

HS01 Health & Safety Policy

Statement of Intent

Speller Metcalfe holds a zero tolerance policy in terms of compliance with Health and Safety matters and is fully committed toward driving continuous improvement of safety and welfare standards for our employees, supply chain, and all that may be impacted by our activities.

It is the policy of Speller Metcalfe to comply with the Health and Safety at Work etc. Act 1974 and all other relevant legislation, and to regard these as minimum requirements.

We are committed to the health, safety and welfare of all of our employees, customers, contractors, visitors, the general public and the local community who may be impacted by our activities.

It is our policy to:

- Provide adequate control of the health and safety risks arising from our work activities;
- Empower and support employees to prioritise health and safety at all times;
- Consult with our employees and subcontractors on matters affecting their health and safety;
- Provide information, instruction and supervision for employees within a structured health and safety framework;
- Ensure all employees are capable and competent to carry out their tasks, and to give them adequate training to achieve higher levels of proficiency where required;
- Ensure that all contractors, subcontractors and consultants appointed to carry out operations for and on behalf of Speller Metcalfe, are capable, experienced and competent, and that they are adequately supervised and monitored;
- Ensure that all staff understand the
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions;
- Ensure a strategic plan is in place for health and safety improvements;
- Review and revise this policy as necessary at regular intervals as is required by our ISO14001 accreditation

This policy applies to all of our employees and those working with us or on our behalf. All of our employees are expected to cooperate and assist in the implementation of this policy by ensuring that health, wellbeing and safety issues and risks are given adequate consideration.



James Speller
Managing Director
Speller Metcalfe Limited



Adrian Speller
Technical Director
Speller Metcalfe Limited

Last Reviewed Date:
31st March 2024

Next Review Date: 31st
March 2025

ORGANISATION

Director allocated as responsible for Health & Safety

In fulfilling the role of The Health and Safety Director, Adrian Speller has the full authority of The Board of Directors to act as may be appropriate for the benefit of Speller Metcalfe and to protect its interests and obligations to the best of reasonable ability.

In the discharge of these responsibilities, the Health & Safety Director will:

- Ensure that a Company Health and Safety Policy Statement is written and brought to the attention of all appropriate personnel at all places of work;
- Ensure that this full Health and Safety Policy is revised to accommodate revisions in legislative requirements as required and outlines the organisation within it to develop strategies;
- Identify and allocate specific health and safety responsibilities at each office and site location which are to be defined and confirmed in writing;
- Monitor efficiency of measures to ensure that managers satisfactorily discharge their delegated health and safety responsibilities, confirming that actions and improvements required are closed out to resolution and within defined timescales;
- Set health and safety targets and monitor performance against those targets in line with a strategic 5 year plan;
- Ensure that the appropriate resources necessary to support this policy are provided and suitably allocated;
- Support training and development of managers to ensure that they can adequately discharge the duties placed upon them by health and safety legislation so far as is reasonably practicable;
- Designate responsibility for Temporary Works with a clear framework of responsibility;
- Set a personal example through a continued commitment to health, safety, and wellbeing matters.

Divisional/Regional Directors and Operations Managers

Directors and Operations Managers have the following responsibilities in addition to the general responsibilities for employees:

- To ensure that adequate resources are available to support this policy;
- To ensure that requirements for action and improvement as raised by the Senior Health and Safety Manager are acted on promptly;
- To take appropriate disciplinary action against any employee failing to fulfil their responsibilities laid down by statute, company policy and documented company procedures;
- To ensure subcontractor performance is reviewed on a regular basis;
- To ensure that works are only placed with properly vetted and competent subcontractors that have confirmed their credentials and satisfy our procurement requirements. They should ensure all subcontractors employed by Speller Metcalfe work in line with the contractual agreements established following a formal pre-start meeting and as per the current QS3 document and acceptance of order;
- To ensure that all Speller Metcalfe contracted subcontractors confirm their arrangements and intentions to subcontract any component of the works, with the assurance and full acknowledgement to insist that conditions of contract, health safety and welfare, and scheduling commitments are fully complied with as per the above conditions;
- To accept the title of Designated Individual (DI) and to appoint suitable, competent and experienced persons to act as Temporary Works Coordinators (TWC) and Temporary Works Supervisors (TWS). The DI must request that TWC/ TWS accept the designation, having explained to them the nature of the works and the extent of their responsibilities in meeting control of the categories for containment of risk.

Senior Health & Safety Manager and Health & Safety Manager

Speller Metcalfe's Health and Safety Managers have the responsibility to:

- Report to the Director responsible for Health and Safety;
- Ensure that they keep themselves informed of the requirements of current legislation and the Company's health and safety procedures etc;
- Advise any member of the Company's workforce on those requirements and support them in meeting their responsibilities;
- Coordinate the formulation of the Company's Health and Safety policies, standards, guidelines and procedures;
- Coordinate the effective implementation of the Company's Health and Safety policies, standards, guidelines and procedures at all construction sites and within any company premises, whilst maintaining a consistency of procedure application across all commitments;
- Carry out regular audits of site health and safety management systems to ensure their effectiveness and compliance with established requirements;
- Regularly assess and communicate performance so as to ensure resources can be effectively allocated to support any identified areas of poor performance or weaknesses;
- Monitor health and safety advice sources in anticipation of revisions of health and safety areas of focus;
- Report on Contract Manager's monthly subcontractor scoring and support implementation of any measures required to resolve issues identified;
- Analyse incident data and utilise that data to develop future strategies to prevent repetition or escalation so far as is reasonably practicable;
- Assist the HR Manager in the provision and/or formulation and delivery of effective training courses for health and safety management;
- In the event of a serious incident, lead the site investigation team and produce a report to the H&S Director, as well as confirming that notification has been made to the Health and Safety Executive by the duty holder;
- Issue safety alerts and communicate 'Blue Top' best practice guides as necessary;
- Liaise with Local Authority enforcement officers and insurance loss surveyors/investigators as required;
- Confirm that suitable and sufficient risk assessments and sequence detailing method statements are evaluated or prepared, and assist in their preparation where required;
- Collect and collate all accident/incident information, including 'Near Miss' data to be provided to the director responsible for health and safety and Board of Directors;
- Advise on appropriate Occupational Health services at site level;
- Actively promote health and safety awareness and set a proactive and professional example and commitment to health and safety at all times.

Contracts Managers, Senior Project Managers and Project Managers

Contracts Managers, Senior Project Managers and Project Managers have direct responsibility to:

- Ensure that measures to satisfy Company health and safety standards and statutory obligations are met and maintained in all areas under their control;
- Ensure that project risk is effectively assessed to allow for adequate resources to meet the Company's Health and Safety requirements during projects under their control;
- Ensure that, in consultation with the Site Managers, all subcontractor submitted risk management documents are

properly evaluated to ensure adequate control measures, including safely sequenced systems of work;

- Ensure permits and specific authorisation access requirements are available and are maintained in an auditable manner;
- Ensure that all employees are provided with a safe place of work, safe plant and equipment, safe means of access and egress and safe systems of work, and that they have received adequate training and supervision to enable them to undertake their tasks with appropriate risk control;
- Ensure that adequate channels of communication are in place throughout the project in order that any issues concerning health and safety raised by an employee are communicated to the appropriate member of management for resolution.
- Ensure the Health and Safety Manager is notified of and remains fully informed regarding any periods of particularly high hazard activity;
- Ensure that investigations and adequate surveys have been carried out above and below ground and that the site manager is notified of all known or suspected hazards as a result of the pre-start information hand over with follow up as necessary;
- Ensure that all subcontractors carry out their work in a safe and proper manner, in line with the measures agreed at the pre-start meeting and in their risk management documents;
- Ensure that subcontractors produce all risk management documents in a timely manner, and which are evaluated to be of a suitable and sufficient standard;
- Following liaison with the client, ensure that the requirements of the Construction Design and Management Regulations 2015 are fully implemented and that an adequate Construction Phase Health and Safety Plan is developed;
- Ensure the provision of all documentation required for the Health and Safety file in order to satisfy the responsibilities of the Principal Designer;
- Ensure a monthly appraisal of subcontractor health and safety competence and performance is undertaken and that any concerns identified are addressed;
- Ensure that all necessary health and safety training needs are identified and addressed;
- Ensure that health and safety compliance is maintained and that any required actions and improvements are closed out or complied with promptly;
- Ensure that all accidents and incidents are recorded and reported to the health and safety manager and divisional or regional director to support full investigation;
- Ensure that appropriate disciplinary action is initiated against any employee who fails to carry out their responsibilities with regard to health, safety and welfare;
- Ensure that effective channels of information are maintained between duty holders for the purposes of coordination and efficiency;
- Ensure that they maintain the project risk assessment as a live component of the Construction Phase H&S Plan.
- Ensure they set a professional personal example by demonstrating a commitment to health and safety matters at all times.

Site Managers

All Speller Metcalfe site managers are qualified to at least SSTS level and will have an authorised First Aid qualification.

Each site manager will be familiar with, and understand the Company's Health and Safety Standards/Procedures (HS02) and should set a clear professional standard. The site manager will relay Speller Metcalfe's expectation of joint ownership of H&S responsibilities through Daily Activity Briefing meetings (DABs) to engage and encourage our subcontractors to work in a collaborative, open, and reliable manner.

Site Managers shall:

- Ensure that health and safety rules and instructions contained in the Company's health and safety policies, procedures and guidance, and within the Construction Phase Health and Safety Plan, are adhered to by all persons under their supervision;
- Satisfy themselves that legal standards and regulations are maintained, and where any improvement is required, consult with the Operations Manager/Contracts Manager/Senior Project Manager, and/or the Health and Safety Manager to advise and support as necessary;
- Ensure that all employees and subcontractors are provided with a safe place of work, safe plant and equipment, safe means of access and egress and safe systems of work, and that they demonstrate adequate training and supervision;
- Ensure that suitable and sufficient assessments are made of the risks to the health and safety of all employees and other persons who may be impacted by Speller Metcalfe's undertakings;
- Ensure that subcontractor's risk assessments and method statements are presented and evaluated;
- Ensure that the subcontractor workforce and persons under their control demonstrate understanding of their requirements by signing off their risk assessment and method statements;
- Ensure that competence requirements of employees are communicated to senior management and to any labour providing agencies that may have been engaged to supply competent support staff;
- Ensure that any defects in premises, plant, or equipment which may impact activity, health, safety and/or welfare, are promptly attended to;
- Ensure that any unsafe machines, equipment or tools are immobilised until fully repaired;
- Keep themselves informed of all current and proposed legal requirements concerning health, safety and welfare;
- Ensure that permits for work are prepared for any works that are hazardous or pose special risks, and that time limits are restricted and controlled by sign off after the allotted time;
- Ensure that the location of any accident/incident is immediately quarantined and photographed (respecting any overriding First Aid treatment considerations) and are then reported and recorded, and where required carry out investigations of witnesses to support ensuing H&S Manager investigations;
- Carry out periodic safety inspections of the site each day;
- Ensure suitable and sufficient safety equipment is available;
- Ensure that all employees who require personal protective equipment (PPE) are trained in its use and maintenance;
- Ensure that appropriate disciplinary action is taken against any employee or subcontractor working on site who fails to carry out their responsibilities with regard to health, safety and welfare, or by their disregard to required standards of behaviour;
- Set a personal example by demonstrating a commitment to health and safety matters and Speller Metcalfe procedures.

Employees

All Speller Metcalfe employees have a legal duty to:

- Take reasonable care of their own health and safety and that of any other person who may be impacted by their actions or omissions;
- Cooperate with their employer in their efforts to comply with their legal duties;
- Not intentionally or recklessly interfere with, or misuse anything that has been provided in the interests of health, safety or welfare;
- Comply with the rules of the Company's Health and Safety Policy;

- Follow agreed procedures, risk assessments and safe systems of work;
- Maintain all tools and equipment in good condition and report any defects to their Manager or Supervisor immediately;
- Thoroughly inspect all plant and equipment before use and immediately report any visual or apparent defects to management;
- Wear all necessary personal protective equipment (PPE);
- Use the correct tools for the appropriate job, ensuring not to compromise or take shortcuts, and to only use equipment with the appropriate authorisation and training;
- Immediately report any accident, near miss and/or incidence of a work related illness to site manager/supervisor;
- Suggest any ways of eliminating safety hazards, or improving safe working methods to their manager or safety representative;
- Attend all safety training/complete all e-learning courses which they are inducted on to;
- Seek advice from their immediate supervisor if any safety procedure or instruction is not understood or cannot be followed safely because of any changes out of their control, or outside of their training and competence.
- Bring to the attention of any new employees all safety and emergency procedures applicable to the work place, which they will have been informed of at Induction.
- Conform to all written or verbal instructions, or signs displayed or given to them to ensure their personal safety and the safety of other;
- Be appropriately and safely dressed for their particular working environment;
- Conduct themselves in an orderly and professional manner in the workplace;
- Confirm their understanding of COSHH assessments of any substances used in connection with their work, and where unsure or if unable to understand, to stop work and seek additional help from their supervisor;
- Be aware of fire evacuation procedures and the position of fire alarms and fire equipment at your location of work;
- Ensure that all reasonable steps are taken to protect the general public against any hazards which may be created by the site or workplace activities;
- Not partake in drinking alcohol or the taking of drugs whilst at work;
- Ensure that no children under the age of 16 be allowed within the workplace without Director authority.

Office Manager

The office manager has a responsibility for liaison on health and safety matters in their designated regional office and will report to the H&S Manager and HR Manager any issues of concern.

The Office Manager will:

- Be directly responsible for the implementation and maintenance of the Company's Safety Policy in the office;
- Ensure regular fire drills are undertaken and that appropriate fire marshal cover is in place in each office;
- Ensure that each of the offices is provided with a first aid kit to at least Scale 3 standard and that a charged automated external defibrillator (AED) is available at each Company regional office and that the kit and AED batteries are replenished as required;
- Ensure that all necessary statutory documents and notices are displayed and made available to all in the office;
- Liaise with the Senior Health and Safety Manager on any matter considered to be unsafe and on any potential breach of statutory requirement in any area under their control which they cannot effectively deal with themselves;
- Inform the Senior Health and Safety Manager of any accidents reported;

- Ensure that all office workers are instructed concerning safe systems of work after a risk assessment has been carried out, e.g for manual handling tasks;
- Work with the H&S and HR departments to ensure that specific risk assessments are carried out for young and inexperienced workers and work experience personnel;
- Work with the H&S and HR departments to ensure that all office workers understand and accept their responsibilities for health and safety, and are adequately trained and instructed in those responsibilities as per their company induction;
- Implement any recommended changes and improvements to the office environment as advised by the H&S team;
- Ensure that a regular maintenance schedule is maintained for all office equipment and ensure that any repairs or maintenance to equipment is given priority and carried out promptly, and that damaged equipment is taken out of service as soon as is practicable.

First Aiders

First Aiders have responsibility for immediately assessing a presented incident and, in following their training, prioritise their actions so as to not expose themselves to a risk of injury.

The 2020 advice from St John Ambulance to First Aid Practitioners is to NOT apply CPR.

Whilst maintaining an appropriate distance and after assessing the situation if it is safe to do so, authorised first aiders are required to:

- Administer basic First Aid treatment, and AED if available and as required;
- Request the attendance of emergency medical services where required;
- Record the details of all injuries treated to allow a full record to be made as per the Company Incident /Near Miss/D.O form.
- Ensure that where items are used, a request is made to the Office Manager to replenish First Aid kit stock.

Arrangements

Outlined below are a range of specific hazards and conditions that may exist at Speller Metcalf's premises, along with the control measures that are in place. All measures are subject to regular review.

The responsibilities of all health and safety remains with the Health and Safety Director and respective managers. In the event of a situation which could be categorised as a potential crisis, the Crisis Management protocol and systems will be applied.

In certain situations the arrangements are supplemented with Company Health and Safety Procedures document HS02, which will provide detailed descriptions of the Company's arrangements for controlling and managing the particular hazard.

The Crisis Management Protocol is a separate suite of documents to support staff in managing a crisis situation. As the documentation includes confidential information i.e. personal telephone numbers, it is only for controlled release.

Accident Reporting (H&S Procedure 01)

All accidents and dangerous occurrences will be reported immediately to the Site Manager, or where these occur at the head office, to the Office Manager.

Any injury incurred at work, however slight, will be treated by a qualified First Aider. Casualties with serious injuries should be taken to hospital by ambulance. Injuries will be reported in line with the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR 2013).

In the event of a reportable incident occurring, the person to whom the report was made will contact the Company Health and Safety Manager and a call will promptly be made to the HSE National Reporting Centre on 0845300 9923 to record the incident and be given a unique Incident Report Number.

It is the responsibility of each Site/Office Manager to ensure the above is carried out, and the Health and Safety Manager will confirm that it has been satisfied. The Divisional/Regional Director, Contracts Manager, Project Manager and Senior H&S Manager must be advised to ensure that the H&S Director is informed at the earliest opportunity.

It is a statutory obligation that the HSE be advised as quickly as may be practicable in the event of a Specified injury or reportable event such as a dangerous occurrence, and within 15 days for a 7 day absence (industry related) injury.

Personal Protective Equipment (PPE) (H&S Procedure 18)

Where the need for PPE to be worn is highlighted by a risk assessment, the PPE will be suitable and sufficient and compatible with other types of PPE. PPE will be maintained and or replaced where appropriate. All employees will be trained in the use, maintenance and cleaning of PPE appropriate to the grade and type specified.

The wearing of PPE will be enforced where the PPE is necessary to adequately control a hazard which cannot otherwise be controlled. All PPE issued to staff should be signed for and recorded.

Protective headwear in the form of safety helmets, high visibility clothing, suitable and sufficient gloves, and protective footwear incorporating steel midsoles is to be worn as a standard site requirement on all Speller Metcalf sites.

Subcontractors should provide their own PPE. In exceptional circumstances PPE may be provided to subcontract personnel but at the authority of the Contract Manager may be charged to the subcontractor's employer.

Mobile Plant Safety (H&S Procedure 17)

All mobile plant will be suitable for the task, adequately maintained, and subject to a pre-shift inspection in addition to all statutory inspection, and records will be kept. Any defects will be promptly attended to. All operators of mobile plant will be licensed and authorised before using any mobile plant. Details of licences will be recorded by the Site Manager prior to using mobile plant on site.

Where seat belts are fitted to an item of mobile plant without an enclosed cab, the seatbelt will be worn correctly to secure the operator into the seat at all times, except when the dumper is being mechanically loaded.

Fire Evacuation Procedure (H&S Procedure 11)

A Fire Risk Assessment will be held in accord with the requirements of the 'Regulatory Reform Fire Safety Order 2005' and CDM 2015, (Regulation 29). This document will be produced and held for the benefit of confirming the adequacy of the provisions to prevent or reduce the potential from fire. It will be necessary to revise the fire risk assessment as the site progresses due to the revised 10th JCOP and Fire Safety Act 2021.

The use of fire extinguishers and the correct course of action to be taken in the event of discovering a fire will be provided to all new employees at induction.

Fire Wardens will be appointed and deputies allocated to ensure that evacuation procedures are carried out. Evacuation procedures will be posted on all notice boards along with a site map indicating assembly points.

Each Site Manager will appoint and train a responsible person who will take control of the evacuation and ensure that all staff and visitors are accounted for. Fire Drills will be practised at a minimum of six monthly intervals.

It is the responsibility of the Site/Office Manager to ensure that the above control measures are effective and in particular that any and all emergency escape routes are set and maintained in an unobstructed and ready state at all times without impediment.

Fire Extinguishers

All fire-fighting equipment will be tested by third party, competent engineer appointed by the Company on an annual basis. In addition, all fire fighting equipment will be inspected on a weekly basis. The person inspecting will ensure that all equipment is in good order, in place, and access to the equipment is kept clear. In addition, signs will also be checked to ensure that they are in a good, clean condition. Results of the visual check will be recorded by the person carrying out the check. Any equipment found to be faulty will be withdrawn and appropriate replacements put in place.

It is the responsibility of the Site/Office Manager to ensure the above is complied with.

Electrical Safety (H&S Procedure 08)

All electrical tools and equipment will be inspected and tested on a calibrated portable appliance tester operated by a trained and competent person. Results will be downloaded on to a recoverable record system, which is capable of producing a hard copy of test results and appliance details and history.

All such appliances will be marked with the date of next inspection and all employees will be instructed to check this date before use. All electrical plant used on site will be of the lowest possible voltage. All temporary electrical work necessary for site set up will be carried out to the relevant standards by a trained and experienced electrician. Electrical maintenance work will only be carried out by qualified personnel. The Company Premises will receive a fixed electrical test every 5 years.

It is the responsibility of the Site/Office Manager to ensure the above control measures are satisfied.

Asbestos (H&S Procedure 02)

All necessary enquiries will be made prior to, and during projects to ensure the presence of all Asbestos Containing Materials (ACM) is highlighted. All work on site involving ACMs will be carried out in accordance with the company H&S procedure 02 (Asbestos) following careful assessment of the nature and extent of the works, and the product or ACM presented to verify if the work will be NNLW (non-notifiable licensed work) and in which case contracted out to competent contractors.

The Control of Asbestos Regulations 2012 and the revised ACOP L143 2013 will be applied and adhered to.

It is the responsibility of the Contracts Manager to ensure that the above controls are effective before works in an area where ACMs may be present commences.

Testing of Fire Alarms and Emergency Lights

Where any alarm or emergency lighting is installed they will be tested on the manufacturers recommended frequency to ensure they are fully operational. Fire alarms will be tested weekly and emergency lighting monthly. Findings will be

recorded in a register and signed by the person carrying out the test.

It is the responsibility of the Site/Office Manager to ensure the above control measures are effective and that the Fire Equipment Log Book is maintained.

Permits to Work (H&S Procedure 20)

Permit to work systems will be put into operation when excavating, working in confined spaces, non-routine overhead work, high voltage areas, lifting operations, when carrying out hot work, and where otherwise deemed necessary as a reflection of the need to control the specified risk adequately.

Permits to Work will be signed by Site Managers. All permits will be retained on file.

Permit validity will be restricted to a maximum of one day.

It is the responsibility of the Site Manager to ensure the above control measures are effective, and that close control of permits and close down of permits is satisfied.

First Aid

Wherever possible, a suitably trained first aider will be present at each Speller Metcalfe site/office all Site Managers will receive suitable and sufficient training to enable them to discharge this duty.

A first aid kit with statutory contents will be provided for each site and office. The appointed first aider will be responsible for ensuring the first aid kit is adequately stocked. All Speller Metcalfe premises are provided with first aid kits and AEDs and the maintenance of these is the responsibility of the Office Manager.

Note: Due to the risks presented by Covid-19, CPR is not currently recommended by St John Ambulance.

Control of Noise, Dust and Fumes

All subcontractors are expected to apply the principles of dust prevention by deploying suitable and robust correctly designated filter fitted vacuum units to their plant at the point of dust production.

In the event of wet cut operations for concrete or masonry, a fully charged / adequate supply of wetting agent must be maintained for the duration of works. This is to be in addition to the wearing of dust masks which must be Face Fit approved per individual and dust-type specific.

Accumulated wood dust can be a fire hazard and Speller Metcalfe requires that there shall be no accumulations on site which may contribute to the fire hazard potential.

In all areas of the site where noise, dust or fumes are perceived to be a hazard despite reduction attempts by management, sampling of conditions will be carried out. All sampling will be carried out by a competent person appointed by the company. The results of all such tests will be recorded and brought to the attention of any persons that may be affected. Depending on such results, the Company will take appropriate action to eliminate or reduce hazards in so far as is reasonably practicable.

Where persons are exposed to high levels of physical agents, health monitoring measures will be employed by Speller Metcalfe.

See also:

- Lead
- Vibration
- Noise within HS02.

It is the responsibility of the Health and Safety Manager to ensure control measures are effective, and that appropriate information is available.

Traffic Management (H&S Procedure 23)

As required by CDM Regulations (CDM 2015) pedestrian and vehicle traffic will be separated by suitably robust rigid barriers set up to avoid provision of additional trip hazards to passing pedestrians. Safe passage for site pedestrians must be maintained at all times. The speed limit for vehicle traffic throughout construction sites will be restricted to 5 mph.

High visibility vests or jackets are to be worn as a standard site requirement without exception.

It is the responsibility of the Site Manager and Contracts Manager to ensure the above control measures are effective for the duration of the works.

Risk Assessment (H&S Procedure 20)

All tasks which involve significant potential risk will be required to be risk assessed by competent persons to meet the criteria of the Management of Health and Safety at Work Regulations (MHSW) 1999, Regulation 3.

The originator of the task will be required to satisfy the responsibility of producing the suitable and sufficient risk assessment prior to the proposed start of the works. Copies of all completed risk assessments will be held by the Site Manager against the Contracting Company, with participants' signatures to confirm that they have understood what is required of them.

The findings of all risk assessments will be brought to the attention of all employees through site inductions and toolbox talks. The risk assessments will be made available to all employees, specifically when permits to work are issued and periodically as a refresher.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Method Statements (H&S Procedure 20)

Method statements will be produced for all elements of work to describe the sequence of application of the risk assessments. Details of the method statements will be brought to the attention of all personnel carrying out the work and signatures obtained from those workers. This will be conveyed at their site induction by their sponsoring company.

No deviation from the documented Method Statement will be acceptable unless a formal request has been made and is accompanied by an amendment application which has been vetted by a Speller Metcalfe Contracts Manager or by a delegated authority via Speller Metcalfe Site Manager.

It is the responsibility of the Site Manager to ensure the above control measures are effective

COSHH (Control of Substances Hazardous to Health) (H&S Procedure 06)

All substances presented, used or produced will be risk assessed and recorded. Where a subcontractor introduces a substance, a COSHH assessment will be requested by the Site Manager. All employees will be trained in the correct method of work necessary to effectively control the risk i.e. use of PPE and RPE as a last resort.

In the event of RPE being required, operatives will be required to attend with proof of Face Fit training in the equipment issued. Detail in the form of the hazard data sheet for each substance to confirm the first aid measures to be taken in the event of an accident will be required. This information will be brought to the attention of all personnel carrying out the work and signatures will be obtained from those workers.

All substances will be stored in accordance with manufacturer's requirements. All relevant information shall form part of the Construction Phase Health and Safety Plan and O&M Manuals for the purpose of the Site H&S File which will be ultimately compiled by the Principal Designer.

Speller Metcalfe will expect that the Competent Contractor has considered and implemented the principles of prevention and applied an appropriate hierarchy of control which preferably eliminates, substitutes or applies mechanical controls such as local exhaust ventilation (LEV) or Wet Cut protocol before falling back to PPE or RPE.

It is the responsibility of the Site Manager to ensure the above control measures are effective and are being applied with due diligence.

Display Screen Equipment/Visual Display Units (DSE/VDU)

All display screen equipment users will be assessed as per The Display Screen Equipment Regulations 1992. All 'users' will have workstations that comply with the regulations. Speller Metcalfe employees will receive training in the use of relevant equipment at HR and IT inductions, and will complete the Visual Display Screen User checklist to review and comment on their workstation to allow for appropriate measures to be implemented to ensure user comfort where required.

It is the responsibility of the Health and Safety Manager to ensure the above control measures are effective with assistance from the HR Manager.

Site Audits and Inspections

The Site Manager will ensure that statutory inspections of plant, lifting equipment, scaffolding temporary works/propping and shoring systems, portable electrical appliances and excavations are carried out and records kept.

Fortnightly to monthly audits and inspections will be carried out by the project's allocated Health and Safety Manager. Copies of reports will be held in iProcure and copied to all parties for information and action.

Any additional inspections and monitoring required (depending on the nature of the operations being carried out) will be identified in the Construction Phase Health and Safety Plan, with high hazard periods attracting more frequent inspections.

It is the responsibility of the Contracts Managers to ensure the above is carried out with assistance from the H&S Managers.

Spillage and Leakage

In the event of a spillage of liquids such as oil, diesel or additive the area affected must not be used by pedestrians or vehicles and the spillage must be contained by using sand or similar substance to soak up all of the liquid as per the Site Waste Management Plan and the Emergency Spills Site Procedure.

Site storm run-off and drainage routes must be confirmed and reviewed by Site Manager to allow for emergency isolation or relay of information to the Emergency Services (Fire Authority) and as a component of the Site Fire Plan.

If the spillage makes its way into drains or watercourses, then this must be reported immediately to the Site Manager who should report the spillage to the Environment Agency and Speller Metcalfe Environmental Manager.

In the event of a spillage of powder, then it must be cleaned up by use of a vacuum or by 'wetting down'.

All leakages must be stopped as soon as is practicable by isolating valves. COSHH information is to be consulted.

It is the responsibility of the Site Manager to ensure the above control measures are effective and are periodically refreshed with those on site.

Training (H&S Procedure 24)

An analysis of training needs for each employee will be regularly carried out following annual PDR or as may be required on application of a new role. The training matrix will be updated and a schedule of training will be compiled. All training will be signed for by the employee and records will be kept. A syllabus of each training course will be held on file to demonstrate the level of training provided. The training will be aligned with roles and responsibilities.

It is the responsibility of the HR Manager and Senior Health and Safety Manager to ensure the above is implemented.

Site Induction Training (H&S Procedure 24)

Before commencing work on site, all personnel will receive site induction training. This training will cover risks associated with the project and the control measures to be used. The training levels required are:

- Everyone will view and be registered as having seen the Speller Metcalfe induction.
- Every person upon attending a Site will be taken through a site-specific induction by the Site Manager which will specifically cover:
- Emergency procedures;

- Welfare facilities
- Site specific rules and arrangements
- Site specific hazards

Each subcontractor's designated site supervisor ('Black Hat') will be required to attend a supplementary induction to fully understand the additional requirements and expectations of their role.

All persons at induction will provide a copy of CSCS card, CSCP or other nationally recognised H&S Passport scheme cards and details retained.

A copy of the site rules and all emergency arrangements will be clearly displayed at the place where the induction is being carried out and a copy will be made available on request. A copy will be made available for translation to any gangs of non-English speaking individuals to allow their designated translator/minder to have a point of reference.

All inductees will sign the Speller Metcalfe site induction registration form and a copy will be held on site.

The Site Manager will ensure that all inductees have also been inducted into their safe system of work (method statement) and that records are kept.

It is the responsibility of the Site Manager to ensure the above control measures are effective with the full support of the supervisor/black hat.

Ladders (H&S Procedure 29)

Speller Metcalfe takes a pragmatic approach to the reduction in use of all step ladders and ladders which should not be used unless an "Appeal To Use" has been sanctioned by the Site Manager. Podiums/towers are preferred.

All ladders used will be regularly inspected for defects. Ladders will only be used for temporary access and only minor work will take place from a ladder. All ladders will be secured at both styles. Where this is not possible, the ladder will be provided with a foot block or footed at times of use.

Where stepladders are to be used, the condition of the ladder must be ascertained and the floor surfaces checked for unevenness, holes etc. If the floor is inadequate, an alternative access solution should be sought. Where this is not possible, the hazards should be clearly identified to the operative using the stepladders.

Ladders shall only be used where the work is of a short duration and a risk assessment has shown that the risk is low, or if physical constraints prevent the use of safer access equipment.

It is the responsibility of the Site Manager to ensure the above control measures are effective and satisfied as per the specific permit.

Mobile Scaffold Towers (H&S Procedure 29)

The use of mobile scaffold towers will be subject to the Speller Metcalfe Mobile Scaffold Tower Permit to Work. All towers will be erected in accordance with manufacturer's instructions by PASMA trained and competent operatives who will inspect them before use in each location.

Consideration will be given to ground conditions, overhead cables, access, site traffic and wind loading. All equipment will be inspected at least weekly and at every new/tower re-location and records of such inspections will be kept on the item in the form of a record tag.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Scaffolding (H&S Procedure 29)

All scaffolding will be erected in accordance with good practice and BSEN 12811-1 to be taken as The NASC document TG 20-21 and SG4:15 by trained and competent scaffolders working to a "compliance sheet". The erected scaffold will then be handed over by issue of a handover certificate" and an inspection as fit-for-use will be recorded.

Scaffolding erected for timber frame construction will be required to meet site-specific considerations which will take on the principles of good basic scaffolding, but will need elements of specific design to meet the NASC recognised Standard SG

28-06, or similar generic design solutions.

All scaffolding will be inspected before use and will be provided with a hand over certificate by the erecting scaffolder.

In the event of the scaffold being erected to a structural design, the scaffold erecting company will be retained by Speller Metcalfe to carry out the required routine inspection and to maintain an on site register of conformity that the item is fit for purpose and safe to use.

Inspections will be carried out at least weekly, or after damage, adverse weather etc, and the inspection recorded on site. Ladders over 4m will not be used unless site conditions dictate.

Correct ladder access is to be utilised to access all variations in levels as appropriate, with stairs preferred.

It is the responsibility of the Site Manager to ensure the above control measures are effective and are maintained on site, without adulteration by unauthorised persons.

Lifting Equipment (H&S Procedure 14)

All lifting equipment and/or accessories for lifting used on site will be in good condition, marked with a safe working load and accompanied by a copy of the latest certificate of thorough examination. For the purposes of this policy the following definition will be used:

- Lifting equipment – equipment used for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it;
- Accessory for lifting – equipment for attaching to machinery for lifting.

All equipment will be examined as required by the Lifting Operations and Lifting Equipment Regulations 1998, with detail of the inspection certificate available for confirmation for each item of plant or accessory.

It is the responsibility of the Site Manager to ensure the above control measures are implemented and are effective on site.

Lifting Operations (H&S Procedure 14)

All lifting operations shall be planned and supervised by a competent appointed person. Operations will be undertaken in accordance with the Lifting Operations and Lifting Equipment Regulations 1998, regulation 8, with a subsequent safe lifting plan document provided and confirmed as suitable and sufficient for the purposes of each activity.

In the event of a contracted lift, the names of the below key persons will be recorded and their attendance to site will be verified.

- Appointed person - competent planner of lift operations and lifting appliance set up and deploy.
- Lift Supervisor - competent, site experienced individual, usually a slinger.
- Slinger - appointed, trained person designated competent to attach and place load.
- Banksman - as a watcher to assist in sundry traffic management and ensure personnel exclusion from lifting zone.

It is the responsibility of the Contract Manager to ensure the above control measures are evaluated, satisfied and held on Site.

Access/Fall Arrest Equipment (H&S Procedure 29)

All work at height shall be carried out in accordance with the Work at Height Regulations 2005 and following the hierarchy of control so far as is reasonably practicable.

Where work at height is being carried out and the risks of falling cannot be controlled by other means i.e. scaffolding, hand rails, mobile towers, MEWPs etc, then suitable fall arrest equipment may be used. The use of fall arrest equipment shall be in accordance with Schedule 5 of the Work at Height Regulations 2005. All equipment used will be in good condition and be accompanied by the latest certificate of thorough examination (6 monthly). Consideration will be given to lanyard length in relation to working height and anchor points. Suitable emergency rescue arrangements will be confirmed as in place before

work starts.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Hoists (H&S Procedure 14)

All hoists used on site will be erected by trained and competent persons and will be inspected prior to first use with a certificate issued to confirm that the item is safe to use.

All personnel using the hoist will be authorised by training on the equipment and appointed in its use with the training recorded. Passengers will not be permitted to travel in hoists unless the hoist is specifically designed for that purpose.

All hoist towers will be suitably guarded i.e. a 2m fence at the ground level with electrically interlocked 2m high gates at ground level, and at each landing, in order that the hoist cannot be operated if any gate is open, and that no item being raised or lowered may snag as it travels through the hoist shaft or become displaced to jam the hoist.

Safe working loads will be marked on the hoist at each gate. Landing gates will be constructed so they cannot 'swing out' when pushed. Safety harnesses shall be worn by operatives who are clipped on via a lanyard to the scaffolding/structure when loading or unloading at height.

It is the responsibility of the Site Manager to ensure the above control measures are effective and are fully understood by the workforce, and that the designated operators are instructed in the requirements of harness use if designated as "Top Person".

Manual Handling (H&S Procedure 15)

All tasks that involve manual handling will be risk assessed.

The goal is to eliminate, reduce or control manual handling to a minimal or insignificant level. Where this is not possible, the risk of injury will be reduced by introducing mechanical equipment to be of assistance.

All employees who are exposed to manual handling will receive training in manual handling and correct handling techniques, with information on means to reduce the risk of personal injury.

Work areas shall be kept clean and tidy to facilitate effective manual handling procedures.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Lead

Where lead is encountered such as in demolition works or used, all employees will receive information, instruction, training and supervision in the health effects of lead and measures that should be taken to reduce those risks.

Welfare facilities will be suitable for lead work and will include facilities for washing with hot water, hand scrubbing /nail brushes and soap. Where it is considered that exposure to lead is likely to exceed action levels, health surveillance will be required to be provided by the subcontractor in accord with the Control of Lead Regulations 2002.

It is the responsibility of the Contracts Manager to ensure that the above control measures are effective.

Excavations (H&S Procedure 09)

Prior to any excavations taking place, all information should be thoroughly reviewed and appropriate enquiries made i.e through ground penetrating radar surveys.

The proximity of any adjacent or reasonably nearby footings or structures which will require further structural stability consideration with regards to potential Temporary Works or bracing and propping, must be detailed in a delap survey.

With regards to buried services, this can be achieved by requesting information from statutory service providers, the Client, or by site survey (CAT scanning) and digging trial holes, and any combination of those methods, ensuring that no powered hand tools are used within 500mm of the service. It is imperative that full and accurate information is relayed between the Speller Metcalfe site team and those attending to break the ground.

All excavations regardless of size and extent will be subject to the Speller Metcalfe Permit to Dig. All excavations will be inspected before entering and allowing works to proceed, with such inspection recorded on a daily basis.

Measures to support and protect the excavation will be to hand before works commence, including measures specific to the location and foreseeable traffic load bearing requirements such as where sheet steel (provided with an anti-slip) surfacing covering may be foreseeable.

Suitable precautions will be taken to prevent sides of the excavation collapsing i.e. shoring, battering back, vehicle surcharge preventing measures, nearby existing buildings or adjacent to buried services which may also need to be propped in support of their weight and the made ground fill around them etc. as a component of the Temporary Works considerations.

Adequate access and egress will be provided at all times. Where necessary, edges of excavations will be safeguarded with handrails and toe boards. Any crossing points for pedestrians will also have toe boards and handrails.

Precautions will be taken to ensure plant does not accidentally fall into excavations by the provision of warning signs and barriers. Stop blocks will be provided where tipping into the excavation is required.

Consideration will be given to oxygen deficiency, fumes and flammable gases etc prior to entering an excavation.

Working safely in a confined space will be a prime consideration and will only be condoned where a risk assessment has been carried out that confirms that entry/access by trained personnel is unavoidable, and where a full safe system of work is available which follows permit control.

It is the responsibility of the Contracts Manager, Senior Project Manager and the Site Manager to ensure the above control measures are effective and are closely monitored with shift recorded inspections produced by the competent subcontractor.

Highly Flammable Liquids

A Highly Flammable Liquid (HFL) is a liquid that gives off a flammable vapour at a temperature of 32°C or less. Oil based paint, white spirit, thinners, solvents and petroleum based adhesives are examples of HFLs.

All HFLs will be safely stored on site. They will be separately stored in a locked steel container away from direct sunlight. The box will be stored in a fire-proof container and appropriate signs will be used. The immediate area will be a designated No Smoking area. Ensure that Risk Assessments and Method Statements are in place and fully understood by all concerned.

For storage of more than 50 litres of HFLs, advice must be sought from the Health and Safety Manager.

Use of HFLs on site will be closely supervised and the Dangerous Substances and Explosive Atmosphere Regulations 2002 applied with appropriate exclusion zones conspicuously set up.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Liquefied Petroleum Gases (LPG)

An LPG is a substance that would normally be in a gaseous or vapour form but under pressure or reduced temperature is turned into a liquid. Propane is an example of LPG.

All LPG used on site will be appropriately stored in a secure open-meshed metal cage, but where this is not practicable, as a minimum, all cylinders (including empty cylinders) will be chained to a stable structure at least 6m away from buildings, boundaries, excavations, drains, electrical equipment or fixed ignition sources. LPG warning signs and No Smoking signs will be displayed.

Ensure that Risk Assessments and Method Statements are in place and fully understood by all concerned.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Cartridge Tools (H&S Procedure 17)

All personnel using cartridge tools will be adequately trained and certificated for that specific tool.

An exclusion zone will be established with appropriate signage, to ensure the safety of all other personnel by means of segregating persons from the danger zone.

All necessary personal protective equipment will be provided and worn i.e. eye protection to BSEN 166B, hearing protection and safety helmets. The wearing of this equipment will also apply to other operatives working within the exclusion zone.

Cartridge tools will always be stored unloaded. All cartridge tools will be fitted with the appropriate safety devices i.e. cannot be operated unless the muzzle is in contact with the surface.

Ensure that Risk Assessments and Method Statements are in place and fully understood by all concerned.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Abrasive Wheels (H&S Procedure 17)

Abrasive wheels will only be mounted and used by trained, appointed and competent employees. The appropriate PPE will be worn when using abrasive wheels i.e. eye protection, hearing protection and gloves. Means of suppressing the levels of generated dust will be employed as practicable for the specific site conditions.

Risk of fire will be reduced by cleaning up of debris before using abrasive wheels and fire extinguishers will be at hand (Hot Works Permit will be required). Guards will be fitted to prevent entanglement. All abrasive wheels will be properly stored to prevent damage. The spindle speed should never exceed the maximum wheel speed.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Mobile Elevated Work Platforms (MEWP) (H&S Procedure 29)

All personnel using MEWP will be appropriately trained and hold a valid CITB / IPAF licence or similar. A safety harness and lanyard will be worn at all times and securely anchored to the basket/cage. The safe working load for the basket will be observed at all times. Site Management must ensure the MEWP has a valid certificate of examination. Consideration must be given to clearance distances from overhead services and stability and type of ground conditions and adequacy of type of tyres and plant choice. Temporary works considerations for load bearing adequacy will be required. The operator of the MEWP should always work in an exclusion zone where pedestrians are anticipated.

It is the responsibility of the Site Manager to ensure the above control measures are effective are suitable for the site conditions and are kept in place.

Consultation (H&S Procedure 05)

A method of consulting with the workforce will be determined for every project. The method chosen will be detailed in the Construction Phase Health and Safety Plan and clearly communicated to every person on site during their site induction, or following initiation of Tool Box Talks.

As Speller Metcalfe are actively seeking the constructive input of the workforce through their Daily Activity Briefings (DABs) where the subcontractor's leading person ("Black Hat") will be attending the daily briefing there is a direct channel for communicating from site work through to site management.

Detail of DABs meetings will be recorded on Fieldwire and displayed on site.

Speller Metcalfe also operate a "suggestions/communication" scheme via QR code which all employees and sub-contractors are encouraged to use.

The Health and Safety Manager and Health and Safety Director are to confirm that the above communication channels are in place and measures are effective.

Vibration (H&S Procedure 26)

All electrical/pneumatic tools supplied by Speller Metcalfe will be selected to ensure the lowest levels of vibration. Tools

will be subject to regular maintenance to ensure reduced levels of vibration are maintained. Where vibration levels are significant, exposure times will be reduced by job rotation etc to reduce risk of injury and as per subcontractor's risk assessment. Vibration assessments will be carried out on tools that have significant levels of vibration. Results of the assessments will be conveyed to site, as per subcontractor's RAMs.

Operatives exposed to vibration will be monitored in accordance with H&S Procedure 26.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Noise (H&S Procedure 16)

All noisy operations will be assessed and operatives protected from the effects of exposure to the 80 - 85 decibels action levels of noise in accord with the Noise at Work Regulations 2005. Impact type noise or noise levels exceeding the exposure limit value 85 DBA will cause the work practice to halt and re-assessment to be employed, after an exclusion and hearing protection zone has been set up.

Subcontractors will be required to demonstrate that they have assessed their operations for noise and that appropriate control measures have been employed, with detail made available to allow site to reduce the potential for nuisance and deafness to other persons.

The nuisance effect of noise on neighbours is to be assessed and reduced as far as is practicable.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Confined Spaces (H&S Procedure 03)

Prior to entry into a confined space, consideration will be given to alternative methods for carrying out the work. A confined space is an area where there is potential for oxygen deficiency, ingress of toxic gases or flammable gases, or where persons may be anticipated to collapse where exposed to heat inducing exhaustion.

If it is considered after risk assessment that the only way of carrying out the work is by entry into the confined space, then the following will be considered:

- A full method statement will be required with component risk assessments which will be carried out and attached to the document.
- A permit to work will be put into operation to ensure the appropriate controls are put into place and all parties are aware of the safe system of work and individual responsibilities.
- Emergency procedures will be produced including detailed provision for rescue and resuscitation in the event of an emergency. This will ensure that the rescue team are trained and will be equipped to enter the confined Space with breathing apparatus or to ensure that no misguided attempt at a rescue is erroneously allowed without BA and that the Emergency Services are not hindered in effecting a rescue.
- Air quality will be ascertained and actively monitored and appropriate action taken to ensure a safe breathable supply is available.
- All feeds are to be isolated i.e. Drains, sewers, pipe lines, conveyors etc
- Consideration will be given to safe and emergency access/egress to the confined space at all times.

It is the responsibility of the Site Manager to ensure the above control measures are effective and actively managed on site for the duration of the works and that prior to confined spaces works progressing where a specified hazard is anticipated that the local Emergency Rescue is informed as a matter of course on normal contact routes.

Security (H&S Procedure 21)

At all times the security of construction sites will be maintained. Fencing and hoarding will be maintained and secure at all times. Where fencing or hoarding has to be moved for access, it will be re-instated as soon as possible. Each site must be left secure at night and weekends to prevent unauthorised access.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Lone Working and attending functions away from SML controlled premises

Lone working is defined as working alone, out of sight and/or audible range of the nearest help that may be required in the event of injury. This may be work taking place several miles away or in some instances a few metres. Where practicable, lone working will be eliminated by ensuring employees and subcontractors do not work alone. Where this is not practicable, a dynamic risk assessment will be carried out and precautions will be taken to ensure their safety;

- Regular checks will be made by the Supervisor / Manager either personally or by other means i.e. mobile telephone. The frequency of checks will be determined by the risks associated with the tasks being carried out.
- Provision will be made for raising the alarm for assistance in the event of an incident i.e. mobile telephone, two way radios, air horn etc.
- If the work is peripatetic (away from site), arrangements will be made for checking the lone worker is safe at the end of the shift/day or at other times as necessary.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Welfare Facilities (H&S Procedure 22)

Speller Metcalfe will provide welfare facilities for all workers on site.

As a minimum standard, the following will be provided in accord with the CDM Regulations 2015 Schedule 2, following Regulations 4 in support of The Client and 13 as PC:

- Wholesome drinking water
- Space segregated toilets as sanitary conveniences in a readily accessible securable location
- Speller Metcalfe is an Equal Opportunities Employer and expects similar standards to be applied by all person's attending site.
- Washing facilities including hand dispenser soap, hot water and hand drying facilities
- Mess room with seats, lighting, heating and facilities for making hot drinks and as may be appropriate to be suitable as quiet rest rooms on occasion
- Facilities for changing and storing and drying of clothing

All welfare facilities provided will be maintained and cleaned at regular intervals i.e. at least daily.

Speller Metcalfe expects an exceptional standard of cleanliness and hygiene to be maintained at all times.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Mobile Telephones

Where mobile telephones have been issued for business use, the use of the mobile phones must be kept to a minimum. This is for reduction of distractions which increase potential for accidents.

It is company policy that mobile telephones should not be used whilst driving.

If a hands free kit has been installed into the vehicle, Speller Metcalfe policy is that emergency calls only should be taken or received.

Further reference is included in the Employee and Driver Handbooks.

The use of mobile phones on site is not authorised other than by Supervisors and Managers and in some instances where works are on sensitive premises or as Client may stipulate. the use of mobile phones/cameras will be against Site Rules and as a consequence will be forbidden. This is to be expected on all sites where children or young persons may be encountered and will be detailed at induction.

It is the responsibility of all Managers to ensure the above control measures are effective and incorporated as a

component of Site Induction as specific.

Construction (Design and Management) Regulations 2015 (H&S Procedure 04)

The following applies to all work that involves 5 or more people working on site at any one time, where a project is notifiable i.e. exceeds 30 working days/500 person days or where there are more than 20 workers working simultaneously at any point in the project.

As a competent Principal Contractor Speller Metcalfe will request that Contractors and other professionals such as Designers or organisations acting for Speller Metcalfe in a design or specifying capacity provide details of their credentials of competence, and the adequacy of their liability insurance.

If requested it is expected that all persons and organisations will comply with the reasonable requests of Speller Metcalfe in its efforts to meet obligations under CDM Regulations 2015.

- Prior to work commencing on site, the pre-construction health and safety information will be developed into a Construction phase health and safety plan. The plan will include all points required by the schedule to the Regulations utilising the Speller Metcalfe Health and Safety Plan template.
- The form "F10" will be completed by the Principal Designer, and submitted to the HSE prior to work commencing if the project is notifiable. A copy of the F10 will be displayed on site for the duration of the project.
- During the construction phase of the project, all members of the management team will monitor the site for compliance with health and safety legislation.
- All personnel on site will be informed of risks associated with the project and the control measures to be adopted to control the risks.
- Throughout the project the plan and associated documents will be reviewed and amended in accordance with Speller Metcalfe systems. This will require the revision of the Project Risk assessment as a key component of the Construction Phase H&S Plan. Amendments will be brought to the attention of all concerned at the regular progress meetings.
- Cooperation and coordination between contractors will be maintained at all times to ensure activities carried out do not affect others and that there is a request for their valued input on a regular basis as the project progresses.
- All unauthorised personnel will be prevented from entering site. All subcontractors will be informed of their duties under CDM and their compliance will be monitored.
- All information required will be held on site and may be submitted to the Principal Designer as may be requested throughout the project i.e. method statements, as built drawings, details of materials etc. for their purposes of compiling the Health and Safety File, in addition to the O&M Manuals.

It is the responsibility of the Contracts Manager to ensure that the above control measures are effectively maintained in discussion with the Principal Designer, and thereafter as a matter of course in the monthly progress meetings.

Compressed Air and Pneumatic Equipment (H&S Procedure 17)

All pneumatic equipment used on site will be examined for defects before use and the statutory examination certificates inspected. All connections will be protected by the use of safety wires or chains to ensure broken connections do not fail due to pressure in the hose.

It is the responsibility of the Site Manager to ensure the above control measures are effective.

Smoking & Vaping

In order to protect all personnel, especially non-smokers from the discomfort of smoke/vape and to minimise the risk of fire, smoking and vaping shall only be permitted in specific designated areas within the site compound and shall be strictly prohibited elsewhere.

Smoking areas will be designated during the site planning and set-up phases and Site Managers will be required to inform all visitors and operatives of the arrangements during the Site Induction process. Smoking or vaping is not allowed within any enclosed space including any of the temporary accommodation units.

For further information – see the Speller Metcalfe “Smoke Free Policy”.

It is the responsibility of all Managers to ensure that the above control measures are effective.

Health Surveillance

Speller Metcalfe is aware of its obligations under current regulations, but more importantly is committed to the wellbeing of its work force and persons who may be engaged to carry out tasks on its behalf.

Consequently as already detailed, accurate and task specific suitable and sufficient risk assessment will be required to identify areas where a need for health surveillance may be presented. This will allow for due resource may be applied to prevent the need for management controls by elimination of the hazard. However in the event that access into a hazardous environment, where substances, organisms or potential for disease is reasonably likely due to the conditions, Speller Metcalfe will require individuals to co-operate with the HR Department in submitting to Health Surveillance checks and thereafter to accept that a personal health record will be held for the individual, to allow for periodic review as advised by the appropriately qualified medical practitioner or occupational health provider.

Speller Metcalfe has access to the services of an occupational health provider to carry out occupational checks on all employee, as per their work environment hazards and to confidentially maintain a suitable record. To satisfy the function of Health Surveillance should the need arise, the occupational health provider will work with the Senior H&S Manager, HR Manager and the individual’s own GP in order to meet its obligations.

It must be emphasised that Speller Metcalfe do not wish any employee or person working directly for us, to be placed in an environment where Health Surveillance is required or may become a requirement.

Alcohol and Drugs Policy

Speller Metcalfe has a “For Cause” testing procedure for incidents of suspicion of persons being impaired and possibly under the influence of alcohol or drugs.

Alcohol and drug misuse or abuse can be a serious problem within the workplace, and we have to be realistic that this may occur in our area of operation. Employees who drink alcohol excessively or take unlawful drugs are more likely to work inefficiently, be absent from work, have work-related accidents and endanger colleagues. The Company has a statutory and moral duty to protect the health, safety and welfare of all its employees. These risks may manifest themselves directly or could possibly present problems to those who are acting on our requirements.

Consequently, we will ensure that our Alcohol & Drugs policy is communicated and is applied. The Company recognises that for a number of reasons employees could develop alcohol or drug-use related problems and we will seek to support our employees and direct them and inform others to a source of treatment.

It is the Company’s intention to deal constructively and sympathetically with an employee’s alcohol or drug related problems. When it is discovered that an employee has an alcohol or drug problem, the HR Manager will be able to provide advice and guidance on how to seek suitable treatment. The primary objective of any discussions will be to assist the employee with the problem in a compassionate and constructive manner. Any discussions involving the nature of an employee’s alcohol or drug problem will be strictly confidential - unless the employee agrees otherwise.

No non-prescription drugs may be brought onto, or consumed on Company premises, or when representing the Company at any time. Alcohol may be permitted at the absolute discretion of the Company on special occasions sanctioned by The H&S Director, but only in cases of Company celebrations and only to an extent which is responsible given the circumstances of the event.

Alcohol for individual consumption must not be brought onto or consumed on Company premises at any time.

Staff must never drink alcohol or take non-prescription drugs if they are required to drive private or Company vehicles.

Alcohol and Drug Testing

In situations where a person displays signs of intoxication, or by their action or behaviour causes concern or suspicion to that effect, we will apply the separate Company Drugs and Alcohol Policy, as available in Employee Handbook and Company Policies.

Policy Control

This policy does not confer any contractual entitlement; Speller Metcalfe may at any time at our discretion make changes to the policy or remove it altogether. Any abuse of the above policy may lead to disciplinary action (which may include dismissal).



James Speller
Managing Director
Speller Metcalfe Limited



Adrian Speller
Technical Director
Speller Metcalfe Limited

Last Reviewed
Date: 31st March
2024

Next Review
Date: 31st March
2025