

Creating a Safe and Sustainable Environment

Project Safety, Health, Environment, Wellbeing and Quality (SHEQ) Standard, incorporating the Codes of Conduct for Morgan Sindall and subcontractor operations

Contents

1. Introduction 2

2. General 3

3. Asbestos 5

4. Confined space 6

5. Demolition 6

6. Electricity 7

7. Electric generators 8

8. Emergency procedures 8

9. Entry to site 9

10. Environmental aspects and impacts 9

11. Excavations 10

12. Explosives and sources of ionising radiation 11

13. Fire precautions 11

14. First aid and welfare facilities 12

15. Hazardous substances 13

16. Installation and commissioning of lifts 13

17. Lifting operations and lifting equipment 14

18. Lone working (Individuals Working Alone (IWA)) 15

19. Material handling 16

20. Noise at work 16

21. Non-English speaking personnel or persons with communication difficulties 16

22. Occupational health and wellbeing 16

23. Permits to work 16

24. Plant, tools and equipment 17

25. PPE 22

26. Pre-agreement as to safe work procedures 23

27. Quality management 24

28. Reporting of accidents and dangerous occurrences 24

29. Safety representatives, safety committees and worker engagement 24

30. Scaffolding 24

31. Services and operating processes 25

32. SHEQ inspections 26

33. SHEQ professionals 26

34. Statutory improvement, prohibition, notice of contravention and other notices 26

35. Substance misuse (drugs and alcohol) 26

36. Sustainable timber sources 27

37. Temporary works / false work / formwork 27

38. Traffic management and People Plant Interface 28

39. Vehicle drivers, including delivery drivers 28

40. Void and hole protection 29

41. Waste management 29

42. Work at height 31

43. Working in occupied premises 32

44. Work Related Road Risk (WRRR) 32

45. Young / inexperienced persons 33

Definitions 34

Abbreviations 35

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	1 of 36

Creating a Safe and Sustainable Environment

1. Introduction

Providing a safe and healthy environment is of paramount importance to Morgan Sindall.

We are committed to continual improvement to ensure we create and maintain a safe and sustainable environment for all our employees, subcontractors and customers as well as the communities in which we work.

We will work collaboratively with all our customers and supply chain as well as our own workforce to achieve this commitment. Our target is “to create a company that believes no injury and health or occupational illness is acceptable, and all members of the team are committed to securing an incident free environment”. These principles are incorporated into all our activities and we expect all our delivery partners to adopt the principles and work to the expectations, processes, standards and instructions put into place by Morgan Sindall, inclusive of legal compliance.

We have produced this document, which incorporates our minimum requirements into one comprehensive source of information to support your own planning and delivery of services and products.

Martin Worthington
SHEQ Director
Morgan Sindall Construction & Infrastructure

Everyone has the right to be

100% Safe

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	2 of 36

Creating a Safe and Sustainable Environment

2. General

- 2.1. We are committed to being 100% Safe and sustainable and have developed the Morgan Sindall Human Performance Programme to support our goal of 100% Safe. Employees and subcontractors are expected to be involved with this programme that includes appropriate training and worker engagement. The subcontractor shall not make any charges for attendance on the programme or when engaged in activities supporting it.
- 2.2. These standards complement the policies, processes and procedures within Morgan Sindall Construction & Infrastructure Limited (herein after referred to as Morgan Sindall) and apply to all persons operating on Morgan Sindall projects. Where they apply only to direct employees or subcontractors specifically, this will be stated in the text. Morgan Sindall reserves the right to undertake audits / assessments to ensure compliance.
- 2.3. Morgan Sindall is certified to ISO 45001 Health and Safety Management System, ISO 14001 Environmental Management System and ISO 9001 Quality Management System. We expect our subcontractors to be similarly certified (through a United Kingdom Accreditation Service (UKAS) accredited body) or working towards certification.
- 2.4. Morgan Sindall is a founding partner of the [Supply Chain Sustainability School](#), which seeks to promote and embed sustainability in the supply chain of the principal contractors within the UK construction sector. Subcontractors are encouraged to be or become active members of the Supply Chain Sustainability School.
- 2.5. Subcontractors shall formally advise of the intention to sub-let elements of their work. Where this is agreed by Morgan Sindall, the subcontractor must ensure that the contents of this standard form part of any contract it enters into with any other subcontractor.
- 2.6. Where a package includes the provision for a sub-subcontractor to sub-let part of its work, the subcontractor will be required to demonstrate that suitable and sufficient arrangements are in place to adequately control operations in accordance with the standards set out in this document.
- 2.7. Subcontractors must have access to competent health, safety, environment and quality advice, either in house, or in the form of a consultant. The contact names and details of the provider of this advice must be provided to Morgan Sindall site management, prior to commencement of the works. Any changes to these arrangements should be notified as soon as possible. Schedule of visits must be identified and clarified within the project Construction Phase Health and Safety Plan ([SH PLN 01](#)).
- 2.8. Where the work is undertaken on, or in, any customer occupied premises, compliance with any relevant customer's standards or rules is essential. In the event of any conflict between the customer and Morgan Sindall standards, the former shall take precedence, if it is to an equivalent or higher standard.
- 2.9. Non-compliance with legislation, this standard, site rules and procedures, the requirements of risk assessment, Safe Systems of Work (SSOW) or permits to work, may result in appropriate disciplinary action/s being taken. These measures are set out in the Morgan Sindall consequences management model.
- 2.10. This standard must be reviewed, with elements considered for Risk Assessment and Method Statement (RAMS), along with the Morgan Sindall Visual Standards found at <https://infrastructureshevisualstandards.morgansindall.com/>
- 2.11. The rules in this standard apply to all operational sections of the Morgan Sindall business and are relevant to both our direct works and employees and those of our subcontractors and their subcontractors. In addition, these rules shall form part of the subcontract and suppliers' conditions. They shall also apply to other parties (e.g. clients, artisan trades and tradesman) who are not contractually engaged by Morgan Sindall, but are working on a project where Morgan Sindall is principal contractor.
- 2.12. Subcontractors must, when requested, supply data relating to operations on behalf of Morgan Sindall.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	3 of 36

Creating a Safe and Sustainable Environment

- 2.13.** Subcontractors must bring the content of this document to the attention of all personnel employed or under their control on Morgan Sindall projects and ensure these standards are communicated effectively and fully implemented.
- 2.14.** Employees must have the necessary skills, knowledge, ability, training and experience to do the job safely and without putting their own or others health and safety at risk while minimising the impact on the environment. Evidence of training will be checked by Morgan Sindall site management for direct and subcontract employees, and appropriate records kept. All persons, including visitors, will be given an appropriate level of site orientation / induction training.
- 2.15.** A qualified workforce is essential to maintaining safe and sustainable operations. All persons who work on Morgan Sindall projects must be certified to a recognised record scheme for their particular trade / activity where applicable mobile plant operators are required to hold a recognised competency certificate to Construction Plant Competence Scheme (CPCS) or affiliated schemes accepted by Morgan Sindall for the category of plant they are operating. Where such certification is not available then a recognised competency certificate must be held. National Plant Operator Registration Scheme (NPORS) cards are not accepted by Morgan Sindall. The only exception to this is where a CPCS scheme card is not available for the specific category of plant, however CPSC will always take precedence.
- 2.16.** All supervisors working on Morgan Sindall projects must have received training in line with Site Supervision Safety Training Scheme (SSSTS) or Site Management Safety Training Scheme (SMSTS), and hold a relevant trade Construction Skills Certification Scheme (CSCS) supervisor's card. When evaluating the number of project based supply chain supervisors the ratio of 1:10 should be considered as a minimum, project factors should be taken into account when establishing the suitable number of trade supervisors on site, factors such as spread of work, variety in type of work, number of floors covered etc. Languages must also be considered when evaluating the ability to establish competent supervision on our projects. Supervisors shall be present at all times whilst works are being undertaken.
- 2.17.** A daily record of site personnel must be maintained and subcontractors will provide this to Morgan Sindall. Toolbox Talks (TBTs) and general safety training (relevant to works) may be arranged by Morgan Sindall. Subcontractors shall be expected to take part in these TBTs and, where relevant, provide specific TBTs for their tasks and activities. Morgan Sindall site management reserves the right to require the subcontractor's employees to attend safety / environmental training and instruction sessions, including TBTs. Subcontractors shall not make any charges to Morgan Sindall associated with attendance at such training sessions, nor will they financially penalise their employees for attendance.
- 2.18.** Site based supervisors (Morgan Sindall and subcontractors), will be appointed to implement instructions in health, safety and environmental matters. Morgan Sindall will display the names and responsibilities of these supervisors as appropriate on the site. The competencies and typical experience levels of all supervisors and managers on the project will be recorded and subcontractors need to provide this to Morgan Sindall, including details of which of these are to be full or part time, working or supervising.

Supervisors will provide information daily, during specific briefings on activities and tasks and will ensure that all risk assessment and other control documents are signed to confirm understanding by the operatives. Subcontractors shall provide Morgan Sindall with a copy of the signed documents. All employees shall be briefed daily (Point of Work Risk Assessment (POWRA)) by their supervisor before starting work. The briefings will comprise specific activities planned for the day and will be recorded by the supervisor.

Any rework shall be undertaken at no cost to Morgan Sindall.

The project will stipulate the means of identifying supervisors on the project; this must be a clearly visible identifier, such as an arm band, helmet or logo.

Morgan Sindall encourages all supervisors to be trained against minimum environmental standards such as the Construction Industry Training Board (CITB) Site Environment Awareness Training Scheme (SEATS) or other equivalent standard. Where required by legislation, those projects where environmental permits are in place, particularly for the management of waste shall be supervised by technically competent personnel (someone with a Chartered Institute of Wastes Management (CIWM) / Waste Management Industry Training and Advisory Board (WAMITAB) based qualification, such as Environmental Permitting Operators Certificate (EPOC)

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	4 of 36

Creating a Safe and Sustainable Environment

(England and Wales only).

2.19. Mobile phones are only to be used in 'safe' areas or as directed in site / project rules.

3. Asbestos

[Please click here for the visual standard.](#)

- 3.1. All works with Asbestos Containing Materials (ACMs) will be undertaken in strict compliance with current asbestos legislation, associated Approved Codes of Practice (ACoP) and guidance, unless the Morgan Sindall minimum standards ([SH PRO 05](#) Management of Asbestos), including any requirement in this document, exceed these requirements.
- 3.2. Under no circumstances are any works to commence in premises where ACMs are known or may be present until a suitable and sufficient refurbishment and demolition asbestos survey report has been received and reviewed by Morgan Sindall. Surveys shall also be undertaken to establish the extent of any buried asbestos identified in ground investigation reports or when excavation is to be undertaken on brownfield sites. Where asbestos is identified a comprehensive risk assessment must be undertaken and asbestos awareness training undertaken.
- 3.3. In the event of discovering asbestos, or any material which may contain asbestos on site, work must immediately stop in the area. No Morgan Sindall employee or contractor is permitted to undertake works which involve the disturbance of asbestos unless they have received the relevant training. A member of the Morgan Sindall management team must be informed and they will provide further instructions.
- 3.4. Morgan Sindall shall only appoint UKAS accredited organisations to produce asbestos surveys, undertake asbestos monitoring of any nature or material analysis.
- 3.5. If asbestos has been identified in the premises or is deemed to be present in the land, all personnel on the project must have attended appropriate asbestos awareness training, which should be updated annually. This level of training must be maintained when dealing with premises in which the ACMs have been removed, such premises should always be considered as containing.
- 3.6. Asbestos Licensed Works
Any contractor involved in licensed asbestos removal shall:
- Be licensed by the Health and Safety Executive (HSE) for the removal and disposal of ACMs, and be a registered member of Asbestos Removal Contractors Association (ARCA) or The Asbestos Control and Abatement Division (ACAD)
 - Provide a detailed plan of work and risk assessment for the works in accordance with all current asbestos legislation and ACoP
 - Notify Morgan Sindall when any enclosure is deemed complete for inspection and ready for smoke testing
 - A Morgan Sindall representative will be present during smoke testing
 - Ensure that an independent UKAS accredited laboratory undertakes any background / leak testing
 - Notify Morgan Sindall management when the air clearance procedure is ready to commence. An independent UKAS accredited analyst, appointed directly by Morgan Sindall, will inspect the enclosure, carry out air tests and provide final clearance certification accordingly. Any relevant costs rising from the inadequate cleaning and additional inspection and air testing, shall be paid by the subcontractor. The enclosure must not be dismantled until final air clearance tests have been taken, show fibre levels of 0.01f/ml or less, and a clearance certificate issued
 - Provide copies of hazardous waste consignment notes to Morgan Sindall.
- 3.7. Notifiable Non-Licensed Works (NNLW)
Any contractor undertaking NNLW on Morgan Sindall premises and projects must be licensed by the HSE for the removal and disposal of ACMs, and be a registered member of ARCA or ACAD. All works must be undertaken in accordance with current legislation and ACoP.
- 3.8. Non-licensed works

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	5 of 36

Creating a Safe and Sustainable Environment

Under no circumstances are any Morgan Sindall employees, or subcontractors, permitted to undertake works which involve the disturbance of asbestos without the relevant training. Non-licensed contractors are permitted to undertake works of a non-licensed nature providing it is not notifiable, following the development of a suitable plan of works.

4. Confined space

[Please click here for the visual standard.](#)

- 4.1. Entry in confined spaces is a high-risk activity and as such, must be undertaken by a competent contractor with the appropriately trained personnel. Examples of confined spaces could include; tanks, vessel, pit, duct, manhole, deep excavation, roof voids.
- 4.2. No person shall enter a confined space to carry out work for any purpose unless it is not reasonably practicable to achieve that purpose without such entry.
- 4.3. The work must be risk assessed, carried out and supervised by competent persons who have been appropriately trained in the dangers and applicable controls.

Prior to confined space work commencing the site manager shall consult with the relevant Safety, Health, Environment and Quality (SHEQ) adviser, in relation to the classification of a space. A competent person shall develop an appropriate SSOW, in a written method statement which shall be fully explained to all concerned.

Morgan Sindall will undertake any additional checks with the client for any specific requirements they may have.

All persons working in confined spaces shall have received appropriate training, for the proposed SSOW and the safety equipment to be used, and should be medically fit. Safety equipment and protective resources appropriate to the class of the confined space shall be on site and maintained so they are suitable for use. Competences and training expected should include, but not be limited to:

- Confined space entry and the use of personal escape set / breathing apparatus (as appropriate).
- Confined space rescue and first aid
- Confined space management
- Breathing apparatus management (as appropriate).

Emergency and rescue procedures shall be developed as part of the SSOW established and agreed with the SHEQ adviser and project team and shall be set out in the SSOW.

5. Demolition

[Please click here for the visual standard.](#)

Before undertaking demolition work, the following shall be provided by the demolition contractor:

- Evidence of competence and experience of the organisation for the scope and nature of works to be undertaken
 - For high risk, complex or unusual demolition the use of specialist demolition contractors or those that hold membership of a recognised demolition professional association / body should be used (or must be considered)
 - All operatives and supervisors undertaking / managing demolition must be fully trained under the recognised training scheme Certificate of Competence for Demolition Operatives (CCDO)
 - A written SSOW must be provided following a thorough examination of all available drawings, structural information and survey reports. In accordance with the requirements of British Standard BS6187:2011
 - Where required a notice of intention must be completed, to the relevant local authority, to carry out demolition under Section 80 of the Building Act
 - Where required evidence of 'prior approval application' under 'planning laws for demolition' under the Town and Country Planning General Permitted Development (GPD) Order must be provided.
- 5.1. A structural survey must be undertaken prior to demolition works. The complexity of such surveys will depend on the scope of works and complexity of building design.
 - 5.2. During demolition operations, protection to public areas and general site access areas must be installed to

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	6 of 36

Creating a Safe and Sustainable Environment

ensure that no pedestrians or vehicles are put at risk. Where protective fans or platforms are constructed over pavements or roads they must be constructed to a minimum standard of fully close boarded, with two levels of boards, 1,000 gauge fire retardant polythene between (please refer to section 30 (Scaffolding) and 37 (Temporary works / false work / formwork)) and be constructed in accordance with a specific design.

- 5.3.** Effective controls for the prevention of materials falling from height, e.g. brick guards, monarflex or other heavy-duty sheeting, must be in place. Debris netting is not considered adequate to contain demolition rubble. Monarflex must be tested and certificated to Loss Prevention Standard (LPS) 1215. Temporary works design must take this into account.
- 5.4.** Burning and cutting equipment must be adequately maintained and regularly inspected. Gas cylinders must be secured in an upright position in trolleys. Flashback arrestors must be fitted. A minimum of two suitable fire extinguishers must be positioned locally. Gas hoses must be secured with crimp clips, not jubilee clips.
- 5.5.** The use of acetylene on Morgan Sindall projects shall only be with the permission from the project lead, following detailed review of the task risk assessment and consultation with the local Safety, Health and Environment (SHE) advisor. This should be detailed within a specific risk assessment and is not limited to demolition works.
- 5.6.** Suitable and secure gas cylinder storage facilities must be provided, complete with identification and warning notices and adequate fire extinguishers, to store cylinders when not in use. These must be locked at all times with keys securely stored.
- 5.7.** Suitable and adequate means of fire prevention and protection and a means of fighting fire must be in place and accessible. Fire exit routes must be provided and maintained at all times.
- 5.8.** The following must be included in the risk assessment and associated SSOW for all demolition operations but not limited to:
- The sequence and method of demolition or dismantling, including any pre-weakening techniques to be used in conjunction with the temporary works designs
 - Access and egress routes for pedestrians and vehicles and how these are to be maintained
 - Means to secure and control access including the provision of exclusion zones
 - Arrangements for the protection of the site workforce and the public beyond the site boundary from:
 - Falling materials
 - Dust
 - Fumes
 - Vibration / noise
 - Procedures for dealing with unforeseen circumstances such as the discovery of a previously unidentified hazard e.g. asbestos, underground obstruction, etc.
 - Personal Protective Equipment (PPE) requirements
 - Temporary works details including drawings and calculations
 - Methods of dealing with and disposing of particular hazardous substances, e.g. fuel, Polychlorinated Biphenyls (PCBs), lead, paint, etc.
 - Provision and arrangements for the temporary storage and removal / disposal of demolition waste and hazardous waste
 - Details of plant and machinery planned for use and copies of records of inspection, tests and examinations
 - Size, location and protection of drop zones / openings
 - Emergency and rescue procedures shall be agreed.
- 5.9.** No demolition works are to proceed without written confirmation that all existing services in the building / area to be demolished have been isolated or purged as applicable.

6. Electricity

[Please click here for the visual standard.](#)

- 6.1.** Electrical works or services must be in compliance with the requirements of Morgan Sindall's [SH4 GUID 01](#)

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	7 of 36

Creating a Safe and Sustainable Environment

Rules for Electrical Safety, which must be issued to all electrical contractors.

- 6.2. Before commencing work on site, anyone who is to work on an electrical system shall discuss and agree the procedures that will apply with Morgan Sindall site management.
 - 6.3. All electrical systems shall be installed and commissioned by competent persons and certificates must be produced for testing and commissioning. For temporary electrical systems, a maintenance and test scheme must be in place with testing and certification every three months as a minimum.
 - 6.4. Working on live electrical systems or equipment is not permitted unless agreed and authorised by Morgan Sindall electrical duty holder for the project.
 - 6.5. All necessary permits to work shall be in place, issued by an appointed competent person before commencing work or services on live electrical apparatus where special circumstances make such operations necessary.
 - 6.6. Portable electrical apparatus and electric lighting used on the site will be supplied at 110volt (v) by means of mains isolation transformers with the secondary winding centre tapped to earth. Any cables carrying voltage greater than 110v, where permitted, must have armoured protection and be protected by a Residual Current Device (RCD).
 - 6.7. Where a reduction in voltage below 110v is required, such as in a confined space or flammable atmosphere, this shall be agreed within the agreed safe system of work to determine the risk identify any need for intricately safe equipment.
 - 6.8. All 32amp extension leads should consist of a minimum four millimetre (mm) cable.
 - 6.9. A maintenance scheme for electrical equipment and portable electrical appliances shall be in place (including cables incorporating a visual inspection tagging system indicating the date of the next required test).
- 7. Electric generators**
[Please click here for the visual standard.](#)
- 7.1. All generators must be suitably earthed with the following exceptions:
 - For small scale work of a duration less than one day, portable generators with outputs up to ten kilovolt-ampere (kVa) need not be earthed, provided that they are only used with class II (double insulated, or all insulated) tools and equipment
 - Small, single phase generators used for 110v supplies (ratings up to five kVa) need not be earthed if all the equipment used is double insulated, or it supplies only one item of earthed equipment and the equipment is bonded with the frame of the generator.
 - 7.2. The selection and sizing of any generators used on site shall be assessed to ensure they are appropriate for the planned electrical supply demands. Selection should be made mindful of fuel consumption. All generators must be subject to a pre-start delivery inspection to confirm correct installation, operation and test.
- 8. Emergency procedures**
[Please click here for the visual standard.](#)
- 8.1. Morgan Sindall site management will produce a set of emergency procedures to establish the contingency arrangements for catastrophic incidents, accidents, fire, gas leaks, fuel spills, air, water or land, pollution, environmental incidents, evacuation, discovery of unexploded ordinance or any other situation which may have a serious detrimental effect on the project or surrounding area. These procedures will be brought to the attention of all persons and emergency action plans displayed on site. There will be a requirement for some procedures to be practiced at intervals throughout the project and all personnel will be required to co-operate and participate as directed.
 - 8.2. Considerations must be given when our undertakings interface with other stakeholders and as such, procedures must interface to facilitate safe operation and potential evacuation of our stakeholders emergency procedures in conjunction with ours.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	8 of 36

Creating a Safe and Sustainable Environment

8.3. Subcontractors will be expected to provide their own emergency arrangements for specific activities as identified within their RAMS, for example demolition, confined spaces, Mobile Elevating Working Platforms (MEWPs), working areas, work at height, tower crane rescue, scaffold work, etc. these should be compatible with the overall plan and communicated to anyone who may be affected.

9. Entry to site

[Please click here for the visual standard.](#)

9.1. A number of Morgan Sindall projects operate a pre-registration system prior to arrival and site orientation on site; this will be clarified during the contract pre-let meeting with the relevant business unit. In some instance the system used may be differ dependant on the business unit.

9.2. All persons, including visitors, on initial arrival to site or designated control point, shall report to Morgan Sindall site management and register attendance. All persons are also required to sign / log out when leaving the site. This may include the use of biometric systems.

9.3. All persons will attend an appropriate induction / orientation at a time notified by Morgan Sindall. Failure to attend at the prescribed time may result in a referral to a later appointment, at subcontractors cost.

9.4. An approved skill card relevant to the trade or occupation will need to be provided at the time of induction, without which access will be denied.

9.5. Employees and contractors must only enter parts of the site they are authorised to.

9.6. Visitors, having attended a specific visitor’s induction / orientation, must be accompanied at all times by a competent person who has undertaken a full induction and is familiar with the site layout.

9.7. No person working on the project may park vehicles in Morgan Sindall car parks or on the site without permission. Where permission is granted, direction will be given as to the parking areas to be used. Morgan Sindall reserves the right to check the contents of vehicles both on entry to and exit from the car park or site and if necessary to make a search of such vehicles and their occupants.

10. Environmental aspects and impacts

[Please click here for the visual standard.](#)

10.1. Morgan Sindall has prepared environmental procedures and guidance, and site specific environmental plans which all personnel and contractors must comply with in order to minimise environmental impacts. Copies of these documents are available on the project for reference.

10.2. Activities that have an environmental impact can include, but are not restricted to: air emissions, discharge to inland fresh waters or controlled waters, use and storage of hazardous material (including chemicals, fuel and oil), waste management, traffic and statutory nuisance (such as noise, dust, mud, light or odour), ecological issues, protected species and invasive plants.

10.3. Where Morgan Sindall’s work, services or activities, or that of its contractors, may impact on the environment, the effects of those activities shall be identified and evaluated. These impacts and any actions to be taken, including obtaining any consent, will be discussed with the relevant parties. Any restrictions identified e.g. working hours will be included in the project environmental plan and communicated during the project induction / orientation.

10.4. Where site-specific environmental risks have been identified and assessed, adherence to those controls is required, e.g. around ecological, archaeological issues. Activities which have potential for environmental harm must have appropriate risk assessment(s) prepared to mitigate risks and include appropriate control measures and these will be briefed out to site staff and subcontractors.

10.5. Morgan Sindall and subcontractors will select equipment, plant and methods of work aimed at minimising noise, vibration, odour, mud, light, dust, fumes gasses and other pollution, as specified in the risk assessment. “Eco” or “Green” options on plant and accommodation will be selected if / where appropriate.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	9 of 36

Creating a Safe and Sustainable Environment

- 10.6. Fuel / oil storage and use shall be in accordance with UK regulations, in addition the following apply:
 - Plant nappies / EnviroPads shall be provided for all static plant items (e.g. compressors, pumps, fuel bowsers), when in use, during refuelling, placed overnight, during any prolonged stationary periods
 - All fuel tanks and drums regardless of size shall be stored in a suitably bunded area at least ten metres (m) away from drainage systems or surface waters and on impermeable, stable ground. The volume of the bund should be 110 per cent of the volume of a single tank or drum, or in the case of multiple tanks or drums being stored, 110 per cent of the largest tank or drum, or 25 per cent of the total volume (i.e. all drums), whichever is the greater
 - A planned preventative inspection regime shall be implemented, for all plant, including fuel bowsers, Control of Substances Hazardous to Health (COSHH) stores, interceptors and bunds
 - All valves, including fuel delivery trigger valves, shall be locked off when not in use with the keys kept by a nominated person responsible for the storage
 - Mobile bowsers shall either be of a bunded design or be parked in a suitably bunded area when not in use
 - Refuelling will be undertaken away from any watercourses, drains (foul or surface), open ground, with plant nappies and a non-spill funnel used to prevent spills
 - An appropriate number of Morgan Sindall staff and subcontractors shall be trained in spill response and be briefed in where spill kits are located and how to dispose of any contaminated materials.
- 10.7. All sites require spill kits where the risk of spill has been identified, these should be sufficient in size, type and located appropriately for the spill risk.
- 10.8. Ecological and biodiversity procedures, standards and guidance will be adhered to. This includes the protection of some species of plants and animals to ensure the survival of the UK’s and Europe’s most valuable or ‘at risk’ species and habitats. It also includes designated sites, trees, hedgerows and landscapes. All ecological constraints will be fully reviewed, so that they are clearly understood by everyone involved in the project.
- 10.9. The process for ensuring legal compliance in relation to invasive species and injurious weeds will be adhered to. The presence of invasive species must be confirmed through a survey. It will then need to be assessed to determine how invasive species affect the scheme and what, if any, mitigation measures are required. Using a specialist invasive species contractor can be an effective way to manage invasive species. This contractor must belong to either the Property Care Association (PCA) or the Invasive Non-Native Specialist Association (INNSA).
- 10.10. The standards and procedures for managing water impacts will be followed to ensure the water environment associated with a project is identified, activities are designed, appropriate mitigation and control measures are implemented: and where there is potential for the water environment to be impacted, activities are undertaken in a planned manner with appropriate assessment, monitoring and record keeping.
- 10.11. The requirements for the identification, storage, transport, treatment, deposit, and disposal of waste will be followed. Duty of Care requirements will be met and the waste hierarchy will be used. All waste must be kept safe and secure to ensure it does not escape site and cause damage to health or escape into the environment. Waste is to be stored in a designated area and a minimum of ten metres from any drain or watercourse. Measures need to be implemented to prevent theft, acts of vandalism and pests.

11. Excavations

[Please click here for the visual standard.](#)

- 11.1. Adequate drawings and service investigations must be undertaken prior to breaking ground, consideration should be given to varied hazards e.g. services, contamination and Unexploded Ordnance (UXO). Service investigations to PAS 128 level B should be undertaken as the minimum standard.
- 11.2. Morgan Sindall operates a permit to break ground system which must be complied with. Before any excavation is commenced, the presence of all services shall be determined and their location clearly marked. Persons undertaking cable avoidance works must be trained and competent in the use of service avoidance tools. Evidence of such training must be available prior to the issue of any permit to break ground.
- 11.3. In all cases, prior to any work being carried out on or adjacent to any underground service, trial holes must be

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	10 of 36

Creating a Safe and Sustainable Environment

hand dug (techniques such as VacEx must be considered) in order to accurately locate the services for line, depth and potential change of direction, throughout the entire length of the operation under construction (as per Health and Safety Guidance (HSG) 47 Avoiding danger from underground services). The number frequency and position of trial holes will be determined by risk assessment. A risk assessment shall be undertaken to determine the type of PPE to be used relevant to the type of services identified.

- 11.4. Ground investigation reports should be available and be used to determine any potential contamination which may be hazardous to people prior to undertaking excavation. Risk assessments must consider the risk to the environment and waste disposal of any contaminated ground.
- 11.5. Protection must be provided to prevent the collapse of any excavation. A temporary works design may be required for the selected means of protection, whether this comprises physical retention / shoring, such as trench sheeting or sheet piling, or grading of the ground such as battering / terracing the sides.
- 11.6. Edge protection must be provided around the top of excavations to prevent falls of persons or mobile plant into an excavation. The protection must be designed and installed such that it protects all those directly and indirectly involved in the work.
- 11.7. Excavation work areas must be segregated at all times, excavation edge protection shall be provided in addition to the primary works area segregation. Reliance of segregation barrier as collective edge protection to the excavations is not acceptable.
- 11.8. A safe means of access and egress must be provided into all excavations, this can include adequately designed and regularly maintained steps and slopes, proprietary systems or ladders, which extend one metre above the top of an excavation and be secured at the head and foot. All access and egress arrangements shall be determined by a risk assessment.

12. Explosives and sources of ionising radiation

[Please click here for the visual standard.](#)

- 12.1. The following shall not be brought on to the site without the prior written consent of Morgan Sindall site management:
 - Explosives
 - Explosive devices including cartridge / gas operated tools
 - Materials or devices that can emit any ionising radiation.
- 12.2. The user and/or the organisation bringing the equipment to site, shall be responsible for obtaining all necessary licenses or permits, and provide a method statement covering storage and use, together with any certificates of training for the persons using the device or material.
- 12.3. The Ionising Radiations Regulations require all site radiography to be notified to the HSE seven days prior to commencement. A notification must be made and a copy of the notification must be given to Morgan Sindall before permission is given for radiography to be carried out on site.

13. Fire precautions

[Please click here for the visual standard.](#)

- 13.1. Morgan Sindall adheres to the requirements of the current edition of “The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Refurbishment”. All parties need to make themselves aware of the provisions of this code.
- 13.2. Morgan Sindall shall ensure that a suitable fire safety risk assessment and specific fire plan incorporating all site fire prevention arrangements is produced, relevant parts will form part of the induction. All persons shall familiarise themselves with this plan and the fire precautions, fire alarms and detection, means of escape, and emergency evacuation procedures. Where necessary, training and refresher training will be arranged to reinforce the arrangements or after changes have occurred.
- 13.3. For work or services involving heat, sparks or naked flames, agreed additional fire precautions will be specified by Morgan Sindall site management, who shall, where necessary, prescribe a permit to work. Before leaving the

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	11 of 36

Creating a Safe and Sustainable Environment

site, Morgan Sindall management shall check that any naked flames and other ignition sources have been extinguished, fuel supply to plant and equipment isolated, where practical electrical apparatus is switched off and any hot work permits for the day are reviewed, closed out and cancelled.

- 13.4.** In all cases, a continuous fire watch will be undertaken for 30 minutes after hot work is completed with further checks being made regularly up to 60 minutes after completion. In high fire hazard areas a fire watch must be continuous for 60 minutes following cessation of work, or for such a period determined by the task risk assessment. Where hot work is undertaken within or adjacent to timber frame structures, a continuous fire check must be undertaken for 60 minutes, with further checks being made regularly up to two hours after cessation of work.
- 13.5.** All temporary accommodation or storage units should aim to be located with at least a ten metres fire break between the any existing or proposed permanent building or structure.
- 13.6.** All temporary accommodation or storage units which are located or erected inside or within six metres of any existing or proposed permanent building or structure upon the site, must be constructed to provide at least half an hour's fire protection (BS 476) from the inside of the accommodation (or a higher standard of fire protection if required by an enforcing authority or client).
- 13.7.** Specific fire extinguishers are to be provided for hot works process and not removed from the site fire points.
- 13.8.** All temporary flexible covering materials used for protection of internal surfaces or fittings incorporated into the building or structure must be compliant to the requirements of LPS 1207 entitled 'Fire Requirements for Protective Covering Materials', or technical schedule 63 (certifier) Monarflex or debris netting, where used, shall be to LPS 1215 or technical schedule 62.
- 13.9.** Freestanding halogen lights shall not be used on Morgan Sindall projects.
- 13.10.** Asphalt and bitumen boilers shall not be placed on combustible roofs or other surfaces, without specific precautions being agreed. Boilers are not to be left unattended whilst alight. Liquid Petroleum Gas (LPG) cylinders must be connected by armoured hoses and be a minimum of three metres from the boiler. Spare bottles must be a minimum of six metres from the boiler.
- Bitumen boilers shall include the following controls:
- Auto thermostatic controls
 - Pot specific close-fitting lid
 - Not left unattended when in operation or cooling
 - Hot work permit in place.
- 13.11.** Storage of LPG to roof top areas shall be minimised, and in any event not exceed a working days' worth of LPG.
- 13.12.** The burning of rubbish or any waste material will not be permitted on any Morgan Sindall project.
- 13.13.** Smoking or vaping is not permitted on any Morgan Sindall premises, except in the designated smoking / vaping area which will be labelled, constructed from non-combustible material and suitably equipped with disposal facility for cigarette ends. E-cigarettes are to be treated the same as traditional tobacco products and suitable provisions will be made to allow for this.
- 13.14.** The use of Acetylene on Morgan Sindall projects will only be permitted with the permission from the project director / manager / leader, following the detailed undertaking of a specific risk assessment.

14. First aid and welfare facilities

[Please click here for the visual standard.](#)

- 14.1.** Morgan Sindall will provide and maintain general first aid and welfare facilities at all work locations. An assessment on the level of first aid cover, first aid equipment and arrangements shall be undertaken and the findings recorded. This assessment will include both physical and mental health first aid provision for the project.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	12 of 36

Creating a Safe and Sustainable Environment

- 14.2.** Subcontractors will be required to make their own first aid arrangements for their employees where the number exceeds 20, or where work is required outside of normal hours. This will be a condition of the out of hours permit.
- 14.3.** Morgan Sindall will provide and maintain general site welfare facilities. Any person found to be misusing the facilities will be subject to disciplinary action. Any additional facilities provided by a subcontractor must be to the Morgan Sindall acceptable standard.
- 14.4.** Other statutory welfare and first aid requirements specific to the work activities, i.e. asbestos, lead, etc., shall be provided by the relevant subcontractor unless otherwise agreed with Morgan Sindall management.
- 14.5.** Food and drinks other than water must not be consumed anywhere on site other than in the welfare facilities provided.
- 14.6.** Morgan Sindall shall provide / make available an Automated External Defibrillator (AED) at every project and office location.
- 14.7.** First aiders will be identified whilst on site by the wearing of recognised identification to denote being a first aider.
- 14.8.** Appropriate identification will be provided for Mental Health First Aiders (MHFA).
- 15. Hazardous substances**
[Please click here for the visual standard.](#)
- 15.1.** A COSHH coordinator will be appointed by Morgan Sindall for each project or as appropriate on more complex projects. This coordinator will discuss and oversee the use of the hazardous substances to ensure that adequate controls are provided. Where more than one COSHH coordinator is appointed a lead coordinator will be designated to coordinate the information. A COSHH register must be kept on site and be regularly updated to reflect the presence and use of hazardous substances.
- 15.2.** For every hazardous substance brought onto site, or discovered during the works, a material safety hazard data sheet and appropriate COSHH assessment shall be provided. A COSHH risk assessment will be undertaken by either Morgan Sindall (for direct works) or relevant contractor to detail the hazardous properties and specific control measures to be taken. Health surveillance shall be undertaken as necessary, with adequate records kept. The assessment must include the risks during use, storage and disposal. Morgan Sindall will notify persons on site if the use of any substance could affect others.
- 15.3.** All persons utilising or affected by COSHH substances will be subject to a briefing / TBT relevant to the specific COSHH assessment. Records of such briefing will be maintained by the project team.
- 15.4.** Hazardous substances, including hazardous waste, must be stored in secure, and where necessary, bunded areas at least ten metres from watercourses and drains with any lids / screw caps secured when not in use. Material / substances packaging (containers), should be returned where possible to the supplier for re-use / recycling.
- 15.5.** When substances are decanted into smaller containers, safety labels must be transferred to the new vessel. The practice of decanting chemicals and substances into smaller containers is to be discouraged at all times.
- 16. Installation and commissioning of lifts**
[Please click here for the visual standard.](#)
- 16.1.** The installation contractor shall:
- Operate a permit system for the issue of keys to operate any lift or access any motor room. Permit to work and isolation procedures must be agreed with Morgan Sindall
 - Isolate the switchgear and use physical locks with personal keys when work is due to take place within the confines of the lift shaft or on the lift car
 - Ensure that the machine room doors, isolating switchgear and electrical panels remain locked at all times, to prevent unauthorised access, when not being used. Warning notices are to be posted on the doors

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	13 of 36

Creating a Safe and Sustainable Environment

- Employ a competent lift engineer and full-time supervisor for the duration of the works
- Ensure that landing place call buttons are not operational until the final testing and commissioning is complete.

Undertake a specific risk assessment to identify and control the hazards associated with:

- Work at height
- Electrical apparatus and system
- Lifting
- Manual handling.

Include the following in the SSOW:

- Procedure and method of installing guides and constructing the lift car
- Scaffold requirements and the means by which all the components are taken into the shaft
- Method of preventing falls into and within the shaft the use of proprietary lift gates (e.g. Easi Edge / Fullgates) is encouraged but as a minimum, the subcontractor shall provide full height rigid protection to lift shaft openings which is lockable, labelled, and has vision panels in the doors. Fire precautions must be considered when assessing the type and construction of lift gates
- Procedure for controlling the work in the shafts, pits and motor rooms with consideration for other trades and lone working.

17. Lifting operations and lifting equipment

[Please click here for the visual standard.](#)

- 17.1.** Before any lifting operation using lifting equipment is carried out, including the use of fork lift trucks, MEWPs, telehandlers, HIABs, piling rigs and excavators (when used for lifting) the following shall apply:
- The operation must be properly planned by a competent person, in line with the requirements of Lifting Operations and Lifting Equipment Regulations (LOLER). Subcontractors must provide Morgan Sindall management with, in writing, the name of a competent person and a copy of their competence certificate
 - CPCS cards relevant to the role must be provided, including appointed persons, slinger, signaller and crane supervisor and lifting duties for excavator operators
 - A risk assessment must be produced, detailing the lifting operation(s) to be carried out, with a lifting plan and written method statement, in accordance with BS 7121, for each operation
 - Appropriate statutory inspection / thorough examination reports are to be completed and retained for inspection
 - Where appropriate, a temporary works design must be in place to demonstrate that the necessary checks have been carried out on the suitability of the ground bearing capacity, where applicable; a permit to load will be issued
 - Evidence of appropriate training and competence must be available for operators of any lifting equipment together with appointed signallers / slingers
 - A permit to lift will be issued by Morgan Sindall site management, before lifting operations commence
 - An Adjacent Line Open (ALO) assessment for operations on or adjacent to a live rail network shall be undertaken
 - Trained slinger / signaller to be present at all times during HIAB lifting.
- 17.2.** Where tower cranes are used for the execution of the works, the initial test must be verified by an independent examination from a certification body. Further test and examination will be needed in line with Morgan Sindall's Control and Safe Use of Cranes including telehandlers and lorry loaders process.
- 17.3.** The tower crane must have in place, measures to prevent unauthorised access by either member of the workforce or trespassers (such as protestors), at all times. It should include protection to the bottom of the mast including lockable lowest trap door. It should include protection to the bottom of the mast, lockable access for drivers and security fans. Consideration should be given to protecting all levels where access is possible i.e. where structures or buildings are constructed around the crane mast.
- 17.4.** All hoists, including goods hoists, must be fitted with electro-mechanical interlocks to the landing gates that prevent operation of the hoist unless all gates are fully closed. Any hoist gate should only be capable of being opened when the hoist platform is stopped at the same level as the gate. Gates and edges to hoists should be provided with material fall protection and designated material racking, including restraints for long material.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	14 of 36

Creating a Safe and Sustainable Environment

Materials are not to be stacked above the height of the edge protection unless secured. A schedule of basic lifts should be provided to ensure that the hoist Safe Working Load (SWL) is not exceeded. Operators of hoists shall be trained to CPCS standard. Hire company familiarisation training should not be considered as formal training.

- 17.5. Any mast type lift-truck, where the forklift mechanism is operated by hydraulic rams, shall be provided with a guard or screen that prevents the driver from leaning through the masts.
- 17.6. Euro Pallets shall only be used for multiple use / lift, these should be in good condition and fit for purpose following visual inspection. Damaged or single use pallets must be disposed of or removed from site. Pallet forks and nets must be used for palletised loads. Palletised materials delivered to site must be subject to inspection during unloading, prior to storage and subsequent reuse. Any damaged pallets must be replaced with a Euro Pallet. Palletised materials shall only be stored to a maximum of two high and on flat, level ground.
- 17.7. Waste skips (unless they are designed and manufactured as lifting skips with in date test certificates) are not to be lifted except with purpose made lifting gear supporting the base of the skip, unless they are being lifted on to a skip wagon. Waste skips attached to forks on forklift trucks shall not be used without safety chains or safety clamps fitted.
- 17.8. Only hooks with safety devices to prevent inadvertent disconnection of the load are to be used.
- 17.9. Crane forks, man cages, concrete skips and muck skips etc., are to be fixed with single leg chains and locking shackle. No hook other than the crane hook is permitted.
- 17.10. Single use fabric lifting bags are not to be reused once empty, lifting with such equipment must be subject to a detailed risk assessment. Spent bags are to either be returned to the original supplier or be destroyed rendering them unusable.

17.11. Steel erection

Where structural steel erection is undertaken, the following shall be implemented:

- Remote release lifting shackles for stanchions and columns to be used
- Positive fixings to beam sections with two leg chains. Single drop chains are only to be used as a last resort in conjunction with an anti-slip beam clamp
- Man riding operations shall not be undertaken without the express agreement of Morgan Sindall site management
- Man riding skips shall only be used on cranes (with relevant test certificates) equipped with a dead man's handle, power lowering, anti-spin ropes and where radio communication is in operation. Only purpose made man riding cages are permitted
- In open topped man riders, operatives must be secured to the crane hook by full body harnesses and fall restraint lanyards. Physical barriers are to be provided by the steel erection contractor to all areas below steel erection and connection points. Suitable warning signage must be erected. Hazard tape is not considered to be a physical barrier
- Chandelier lifting is not permitted on Morgan Sindall sites
- Delivery and unloading of steel work shall be planned, risk of fall is to be minimised with suitably identified fall protection established relevant to the situation. If harnesses are used as part of the delivery solution the anchorage point must be suitable and fit for purpose
- Appropriate segregation is to be provided including suitable signage by the steel erection contractor to all areas below the work zone. Hazard tape is not considered to be a physical barrier. This segregation must be maintained and managed throughout the works.

18. Lone working (Individuals Working Alone (IWA))

[Please click here for the visual standard.](#)

- 18.1. No unaccompanied person must be put in a work situation where the nature of their work or the work environment places them at significant risk of injury (e.g. security guards, cleaners, etc.). Where there is a requirement for persons to work unaccompanied then an appropriate risk assessment should be undertaken to identify the SSOW etc. which must address controls, for the following:
 - Communication equipment
 - Reporting intervals

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	15 of 36

Creating a Safe and Sustainable Environment

- Training
- On call contact
- Details of activity / tasks to be undertaken
- Incident response measures such as “person down” situations.

19. Material handling

[Please click here for the visual standard.](#)

- 19.1. In order to minimise the possibility of injury and harm to employees due to the handling of materials etc., specific risk assessments will be undertaken. If the activity cannot be avoided it shall be under the direct supervision of a competent person, who will assess and identify the correct automated or mechanical process, alternative products, methods of work or practical improvements to eliminate the need for manual handling. Where this cannot be achieved, a SSOW should be produced detailing the mitigation measure i.e. task, item team lifting, any specific training requirements.

20. Noise at work

Please click here for the [Environmental aspects and impacts visual standard](#) and [Occupational health visual standard](#).

- 20.1. Any work or services on site, which may generate noise above the lower exposure action value, will require a work place assessment, which should detail the actions to reduce risks from noise both for employees and others affected by the work.
- 20.2. Morgan Sindall will coordinate the information and inform anyone who may be affected on such matters. Noise exclusion zones with appropriate signage shall be used to designate areas within which hearing protection is required for noise that cannot be reduced at source.
- 20.3. Noise may present an environmental risk and can be classed as a statutory nuisance. Some local authorities require prior agreement for noise generating activities and may place restrictions on sites through Control of Pollution Act, Section 61 agreements. Where such agreements are in place, the requirements and restrictions will be communicated to all site personnel and appropriate control and management practices put into place.

21. Non-English speaking personnel or persons with communication difficulties

[Please click here for the visual standard.](#)

- 21.1. Where non-English speaking workers or persons with communication difficulties are employed on site, a suitable number of translators, who are capable of instructing these persons in SHEQ and other operational matters, shall be available at all times. There shall be at a ratio of one translator per gang or for every six persons requiring the service. Translators will need to be working in the direct vicinity of the non-English speaking individuals to facilitate direct communication at all times. This should be taken into consideration when identifying the number of translators required.
- 21.2. Written records countersigned by the translator, confirming that they have checked that the instructions given by the translator, have been clearly understood, shall be maintained on site. Such records shall include, but not be limited to, instructions for safety induction and assessment, emergency procedures, risk assessments, point of work risk assessments, daily briefings, SSOW and TBTs.

22. Occupational health and wellbeing

[Please click here for the visual standard.](#)

- 22.1. Good occupational health risk management is a requirement of working on a Morgan Sindall site. All persons are to comply with any health controls specified in any risk control document.
- 22.2. Morgan Sindall has retained an occupational health provider to help and advise on occupational health matters. Contractors will allow employees to access this service by request to Morgan Sindall.

23. Permits to work

[Please click here for the visual standard.](#)

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	16 of 36

Creating a Safe and Sustainable Environment

23.1. Certain defined operations will be controlled by a written permit to work, i.e. excavations, hot works, confined spaces, out of hours working, lifting operations, pumping or any activity identified on a project specific basis as a permit to work activity. Morgan Sindall's permits will be the default system to be used, but where subcontractors wish to use their own permits to supplement the Morgan Sindall systems, this must be agreed with Morgan Sindall management and will still require enabling permits to be issued by Morgan Sindall which will specify the process and permits to be used.

24. Plant, tools and equipment

[Please click here for the visual standard.](#)

24.1. Before anyone uses plant or equipment, the following shall be produced for inspection:

- Appropriate statutory test, through examination and inspection reports as appropriate
- Evidence of effective Planned Preventative Maintenance (PPM)
- Evidence that operators are suitably trained in line with the industry standard for the relevant equipment
- Daily plant check.

24.2. Mobile plant

Each project will produce, and keep People Plant Interface (PPI) measures up to date, a traffic management plan to detail the arrangements for segregating vehicles and pedestrians and locations of material and waste storage areas. It should also detail controls to keep walkways and access routes clear at all times, the traffic management plan shall also take into account external impacts of our undertakings and local traffic routes and the potential need for holding areas.

The following applies to all mobile plant:

- It must be in good mechanical condition and be properly maintained
- It must be operated in accordance with current legislation, industry and manufacturer's guidance
- Seat belts or lap restraints, where they are fitted, must be worn whilst operating any plant
- It must be suitably equipped with all round visibility aids, such as convex mirrors and cameras
- Where required to work on highways, it must be taxed and insured under the Road Traffic Act
- Before mobile plant is used each day, it shall be inspected by the user and the inspection recorded
- All mobile plant must be immobilised when unattended
- Plant and equipment should not be left with engines idling unnecessarily. Keys must be removed from the ignition when not in use
- No unauthorised passengers are permitted
- Plant operators must not use mobile phones or hand-held devices or programme hands free devices whilst operating plant.

A monitoring and defect reporting procedure in line with manufacturers' recommendations, must be established by the user to allow for defect correction and, where necessary, for the item of plant to be taken out of service. A suitable system must be established to isolate and lock off machinery which is being worked on as part of maintenance or servicing. Any mobile plant that has been deemed 'not fit for use' must be taken out of use and suitably quarantined prior to collection, or until appropriate maintenance has been undertaken to allow the plant to be put back into service.

Please refer to [PET STD 01](#) Plant and Equipment Minimum Standards and <https://construction.morgansindall.com/supply-chain>

24.3. Thumbs Up

Select projects will establish a "Thumbs Up" protocol when dealing with people and plant interface. Information relating to site arrangements will be displayed around the project and communicated during the site-specific induction / orientation.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	17 of 36

Creating a Safe and Sustainable Environment

Plant and Equipment Minimum Standards



MANDATORY	Towable Equipment	180 Degree Excavator	MM Excavator (up to 8T)	Tracked & Wheeled 360 Degree Excavator (9T and above)	Forward & Side Tipping Dumper (less than 6T)	Articulated Dump Trucks (25T and above)	Crawler Crane	Mobile Crane	Telehandler	MEWP	Ride on Cabbed Compaction Roller	Tracked Dozer	Forward and Side Tipping Dumper (6T and above)	Vacuum Extraction European Excavator EST 10/7/16/26/32T	Site Generators	Tracked Dumpster	Spider Mowers	Agricultural Tractor
Competency	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
PPM	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
LOLER/PLATEAU Legal Standards eg ROPS, FOPS, mirrors, seat belts etc) see being met in addition to above	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
360 degree all round vision (camera)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Variable track (<3T)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Mass deployment skerm	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Anti entanglement device	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Work at height protection	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Collision avoidance system (< 6T)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Collision avoidance system (> 6T)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Double locking quick hitch (<5T)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Manual/direct attachment quick hitch (<5T)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Height and slew restrictors ¹	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Speed restrictors	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Reversing/movement alarms ²	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
FGS compliant (Freight Operators Recognition Scheme), Annual MOT / 12 weekly VOSA inspections	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
DESIRABLE																		
Deckview dumpers (GTs)																		
Cabbed machine																		
Anti entanglement / secondary guarding system / material handling attachments (see appendix in document FET STD1)																		
360 degree all round vision (camera)																		
360 degree all round vision (camera) CVM pedestrian detection system																		
110v only outlets / 230v outlets to be blanked off																		
Consideration to use only Stage II B engines or better																		

Everyone has the right to be 100% Safe

This must be read in conjunction with the Plant and Equipment Minimum Standards which are available on MMS. [Click here to view the standards and equipment selection tool.](#)

1. Stage II B engines or better
2. Rider camera minimum requirement - 360 degree camera desirable
3. In belt-up areas the may be replaced with a white noise movement alarm
4. Machines 11T and over require full 360 degree camera / all machines under 11T require camera minimum requirement
5. Applied to petrol site generators only with maximum output of up to 10kva
6. This technology should be available early 2018

Environmental Requirements
London and Greater London Area

Equip infrastructure comply with Stage II B European Emission Reduction and Certification (the Road Vehicle (Type Approval) Emission Regulation) in Central London the Canary Wharf.

Some examples of MWM equipment include generators, construction machinery, mobile crane and telehandlers.

From 1st September 2015 MWM of the power between 37kw and 56kw used in London will be required to meet the standards set out below. This will apply to both variable and constant speed engines used in construction sites.

The standards will be based upon engine emissions standards set in EU Directive 2007/18/EC and its subsequent amendments. MWM used on site of any major development within Greater London will be required to meet stage IIIA of the directive as a minimum and MWM used on any site within the Central/Canary Zone or Canary Wharf will be required to meet Stage III B of the directive as a minimum.

From 1st September 2020 the following apply: MWM used on any site within Greater London will be required to meet Stage II B of the directive as a minimum. MWM used on any site within the central London area will be required to meet Stage III B of the directive as a minimum.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
PET STD11a	SH PRO	Rev 3	Martin Hall	MAR 19	1 of 1

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	18 of 36

Creating a Safe and Sustainable Environment

24.4. Compact plant

Compact plant covers the following, where control requires the operator to be on or within the item:

- Compaction rollers below 1,000mm drum width
- Mini excavators below three tonnes
- Dumpers below two tonnes
- Skid steer loaders
- Ride on mowers
- All-terrain vehicles.

The use of compact plant must be authorised by one of the following after consultation with the relevant SHEQ advisor:

- The director responsible for the project
- Operations / contracts manager.

A risk assessment must consider the use of plant fitted with a Roll Over Protection Structure (ROPS). Where a ROPS is fitted, there is also a legal requirement to fit a suitable restraining system (e.g. a seat belt) if there is a risk of anyone being crushed by the vehicle rolling over.

Consider also the risk of being trapped inside the cab of compact plant, especially when being operated near water.

The operation should be reviewed on an on-going basis to see if alternative more stable plant can be substituted.

Please refer to the [SH9 STD 04](#) Compact Plant Standard.

24.5. Excavators

The project will establish a dedicated location for the storage and change of buckets, alternative arrangements to this must only be undertaken following a detailed risk assessment.

Operators must provide evidence of specific training with regards to lifting operations if this is not included within their competency (CPCS) card.

Where quick hitch devices are used they will only be:

- The manual type
- Double locking, fully automatic device.

Excavator buckets fixed directly to the main boom pins can still be used.

Excavators with lifting duties shall have an in-date certificate of thorough examination and fully operational overload sensors fitted. Operators must provide evidence of specific training if not included within their competency (CPCS) card.

24.6. Concrete pumps

Concrete / screed pump hoses shall be fitted with purpose designed couplers and safety pins during operation. Hose locations / route should be planned to minimise impact on adjacent workers, hoses must be secured at regular intervals as identified during risk assessment to reduce inadvertent movement during operation.

The use of water to clean out concrete pump pipelines is the first choice option, unless a written risk assessment is submitted to justify as to why water cannot be used to clean out pipelines.

Where the risk assessment identifies that water is not sufficient and the use of compressed air is required, this should be authorised by the senior project lead and once authorised, controlled through a specific 'use of compressed air' method statement, which outlines the steps to be taken to ensure the operation is undertaken safely. Signed check sheets at the pump and discharge end shall be used prior to discharge.

Personnel operating concrete pumps must provide evidence of training to a nationally recognised standard.

24.7. MEWPs

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	19 of 36

Creating a Safe and Sustainable Environment

A Morgan Sindall site MEWP coordinator must be appointed where MEWPs are used on any Morgan Sindall site. Where an individual contractor wishes to use three or more MEWPs on any Morgan Sindall project, they must appoint a MEWP supervisor to coordinate their own machines and liaise with the site MEWP coordinator. MEWP coordinators and supervisors must be trained to the relevant standard and have completed the International Powered Access Federation (IPAF) 'MEWPs for Managers' training.

A suitable rescue plan must be developed for MEWPs to ensure that any emergency situations are catered for and recovery can be carried out in a safe manner in the event of an operator / individual becoming trapped. MEWP operators, supervisors or anyone else involved should be briefed on the emergency procedures to follow. The location of the operator's instruction manual should be identified in the emergency plan. Periodic drills should be carried out for those who have on-site responsibility for the rescue of a trapped person. These drills must include practising the use of the ground controls and emergency controls for each machine in use.

Where significant crush risks are present, appropriate control measures should be put in place. Crush risks could be present either while operating or when travelling around site. All boom type MEWPs in use on Morgan Sindall projects must incorporate a suitable anti-entrapment control device which must stop the movement of the machine as soon as a potential entrapment / crushing situation has been detected, and have an audible warning which can be heard by those on the ground who may need to affect a rescue.

24.8. Crank starting equipment

Plant items with crank starting handles are not permitted to be operated on Morgan Sindall projects.

24.9. Tool tethering

When work is being undertaken at height, the possibility of tools falling must be considered in RAMS. The control measures identified must be in line with the "work at height hierarchy of control" but should consider the requirement that all tools must be tethered to prevent inadvertent falling whilst in use.

Irrespective of the risk assessment the tethering of tools is required where tools could fall into a PPE free zone or a public area; these works must be subject to a specific risk assessment and development of a detailed method statement.

Tethers shall be subject to a detailed system of regular inspection, as defined within the specific risk assessment.

24.10. Portable tools

Portable tools must only be used by a competent person. The tools are to be adequately controlled to ensure secure storage and maintenance. They must be inspected before use and receive formal planned maintenance in line with the manufacturer's instructions. Portable electric tools must be inspected before use and written records completed weekly and be subject to a combined test / inspection at least every three months. A record of inspection and maintenance of portable tools should be held on site.

The employer shall ensure that risk from the exposure of employees to vibration is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as possible by establishing and implementing a programme of organisational and technical measures appropriate to the activity. Where vibratory tools are in use, the trigger times of individuals must be monitored and recorded, this recording may be by automatic electronic means and should identify when an individual is near to the exposure action value and exposure limit values.

When compressed air is to be used, the following must be in place, where applicable:

- A current / in date pressure vessels certificate of air receivers
- Low vibration tools
- Silenced compressors and tools
- Air lances are to be provided with isolation valve on the lance
- Whip checks fitted on all hose connections
- Only Q type fittings, with a standard claw coupling and safety clamp
- 300 Pounds per Square Inch (PSI) hoses to British Standard European Norm, BS EN ISO 2398 and BS 5118/2 specifications.

Craft knives with fixed blades shall not be used, instead safety knives i.e. retractable hoods, industrial scissors

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	20 of 36

Creating a Safe and Sustainable Environment

etc. should be used. Where this is impractical, a specific risk assessment shall be produced, detailing the measures to protect against the risk of cuts.

24.11. Industrial lasers

Where industrial lasers of class 3A or higher are required, a laser safety adviser must be appointed and a system of work established which ensures that no person can look into the beam.

24.12. Engineering controls

Engineering controls should be provided to minimise dust and noise during use. This may be the provision of noise baffles or dust suppression in the form of water spray or vacuum. Only Medium (M) or High (H) specification vacuums should be used for on tool extraction.

Vacuum cleaners in the construction environment should include M or H filters only.

24.13. Chain saws

Chain saws can only be used in agreement with Morgan Sindall and where operators are suitably trained and provided with appropriate, specialist full protective chainsaw PPE including upper body protection.

24.14. Cutting stations

Dedicated cutting stations shall be established at all work locations when required, such stations shall be constructed to reduce the risk of physical and occupational health injuries. Proprietary cutting stations should be considered before being constructed on site. Subcontractors are responsible for all costs associated with cutting stations. Cutting stations should include as a minimum the following:

- Suitable task illumination
- On tool extraction (minimum m type)
- Working height resulting in operator being in standing posture, not working from kneeling position
- Noise reduction measures
- Material handling measures (especially long lengths of materials)
- Clear floor space around cutting station
- Necessary fire precautions and permit if works involves hot works / cutting.

24.15. Drones

Drones are only permitted to be used on Morgan Sindall projects following risk assessment and review of the Morgan Sindall's [SH1 STD 04](#) Unmanned Aerial System (UAS) drones small unmanned aircraft operations standard. Under no circumstances are privately owned drones permitted to be operated from a Morgan Sindall premise.

24.16. Vacuum excavators (vacuum extraction)

Prior to using vacuum excavators, a risk assessment should consider the communication protocols between team members using vacuum excavation and the protection of people from noise, dust and flying particles. Specific considerations should be given to vacuum extraction units to be used in line with the following minimum standards:

- Novice operators with no industry or machine experience must have undergone no less than 35 hours of targeted training with a vacuum extractor
- Operators must hold CSCS / Energy and Utility Skills Register (EUSR) Skill Card (TT-UK Suction Excavator category) as a minimum
- Operators must maintain a Plant Operator's Logbook
- Operators must hold Heavy Good Vehicle (HGV) / Large Good Vehicle (LGV) Cat 'C' (Class 2) licence if appropriate
- Operators must remain in control of the remote control unit at all times
- Operators must work from a position of safety at all times
- Instructions to supporting team members must be provided, including knowledge of how to stop the machine in the event of an emergency
- Exclusion zones must be sufficient for the intended work and maintained
- Only 250mm / 280mm Polyethylene (PE) nozzles shall be used (metal nozzles are not permitted unless authorised by the site manager following a risk assessment) and must be risk assessed, the nozzle must not be used to cut earth

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	21 of 36

Creating a Safe and Sustainable Environment

- Air lances or other hand-held air tools must be fully electrically insulated
- Water systems shall be used if the ground conditions prove to be challenging for air tools
- Ground piercing accessories shall not be used unless agreed by the Morgan Sindall, subject to risk assessment
- Trial holes must be used to locate services, sizes to be determined by risk assessment
- Manufacturer’s instructions shall be followed for start-up and shut down procedures.

25. PPE

[Please click here for the visual standard.](#)

25.1. Specific details will be provided during the site induction / orientation, however it is a Morgan Sindall requirement that whilst on site all persons shall wear as a minimum:

- Safety helmets, (on rail and highways projects these must have hi-visibility reflectors)
- Safety footwear (with steel toecaps and puncture resistance insoles, mid sole protection)
- Gloves suitable for the task (by risk assessment)
- Light Eye Protection (LEP)
- Long trousers or overalls (shorts not permitted)
- Short or long-sleeved shirt / t-shirt (singlets not permitted)
- High visibility clothing to the required EN20471 specification code/s, where identified in the risk assessment.

The use of task specific PPE to reduce risk (in addition to the minimum PPE requirements) will be the last resort. The risk assessments must identify where any PPE is required and, where it is identified as a control measure, it must be appropriate for the risk, suitable for the employee and comply with the minimum Morgan Sindall standards. Where a risk assessment identifies a greater level of protection e.g. working in electrical or nuclear environments, relevant PPE must be provided and worn. Employees shall make full use of PPE identified in those risk assessments. Morgan Sindall site management reserves the right to remove or instruct the removal from site of any person not complying with the rules regarding PPE, either in these standards or identified in the task risk assessment.

25.2. Footwear should be appropriate to the work being done. Open top boots should not be worn where there is a risk of hot or corrosive substances entering the top. Where customers specify specific types of footwear, these must be provided, free of charge, to employees and the requirement communicated prior to induction.

25.3. LEP will not be suitable for all activities and operations and impact rated protection must be worn when the risk assessment identifies that there is a risk of flying objects / particles penetrating LEP.

25.4. Where Respiratory Protective Equipment (RPE) is required, it should be appropriate to the risk. An individual mask specific face fit and test must be undertaken for each user. Copies of certificates must be available for inspection. The minimum level of respiratory protection for most construction activities is an Assigned Protection Factor (APF) 20. This is equivalent to disposable half mask respirator FFP3, or re-usable half mask respirator with P3 particulate filter according to BS specification. Considerations should be given to self-checking masks as a way of providing on site assurance as to an effective mask seal.

25.5. Persons using RPE shall be cleanly shaved, persons whom choose to not shave for personal or religious reasons should be provided with air feed RPE to provide protection from dust, at the cost of the contractor. Alternatively, a different role should be found which does not release dust.

25.6. Where persons are required to carry out work at night in isolated areas i.e. rail, highway maintenance etc. and personal lighting is needed, this will be considered to be PPE and will be provided free of charge by their employer.

25.7. Provision of training in the use of items of PPE and its storage / maintenance / inspection should be appropriate to its use. Certification of training will be required for specific items of PPE such as respirators and safety harnesses.

25.8. Harnesses

Only full body harnesses are to be used.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	22 of 36

Creating a Safe and Sustainable Environment

Where the use of harnesses is identified in a risk assessment, the following applies:

- The user must receive training in the fitting, use, checking and maintenance of the harness. Records of training must be available
- All harnesses must have an in-date certification of inspection
- Harnesses must be issued to the individuals as PPE.

When specifying the use of harnesses as a control measure for work at height, priority must be given to lanyards which restrain access to edges above those that arrest falls.

26. Pre-agreement as to safe work procedures

[Please click here for the visual standard.](#)

- 26.1.** A SHEQ prestart meeting will be held for each subcontractor prior to commencing work on any Morgan Sindall project. This may be repeated if the contractor undertakes phased works which require absence from the site for an extended period of time.
- 26.2.** Risk assessments and, where identified, SSOW will be produced for all work activities on Morgan Sindall projects. Work will only commence after these documents, if applicable, are agreed as acceptable by Morgan Sindall management and briefed to those undertaking the task or activity. Where there is a significant change in the work procedure that is likely to result in a deviation from the agreed SSOW, work must stop until the risk assessments etc. are revised, agreed and re-briefed to the workforce.
- 26.3.** Risk assessment, SSOW and work package plans must be assessed in line with the Morgan Sindall's [SH1 FRM 05](#) Tracking and Content Sheet, which must be completed in full before the works commence. Where a subcontractor sub-lets work, it shall still ensure an adequate and suitable risk assessment is produced. Where this indicates a requirement for written controls, a SSOW or method statement shall be produced by the sub-subcontractor. This will require approval of the employer (the sub-let contractor), the subcontractor and acknowledgement by Morgan Sindall.
- 26.4.** Subcontractors must provide their risk assessment and other control documents at least **five** working days prior to their commencement on site.
- 26.5.** Where Morgan Sindall or one of its subcontractors assumes a design responsibility, 'Safe and Healthy by design' must be applied. This includes risk management techniques during the design process, to eliminate or minimise risk which could arise during construction, maintenance and repair of the structure and its associated parts. A process must be established in respect of any residual risks to keep them under regular review.
- 26.6.** Subcontractors must cooperate, where applicable, in the overall design process with Morgan Sindall, the principal designer and any other designers who have an interface or input into the project. They should agree with Morgan Sindall as to the provision of common facilities, plant, equipment, etc.
- 26.7.** Morgan Sindall and subcontractors must identify, in conjunction with the principal designer, their input into the health and safety file and establish, or comply with, procedures for its production and compilation.
- 26.8.** Cooperation is an essential element of Construction Design and Management (CDM) and contractors must cooperate with each other and with Morgan Sindall. In particular, co-operation measures will include:
- Complying with these standards and any other conditions defined within the contract and the Morgan Sindall management plans
 - Identifying hazards and assessing the risk they pose from their work and communicating this to others
 - Consulting with Morgan Sindall about risks arising from the works of Morgan Sindall or contractors to ensure the proper coordination of control measures
 - Ensuring the standards applied to plant, equipment, systems of work and the workplace under its control comply with these standards and are adequate at all times
 - Providing information to the workforce and affected third parties on the risks associated with their work and the preventative and protective measures being taken to ensure their health and safety and the protection of the environment.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	23 of 36

Creating a Safe and Sustainable Environment

27. Quality management

[Please click here for the visual standard.](#)

- 27.1. Morgan Sindall operates a quality management policy that requires the implementation of quality management systems on all of its contracts. Accordingly, all persons are required to cooperate and comply with that policy.
- 27.2. In line with the Quality Management process (Q PRO), the necessary quality control standards shall be described in the project Inspection and Test Plan (ITP). This shall describe all the necessary quality control including schedule of inspections, tests and samples or mock-ups that are required to meet specification.
- 27.3. Contractors shall appoint authorised, competent persons to supervise and monitor their element of the work. They shall ensure that all material, equipment, plant and personnel used are capable and have the capacity to ensure conformance with the contract specification and requirements.
- 27.4. Morgan Sindall will monitor and approve work elements. Where work is not to the required standard, any rework shall be undertaken at no cost to Morgan Sindall.
- 27.5. A programme for the execution of the works shall be produced where required. It shall include dates for receipt and approval of the suppliers' drawings, calculations, materials etc. where required under the contract.
- 27.6. Agreed inspection, test and check sheet regimes shall be applied and records shall be retained to verify compliance with the contract in a readily retrievable system.
- 27.7. Contract management shall ensure all non-conformance, including material rejects, poor build, quality issues or matters arising from audits and inspections, are effectively managed. This is to ensure the continued effectiveness and continuous improvement of quality performance on our projects.

28. Reporting of accidents and dangerous occurrences

[Please click here for the visual standard.](#)

- 28.1. Morgan Sindall site management must be notified immediately of any accident, near miss (learning event) or environmental incident that occurs on or in connection with the project resulting directly from work or services being undertaken on site.
- 28.2. For any injury or dangerous occurrence which requires reporting under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR), subcontractors shall provide a copy of the statutory notification F2508 and a copy of their investigation report, to Morgan Sindall.
- 28.3. Morgan Sindall will have overall responsibility for the coordination of all accident investigations.

29. Safety representatives, safety committees and worker engagement

[Please click here for the visual standard.](#)

- 29.1. Subcontractors must inform Morgan Sindall site management, in writing, of the appointment of an employee safety representative or the forming of a safety committee under the Safety Representatives and Safety Committees Regulations. Morgan Sindall site management shall also be consulted by subcontractors prior to any duties being taken up by such representatives or the committee meetings upon the site.
- 29.2. Morgan Sindall uses a range of worker engagement forums and employees and operatives will be expected to support and participate in these forums and associated schemes.
- 29.3. Morgan Sindall uses a Positive Intervention system for receiving feedback from the workforce. Subcontractors must make their employees aware of this system so that they can contribute to the feedback.

30. Scaffolding

[Please click here for the visual standard.](#)

- 30.1. Written confirmation is required to demonstrate that a person independent from those directly responsible for the design has checked the scaffold details and calculations in accordance with the Temporary Works Procedure

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	24 of 36

Creating a Safe and Sustainable Environment

([SH PRO 07](#)). This confirmation shall be in place before work commences. For complex or high risk designed scaffolds, details of the qualifications and professional indemnity insurance of the person designing or checking the design shall be in place before work commences. Please see Temporary works / false work / formwork section 37.

- 30.2. All scaffolds which are considered “basic” structures should be designed in accordance with National Access and Scaffold Federation (NASC) TG20. The scaffolder will issue two TG20-13 Compliance Sheets completed and signed by two competent members of the scaffold company.
- 30.3. Any scaffold erected, or substantially adapted or altered, shall not be used unless, following an inspection of the scaffold, a handover certificate confirming that the scaffold is in good order has been issued.
- 30.4. Scaffolds, including mobile tower scaffolds and Podiums, shall be identified by a scaffold status identification system, e.g. SCAFFTAG system or similar
- 30.5. A competent supervisor shall be in charge of all scaffold works who, in the case of erecting, striking or adapting a scaffold, must be a Construction Industry Scaffolders Record Scheme (CISRS) advanced scaffolder. An overall ratio of 1:8 advanced to basic scaffolders must not be exceeded and only one trainee scaffolder will be permitted per advanced scaffolder.
Evidence must be obtained of training and competence of persons who are to erect, alter or dismantle scaffolds on the site, including Prefabricated Access Suppliers and Manufacturers Association (PASMA) certification for the erection of mobile towers.
All scaffolders must be holders of a relevant CISRS card and at least one scaffolder in each gang must be an advanced scaffolder with CISRS card.
- 30.6. All scaffolders shall wear a safety harness at all times whilst on site, and be trained in its use. Harnesses are to be used in accordance with the NASC current guidance. All erection, dismantling or alteration works, including the circumstances when and where safety harnesses are to be attached, shall be fully detailed within a risk assessment and SSOW.
- 30.7. At the SHEQ prestart meeting held for each contractor, where scaffold is identified, a competent person must be appointed to undertake scaffold inspection as required by The Work at Height Regulations, at the frequency stated, and provide a written report or make an entry in the working platforms register held by Morgan Sindall on site. Inspection of scaffolds must only be undertaken by a person with appropriate training and certification to a recognised scheme e.g. CISRS scaffold inspection.
- 30.8. Ten per cent of the total of any anchor bolt ties shall be load tested and copies of test certificates obtained. Ties which have been tested should be marked as such. Where a test indicates a failed anchor, ALL the anchors used must be tested.
- 30.9. All edge protection, including scaffolds, roof edges and floor edges, shall, in all cases, incorporate material fall protection of suitable strength and construction to prevent the fall of any material being brought onto the scaffold platform. The only exception to this requirement is by specific risk assessment, identifying that there is no material being used on the platform. The risk assessment must be approved by the director responsible for the project. Where scaffolding is sheeted, the material used must meet the LPS 1215 standard.
- 30.10. Loading bays on scaffold shall be fitted with a suitable loading front up and over protection system which provides continuous fall protection. All loading bays, platforms etc. shall be fitted with adequate guardrails and materials fall protection on all exposed sides. SWL will be displayed pictorially to each loading bay / tower.
- 30.11. Staircases are to be the default means of access to scaffolds with the use of ladders subject to a specific risk assessment. Where scaffold access by ladder is the only remaining option, ladder towers shall be used. Where this is not practicable, access points shall be protected by a spring or gravity gate or, if integral, a hinged flap. All ladders, where provided, shall be in sound condition, placed at the correct angle, and firmly secured when in use. Designs will be in place for all staircases.

31. Services and operating processes
[Please click here for the visual standard.](#)

31.1. Before commencing any work which is likely to affect any operating process, machinery, or service, permission

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	25 of 36

Creating a Safe and Sustainable Environment

shall be obtained from Morgan Sindall site management. This also applies to the coupling in of any compressed air line, steam line, oxygen line, vacuum, fuel line or other similar service.

31.2. Pressure testing of services must only be undertaken following written approval by Morgan Sindall, written notice of intention to test must be submitted by the person undertaking the testing at least three days prior to the planned operation.

31.3. Hydrostatic testing shall be used as the default method for pressure testing of services. If, for technical reasons, air or gas pressure testing is unavoidable the subcontractor must obtain formal written permission from the system designer and agree testing procedures with the designer and Morgan Sindall. A detailed SSOW procedure shall be provided.

32. SHEQ inspections
[Please click here for the visual standard.](#)

32.1. Morgan Sindall’s management team, including the SHEQ professionals, will carry out SHEQ inspections as identified in the Project Execution Plan ([PM PLN 01](#)). Reports will be produced as required and any remedial actions will be allocated to the responsible persons / contractors. These actions must be closed out to the satisfaction of the originator in the specified time.

32.2. Subcontractors’ management teams, including the SHEQ professionals, are expected to undertake similar inspections and produce reports on their findings. Reports may be displayed on the site notice board and discussed at the relevant site meetings, to provide feedback and learning to the project personnel.

33. SHEQ professionals
[Please click here for the visual standard.](#)

33.1. Morgan Sindall employs SHEQ professionals to advise and assist the business and projects on all aspects of SHEQ. Where a subcontractor’s number of employees working across Morgan Sindall projects exceeds 30, it is a requirement that it employs a project professional SHEQ adviser(s) to monitor its work or services to an agreed frequency and standard, the minimum frequency for project visits should not exceed every four working weeks. Reports on the findings and observations are to be provided to Morgan Sindall before leaving site.

34. Statutory improvement, prohibition, notice of contravention and other notices
[For visual standard please click here.](#)

34.1. Where any notice is served or letter or communication received from any enforcing authority, a copy must be sent to senior management without delay. Subcontractors must provide Morgan Sindall with a copy of any correspondence received.

Contractors are responsible for any costs incurred directly as a result of enforcement action.

35. Substance misuse (drugs and alcohol)
[Please click here for the visual standard.](#)

35.1. All persons shall comply with Morgan Sindall’s (as well as any customer imposed) [MS POL 04](#) Substance misuse policy. Appropriate information on the substance misuse policy and work rules will be provided at the induction for any Morgan Sindall premises or project.

35.2. Morgan Sindall’s substance misuse policy sets minimum standards in respect of substance misuse. Any personnel on site must submit themselves for random, post-accident / incident or “for cause” testing for alcohol and/or illegal drugs if requested by Morgan Sindall site management.

35.3. Failure of a test or refusal to undertake a test will be considered as a fail. This will result in the individual concerned being barred from working within a Morgan Sindall project / location for a minimum of two consecutive years. This restriction will only be lifted after two complete years from the date of the test, and the submission of a passed test result, undertaken at the cost of the contractor or employee directly.

35.4. Entry to the site will be refused to any visitors or employees who appear unfit through substance misuse. Illegal drugs or alcohol shall not be brought within the site boundary.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	26 of 36

Creating a Safe and Sustainable Environment

- 35.5. Where a project is covered by the Transport and Works Act, employees must be made familiar with their statutory duties and they should be aware that specific organisations such as Network Rail have a mandatory policy of screening for alcohol and illegal drugs through routine and random testing, and with which all persons engaged upon such contracts will be required to comply.
- 36. **Sustainable timber sources**
[Please click here for the visual standard.](#)
- 36.1. It is Morgan Sindall's policy to only use sustainably and responsibly sourced certified timber and timber products, on all sites, in line with legislation.
- 36.2. Subcontractors and suppliers are expected to operate in accordance with this policy, by providing evidence on the quantity, type, source, and certification status of any timber and/or timber products brought onto site. Chain of custody certification includes Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC).
- 36.3. Where chain of custody evidence, such as PEFC or FSC is not provided, then Morgan Sindall has the right to refuse delivery of the relevant timber on to site.
- 36.4. Where timber is found on site, without the necessary accompanying chain of custody evidence, this will be investigated by Morgan Sindall and a robust corrective plan put in place. This applies to timber purchased by our subcontractors and client supplied timber and timber products.
- 37. **Temporary works / false work / formwork**
[Please click here for the visual standard.](#)
- 37.1. All temporary works must be managed in accordance with B5975:2019 - Code of practice for temporary works procedures. Morgan Sindall will appoint a Principal Contractor's Temporary Works Co-ordinator (PC's TWC) who will retain overall responsibility for management of temporary works, but where subcontractors manage their own temporary works within that site, they will be required to have their own procedures and appoint their own TWC.
- 37.2. An appropriate number of temporary works supervisors will also be identified and these maybe Morgan Sindall or subcontractor employees.
- 37.3. All such works shall be covered by a detailed method statement that shall indicate how calculations, designs, pre and post loading checks, etc. are verified / established. The activity shall be under the direct supervision of a competent person familiar with the relevant BS / HSE guidance for such works.
- 37.4. Written confirmation must be obtained, that temporary works design details and calculations have been checked by a person independent from those directly responsible for the design. This check may be carried out in the same office by someone not involved in the design. This confirmation, together with the information required above, shall be submitted to the Morgan Sindall TWC before work commences. Morgan Sindall reserves the right to check these details and apply a charge, for the checking.
- 37.5. For complex or high risk temporary works, details of the qualifications and professional indemnity insurance of the person checking the temporary works design shall be provided to the Morgan Sindall TWC before work commences.
- 37.6. A request for a permit to proceed or similar will be submitted to the Morgan Sindall TWC prior to continuation of the works.
- 37.7. Reinforcement starter bars or other parts of the permanent structure that are left protruding shall be protected with suitable caps or boxing.
- 37.8. Access into and onto shutters and elevated work places shall be by a suitable safe means, the climbing of railings, column clamps, etc. will not be permitted.
- 37.9. During the construction of Reinforced Concrete (RC) frames, the types of edge protection must be agreed in

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	27 of 36

Creating a Safe and Sustainable Environment

advance with Morgan Sindall, with particular attention on edge protection to the building perimeter, openings such as risers and shafts, and leading edges. Physical protection must be in place behind the leading edge to prevent those not protected by other means of fall protection, from approaching the leading edge.

38. Traffic management and People Plant Interface

[Please click here for the Traffic Management visual standard.](#) Coming soon the People Plant Interface visual standard.

38.1. Each project will produce, implement and keep up to date, a traffic management plan, the objective of which, where possible, is to segregate vehicles and pedestrians, and prevent the uncontrolled reversing of vehicles. It will also include arrangements for consideration to vulnerable road users in the delivery arrangements and any measures required in complying with project, customer or local authority specific requirements regarding the vehicle's features to protect vulnerable persons. All persons on site must familiarise themselves with the requirements of the plan and ensure compliance at all times.

38.2. In addition, the following need to be part of the overall traffic management with regards to the local neighbourhood:

- Suitability of materials used in construction of access roads
- Potential noise, dust and congestion impact
- Timing of deliveries associated with local amenity use such as school opening and closing times
- Unsociable operating times.

38.3. Competent vehicle marshals, trained to a recognised standard, must be appointed to control all vehicles. Where this is identified by the traffic plan or risk assessment.

39. Vehicle drivers, including delivery drivers

[Please click here for the visual standard.](#)

39.1. The following requirements apply to all vehicle drivers, including those delivering and picking up materials, plant or personnel to Morgan Sindall sites:

- All drivers must report to and sign in at the site offices on arrival
- All vehicles shall be subject to inspection to ensure they are safe to be operated. All vehicles must be maintained in accordance with the manufacturer's maintenance schedules. Records / any appropriate certificates of examination, etc. should be made available for inspection
- No person should ride on vehicles without a proper seat fitted. ROPS must be fitted to vehicles without cabs and seat belts worn at all times
- No driver shall tow unless licenced to do so (category B+E)
- The site speed limit specified for the project must not be exceeded
- Do not reverse vehicles that do not have all round visibility without using a vehicle marshal
- Park where instructed. Do not obstruct roads, footpaths, access points or loading areas, reverse parking should be a minimum consideration in all project and office car parking locations
- The driver must comply with the Morgan Sindall PPE minimum standards, when outside the cab, (head, foot, hand and eye protection and wear high-visibility clothing. Other PPE may be required as dictated by Morgan Sindall)
- Keys are not to be left in unattended vehicles. Engines must not be left running when the vehicle is unattended
- Operatives should drive according to weather conditions, using lights as required
- Stay in the cab during loading / unloading unless instructed otherwise
- Beware of plant operating around your vehicle
- Specific operating of any vehicle's component parts such as the closing and opening of tailgates is the responsibility of the driver. Do not ask or expect any other person to do this for you
- Work in accordance with any risk assessments or systems of work that are applicable to the work
- Mobile phones or hand free device shall not be used or programmed whilst driving or whilst involved in any activity associated with the vehicle, even with hands-free equipment
- Any spillage of vehicle fluids must be reported to the Morgan Sindall management so that the appropriate clean up procedures can be instigated
- No children or pets are permitted in cabs / vehicles.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	28 of 36

Creating a Safe and Sustainable Environment

Articulated tippers should only be used as a last resort and where an appropriate risk assessment has been carried out to determine the risk of overturning during tipping. It must take into account, the terrain, the gradient of the tipping area and the material being transported. If used, articulated tippers must have risk assessment related to their tasks. Articulated tippers are to have remote opening tailgates and sheeting to prevent dust or debris from spilling the loads. They must also have rear fitted Closed Circuit Television (CCTV) cameras to aid visibility.

40. Void and hole protection

[Please click here for the visual standard.](#)

Where there is a risk of persons and/or materials falling through openings in floors, including risers and lift shafts, they shall have suitable edge protection installed or be securely covered to prevent access. Opening covers shall not be removed until alternative protection is in place. Covers over openings are only permitted if they are load bearing, are secured in position and have clear signage advising 'Danger! Hole Below'. Under no circumstances should any opening be protected by covering it with any unfixed cover or without adequate signage. The use of proprietary lift gates to lift shafts is required and should be provided through the lift package to aid consistency.

The requirement detailed below applies to all openings into inspection chambers (manholes), shafts, chambers or openings in floors which have not had the permanent covers fitted or infilling completed.

40.1. Openings in buildings (e.g. floors, floor slabs, lift shafts, walls)

The size and type of openings will determine the type of protection and shall apply to holes, openings, in floors, floor slabs, inspection chambers, lift shafts, stairwells, storage tanks or any other type of opening where there is a risk to persons and/or material falling etc.

Openings in floors shall only be formed with the consent of Morgan Sindall site management.

Opening coverings shall not be removed without the consent of Morgan Sindall site management.

40.2. Opening size up to 250mm squared

- A secured 18mm plywood cover with 50mm bearing shall be placed over the opening
- The hole shall be identified by a bold notice stating 'WARNING. HOLE BELOW'.

40.3. Opening size from 250mm to 750mm squared

18mm plywood shall be secured to a frame made of 50mm batten to form a cover for the opening.

40.4. Hole greater than 750mm squared

A double guardrail with toe-board shall be fixed around all open sides of the hole, or fully secured scaffold boards, covering the opening, adequately supported at 1.2 centres a sign securely attached as above ('WARNING. HOLE BELOW').

40.5. Holes where plant movement is required

Special consideration shall be given to openings where plant is used. Where the above precautions are likely to restrict movement and cause additional hazards then consideration shall be given to plating smaller sized openings with steel plate (suitably signed) of sufficient strength to safely support maximum imposed loads.

Further risk control methods may have to be considered where, for example there is the likelihood of trespass, intentional or unintentional, members of the public, and particularly children.

41. Waste management

[Please click here for the visual standard.](#)

41.1. Good housekeeping is essential for the maintenance of a safe and healthy working environment. If a subcontractor fails to comply with Morgan Sindall's reasonable request to maintain the area in which it has worked in a clean and orderly condition, Morgan Sindall may undertake the work on the subcontractor's behalf and contra-charge accordingly.

41.2. All projects are expected to adopt site waste minimisation practices and apply the waste hierarchy in line with

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	29 of 36

Creating a Safe and Sustainable Environment

duty of care requirements. Controls with regard to waste management and minimisation will be included in the risk assessments.

- 41.3.** All employees involved in the disposal of waste must be instructed in the requirements of all waste segregation and recycling arrangements for the site.
- 41.4.** Prior to the removal of any waste from the site, Morgan Sindall site management will identify its type, description, quantity and planned recycling option or disposal location. Morgan Sindall environmental advisors can advise on the temporary containment on site and the resultant disposal of gypsum based products and hazardous waste.
- 41.5.** Certain waste management operations require an environmental permit, or exemption to be in place. Where such permits or exemptions apply to a project, the details and requirements of the permit will be communicated to all concerned parties. Method statements must be produced and implemented where specific waste controls and practices are required to facilitate compliance with the permit (or exemption).
- 41.6.** These standards apply to all subcontractors or suppliers who have a responsibility for removal of waste from site including:
- A subcontractor whose work package includes disposal of its own waste, or
 - A subcontractor who supplies the facility (skips, wagons, etc.) for waste removal and removes waste from site, or
 - Any other subcontract not covered by the above but which involves any removal of waste from site, such as spoil or arising's from excavations, demolition, muck – shifting operations etc.
- 41.7.** Morgan Sindall requires details on the type, quantity and destination of waste generated from site, as contained in the [E FRM 09](#) Controlled Waste Transfer Note. All such information shall be provided by the subcontractor to Morgan Sindall prior to waste removal from site.
- 41.8.** In order to comply with Morgan Sindall's requirements, the following will be provided free of charge by the contractor:
- A copy of the waste carrier's, broker's or dealer's licence(s) issued by the Environment Agency (EA), or Scottish Environmental Protection Agency (SEPA) for those contractors removing waste from Morgan Sindall projects, offices or other sites under Morgan Sindall control
 - A copy of the waste management licence, landfill permit or waste management licence / environmental permit exemption for the facility the waste is taken to, as issued by the regulator. Examples of appropriate licences include landfill site licence, transfer station site licence, recycling site licence, environmental permits
 - A monthly waste return providing details of the following:
 - Total quantity (mass-kg) of waste removed from site
 - Quantity (mass-kg) of earth (muck shift) or demolition waste
 - Types (description and list of waste code) (European Waste Codes (EWC) / List of Wastes (LoW)) and quantity (mass-kg) of waste that is disposed of in landfill
 - Type (description and list of waste code) (EWC / LoW) and quantity (mass-kg) of waste that is recycled (e.g. paper 20 01 01; 400kg, wood 17 07 07; 800kg)
 - Type and description as above for waste otherwise incinerated, reused or reprocessed into 'non-waste'.
- 41.9.** The subcontractor will indemnify Morgan Sindall against any cost, claim or other liabilities arising out of the unauthorised handling or disposal of waste products removed by it from site.
- 41.10.** The provision by the subcontractor of the required certification / returns set out in the condition above is a pre-requisite to the release of payment.
- 41.11. Waste reporting**
- i. The subcontractor shall, prior to start on site, assist with the production and/or update of the SWMP
 - ii. The subcontractor must provide a record of progress towards, and achievement of applicable targets for wastage, waste reduction, and recovery, at least monthly, through to conclusion of the project in a legible form, ideally a Microsoft Excel (or similar) spread sheet
 - iii. The subcontractor must provide information, where applicable, on the percentage and value of recycled content and reused materials planned and actually used in the construction project
 - iv. The subcontractor must meet the target performance levels agreed upon for waste reduction, recovery and

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	30 of 36

Creating a Safe and Sustainable Environment

- recycling
- v. Within two months of the end of the construction work, the subcontractor must submit, in writing, the reasons for any significant deviations between its actual waste figures and those originally estimated, i.e. conduct a documented review of its input into the Site Waste Management Plan (SWMP) ([E FRM 03](#))
- vi. The contractor will endeavour to apply the waste hierarchy in all waste management activities, ahead of final disposal, and in line with Waste Regulations.

42. Work at height

[Please click here for the visual standard.](#)

- 42.1.** Considerations for the prevention of falls from height (including through fragile materials) must follow the hierarchy of control within the Working at Height Regulations and the CDM Regulations, prior to any works at height being undertaken.
- 42.2.** Where the work involves a risk of falling, specific statutory requirements that apply shall be complied with and measures implemented that use physical fall prevention (e.g. safe working platform, guardrails etc.) in preference to the use of fall arrest equipment (e.g. safety harnesses, safety nets, etc.). A specific risk assessment for working at height must be produced before commencing the works.
- 42.3.** Step ladders and ladders shall only be used as a last resort and in such exceptional cases, the following must apply:
- All step ladders and ladders shall be of industrial specification (class one)
 - A specific risk assessment must be undertaken which justifies why other access equipment cannot be used
 - A specific permit to work shall be issued by the Morgan Sindall management to the operative who will be undertaking the work. Permit to be held by the individual concerned for the duration of the task. Such permits are issued individually and are not to be used to cover areas.
- 42.4.** These requirements also apply to ladders used to access to excavations, pits, basements, etc.
- 42.5.** Trestle type scaffolds shall not be used as working platforms or as a means of access unless they incorporate a proprietary edge protection system and access arrangements, which satisfies the requirements of the Work at Height Regulation.
- 42.6.** Hop-ups shall only be used if they are designed and manufactured for that purpose and not more than 500mm in height. Platform dimensions should be no less than 600mm x 600mm. In all cases a specific risk assessment shall be carried out prior to use.
- 42.7.** Personal stilts shall only be used following a detailed risk assessment, floor areas must be clear of trip hazards, floor surfaces must be dry, reducing the risk of slips whilst wearing stilts.
- 42.8.** Poduims must be fitted with a gate, preferably self-closing, anti-surf in design with a maximum of two wheels. Outriggers must be fitted and used if required by manufactures instructions.
- 42.9.** As required by the Build UK, persons using MEWPs and employed as net riggers, steel erectors or associated trades, must be in possession of International Powered Access Federation (IPAF) Powered Access Licence Plus (PAL+).
- 42.10.** Employees shall, whilst working in the basket of a boom type mobile elevating work platform, wear a full body harness (to BS EN 361) and restraint lanyard (to BS EN 354) which shall be attached to the manufacturer's anchor point within the basket. Operators must be in possession of a valid certificate of training, e.g. IPAF or CPCS, familiarisation training will not be accepted. Suitable resource plans must be in place prior to work starting. Travel routes for MEWPs must be fully considered before works commence on site to ensure safe, stable and level access. Consideration must also be given to restriction of pedestrians entering the MEWP operating zone, particularly where MEWPs are operating across doorways. Routes should be clearly defined within the Traffic Management Plan.
- 42.11.** Designers must consider integral lockable permanent manhole covers, which eliminate the need for temporary covers at any stage of construction. Where these cannot be designed in, the accepted form of manhole

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	31 of 36

Creating a Safe and Sustainable Environment

protection is a properly constructed scaffold frame and toeboards.

42.12. Safety netting is the preferred method of preventing injuries due to falls from height during roof work, where the structure allows. Should an alternative method be considered, it should be justified using a risk assessment. Safety netting must only be erected by approved companies and appropriately trained operatives. Training records for statutory safety net inspection should be held on site.

42.13. Where operatives require access onto trailers / vehicles to assist in unloading of vehicles, this is work at height and the hierarchy of control must be implemented, i.e. preventing falls of persons / materials and a risk assessment must be produced.

43. Working in occupied premises

[Please click here for the visual standard.](#)

43.1. The following shall apply when working in occupied premises:

- All walkways and means of escape shall be kept free of obstruction, trip hazards and rubbish
- Any specific rules put in place by the owner / occupier of the premises must be complied with
- Hot work permit procedure shall be used for ALL hot work
- Report immediately, the discovery of any hazardous conditions or substances, e.g. asbestos, fire hazards, unexpectedly live services, etc.
- Minimisation and control of the generation of dust, vibration and noise
- Implementation of stringent waste clearance regimes
- Respect the occupiers of the building, particularly in school, college, residential and office premises
- Never leave tools or equipment unattended in areas where unauthorised persons may interfere with them
- A specific fire plan should be prepared to detail emergency procedures in the event of a fire occurring within the occupied or construction area to notify the other respective building user for a coordinated response
- Client requirements for staff vetting must be complied with, exact details of such vetting will be established during contract negotiations.

44. Work Related Road Risk (WRRR)

[Please click here for the visual standard.](#)

44.1. WRRR is an ever-growing issue in the construction industry, and Morgan Sindall considers the management of such issues to be fundamental in maintaining a safe and healthy environment outside of the boundaries of our construction projects. As part of Morgan Sindall's commitment to extending safety management outside of the project boundary, all subcontractors and suppliers who work on behalf of Morgan Sindall are to be fully conversant with the Construction Logistics and Cyclist Safety (CLOCS) standard.

44.2. Fleet operators shall ensure that any vehicle routes to sites or premises specified by Morgan Sindall are adhered to unless directed otherwise. Fleet operators shall properly communicate any routing and access requirements provided by Morgan Sindall to all drivers accessing a site.

44.3. Fleet operators shall ensure that all drivers (including those exempt or not in scope of Driver Certificate of Professional Competence) undergo approved progressive training and continued professional development specifically covering the safety of vulnerable road users. Fleet operators shall ensure that a system is in place to ensure all drivers hold a valid licence for the category of vehicle they are tasked to drive and any risks associated with endorsements or restriction codes are effectively managed.

44.4. All requirements of this section (WRRR) would also apply to any sub-let packages, for example where materials are delivered to a Morgan Sindall project on behalf of a subcontractor.

44.5. Morgan Sindall has in place a monitoring system to check compliance with FORS. Morgan Sindall reserves the right to carry out vehicle and driver audits when they attend any Morgan Sindall project. The purpose of this is to ensure compliance with the above, and to issue non-conformances as necessary. Non-conformance, depending on severity may result in vehicles being refused entry to a project. Repeated issues of non-conformances may result in formal contractual action being taken.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	32 of 36

Creating a Safe and Sustainable Environment

45. Young / inexperienced persons

[Please click here for the visual standard.](#)

- 45.1.** No person under the age of 16 years will be permitted onto site without the written permission of Morgan Sindall management.
- 45.2.** Young and inexperienced persons will be subject to additional controls, a person is deemed inexperienced in their specific trade if they have less than 12 months working experience in that specific trade.
- 45.3.** Persons under the age of 18 years will only be employed on activities which have no statutory restrictions based on age. In addition, they must be under constant, specified supervision and only carry out duties in which they have been sufficiently trained and instructed. Where young persons (under 18 years old) are to be employed on site, specific risk assessments need to be carried out by their employer and retained by Morgan Sindall. A copy must be given to the young person involved in respect of all their tasks / activities.
- 45.4.** Young persons must not be engaged on any of the following activities:
 - The operation of construction vehicular plant
 - The operation of a lifting appliance
 - Slinging or signalling duties in relation to a lifting operation
 - The use of power tools (unless under the direct and constant supervision of a competent person)
 - The use of power operated wood working machinery, unless under direct supervision of a competent person
 - Work beyond other physical or psychological capacity.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	33 of 36

Creating a Safe and Sustainable Environment

Definitions

Morgan Sindall

Morgan Sindall Construction and Infrastructure Limited, the construction and infrastructure division of Morgan Sindall Group plc.

Employee

Any person working directly for Morgan Sindall, whether on a permanent contract, agency or part time basis, or any employee working directly for a subcontractor.

Site

Any site or premises owned, occupied or controlled by Morgan Sindall as referred to or defined within the subcontract.

Subcontract

The agreement between Morgan Sindall and the subcontractor.

Subcontractor

Any person, firm or company or combination thereof (including any employee, servant or agent thereof) that enters into a subcontract or sub-subcontract.

Sub-subcontract

Any agreement between the subcontractor and any other subcontractor or any agreement relating to any subsequent or lower tier within the contract hierarchy.

Supplier

Any person, organisation or combination thereof, who supplies articles, equipment and/or materials to or from Morgan Sindall or a subcontractor and any sub-subcontractor.

Standards

This document consisting of the Morgan Sindall minimum requirements.

Use of work equipment

The use of work equipment means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

Work equipment

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment which employees provide for their own use at work. The scope of work equipment is therefore extremely wide.

Work or services

The work or services to be performed by a subcontractor under or in accordance with the relevant subcontract or sub-subcontract.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	34 of 36

Creating a Safe and Sustainable Environment

Abbreviations

ACAD	The Asbestos Control and Abatement Division
ACM	Asbestos Containing Materials
ACoP	Approved Codes of Practice
AED	Automated External Defibrillator
ALO	Adjacent Line Open
ARCA	Asbestos Removal Contractors Association
APF	Assigned Protection Factor
BS	British Standard
BS EN	British Standard European Norm
CASSE	Creating a Safe and Sustainable Environment
CCDO	Certificate of Competence for Demolition Operatives
CCTV	Closed Circuit Television
CDM	Construction Design and Management
CISRS	Construction Industry Scaffolders Record Scheme
CITB	Construction Industry Training Board
CIWM	Chartered Institution of Wastes Management
CLOCS	Construction Logistics and Cyclist Safety
COSHH	Control of Substances Hazardous to Health
CPCS	Construction Plant Competence Scheme
CSCS	Construction Skills Certification Scheme
EA	Environment Agency
EPOC	Environmental Permitting Operators Certificate
EUSR	Energy and Utility Skills Register
EWC	European Waste Codes
f/ml	Fibres per millimetre
FSC	Forest Stewardship Council
GPD	General Permitted Development
HGV	Heavy Goods Vehicle
HSE	Health and Safety Executive
HSG	Health and Safety Guidance
INNSA	Invasive Non-Native Specialist Association
IPAF	International Powered Access Federation
ITP	Inspection and Test Plan
IWA	Individuals Working Alone
Kg	Kilograms
kVA	Kilovolt-ampere
L	Litre
LEP	Light Eye Protection
LGV	Large Goods Vehicle
LOLER	Lifting Operations and Lifting Equipment Regulations
LoW	List of Wastes
LPG	Liquid Petroleum Gas
LPS	Loss Prevention Standard
m	Metre
MHFA	Mental Health First Aider
MEWP	Mobile Elevating Working Platform
mm	Millimetre
NASC	National Access and Scaffold Federation
NNLW	Notifiable Non Licensed Works
NPORS	National Plant Operator Registration Scheme
PAL+	Powered Access Licence Plus
PASMA	Prefabricated Access Suppliers and Manufacturers Association
PCA	Property Care Association
PCBs	Polychlorinated Biphenyls
PEFC	Programme for the Endorsement of Forest Certification
POWRA	Point of Work Risk Assessment
PPE	Personal Protective Equipment
PPI	People Plant Interface

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	35 of 36

Creating a Safe and Sustainable Environment

PPM	Planned Preventative Maintenance
PSI	Pounds per Square Inch
RAMS	Risk Assessment / Method Statement
RCD	Residual Current Device
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences
ROPS	Roll Over Protection Structure
RPE	Respiratory Protective Equipment
SEATS	Site Environment Awareness Training Scheme
SEPA	Scottish Environmental Protection Agency
SHEQ	Safety, Health, Environment and Quality
SMSTS	Site Management Safety Training Scheme
SSOW	Safe Systems of Work
SSSTS	Site Supervision Safety Training Scheme
SWL	Safe Working Load
SWMP	Site Waste Management Plan
TBT	Toolbox Talk
TWC	Temporary Works Coordinator
UAS	Unmanned Aerial System
UK	United Kingdom
UKAS	United Kingdom Accreditation Service
UXO	Unexploded Ordnance
V	Volt
WAMITAB	Waste Management Industry Training and Advisory Board
WRRR	Work Related Road Risk

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 2	Martin Worthington	May 2021	36 of 36