

MG CONSTRUCTION LTD.

COMPANY SAFETY POLICY

A Statement of intent

January 2011

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HEALTH & SAFETY POLICY STATEMENT

MG Construction Ltd is committed to providing a high level of health and safety management throughout the company and to demonstrate our commitment and intent to provide safe systems and safe places of work

We shall ensure so far as is reasonably practicable that our work activities are carried out in such a way to ensure the health, safety and welfare of all our employees and any other person likely to be affected by them including members of the public where appropriate.

Concern for health and safety ranks equally with other management responsibilities and is seen by the company as an indication of effective working.

Failure to adhere to this policy shall be dealt with via the company disciplinary procedure.

The aims of the policy are:

- The prevention of injury or ill-health to all persons affected by the company work activities.
- Compliance with the Health & Safety at Work Act and all other relevant legislation
- To ensure that risks to health are identified and risk assessments are carried out for all work activities
- To ensure that contract pricing takes full account of our commitment to health and safety
- To provide all necessary resources and people, together with all of the required information, training and supervision to ensure the health and safety of all
- To ensure that all levels of personnel receive adequate training to fulfil their roles and responsibilities
- To ensure that safe systems of work are provided and maintained
- To seek to eliminate / reduce accidents by analysing causes and trends established from proper investigation and reporting procedures
- To ensure the co-ordination of all safety matters with other contractors on site
- To ensure the provision and maintenance of safe plant and work equipment
- To ensure that any substances which may be harmful to health are dealt with safely
- To consult with all employees / operatives on health and safety matters and to advise them of any changes to this policy.

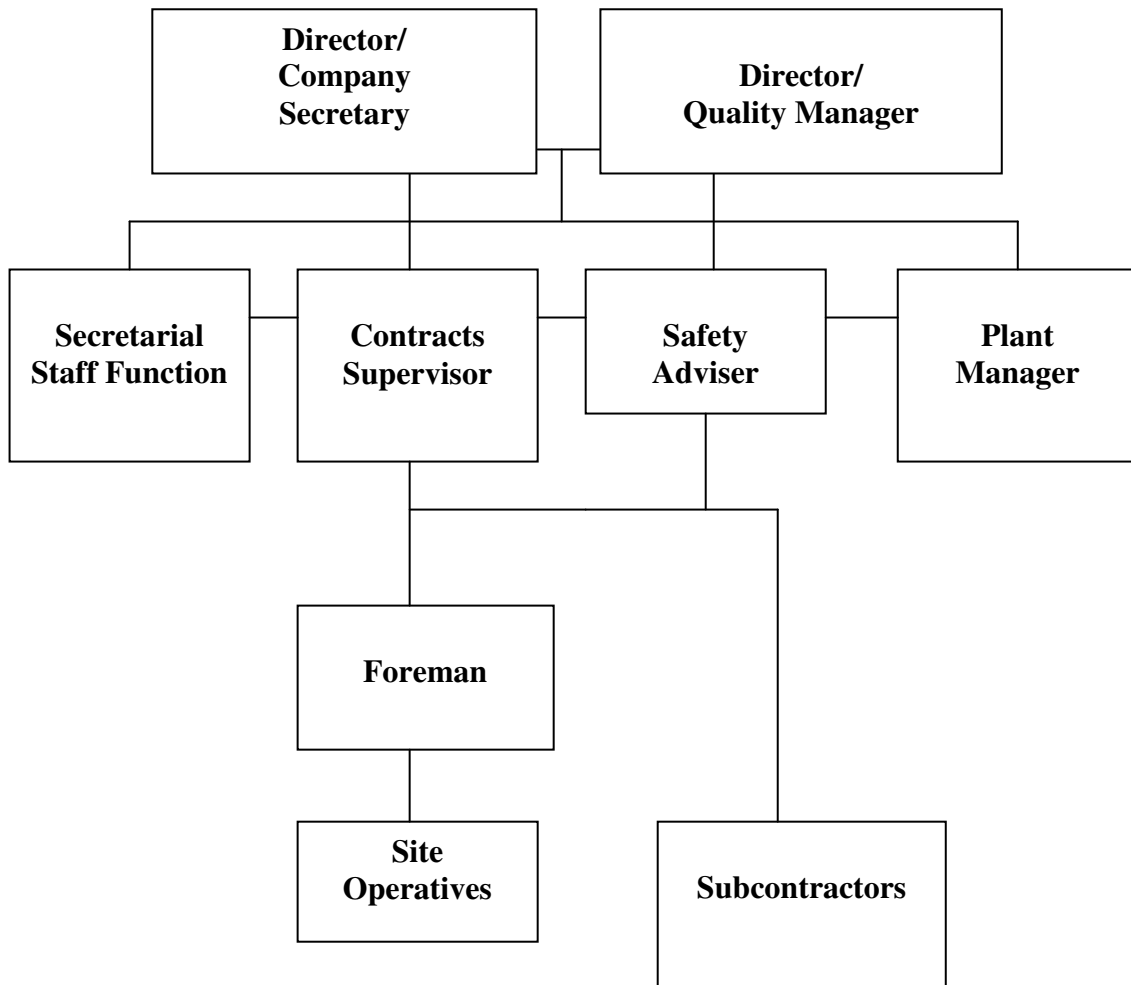
The health and safety policy is the direct concern of the directors and shall be reviewed annually or sooner in the event of changes to legislation which affect the safety policy.

Signed (Director)

On behalf of MG Construction Ltd.

Date 12/012011

ORGANISATION CHART



ORGANISATION

2. Company Organisational Structure and Roles and Responsibilities.

Directors.

- Initiate the policy for prevention of injury and damage.
- Administer the safety policy
- Keep up to date with new regulations
- Ensure that all levels of staff receive adequate information and training.
- Insist that safe systems of work are implemented.
- Make sure that in tendering or planning stages, allowance is made for adequate welfare facilities and first aid.
- Ensure that staff are trained how to handle, store and use all substances.
- Encourage the sharing of safety information among all staff
- Ensure correct accident investigation and reporting is carried out and act on any findings.
- Ensure that any member of staff failing in their safety duties is disciplined according to the policy.
- Arrange appropriate funding to facilitate the general safety arrangements.
- Set a personal example.
- Ensure tenders are adequate to cover safe methods of work and welfare facilities.
- **Contracts Managers & Supervisors.**
 - Ensure that adequate risk assessments are carried out prior to work commencing.
 - Ensure that all accidents and incidents are reported where appropriate and recorded.
 - Ensure that accident investigation is completed where appropriate.
 - Ensure that all employees receive adequate training and information and that a training record is maintained.

- Estimates on work must take into account safe working practice and welfare facilities.
- All new contracts must be reported to the company safety adviser.
- Ensure that any changes on the site which may have an impact on health & safety are communicated to all relevant staff.
- Ensure that all registers, records and reports are compiled and maintained.
- Ensure that foreman, charge hands and supervisors understand and carry out their roles.
- Ensure a clean and tidy site is maintained with adequate lighting.
- Ensure that all personal protective equipment is issued where required and used by all employees. This also includes provision for storage and cleaning of PPE.
- Ensure that all plant, machinery and power tools are inspected and maintained correctly and that records are kept of these tests.
- Ensure adequate first aid facilities on site to comply with current regulations.
- Ensure any recommendations from the safety adviser are implemented.
- Set an example to employees.

Gangers and Foremen.

- Must understand and be able to assist the contracts manager to implement the safety policy.
- Ensure that all works under their control comply with current legislation, codes of practice and the company risk assessments.
- Ensure that all safety instructions and recommendations are implemented.
- Ensure that all accidents and incidents are reported in the correct manner.
- Ensure that all employees are kept up to date with changes on the site that may affect site safety rules.
- Discipline employees who fail to consider the well being of themselves and others.
- Set a proper example by wearing all relevant personal protective equipment and adhering to the safety rules.

Plant Manager.

- Ensure that all plant and machinery sent to a site is safe and fully serviced including all guarding and safety devices.
- Maintain appropriate records of servicing, testing.
- Ensure that a rolling maintenance programme is established for all plant.
- Ensure that all repairs and servicing are carried out effectively.
- Ensure emergency repairs are carried out as quickly and safely as possible.
- Ensure that all plant which cannot be repaired is removed from service until such times as effective repairs can be made.
- Check that hired plant is safe and that current test certificates are available.

Safety Adviser.

- Carry out regular checks on all sites to ensure compliance with safety policy and current regulations.
- To advise of any failings in safety and report this to the site manager and to head office.
- Give practical advice to site supervisor on how to rectify any shortcomings.
- Stop any dangerous work immediately and report the occurrence to head office.
- Update management on any changes to legalisation or codes of practice and review the safety policies and procedures accordingly.
- Investigate reportable accidents / incidents on behalf of the company

Other Information:

Building Safety Services are the appointed independent safety consultants for MG Construction Ltd. They can be contacted via the safety adviser Mr John Goldthorp on 0780 852 7164

Office Administrator.

- Read and understand the company safety policy.
- Ensure that all equipment, materials and substances purchased by the company are to the required standard and information to compile COSHH and risk assessments is made available.
- Ensure that suppliers provide a safety data sheet for any hazardous material.

- Ensure that suppliers supply any materials in quantities that enable them to be moved safely around the site.
- Ensure that sub-contractors have been asked to provide a copy of their safety policy; risk assessments and method statements as appropriate and that rates negotiated for work include all safety precautions.

Office Staff.

- Understand the company safety policy and carry out duties in accordance with its contents.
- Ensure that clothing and footwear are appropriate for your working environment.
- Ensure that the fire procedure is understood and followed in the event of a fire.
- Ensure that first aid boxes are checked and replenished at regular intervals
- Ensure that offices and corridors are kept free from debris and obstructions.
- Do not move any articles that heavy or may cause you injury. Training will be provided and an assessment made of any handling tasks.
- Only smoke in designated smoking areas and ensure all matches and cigarette ends are disposed of in a safe manner.
- Take rest breaks throughout the day if working at computers for long periods.
- Undertake a workstation VDU assessment under the guidance of the safety adviser.

Workshop Manager & Plant Fitters

- Understand the company safety policy and carry out duties in accordance with its contents.
- Ensure that all repairs and servicing to plant and equipment is carried out in accordance with manufacturers instructions
- Ensure that all plant which cannot be repaired is removed from service until such times as effective repairs can be made.
- Ensure that workshop and yard is kept tidy and that all work equipment is regularly checked & maintained in accordance with manufacturer's instructions.
- Ensure all hazardous materials are properly stored and labelled correctly.

All Employees

- Employees have a legal duty under sections 7 & 8 Health & Safety at Work etc 1974, to take reasonable care of their own safety and the safety of others who may be affected by their acts or omissions. They must co-operate with the company in its arrangement to comply with statutory safety obligations, which include adherence to the Company Safety Policy generally, and in particular, must report to the Foreman or Supervisor all defects in plant, machinery and tools.
- Follow the contents of method statements and risk assessments
- Wear the required P.P.E. as identified in the company risk assessments and report any loss or damage to obtain replacements.
- Report to the Foreman or Supervisor, all accidents and dangerous occurrences immediately, whether personal injury is involved or not.
- Use only the correct plant, tools and equipment for the job.
- Develop a concern for their own safety and report any hazards on site which cannot be readily dealt with.
- No employee should ever work alone on site, unless there is a responsible person available to call for help in the event of an accident ie householder on small domestic sites.

Sub Contractors

- All works carried out by sub contractors will be in accordance with the safety policy and all current legislation.
- Method statements and risk assessments will be provided prior to work being commenced and confirmation will be provided that the personnel carrying out the work are familiar with the contents.
- All sub contractors must ensure that their personnel wear appropriate personal protective equipment at all times where appropriate and follow site safety rules.
- All work carried out will be done in a safe manner with all equipment and machinery brought on to a site fully serviced with test certificates available for inspection.
- Have adequate insurance in place for the type of work being undertaken.
- Complete the Sub Contractor health & safety questionnaire when requested.

ARRANGEMENTS

CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2007

It is the intention of this Company to comply with Principle Contractors duties (where applicable under the terms of any contract) as detailed under the Construction (Design and Management) Regulations 2007

1. The Construction Team will co-operate, consult with and make improvement suggestions to the Appointed CDM co-ordinator.
2. Only approved Sub-Contractors will be appointed for the Contract.
3. Regular site Co-Ordination/Safety Meetings will be held for the duration of the Contract and Minutes will be produced. Any subcontractors should be included within such meetings.
4. Management, Supervisors and Operatives will be trained to C.I.T.B. standard and attend suitable Training Courses if required in order that they are competent to carry out their duties.
5. Building Safety Services are the Appointed Health & Safety Consultants and will carry out Safety Inspections and Audits, attend Site co-ordination Meetings and make written reports to senior management of the company
6. Special Site Safety Rules will be made if necessary, and these will be notified to all Contractors on site, for implementation.
7. Safety Planning will become a regular feature prior to commencement of Operations and will include a timed programme for each Contractor's activities.
8. A construction phase health and safety plan will be maintained on site, added to as work progresses leading to the safety file which will be made available to the Client at the end of the project.
9. The Construction team must ensure that the site is secured.
10. All welfare facilities are made available prior to any site start and maintained throughout the project duration.
11. Site Inductions and registration must be carried out for all workers and visitors.
12. A nominated first aider must be provided by the main contractor.

ARRANGEMENTS - WORKING PRACTICES & PROCEDURES

Hazard Identification – Risk Assessment – Risk Control General Principles applicable to all works

All work activity shall be examined to determine the hazards associated with each activity

A risk assessment shall be carried out to determine the likelihood and impact of the identified hazard(s) upon persons likely to be affected by the work activity

Where hazards cannot be eliminated appropriate control measures will be identified and undertaken

All identified hazards, risks and control measures shall be documented on the appropriate risk assessment

Generic risk assessments shall be available for most of the standard work activities and can be used as the basis of specific risk assessments. Where appropriate site specific risk assessments are required.

Where deemed necessary by the company site specific method statements shall be provided.

No work should commence on site without suitable risk assessments being in place.

SITE INDUCTION TRAINING

- All persons working for or on behalf of MG Construction Ltd. shall be given site induction training on commencement of work on a new site. (Ref Appendix A).
- Inductions will be given by the site supervisor or done by the Principle contractor.

FIRST AID

- The company shall ensure that suitable First Aid arrangements have been made at all of our work locations.

FIRE PRECAUTIONS

- Employees must conform to all emergency procedures as laid down.
- Employees must not obstruct any fire escape route, fire equipment or fire door.
- Employees must report any use of fire fighting equipment
- All office fire extinguishers are to be maintained on a regular basis.

RECRUITMENT, EDUCATION, TRAINING AND DEVELOPMENT

The Company recognises that it is responsible for providing equal opportunity for all job applicants and employees, and ensures that there is no unlawful discrimination and that equal opportunity is genuinely available.

Recruitment of employees will not for any reason contravene the Code of Practice as issued by The Commission for Racial Equality.

The Company believes that each employee should be properly introduced to and adequately prepared for their jobs, i.e. their responsibilities and duties. Employees at all levels will be encouraged and helped to develop themselves to their maximum potential. This is an important aspect of the management function and is fundamental to its efficiency.

Training will be given to employees to achieve satisfactory performance in their present job.

The Company accepts the principle of making use of part time Further Education facilities for its employees, where appropriate and available, to integrate with their training and development plans. Consideration will be

given by the Management for Further Education for developing employees when it is relevant to the training needs of both the Company and the Employee's present or future work with the Company.

Employees wishing to develop themselves should initially approach their Supervisor or Manager. Consideration will be given to each applicant in the light of paragraphs d and e above.

In the instances where Further Education facilities are used, the Company will arrange to meet the course fees and allow employees time to attend the course.

WORK IN CONFINED SPACES

- All areas which may contain or retain their own atmosphere will be treated as confined spaces. A company risk assessment system will be used before entry.
- Should it be considered necessary the atmosphere will be vented and a suitable supply of fresh air introduced. The atmosphere will be rechecked and if conditions are considered favourable operatives will be allowed in. An established work pattern and time will be introduced and should the entry be restricted a watch will be kept at the entry. Suitably trained standby staff will be available to effect rescue or raise the alarm in the event of an emergency.
- No person will enter into a confined space until a responsible person has indicated, that it is safe to do so.
- Should the atmosphere be considered changeable all personnel within the area will be supplied with monitors to detect harmful levels. All operative will be trained in confined space entry requirements and emergency breathing apparatus use.
- When work of any description is needed to be carried out in a tank or confined space a permit to work is necessary. This involves completing a Risk Assessment listing the control measures.
- MG Construction Ltd staff are not trained to work within confined spaces likely to contain harmful gases such as manholes or sewers. Our policy is not on any circumstance to enter such confined areas unless under supervision and approval of external qualified personnel.
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WELDING AND CUTTING

- Ensure all equipment, hoses, cables are in good condition prior to use.
- Keep the working area tidy and free from flammable materials.
- Ensure adequate ventilation.
- Screen where possible to protect workmates/passers by.
- Ensure all earth leads are in place.
- Always wear correct PPE.
- Do not allow gas cylinders to drop or come into contact with each other.
- Do not sweeten the atmosphere with oxygen.
- Do not weld or cut metal in area where flammable substances are stored.
- No person is allowed to mount, change or dress abrasive wheels/discs unless trained.
- Prior to use check guards on abrasive wheels. Only trained operators will use abrasive wheels and change cutting disks.
- A storage area should be established for all gas cylinders used on site.
- Some work may require a hot work permit. This will be identified by assessment of the job prior to commencement.

USE OF MOBILE PHONES

- Hand held mobile phones should not be used whilst operating any plant.
- Hand held mobile phones should not be used whilst driving company vehicles or vehicles hired to the company.
- Where practicable employees should only use mobile phones away from the work environment and within a designated area.

MANUAL HANDLING

- Where possible avoid the need to manual handle. For example utilise the site forklift to move equipment, materials etc. as close as possible to where they are to be used.

MANUAL HANDLING ADVICE

Bad lifting techniques can lead to serious back strain or other injuries. Remember to use a pallet truck, sack barrow, trolley or some other mechanised system whenever possible to avoid or reduce the need to manually handle any object.

When there is no alternative but to lift an object manually, all operatives should adopt the following procedure:

STOP AND THINK: Plan the lift. Where is the load going? Use appropriate handling aids if possible. Do you need help with the load? Remove any obstructions. For a long lift such as floor to shoulder, consider resting the load mid-way on a table or bench in order to change your grip.

PLACE THE FEET: Feet apart, giving a balanced and stable base for lifting. Leading leg as far forward as possible.

ADOPT A GOOD POSTURE: Bend the knees so that the hands, when grasping the load are as nearly level with the waist as possible, but do not kneel or over-flex the knees. Keep the back straight (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep shoulders level and facing the same direction as the hips.

GET A FIRM GRIP: Try to keep the arms within the boundary formed by the legs. A hook grip is less fatiguing than keeping the fingers straight. If it is necessary to vary the grip as the lift proceeds, do this as smoothly as possible.

DON'T JERK: Carry out the lifting movement smoothly, keeping control of the load.

MOVE THE FEET: Don't twist the trunk when turning to the side.

KEEP CLOSE TO THE LOAD: Keep the load close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible, try sliding it towards you before attempting to lift it.

PUT DOWN, THEN ADJUST: If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Additional Information

Never carry an object which prevents you from seeing where you are going

Do not throw objects to another person

When two or more persons carry any long object, carry from the same side. The person in the rear should give the instructions for lifting, carrying and lowering.

NB It would be foolish to attempt to lift any heavy object which clearly requires assistance to lift. Always use mechanical means if possible – if not – get help.

SCAFFOLDS

- Only approved companies will be contracted to provide and erect scaffolds on site. A completion certificate must be obtained before use of the scaffold.
- Daily inspection of scaffolding will be made by the site foreman and formal weekly inspections by a competent person who will record them.
- Employees must not change or remove any part of the scaffold.
- All toe boards, end boards and guardrails must be in place at all times.
- The scaffold must be kept clear of debris.
- No one is to remain on mobile towers while they are being moved.
- Safe access and egress is to be maintained at all times

SLIP, TRIPS AND FALLS (WORKSHOP, SITES & OFFICES)

- Keep your work area clean and tidy and clear up any spillages immediately.
- When welding equipment or portable tools are in use ensure individuals are aware of their presence.
- Tidy portable tools away when not in use.
- Essential personnel only in work areas.
- If another contractor is creating a slip/trip hazard to our operatives this should be reported to your supervisor to enable appropriate action to be taken.
- Designated lay down areas shall be used for storage and distribution of materials.

LIFTING OPERATIONS.

- All lifting operations will be conducted in accordance with L.O.L.E.R and approved codes of practice.

- Prior to any lifting operation all plant and equipment will be checked for safe operation and suitability for the task and load.
- Only trained personnel will operate cranes, hoists, winches etc. and act as banksmen.
- Test certificates for all lifting equipment should be available for inspection.

EXCAVATIONS.

- The site foreman will inspect all excavations daily and record the findings.
- Access routes for plant and equipment must be routed away from any excavations.
- Materials and spoil must not be stacked or placed near the edges of excavations.
- A check must be made to locate any underground services prior to beginning any excavation work. And appropriate precautions used if any are identified. All contractors and sub contractors will be made fully aware of any services located.
- Barriers will be erected round any excavation and warning signs put in place.
- All access ladders will be secured to the sides of any excavation.
- All excavations will be properly supported by whatever means are deemed appropriate within the risk assessments and method statements.
- In times of heavy rain a close watch will be kept on water levels within excavations.
- Outside working hours' excavations must be securely fenced off.

WORKING ON OR NEAR ROADS.

- All employees will wear hi-viz jackets or waistcoats at all times.
- Appropriate signs warning of work in progress will be put out well in advance of work commencing.
- A plan for the safe passage of pedestrians, traffic and the workforce will be devised and adhered to.

- Overhead power lines must be identified and all employees made aware of the hazard.
- Underground services must be identified and the risk assessments must take these into account.
- Any open excavations must be fenced off and made secure at the end of the working day.
- All vehicles used on the job should have yellow flashing lights and reversing sounders.

WORKING AT HEIGHT.

- All employees carrying out work at height must be trained and competent
- All work at heights will be assessed on a job-by-job basis with a method statement produced before work commences.
- Avoid work at height where possible. For example it may be possible to assemble a structure on the ground and then lift it into place.
- Where the risk of people or objects falling remains take steps to mitigate the distance or consequences of a fall. Examples include nets.
- Safety harnesses may be used if no other safe method of working is available. This will be identified by the risk assessment.
- All work at height will be suspended in inclement weather such as high winds, heavy rain or snow.

LADDERS

- Ladder should be inspected regularly to ensure that it is in good condition.
- Prior to erection on the site the ground will be checked to see if it is a suitable base for ladder work. Never rest them on moveable objects such as pallets or bricks. A check will also be made for overhead power lines in the vicinity.
- Ladders will be secured at the bottom and if possible lashed at the top.
- Ladders will not be placed against fragile material such as gutters or light roofing.
- Only one person is permitted to be on a ladder at any time. Both hands will be used for going up or down the ladder.

- A sufficient overlap on extending ladders must always be maintained. At least 3 rungs should protrude above an edge where an employee is to get off the ladder.
- Any damaged ladders will be removed from service until correctly repaired.
- A ladder will only be used as a working platform when it is not possible to provide a safer alternative e.g. podium, mobile scaffold tower etc. and when work is of short duration.

PILING / DRILLING

- No piling or drilling operations will be commenced without confirmation that the area is safe i.e. no live underground services, underground weakness e.g. tunnels, chambers, overhead cables etc. A survey will be carried out prior to working.
- Only trained, competent operatives are permitted to operate piling rigs and drilling machines.
- Confirmation will be sought that there is no contamination in the working area.
- The stability of piling / drilling rigs will be considered at all work locations i.e. no possibility of overturning. (Reference to piling platform design by main contractor)
- Piling / drilling rigs and all associated equipment, lifting gear etc. will be maintained in good working order.
- Employees must not pollute watercourses, sewers or drains with chemical oils and other substances.
- Mobile plant should be switched off when not in use.
- Fuel tanks should be kept locked and secured.
- Dust suppression kits will be used when necessary.
- Noise levels will be taken to ensure levels are kept to a minimum for all parties including the public outside site boundaries.
- Job specific method statements and risk assessments will be provided for each work location and all MG employees made aware of the contents.
- Main contractor to provide all necessary attendances.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- The basic requirement for all persons working or visiting site is a safety helmet, safety footwear and a high visibility vest/jacket. All company operatives must wear these items at all times while working.
- Where further PPE is required on site such as gloves or eye protection then the employee shall be notified at site induction.
- Company risk assessments shall also identify when other PPE requires to be worn for specific tasks. Operatives shall be given clear instructions and must wear the PPE whilst carrying out these tasks.
- Employees must not misuse or wilfully damage any item of protective clothing/equipment provided and be made aware that they must report any loss or damage to PPE.
- An adequate supply of all the required PPE shall be kept available at each work location.
- The issue of PPE must be recorded.

NOISE AT WORK

- If lower action value of 80db(A) is exceeded a Noise Risk Assessment must be conducted. Employees must be provided with hearing protection which they should wear at all times.
- If upper action value of 85db is exceeded a Noise Risk Assessment must be carried out, all personnel made aware of the contents and the wearing of hearing protection is compulsory.
- Where possible all hand tools must be muffled.
- All PPE such as ear muffs should be checked daily prior to usage and properly stored after usage
- All equipment must be used in accordance with manufacturer's instructions.
- When using equipment that exceeds the above limits all employees should record their time in order that exposure times can be monitored.
- Any employee who recognises symptoms of hearing loss attributable to work place exposure should contact their supervisor immediately in order that they can be referred to our appointed Occupational Health Advisor.

- A noise assessment will be carried out when necessary and all concerned made aware of the contents.

HAZARDOUS SUBSTANCES (COSHH)

This section should be read in conjunction with the relevant COSHH assessment included with any site health and safety plan.

- All materials and products used in the construction process which constitute a hazard to health eg cement should be risk assessed
- No work involving the use of such materials should be carried out prior to first considering the risks and necessary precautions
- If possible an employee should be prevented from being exposed to hazardous substances. If this is not reasonably practicable then it must be adequately controlled
- Control measures should be used and maintained. These can include ensuring that there are welfare facilities on site as soon as possible to allow workers to wash, ensuring that personal protective equipment is provided and worn e.g. waterproofs, impermeable gloves eye protection etc.
- Exposure to hazardous substances should be monitored where required
- Carry out appropriate health surveillance where the assessment has shown this is necessary or where COSHH sets specific requirements. Workers should report any occurrence of dermatitis to their supervisor immediately in order that they can be referred to our appointed Occupational Health Advisor.
- Should an accident or incident occur then there must be a procedure in place to ensure that the affected person can be treated as soon as possible.
- All employees should be provided with specific instructions as to the safe use of hazardous materials. As a minimum standard the appropriate product safety data sheet should always be available.

ASBESTOS

As a civil engineering / structural contractor we do occasionally engage in activities within existing buildings of a nature where there is a possibility of the presence of asbestos. The main contractor/ client must ensure that an asbestos register is provided for work locations or if there is no register that an asbestos survey is carried out by the main contractor/ client when the presence of asbestos is suspected.

Our head office does not contain any asbestos products.

- However there is a possibility that we may encounter asbestos which has been dumped in landfill areas when carrying out excavation and drainage works. The following precautions should be taken.
- As part of the site investigation carried out on behalf of the client prior to the works any traces of asbestos within the existing site should have been identified by means of trial holes. The site investigation should be included as part of the tender process and any asbestos issues highlighted at the pre contract meeting with the contract supervisor.
- On site any areas containing asbestos should be identified from the site investigation and barriered off from the rest of the site.
- Removal of asbestos must only be carried out by a registered specialist contractor and not by MG Construction Ltd employees.

COMPANY MOBILE PLANT / VEHICLES

- Employees must carry out daily checks prior to use.
- Employees must not drive or operate any machine / mobile plant or vehicle for which they have not been trained / licensed.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Employees must not use the company's mobile plant / vehicles for unauthorised purposes.
- Employees must not overload any mobile plant / vehicle etc. beyond the stated capacity.
- Employees must not drive or operate mobile plant / vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.
- Employees must not use a mobile phone while operating machinery or mobile plant.
- Employees when driving must adhere to the site traffic management plan / highway code at all times.
- Employees are not allowed to smoke in company vehicle
- Mobile plant will be maintained in good condition and regularly serviced.
- Site speed limits must be strictly adhered to.

ACCIDENTS AND EMERGENCY PROCEDURES

- Employees must seek treatment for any injury they may receive, no matter how slight it may seem to be; they must report the incident for record purposes.
- Employees must report all accidents, incidents and dangerous occurrences to the site manager and MG Construction supervisor.
- Employees should report all near misses i.e. any accident or dangerous occurrence which does not result in injury or damage. This allows the company to inform all of our sites / work locations of the circumstances. This may prevent the same thing happening again where the outcome may not be so fortunate.
- All accidents should be entered in the accident book on site or held by the contracts manager and a copy forwarded to head office for recording as part of the company accident analysis process.
- The following incidents or circumstances must be reported as per RIDDOR via the appointed person named below.

Fatality as a result of an accident

Major injuries including fractures (other than finger, thumb or toe), amputations, dislocations of shoulder, hip, knee or spine, loss of sight and burns or penetrating injuries to the eye. Injuries which lead to unconsciousness or admittance to hospital for more than 24 hours

An accident which results in a person not at work being taken to hospital

A dangerous occurrence as defined in RIDDOR.

Incidents resulting in personal injury which is not a specified major injury but results in absence from work for more than 3 consecutive days. These 3 days exclude the day of the accident but include days which have not been working days eg weekends.

Incidents resulting in the death of an employee as a result of a reportable incident within 1 year of that accident

Specified occupational diseases (examples include HAVS). (This list is not exhaustive.)

Mr. C. Milloy or Mr. T. Gibson is responsible for ensuring that when required, accidents, dangerous occurrences etc. are notified to Building Safety Services Ltd whose safety adviser will investigate and where required, report the accident, dangerous occurrence etc. to the Health & Safety Executive.

WORK EQUIPMENT INCLUDING PORTABLE ELECTRICAL EQUIPMENT

- The term work equipment has a wide application and can be defined as any machinery, equipment, appliance, apparatus, tool or installation used at work. Some of the equipment used by the company is hired and it is vital that all equipment is visually inspected when received from the hire company.
- A weekly inspection record sheet must be kept on site on which all items of plant being used on site including hired equipment must be entered.
- Only authorised personnel may repair or carry out maintenance on any equipment.
- All damaged or non functioning equipment must be reported to our plant manager.
- Always ensure the power is off when electrical items are not in use.
- All portable electrical appliances should be subject to recorded PAT testing on a regular basis.

CONSULTATION WITH THE WORKFORCE

- Site induction shall be site specific to each work location and shall be done prior to any work activity being commenced
- Each person shall require to confirm full awareness of all site rules, emergency procedures, method statements, risk assessments and the identification of site staff with specific health, safety and first aid responsibilities.
- Tool box talks shall be carried out at regular intervals and all persons in attendance shall be encouraged to voice their opinion on any issue relating to health and safety on site.
- Safety Bulletins shall be issued from time to time on particular safety issues which arise from time to time.
- The company operates an open door policy to allow any individual to raise health and safety concerns to supervisory staff at any time.
- The company also request all operatives not to walk past anything they consider to be a hazard on site. If it cannot be readily rectified then they should report it to the supervisor or site management.
- Our independent health and safety adviser is tasked to carry out regular site safety inspections on our sites where any employee is free to discuss and raise

any matter or issue with him concerning health and safety (in confidence if requested by the employee).

OCCUPATIONAL HEALTH

- All new employees are required to complete a confidential health questionnaire which is assessed by our Occupational Health consultants to ensure that they are fit for work.
- MG Construction Ltd will ensure that where our employees are exposed to Occupational Health effects that suitable and sufficient procedures will be in place to identify the hazards and ensure that preventative measures are taken including where relevant medicals or health screening.

VIBRATING POWER TOOLS – CONTROL OF HAND ARM VIBRATION

Further information and guidance relating to the risks associated with hand arm vibration is contained within the HSE guide “Control the risks from hand-arm vibration” which can be viewed on the HSE website.

- Where possible eliminate the use of power tools eg use of machine mounted breaker to break concrete or bound road materials
- The power tool selected must be suitable for the work it is intended to do and the conditions in which it will be used.
- All equipment must be used and maintained in accordance with manufacturer`s instructions.
- Only employees who have been trained are permitted to use power tools.
- All equipment must be inspected daily and any faults reported immediately to the supervisor.
- Consumables (discs, etc) should be checked regularly and replacements made readily available.
- Where possible low vibration tools must be used.
- Supervisors must be aware of the daily exposure time limits relevant to each piece of equipment and manage their usage to minimise employee exposure. This will involve working out daily time limits to do jobs. A hand arm vibration safety guide is available .
- Operatives should ensure that hands are kept dry & warm using gloves before and during usage.
- The early symptoms of hand arm vibration include the following.
Tingling and numbness in the fingers

Not being able to feel things properly
Loss of strength in the hands
Fingers going white and becoming red and painful on recovery.

Any employee who recognises the above symptoms should contact their supervisor immediately in order that they can be referred to our appointed Occupational Health Advisor.

DISCIPLINARY PROCEDURE

Disciplinary action will be taken against any employee for the following offences :

- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of, or interference with any item provided in the interests of health & safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- A gross breach of the site safety rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of machinery, plant or equipment.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of machinery, plant or equipment.
- Misuse of chemicals, flammable or hazardous substances or toxic materials.
- Smoking in any designated "No Smoking Area".
- Smoking whilst handling flammable substances.
- Horseplay or practical jokes, which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of compressed air, pneumatic, hydraulic or electrical equipment.
- Dangerously overloading any item of lifting equipment.
- Overloading or misuse of any vehicle.
- Theft of any Company property.

THIS LIST IS NOT EXHAUSTIVE.

MG CONSTRUCTION LIMITED

DRUGS AND ALCOHOL MISUSE POLICY

It is expected that all employees present themselves for work in a fit condition and frame of mind.

If any employee uses prescribed drugs they should make the management and those who work with them aware of this and of any unusual or worrying symptoms they may display during their use or failure of use.

If any employee feels that they are adversely affected by drugs or alcohol they should inform their manager or supervisor who will make a decision regarding their fitness to remain at work or perform any task assigned to them. If the management feel that the employee is unfit to perform their task due to the adverse effects of alcohol or drugs they will decide as to the appropriate action to take.

The Company will not allow the taking of illegal drugs within the premises and during the working shift. If any employee is discovered taking illegal drugs or misusing inappropriate substances during their working shift the Company will be forced to inform the appropriate authority.

Illegal drugs are those classified as Class A, B and C class drugs in the Misuse of Drugs Act 1971.

Employees are requested to inform the management if, in their opinion, a fellow employee shows signs of being unfit to perform their assigned tasks through the effect of alcohol or drugs.

Signed

On behalf of MG Construction Ltd

Date 5th January 2011

MG CONSTRUCTION LIMITED

Equal Opportunities Policy Statement

It is our policy as an employer to comply with our statutory obligations under the Race Relations Act 1976 and accordingly our practice not to treat one group of people less favourably than others because of their colour, race, nationality or ethnic origin in relation to decisions to recruit, train or promote employees.

It is our policy that no form of racial discrimination will be tolerated within our company.

Any employee found to be engaging in racial discrimination will face disciplinary action by the company.

The company Directors are directly responsible for the policy and its operation.

Signed

On behalf of MG Construction Ltd

Date 5th January 2011

MG CONSTRUCTION LIMITED

Environmental Policy Statement

It is our policy as an employer and responsible organisation to recognise the importance of the environment, its protection and maintenance and to appreciate and understand the effect that our actions have on the environment.

Every employee must recognise that he or she has an individual responsibility to act in a responsible manner when dealing with both local and global environmental issues.

We consider the following to be practical principles that every employee should recognise and appreciate when carrying out their duties and tasks.

1. Minimisation of waste
2. Recycling of resources
3. Proper disposal of waste
4. Minimisation of disturbance

As a business both our short and long-term success is dependant on applying and observing these principles throughout our organisation.

Protecting Your Environment

In recent years Environment Protection has increasingly become a great concern. Industry has a major challenge in controlling its impact on the environment.

The government body for industry is the Environment Agency. It is important that we as a Company fulfil our responsibilities to ensure that our work activities do not harm the environment.

The following guide outlines what we consider to be the main environmental issues and how everyone on site can help to protect the environment.

KEEP YOUR SITE CLEAN

Clear waste frequently from site.

Keep site tidy and clean and manage material and plant storage areas properly by:

- Securing storage areas from trespass or vandals
- Prepare for deliveries and handle materials properly to reduce damage or spillage when unloading and using.
- Store materials away from traffic routes

AVOID WATERCOURSE POLLUTION

CAUSES:

- Fuels and lubricating / hydraulic oil from plant and equipment
- Silt from dewatering operations
- Washout from concrete operations
- Spillage of materials / chemicals

CONTROLS:

- Store oils, fuels and chemicals away from watercourses and drains
- Store oils, fuels and chemicals in bunded areas that are protected from damage
- Supervise refuelling
- Use drip trays underneath plant such as generators and empty them on a regular basis
- Use correct containers for fuelling up plant
- Keep all fuel tanks locked and secure
- Have spillage kits on site, know how to use them and dispose of used spill kits properly

AIR POLLUTION

CAUSES:

- Dust from concrete / timber / MDF etc cutting, road sawing etc
- Dust from haul roads
- Dust from loading or transporting materials
- Dust from defective systems
- Fumes / vapours from operations eg burning, welding, use of resins
- Exhaust fumes from plant vehicles
- Smoke from fires

CONTROLS:

- Keep to designated haul roads and speed limits
- Damp down operations and haul roads
- Use water sprays on stockpiles
- Loads likely to cause dust to be sheeted down
- Use plant fitted with dust extraction equipment

- Shut down and switch off plant when not in use
- Do not light fires
- Ensure plant and equipment is well maintained

ENVIRONMENTAL NOISE / VIBRATION

- Do not work outwith specified hours without permission
- Shut down / switch off plant when not in use
- Close doors / covers on all plant eg compressors, generators
- Use silenced equipment, mufflers on breakers etc
- Position plant away from site boundaries so it is less likely to cause a nuisance to third parties
- Use screens, barriers where necessary
- Site hoardings make good screens. Maintain them.
- Make sure plant is well maintained

WASTE

The more you reduce waste the easier your task and the lower your bills.
Follow the 3Rs:

- REDUCE – take only what you need to do the job. Use less and do not damage materials
- RE-USE – use it more than once if you can ie timber, aggregate
- RE-CYCLE – metal, timber, plastics and aggregates can all be recycled
- Never mix types of waste – use the right skip
- Do not allow waste to build up around mess huts
- Do not overfill skips
- Special waste can endanger life eg chemicals, acids, batteries etc dispose of it safely

CONSERVE ENERGY

- Shut down plant vehicles when not in use
- Ensure plant, vehicles, tools are well maintained
- Shut off all water taps
- Report all leaking pipes
- Switch off electrical equipment at the end of each day / shift
- Set timers correctly
- Switch off office / stores lighting when not in use
- Keep windows / doors closed when heating is on
- Use temperature controls, thermostats where fitted
- REMEMBER, SAVING ENERGY WILL ALSO SAVE MONEY

GROUND CONTAMINATION

You may come across contaminated ground on almost every site. It can be harmful to health and cause pollution. The following are signs that there may be contamination:

- Oily groundwater
- Odd smells
- Waste material in soil
- Odd colours

If you think the ground you are working on is contaminated, report it.

PREVENTING CONTAMINATION

Many materials can cause ground contamination so manage and use them properly, eg paint solvents, wet concrete, mortar, oils, tar, fuels etc.

TAKE SENSIBLE PRECAUTIONS

Use drip trays to catch leaks, spills

Use screens to reduce the escape of sprayed liquids

Collect contaminated water from excavations and dispose of properly

Refuel plant and machinery properly

THE NATURAL ENVIRONMENT

Many animals, birds and plants and their habitats are protected by law eg bats, birds, badgers, snakes, lizards and newts.

The good practice outlined here will go a long way to minimise the disturbance of protected animals and plants etc. on or near your site.

Trees can also be vulnerable – protect them with fencing round the trunk.

ARCHAEOLOGY

Most uncharted finds are discovered during excavations. If you dig up something such as bones, pottery, tiles, infilled ditches, foundations, then do the following:

- Stop work.
- Protect the finds from damage.
- Inform the site manager.
- Do not remove any finds from site. It is illegal.

Any work on or adjacent to churches, grave yards may require the presence of an appointed archaeologist.

Signed

On behalf of MG Construction Ltd

Date 5th January 2011

EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the Safety Policy and will ensure that I read and conform to its requirements.

Should I have any questions or queries as to its contents I will ask my Supervisor for clarification.

Name

Signed

Date

APPENDIX A

MG CONSTRUCTION AS A SUBCONTRACTOR

MG Construction Ltd operate mostly as a specialist Subcontractor. As such all requirements of the principle contractor as defined in the current Construction (Design and Management) Regulations and all Health and Safety Legislation are expected to have been implemented. This must include provision of general site safety awareness by induction, satisfactory welfare facilities and a safe overall working environment. Risk Assessments and Method Statements produced by MG Construction Ltd including design must be incorporated into the overall project safety plan and approved by the Planning Supervisor.

MG Construction usually undertakes contracts with design responsibilities. We shall do so in a considered safe manner. MG Construction rely however on precontract or tender risk assessment provided by planning supervisor to implement safe design. Information withheld or failure to issue directly to ourselves adequate information in this regard may prejudice safe design or construction.

Clear allocation of duty and responsibility should be stated in the subcontract order.

MG Construction Ltd are not, as a subcontractor, employed as an independent design or safety consultant. All proposals offers by ourselves must as part of the safety and risk assessment be vetted by the principle contractor and planning supervisor particularly with regards effects on third party property.

STANDARD APPENDED DOCUMENTS

- A) Risk Assessment Cover Letter
- B) Permission to commence works
- C) Schedule of Attendances Required (Piling)
- D) Safety Inspection Report Form
- E) Site Induction Agenda
- F) Pre Start Site Inspection Checklist

SECTION 4 – SITE INDUCTION: SITE RULES

SITE INDUCTION: SITE RULES

The following items will be dealt with by the client (Main Contractor) and notified to our site staff as part of induction meeting to be carried out prior to works commencing.

- A) Identification procedures on entry to site of all MG Personnel: Signing in book or log.
- B) Anticipated duration of works discussed and check as to latest issued working contract drawings and specifications.
- C) Parking, site staff vehicle arrangements.
- D) Site entry arrangements for plant and deliveries.
- E) Minimum PPE to be worn. Any special site requirements.
- F) Site Plant Test Certificates to be presented by MG Construction Ltd
- G) MG Site Personnel CTA/ CSPC/ CPCC training cards to be issue for copy and returned to MG Site staff.
- H) Any permits required to work, to be issued to MG Construction Ltd staff by the Main Contractor (ie hotworks, welding or permission to dig/ bore).
- I) Main Contractor to sign MG Construction Ltd permission to work, document. (sample form Appended).
- J) Confirm all required attendances to be provided by the Main Contractor are in place prior to commencement (Ref MG Schedule of Attendances required).
- K) Advise MG Construction staff on emergency procedures, emergency exit routes.
- L) Sequence of piling/ or works to be undertaken to be agreed.

The above shall be provided by the Principle Contractor in accordance with regulations 13(4), 22(1)d and 22(2)a of the Construction (Design and Management) regulations 2007.

Issued To:

Date of Assessment:

Dear Sirs

Re: COMPANY SAFETY POLICY AND OUR PARTICULAR RISK ASSESSMENT

A) Enclosed is our Particular Risk Assessment for the
Contract / Subcontract

Our Ref **MG**

B) As a Contractor / Subcontractor to

Our Company if a Subcontractor expects the Main Contractor to provide required information on services, welfare facilities and all other site safety requirements that are out with our specific works method statement. It is the Main Contractor's responsibility to ensure these are in place prior to our arrival, and it is a condition of any order acceptance.

C) Nothing contained in our Safety Code and Policy Statement shall relieve the designer, the Principle Contractor and Client as defined by the Construction (Design and Management) Regulations 2007 of their obligations for providing a safe working environment.

D) This Assessment should be integrated into the overall Safety Plan. This assessment is restricted to our own personnel, design and method of working. The assessment of our operations effecting third parties, public or other subcontractors must be carried out by the Principle Contractor and CDM Co-ordinator based on our issued Method Statement.

E) MG Construction Ltd assume site induction by the Principle Contractor of our labour force.

Yours faithfully

DIRECTOR

SCHEDULE OF ATTENDANCES & FACILITIES TO BE PROVIDED BY THE CLIENT/MAIN CONTRACTOR

For the purposes of this document the following definitions shall apply:

Specialist	-	Piling Contractor
Client	-	Person directly employing the Specialist
Specialist Works	-	Any operation or installation undertaken by the Specialist.
Working Surfaces	-	Any platform, ramp, lay-down, storage area or the like required to be used by the Specialist.

The following attendances and facilities shall be provided and maintained at all times (including additional working hours if necessary) for the duration of an in relation to the Specialist Works, free of charge to the Specialist and in a manner so as not to disrupt or restrict the regular process of the Specialist Works.

1. **Notices & Approvals.** Giving all notices and obtaining all necessary approvals, licences and sanctions, including but not limited to any method statement and/or design submission approvals, planning consents, party wall agreements, wayleaves, easements, possessions, rights of way or access and the like from third parties.
2. **Rates and Fees.** Payment of any rates or fees which may become payable due to occupation of the Specialist Works.
3. **Design Information.** No later than three working weeks (or other period as agreed) in advance of the programmed commencement of the Specialist Works on site, provide the Specialist with complete and final construction issue drawing(s), specification(s), pile/panel load schedule(s) in electronic spreadsheet format,, and other relevant information required to undertake the Specialist Works. Any variation to these documents to be notified to the agreed contact in hard copy format.
4. **Existing Services.** Accurate setting out and clear and robust marking or exposing on site the exact location of existing underground/overhead services and providing a drawing on which their positions in line and level are accurately plotted relative to the Specialist Works. Protection, diversion or removal of such services to prevent damage from the Specialist Works. The location and sealing off of all disused pipes or ducts in order to prevent the entry of concrete, grout slurry or drilling fluids during construction. Subsequent to the foregoing, issue to the Specialist's authorised representative on site a permit to dig or similar system on a daily or as otherwise agreed basis.
5. **Obstructions.** Prior removal of overhead, surface or underground obstructions which may impede the Specialist Works and backfilling of excavations and voids with a suitable material which will not obstruct or be deleterious to the works but which will ensure the stability of the Specialist Works and will maintain compliance with Items 11, 12 and 13.
6. **Shoring/Underpinning.** Shoring and underpinning as necessary, including the removal, replacement or adjustment of timbering and shoring which may impede the Specialist Works.
7. **Clearance.** The provision of clearance around working positions and protection to adjacent works, structures (including underground structures), third party property and other site boundary constraints, to allow the execution of the Specialist Works.
8. **Fencing, Hoardings etc.** Hoardings, fences, noise and splash barriers, statutory warnings, signage, flagmen or the like as necessary to protect the works, plant, materials, personnel and to provide protection to third party property and members of the general public at or adjacent to the site boundaries. This shall include protection from concrete/slurry splashing, exhaust, oil, grease etc.
9. **Traffic.** Control of diversion of road, rail or water borne traffic, including all necessary arrangements and payment of charges in connection with any road closures, lane rental and/or suspension of parking bays, rail possessions and the like.
10. **Watching.** Provision of security to safeguard the plant, equipment, materials on the site and the Specialist Works. Failure to supply adequate security will invalidate insurance of our plant and our works and the client will be liable for all losses.

11. **Access.** Full, free controlled and uninterrupted access onto the site(s) from hard road to Working Surfaces designed, installed, maintained and repaired as required under Item 13, including protective mats and all other equipment and measures necessary to ensure the safety of pedestrians and to avoid the risk of damage to third party property, including road surfaces, kerbs, footpaths/pavements, surfaces and services. Such access to facilitate the safe erection, operation and movement on, off and around the site(s), to and between lay-down, working and storage areas, pile/panel positions and test piles/panels for plant including provision and where necessary relocation of ramps, including to concrete agitators, to a gradient not steeper than 1 in 10.
12. **Hardstanding and Storage Areas.** Provision and subsequent removal of conveniently situated hardstanding and storage areas designed, installed, maintained and repaired as required under Item 13 to facilitate the safe operation and erection of plant and equipment, storage of plant, equipment and materials, offices, sheds and the manufacture of reinforcing cages.
13. **Working Platform.** Design, installation, maintenance, repair and subsequent removal of free draining Working Surfaces in accordance with the requirements of the attached FPS Working Platform Certificate, a signed copy of which must be provided to the Specialist prior to the Specialist's commencement. The design(s) shall include for all piling rigs, ancillary plant and equipment and wheeled transport including articulated and ready mixed concrete lorries and the checking of any retaining structures which support the Working Surfaces.
14. **Surface Water and Groundwater.** Any pumping or drainage required to keep the site free of flowing, surface water or any water and slurry arising from the Specialist Works.
15. **Health, Safety and Welfare.** Health, safety and welfare facilities as required to comply with the Construction (Health, Safety and Welfare) Regulations 1996 in particular Regulation 22 and Schedule 6 and any other statutory regulations or rules, order or regulations of any authority having powers related to the Specialist Works. Such facilities as a minimum to include the supply of drinking water, washing facilities including hot and cold running water, male and female changing/drying and toilet facilities.
16. **Environmental.** Attendances, facilities and licences to comply with environmental legislation and rules/order or regulations of the Environment Agency and other statutory bodies.
17. **Temporary Lighting.** Background and task lighting to Working Surfaces to allow safe working and safe access and egress and to facilitate execution of the Specialist Works.
18. * **Water Supply.** Within the working, storage and preparatory operations areas, sufficient power take-off points and power.
19. **Electricity.** Within the working, storage and preparatory operations areas, sufficient power take-off points and power.
20. **Communication Facilities.** Provision of site telephone facilities and/or electronic data transfer facilities and/or designated areas for the use of mobile telephones as applicable.
21. * **Guide Walls.** The setting out and checking, construction and later removal of reinforced concrete guide walls (where required). The top of the guide wall shall be a minimum of 1.5m above water levels encountered during construction of the Specialist Works.
22. **Setting Out.** Provision of clear, accurate and robust setting out and levels, checking and maintenance of individual pile/panels positions as necessary throughout the contract, provision of permanent datum points, base lines, structural grid lines as required and as built survey information.
23. **Checking.** Checking the positions and levels of all piles/panels, during the progress and on completion of the Specialist Works (where practicable) including the prompt countersignature of the Specialist's record sheets by an authorised representative of the Client before the Specialist's plant has left site.

24. *** Attendant Excavator.** The provision of a 360 degree tracked excavator (and appropriately qualified operator) with a certificated minimum 1 Tonne lift capacity in full time attendance to each rig for all operational purposes including removal of excavated or displaced material (including mud slurry and excess concrete from around the Specialist Works) in sufficient time to prevent the formation of spoil heaps impeding the Specialist Works, the handling of concrete delivery pipes, the unloading, transportation and installation of reinforcement and other general duties. (Bored Piles Only).
25. *** Spoil Removal and Waste Management.** Classification, removal from site and disposal of excavated or displaced material including mud slurry and excess concrete from the Specialist Works in accordance with current legislation, rules/order or regulations of the Environment Agency and other statutory bodies including notification to the Environment Agency where arisings are classified as hazardous waste. Classification and disposal from site of wastewater from the Specialist Works (such as concrete wash out from agitators and ready mixed concrete delivery trucks) to comply with current legislation, including for filtering or the provision of settlement tanks as appropriate. (Bored Piles Only).
26. *** Wheel and Road Cleaning.** Manned wheel-cleaning facilities and/or road-cleaning, as necessary.
27. **Protection.** Protection of the works where taken over by other trades or contractors or where the Specialist has left site, whichever occurs first.
28. *** Empty Bore/Panel Reinstatement.** Backfilling of any empty bore/panel excavation with a suitable material which will not obstruct or be deleterious to the works but which will ensure the stability of the Specialist Works and will maintain compliance with Items 11, 12 and 13.
29. **Building Up.** Building up of piles/panels or any necessary modification to the sub-structure as a result of the piling platform level being less than 0.45m (or as otherwise agreed) above the specified cut-off level.
30. **Trimming.** Cutting back heads of piles/panels, including overbreak and casing left in, down to the specified cut-off levels (including preparation of the surface of the pile head for integrity testing); cutting back overbreak from the face of retaining walls; disposal of debris; and preparing, straightening, cutting and bending the reinforcement, including test piles/panels, caps and reaction piles/panels or anchors; provision of all necessary engineering, setting out and level control to facilitate the installation of debonding materials/agents to agreed pile/panel reinforcement placement tolerances. Stripping formwork to recesses and box outs etc, including templates to starter bars or bolts.

*** = Bored Piles Only**

Working Platform Certificate

Project Name	
Section / Activity	

Part 1 – WORKING PLATFORM DESIGN

Equipment to be used on site	
Maximum plant loading	

(Note: “Working Platforms for Tracked Plant: Good practice guide to the design, installation, maintenance and repair of ground-supported platforms” is available from BRE Bookshop – Tel 01923 664000)

Part 2 – WORKING PLATFORM INSTALLATION

The working platform on the above stated work site has been designed and installed to safely support the equipment detailed on this certificate and it will be maintained and repaired, and reinstated to the as installed condition after any excavation or damage, throughout the period when the equipment is on the site.

Signature		Name	
Position	Principle Contractor	Date	
Organisation		Address	

A completed copy of this certificate signed by the Principle Contractor must be given to each user of the working platform prior to commencement of any works on site.

The HSE has determined that Working Platforms are to be designed by the Principle Contractor with the objective of reducing accidents by the provision of properly designed, prepared and maintained working platforms