



Health & Safety Requirements for Contractors

March 2009

Chairman's Introduction

The Bowmer & Kirkland Group of Companies has the highest regard for the well being 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 creating 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
March 2009

Training and Competence

All workers must sign in and out of site and have received a Site Induction.

Bowmer & Kirkland recognise the UKCG (MCG) requirements for a competent workforce, and require all operatives to provide proof of competence at Site Induction. This will normally be the relevant CSCS / CPCS Registration Card and other required or nationally recognised and accredited competence card(s) e.g. IPAF, PASMA etc. A list of recognised, accepted schemes is contained in our Safety Procedures. Please ensure all personnel bring proof of training to their Induction or they may be refused access to site.

Any Young Person (normally aged <18) will need to have a completed Young Person's Risk Assessment, designated Supervisor and specific Toolbox Talk.

Managers, Supervisors and all personnel must be able to confirm that they have received appropriate safety training to enable them to carry out their tasks.

Each contractor is required to appoint an individual, working under their control, to be designated Supervisor for the activities of their workforce and any sub-contractors to manage day to day health & safety matters, co-ordinate documentation and ensure compliance with Site Rules.

Supervisors may be required to attend Health & Safety / Co-ordination meetings as directed by Project Management. All subcontractors must be declared by Contractors, have been subject to competence vetting by the appointing Contractor and be included in site supervision and monitoring arrangements.

Information provided at Site Induction, and on notice boards should be supplemented by contractors carrying out task briefings / familiarisation on their Method Statements, and a programme of Toolbox Talks. Bowmer & Kirkland will require documentary proof that these activities are completed.

Consultation and Communication

Bowmer & Kirkland Group are committed to effective worker consultation on health & safety issues.

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.

These consultation mechanisms will be made known to all workers during Induction sessions, via notice boards etc.

The consultation process is based on a three tier methodology of site, work gang and individual worker. For construction projects the methodology may vary depending on the programme, scale and stage of the particular project.

If at any time any person has a concern for the health, safety or welfare of themselves or others they should raise it with their Supervisor, or directly with Project Management or the Group Health & Safety Department.

Non-English Speakers

Construction is a high risk activity and Bowmer & Kirkland has assessed as appropriate a target ratio of English speaking Supervisors: 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. An interpreter should be available from the Contractor to assist with Site Induction and ensuring adequate information and signs are in place for the works.



Red Card / Yellow Card

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.

First Line Supervisors should monitor their workforce and are expected to take action to promote and maintain compliance with Site Rules and Procedures. Contractors are encouraged to demonstrate maintenance of discipline among their workforce and positive measures to promote health, safety, environmental and other management objectives including their own red / yellow cards.

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 Talk 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.

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, etc.

Exclusion will normally be immediate and will apply to other Bowmer & Kirkland projects and sites.

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 at least 7 days ahead of work commencing. A copy should be provided to your site Supervisor, and your workers briefed on the requirements of the Method Statement, with a signature as proof of this.

Any amendments to the working method must be agreed with the Project Management, recorded and brought to the attention of those workers who the changes may affect.

Temporary works must be subject to appropriate supporting design information, calculations and independent checks, by a suitably qualified and experienced Engineer.

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Authority to Proceed / Permits to Work

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

Authority to Proceed documents may be completed for works involving: confined spaces, excavation and ground penetration, electrical works, lorry loaders or cranes, and stepladders or 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. Contractors should still complete their own Permit to Work where applicable to implement their safe system of work.

Permit to Work applies to all Hot Works on Bowmer & Kirkland sites. Trades required to use Hot Work processes shall have suitable fire extinguishers available at the work location. Personnel must be trained in the selection and use of appliances. Before commencing hot work in the vicinity of flammable substances, whether stored or fixed, an approved Hot Work Permit must be used. Hot Work must be completed at least one hour before the site is closed or a trained person must be available for at least one hour after completion of the task. Hot Works will require close supervision of the works and work area by the Contractor.

A General Permit to Work may be issued to control access to specific areas of a site e.g. roof works where other persons may need to be restricted from entry without further briefing or supervision.

Construction Design Management

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 should complete prequalification 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.

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Monitoring, Audit and Review

Bowmer & Kirkland as Principal Contractor shall co-ordinate 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 supervision. 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 encouraged and expected to complete their own formal Health & Safety Inspections. Reports should be copied to Bowmer & Kirkland for information.

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 a visit record.

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

Statutory Inspections

Contractors should observe site branding requirements and carry their own logo / name except where specific Client requirements are in force e.g. Plain white helmet / Sainsbury branded orange class 2 hi-vis vests are mandatory on Sainsburys sites for all trades / contractors.

Contractors will be required to comply with Legal requirements for inspection of plant, equipment, workplaces etc. Bowmer & Kirkland have additional requirements for daily inspection records to be completed for:

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

There may be additional requirements on a project specific basis.


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. 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.

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Following a serious incident on a site there may be ongoing 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.

The fire loading shall be kept as low as practicable and the premises shall be inspected at the conclusion of each days work.

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 may be 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'.

Mobile Phones

No person may use a mobile phone whilst driving or operating plant. The Project may operate restrictions on areas where it is safe to use mobile phones. These will be explained at Induction.

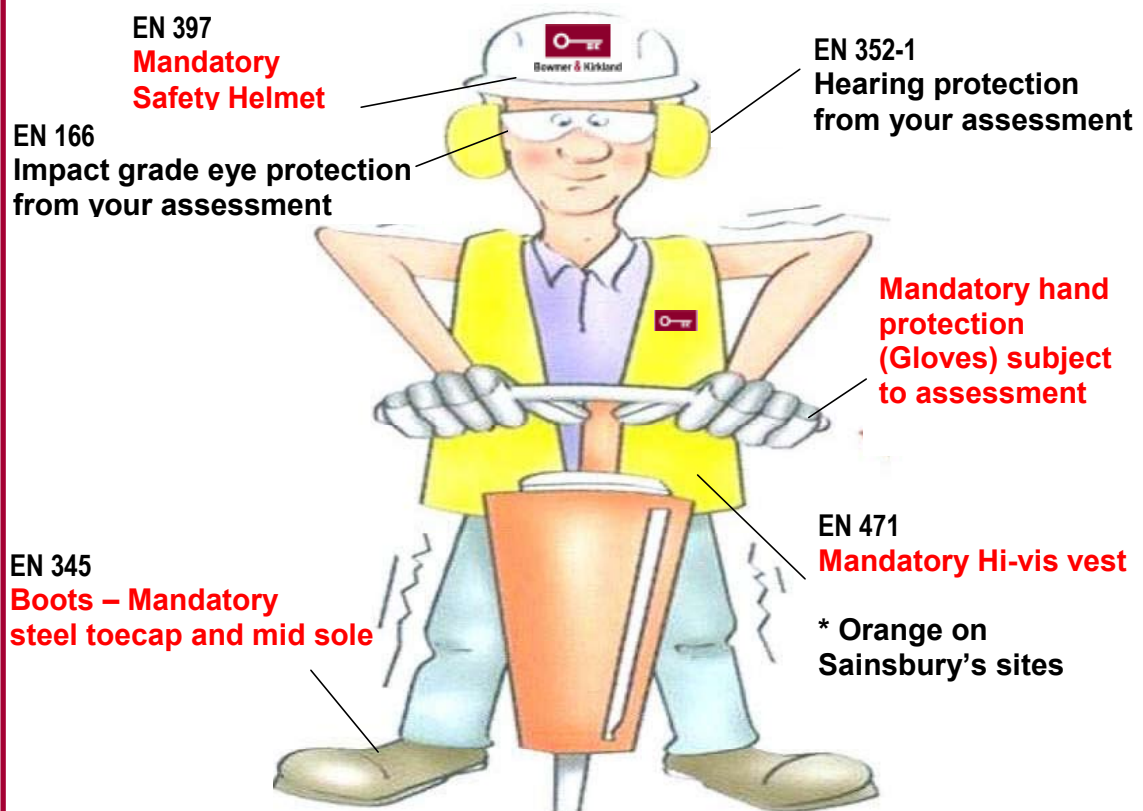
Smoking

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.

Mandatory PPE required on Bowmer & Kirkland Sites

- EN 397 Helmet.
- Safety footwear impact resistant toe caps and pierce resistant mid-sole protection to BS EN 345.
- Class 2 hi-visibility garment (Class 3 garments (long sleeve) for Highway work). Normally green with orange for slinger / signaller.
- Hand protection – Gloves - it is important that the items selected give the correct level of protection for the task being undertaken – no fingerless gloves.
- All personnel should be dressed appropriately – shorts and vests are not appropriate.

Contractors should observe site branding requirements and carry their own logo / name except where specific Client requirements are in force e.g. Plain white helmet / Sainsbury branded orange class 2 hi-vis vests are mandatory on Sainsburys sites for all trades / contractors.



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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 should normally 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.

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.

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Waste and Environment

Any specific environmental safeguards identified for the Project will be communicated during the pre-contract meeting, however, 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 Environment Agency's Pollution Prevention Guidelines.

In accordance with the Site Waste Management Plan Regulations 2008 all Bowmer & Kirkland Projects operate a Site Waste Management Plan which is available in the site office. 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. Bowsers, drums and gerry cans must be kept in specified areas when not being used, and 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.



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.

Some sites operate health screening in conjunction with Constructing Better Health and the workforce is actively encouraged to participate in this scheme.

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.

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.

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.

The use of Bolidt is subject to written authorisation only.

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.

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Vibration / Noise

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.

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.

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 CPCS Crane Supervisor must be provided to oversee the lifting operations.

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

Where these requirements can not be met from your own labour a contract lift must be arranged.

Telehandlers / Forklifts

All operators of telehandlers or forklifts must be trained and 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.

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

Man cages which can not operate the machine functions may not be used >6m.

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

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

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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 M Donovan, 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.

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.

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.

Note a daily inspection record may be required to be completed on selected projects.

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.

Excavators / Quick Hitches

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. The operator must have been trained / instructed on the correct use of the hitch. Any use of quick hitches without the required locking pins will be subject to Red Card action and removal of the operator from site.

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 place 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.

MEWPs

Mobile elevating work platforms must only be operated by authorised, trained personnel (relevant IPAF Category). All equipment must be suitable and maintained and accompanied by a current 6 month certificate of test / thorough examination.

Static vertical lifts (IPAF 1A) may only be used indoors on level floors.

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.

All daily checks must be completed and recorded on the Bowmer & Kirkland form.

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. The key must be removed from equipment which is out of use or unattended.

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

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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.

Haulotte SDX scissors lifts are not allowed on Bowmer & Kirkland site.

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 be 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 EN 131 ladders must be rated >150 kg maximum static load.

Access Equipment

The use of low level platforms is increasingly common. This equipment must be fit for purpose and maintained in good condition.

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.

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

Mobile Access Towers

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 TG20:08 or EN 12811- this should be clearly stated on any design, configuration or layout drawings.

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

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.



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 Scaffolders card and work under the direct supervision of a qualified scaffolder.
- Must wear harnesses and lanyards at all times when working.
- Must display a "scaffold not in use/under construction" sign where necessary.
- Must 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.

A scaffolding specification from Safety Procedure SP 14.10 can be supplied on request.

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.

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Safety Nets

Trained riggers from specialist netting companies should be engaged to install safety nets to BS EN 1263-2. Net riggers should hold a current CSCS (Fall Arrest Safety Equipment Training) Card for 'General Rigger'. 'House Building Rigger' is not to be accepted.

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.

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 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.

Construction Skills publication - 'Construction Site Safety' (GE700).

Building Employers' Confederation (BEC) publication, 'Construction Safety'.