Health & Safety Requirements for Contractors

October 2014
The Bowmer & Kirkland Group of Companies has the highest regard for the wellbeing of all persons involved in its activities and others who may be affected to them. We are committed to working with our Clients and external stakeholders to manage and control Health & Safety risks.

It is the Group’s belief that all accidents and occupational ill health can be prevented by adherence to our policies and procedures. We take a sensible, positive approach towards Health & Safety.

Bowmer & Kirkland is family owned and promotes family values - Health & Safety is a core business value and we are committed to leadership to create a future free of incidents, injuries and ill health as a result of our activities. Working safely enhances Quality, improves Productivity and generates Value.

Until we eliminate all accidents from our business, our Health & Safety performance will not be good enough. We take pride in everyone returning home safely every day.

All efforts will be made and sufficient resources will be made available to maintain, as far as reasonably practicable, a safe and healthy environment at every location under the Group’s control.

The Group Health & Safety Policy, Environmental Policy, Sustainability Policy and Code of Conduct may be viewed or downloaded from our website and detail our commitment.

This document summarises the standards of behaviour and Legal compliance expected of organisations and their Managers, Supervisors and Workforce when working on premises and projects under the control of the Bowmer & Kirkland Group. It applies to all workers – employees, agency or self employed working for Contractors and Sub-contractors, and ‘Directs’ appointed by our Clients.

We cannot achieve this alone and, therefore, we require the co-operation and assistance of every person in every organisation working on locations under our control to achieve our goal. No one is expected to work unsafely.

The content of this document comprises an element of the Conditions of Contract in relation to the management of Health & Safety. It does not seek to instruct any organisation or individual on how to manage their safety, but rather to describe the minimum procedural standards acceptable at premises under our control.

I commend this document to you and request your commitment and co-operation.

For, and on behalf of, Bowmer & Kirkland Group

John Kirkland OBE
Group Chairman
Excavators / Quick Hitches
Work at Height
MEWPs
Super Booms - > 100' / 33m working height
Terex Genie Z135 / ZX 135 Articulated Booms
Ladders / Stepladders
Access Equipment
Mobile Access Towers (MAT)
Scaffolding
Edge Protection
Safety Nets
Fall from Vehicles
Standards / References / Further Guidance
Background

The key elements of Bowmer & Kirkland Health & Safety Management System are:

- Effective leadership including:
  - Commitment to safety
  - Complacency and lack of oversight
  - Training and competence
  - Learning from previous incidents
  - Adequacy of procedures
  - Safety communications
  - Hazard awareness and management
  - Clarity of roles and responsibilities regarding safety
  - Management of change

- A systematic approach to risk management.
- Appropriate occupational health and wellbeing interventions.
- Risk control strategies which are the outcome of risk assessment and benchmarking against Legal requirements and industry guidance.
- Provision and maintenance of appropriate equipment.
- Provision of information, instruction, supervision and training sufficient to enable staff to carry out their duties safely and effectively.
- Briefings with the workforce and consultation.
- Monitoring compliance and regularly review the effectiveness of the arrangements.
- Investigation and review of all health & safety incidents.
- Monitoring compliance.
- Regular auditing.
- Provision of adequate funding, resources and expert advice.

Health & Safety Procedures

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Training

Bowmer & Kirkland expects that Directors of their subcontractors can demonstrate that they have the necessary knowledge and skills to direct and lead health & safety strategy effectively.

Directors, including owners and members of Executive Boards, should have attended (within 5 years):

- IOSH Directing Safely (1 day)
- IOSH Managing Safety for Senior Executives (1 day)
- Equivalent industry / Trade Association course or
- Refresher re above

Directors who carry out day to day management of work activities should as a minimum hold Management Training (below).

Bowmer & Kirkland expects that Managers - persons managing construction related work activities on sites - of their subcontractors can demonstrate they have the necessary knowledge and skills to manage workplace health and safety standards.

Managers should hold current correct CSCS / equivalent card and have attended:

- Construction Skills Site Management Safety Training Scheme (SMSTS – 5 days)
- IOSH Managing Safety / Managing Safely in Construction (4 days)
- A comparable course, recognised by the relevant Sector Skills Council or Trade Association e.g. CCDO.
- Refresher re above

Bowmer & Kirkland expects that first line / trade supervisors* working on their sites with direct responsibility for putting people to work and who will typically brief their workers on how to carry out their work and ensure they are carrying out their work safely can demonstrate they have the necessary knowledge and skills to supervise their workers effectively.

Supervisors should hold current correct CSCS / equivalent card and have attended:

- Construction Skills Site Supervisors Safety Training Scheme (SSSTS – 2 days)
- IOSH Supervising Safely (2 days)

A comparable course, recognised by the relevant Sector Skills Council or Trade Association. Details of these recognised courses can be viewed

* This formal requirement may be relaxed for low risk trades / < 4 workers. High risk trades / non-working supervisors should hold level of knowledge and skills equivalent to manager – above.

All persons should be in possession of a certificate / proof that details the training provider, date awarded, course title and confirmation stating whether or not the delegate has passed any assessment or examination.

Bowmer & Kirkland require that ALL construction operatives - persons attending site to undertake construction or ancillary activities and who do not have any management or supervisory responsibilities - working on their sites can demonstrate they have the necessary knowledge and skills to undertake their work safely, with due regard to health. Note excludes trainees / apprentices on recognised training programme.

This will normally be demonstrated by the appropriate current CSCS or equivalent trade card e.g. CPCS, etc. (list of accepted schemes attached).
Additional current proof of recognised training for any relevant task or plant / equipment operation e.g. UKATA Asbestos Awareness, IPAF PAL / PAL +, proof of qualitative face-fit for RPE, etc. is also required.

Certain specialisms may require proof of current specific training e.g. gas fitter, electrical inspection & test, rope access, etc.

Where health surveillance / safety critical worker medicals are required by the employer they should confirm fitness for work.

Where workers are from non-construction specialisms or overseas we will sympathetically review skills on a case by case basis and review each scheme on the basis of evidence of industry accreditation e.g. recognised safety passport and assessment / training content.

We do not accept in-house assessment cards for plant operators.

Additional Supervision may be required where the general requirements cannot be met.

**Note:** A general site specific induction does not constitute H&S training.

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Young Persons Working on Site

All Young Persons employed by Bowmer & Kirkland Group companies or working on Group sites must have a completed ‘Young Person’s Risk Assessment’ and will require a CSCS Card – or be registered on a college course and have completed the CSCS test.

Supervision:

General Requirements

Sub-contractors are responsible for the detailed supervision of their workforce. For larger contracts and high risk works, a non-working Supervisor should be appointed. Visiting supervision should be senior and in addition to First Line supervision.

Supervisors are required to be clearly identified via correctly branded helmet labels or clothing and should be identified by name and company.

Supervisors should be provided by all contractors for their works to include all employees, labour only and sub-contractors. First Line Supervisors, including gangers and working foreman, who put individual trades to work are responsible for:

- Ensuring pre-use, in-service and handover plant and workplace checks are observed by their workforce.
- Competent workers are put to work with the correct plant and equipment and PPE / RPE.
- Workers being briefed / signed up to the contents of their method statement and any specific risks.
- Ensuring that their workers all work in a safe manner complying with the Site Rules and Procedures.
- Ensuring the workplace is left in a safe condition when they complete or suspend works and when their work area is unattended.

Specific Requirements

High Risk Activities

Supervisor trained to SMSTS 5 day, CSCS / NVQ 3 minimum (Black card), IOSH Managing Safely;

All Trades

Normally provide a trade ‘working’ Supervisor with SSSTS training or IOSH 2 day ‘Supervising Safely’ and CSCS skills card;

Small Works (<3 workers)

CSCS Skills card and named ‘ganger’ or senior worker;

Retail

Supervisors must be trained to a minimum of SSSTS (including Fit-Out and Retail versions) or equivalent e.g. IOSH 2-day ‘Supervising Safely’.

Young Persons

All Young Persons must have a Young Person’s Risk Assessment and a named Supervisor in attendance.

Non-English Speakers

Construction is a high risk activity and Bowmer & Kirkland has assessed as appropriate a target ratio of Supervisor/Interpreters: Trades of 1:5 where the workforce may have limited understanding of spoken or written instructions. This ratio should be increased for high risk operations. It may be decreased to 1:8 provided there are a minimum of two interpreters in attendance.

Lifting Operations

Contractors carrying out lifting operations must provide a Crane Supervisor trained to CPCS ‘Crane Supervisor’ or ‘Appointed Person’

Rope Access

All rope access work will be under the direct supervision of a certificated IRATA level 3 Supervisor.

MEWPS

High risk operations – recommended that Supervisor has IPAF M4M – MEWPs for Managers.
Asbestos Removal
A qualified Supervisor must be in attendance with an SSSTS or SMSTS or equivalent skills card.

Demolition
For structural demolition (not soft strip / builders works) an NDTG CSCS Demolition Supervisor or Demolition Manager / SMSTS skills card is required.
All subcontractors must be declared by Contractors prior to commencement on site, and have been subjected to competence vetting by the appointing Contractor. All subcontractors must be included in site supervision and monitoring arrangements of the appointing contractor.

Site Induction / Rules

All workers and visitors will be expected to sign in and out when entering or leaving site.

Workers must attend a Bowmer & Kirkland Site Safety Induction prior to commencing work on site. This may include a written test to check understanding of our requirements.

All visitors will receive a 5 minute Induction.

Workers will be required to provide proof of competence – CSCS card, etc. and declare any medication or medical conditions – Personal information is for emergency reference only and is not stored electronically or shared with anyone else.

Subcontractors should ensure their workers are briefed / familiar with their method statement and safe systems of work prior to being put to work.

Agency Workers will be required to sign up to relevant Bowmer & Kirkland risk assessments. All Agency labourers must provide proof of manual handling training and qualitative face-fit testing for RPE. Tesco ‘Directs’ carrying out internal fit-out works who have a CSCS card and proof of completing ‘Tesco Academy’ may attend a short format induction.

Worker Safety Pledge

Bowmer & Kirkland Ltd understands their responsibilities and wants to make this site as safe as possible for everyone working or visiting here.

We are a family firm with family values

- The Project Manager has got the full backing of the Company’s Directors to exclude anyone from this site who does not comply with the Company’s safety rules.
- Nothing we do is so important that we cannot take the time to do it safely.
- You are not asked or expected to work unsafely.
- The safety of employees, colleagues and the public in the areas we work in is paramount.
- I will endeavour to help everyone I work with to work safely and prevent unsafe working practices.
- I will never knowingly walk past an unsafe act or condition on the site.
- Don’t interfere with anything provided for safety and don’t abuse welfare facilities.
- A lot to take in, BUT use your common sense.
- Do not assume, if in doubt ASK.

The people who can have the most effect on safety are those working on the site.

Think safe. Be safe. Stay safe.
Drugs / Alcohol

Bowmer & Kirkland operates a strict policy that prohibits people from working on company premises, including construction sites, if impaired by either drugs or alcohol.

No employee or contractor shall:

- Report or try to report to work whilst impaired through alcohol or drugs (whether illegal or not).
- Be in possession of alcohol or illegal drugs on Company premises.
- Consume alcohol, illegal drugs or take any substances in an unsanctioned way whilst at work or whilst representing the company.
- Attempt to sell, distribute or supply alcohol or drugs whilst on Company premises or whilst representing the Company.

Contravention of these rules is a very serious matter and the Company will take disciplinary action in the event of an infringement under the Company’s disciplinary procedures, which may include dismissal and / or removal from site.

Testing is carried out on a random basis, on suspicion of impairment or after an accident or incident. Failure to present for a test will be treated as a ‘fail’.

Contractors may be contra-charged for re-testing or further testing where 2 or more of their workforce fail any test.

Mobile Phones, etc.

Projects will operate restrictions on areas where it is safe to use mobile phones for calls, texting or use of internet etc. These will be explained at Induction.

No person may use a mobile phone whilst driving or operating plant.

If a person is required to use a mobile phone etc. as part of their work – written Authorisation will be at the discretion of the Site Manager as part of site induction.

The taking of photographs and video without permission is prohibited. Any person taking photographs / video or making postings to social media or web sites regarding any issue or incident on site is prohibited – any breach will be subject to disciplinary action and may result in legal proceedings.

Smoking

All Bowmer & Kirkland sites are ‘No Smoking’ with the exception of specifically designated smoking areas. Any person found in breach of this policy may be removed from site.

The use of e-cigarettes is prohibited where smoking is prohibited.

Consultation and Communication

Bowmer & Kirkland wish to create an industry where everyone is valued, all views are listened to and a safe and healthy working environment is the norm and not the exception.
Bowmer & Kirkland are committed to effective worker consultation on health & safety issues:

1. On every project where Bowmer & Kirkland is the Principal Contractor any worker has the right to stop working if he or she feels to be at risk.
2. No punitive action will be taken against any worker who raises a valid health & safety issue.
3. Every person on a construction site will speak to people in a manner in which they would like to be spoken to themselves.
4. Aggressive and confrontational language aimed at a worker who has raised a health & safety issue is unacceptable.
5. A mechanism will exist for all workers on a project to make their views on health & safety known - explained at Site Induction.
6. All workers on site will be informed of the appropriate consultation mechanisms and invited to propose other alternative methods appropriate to the site.

We are committed to CSR - Corporate and Social Responsibility and engage with a variety of stakeholders including our clients, their workforce, customers, students, patients and even inmates, trade bodies, industry bodies, Government, Regulators and Accreditation bodies, as well as the neighbours and wider communities present before, during and after delivery of our Projects.

Site-specific safety meetings may be held where the level of activity / scale of project warrants.

**Toolbox Talks**

The Toolbox Talk is an integral part of worker consultation and available forum for the workforce to clarify Site Rules and requirements and raise any concerns or queries they may have.

- Contractors should report on Toolbox Talks delivered.
- Workers should receive a Toolbox Talk on a regular basis – normally once / week.
- Topics should be relevant to the site or works.

Information provided at Site Induction, and on notice boards should be supplemented by contractors carrying out their own programme of regular, task specific Toolbox Talks whilst on site. Bowmer & Kirkland Site Management will require documentary proof that these activities are completed.

**Daily Briefings**

Sites may conduct daily workforce briefings as part of their coordination of site works. Attendance where requested is mandatory.
Red Card / Yellow Card - Contractor Discipline

START

- Violation of Site Rules?
- Unsafe Act?
- Unsafe Behaviour?
- Unsafe Working Practice?

First Offence?

YES

Red Card issued to:
- Offender
- Copyied to:
- Supervisor
- Contractor / Employer
- Contractor to provide written proof of receipt and action to prevent reoccurrence

NO

Is issue serious enough to warrant immediate removal from site?

YES

Yellow Card issued to:
- Offender
- Copyied to:
- Supervisor
- Contractor / Employer
- Offender + Supervisor to attend:
  - Repeat of induction
- Offender attends re-briefing of:
  - Method Statement
  - Toolbox Talks

NO

Site Management ensure all close-out action completed with Employer / Contractor
Agree any action / timescale to allow return to work – liaise with Health & Safety Department
This is a Management tool to address serious or persistent failures to work or behave appropriately on a Bowmer & Kirkland site or project and a visible record of a ‘Don’t walk by’ approach to encourage and reinforce safe behaviour among the workforce.

Yellow Cards are issued for behaviour or acts which have the potential for harm or breach basic standards consistently or repeatedly. These require the offender and their Supervisor to be re-inducted and be subject to Toolbox Talks or other training to recalibrate their behaviour. Yellow Cards are valid for 13 weeks.

Examples include: incorrect erection of access equipment, failure to observe PPE policy, speeding on site, forgetting to attach lanyard to boom type MEWP, failure to remove key from unattended plant* etc.

* Failure to remove key from unattended plant is subject to Red Card action on North East & Scotland sites in response to a serious incident.

Red Cards will be issued where there is a serious and immediate Health & Safety risk or offensive behaviour. This will result in removal from site. The contractor / employer will be expected to respond to the issue to prevent a reoccurrence or repeat of the issue.

Examples include: operation of excavators without quick hitch locking pin fitted to semi-automatic hitch; operation of boom MEWP without harness; operation of any plant without training, urinating on site; offensive, unruly or violent behaviour, smoking, etc.

Exclusion will normally be immediate.

**Risk Assessment / Method Statements**

Bowmer & Kirkland are focused on risk control and do not expect generic, numerically scored ‘lists’ of risks to be provided by contractors.

Bowmer & Kirkland expect Contractors to have made an assessment of the risks from their activities (without control measures) and implemented risk controls that comply with recognised Legal requirements and Bowmer & Kirkland requirements.

Method Statements will normally be required to detail the site specific safe system of work. These should normally be submitted for evaluation by Project Management team at least 7 days ahead of work commencing.

You may only commence works on site once the Bowmer & Kirkland Project Management team has evaluated your safe system of work incorporating your Risk Assessment and Method Statement.

A copy should be provided to your site Supervisor, and your workers should be briefed on the requirements of the Method Statement, with a signature to confirm understanding.

Any amendments to the working method (including snagging or defect works) must be documented and submitted to the Bowmer & Kirkland Project Management team for evaluation, and brought to the attention of those workers whom the changes may affect.
Authority to Proceed / Permits to Work

For high risk activities Bowmer & Kirkland require a more robust, documented safe system of work.

These written safe systems of work shall detail:

- the method of performing the task in the safest possible manner;
- any personal protective equipment to be used;
- the hazards present within the task;
- emergency controls or procedures.

Safe systems of work shall be maintained until such time as the risks associated with the activity are no longer present.

Authority to Proceed / Permit to Work documents which are ‘live’ are required to be displayed on a ‘live’ board in the site office.

The safe system of work will be restricted by duration and scope (area).

Authority to Proceed documents may be completed for works involving:

- Confined spaces
- Excavation and ground penetration
- Temporary works
- Electrical works
- Lorry loaders or cranes
- Stepladders / ladders

These are a procedural check prior to commencing work that the necessary competent personnel, safety equipment, exclusion areas, emergency measures and supervision are in place. Duration is normally for the completion of the task(s) specified.

Contractors should still complete their own Permit to Work where applicable to implement their safe system of work e.g. roof access, electrical testing, confined space entry, etc. where these require condition testing or access restrictions.

Bowmer & Kirkland operate Permit to Work documents for:

- **Excavation / Ground Penetration** near live services – a ‘Smart’ CAT is required - data logging enabled and ‘live-strike’ system or similar giving audible alert of live electricity cables.
  - SPX Radiodetection eCAT 4 / eCAT4+ Strike Alert
  - C Scope MXL DLB / MXL2-DL
  - EziCAT i650
**Hot Works**

These PTW are valid for a maximum of 1 shift. A general PTW may be issued to address specific risks / restrictions e.g. roof access.

**Monitoring, Audit and Review**

Bowmer & Kirkland as Principal Contractor shall coordinate and monitor the overall works and interface between trades and others.

Project Management may carry out formal safety inspections in addition to their day to day role. This will normally be supplemented by site safety inspections twice a month by our Health & Safety Consultants plus our in-house team of Managers and Advisors.

Contractors are expected to complete their own formal Health & Safety Inspections usually every month. Completed reports should be copied to the Bowmer & Kirkland Project Management team for information and inclusion in your contractor Health & Safety file.

Failure to conduct suitable Health & Safety Inspections as agreed may result in Bowmer & Kirkland making arrangements for their completion which will be chargeable to your company.

Other independent audits may be undertaken by our Clients, their Agents or bodies including Considerate Constructors. Any visit or intervention by an official Agency e.g. HSE, Environment Agency / SEPA, EHO, Petroleum Officer, Fire Officer etc. must be reported immediately to the Bowmer & Kirkland Project Management, who will complete an Official Visit record.

Please co-operate with these inspections and comply with any requests for remedial safety measures.

**Statutory Inspections**

Contractors will be required to comply with all Legal requirements for inspection of plant, equipment, workplaces etc. There may be additional requirements on a project specific basis.

Bowmer & Kirkland has requirements for daily inspection records to be completed for:

- Mobile Elevating Work Platforms.
- Telehandlers / Forklifts (including tyre pressures).
- Mobile plant including dumpers.
- Safety Nets.

**Welfare**

Bowmer & Kirkland will provide general welfare facilities including washing facilities, eating areas, etc. Contractors must ensure facilities are kept clean and in good order and not abused. Debris must be removed daily.

Where specific decontamination or other specialist facilities are required these shall form part of the Contractor’s facilities.

Where welfare facilities are shared with a Client you must observe all site requirements relating to behaviour, dress and use of the facilities.
First Aid

First Aiders will be identified at Induction, on site notice boards and by helmet stickers.

If a Contractor carries out a high risk process which requires specialist rescue or emergency medical equipment they may need a First Aider trained in these requirements.

Accidents and Incidents

Following an accident or incident with potential or actual injury on site, however minor, there is a requirement to complete a report and an investigation may follow. This includes accidents, a near miss, environmental incident or minor / first aid injury including ‘no lost time’.

All injuries must be entered into the accident book at the time.

All incidents must be reported in an accurate and timely manner. The aim of these reports and investigations is to enable the Company to identify where improvements can be made to prevent re-occurrence. We consider all ‘near misses’ as ‘learning opportunities’ to prevent other incidents.

We have a duty to report certain accidents and dangerous occurrences to Enforcing Authorities (usually the HSE) – under RIDDOR requirements.

A copy of the completed accident record or RIDDOR report, and any accident investigation reports generated by the sub-contractor should be provided to the Project Management and sent to the Group Health & Safety Department at Head Office.

Workers are required to cooperate in any investigation. Post incident drugs & alcohol testing may be undertaken.

All photographs taken of any accident scene are required to be disclosed to the Site Management.

Following a serious incident on a site there may be on-going welfare issues for members of staff or the workforce who were directly or indirectly involved. The Health & Safety Department and Group Personnel Department can arrange for groups to attend Critical Incident Debriefing sessions with a trained counsellor.

Fire and Emergency

Project specific emergency arrangements will be explained at Site Induction and information displayed on Site Notice Boards. All contractors must inform Bowmer & Kirkland of any foreseeable risks and possible emergencies that may arise from their activities.

Contractors are required to assist Bowmer & Kirkland to formulate Emergency Procedures and ensure their employees are informed and trained to deal with such emergencies should they occur.

All flammable substances, including compressed gases, paints, solvents etc. shall be stored in approved, secure cabinets or compounds.

Contractors’ own site offices, mess rooms and storage units shall have the appropriate fire extinguishers and be located 10m from any structures under construction. The fire loading shall be kept as low as practicable and the premises shall be inspected at the conclusion of each day’s work.
PPE

PPE is considered a ‘last resort’ under safety Regulations.

Workers should display the correct name / branding for their employing subcontractor. Individual names should be displayed and all supervisors clearly identified on their PPE.

Where additional PPE is required by risk assessment – this is the responsibility of the employing subcontractor, together with instruction, information and training as required, and any inspection / maintenance.

Subcontractors will be notified of any additional requirements for Client branding or mandatory use of eye protection at the Pre-Let.

We require consistent minimum standards for PPE below:

- Mandatory Safety Helmet
- Hearing protection from specific assessment
- Eye protection - from specific assessment
- Mandatory Hi-vis vest
- Mandatory hand protection (Gloves) subject to assessment
- EN 345 Boots – Mandatory steel toecap and mid sole
- EN 397
- EN 352-1
- EN 471

Note:
EN 166 impact grade light eye protection / Orange specific branded Hi-vis - Mandatory on Sainsbury’s sites
RPE - qualitative face-fit – for disposable / ½ masks – selection by risk assessment
Where dust, fumes or vapours cannot be avoided or suppressed, respiratory protection may be required to combat exposure including residual exposure where other control measures are in use.

Sub-contractors must conduct a suitable and sufficient risk assessment of the hazards associated with works; provide adequate information, instruction and training to their staff that may include the provision of CoSHH information, and suitable personal protective equipment / respiratory protective equipment (RPE) to be worn.

When working in a potentially dusty environment, Bowmer & Kirkland insist dust exposure is to be controlled by using dust suppression equipment at all times.

When RPE is required in a dusty environment, a minimum of EN 149: FFP 3 masks are to be worn or better as per your assessment findings.

Selection should be subject to a task specific assessment.

FFP3 disposable masks or a half mask respirator with a P3 filter should ensure adequate protection provided wearers are clean shaven, properly instructed and trained in its use and have had an appropriate face-fit test.

Respirators are only effective when they fit properly – users should always be clean shaven.

Facial hair / beard growth must fit within the respirator and area of the face seal should be clean-shaven to ensure effective performance of the RPE and compliance with HSE requirements.

Where compliance with this requirement can not be achieved users will require positive pressure / powered respirators.

‘Adequate control’ of dust cannot be totally assured by water suppression systems as not all dust may be captured. RPE is therefore required to protect against this remaining level of unknown and potentially variable risk.
RPE will therefore be required to protect against this remaining level of unknown and potentially variable risk.

Disposable masks should be replaced every shift or when damaged. Filters should be renewed frequently dependent on use

Bowmer & Kirkland may arrange qualitative face-fit testing - you will be charged for this service.

**Health Risk Management**

Where your workforce is required to undergo health screening or health surveillance because of the nature of their work or substances they use, this should be maintained up to date.

Bowmer & Kirkland supports health risk management campaigns. Information must be available on noise, vibration, dust, etc. as part of Method Statements.

Hand held tools should be assessed for levels of noise and vibration in use. Workers should be monitored to ensure any restrictions on trigger time or requirements for task rotation are observed.

Tools and equipment or tasks should be planned and selected to eliminate or reduce exposure to hand arm vibration or noise e.g. mechanical breaking of pile heads.

Where PPE is provided to protect against noise it must provide adequate attenuation and you must liaise with the Project Management to establish and maintain hearing protection and / or exclusion zones.

Any contractor who provides their workforce with FFP 3 respirators for protection from the risks of inhalable dusts, e.g. silica, must have undertaken qualitative face-fit testing for the relevant workers.

**Asbestos**

All asbestos containing materials should have been identified by surveys or treated as per the Project Health & Safety Plan. Contractors must comply with the Project / Client procedures in place to ensure that no-one is subjected to any risk from working with asbestos.

A demolition / refurbishment survey will be completed where necessary and measures put in place to remove the asbestos or manage the risks from any materials remaining in-situ.

If at any time a material is encountered or disturbed which is suspected to contain asbestos, work must be suspended and this should be reported to the Project Manager.

Only Licensed contractors may carry out work with Notifiable asbestos containing materials.

Any awareness training or non-Notifiable works training should comply with UKATA guidelines.

Contractors must ensure all documentation relating to removal works is copied to the Project Management including plan of work, air monitoring, re-occupation certificates, and waste consignment documentation.

**Control of Substances Hazardous to Health**

Where a contractor / sub-contractor uses a substance potentially hazardous to health on a Bowmer & Kirkland Project, they must ensure that a proper Assessment has been carried out for the substance and its storage, dispensing, mixing, application, disposal and emergency precautions. This should be included...
with the Method Statement submission.

The operatives must be trained and informed about the substance, have a copy of the Assessment and Method Statement and be provided with suitable Personal Protective Equipment.

Any material containing a strong solvent or sensitizer e.g. styrene should be accompanied by air monitoring carried out in a similar environment during the previous 12 months to validate the assessment.

**Manual Handling**

No one shall be required to handle manually, any objects or materials of such configuration or mass as to cause them injury.

All manual handling requirements shall be assessed to enable the necessary controls to be implemented.

Mechanical handling equipment and aids should be provided and used wherever practicable.

Bagged products should normally be limited to < 25kg.

Repetitively handled / laid products should normally be limited to <20kg. Highway kerbs and slabs should be handled and laid mechanically e.g. by use of vacuum lifter.

Operatives who routinely carry out manual handling tasks should be trained and subject to Toolbox Talks to reinforce safe working practice.

**Hot Works**

All Hot Work on a Bowmer & Kirkland site will be subject to a Bowmer & Kirkland Hot Works Permit to Work and in accordance with the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation 12th edition.

Trades required to undertake Hot Work processes, will be expected to have their own suitable fire extinguishers / fire fighting equipment available at the work location.

Personnel must be trained in the use of their fire fighting appliances and equipment.

Hot Works will require close supervision of the works and work area by the Contractor, and must include monitoring arrangements during staff breaks etc. as well as for at least one hour after completion of the task.

Hot Works must be completed at least one hour before the site is closed.

The Hot Works Permit will only be closed, once the Bowmer & Kirkland project team are satisfied the 1 hour fire watch has been completed correctly, and the work area etc. is clean and free from debris or smouldering.

In the event of a fire alarm sounding or an emergency situation, the hot works permit(s) will be cancelled immediately pending an investigation by the Bowmer and Kirkland Project team.

When working on ‘Live’, shared or occupied client’s premises there may be a requirement to observe client’s permits or fire alarm system isolation procedures.
Timber Frame / SIPs suppliers should provide a clear indication on the category of fire risk of their product and any sequencing or design requirements to protect from fire risks during construction.

Waste and Environment

Bowmer & Kirkland Projects operate a Site Waste Management Plan which is available in the site office. Any specific environmental safeguards identified for the Project will be communicated during the pre-contract meeting.

All contractors are responsible for the impact on the environment resulting from their operations. It is expected that all operations are conducted in accordance with environmental legislation and the SEPA / Environment Agency’s Pollution Prevention Guidelines.

You will be expected to provide proof of any licences required for your operations, e.g. for disturbance of Notifiable asbestos or mobile crusher licences.

You may be required to provide information on the environmental impact of your operations to meet client and / or other scheme requirements (e.g. BREEAM or Considerate Constructors).

Requirements will be communicated on a project specific basis but may include items such as transport mileage, embodied carbon of products supplied, recycled content of products or proof of timber certification (FSC / PEFC or similar).

It is essential that work areas are kept safe and tidy – in good order. Clean-up Notices and re-charging will be operated where necessary to ensure good housekeeping.

All personnel working on site are required to work to the plan including segregation and data recording arrangements.

The Site Induction will describe the Project waste management arrangements including any requirements for segregation of waste on site and waste removal or return schemes.

If any of your waste is classified as ‘hazardous’ (‘special’ in Scotland) you will normally be required to manage safe disposal as part of your works. Under no circumstances is hazardous waste to be put in general waste skips.

Where you make arrangements for the removal of waste from site you will be required to provide waste carrier licenses for the haulier of the waste and either a waste management license, environmental permit or exemption certificate for the site receiving the waste. These are to be provided before the waste leaves site and for each consignment you will be required to provide an appropriately completed waste transfer note or hazardous / special waste consignment note.

Contractors are responsible for the safe transport, handling, storage and use of all substances and materials to ensure they are not released into the environment and waste is not unnecessarily produced from damaged materials:

- Fuel must be stored in double-bunded, lockable tanks and all refuelling operations must be supervised and kept away from surface water drains.

- Bowsers, drums and Gerry cans must be kept in specific areas when not being used. Spill kits and drip trays should be provided for refuelling, generators etc.
Any spill must be contained and reported to Bowmer & Kirkland immediately.

Plant, vehicles, equipment and containers can only be washed down on site with prior permission from Bowmer & Kirkland and in specified areas.

No pumping operations are to be conducted without prior permission from Bowmer & Kirkland.

All personnel are required to be considerate of neighbours at all times and must ensure all operations and deliveries are conducted within the agreed working hours.

No person shall handle damage or interfere with any legally protected species, tree or habitat without a license. Any unexpected sightings of such a species must be immediately reported to Bowmer & Kirkland.

Any person interfering with items provided for environmental protection, such as earth bunds, drain covers, spill kits, newt fences etc. may be subject to disciplinary action and removal from site.

All personnel are required to receive a mandatory Toolbox Talk on environmental matters at least once per month; this may be increased where additional environmental safeguards are specified for the Project.

**Construction Design Management Regulations**

Bowmer & Kirkland will manage their Projects to comply with the requirements of the Construction (Design & Management) Regulations 2007 and other legislation. This will include collating pre-construction information and preparing a Project Plan.

Contractors and suppliers including designers will be passed relevant information on significant risks during the tender process. Any person who prepares a design will be expected to have full regard to the safe construction, commissioning, operation and maintenance requirements in respect of their design under the Regulations, to eliminate, or reduce risk.

Contractors, designers, and consultants including subcontractor-appointed, will be expected to complete the relevant Bowmer & Kirkland, prequalification competency questionnaires, and provide supporting information prior to the Pre-Contract meeting or starting on site.

Information on operation and maintenance, as-built, etc. for inclusion in the Health & Safety File must be provided in the agreed format in a timely manner.

Failure to comply with this requirement may delay final payment.

Contractor performance is reviewed and evaluated at the end of each Project to ensure Bowmer & Kirkland uses reliable, safe, well managed suppliers and Contractors.

**Designers / Temporary Works**

Designers should always try to eliminate the need for temporary works e.g. by integration with permanent works or alternative sequencing, configuration or solution. All designs must be prepared by a suitably competent / experienced person with robust checking and approval procedures.

Where any temporary works are required, the project information will be provided by the Management team, who will coordinate the issue of drawings for construction and responses to technical queries or requests for information in consultation with relevant suppliers, contractors and designers.
Bowmer & Kirkland is not a temporary works designer and does not employ engineers to check designs and calculations.

Temporary works designs must be completed by competent, experienced engineers with due regard to relevant standards e.g. British Standards, Euro Code, CIRIA Guidance etc. or limitations of application for proprietary systems.

Authorised / Approved drawings for construction must be subject to appropriate supporting design information, calculations, peer review and independent checks, by a suitably qualified and experienced competent Engineer.

Installation and dismantling of temporary works should be under the control of a Temporary Works Supervisor or competent person from the contractor. Method Statements should include any information on sequencing of installation, weights of components, access requirements and handover and inspection of the temporary works.

Dismantling should be covered within the Method Statement. Where permanent works or plant may load or influence the temporary works e.g. in-situ concrete works, the designer and contractor must provide a safe system of work to include ‘Permit to Load’, ‘Permit to Pour’, ‘Permit to Strike’ etc. under the control of a competent Temporary Works Supervisor as part of their works.

Where designers or engineers carry out site visits they should ensure that all configuration and construction requirements are observed. Where any changes to construction etc. are required they should advise the Temporary Works Coordinator if works may continue, of any design modifications and incumbent checks, and any specific requirements for supervision to achieve safety critical requirements.

The process is subject to an Authority to Proceed Form to track compliance by establishing ‘hold points’ where specific requirements must be met.

Bowmer & Kirkland has procedures with specific design / specification requirements for:

- Scaffolding (required configurations)
- Tower Crane
- Edge Protection / Roof nets
- Hoarding and fencing
- Structural Erection / Demolition / Props / Struts / In-situ Concrete Frame Works.

Copies of these requirements are available on request.

Public Protection

Some groups including children, elderly or disabled persons may be more vulnerable to risks from the construction works and more thought and effort should be made to safeguard them and control or facilitate their routes, routines and access needs.

Tasks, operations, processes and products must, by the nature of the industry, overlap with other contractors and sub-contractors. Where an activity presents a hazard to a third party, then measures must be taken to make the nature of the hazard known.
Each task, operation, process and product will have to be evaluated to establish the potential nature and severity of the hazard and to determine the degree of control required.

Monitoring of the agreed controls shall be the duty of the contractor / subcontractor involved.

Access within the work areas, and at locations where tasks impinge upon pedestrian and vehicular routes, shall be maintained so as not to cause obstruction or danger. It shall be incumbent upon each contractor, sub-contractor and individual, to clear obstruction and waste created by, or resulting from, their tasks and this shall be carried out as work is progressed.

**Electricity**

Only low voltage or battery operated power tools should be used on Bowmer & Kirkland sites. Tools and equipment in excess of 110v may only be introduced with the formal agreement of Bowmer & Kirkland Management. Battery chargers should not be left in canteens or offices or obstructing walkways.

240v electrical supplies may be connected to contractors’ accommodation units, subject to obtaining permission from Bowmer & Kirkland.

All electrical tools, equipment and installations shall be subject to regular inspection and checks, and details made available to Bowmer & Kirkland e.g. evidence of PAT testing.

**Electrical Contractor Roles and Responsibilities**

Contractors including Approved NICEIC contractors must have a Principal Duty Holder and employ one or more qualified Supervisors.

The **Principal Duty Holder** is responsible for the maintenance of the overall standard and quality of the electrical installation work undertaken by that business.

The **Qualified Supervisor** is assessed as being electrically competent. They have specific responsibility on a daily basis for the safety, technical standards and the quality of the electrical installation work under their supervision.

Live working is prohibited under Regulations unless absolutely necessary (e.g. phase-rotation test, fault finding) which require additional controls including assessment by the Authorised Person, a written safe system of work, protective equipment, insulated tools and equipment, PPE and specific competencies.

Removal of any cover giving access to energised conductors is classed as ‘live working’ - live working is not permitted.

- Live testing, commissioning etc. must take place under the direct control and supervision of a suitably competent person – ‘**Qualified Supervisor**’ - and only be carried out by trained persons with suitable equipment and precautions.
- Access to live conductors must be prevented by unauthorised persons, e.g. by lock off procedures, barriers, guards and controlled entry to switchgear, panels or control rooms including client personnel.
- Electrical installations and switch rooms or cabinets must be controlled by an ‘**Authorised Person**’ – who will be responsible for controlling isolations, access, commissioning, testing and switching.
- Permit to Work systems are part of a safe system of work. No work can be carried out with an exposed electrical supply – this includes exposed lighting sockets during painting and exposed sockets during tiling, as well as removal of any cover, shroud or shield to electrical supplies or equipment.
- The Authorised Person should not normally be part of any demolition or strip out unless this is carried out directly by a specialist and competent electrical contractor who provide constant supervision.
Where cables are being stripped a PTW system cannot be relied upon where any elements of the electrical system are to remain energised. Isolated / ‘dead’ cables should be disconnected and cut back beyond any plant or switch room.

The demolition / soft strip contractor should only recover any ‘dead’ cable where the ‘cut’ end is exposed and can be visually traced and stripped out of the cable tray etc. prior to cutting.

Access to energised, secure LV switch rooms must be controlled by an ‘Authorised Person’.

Permit to Work systems including Limitations of Access, Permit to Test, etc. should be issued and controlled by the Authorised Person who is responsible for the switch room security.

The remaining installation MUST have all warning labels fitted and be protected during installation, and any items which are disconnected and to be removed should be clearly identified.

**Safe Working including Inspection and Testing**

Electrical isolation work must only be carried out by competent electricians.

In consultation with the **Dutyholder** the site **Authorised Person(s)** shall be responsible for ensuring that where necessary:

- A key register is in place and implemented;
- Safe working practices are being adhered to;
- Access permits are issued and complied with for main switch rooms;
- Inspection and testing shall be in accordance with a method statement and any supplementary risk assessment requirements of the Authorised Person;
- Switch rooms are secure and warning notices in place;
- Appropriate “Danger Live” signage is in position;
- Electrical Permits To Work are issued where required (It is ‘good practice’ for the Authorised Person to ‘self-permit’ their works);
- Secure isolation is in place;
- All systems are kept de-energised for as long as possible;
- Dead-testing is completed before energising the system;
- Energising of circuits and handover to the Client / Principal Contractor is undertaken safely including maintaining records and interim handover of energised circuits for beneficial use.

If live services are required prior to the end of the works, then the energising of distribution boards and circuits should be by way of a request to the **Authorised Person** with the agreement of the Electrical Contractor e.g. recorded in minutes of Design Team Meeting, Project Review Meeting, etc. or by other request in writing / e-mail with the agreement of the Duty Holder.

Before work starts checks must be made to ensure that cables and equipment being worked on have been isolated.

Test equipment must have been checked for accuracy with a known power source.

Before any final circuit is energised a check that the wiring system is complete and that the appropriate testing has been carried out to allow energising to take place.

**Work on Energised ‘Live’ Installations**

**It is Bowmer & Kirkland policy that:**
- Access to energised, secure LV switch rooms must be controlled by an 'Authorised Person'.
- Permit to Work systems including Limitations of Access, Permit to Test, etc. should be issued and controlled by the Authorised Person who is responsible for the switch room security.
- Live working should only be considered where there is no reasonably practicable alternative – do not remove shrouds, barriers or covers to supply-side / energised equipment.
- You must use appropriate test equipment / proving units to confirm safe isolation prior to commencing work / testing.
- Additional / temporary barriers must be used to prevent any tool or fixing contacting supply conductors directly or in a manner which may promote an arc flash.
- All new-supplied enclosure assemblies must comply with and be certified to the relevant standards.
- All in-service isolators, trips and resets should be accessible without removal of panels or access to live conductors – additional / secondary Perspex guards should be provided within the panel where necessary.
- The installation MUST have all warning labels fitted and be protected during installation.

The use / availability of the following safety equipment must also be given due consideration:
- 6mm thick electrical safety matting (tested to 11kV for 450v)
- Suitable / appropriate gloves (insulated gauntlets)
- Compliant test leads*
- Adequate warning signage
- Display of ‘Electric Shock’ Notice

* Fused test leads should normally be used – certain tests are not compatible with the use of fused test leads and this should be documented by the test engineer.

**Generators**
- Small portable generators < 5 kVA may be used outdoors to power portable 110 volt / double insulated equipment need not be earthed.
- They should not be used in buildings due to build-up of fumes and fire risk, particularly during refuelling.
- Drip trays should be used with all small portable generators.

**Temporary & Task Lighting**
In construction areas Bowmer & Kirkland will provide general /circulation lighting. Provision of suitable and sufficient task lighting is the responsibility of the sub-contractor and this will be clarified at the Pre-let Meeting.
- All portable temporary lighting should be 110 volt or lower.
- Flood / spotlights should be fitted with glass covers / grills to prevent damage and reduce risk of burns.
- Fluorescent tubes should be fitted with anti-shatter sleeves.
- Fluorescent tubes will require specialist disposal and should not be placed in general rubbish skips or bins.
- Festoon lighting is not recommended but where necessary should always have protective guards
fitted and are positioned off the floor.

- All wires should be installed to minimise trailing cables e.g. via service risers or cable trays / ceiling grids.
- Measures must be in place to ensure lighting is operational during hours of darkness or low light conditions.

**Protecting Vulnerable Road Users**

Bowmer & Kirkland promote exercise and active travel including cycling – to work if you can, and for leisure or sport and support Cycle Derby providing training to cyclists of all ages and abilities.

We also support and promote initiatives to improve safety for cyclists in relation to heavy vehicle movements which are part of our works, as well as general road safety.

Our policy is to:

- Promote Driver and Industry Awareness
- Promote Cyclist and Public Awareness
- Promote Driver Training
- Encourage use of appropriate technological adaptations to minimise risks to cyclists and vulnerable road users
- Liaise with Schools

Working together we can help protect pedestrians, cyclists, motorcyclists and other road users who share the roads with construction vehicles.

Specific requirements for CLOCS / FORS will be clarified at the Pre-Let meeting.

**Lifting Equipment and Operations**

All lifting operations must be planned and supervised by competent personnel, and all lifting equipment selected to be fit for purpose.

The ground bearing capacity should be calculated / engineered – working platforms shall be considered as temporary works and subject to checks. You should liaise with the Bowmer & Kirkland site management to establish the ground conditions and any specific requirements for ground improvement.

Lifting equipment and all accessories must be accompanied by current certificates of test / thorough examination. These must be checked by Bowmer & Kirkland before the equipment is used and the equipment must be authorised.

If you carry out hire / manage lifting operations you must provide a CPCS Appointed Person to prepare the Lifting Plan. Where this person is not on site for carrying out the lift a Crane Supervisor must be provided to oversee the lifting operations.

Bowmer & Kirkland as Principal Contractor will act as Crane Coordinator and shall not provide an Appointed Person on behalf of any Contractor.

Lifts using cranes rated >100T shall be referred to the Bowmer & Kirkland Group Plant Manager for review.

All Network Rail and oversailing requirements must be observed.
Where these requirements cannot be met from your own labour, a contract lift must be arranged.

**Telehandlers / Forklifts**

All operators of telehandlers or forklifts must be trained, have proof of competence, and receive Authorisation at Site Induction to operate this equipment. Any use of this equipment outside the site boundary will require the operator to hold the correct category on their driving licence.

The Bowmer & Kirkland Daily / Weekly Inspection Record will be required to be completed.

All plant must be accompanied by current test certificates, maintained in good condition and fitted with adequate visibility and safety devices.

Tyres must be the correct size and rating with adequate tread, inflated in accordance with manufacturer’s specification. Daily checks must be undertaken and you should provide a suitable tyre pressure gauge and have arrangements for inflation / tyre repairs.

Telehandlers used to lift / transport suspended loads must be used within manufacturer’s duty ratings and for planned, documented operations.

Man cages which cannot operate the machine functions (non-integrated) may not be used for work above 6m.

Operators must have received familiarisation with the equipment and any specialist attachments.

Moffatt Mounty type truck mount FLT must be accompanied by current test certificate and operator proof of competence.

**Tower Cranes**

Bowmer & Kirkland has specific procedures relating to the use of tower cranes and SETC ‘self erecting tower cranes’ (continental style pedestrian operated).

Crane Supervisors etc. are required to attend a weekly review meeting for lifting operations.

This includes preferred suppliers, base checks, 6 month test / thorough examination and planning checks.

This does not apply to truck mount lattice jib top / bottom slew cranes which are treated as mobile cranes.

All use of tower cranes and SETC must receive prior approval from M Donovan, Bowmer & Kirkland Group Plant Manager.

**Crawler Cranes**

All lattice jib crawler cranes must be proof tested to their rated radius / capacity on assembly and prior to use.

The use of lattice jib crawler cranes MUST BE NOTIFIED IN ADVANCE to Bowmer & Kirkland Group Plant Manager.
**Lorry Loaders**

All lorry loader cranes must be accompanied by test certificates for the crane and any lifting accessories. The operator must hold a current ALLMI card for operation and slinger / signaller (or equivalent).

For basic lifts in connection with load onto the ground a simple Lift Plan / Method Statement will normally be adequate. For any more complex lifts a Lift Plan should be submitted.

Unauthorised persons must be excluded from the area of operations.

**Plant and Equipment**

All plant and equipment should be selected to be fit for purpose, and adequately maintained. Statutory test / thorough examination documentation must be provided on delivery / arrival and all daily checks and statutory examination records completed.

**Specific Restrictions:**

- **Chainsaws:** Only to be used by trained persons / for tree work.
- **Tower Crane/SETC:** To meet Bowmer & Kirkland specification.
- **Crawler Crane:** Rated capacity test (lattice jib only)
- **Genie Z-135 / ZX-135:** May only be supplied by Kimberly Access
- **Tractor Bowser:** PTO powered pump prohibited – hydraulic power
- **Nail Guns:** To be inspected and recorded in weekly checks – must use correct gas / fixings for make / model. All users to have manufacturer’s training.
- **Genie Panel Lifter:** Visual inspection before use of winch cable – must incorporate lift brake in case of cable failure.
- **Scissors Lifts:** For outdoor use should have stabilisers incorporating ‘self leveling’
- **Trestles:** May only be used ‘closed’, maximum of 1.2m on level prepared surface.
- **Kwikstage:** Maximum working platform height 2m
- **LPG Terrco:** Floor grinders / polishers should be electrically powered due to Carbon Monoxide risks from LPG powered equipment. Note: a minimum of 32A 3-phase power supply will be required.

**Paslode / Hilti**

Operators of pulse / impact fixing equipment must be suitably trained. The equipment must be in working order, maintained and only used with the recommended fixing system – fixings, gas or shot. The use of ‘pattern’ consumables is prohibited on Bowmer & Kirkland sites.

Operators must wear impact grade eye protection and implement measures to exclude unauthorised persons from the work area.

**Mobile Plant**

Mobile plant (tracked / wheeled) will require all documentation to be presented and all safety devices to be in order before being authorised and allowed on site – see attached table Appendix 1.

All visibility devices must be maintained in effective working order.
Only trained operators are allowed to operate mobile plant.

Seat belts must be used by operators at all times.

Tyres must be correctly specified and maintained in good condition – correct inflation and adequate tyre tread.

The Bowmer & Kirkland Daily / Weekly Inspection Record should be completed.

All plant and equipment must be safely parked and the key removed when unattended.

Any maintenance operations must be carried out in a designated or segregated area. The fitter should observe site requirements for PPE, proof of training and Risk Assessments / Method Statements.

The use of jump leads between items of mobile plant is prohibited – portable starter packs should be used.

**Excavators / Quick Hitches**

The operator must have been trained / instructed on the correct use of the hitch.

We would encourage the use of fully automatic quick hitches on all excavators, but permit the use of semi-automatic hitches in line with manufacturer’s instructions.

All semi-automatic quick hitches must be fitted with the correct locking pins prior to use.

It is the operator’s responsibility to ensure all safety pins are in place.

Any use of quick hitches without the required locking pins will be subject to Red Card action and removal of the operator from site.

We require a segregated or designated bucket changing area.

**Work at Height**

Contractors must –

1. Avoid work at height where they can.

2. Use work equipment or other measures to prevent falls where they cannot avoid working at height.

3. Where the risk of falls cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

4. Demonstrate all work at height is:
   - Properly planned including selecting suitable work equipment and planning for emergencies and rescue;
   - Appropriately supervised;
   - Carried out in a safe manner;
- Considers weather conditions and when they could endanger health & safety;
- Carried out by workers and Supervisors who are trained and competent;
- Inspected, recorded and further precautions taken including equipment as necessary;
- Undertaken on or near a fragile surface – that warning notices are displayed, suitable precautions are provided (platforms, coverings, guard rails, etc.), and where any risk remains measures are employed to minimise the distance and effects of a fall;
- Planned so precautions are placed to prevent the fall of materials, tools, debris etc.

Bowmer & Kirkland Safety Procedures have established minimum standards for common construction operations based on current industry guidelines and published standards.

Rescue plans should be included in method statements where applicable.

The use of running lines for installation of PRC planks is prohibited.

Falling object protection is to be maintained at all times and use of tool tethers / lanyards assessed.

All risers, holes, penetrations and openings must be protected at all times – covers / guardrails and exclusion areas using barriers when work is taking place.

Warning signs must be displayed on void covers and fragile materials.

**MEWPs**

Mobile elevating work platforms must only be operated by Authorised, trained personnel (relevant IPAF Category) who are familiar with the operation of the specific equipment.

All equipment must be suitable and maintained and accompanied by a current 6 month certificate of test / thorough examination for checking by Project Management prior to starting work.

Push-around vertical lifts (IPAF / PAV) may only be used indoors on level floors and must be fitted with automatic braking.

Scissors lifts used outdoors must have stabilisers fitted and should have an automatic height restriction without stabilisers deployed.

Lifting accessories should be used when handling ducts, pipes or cladding for installation.

Secondary guarding against entrapment injuries should be part of equipment selection and assessment for boom MEWPs.

**All daily / weekly checks must be completed and recorded on the Bowmer & Kirkland forms.**

Workers must be familiar with emergency lowering operations and the equipment positioned so the emergency controls remain accessible during use.

Boom MEWPs must have the key in place during use to enable switching to ground controls in event of an emergency. Emergency descent procedures should be practised and familiar to your workforce.
The key must be removed from equipment which is out of use of unattended.

There must be no standing on mid rails or climbing from the carrier unless as part of an exceptional, planned and authorised operation.

All users of Boom MEWPs must be restrained in the carrier with a full body harness and a lanyard which has been manufactured to EN354 intended for work restraint or work positioning techniques.

Lanyards manufactured to EN355 suitable for fall arrest – incorporating a web shock absorber - are not allowed on Bowmer & Kirkland sites due to the risk of deploying below 2Kn.

The use of inertia blocks (retractable lanyards) is not allowed.

Length of the lanyard must be selected or so adjusted that when fastened to the designated attachment point - it will prevent anyone from reaching a position from which they could fall i.e. it should not be possible to climb onto or above the mid rail.

All Genie ‘S’ and ‘Z’ booms must be fitted with a control shroud.

Super Booms - > 100’ / 33m working height

The operation of Super Boom lifts may create additional risks, as machines are reliant on programmable control systems to operate within a safe configuration, particularly articulated booms.

Bowmer & Kirkland recommend that all users of straight / articulated Super Boom equipment:

- Have completed PAL + training.
- Have had specific / enhanced familiarisation with Boom.
- Have considered any additional / specific emergency recovery requirements.
- Use a secondary guarding device and any audible warning can be heard at ground level above background noise.
- Only travel with carrier raised at the lowest height practicable for the task.

Terex Genie Z135 / ZX 135 Articulated Booms

There have been serious incidents recorded using this equipment. The Z135 / ZX 135 are reliant on a programmable electronic system to maintain operational configurations / stability, which are in turn reliant on a position sensor.

This machine also requires enhanced familiarisation as operators may operate in configurations which cause the machine functions to lock-out causing significant downtime.

Whilst HSE continue to investigate this equipment – It is Bowmer & Kirkland Policy that Genie Z 135 / ZX 135 equipment may only be supplied by Kimberly Rentals – Super Boom Division sbd@kimberlygroup.co.uk

No other Genie or other manufacturer models are affected.

Ladders / Stepladders

Planned not banned – it is not the Bowmer & Kirkland Group policy to ban the use of ladders or stepladders on sites.

The use of step ladders and leaning ladders should be eliminated or minimised through good planning
and correct equipment selection.

There will be tasks where stepladders are appropriate including works and testing in small plant rooms, areas of restricted access where other equipment may not fit, or may damage finishes, some inspection works and areas which may be difficult to access during installation of site services.

In all cases work which can carried out using equipment other than step ladders and leaning ladders should use the alternative equipment.

Individual sites may operate ladder bans or require ladder tags for local management reasons. These will be described at the pre contract meeting and Site Induction.

British Standards Class 3 metal ladders and stepladders are not allowed on Bowmer & Kirkland sites. All ladders must be rated >150 kg maximum static load.

Access Equipment

Low level platforms must be fit for purpose and maintained in good condition – new equipment should comply with PAS 250.

They must be in good condition with no damage to the legs, hinges or platforms.

All brakes and safety chains must be deployed during use.

This equipment should be fitted with 2 wheels only to prevent ‘surfing’ during use.

It is recommended that all such equipment is tagged to confirm inspection and user / hirer.

Mobile Access Towers (MAT)

Sites will observe zero tolerance on misuse of this equipment. If contractors are unable to work safely they must increase the level of supervision or supply alternative access equipment.

The manufacturers’ instructions or user guide must be supplied with all towers and referred to by operatives erecting and using mobile towers.

MAT must be erected by PASMA trained personnel - using 3T method or with advance guard rail, in accordance with instructions.

MAT must be fitted with ‘Scafftag’ or similar, in date and user name clearly identified.

All ladders, hand rails and kick boards in place in the correct positions, access hatches in correct positions and used from inside the tower.

Wheels locked in use – NO ‘SURFING’.

For work on or above retail display and refrigeration cabinets ‘cantilever’ accessories or bridging units are available including SGB BOSS High Level Cantilever for HT Cabinet

Scaffolding

Scaffolding is to be erected to a recognised configuration TG20:13 or manufacturer’s guidelines for system
scaffolding / engineered components - this should be clearly stated on any design, configuration or layout drawings.

Note: the use of KWIKSTAGE scaffolding is normally restricted to a maximum working platform height of 2m.

If the scaffolding is beyond the scope of a recognised configuration a ‘design’ shall be prepared to prove strength and stability including necessary calculations.

For tube/fitting a TG20:13 compliance sheets shall be provided. Any elements outside this compliance sheet shall have a valid design.

The use, and duty of the scaffolding, including loading bays and working platforms, shall be specified by the controlling Contractor.

An assembly plan e.g. site specific Method Statement, covering adaptations and dismantling shall be available – this may be generic for standard configurations but will need to be more detailed where the scaffolding is more technically complex.

The working platforms will be fit for purpose including safe loading, working and passage of workers.

When not in use clear safety signs shall be displayed.

It is recommended that wherever practicable, scaffolds should incorporate a staircase or ladder bay. It should not be possible to fall from the working platform through a direct ladder or access opening.

Ladder or stair access to working platforms should not normally be positioned next to or near loading bays.

Elements or details which do not meet the basic criteria in the recognised configurations must be subject to design checks – to demonstrate they will not collapse due to structural instability or materials failure, in their intended use.

Standard loading bay designs should be accompanied by a design drawing / TG20:13 configuration.

Freestanding structures for the erection of timber frame buildings must always be subject to a thorough design check, with fully detailed Method Statements and drawings provided to the site and erectors.

Scaffolders must:

- Have at least a ‘CISRS’ Scaffolding Card or have a CISRS Trainee Scaffolder card and work under the direct supervision of a qualified scaffolder;
- Wear harnesses and lanyards at all times when working;
- Display a “scaffolding not in use/under construction” sign where necessary;
- Inspect the scaffold and provide a handover certificate on completion of work / complete all scafftags.
- System scaffolding erectors must have had system scaffolding training from the manufacturer or CISRS training in the system used.
Any person who interferes with, or carries out unauthorised adaptations to scaffolding will be subject to disciplinary procedures and may be removed from site.

**Edge Protection**

Proprietary Temporary Edge Protection Systems designed to BS EN 13374 e.g. Combisafe, Easy Edge etc. must be considered as the preferred option for fall prevention from roof / slab / floor edges and openings and on formwork systems.

Scaffold tube and fitting edge protection solutions must be designed to meet the relevant load requirements of BS EN 13374 to include a drawing and design checks where necessary:

- Minimum height for the handrail is 1 metre.
- No gap greater than 470mm.
- Toe boards / brick guards fitted as required.

A handover certificate is required on completion of the installation and following significant alteration.

Inspection should take place daily with a written record every 7 days, or following adverse weather or alterations.

**Safety Nets**

Trained riggers from specialist netting companies should be engaged to install safety nets to BS EN 1263-2.

It is preferred that net riggers who operate boom MEWPs are holders of IPAF PAL+ Card.

Net riggers should hold a current CSCS (Fall Arrest Safety Equipment Training) Card for ‘General Rigger’. ‘House Building Rigger’ is not to be accepted.

Nets should be tagged with unique identifiers and date of manufacture and accompanied by a schedule to confirm inspection / test.

The Net Rigging Company must provide a Handover Certificate for all safety net installations and subsequent alterations.

Once installed and handed over safety nets should be inspected daily by the contractor working above the net and weekly by a nominated inspector from the contractor or the Site Management.

The maximum distance for tie cord centres is 2.0m on Bowmer & Kirkland sites.

**Fall from Vehicles**

Suppliers are generally responsible for offloading materials for installation.

Consideration must be given to controlling the risks of falls from vehicles.

Where possible, loads should be removed without access onto vehicles. Where this is not possible, vehicle based fall protection systems should be provided, or as a last resort, ‘off vehicle’ fall protection systems.
This should form part of your Method Statement and safe system of work.

When loading mobile plant onto road vehicles all ROPS, lap belts, restraint lanyards / harness, etc. equipment shall be used.

**Standards / References**

Standards applied on projects/ premises under the control of the Bowmer & Kirkland Group are formally recognised and may be referred to as follows:

Bowmer & Kirkland Health & Safety Procedures.

Health & Safety Commission/ Executive publications:

- Approved Codes of Practice
- Guidance on Regulations
- Guidance Notes

Construction Industry Advisory Committee (CONIAC) publications.

British Standards Institute (BS) Publications.

Industry Guidance e.g. NASC Guidance including TG20:13, FASET guidance, etc.

Construction Skills publication - ‘Construction Site Safety’ (GE700).

Building Employers’ Confederation (BEC) publication, ‘Construction Safety’.

CIRIA Guides

Euro Codes

**Further Guidance**

Further information is available by contacting the Bowmer & Kirkland Health & Safety Department –

[safety@bandk.co.uk](mailto:safety@bandk.co.uk) or 01773 85313 ext 4498.
## REQUIREMENTS FOR CONTRACTORS - MOBILE PLANT CHECKLIST

<table>
<thead>
<tr>
<th>Plant Item</th>
<th>CE mark / Maintained</th>
<th>Test / Thorough Examination</th>
<th>Record of Weekly Inspection</th>
<th>Visibility Aids - Mirrors</th>
<th>Colour Rear View Camera</th>
<th>Audible reverse alarm</th>
<th>Flashing light</th>
<th>ROPS / Lap belt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telescopic Handler</td>
<td>✓</td>
<td>12 month*</td>
<td>Record SPF 305</td>
<td>Yes</td>
<td>By risk assessment</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FLT / RTFLT</td>
<td>✓</td>
<td>12 month*</td>
<td>✓ Record SPF 305</td>
<td>Yes</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Mobile Crane</td>
<td>✓</td>
<td>12 month*</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
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<tr>
<td>Mewp¹</td>
<td>✓</td>
<td>6 month</td>
<td>Record SPF 303</td>
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<tr>
<td>Excavator / Quick Hitch</td>
<td>✓</td>
<td>12 month</td>
<td>✓</td>
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<td>By risk assessment</td>
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<tr>
<td>Lifting Gear Accessories</td>
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<td>Dumper</td>
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<tr>
<td>Sweeper</td>
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<tr>
<td>‘Mini’ Sweeper</td>
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<td>Floor Cleaner</td>
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<td>By risk assessment</td>
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<tr>
<td>Roller</td>
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<td>Articulated Dump Truck</td>
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<td>Loading shovel</td>
<td>✓</td>
<td>SIMRET Brake test every 3 months (wheeled)</td>
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<td>Other Earthmoving</td>
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<td>Dozers / Traxcavator</td>
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<td>Tractor + Bowser NOT PTO – Hydraulic only</td>
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<tr>
<td>Day works Tipper Lorry</td>
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<tr>
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<td>Travel alarm</td>
<td>n/a</td>
<td>Restraint</td>
</tr>
</tbody>
</table>

*Telehandler / Crane used with man basket must be within 6 months of last thorough examination

¹ Terex Genie Z135 / ZX 135 Articulated Booms – Kimberly Access ONLY
Demolition excavators must be fitted with FOPS - falling object protection structure

Any plant hired by Bowmer & Kirkland operated by employee / Agency must have risk assessment / familiarisation completed on site.