to Byrne Group site management.

- All rubbish and debris shall be cleared from the work site on a regular daily basis in progress with the work.
- No excess rubbish or debris will be permitted to be left on site at the end of the working shift.

Note: The subcontractor may be subjected to a “suspension of works notice” if an adequate response to a rubbish removal instruction is not observed. The suspension will remain in effect until the instruction is complied with in full and the loss of production will be at the expense of the subcontractor.

### **3.9. Fire Prevention**

Each subcontractor is required to provide suitable and sufficient resources to comply with the requirements of the Byrne Group Fire and Emergency Plan and procedure. This will include providing manpower, administration, fire-fighting equipment, training and awareness, monitoring and fire safety advice to your staff.

Subcontractors should provide Byrne Group with relevant information on fire safety matters. In particular, inform Byrne Group management where there are difficulties in complying with the health and safety plan/fire emergency plan or where fire safety issues are discovered that are not addressed by the existing plan. For example, if:

- You need to bring significant amounts of flammable materials onto the site that were not envisaged in the health and safety plan;
- Rubbish skips are not being emptied; and/or flammable material is discovered during work, e.g. ground workers discover drums of buried waste or unforeseen gas services during excavations.

Where additional emergency arrangements are required, due to the work being undertaken, subcontractors must incorporate these provisions into their Method Statement and/or Risk Assessment(s). Subcontractors must liaise with the Senior Manager to ensure their emergency arrangements do not conflict with arrangements already in place at the establishment.

To support the 'Joint Code of Practice for Fire Prevention on Construction Sites', all temporary protection materials, e.g. Correx, must be manufactured with fire retardant materials approved to LPS1107 (internal protection) and LPS1215 (external protection). Fire arrangements are defined within the project Fire and Emergency Plan (e.g. Hot Work Permits, Fire Detection and Suppression, Evacuation and Assembly Procedures).

The main aspects of the Project Fire Plan shall be addressed in the site safety induction.

Each subcontractor shall be issued with a copy of the Project Fire and Emergency Plan.

The key fire safety precautions include:

- Petrol operated plant and tools are not permitted on site without obtaining Byrne Group approval.
- "Portable" halogen lamps are not permitted for use as task lighting (stand lights).
- LPG cylinders and other "highly flammable liquids" shall not be stored within the construction building. The use of these shall be restricted to those quantities required for daily use and they shall be removed to the safe storage area each day after use.
- For welding/cutting activities flashback arresters must be fitted to both the oxygen and fuel gas hoses near to the regulators. For long lengths of hose, arresters must be fitted on both the torch and the regulator.
- Acetylene is not allowed on any Byrne Group projects.
- Other "flammable liquids" (such as paint) shall be stored safely within suitable metal containers/storage huts.
- Other materials, particularly combustible materials, shall be brought to site and stored using the "just in time" approach to avoid excessive fire loading of the construction building.
- "Fire resistant materials" (i.e. to the fire standard "LPS 1207") shall be used for the temporary protection of building finishes, materials and plant etc. (e.g. Monoflex, Correx etc) and for the containment, protection of materials delivered to site.
- Site operations shall be coordinated and sequenced to maintain unobstructed fire exit routes
- Unattended sources of potential fire ignition shall not be permitted at any time. (e.g. bitumen boilers, space heaters etc.)
- Adequate fire extinguishers shall be provided for all fire hazard related site activities
- The workforce shall be adequately trained in the safe use of fire extinguishers
- All Hot Works must be carried out by qualified, named operatives and supported by a comprehensive Method Statement and Risk Assessment(s). A Hot Works Permit will also be required on a daily basis and the 'Permit to Work' procedure must be followed.

### **3.10. Work at Height**

Where working at height cannot be avoided, subcontractors must consider their method of working in line with the hierarchy of control prior to putting operatives to work. The mode of access to carry out the work is most important and consideration should be given to access arrangements that do not put operatives at unnecessary risk.

Where mechanical means of access is not an option subcontractors must provide safe access for employees working at height. This can be done by the provision of safe scaffold access such as:

- Fixed tube and fitting scaffolding
- Mobile scaffold towers
- Podiums (Byrne Group prohibits the use of podiums with four wheels and only allow podiums with two wheels and two fixed plates, which provide a more stable working platform)

Towers/podiums/scaffolds must be erected / dismantled by fully trained individuals and inspected on a weekly basis.

Collective fall protection must be considered at all times. Ladders can only be used as a last resort and under Byrne Group's permit to work system.

On floors above ground level and at roof level fixed guard rail edge protection is to be provided comprising double guard rails and toe boards as minimum. These must also be provided around service riser and lift shaft openings.

Where operatives are working at leading edges, suitable fixed distance barriers are to be erected with appropriate signage to protect other operatives. Leading edge operatives must be provided with suitable fall protection/fall arrest arrangements.

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

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

Any vehicle arriving on a Byrne Group project without adequate means of fall protection will be turned away.

Where operatives are working from a running line using a harness the running line must be tested to ensure it is fit for the loads intended, i.e. if used for fall restraint or fall arrest. When operatives are working from a harness the fall protection must be fit for the task. I.e. when using fall arrest the operative must be working a minimum of 6.5m above the ground to ensure the expansion pack has distance to fully deploy; this must be taken into account when planning the working at height operations.

The Harnesses must be treated like a piece of lifting equipment and inspected thoroughly every 6 months. In addition these must be visually inspected daily before use and recorded every week.

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

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

### **3.11. COSHH**

Working with hazardous substances is regulated by the Control of Substances Hazardous to Health Regulations. Any work activity involving a hazardous substance must be

undertaken in line with a specific risk assessment known as a COSHH assessment prior to the operation taking place. Employers should consider the following control measures for hazardous substances in hierarchical order

- Elimination
- Substitution
- Isolation
- Ventilation
- Personal Protective Equipment

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

The assessment itself must be based on the information contained within the hazard data sheet relating to the hazardous substance to be used and also the duration and quantity of the substance used. All employees involved with the use of hazardous substances must be briefed on the contents of the COSHH assessment prior to undertaking the operation.

Any subcontractor using Hazardous substances must include the appropriate COSHH Assessment as part of an overall fully detailed health and safety method statement.

All subcontractors using COSHH materials must ensure the COSHH assessment and Material Safety Data Sheet are stored on site for the duration of time the hazardous substance is stored on site.

### **3.12. Working in Confined Spaces**

For all confined space works, a confined space risk assessment must be completed. This risk assessment will provide the controls that need to be implemented to allow the confined space operation to be safely undertaken. Any subcontractor undertaking confined space entry work must provide Byrne Group Management with a fully detailed method statement detailing the controls and a site specific Rescue Plan.

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

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

Any individuals working in a confined space are deemed, as per section 3.8 Occupational Health, to be Safety Critical Workers and as such must bring with them a 'Fit note' prior to starting any safety critical works on site. Note: There is a specific medical for Safety Critical Workers.

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

- Medically fit personnel
- Experienced personnel
- Confine space trained
- Age of personnel
- Familiar with all necessary procedures
- Suitable attendants
- The production of an in-depth risk assessment
- Supervision of the operation
- PPE/RPE and emergency equipment provision
- Communications - constant and intrinsically safe
- Atmospheric monitoring - before and during entry
- Emergency procedures including emergency first aid

### 3.13. PPE

Method Statements and Risk Assessments must state what type and classification of Personal Protective Equipment (PPE) is required to support each work activity and the appropriate PPE must be worn for the work undertaken at all times.

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

Minimum mandatory requirements for all construction site personnel are as follows

ITEM	BRITISH STANDARD	COMMENTS
Safety Helmet	EN 397	Name and induction stickers should be applied to helmets using approved stickers only (site-based staff).
Safety Footwear	EN ISO 20345	All safety footwear must incorporate a steel toecap and mid-sole protection. Safety boots with ankle supports No safety shoes or trainers No Rigger Boots Must be clean with no toe-cap exposed.
High Visibility Jacket/Vest	EN 471	<b>Yellow</b> vests for general purposes with company logo. <b>Orange</b> vests for Traffic Marshal and slinger/signalers with 'Traffic Marshal or Slinger Signaler' on the rear. Vests must not be cut down and must be clean to fully retain their reflective qualities.

Safety Eyewear	EN 166 1F, class 1  EN 166 1B, class 1  EN 166, EN169 and EN 175	General protection against dust, debris and airborne particles. Additional protection against liquid (chemical) splash, large particles, molten metals and solids. Further protection whilst carrying out any gas or arc welding activities. Individuals who wear glasses must have specific safety glasses.
Protective Gloves	EN 388	Gloves must be selected based upon EN388 <b>5-digit classification system</b> to provide full protection to support the activity e.g. protection against cuts, abrasions and burns etc. (or a combination thereof).

Byrne Group and the trade subcontractor shall take appropriate and immediate action if an employee is not or incorrectly using their PPE.

Where additional PPE is necessary, the subcontractor's Method Statement will identify the requirements. Examples may include the following:

ITEM	REQUIREMENTS
Hearing Protection	Ear defenders and ear plugs (BSEN 352-2) Ear defenders attached to safety helmets (BSEN 352-3)
Fall Arrest Equipment	Full safety harness with safety lanyard (BS EN 361)
Chemical Gloves	Gloves to protect against chemicals and micro-organisms (BSEN 374)
Respiratory Protection	Protection against fumes and highly toxic metals (BS EN 149 Type FF PS3) Protection against highly hazardous materials, e.g. Asbestos fibers and Bio Hazards.  <b>Respiratory protective devices. Self-contained open-circuit compressed air breathing apparatus with full face mask. Requirements, testing, marking (BS EN 137)</b>

All subcontractors are required to ensure that any additional requirements are fully adhered to as and when it is necessary to do so. This will include all dress code requirements e.g. no shorts or vests will be permitted.

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



### 3.14. Supervision

Supervision levels will be determined according to the levels of risk involved and the competence of those undertaking the works. The Senior Manager and subcontractor will agree supervision levels prior to award of sub-contract and requirements will be identified within the Method Statement and Risk Assessment.

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

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

Each subcontractor's management team will be subject to Byrne Group's monthly monitoring programme and infringements may result in disciplinary action.

Although Byrne Group welcome non-English speaking personnel onto our projects, subcontractors are reminded that:

- Our projects are 'English speaking' in respect to project communications.
- All 'non-English speaking' personnel must be able to receive English spoken site communications and instructions. This will require the subcontractor to provide adequate levels of competent supervision (on a 1:5 ratio) who can translate communications and instructions into and from the relevant language(s) of the subcontractor's workforce. Where translators are used for briefings, the translator must be highlighted on the record of the briefing, along with the individuals he/she translated for.
- The standards of safety competence and training requirements required within the subcontractor's workforce are constant for all personnel regardless of native origin and/or language spoken.
- The subcontractor is fully responsible for all additional resources and associated costs required to affect satisfactory levels of 'competence' and 'communication' within their workforce.

### 3.15. Information & Consultation Meetings

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

- Pre-start meetings to agree site set-up requirements, the availability of subcontractor's Risk Assessments/Method Statements, site safety and environmental controls and waste management.
- Progress meetings to review the on-going suitability and adequacy of the above.
- Safety/SLT meetings to discuss issues related to the establishment.
- Meetings to discuss and review specific safety and environmental procedures e.g. evacuation arrangements to reflect changing hazards, lifting operations etc.

Attendance is mandatory.

### 3.16. Protection of the Public

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

The subcontractor must include adequate precautions for the protection of the public and others throughout the duration of the works. Arrangements in respect of the Protection of the Public shall be clearly defined within the subcontractor's method statement.

The subcontractor shall not at any time "rely" on Byrne Group to:

- Identify hazards to the public associated with the subcontractor's operations
- Provide the necessary precautions for the control of the subcontractor's operations
- Provide extra monies for the provision of precautions which the subcontractor has clearly omitted to provide.

Typical precautions may include:

- Site demarcation hoarding/fencing to prevent unauthorised access to work areas
- Protection against falling materials
- Protection/demarcation of the public and third parties during deliveries to site
- Maintenance of public footpaths/highways
- Protection against damage to 3rd party properties
- Appropriate storage of materials
- Protection against contamination from on-site operations (e.g. dusts, sprays & noise).  
Guidance: Protecting The Public Your Next Move HSG 151

### 3.17. Permits to Work

Where hazardous elements of an operation are undertaken, a permit to work system may be put in place. This will be identified within the relevant Method Statement and Risk Assessment(s).

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

- Removal of highly hazardous materials and substances e.g. lead and asbestos.
- Working in a confined space i.e. a restricted work space where other hazards exist.
- Working at height where a full body safety harness is required.
- Live electrical works.
- Hot works.
- Excavations and temporary works.

Once the Senior Manager has agreed the safe system of work, the subcontractor obtains a Permit to Work from the Senior Manager (or nominated person) prior to starting the work activity on a daily basis.

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

The subcontractor must present the Permit at the end of each day to the Senior Manager (or nominated person) for review and sign off.

***Prohibited materials are those materials and/or substances whose use is being banned by law due to their harmful effects on human health and/or the natural environment, and/or their safety implications. Referable materials are those materials and substances whose use may have negative repercussions in human health and/or the environment and can only be used if they have been specified by the Principal Contractor or if there is not another suitable alternative product; in which case, they must be referred and approved by the Group Health, Safety and Environment Director before proceeding to use them. This guidance can be made available on request.***

### **3.18. Accident, Incident & Near Miss Reporting**

Subcontractors must report any accidents or incidents to our senior management team at the earliest opportunity once injured parties have been taken care of, regardless of how small or insignificant.

Each incident will be considered on its own merit as to whether it requires an investigation and to what level. Where Byrne Group is appointed as Principal or Main Contractor, subcontractors must provide a copy of the Accident Book entry and/or subsequent investigation, in order for Byrne Group to accurately record and manage accidents effectively to assist in future prevention.

Where a subcontractor does not provide their own accident book, they will be required to follow the Byrne Group Accident Reporting procedure.

Notwithstanding the requirements of the Data Protection Act 1998, subcontractors are reminded of their duty to co-operate with reasonable requirements of the Principal Contractor under the CDM Regulations.

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

The subcontractor will also provide the Senior Manager with the following information:

- A copy of the Accident Book entry;
- Copies of any witness statements;
- The results of an in-depth accident investigation undertaken by the Sub contractor;
- A copy of the completed F2508/F2508a form issued to the HSE;
- Copies of any further information or evidence e.g. photographic evidence.

Subcontractors are required to keep Byrne Group informed of the subsequent development of long term injuries, diseases and dangerous occurrences.

Each incident will be considered on its own merit as to whether it requires an investigation and to what level. Subcontractors must co-operate fully with any on-going accident investigation undertaken by the Senior Manager (or nominated person) for Byrne Group

or the HSE, and assist in implementing subsequent remedial actions or preventive measures as required.

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

### 3.19. Incident & Injury Free (IIF)

Byrne Group has committed to an on-going Incident and Injury Free (IIF) 'The Byrne Way' initiative, which is designed to encourage a behavioural change by considering the moral aspect of safety and to encourage us to question the core of what is important to us.

In order to fully support the IIF programme and our tender negotiation activities, we require our subcontractors' Directors responsible for health, safety and the environment to commit to the programme by ensuring that all personnel attend a commitment workshop or orientation training (dependent on the individual's role).

There is no cost to the subcontractor for IIF training. However, where individuals booked on a training session do not attend, this will be charged to the subcontractor as a contra-charge at the rate of **£150 per person**.

All construction workers are required to attend an IIF workshop to enable them to work at a Group construction site. Anyone that is found not to have attended an IIF workshop may, depending upon their role and responsibilities, be asked to leave the site until they have been able to attend.

Subcontractors are responsible for informing the Senior Manager at the earliest opportunity when new operatives will be visiting a group site, so that IIF training can be arranged.

This commitment is also expected from senior members of our subcontractors e.g. directors and managers, who may also be requested to attend IIF training where deemed necessary.

### 3.20. Disciplinary Code

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

Byrne Group's Warning Card System consists of a yellow card (first warning) and a red card (*Second yellow card or gross misconduct*).

#### **Yellow card (First Warning)**

The individual will be suspended from work for the rest of that day, pending a formal investigation into the incident. Failure to observe an instruction on safety issues, whether verbal or by signage. Failure to comply with agreed methods of safe working e.g. risk assessments, method statements, task sheets etc. Failure to use PPE, knowingly working in unsafe areas, knowingly working without permits, operating plant without authority and failing to use defined access routes.

#### **Red card (Second yellow card or gross misconduct)**

Any individual committing gross misconduct regarding safety, or a second offence by an individual who has already received a yellow card, will result in the individual being permanently removed from the establishment. Premeditated breach of safety rules where there is a perceived risk of life. Unauthorised removal of safety devices (e.g. limits switches, interlocks, guard rails etc.) where, in the opinion of the Manager, there was immediate risk to life. Deliberately exposing the public to danger by not complying with agreed safe methods of work. Deliberately not complying with the instructions in method statements, risk assessments or task sheets. Any gross misconduct incident such as alcohol or drug use on site.

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

### **3.21. Monitoring, Auditing & Review**

Regular internal audits are undertaken by Byrne Group's Assurance team as are audits on subcontractors by the Byrne Group project team; these are identified in the monthly monitoring programme. An external auditing process is also in place in line with the requirements of ISO 14001 and BS OHSAS 18001 certification.

Subcontractors must co-operate fully with any arrangements made by Byrne Group to monitor and audit procedures and activities at our establishments, undertaking remedial actions as required by the senior management team.

Where Byrne Group does not have a specific procedure or standard in writing, the requirements of the following should be implemented:

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

All queries should be directed to the Senior Manager or the Safety Dept.

Subcontractors have a legal duty to carry out regular inspections of certain work equipment under their control e.g. working platforms, mechanical plant, lifting equipment. Where subcontractors undertake their own inspection regime, the Senior Manager will require a copy of inspections as and when they are completed. Byrne Group SMS guidance and forms are available for use on request.

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

Byrne Group maintains a database of subcontractors, where on-going performance is measured and recorded against specific requirements, along with any disciplinary warnings issued to subcontractor personnel. This database enables the senior management and health and safety teams to periodically review performance and breaches in compliance in order to optimise resources and agree future resource allocation.

Each subcontractor is required to provide evidence, on request, of specific monitoring to

verify the final status and safe completion of any activities they have carried out.

### **3.22. Site Safety Performance (Safety League)**

Byrne Group, where appropriate, will set up and implement a safety league on each of its sites where subcontractors will be scored on pre-determined criteria. Specific guidance will be issued to subcontractors at pre-start meetings but the following is a snapshot of the process.

Subcontractors will be required to submit to the Byrne Group Management Team a weekly safety returns pack covering:

- PUWER
- Mobile towers
- Supervisor safety inspections
- Toolbox talks
- Daily task briefings
- Noise monitoring
- Vibration monitoring

Subcontractor's performance with regards to compliance with returning the safety pack will be scored, as will site management, safety meeting attendance, housekeeping and workforce.

Subcontractors who fall below the 'reasonable standard' score will be required to produce an action plan on how to improve their H&S procedures and standards and a Director from that company may be required to attend site to deliver the plan to the Byrne Group Senior Site Manager. If this occurs on a regular basis the company risks being removed from the approved list of subcontractors.

### **3.23. Health and Safety File**

Each subcontractor must provide information as required by the Senior Manager for inclusion in the Health and Safety File, as required by the CDM Regulations and environmental legislation.

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

## **4. Environmental Management**

### **4.1. Environmental Documentation**

#### **4.1.1. Environmental Policy**

Byrne Group's Environmental Policy outlines Byrne Group's Environmental Values and aspirations and subcontractors are required to work in adherence with this policy.

#### **4.1.2. Site Environmental Management Plan (SEMP)**

The Byrne Group SEMP sets out the arrangements for the identification, management, monitoring and control of the environmental impacts of a given project. Subcontractors are required to work in accordance with the requirements set out within the SEMP. A copy of the SEMP should be issued to all subcontractors; of particular interest will be section 4 – Subcontractor Environmental Considerations.

#### **4.1.3. CS54 – Environmental Aspects & Impacts Register**

The Byrne Group CS54 is a site specific risk assessment that evaluates and calculates a numerical score in order to assess the significance of a given aspect. The register also details the control measures employed to remove or reduce the impact of identified aspects, the most significant of which are detailed within the SEMP. The subcontractor will be issued with the Aspects & Impacts Register and provide additional information to Byrne Group where their scope of operation creates additional aspects to allow the Register to be updated on a regular basis.

#### **4.1.4. Environmental Emergency Preparedness Plan**

The Byrne Group Emergency Preparedness Plan is prepared to identify the potential for an emergency situation and describes the actions to be taken to respond to the event. This plan contains the contact details of the company environmental advisor and the local authorities to be contacted in case of an emergency. Subcontractors are required to assist Byrne Group to manage any potential emergency situation.

In the event of an environmental incident, an investigation must be carried out in order to ascertain the cause and to ensure that the likelihood of it reoccurring is minimised, e.g. by amending the Emergency Preparedness Response Plan, notifying all staff of the incident and of the lessons learnt. All environmental incidents should be reported on a CS23a form.

Each incident will be considered on its own merit as to whether it requires an investigation and to what level. Subcontractors must co-operate fully with any on-going incident investigation undertaken by the Senior Manager (or nominated person) for Byrne Group or the HSE, and assist in implementing subsequent remedial actions or preventive measures as required.

#### **4.1.5. Site Waste Resource Management Plan (SWRMP)**

The Byrne Group SWRMP outlines how waste is to be managed by an individual project both on site, in terms of what bins are allocated and what waste streams are being segregated, as well as to where waste is sent to be processed.

The plan also acts as the monthly reporting function for waste generation and resource use. Therefore, all waste that a subcontractor generates or energy/ water that they use should be recorded within the SWRMP.

#### **4.1.6. Method statements & Risk Assessments**

Each subcontractor must make their operatives aware of the environmental impacts associated with their operation and ensure that minimisation practices are understood and implemented.

Method Statements must detail specific measures that will prevent nuisance arising from

noise, vibration, dust, smoke, fumes and odour. Subcontractors will report against environmental key performance indicators as agreed by the senior management team

## 4.2. Waste Management

Byrne Group will develop a Site Waste Resource Management Plan when operating as Principal Contractor. Subcontractors must comply with Byrne Group SWRMP requirements and supply information as and when required.

Where, as a part of a particular subcontractor's tender agreement it has been agreed that the subcontractor is to accept full responsibility for the management and removal of their waste, this must (as an absolute minimum) include the following environmental control measures:

- To provide an estimate of the amount of waste and how this will be treated before works commence.
- To provide a fully detailed environmental risk assessment and method statement (if separate from or in addition to any other task-related documentation that has already been supplied).
- To provide copies of all relevant EA waste carrier licenses and HSE operator licenses (as applicable).
- To provide a copy of the Environmental Permit for the facility/transfer station that waste is to be removed to.
- To ensure that any general or inert waste is safely handled, identified and securely stored on site.
- To ensure that any hazardous waste is safely handled and stored on site, is clearly identified and is kept separate from any other types of non-hazardous waste.
- To ensure that all non-hazardous and hazardous waste that is removed from site by the subcontractor is transferred to an approved location, i.e. an appropriate EA licensed waste transfer station or EA licensed treatment plant
- When transferring non-hazardous waste, to ensure that transfer notes comply with legal requirements.
- When transferring hazardous waste, to ensure that consignment notes comply with legal requirements.
- To ensure that, once produced, copies of all relevant documentation is passed onto the Project Manager (or nominated member of the project team) for filing within the site health and safety file.
- To provide waste reports at timescales agreed with the management team. The reports must include a description of the type of waste, using the European waste code, quantities in m<sup>3</sup> or tons and recycling rates for each type of waste removed from site

Subcontractors must keep copies of waste transfer notes and consignments notes for a minimum of 2 or 3 years respectively.

All waste must be dealt with in accordance with the Environmental Protection (Duty of Care) Regulations.

Subcontractors must provide waste reports when removing waste from site at timescales agreed with the senior management team. Reports must include a description of the type of waste, a European waste catalogue (EWC) code, quantities in tons as well as the destination and recycling rates for each type of waste removed from site.



Subcontractors will report the waste streams collected from the premises and the corresponding recycling rates on a monthly basis.

All Waste Transfer Notes/Consignment Notes must record the following: -

- SIC Code
- Waste Description
- Waste Producer
- Waste Hierarchy Declaration
- Volume/Weight of Waste
- European Waste Code (EWC)
- Destination of Waste
- Waste Carrier License number and/or Waste Management Licenses
- Time and date of collection

### **4.3. Chain of Custody**

All timber and plywood delivered to site must be sourced from a legal and responsible source. Both FSC (Forest Stewardship Council) and PEFC (Programme for the Endorsement of Forest Certification) certified timber and plywood is deemed compliant, but only when delivered by a Chain of Custody certified supplier.

Chain of Custody certification number and Product description must be on every delivery ticket and invoice.

We will ensure that chain of custody requirements are communicated to subcontractors and reporting schedules agreed.

Where Subcontractors are required to supply FSC and/or PEFC timber or timber products, it must be under Chain of Custody certification. All delivery notes and invoices for such materials will clearly state the Chain of Custody certification details.

The description of the materials supplied to site will include the correct Chain of Custody Scheme and, where applicable, the percentage claim, e.g. "FSC 100%", "FSC Mix X%", "X% PEFC certified", etc.

If certified and non-certified wood products are included in the same delivery, the delivery documentation and invoice must clearly differentiate certified from non-certified materials.

The Subcontractor warrants that they will not supply timber or timber products that are sourced from any of the following sources:

- Wood harvested from forests where traditional or civil rights are violated.
- Wood harvested from non-certified forest areas having high conservation values which are threatened.
- Wood harvested from genetically modified (GM) trees.
- Illegally harvested wood.
- Natural forest that has been converted to plantations or non-forest use.
- Forest areas protected by law (or planned to be so protected).

## 4.4. Responsible Sourcing

All timber and plywood delivered to site must be sourced from a legal and responsible source. Both FSC and PEFC certified timber and plywood is deemed compliant, but only when delivered by a Chain of Custody certified supplier.

Byrne Group promote the use of BES6001 approved suppliers for all applicable materials whilst certain projects require their use either for specific materials or where targeted by BREEAM or Code for Sustainable Homes schemes.

## 4.5. BREEAM/CFSH Compliance & Other Environmental Assessments

Where a project is targeting a BREEAM or Code for Sustainable Homes assessment, subcontractors may be required to provide information to ensure that all required data/information is passed on to allow the successful completion of the assessment.

A thorough evaluation of the credits/aspects targeted against the scope of works for subcontractors will need to be undertaken prior to the assignment of responsibility for completion or provision of data/information.

Any subcontractor requirements for Environmental Assessments will be passed on during initial subcontractor meetings. The most usual/frequent requirements (although by no means an exhaustive list) include:

- Waste streams generated, tonnages, their disposal/recovery facilities and the % recycling/disposal rate
- Responsible sourcing certificates for applicable materials
- Chain of custody certificates and timber tickets demonstrating compliance
- Testing certificates demonstrating compliance with VOC requirements for applicable materials

## 4.6. Pollution Prevention

Every site will produce an Emergency Preparedness Plan and an Emergency Spillage Procedure. This will be issued to all subcontractors and will be adhered to in the event of an environmental incident on site.

All Environmental incidents will be reported to Byrne Group.

### 4.6.1. Water

Adequate and suitable spill kits will be made available wherever a hazardous liquid is being handled.

Measures will be implemented on site to ensure that nothing enters the surface water drains.

No trade effluent to be discharged without permission and consent from Byrne Group and the relevant water regulator.

Ensure that washings from concrete vehicles, mixers or pumps do not flow into any drain or watercourse without appropriate treatment and relevant permissions.

All fuels and oils are to be stored on an impervious base within an oil-tight secondary containment system such as a bund or interceptor drip tray. As a minimum, this

containment system should be large enough to contain 110% of its volume, when the container is over 200 litres, and when more than one container in a bund, the bund must be able to hold whichever of the following is greater:

- 25% of the total storage capacity.
- 110% of the largest container's volume.

#### 4.6.2. Air

Dust and emissions arising from site may cause a nuisance to our neighbours and can cause air pollution. In order to avoid these impacts subcontractors will

- Follow speed limits on site on haul routes.
- Use dust screening when dust-generating activities cannot be avoided and other measures do not guarantee the reduction of dust in the air.
- Carry out daily inspections to mechanical plant on site to ensure that they are in good working order.
- Utilise wheel washers for vehicles leaving the site, where practicable, so the mud is not spread on the highways.
- Minimise cutting and grinding on site where possible.
- Use equipment and techniques such as dust extractors to minimise dust when using cutters and saws.
- Ensure that engines are switched off when they are not in use.
- Take account of the wind conditions when arranging activities that are likely to emit aerosols, fumes, odours and smoke.
- Subcontractors should also take note of the Mayor of London's NRMM requirements for any Non-Road Mobile Machinery with a power rating of greater than 37kW. In the event that a contractor is using equipment of this type, it must meet the emission standards detailed in the table & map below. Details of the engine's emission standard and retrofit technology (if applicable) must also be submitted to the Project Manager.



Area	Site type	Minimum emissions standard
Greater London	Major development*	IIIA
Central Activity Zone	Any site	IIIB
Canary Wharf	Any site	IIIB

\*Major developments are defined as a residential developments with over 10 dwellings and for all other uses contain a floor space of greater than 1000 m<sup>2</sup> or a site area of 1 ha or more.

## 4.7. Depletion of Natural Resources

During the preconstruction and construction phase activities, a Byrne Group project will increase the local and global pollution associated with the production of energy from fossil fuels. The use of non-renewable materials also contributes to the depletion of the natural resources. To minimise this impact subcontractors will work with Byrne Group by

- Switching off site and office equipment and lights when not in use.
- Minimising the use of printers
- Maximising the use of natural light.
- Promoting the use of sustainable materials.
- Providing details of any independent energy consumption in the SWRMP on a monthly basis.

## 4.8. Ground Contamination

When the construction premises are known to be positioned on a contaminated land site, work should not be undertaken until Land Quality assessment has been carried out identifying the areas of contamination and the nature and concentration of the contaminants.

The survey should include an 'occupational health and hygiene interpretation' report which identifies the key hazards, risks and control measures to protect the workforce against the risks to their health. The survey must be made available to all relevant parties (i.e. principal contractor, subcontractors, and engineers).

Subcontractors employed to remove the contaminated land or work within the contaminated site should consider the provision of the following:

- Specific Hygiene Facilities (Decontamination Unit)
- Specialist Personal Protective Equipment
- Use of specialist methods of working
- Medical surveillance
- Training of operatives
- Wheel washing facilities
- Special waste disposal requirements
- Entry and Exit controls and systems
- Measurement and Monitoring of exposure
- Use of Specialist Advisers (e.g. Chemist, Health & Hygiene etc.)
- Signage and Security of the work area.

Any subcontractor undertaking this type of work must provide Byrne Group with a detailed method statement which reflects a satisfactory control strategy in respect to protecting their workforce against the health (and safety) risks identified within the 'occupational health and hygiene interpretation' report.

All Works must also be conducted in such a way as to avoid any further contamination of the surrounding environment. Control measures should be detailed within relevant risk assessments.

## 4.9. Noise & Vibration

- Excessive noise on site can represent a major impact to site workers, neighbours and adjacent wildlife. To avoid these impacts our sites will implement best practicable means in relation to noise and vibration control. Specifically, site management will
- Carefully select equipment, construction methods and programme activities to reduce noise and vibration.
- Maintain all plans to comply with relevant national or international standard.
- Use hoardings or screens as noise barriers.
- Locate plant as far as reasonable practicable from receptor.
- Ensure that plant is shut down when they are not in use.
- Construct temporary infrastructure (e.g. haul roads) of materials that minimise noise and vibration.
- For projects in residential areas, make an application for consent under Section 61 of COPA 1974 to the relevant local authority before works begin.
- Monitor the noise levels regularly to confirm the noise level of site activities.
- Include noise minimisation practice in induction.
- Liaise with the community to provide information on the noisy work activities and their duration.
- Arrange delivery times to suit the area, for example for residential areas.
- Reduce the need for noisy assembly on site wherever possible.

## 4.10. Wildlife & natural Features

Methods of protecting wildlife and natural features must be adopted on site to ensure that construction activities cause the least damage to the surrounding natural environment.

Stop work immediately if protected species are discovered during construction.

Treat & protect any tree found on site in the same manner as if a Tree Preservation Order (TPO) is applicable, until advised to do otherwise.

## 4.11. Archaeology & Built Heritage

Archaeological remains and built heritage are an irreplaceable and valuable part of our national heritage; therefore efforts must be made to preserve these important assets. This includes but is not limited to:

- Pursue contractual obligations.
- Protect known archaeological and heritage areas.
- Report significant finds arising during construction.
- Ensure that the method of working complies with any stipulated contractual obligations.
- If any unexpected finds are encountered, contact the local archaeological officer at the local authority.