

# **Suttle Projects Safety, Health, and Environment**

## **Code of Practice for Suttle Site Managers, and approved contractors**

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## 1. Our Commitment, Your Commitment

Each person on site is important to us, as is the environment we live in. We are committed to ensuring every task is conducted with as little risk to environment, health, and safety as possible. This document details our expectation for the planning and implementation of your tasks, for your liaison with our team, and for the management of your employees or contractors on our sites. We expect every individual to share our commitment. The code of conduct should be read in harmony with your contract requirements. Your performance will be assessed against these requirements, and any delays caused by a failure to meet them may be charged to your organisation. You must be fully insured for all tasks you agree to undertake – and we will need to hold a copy of your PLL, along with relevant PII, etc.

We would prefer contractors to gain accreditation with any 'Safety Schemes in Procurement' (SSIP) provider (e.g. SafeContractor) to ensure any (future) review of our relationship is as smooth and easy for you as possible. We expect the most senior Board Member (i.e. Managing Director) of your Company to read this document fully, and to commit to the principles within by signing the declaration at the end. You must return the completed document to be admitted to our list of approved contractors. We expect you to cascade all information from this code of conduct effectively throughout your organisation (including to any sub-contractors). All work must be undertaken in line with the Health and Safety at Work Etc. Act 1974, and with all associated Acts, Regulations, Approved Codes of Practice and HSE Guidance documents. Under the Construction (Design and Management) Regulations 2015, you (that means all employees or contractors) have the following duties:

- You must not accept our order unless all individuals are competent and able to complete it fully
- You must not start until satisfied that we, and the Client are familiar with our CDM Duties
- You must plan, manage and monitor your work, so all employees undertake their tasks with no risk to health or safety
- You must comply with any direction we give as the Principal Contractor as determined in the CDM Regulations, complying with any relevant sections of our Construction Phase Plan
- All your employees or sub-contractors must be competent (with the necessary skills, knowledge and understanding) for their tasks
- You must provide every individual (employed or contracted) with sufficient information, instruction and supervision to enable them to carry out their tasks safely and healthily
- You must not begin work until you are satisfied the work area is set up to sufficiently prevent unauthorised access, and there is sufficient provision of welfare facilities
- You must cooperate with us as PC, with all other contractors/designers, and neighbours as required
- You must provide all required information (e.g. RAMS. O&M's etc.) in a comprehensible manner as soon as practicable, and certainly prior to Practical Completion.

In addition, we expect every worker to meet these requirements on our site:

- Keep the site secure
- Assess and mitigate all risks (including health, safety, mental health, environmental and other)
  - Protect and wherever reasonably practicable enhance the environment by considering ecology, wildlife, watercourses etc.
- Seek sustainable solutions wherever possible
- Respect the local community and our site neighbours. Any harassment will result in instant dismissal from site.
- Present a professional, smart appearance in terms of PPE, uniform, decorum, along with clean vehicles, plant and other equipment.
- Demonstrate how you value your workforce, by ensuring they have the correct PPE, training, equipment, supervision, face fits, etc.
- Take a pride in the appearance of the site, and the workforce
- Identify and report any accident, incident, near miss, unsafe action or unsafe condition observed immediately to our site manager, and cooperate fully with any incident investigation.

## 2. Cooperation & Communication

Everyone with duties under CDM 2015 must cooperate with others involved with the project or any project on an adjoining site. This means working with each other to ensure health and safety for all concerned. This will involve communicating with all contractors on site to understand what they are doing and in what sequence. We will facilitate this by holding pre-start meetings, progress meetings, daily site briefings and toolbox talks as required. Your company representatives will be expected to attend and participate as necessary. Communication must always be respectful and professional. This includes interface with members of the public. Any harassment (e.g. wolf-whistling or any unprofessional comments) will be taken very seriously, offenders will be dismissed from site and may be reported to the police. Any 3rd party complaint must be referred to the Suttle site manager immediately, irrespective of seriousness. We will provide site relevant information in the following (not exhaustive) ways:

- Signage
- Provision of our CPP and RAMS
- This Code of Conduct
- Site Inductions
- Site Hazard Board
- Welfare Signage
- Suttle Newsletters



- Site Notice board and H&S Display
- Site Rules
- Toolbox talks

If we can improve our provision of meaningful information, we would be happy for any individual to bring this to the attention of our site manager. We expect you to ensure your employees or sub-contractors are fully conversant with all information provided in our CPP, your RAMS, the site induction (including emergency actions, and site rules), and other work instructions. If you employ non-English speakers, we will expect you to provide appropriate translation and/or onsite interpreter. Where site behaviour falls short of our code of conduct, we reserve the right to deny an individual further access to our site, and to remove their authorisation to be on site with immediate effect. Depending on the severity of an incident, this could be for the rest of the shift, or for the rest of the project. In either case, you will be asked to write a full report as our relationship will automatically be put under review, and our continuing association will depend on our assessment of the actions you take to address any problem.

### **3. Behavioural Safety**

We expect everyone on site to behave safely. We will ask the most senior operational officer for each of our Contractors to commit to this code of practice to help ensure a uniform performance on every site. We will then review the effectiveness of this commitment during our site inspections. We expect every individual on site to act in a way that expresses pride in themselves, their work, their vehicles, tools, equipment, and our client. Any operative at work on our site is authorised to stop any task they consider unsafe, and to report this immediately to the site manager. Our site rules will be on display, or in the CPP. All of your operatives must follow these rules at all times. Horseplay, or practical joking will not be tolerated. Use of offensive or inappropriate language will not be tolerated. No harassment in any form will be tolerated. Anyone found maliciously misusing or damaging PPE, plant, equipment, materials, welfare facilities or any structure will be dismissed from site, and costs recuperated from their company. Mobile phones can be used if the individual is stationary in a safe place, but use in work areas should be avoided unless directly connected to your work tasks. The use of any mobile device when operating plant or machinery, driving, or working at height may lead to dismissal from site. Smoking is only allowed in designated areas. Butts must only be disposed of in receptacles provided (not on the floor, and never in the skip). Alcohol or drugs must never be brought onto site. Any operative thought to be under the influence of any substance (including prescribed medicines) in any way that has the potential to negatively impact safety, will not be allowed access to our site. Operatives should indicate any prescribed medication they are taking at induction. We reserve the right to implement random drug or alcohol checks. Food and drink should only be consumed in welfare areas (except water in a bottle with a sports cap).

#### 4. Sustainable Procurement

You should proactively seek ways to procure from sustainable sources. We are keen to demonstrate that materials for our projects are procured responsibly in a way that minimises damage to the environment, and in a way that achieves value for money on a whole-life basis. This is to generate benefits for our client, ourselves, your organisation, and to our wider society and economy. If you procure timber for our sites, please arrange for this to be from FSC approved sources. Please ensure the 'Certificate of Origin' is also copied to our SHE Dept. To look forward in our approach, we appreciate feedback on how we can improve and develop our standards and practices to take advantage of emerging technology etc.



#### 5. Modern Slavery, Human Trafficking, Ethical Trade etc.

We will only deal with organisations who trade ethically. Modern Slavery describes the illegal (Modern Slavery Act 2015) servitude, forced or compulsory labour and human trafficking.



Victims have their freedom restricted; they are exploited for the financial gain of others. Evidence suggests that human trafficking is rife in the UK, and construction and civil engineering is a particular risk. We are committed to ethical trade and human rights throughout our supply chain and expect you to mirror that commitment. All business must be conducted ethically, with no bribery, corruption or any type of fraudulent business practice. We may ask you to confirm the steps you take to ensure your own supply chain is 'slavery free', and to detail your commitment to establishing a modern slavery free business. You should issue GLAA's Workers Rights leaflet each worker in their own language. We reserve the right to request proof of right to work for

any individual on our site and will refer to the GLAA or the Police if cooperation with this request is not forthcoming.

## 6. Planning to Reduce Risk

When planning your tasks, some leave methods to those on site, or simply use equipment always used for that task. We want you to challenge that default by proactively assessing risk. Consider how a task could be done with less risk to health or safety. You should consider the 'General Principles of Prevention' specified in Schedule 1 of the Management of Health and Safety at Work Regulations 1999. This means that when assessing any risk, you will first try to avoid it.

Risks that cannot be avoided must be evaluated. As part of this evaluation, follow this hierarchy:

- Design your tasks, processes or systems to avoid risk (during the tasks as well as later maintenance). You may be required to demonstrate this with design risk assessments.
- Combat safety, health, and environmental (SHE) risk at source (e.g. by procuring materials that produce less dust, ordering materials made to measure, using on-tool extraction for dust or remotely operated vibrating equipment etc.)
- Adapt tasks to the individual (alleviating monotonous tasks or reducing ill-health effects).
- Adapt to technical progress by making use of the latest safety technology.
- Replace the dangerous with non-dangerous (or less dangerous). For example, could similar results be attained with a water-based substance rather than a solvent; could products with no (or less) silica be procured; can pastes be used instead of powders etc.
- Consider technology, the organisation of your work, working conditions, social and environmental factors relating to your tasks, and use all these factors to develop a coherent prevention policy.
- Prioritise collective protective measures (like fixed scaffolding or safety netting that protects everyone in the area) over individual measures (like harnesses and lanyards that rely on each individual separately remembering to tie on properly).
- Ensure that your Employees and Sub-Contractors are given sufficient resource and instruction to undertake their tasks safely.
- Consider the total working time and travel time expected of your workers, and manage fatigue risk. Suttles follow Network Rail standards, and we expect you to do the same on our site.

In addition, you will need to plan all work to align with the Suttle Policies, including those for quality management, equal opportunity, modern-slavery avoidance, etc. You will be expected to support our effort to demonstrate zero-tolerance for drug and alcohol misuse. Copies of these policies are available from our [website](#).

Lone work should be avoided. It is not allowed on our site without specific risk assessment, identifying measures to monitor the individual's safety, and communicate effectively.

## 7. Pre-start Meetings

It will be possible to conduct some meetings via conference call, or video call. This will be preferred where possible to reduce risk associated with travel time, fatigue etc. Where necessary though, you may be required to attend a pre-start meeting on site. This collaborative approach will enable us to provide information to your management team and liaise works effectively with other contactors on site. It is also an opportunity for you to meet our team and clarify roles, responsibilities and lines of communication. We will be able to discuss draft programming details, proposed site layouts, traffic management plans, waste management details, and help identify and assess any other risk associated with the specific site demise, access, procedures, neighbours etc. You will also be able to raise any concerns and identify potential conflicts for our information. Whenever invited to site meetings, please send a sufficiently senior representative competent to identify potential issues or conflicts who has authority to raise, and resolve identified questions.



## 8. Site Setup



We will plan and arrange the set-up of the site to consider neighbours, security, welfare, storage, traffic management and deliveries, pedestrian segregation, waste collection as well as the fire plan. Space is often restricted, so your cooperation is necessary. Primarily, we expect everyone to be familiar with the plans, and to communicate any potential issues, so we can review and update them as necessary. Access to site must be kept secure, and all gates secured once used. It must never be possible for a curious child to access our site. Our site manager will make regular checks at the boundaries and access points, but he cannot watch for the whole project. Therefore, any breach (by

leaving an access gate open for example) will be taken seriously. Welfare must be kept clean after use. Generally, we will have very limited storage, so unless approved with the site manager, deliveries should be planned (and booked with the site manager) on an as-needed basis. Pedestrians should not take shortcuts through vehicle areas, and plant operators (e.g. MEWP operators) must ensure solid segregation is utilised during any plant movement, including those in internal areas. Generally, we expect you to remove your own waste. Skips (or bins) are provided on site for our use and may only be utilised with permission from the site manager. Where the skips are used, it must only be for those items expressly authorised.



## 9. Segregation

The site must remain completely segregated from the public, and anyone inside our demarcation who isn't recognised (or who isn't wearing PPE per site rules) must be challenged and reported to the site manager immediately. Where deliveries unavoidably cross a public area (like a pavement or mall concourse), we will expect you to plan them appropriately. Where it is impossible to use solid barriers, sufficient banksmen must be engaged to accompany the delivery and be posted at either end of the vehicle to identify and manage public interfaces. Dusty works or works producing fumes or vapours should be controlled to avoid migration of any potentially harmful substances. Access doors/gates must be kept locked (not just closed). Our site manager will make regular checks, but he cannot be at every site entrance all the time, so you must instil this commitment to secure our site into all your operatives and contractors. Vehicles must be segregated from pedestrians so far as reasonably practicable. This requires discipline from the pedestrians on site to avoid taking a shortcut through a designated vehicle area. Where available, only pedestrian gates should be used unless driving onto the site. Where it is unreasonable to completely separate plant operations from workers on site, both the pedestrian and the driver must acknowledge each other with a 'thumbs up' prior to approaching. Within a site, all high-risk operations need to be segregated from other workers. All work at height should be appropriately segregated. It should never be possible for something dropped while working at height to land on a pedestrian below. It will be the responsibility of the individual working at height to ensure no one can encroach under his work area. Dusty work can be controlled in a variety of ways. If the production of dust is unavoidable, it may be possible to segregate it completely, avoiding the migration of dust by erecting enclosures to contain it. This will be expected for any breaking out (e.g. removal of solid walls or areas of concrete floors) undertaken within internal areas.



## 10. Storage



Unless agreed with the site manager, deliveries will need to be on an 'as-used' basis. Your employees must be on site to accept any delivery. Storage areas must be kept tidy. Items should be stored on pallets so lifting aids can be easily used to move them. Combustible items must not be stored where potential ignition sources are in use. You may need to supply a COSHH box with bunding if storing any hazardous substances. Similarly, an appropriate fire-rated container may be needed to store any flammable materials. It will only be possible to store a single shift's supply on site. Gas cages will be required for storage of cylinders. It will be necessary to agree a location with our management team before starting on site. Remember, empties need to be stored separately from full containers, and oxygen must not be stored with flammable gasses. When used on site, canisters must be appropriately secured on a trolley.

## 11. Information

### 11.1 RAMS Acceptance

The deadline for RAMS submission on most projects will generally be 2 weeks before your start on site. This will allow time for our team to review the completeness of your submission and request further information where necessary. We also need time to compile relevant project plans into our own Construction Phase Plan. The Suttle management team will then be given opportunity to review these prior to project commencement to ensure they are complete and there are no conflicts. Your complete submission is not dependant on your receipt of a formal order. Where your part in a project is subsequently cancelled by us, we will redeem your reasonable administration costs. If it is not possible to submit your RAMS on time, you must inform your Suttle SHE contact. Work will never be allowed to commence on site until the site manager has had opportunity to review your RAMS and has formally accepted them. Every employee and sub-contractor you send to work on our site will be required to sign the same form to confirm they have read (preferably before arriving on site), understood and will comply with your RAMS.

### 11.2 Construction Phase Plan

The current version of our CPP will be on site. It contains the plan for the whole construction phase, and includes our RAMS, all contractors RAMS, current drawings etc, any documents retained for the H&S File etc. This information can be accessed at any time (including prior to the project on your request), and we expect your employees and contractors to be familiar with all relevant information.

### 11.3 Signage

We will provide safety signage around site. Such signage is placed for direction, instruction or warning wherever more effective control measures have been unable to negate a risk completely. Where warning signage is used, it is to indicate a hazard or provide notice of mandatory action (e.g. PPE)



required by all in the vicinity. It is expected that your employees or contractors observe and obey these signs. If you see any signage that is no longer applicable, please inform the site manager so it can be removed. Where you are undertaking work for which appropriate warning signage is not yet in place (for example noisy work, work at height, work with the potential to produce dust etc.) your employees or contractors must not commence until the signage is in place.

### 11.4 Site Safety Board

A site safety notice board will be maintained on site within the site office, or the welfare area. It will display current hazards, the F10, our insurance, Suttle H&S and Environmental Policy's and other relevant information. We will also use it to raise awareness of current welfare campaigns or client information. We expect all on site to check and understand information on the notice board daily.

### 11.5 Induction

No one will be allowed to work on site until fully inducted. A site-specific induction presentation will be produced for the site manager to run through with everyone. On completion, your employee or contractor will be asked to complete our induction record to confirm they are fit to work and confirm their acceptance of site rules. Unless by prior arrangement with the site manager, inductions will be held at 8 am or 2 pm only.

### 11.6 Daily Briefing

The site manager will give a daily site briefing for all operatives on site as needed. This will help raise awareness of potential hazards and works being undertaken by all workers and identify any necessary change to the emergency procedures detailed at induction. It is an opportunity to highlight any issues or potential conflicts so they can be addressed in a collaborative way.

### 11.7 Toolbox Talks

At least once a week (and as regularly as required), the site manager will conduct a toolbox talk. This may be informed by a recent incident, a series of near misses, or from an outline issued by our SHE Department, CECA, or the CITB. Attendance and close attention are mandatory. If it becomes evident by subsequent action that anyone has ignored, or been inattentive during a TBT, it may be considered as a site disciplinary issue.

### 11.8 Asbestos Surveys

During our induction, we will make clear whether appropriate surveys have identified any asbestos remaining on site. Ordinarily, any that could be disturbed will be removed prior to our work. If your operatives are likely to encounter asbestos containing materials at work, they must be 'Asbestos Aware' (see 14.19), and they must ensure they have received and understood sitespecific information (i.e. the asbestos survey) before commencing work.

### 11.9 Permit to Work System

Your employees or contractors will need permission from our site manager to undertake any high-risk activity on site. This is to enable us to stipulate control measures, and to verify equipment, competence, and suitable planning of the task. A PTW will be required prior to undertaking any of the following tasks, irrespective of how short the duration of the work is:

- Permit to dig.
- Permit to pile.
- Hot work permit
- Temporary Work permit (to erect, load, or dismantle).
- Permit to isolate.
- Confined space permit.
- Others determined by site risk assessment.



## 12 Your H&S Submission

### 12.1 Risk Assessment and Method Statement – Safe Systems of Work

You have the legal duty to assess risks faced by your employees or contractors at work. As you are familiar with their tasks, you are best placed to be able to do this thoroughly. Your RAMS will make up part of the wider construction phase plan for the project. To allow sufficient time for us to assimilate them, you must submit your completed site-specific RAMS to the relevant Suttle contact (detailed with your order) at least 2 weeks before the project commences. As a minimum, your RAMS need to detail the following (and will bounce back for your revision if any information is missing):

- List of equipment to be used
- Details of any hazardous substances to be used with COSHH assessments
- Names of personnel involved (particularly those supervising work) and confirmation of appropriate competencies to be supplied
- Face Fit certificates for anyone undertaking dusty work (or confirmation operatives will have copies to leave with our site manager at induction)
- Confirmation that all operatives disturbing the fabric of the building (unless we have confirmed in writing the building was constructed post 2000) have undertaken asbestos awareness training
- Your Public Liability Insurance confirming amount of cover
- Dates on site must be identified, and match our programme
- Confirmation that all electrical equipment will have valid thorough inspection (e.g. PAT)
- Confirmation you will adhere to our RAMS and all Site Rules
- 5-point PPE is specified, or alternatives are fully justified
- Appropriate rescue plan should be detailed for any work at height, or confined space work
- Any cutting must feature on-tool extraction (with a minimum of Medium 'M' or High 'H' Class Filtration) or suppression. FFp3 RPE must be specified for any exposure to dust.



## 12.2 Competence

We will only allow operatives on our site who can demonstrate SHE competence. We expect you to supply personnel who have the ability, experience, skills, knowledge, attitude and understanding to accomplish tasks safely. In most cases we will require a role specific original verifiable CSCS card (or equivalent) to supply evidence of appropriate training. Confirmation of a CITB touchscreen test alone will not be accepted, unless accompanied by evidence that the card has been applied for. If you cannot obtain a CSCS card for your role, then we will need to see evidence of H&S competence in some other form. Every operative must also be able to provide evidence that they are asbestos aware. It is easier if you submit this information with your RAMS so we can ready our CPP with the evidence. At the very least, you will need to bring this to site before the operative is authorised to work. Competency certification must be available for the site manager to copy at induction. Only those with proof of appropriate competence will be permitted to undertake certain tasks or use certain equipment. For the use of site plant, a relevant CPCS card (or equivalent) will be required. If using a MEWP, they will need IPAF certification (or similar); JIB/PHMES card (etc.) will be needed for gas/electrical work; And other suitable training for the use of abrasive wheels, CAT and Genny etc. will be retained.

## 12.3 Face Fits



Where exposure to dust or vapour etc. is unavoidable, any operative instructed to wear close-fitting respiratory protective equipment will have a 'face fit' for the specific RPE they will use. These are short tests undertaken to confirm that the specific type of mask works on that individual's face. For the RPE to work effectively, the individual must also be clean shaven. If you have allowed someone with facial hair to undertake such work, they must be provided with and trained to use a *powered* respirator instead (see image). This removes the need for a face fit. It may be possible to arrange face fits for your operatives on our site, but this will be subject to charge, and must be agreed beforehand with the Suttle SHE Department.

## 12.4 Special Operations

Further information will be required where certain special operations are associated with your work. Examples might include a handover certificate and weekly inspections for scaffolding; competent design drawings for propping, falsework or formwork (which will need the approval of our Temporary Work Coordinator – see [14.17](#)); a daily competent person's pre-shift excavation record; calibrations; CAT logs; service drawings before a dig etc.

## 12.5 Deliveries/Traffic Management

Vehicles delivering to site should conform to the current requirements of the Fleet Operator Recognition Scheme (FORS), or Construction Logistics and Community Safety (CLOCS) scheme. Your delivery schedule must be communicated to our site manager as soon as possible for approval. On some sites there will be certain timing restrictions enforced by the local authority due to noise or parking restrictions or enforced voluntarily due to busy periods at neighbouring sites (schools for example). It is also important not to overwhelm delivery areas (and local roads) with site traffic or materials. Where banksmen or lifting equipment is required for any delivery, you will need to supply your own personnel and equipment or obtain prior agreement from our site manager as to what could be available at the time. Banksmen should be provided to guide any wheeled delivery, or any reversing operation on site. It should be assumed that there will be no parking available on site unless specified prior to arrival. Vehicles should never be parked within 10 metres of a building under construction unless loading or unloading (and should be removed immediately once loading is complete). You should research suitable spaces for your vehicles, and park them in a way that minimises inconvenience to site neighbours. All vehicles should be kept secure. No responsibility whatsoever will be accepted for equipment or materials lost or damaged on or close to our sites.

## 12.6 Restricted Zones

Restricted zones are identified as areas with high risk of injury or death. This could be from the movement of plant, or from falling objects. When planning the work, restricted zones must be considered to ensure all relevant persons are safe. It is important that there is effective separation of people and vehicles or plant. Arrangements may need to be made early to apply for permissions to close or alter public access where needed. The Rig or Plant Operator will be responsible for the safe operation of the equipment. LOLER certifications must be available for verification on site (electronic or paper copies). Pre-start inspections must be made by a competent person of all plant and any accessories. The Rig attendant is in control of all rig or plant movements. Rigs must be set up per training & supplier guidance. It must be placed securely before any authorised person enters a restricted zone. The plant or rig must not be moved until the rig attendant is directing the operator. Both parties must give a 'thumbs up' prior to any authorised pedestrian entering a restricted zone. Unauthorised persons must not be allowed to enter the restricted zone until works are complete, the rig or plant is in a safe condition, and the Operator or Attendant confirm permission with a 'thumbs up'. See the summary of ***Suttle Piling Plant Restricted Zones*** booklet below. Copies are available on request.

### 12.6a Crawler Crane

Under no circumstances should any person be allowed to stand below a raised load during a lifting operation. Barriers are required when the crane is static (not tracking). A minimum distance of 2m needs to be maintained behind the counterweight.



### 12.6b Rigid Piling Rig

Any authorised person entering the red zone (see image) must remain aware of loads being lifted by the rig. There is an increased risk of falling objects. Be aware of the movement of other plant (including excavators, dumpers, etc.) on site.

### 12.6c Mini Rig

Any authorised person entering the red zone must remain alert to the risk from the movement of other plant in the area. It is permissible for the Rig Operator to also assume the role of Rig Attendant when using the remote control, so long as he can maintain full vision and control of the operation.



### 12.6d Lorry Mounted Crane (HIAB)

The security of the load will be the responsibility of the driver (or person authorised to unload if different). Under no circumstances should any person be allowed to stand below a raised load during any lifting operation. Public interface should be avoided. Barriers may be required. Note: the zones may be mirrored depending on the direction of unloading.

### 12.6e Tipping

Ensure there are no pedestrians within 15m. Report to site office before tipping. Site should be level, firm, stable, and clear overhead. Articulated vehicles must tip with cab and trailer inline. Ensure tailgate is safe before the operation begins.



## 13. Ready to Start

### 13.1 Personal Protective Equipment

As a rule, our basic site requirement is 5-point PPE, though more PPE will be required for certain tasks. You must supply this.

Requirements are the same for day or night shifts. Access to our site will not be allowed if any item is missing or fails inspection. PPE must be kept clean, and the individuals must have been shown how to use, inspect and store it properly. PPE is used as a last resort to protect all from common hazards and to present a professional image. It is also used as a management security tool – it is easy to spot anyone not conforming to the RAMS, or anyone not authorised to be on site. It may be assumed anyone without 5-point PPE has accessed the site without authority. Your operatives must be suitably dressed for a construction site. Long trousers and t-shirts must be worn. Shorts are not allowed. It is illegal for your employees or contractors to interfere or intentionally damage any item supplied for their safety. This would include cutting fingers from gloves or painting hard hats for example. The specific PPE in use will depend on your own risk assessment, but will likely include the following:



- Safety Helmet (to EN397)
- Hi-vis vest/jacket/t-shirt and trousers (to EN471) – this must display your logo only.
- Safety Boots (to EN 20345) – anti-slip, featuring toe cap, ankle support, mid-sole protection
- Eye Protection (to EN166) – and suitable to task – note spectacle wearers are not exempt (over glasses or prescription safety glasses should be supplied)
- Gloves (to EN388) – minimum cut resistance rating 3 Any exception to the minimum requirement detailed above will need to be written into your RAMS and reviewed specifically by our SHE Department. You will need to supply other items of PPE as necessary for your tasks that may include:
  - Hearing protection suitable for the user
  - FFp3 filtered RPE (if dust exposure is possible) with evidence of individual face fit
  - Flame retardant coverall (for some hot work)
  - Sun cream with SPF of 30+ (for external works in hot weather)
  - Thermal clothing (for work in very cold weather)
  - Fall arrest or fall prevention equipment (where collective measures cannot be employed)

PPE should be in place before accessing our site. It may be removed only in designated safe zones, in welfare areas, or following written displayed authorisation from our site manager that an item is no longer required. Visitors will not be excused from our minimum requirements and must also wear 5-point PPE, unless in receipt of written authorisation from our site manager that a particular item is no longer required.



### 13.2 Correct Tools

We expect your operatives to be supplied with the correct tools for the job. They must be selected to minimise risk (e.g. quieter, less vibration etc.), and environmental impact. The equipment and accessories must be in good condition and inspected prior to each use. The operative must be competent in use and operation. Where an operative uses his own tools, we expect you to have systems in place to assess the condition. Unless specifically risk assessed, all tools on site must be 110v or battery powered. The only 230v equipment allowed on site will be battery chargers in use at a designated charging point only. The SM will inform your operatives where this is at induction. At induction, everyone will be asked to complete a tool log and return this to the site manager prior to work. This is so we are aware of all electrical equipment in use on our site. It will also instruct the individual in methods of visual inspection. This will support, not replace the need for you to ensure all equipment is suitably tested (e.g. PAT) and calibrated if necessary (e.g. CAT and Genny; noise meters etc.).

### 13.3 Other Equipment

You must supply suitable and sufficient equipment to reduce risk wherever possible. It must be inspected, tested, certified or calibrated as appropriate. All equipment must bear the UKCE or CE mark. Employees or contractors you expect to use such items must be competent to do so.

### 13.4 Welfare

We will provide sufficient welfare for the type of work and size of the project. It will include an area to rest, means to heat food and water, and washroom facilities. A drying room will be provided where external ground works are planned. Special requirements need to be communicated to our Project



Manager well before project commencement for consideration and inclusion in our setup plans as necessary. For hygiene reasons, smoking (including e-cigs), eating and drinking (except water in a sports-capped bottle) will only be allowed in designated welfare areas. Your operatives should ensure hands are washed thoroughly first. We will expect your employees or contractors to respect welfare facilities and keep them clean and tidy after use. Individuals will be expected to dispose of waste properly, to clean mugs they use for drinks etc. Welfare area should not be used for storage. Any dirty clothing should be removed or cleaned prior to entering welfare areas. Wilful damage or neglect will lead to disciplinary action on site, and you may be charged for any resulting cost. We will provide a competent first aider for the site. The first aider should be made aware of any incident. We will provide basic first aid equipment in the site office. If undertaking hot work, you must provide your own burns kit. Site first aiders will be identified at induction.

### 13.5 Site/Client Rules

At induction, and on our safety board we will clarify site rules. It may be necessary to update these during a project, perhaps in response to a near miss for example. All operatives must follow site rules as well as the rules of our client or the landlord - whether they personally agree with them or not. An individual's invitation to remain on our site is dependent on their full compliance with our site rules. We are happy to engage in constructive conversation or hear suggestions to improve, but we will never lower our high standard. Anyone who cannot accept that stance will be asked to leave.

### 13.6 Environmental Expectations

Construction work inevitably impacts the environment. We need your help to minimise any negative impact by:



- Procuring materials from sustainable sources wherever possible, preferably using products with a European Product Declaration (EPD)
- Ensuring supplied plant, equipment and accessories are assessed, inspected, appropriately selected, modern, in good condition and well-maintained, conforming to local requirements, such as NRMM (non-road mobile machinery) emissions standards within relevant areas
- Eliminating, suppressing, or extracting dust, odours, fumes, or any other pollutant at source
- Reducing energy, water and fuel consumption
- Eliminating or (where impossible) minimising use of hazardous materials
- Managing waste responsibly (see 13.7), never polluting a watercourse, and ensuring drainage systems are fully protected from your work
- Training your employees to be aware of environmental factors, considering these as risks which should be included in your assessment where applicable
- Ensuring any supplied generator necessary for your task is fully bunded, or features protection from a 'plant nappy' (e.g. Green Rhino Enviro-pad), and that equipment is refuelled safely and responsibly only in designated areas
- Supplying appropriate lockable bunded containers for any stored fuel, chemical or oils (bunds need to be sufficient to hold the greater of 110% of the largest container, or 25% of the total volume)
- Planning any use of lighting so as not to disturb neighbours or local biodiversity
- Agreeing to restrict all noisy work (and other sources of statutory nuisance) to times agreed in planning permission as detailed at the pre-start meeting, or as identified by Suttles to reduce nuisance noise pollution for site neighbours
- Eliminate the chance for migration of pollutants by ensuring your operatives cooperate with pollution prevention plans, wheel washing facilities, discharge or disposal requirements, and report any spill or environmental damage to our site manager immediately

- Ensure trees, flora and fauna (and their habitats) are appropriately protected from any construction activity you plan to undertake
- Give evidence of continual environmental performance improvement, and provision of suitable and sufficient information to all relevant persons
- Taking any action reasonably practicable to reduce negative environmental impacts

### 13.7 Waste Management



Please estimate and plan your work thoroughly to minimise procurement (including minimising the intentional overorder) of unnecessary materials. Arrange for work to be done off site where possible (e.g. partial construction in your workshop). If excess materials have been delivered, they should be returned to the manufacturer, or be removed by you for use on other sites. Unavoidable waste should be repurposed or reused on site. Waste produced by your work should be removed by your employees or contractors (unless by prior arrangement with our site manager). To do this, you must have an upper-tier waste carriers license (we will need a copy) and a covered vehicle of appropriate size. All waste must be removed securely and disposed of responsibly, and in accord with your Statutory Duty of Care. Transfer notes must be fully completed (with the full address of the destination) and issued to our SM. Where you are authorised to share our skips/bins and segregating facilities exist (i.e. where space permits), waste should be placed only in the correct receptacle. Containers must not be overloaded, and all waste must be deposited safely considering its movement and the proximity of any passers-by (not protruding out of the sides or balanced on top for example). Mixed skips should not be used for any hazardous waste or plasterboard. Where covered skips are provided (on most sites to prevent waste being blown out, where skip is located close to a building when it could be vulnerable to arson, or for plasterboard skips to prevent run-off following the boards getting soaked by rain) your operatives must replace these covers after use.

### 13.8 Document Control

Certain documents will be available for your operatives to utilise, others will be restricted to protect data. It is imperative that your operatives work to current information such as the latest programme, design drawings, etc. Version numbers should be verified. If in doubt, check with the site manager. All paperwork must be completed legibly and thoroughly. This will include sign-in/out and induction records, RAMS acceptance sheets, permit to work requests (and closures), suggestion forms, incident records. Your operatives must cooperate with any request for information from our Project Management or SHE teams. We expect you to keep any data in line with UK Data Protection Regulations, and use personal information only where expressly authorised.



## 14. Risk Management

### 14.1 General

Work must be conducted safely in line with current statute and site rules. But on Suttle sites, we expect your positive and proactive health and safety culture to contribute to our exceeding minimum standards. Every individual should seek to operate to a higher standard of health, safety, and environmental performance rather than taking shortcuts, seeking loopholes or attempting to justify substandard action. This section identifies our minimum expectation for a variety of risks. However, our requirements should not be viewed as exhaustive. Your approach to risk assessment should be to ensure risks are eliminated or properly mitigated to keep your operatives safe and healthy, not to simply to justify actions you already plan to take. Please ensure any risks to any other persons that could be affected by your tasks are also assessed.

### 14.2 Supervision

You must supply adequate supervision for your tasks. Specific requirements will depend on the size of your tasks and the hazards involved. We expect at least one of your site team to hold an SSSTS qualification or equivalent. They must be competent to advise on safe methods for all your assigned tasks and be familiar with the necessary plant and equipment. They must be able to identify what could go wrong and have the authority to stop all works whenever they aren't entirely happy. We would prefer consistency and continuity in supplied site teams where possible to minimise time wasted repeating inductions etc.

### 14.3 Security

Access to site must be kept secure, and all gates locked once used. It must never be possible for a curious child to access our site. Our site manager will make regular checks at the boundaries and access points, but he cannot watch for the whole project, therefore any breach (by leaving an access gate open for example) will be taken seriously. All need to sign in and out, and full PPE must be worn at all times to help our SM identify anyone who shouldn't be there. Your operatives must challenge anyone they don't recognise and report this to the SM. We reserve the right to search any person or vehicle leaving our site, and suspected theft will always be referred to the Police. For security and fire reasons, every operative must sign in and out of site properly. If there are post-project questions regarding attendance, the sign in book may be reviewed for evidence. If anyone hasn't signed in, we will assume they weren't on site. If anyone fails to sign out, we will assume they were on site for a minimal time. Group sign in is not allowed and will not be considered sufficient evidence of attendance.



#### 14.4 The Fire Plan

We expect works and designs to comply with the Regulatory Reform Fire Safety Order 2005, and where relevant, the 9th Joint Code of Practice: 'Fire Prevention on Construction Sites'. You must be familiar with them. Construction sites are vulnerable to fire due to incomplete structures (lack of fire stopping, compartmentalisation etc.), the presence of flammable or combustible materials and the increase of potential sources of ignition. If ignition sources are never close to flammable or combustible materials, there cannot be a fire. Therefore, the importance of good housekeeping on site cannot be over-emphasised. This is the collective responsibility of every individual on site. If your employees or contractors cannot maintain a clean and tidy work area, it may result in disciplinary action on site, and we will be forced to review our working relationship. Your work and storage must be well planned and effectively communicated. Our Fire Plan will be on display and will be discussed at induction. We will expect your management, planning and operational teams to take the following precautions as appropriate:

- Ensure your employees and operatives have suitable fire awareness.
- Eliminate the need for or reduce the number of flammable substances on site (by replacing solvent-based substances with water based etc.). Don't bring more flammable materials than needed for a single shift. They must be stored and transported safely (i.e. per your COSHH assessment) .
- Smoking is only allowed in the designated smoking area.
- **PTW must be obtained prior to hot work (e.g. braising or using a disc cutter that produces sparks) and all control measures complied with (e.g. extinguishers in reach). Existing pipes etc. must be purged prior to hot work. Area must be screened during welding, cutting or grinding.**
- You must not leave any hot equipment (e.g. bitumen boiler) unattended. Oxy acetylene is not allowed unless specifically authorised by our SHE Dept.
- Gas cylinders must be secured to a trolley when in use. When not in use they must be stored in locked cages separate to empties and any oxygen cylinders/oxidising substances.
- You must provide for a fire watch, which must be undertaken for a full hour post hot work (two hours within timber framed buildings). Half of the time must be a continuous watch; the rest can be completed with regular checks of all adjacent areas.
- Good housekeeping is vital both to prevent fires, and to ensure safe egress in the event of fire. Our site manager will undertake site inspections of all areas and routes during the day, but everyone must have an appropriate share in keeping their work area tidy. Where a failure is spotted, that individual must act to clear the problem, or report the issue to our site manager. You must make sure we are aware of any work that could block a route through the site, so we can plan alternatives and ensure everyone is informed.
- All operatives must remain continually aware of the fire plan, alarm and extinguisher points, the closest emergency exit and muster points, recognising these may change at different phases of the project. We expect everyone to cooperate with our regular fire drills.
- Ensure any protective covering material you supply conforms to LPS 1207 (e.g. fire rated 'Correx') or LPS 1215 (e.g. fire rated scaffold wrap)

## 14.5 Electrical Work



All electrical work must be in accord with the Electricity at Work Regulations 1989, current IET Wiring Regulations and NICEIC guidelines by trained and competent electricians. Any high voltage (HV) work must be referred first to the Suttle SHE Dept. Sites should be surveyed prior to start to assess the risk associated with any overhead power. Electrical Contractors testing, or commissioning systems should be registered with NICEIC. No live work will be allowed on site (except controlled testing). Any isolation will need a Permit to Work from the site manager, and the distribution board will need to be secured according to the current lock-off procedure. This needs to ensure it is impossible for any other party (including the key holder) to reenergize (accidentally or intentionally) while anyone is still working on the electrical system. Where multiple personnel are working on a single system, this will necessitate your provision and use of a multi-key lock off system. Once locked off, the system will still need to be dead tested with appropriate calibrated equipment prior to working on exposed parts to confirm the system has discharged. Temporary electrical systems must be installed in accordance with current British Standards and tested accordingly. Wherever required by any current guidance, electrical systems or equipment must be earthed. All fixed installations must be tested and certified on completion of works. All testing or commissioning certificates must be completed in full and left in our possession before leaving site as we need to handover the completed file at Practical Completion. Any work close to electrical service must proceed with caution (see section 14.18 re: void access). All electrical equipment must be safe (e.g. appropriately grounded), inspected for assurance as appropriate (with logged proof) and used for the correct purpose. Only 110v (centre tapped to earth and featuring RCD protection) or battery tools are allowed without prior approval. There will be a charging point for battery tools but bear in mind this will be for everyone on site and must not be overloaded. Your operatives must inspect all equipment prior to each use and must not use any damaged equipment.

## 14.6 Substances Hazardous to Health (COSHH)

You must avoid the use of hazardous substances (whether chemicals, substances, dusts, fumes, etc.) wherever possible. Where unavoidable, work must be in line with the Control of Substances Hazardous to Health Regulations 2002. You must specify in your H&S submission which substances your operatives may be exposed to, then supply your COSHH assessments with your RAMS. COSHH Assessments need to incorporate information from the Manufacturers Safety Data Sheet (regarding First Aid precautions, safe transport and storage, and what PPE to wear during use) as well as demonstrating consideration of how and in what quantities you will be using each substance for your tasks. Your employees or contractors will not be authorised to use any substance on our site until we are supplied with (and they are familiar with) your COSHH assessment. If you need support or advice on how to assess or control these substances thoroughly, please contact the SHE Department who may be able to provide assistance for a charge. The MSDS alone may be accepted for storage only, but not for any use of potentially hazardous substances where amounts and methods need to be COSHH assessed.

## 14.7 Work at Height



All work at height or work close to any edge (including the possibility of a fall below ground) must be avoided wherever possible. Where unavoidable, work must be in accord with the guidance associated with the Work at Height Regulations 2005. Responsibility for associated equipment costs need to be clarified prior to accepting an order, else assumed to be yours. Risks must be assessed so that falls (of people or equipment) can be prevented by enforcing appropriate control measures, and so that any work area can be accessed and egressed safely. Collective measures should be given priority over individual measures (e.g.

handrails are more effective than harnesses that rely on each individual to use correctly). Where it is not reasonably practicable to prevent a fall, the consequences of a fall must be minimised. To minimise reliance on emergency services, rescue plans should be supplied when using access equipment. You need to ensure that only competent people (that is those with sufficient skills, knowledge and experience for the task) are authorised by you to work at height. Any work at height (including the use of step ladders) must also be authorised with the site manager using our **Permit to Work at Height. Roof Access is undertaken using a separate permit to work.** Note: there is no basis in law for a 2m rule when assessing edge protection or fall prevention – any risk should be controlled so far as reasonably practicable, by the provision of any equipment necessary. Your employees or contractors must secure any hole or restrict access to any edge they are working on before leaving it unattended. You must not allow any operative to work close to an unprotected leading edge or allow them to adjust or alter work at height equipment unless trained and competent to do so (fixed scaffolding can only be altered by approved holders of an appropriate CISRS card for example). You must also consider how to get equipment needed at height up to the work area safely. It is not acceptable for your site personnel to be carrying equipment or materials up ladders. Work at height equipment must be inspected prior to use, and at other recommended intervals. To help select the most appropriate access equipment, consider this hierarchy:

1. Avoid work at height.
2. use an existing safe place.
3. fixed scaffolding or edge protection.
4. MEWP (note: harnesses and lanyards with current 6-month inspection certificate will be required when using a 3b boom-type MEWP)
5. PASMA tower.
6. Podium steps with guard rail.
7. Secured BS EN 131 (or BS Class 1 Industrial) stepladders are suitable for short duration access only.

## 14.8 Dust

The production of dust must be avoided, eliminated or reduced wherever possible. This may be achieved by cutting materials to size before arriving on site, ordering materials to measure, procuring materials that produce less (or less dangerous) dust or utilising less powerful tools (e.g. block splitter rather than a disc cutter). Tools and equipment (and accessories such as jigsaw blades, drill bits, cutting discs etc.) must be in good condition, and inspected prior to use. Where dust production cannot be avoided on site it must be reduced at source using effective on-tool extraction or suppression. The minimum suitable on-tool extraction (with suitable accessories) should incorporate Industrial HEPA (High Efficiency Particle Arresting) M-Class (Medium – for timber or plasterboard) or H-Class (High – for silica) filtration. Domestic or L-Class (Low) should not be used on our site. There should be no dry cutting of any silica containing product (kerb stones, paving products etc.). Where possible, mains fed suppression is better than bottle fed as it doesn't rely on the operative to repeatedly re-pressurise the bottle. Any operative who could be exposed to dust should also be provided with FFP3 filtered Respiratory Protective Equipment (dust masks). Remember to factor potential exposure of others working close by. These masks will need to be 'face-fitted' unless they feature positive pressure powered supply, or other approved method of proving the RPE's effectiveness for that individual. Your employees or contractors must be clean shaven if using close fitting dust masks. Dry sweeping is not allowed in internal areas. Internal dust should be vacuum cleaned or swept after a thorough soaking.



## 14.9 Noise

Noisy work must be avoided where possible. This is especially important where that noise could affect site neighbours. Where it is unavoidable, the risks associated with noise should be considered in your Risk Assessment. Tasks must comply with the Control of Noise at Work Regulations 2005. Even if your tasks do not involve excessive noise, it would be good to consider within your risk assessment the potential for your employees or contractors to be exposed to the noise produced during the tasks of other contractors on site. Where significant noise exposure is identified (where voices need to be raised to hold a conversation with a colleague 2 metres away), you should detail ways to reduce it as far as reasonably practicable. Consider for example using quieter equipment or equipment that can be used remotely. Maintenance of equipment is important. Job rotation can reduce exposure. Hearing protection must be supplied that is suitable for each individual, and they must be trained to use it properly. Noisy work should never commence outside acceptable times detailed at pre-start meetings and that individual's induction. Where the RAMS suggest there is risk to the hearing, employees should be provided hearing checks annually in the first 2 years of employment, and then at 3 yearly intervals.



#### 14.10 Vibration

Work involving vibrating equipment must be avoided where possible. Where unavoidable, we expect you to monitor and record each individual's exposure (trigger time) and consider the risks in your Assessment. Tasks must comply with the Control of Vibration at Work Regulations 2005. Equipment must be well maintained, appropriately selected (with minimising exposure in mind) and used correctly. You must ensure your operatives are aware of risks, and competent to use the equipment supplied. Periodic training sessions can help identify problems associated with hand-arm vibration (HAV – caused by using vibrating equipment) or whole-body vibration (WBV - caused by sitting in vibrating plant for long periods for example) and help individuals avoid them. The HSE's ready reckoner can be used to help you calculate and record users' exposure – we expect you to have your own system to do this, but you can use our trigger-time log forms to help you if required.

#### 14.11 Excavation, Caissons, or Cofferdam



Where unavoidable, any excavation is subject to our Permit to Work (Dig) procedure. This will stipulate controls your employees or contractors must comply with. Planning for excavations during groundwork must demonstrate consideration of the soil investigation, and other

environmental factors (neighbouring structures, overhead powerlines etc.). The permit will only be issued once you have confirmed competent personnel are on site to inspect the excavation, caisson, or cofferdam prior to entry each shift (and following any event that may indicate a need to clarify its stability), that available service plans have been sought and inspected (e.g. 'dial before you dig'), and that you have supplied the proper (calibrated; insulated; etc.) equipment. Pre-start excavation inspections should be documented. RAMS for any excavation must detail safe angle of repose or include appropriately designed (e.g. by competent engineer) shoring/battering detail. Safe access and egress should also be detailed, as should any necessary crossing point, rescue plan, edge protection and lighting arrangement. Where any external excavation is left open overnight, leading edges must be protected, and the excavation should feature an escape ramp for wildlife (e.g. badgers, rodents etc). Calibrated 'Cable Avoidance Tools' (CAT4+ and 'Genny' or similar sub scan technology) must be used prior to any dig (no matter how shallow) by trained operatives (certificates must be supplied at induction) and repeated at least every 300mm. Where any service (e.g. gas or electricity) is identified within 500mm of a dig, they must be fully exposed by hand digging with insulated tools prior to using any heavy machinery. Once exposed, ensure services are clearly identified and protected. Work must stop where gas or electrical services are found to be encased in concrete and must not recommence until the service provider attends site and redirects the service (or confirms in writing works are safe to continue). No one will be allowed to work in an excavation until vehicular movement around it is controlled, and edges protected with a system robust enough to prevent foreseeable accidents. You must not store any items closer to the edge of an excavation than the depth of that excavation (e.g. no stored items within 2m of a 2m deep trench), and to a minimum of 1m away. When complete, excavations must be backfilled to a suitable standard before the PTW is signed off.

## 14.12 Lifting Operations

Lifting operations should be avoided if possible. Where unavoidable, they must conform to the HSE guidance associated with the Lifting Operations and Lifting Equipment Regulations 1998. Before commencing, the suitability of ground conditions and other environmental factors will need to be considered in your Risk Assessment, as will details for full segregation of the area under and around the lift, its equipment and the landing point. Your Lifting Plan will be needed as part of your initial RAMS submission. All lifting operations (apart from simple HIAB lifts from lorry loaders) are subject to our Permit to Work procedures. For crane lifts, an Appointed Person must plan each lift. The AP must be named in the RAMS. Any necessary licenses/permissions for use on a public highway will need to be confirmed prior to arrival on site. A current LOLER Inspection Certificate will need to be available on site for all equipment and accessories. All operatives involved in the lift (including Drivers/Operators Banksmen, Signallers etc.) will need to be named on your RAMS, and we will need to file copies of appropriate competency records (e.g. CPCS card). Movement of telehandlers is not allowed with a load at height. Where an excavator or telehandler is used (per plant instructions and with correct accessories) to lift suspended loads, the operator's certification must confirm lifting operation competence, rather than the plant competence alone. SWL of any equipment or accessories should not be exceeded as specified on the lift plan.



## 14.13 Biological Hazards

In the interests of hygiene, all operatives must only smoke, eat or drink in designated welfare areas after thoroughly washing their hands. Waste must be disposed of appropriately, and good housekeeping will be strictly enforced by the site manager. On site, biological hazards may include needlestick injuries (blood-borne virus), guano (bird or bat droppings for example that could pass on respirable disease like psittacosis), or the presence of animals (e.g. rats who can pass on bacterial infections like leptospirosis in the urine, blood or tissue of infected animals), or current endemic or pandemic viruses. Specific guidance may be supplied separately. Ordinarily, excessive guano will be identified during pre-start visits, and arrangements made to decontaminate. The site manager should be contacted if new significant contamination is found. All work must commence with appropriate caution. Where discarded or hidden needles are identified, work should stop in that area and the site manager should use the Suttle risk assessment as a toolbox talk to inform everyone on site of necessary control measures (likely to include arranging competent contractors to clear the affected area). He will contact the SHE Manager before authorising work to continue. Where there is any previously unidentified evidence of significant infestation (e.g. dead rats, droppings etc.), work will be stopped, and a pest control contractor will be called. Work will only continue in that area when they confirm it is safe to do so.

#### 14.14 Mental Health

More workers die from suicide than any of the other risks discussed in this section. Risks increase when operatives are asked to work away from home for lengthy periods or work long hours. We are keen to raise awareness of risks associated with poor mental health and want to reduce stigma some individuals' feel when discussing them. We expect your support. You should provide appropriate training to raise awareness of mental health issues. Having a trained 'Mental Health First Aider' within your company, or procuring access to an Employee Assistance Program (EAP) will be advantageous. Anyone struggling with any mental health issue on site should feel free to talk to our site manager.



#### 14.15 Manual Handling (MSD's)

Most activities on our site involve physical effort. It is therefore likely to be your legal obligation (Manual Handling Operations Regulations 1992) to detail any manual handling operation and consider the risk in your formal assessment. Whether pushing, pulling, lifting or carrying, it is important to reduce risks as far as possible. Your operatives must be trained (and regularly refreshed) in safe manual handling techniques. Mechanical lifting aids must be utilised wherever reasonably practicable. Where mechanical aids are used to push or pull, the individual should be taught to push rather than pull as long as they can see clearly over the load and control the steering and stopping. Banksmen must be used to guide loads particularly through public areas, and always where the load is large enough to restrict visibility. Loads should be split or shared (by a maximum 4 people) to reduce loads. The HSE provide a lot of information and tools to help your assessment, for more information, contact the SHE Department.

#### 14.16 Plant

Where use of plant is necessary, you will need to supply evidence of specific competence (e.g. NPORS or CPCs). Individuals must confirm they are mentally and physically fit to carry out planned tasks. We may request you supply proof in the form of a 'fit note' or medical certificate dated within the last 2 years. The equipment itself must be supplied with evidence of thorough examination (copies will be required on site). Seat belts must be worn at all times while using any plant. When not in use, plant must be left on hard-standing ground, locked with keys removed. Plant must be inspected prior to each use, and the operative will be required to complete a daily inspection form for the site manager. Where any defect is identified, the plant must not be used until rectified. Risk assessments must include details of any plant maintenance and refuelling (bowzers must be supplied with drip trays and be suitably banded) if this is likely to be necessary on site. These operations will need specifically designated areas. Therefore, we will need equipment details as part of your initial RAMS submission prior to work on site. No unauthorised person is allowed on any item of plant. Spill's must be reported to the site manager immediately.

### **14.17 Temporary Works**

Temporary Works (TW) include any engineered solution designed to support permanent works, an existing structure, an item of plant or equipment, or to shore an excavation during construction work. It includes scaffolding, props, formwork, falsework, temporary access roads, fencing or hoarding, and any excavation work. Earthworks will also need a TW design if any vehicles or plant will be moving over it. TW's may be removed after the permanent works have been completed or left in place. We expect you to help us ensure all temporary works are suitable and sufficient for the purpose by ensuring they are designed and checked appropriately. Your work on our site must be in line with our Temporary Work Procedure. Please request a copy if you will be using TWs on our site. We will have appointed a TW Coordinator for each project. They will be responsible for ensuring:

1. Pre-design information is complete, and any TW is competently designed
2. any design is appropriately checked
3. the TW is constructed on site exactly per design, and
4. that the TW is inspected sufficiently.

You should ensure your companies Designated Individual (see BS EN 5975) has assigned a competent TW Supervisor (or Assistant Temporary Work Coordinator) who will be available on site if your tasks will involve any TW's. You will need to be able to demonstrate that you have assessed the competency of any individual chosen to be a TWS. You can request a copy of our assessment form for your use if required. If you are involved in designing TW for our site, you should request our 'Design Brief', and you will need to produce the design to meet the briefs specific parameters. Site operatives must be competent and will be expected to obtain a Permit to Work from our TWC before erecting, loading or striking/dismantling any TW. Any unauthorised (or incompetent) alteration of any TW (e.g. unauthorised alteration of a handrail) will result in an instant dismissal from site. You must ensure this directive is emphasised clearly to all your site representatives.

### **14.18 Demolition**

Demolition includes the removal (or partial removal) of a permanent structure, any work that requires structural propping, or the removal of load bearing members of a structure. Formation of new window and door openings, dismantling of non-load bearing walls, stud or timber partitions or cold rooms will not ordinarily be considered to be 'demolition', though careful control will still need to be demonstrated as part of your RAMS. All operatives undertaking any demolition work must be competent (ideally with CCDO card or equivalent). RAMS for demolition must clearly detail the demolition methods you plan to use, means of preventing premature collapse, safe removal of debris, details and isolation of existing services, protection from falling materials, effective methods of dust suppression, list of plant and equipment, effective exclusion zones, signage etc.

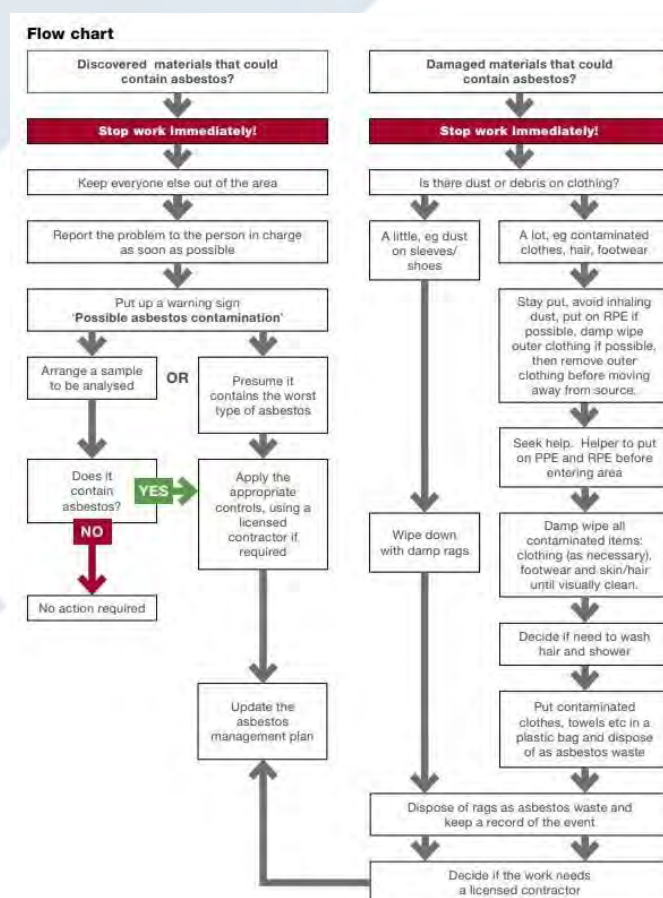
### 14.19 Void Access

Any work in voids (ceiling, wall or floor voids for example) should be undertaken with extreme caution. All operatives must be aware of potential risks which may include live services (electrical up to 415v 3 phase circuits; lighting and wiring; pressurised hot/cold water systems; noisy air handling units; asbestos containing materials; sharp edges; gas; sprinklers etc.). Access to voids should be carefully phased, so working to programme is important. If out of phase access is required, please raise during the daily briefing to ensure the site manager is aware of the work, and to check LSS is isolated if necessary. Asbestos surveys must be checked before each void access. You should provide your operatives with any equipment to ensure their access is safe. This may include suitable work at height equipment, voltage detectors, RPE for existing dust etc.

### 14.20 Asbestos

Every operative who has the potential to disturb the fabric of a building during work must have received approved (e.g. IATP, UKATA, IOSH, RoSPA etc.) Asbestos Awareness training, and their certificates must be available physically or electronically on site. We expect you to be able to demonstrate how this knowledge has been periodically refreshed. To be clear, no asbestos containing material (ACM) is ever to be disturbed on site except by competent individuals from an approved ARC (Asbestos Removal Company) who is on site for that purpose (and with inspected RAMS) who in most cases, holds an HSE Licence to work with asbestos. We will supply an emergency kit with decontamination supplies in case of accidental disturbance when working in building constructed before the year 2000. It should only be opened in the unlikely event that an ACM has been disturbed, and full instructions for decontamination (and to prevent the migration of asbestos) are contained within. Any such incident will be thoroughly investigated. What to do if you disturb a suspected asbestos containing material:

1. Stop all work in the area.
2. Prevent others from accessing the area.
3. Decontaminate using the guidance in HSE EM1
4. Inform the site manager asap, who will contact the SHE Department for further advice.



## 15 Ongoing Liaison

### 15.1 Feedback

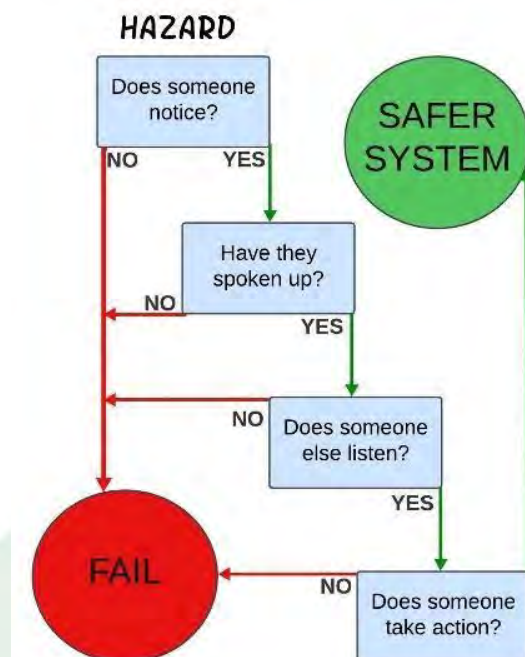
Collaborative review of each operation is important to us to continue to learn and improve our procedures. We will periodically request your formal consultation, but any other feedback you can supply is also welcome. You will remain on our list of approved contractors due to your commitment to undertake quality work safely. In the unusual event of any failures or deficiencies identified regarding any on site H&S, task planning, or quality of work you are contracted to accomplish, we will feed this back to you in an attempt to identify a mutually satisfactory resolution.

### 15.1 Suggestions

We welcome suggestions from our partners. Any operative on any site is welcome to make a formal written suggestion by emailing our site manager. We are particularly interested in any suggestion for improving health or safety on site. The SM will then forward a suggestion onto the appropriate person at our Head Office to consider (for example the SHE Dept). Of course, suggestions are also welcome from your management team, and may be emailed directly to your Suttle Projects contact to forward to the relevant person.

### 15.2 Reporting Accidents/Incidents

Any accident or loss causing incident must be reported to the site manager who will log it in the accident book and escalate details to the SHE Department for proportionate investigation. It is important that we are immediately informed of any incident irrespective of how innocuous it may seem at the time. Information collected and logged will be per statutory requirement and our internal investigation procedures. Though we may want to clarify further information with any party involved as part of the investigation, the motivation will always be to identify how the chances of similar (potentially worse) incidents can be prevented in future. Any incident that had the potential to cause any loss (including physical, environmental, financial, or reputational damage, injury, harm to any individual's wellbeing, statutory nuisance, unexpected cost, etc.) will be proportionately investigated by our SHE team. Actions necessary to correct the loss, and to prevent future loss will be determined and communicated to interested parties, and these actions will be tracked until completion. Incident investigations will not be 'closed' as any new information pertaining to the incident will be considered at any time it becomes available. You are required to lend full cooperation to any such investigation, and to any justifiable action we deem necessary as a result.



### 15.3 Close Calls

All workers are encouraged to report close calls (in addition to loss causing 'accidents') for analysis to provide evidence of proactive site management, to identify potential patterns, or to target areas for improvement. For such analysis to be effective, we have classified such reports into three basic categories:

1. A close call is the traditional near miss where there was no injury or other loss, but only because of good luck. An example might be that a brick fell off a scaffold, or a box fell from a forklift, but no one happened to be close enough to be hit.
2. An Unsafe Action is something an individual has done that was unsafe. It could include actions or mistakes that were due to inexperience or inattention, or even malicious actions. Examples might include horseplay, bullying, smoking or eating outside a designated welfare area, ignoring segregation, or walking under a lifting operation.
3. An Unsafe Condition is often something passive that could increase the risk of an accident. Examples include a trailing lead, poor lighting, or an unsecured load. By identifying and raising awareness of these near misses, we aim to reduce them. By doing so we hope to improve our SHE Culture, and even reduce actual loss causing accidents.

### 15.4 Good Calls

Everyone likes good feedback, and so we also log any praise or reports of 'Good Calls' we receive. Please let us know when you observe good practice on our sites. We hope to reinforce and raise awareness of good practice. We are interested in hearing reports of good calls about the actions of your own operatives or others on site.



### 16. Health and Safety File

Despite the best intention of our design and construction teams, some risks will remain for future projects long after we leave site. It is therefore important (and a legal duty) that this information is collated clearly and logically in a project Health and Safety File to assist with those future projects. Most of our contractors will be required to supply information relevant for this file, which may include 'as-built' drawings, design residual risk details, testing and commissioning certification etc. Much of the information is required at the point of Practical Completion of a project, so you must supply any necessary information as soon as possible. It will usually not afford us sufficient time to present the information completely and correctly if it is left until after your work has completed. We would be happy to receive it well in advance of completion of your work where possible. Please note, we won't consider your tasks complete (and may therefore withhold payment) until this information has been submitted acceptably and completely.

## 17. Declaration

Please read these instructions carefully:

We recognise our code of practice represents a meaningful commitment to perform any task to the highest health and safety standard. This declaration must therefore be signed by the most senior operations-related officer (*i.e. Managing Director or equivalent*) of each Supplier or Contractor approved to work on behalf of Suttle Projects. Not all sections will necessarily be relevant to your tasks, but your declaration to follow applicable instructions thoroughly indicate your commitment as your company's SHE duty holder, and your assurance that our requirements be cascaded to all your workers whether directly employed or not.

On completion, this page must be returned for our records along with your PQQ:

- I confirm that I have read and understood this Code of Practice v1 and will support the enforcement of all its requirements on every Suttle Site. I confirm I have sufficient seniority within our organisation to commit. By continuing to accept orders, we confirm our full compliance with any future revision we are made aware of later.
- I will communicate the requirements contained within this Code of Conduct (as updated) to my management team, and all employees and contractors under our control. Where any work is sub-contracted, we will ensure Suttle Projects are advised so all companies on our site have the opportunity to successfully undertake our procurement process, and that we have evidence they are also committed to the application of this code.
- I am happy to be included on the distribution list for and further health, safety, or environmental information deemed applicable, and will ensure it is cascaded to all workers under my control.
- We will supply prompt evidence of resolution where any non-conformance is identified on site.
- I understand that any delays caused by any lack of compliance by our employees or contractors right up until the acceptable supply of all post-project information, could result in formal notice of non-completion.

<b>Signed:</b>	
<b>Name:</b>	
<b>Company:</b>	
<b>Position:</b>	
<b>Date:</b>	