



Environment, Health, Safety and Wellbeing (EHSW) Minimum Standards

ISSUE STATUS: **CONTROLLED**/~~UNCONTROLLED~~

This EHSW Minimum Standard is the property of: -

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STATEMENT

At Genco we are committed to the prevention of injury and ill health with a focus on providing a safe working environment for our employees and others who may be affected by our activities.

As a minimum Genco is committed to ensuring compliance with legislation and are committed to achieving the highest level of environment, health, safety and wellbeing standards through continual improvement.

EHSW is an integral part of our business and has equal status to other aspects of our business performance. Appropriate financial and physical resources will therefore be provided to implement this standard. All personnel are expected to follow these standards whenever carrying out works on behalf of Genco as an employee or contractor working under Genco control.

This includes trade contractors who must also show that they have appropriate health, safety, wellbeing and environment management systems in place and that they monitor and control their duties and tasks to be in-line with our standards.

Our EHSW requirements do not take the place of legislation, Approved Codes of Practice (ACOP) and guidance produced by the Health and Safety Executive (HSE) and other authorising bodies, but must be followed alongside them.

Any employee or contractor found to be in breach of this Minimum Standards will be subject to Genco disciplinary procedure which could result in dismissal.



John Roberts
Director
July 2021

OUR VALUES

At Genco Construction Services Ltd (GCS) we are dedicated to supplying a professional construction service that will meet and more importantly, exceed the expectations of our clients. We will promote quality construction, take great pride in our work at all times, and develop lasting relationships with all our clients.

To be successful in our mission, we embrace the following values, they define who we are, how we work, and what we stand for. They tell us what we expect of ourselves and all who work with us:-

CUSTOMER COMMITMENT – We pledge to always meet the needs of our workforce and strive to do better than ordinary

SAFETY - We put health and safety at the forefront of everything we do. With a proactive approach we maintain a safe working environment ensuring that we keep both our workforce and the people around us safe from harm.

PROFESSIONALISM – We provide quality workmanship of the highest standard, demonstrating innovation, collaboration, and leadership. We are honest, transparent and accountable.

TEAMWORK – We pride ourselves on providing a positive working environment, that is open, inclusive and nurtures professional development. We are proud of the commitment shown by our workforce, and we continually strive to be an employer of choice in our industry.

SUSTAINABLE – We are committed to promoting good sustainability practices throughout our workforce and we aim to reduce our environmental impact by using local suppliers and to provide materials from sustainable sources. We aim to recycle materials where practical and responsibly dispose of materials which have reached the end of their useful lifecycle.

When you work with us, we expect you to demand these same standards of yourselves, your partners, sub-contractors, consultants and suppliers.

WHY DO THESE MATTER?

Our reputation is a vital business asset. So is yours.

It gives our blue-chip clients, employees, partners, subcontractors, suppliers, and the communities we serve confidence in us.

We want to ensure wherever we work we are trusted and operate not only legally but ethically and fairly. Our reputation depends on you, your decisions, and your actions.

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1. HEALTH & SAFETY REQUIREMENTS

1.1. Legislation

Whilst operating on any site under Genco control or on behalf of Genco the employee, contractor and all their employees will ensure that they comply with all relevant legislative requirements and HSE Guidance. The contractor shall pay regard to the Health and Safety at Work Act 1974 and all other Regulations, including but not limited to:

- Construction (Design and Management) Regulations (CDM)
- Management of Health & Safety at Work Regulations
- Control of Substances Hazardous to Health Regulations (COSHH)
- Control of Asbestos Regulations
- Noise at Work Regulations
- Manual Handling Operations Regulations
- Personal Protective Equipment Regulations
- Electricity at Works Regulations
- Confined Space Regulations
- Lifting Operations & Lifting Equipment Regulations
- Provision and Use of Work Equipment Regulations
- Regulatory Reform Fire Safety Order
- Health & Safety (First Aid) Regulations
- Construction (Head Protection) Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Control of Vibration at Work Regulations
- Gas Safety Regulations
- Health & Safety Signs and Signals Regulations
- Working at Height Regulations
- Control of Lead at Work Regulations
- Supply of Machinery (Safety) Regulations
- Hazardous Waste Regulations
- Control of Asbestos Regulations
- Corporate Manslaughter and Corporate Homicide Act
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
- Coronavirus Act

Genco employees, contractors and all their employees shall at all times pay regard to, and make provision for, the safety and protection of those affected by their operations, both directly and indirectly.

The provision of suitable and adequate resources to ensure the effective management and control of environmental, health, safety and wellbeing standards on site will carry a cost element. These standards will assist the contractor in their planning and provision of the satisfactory resources to our projects.

1.2. Contractor H&S Policy

Contractors engaged by Genco must ensure that their current H&S and Environmental Policy together with applicable HSE arrangements are submitted to Genco prior to commencement of any works.

The Contractor is responsible for issuing to Genco any revisions of the policies on at least an annual basis.

*Not applicable to those employing 5 or less staff.

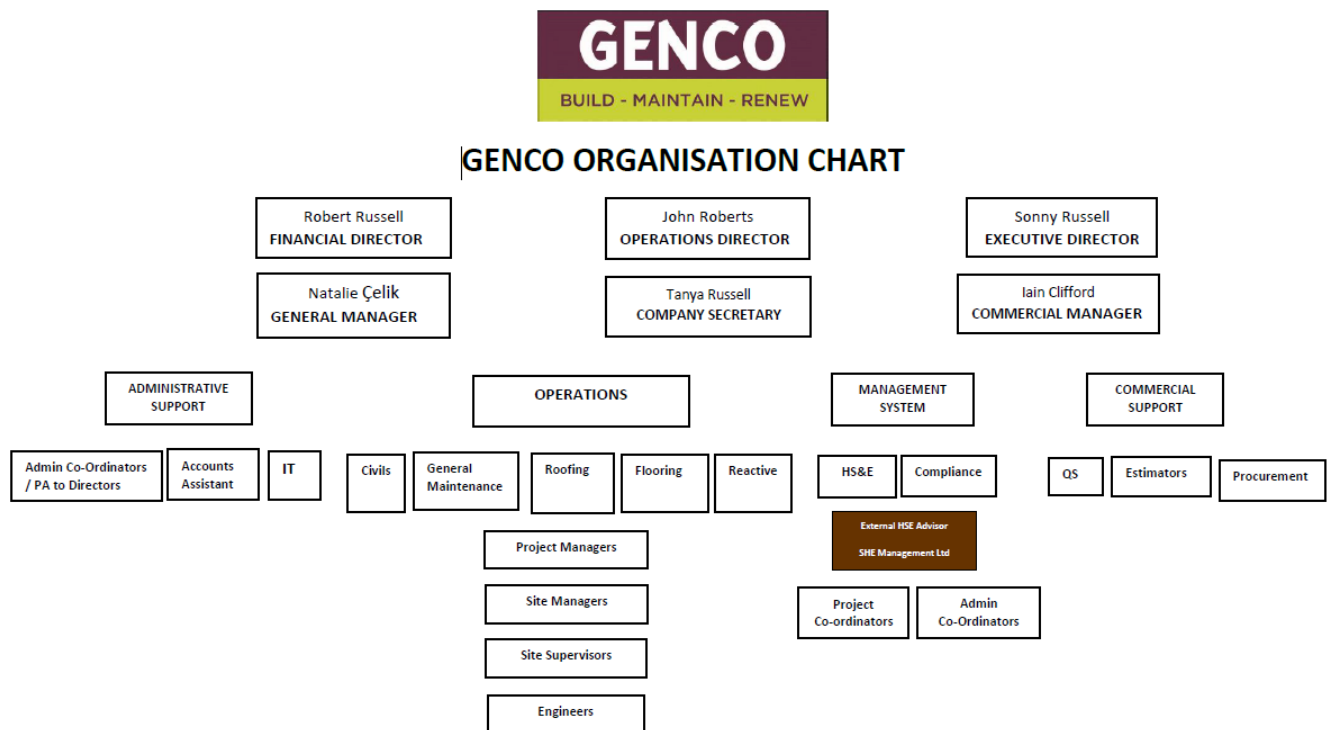
1.3. Communication Strategy

Contractors will outline their communication strategy for HSQEW both in relation to internal and external communications.

This strategy should include contact details and alternative communication routes in the event that an identified individual cannot be reached.

1.4. Management Structure and Site Representatives

The contractor must confirm to Genco their company organisation structure clearly identifying the personnel who have Health, Safety and Environmental roles and responsibilities within the company and at site level.



1.5. Emergency Actions and Safety Instructions

Genco employees, contractors and all their employees will comply with Genco emergency arrangements at all times as identified in the task / site specific construction phase plans or the emergency arrangements as identified by the client.

Ensure that, if this information is not provided it is requested, received, and understood prior to commencement of works.

Fire prevention

Trade contractors must co-operate/comply with:

- Fire and emergency risk assessment
- Fire wardens / marshall
- Hot works permit in place throughout any tasks involving a source of ignition
- Fire Precautions (Workplace) Regulations
- Fire Prevention on Construction Sites: The Joint Code of Practice

General requirements:

On arrival on a site Genco employees, contractors and all their employees will be subject to a site-specific induction which will include all site-specific health, safety, environmental and welfare arrangements.

Genco employees, contractors and all their employees are to ensure that they are aware of the actions to be taken in an event of an emergency, where the fire escape door/route is and where the assembly point is in the event of emergency evacuation. The contractor must also ensure that they identify who the appointed fire marshal and first aider are. In the event of an evacuation the contractor will not re-enter the premises until the appointed person has confirmed that it is safe to do so.

Genco safety instructions, procedures and relevant emergency services procedures will be complied with at all times by all employees, contractors and all their employees regardless of who employs them.

1.6. First Aid Arrangements & Notification of Incident / Accident

First Aid

The contractor shall provide and maintain first aid arrangements in accordance with the Health & Safety (First Aid) Regulations and adhere to Genco procedure.

Genco requires that **all contractors provide a trained first aider and first aid equipment** on site to ensure compliance with legal obligations. Where this is not considered practicable, the contractor must address this with Genco management prior to commencement of works.

Where Genco have appointed a site manager, we will ensure that all first aid and first aid equipment requirements are met, as identified within the site / task specific risk assessment.

Accident & Incident Reporting Procedure

In the event of an accident or incident the injured person should seek first aid assistance from the identified first aider(s). All incidents must be recorded in the client's first aid logbook on site and reported to Genco HS&E Manager to enable a full investigation to be carried out.

ALL ACCIDENTS & INCIDENTS, NO MATTER HOW MINOR, MUST BE REPORTED TO GENCO HS&E MANAGER IMMEDIATELY OR AS SOON AS POSSIBLE AFTER THE INCIDENT HAS OCCURRED.

Where emergency medical treatment or the emergency fire services are required, the nearest person should contact the emergency services on 999, giving the nature of the injury, details of how it occurred, the first aid action that has been administered and the location of the building they need to attend.

Genco reserve the right to request the contractor to carry out a full incident investigation following accident, incident, dangerous occurrences or near misses that could have resulted in an injury, damaged to property or an environmental impact and provide a written report within an agreed timescale. The report to include action to rectify, lessons learnt, and evidence of steps taken to prevent reoccurrence.

RIDDOR: Certain types of accidents and dangerous occurrences must be reported to the HSE i.e. death, fracture, amputations, injury to eyes, crushing, burns, asphyxia etc. Please refer to the regulations for a full and detailed list of accidents or injuries that are covered under RIDDOR. Genco HS&E Manager will complete and return the necessary RIDDOR report within the required timeframe.

Genco will carry out a full investigation in accordance with Genco Accident & Incident Reporting procedure and record all findings.

1.7. Safe Operation and Provision of Plant & Access Equipment

Plant, machinery or equipment must only be operated by qualified, trained and certificated personnel. Any person found to be operating any plant, machinery or equipment without the required certification will be removed from the site.

All plant, machinery and equipment must be inspected in accordance with manufacturer's guidelines and relevant regulations.

A visual inspection must be carried out before each use. Under no circumstances should plant, machinery or equipment be used if deemed to be defective or unsafe. All defective equipment must be reported to Genco management and taken out of use immediately.

Scaffold access towers may only be erected by a PASMA trained Operatives and must be tagged and inspected before first use.

Mobile towers must be inspected as often as is necessary to ensure safety.

Recommended best practice is that they be inspected, and a report made by a competent person after assembly, or significant alteration, and before use.

Thereafter, they should be inspected as often as necessary but at least every 7 days, or after any event likely to have affected stability or structural integrity, such as adverse weather conditions. There is no need to inspect and report every time the mobile tower is moved at the same location.

Operatives who are using access towers must NOT enter the tower if there is any sign of damage or parts missing.

Where a pre-use inspection has identified damaged or missing parts, the operative must report to the site manager/supervisor and a PASMA trained operative is to inspect and confirm if safe to proceed.

This must be recorded on the inspection records and appropriate tag affixed to the scaffold to prevent use.

1.8. Scaffolding

Fixed scaffold may only be installed by an approved scaffolding contractor who has been subject to Genco pre-approval process.

All types / brands of System Scaffolding used on site, must conform to the relevant British and European Standards BS EN 12810 / 12811.

The lead hand of a scaffolding gang using system scaffolding must have successfully completed the relevant CISRS System product training.

A qualified CISRS Scaffolder or CISRS Advanced Scaffolder working within their capability is suitably qualified to lead the scaffolding operations within a gang of scaffolders and to direct the practical operations on site.

All scaffold access erected must be compliant with TG20 and other specified regulatory requirements. Where a pre-use visual inspection has identified damaged or missing parts, the operative must report to the site manager/supervisor and a competent scaffold installer is to inspect and confirm if safe to proceed. This must be recorded on the inspection records/scaff tag.

Scaffold Materials

All scaffolding tube must be galvanised and comply with BS EN 39 type 4, or high tensile steel tube of BS EN 10210-1 and the NASC recommend that all tubes should be marked in such a way as to identify the scaffolding company which own it.

All timber scaffolding boards must comply with BS2482:2009. Other boards such as laminated veneer or plastic manufacture shall comply with the general requirements of TG20.

In accordance with the contract specifications (which should include a suitable risk assessment by the Main Contractor) scaffolds may require brick guards, sheeting or debris netting fitted and, if not TG20 compliant, a design must be in place prior to erection.

Scaffolders Competence

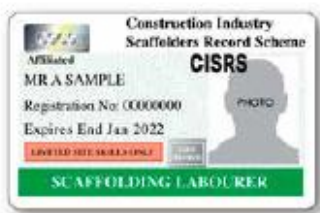
Under no circumstances must alterations be carried out by non-qualified personnel. All evidence of competence must be provided to Genco prior to commencement of works.

CISRS Scaffolders or Trainee operatives will be able, as a member of this gang to erect, alter or dismantle this equipment under the direct supervision of the CISRS system qualified operative.

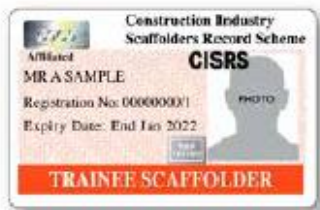
Management, Supervision and operatives must have received relevant training on TG20 and SG4 (Latest Editions).

The makeup of the scaffolding gang should also be considered. i.e. the ratio of qualified Advanced / Scaffolders to Trainee / Labourers dependent upon the size and complexities of the work undertaken.

See below CISRS cards to be applied across all Genco works;



Only to work at ground level or on a fully boarded and double guard railed scaffold platform passing scaffolding equipment.



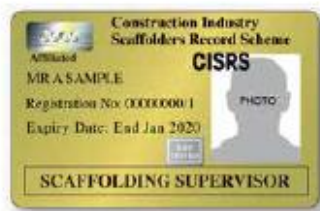
Work under the direct and immediate supervision of either a CISRS Scaffolder or Advanced Scaffolder at all times.



Have a CISRS Scaffolder card endorsed for tube and fitting scaffolding or system scaffolding to be used. Can work on scaffolds listed in Section 3.2.3.4 and any other scaffold not included on this list but only under the direct and immediate supervision of an Advanced Scaffolder.



Have a CISRS Scaffolder card endorsed for tube and fitting scaffolding or system scaffolding to be used. Can work on any steel scaffolding structure.



Card is used to provide proof that the Scaffolding Supervisor is trained and competent.

Loading Bays

All Scaffold loading bays (except where cranes are used) shall be fitted with scaffold loading bay gates that FULLY protect operatives from the exposed edge when in an open position and prevent falls of operatives and / or materials when in a closed position.

Access and egress

Access / egress to scaffolds must be provided in order to comply with The Work at Height Regulations 2005, HSE guidance and NASC SG25 "Access and egress from scaffolds".

Where external ladder access is chosen it should be erected to a step off level no more than 4.7m maximum.

Scaffold Ties

All concrete / masonry anchors that are used for the installation of scaffolding ties must be tested in accordance with NASC TG4 (Latest Edition) "Anchorage systems" (i.e. minimum of 3 per scaffold or 5% of total number of ties whichever is the greater) with a proof load of 1.25 times the required tensile load using a purpose made scaffolding tie tester. Records of tie test result must be maintained.

Where design drawings are produced, they shall include an elevation of the scaffold with all tie positions marked on the drawing clearly stating the required tie classification light duty (3.5 KN), standard (6.1KN) or heavy duty (12.2KN).

Design Scaffold

Where a scaffold design input is required (i.e. those scaffolds that do not meet or fall within the scope of a TG20 Compliance Sheet) the design shall be provided by a competent scaffold designer and the appropriate design standard followed.

Copies of scaffold designs / TG20 Compliance Sheets must be issued to Genco for acceptance and sign off and copies should be held on site.

Scaffold Handover and Inspections

When each scaffold is completed, a competent employee of the Scaffolding Contractor will inspect the scaffold for compliance with regulations, codes of practice and TG20: Compliance Sheet and then complete a Scaffold Handover Certificate. This should conform to the current NASC template SG35 Handover of Scaffold Structures as a minimum and ensure that the client's representative receives a copy.

Where applicable, the green insert of a tag type inspection system (if used) shall be completed and located at the access point of the scaffold, and the first entry made in the statutory scaffold inspection register by the competent person.

The Handover Certificate is considered to be the first inspection.

Scaffolding must be inspected by a competent person as a minimum on a weekly basis and this must be recorded on the scafftag.

Additional inspection must be carried out following an incident, inclement weather or any situation which could affect the integrity of the scaffold.

All initial and weekly scaffold inspections must be undertaken by a competent person who has attended a nationally recognised scaffold inspection training course. (e.g. CISRS Scaffold Inspection Training Scheme (SITS) Basic or Advanced), alternatively a CISRS Scaffolder or Advanced card holder is competent to inspect structures up to the grade of their card i.e. CISRS Scaffolder Basic Structures, and Advanced Scaffolder all structures.

Harnesses

Whenever harnesses are being used, rescue plan(s) in line with NASC SG19 (Latest Edition) “Guide to Formulating a Rescue Plan” must be in place before commencement of work on site.

‘Bombing’

All Scaffolding materials must be passed from hand to hand or raised and lowered in a controlled manner (light line or Gin Wheel & Rope etc). The uncontrolled passing or dropping of any scaffolding materials is not permitted.

Full NASC guidance to be applied to all works. Available at <https://nasc.org.uk/>

1.9. Portable Appliance and Work on Electrical Systems

Any portable electrical equipment brought onto any Genco sites must be fit for purpose and have a valid test certificate/record available for inspection.

Tools that are in daily use for more than 4 hours per day must be PAT tested at 3 monthly intervals as per HSE guidelines. Tools which are used less frequently will be subject to 6 monthly PAT testing.

The contractor is responsible for maintaining and inspection of their own equipment. Records must be provided to Genco on request and carried with each tool on-site at all times.

Pre-user visual checks must be carried out by the user and any damage or defects reported and the piece of equipment taken out of use.

Under no circumstances may HALOGEN TASK LIGHTING be used on any Genco projects or contracts due to the equipment’s potential to cause fire.

Under no circumstances should any live working be carried out on any live electrical system or circuit without the express written permission from Genco and or/their client. The only time live working will be permitted is when the task has been fully risk assessed, there is a suitable safe system of works in place and this is accompanied by an electrical permit issued by a competent person.

1.10. Overhead Power Lines and Substations

Overhead Power Lines

Contractors carrying out any works near to overhead electricity power lines (OHPLs) must be carefully managed in order to avoid contact with or electric shock from the OHPLs.

If machinery, equipment or even a jet of water touches or gets too close to an overhead wire, then electricity will be conducted and arc to earth.

This can cause a fire, explosion or electric shock and burn injuries to anyone touching the machine or equipment.

OHPLs do not need to be touched to cause serious injury or death as electricity can jump or arc across small gaps.

Where working **within 9 meters** of OHPLs cannot be avoided, the following steps should be taken in order to manage the risk:

- Contact the governing body / owner of the OHPL in question to establish best way to progress works (usually UK Power Networks or National Grid)
- Follow guidance from the owner (UKPN / NG) on safest way to progress works,

If the overhead line cannot be diverted or switched off, they may suggest a joint attendance by a representative to ensure works are carried out safely and in accordance with their minimum requirements.

The owner will ask for a risk assessment of works initially. Things to consider as part of your risk assessment include:

- the voltage and height above ground of the wires. Their height should be measured by a suitably trained person using non-contact measuring devices
- the nature of the work and whether it will be carried out close to or underneath the overhead line, including whether access is needed underneath the wires
- the size and reach of any machinery or equipment to be used near the overhead line
- the safe clearance distance needed between the wires and the machinery or equipment and any structures being erected. If in any doubt, the overhead line's owner will be able to advise you on safe clearance distances
- the site conditions, e.g. undulating terrain may affect stability of plant etc.
- the competence, supervision and training of people working at the site.

Only once proposed plan of works and risk assessment is agreed with the owner of the OHPL or substation will they issue a 'Limitation of Access' which will permit our works to go ahead with the conditions listed within the document – which will more than likely include; supervision at all times by representative, flame retardant overalls worn by all operatives, non- conductive access equipment only to be used etc.

If the line can only be switched off for short periods, schedule the passage of tall plant and, as far as is possible, other work around the line for those times.

Do not store or stack items so close to overhead lines that the safety clearances can be infringed by people standing on them.

Only once proposed plan of works and risk assessment is agreed with the owner of the OHPL or substation, they will issue a 'Limitation of Access' which will permit our works to go ahead with the conditions listed within the document – which will more than likely include; supervision at all times by representative, flame retardant overalls worn by all operatives, non- conductive access equipment only to be used etc.

Further guidance for avoiding danger from OHPLs can be found on HSE Guidance note GS6 (fourth edition) <http://www.hse.gov.uk/pubns/g6.pdf>.

Substations

Where access is required into an electrical substation which displays 'no entry' or 'danger of death' or any other restrictive access signage, the following steps should be taken in order to manage the risk;

- Works to be specifically assessed (by H&S representative) with full controls to reduce risk enough that works can proceed safely
- Request access to owners of substation (typically, UK Power Networks) providing them with intended safe system of work with full site location address
- 'Limitation of Access' to be issued by UK Power Networks (or National Grid) upon approval and likely with condition that works to be supervised by UKPN engineer. Time and Date agreed by both parties
- Flame retardant PPE must be worn by operatives
- Only non- conductive access equipment can be used i.e. not metal

Further guidance for avoiding danger from OHPLs can be found on HSE Guidance note GS6 (fourth edition) <http://www.hse.gov.uk/pubns/g6.pdf>.

1.11. Traffic Management

In order to ensure pedestrian safety, vehicle movement on site must be carefully controlled with clear segregation in place between vehicles and pedestrians.

Check that you have all of the equipment you need to safely sign, light and guard your site. High visibility jackets must be worn when you are operating outside the working space. High visibility clothing must be correctly fastened and must be maintained in a clean and usable condition.

In addition, consideration should be given to the following safe working practices:

- Avoid reversing where possible. Where reversing is unavoidable, an effective system must be in place to control it
- As far as possible, schedule vehicle movements to prevent overcrowding of your site and surrounding roads
- Speed limits must be implemented and adhered to
- Site induction must include details of the sites traffic management plan
- Hi vis PPE to be worn at all times by operatives, contractors and visitors

Consideration should be given to other health and safety hazards connected with vehicle movement such as: Materials falling from vehicles, noise, fumes.

In no circumstances must the footway width be reduced below 1.0 metres.

NRSA Street works training is compulsory for any person working on or adjacent to a public highway, and must comply with the Streetworks 1992 Traffic Management Act. A traffic management plan must be issued and approved by Genco before works start.

1.12. Site Segregation

Under the law, trespassers have the right to expect not to be put at risk if they enter a construction site, particularly children who are less aware of danger.

The CDM Regulations place duty on contractors to ensure unauthorised persons do not gain access to the site.

All Genco employees and contractors must;

- Ensure that an effective system of access control is operated
- Remove ladders from scaffolds or securely board up the lower rungs to prevent access at the end of each working day.
- Check that the perimeter hoarding, or fencing is intact and is to a standard which does not encourage unauthorised entry.
- Remove keys from view and secure any tools, equipment and materials which might tempt thieves on to the site after normal working hours.

Ensure adequate fencing is up around the entire work site.

Good practice is heras fencing or full height hoarding that is accessed through a lockable gate.

Members of the public should not be able to access the site.

However, site operatives should be able to escape easily in the case of emergency (Push bars or thumb turns on gates).

Heras fencing should be suitably double clipped and braced, Feet at 90° to the panels.

Vehicular and pedestrian routes should be suitably segregated within the site (where permissible).

All construction areas should be inaccessible to persons not involved in the works.

ANY EXCAVATION: No matter how big or small the excavation is, it must be enclosed with a heras fence or hoarding compound (not removable by others).

1.13. Underground Services

Every effort must be made to ensure that all buried services are identified prior to any excavation.

Underground service plans must be obtained from the client prior to commencement of work and any identified services clearly marked up.

Contractors are also required to CAT scan the area to check for services which may not have been identified on the service plans provided by the client and a hand dug trial split trench is to be dug prior to commencement.

All contractors must work in accordance with HSG 47 (Avoiding danger from underground services)

<http://www.hse.gov.uk/pubns/priced/hsg47.pdf> .

Whilst working in stores, the client expects that the above procedures are adopted particularly when removing or breaking into the existing floor structure.

Where an excavation of 450mm or more is planned a **permit to excavate** must be completed prior to start.
Refer to Appendix 2

Under no circumstances may the contractor commence digging until the above procedure has been followed and permit completed.

1.14. Permit to Work Systems

Due to the nature of the service that Genco provides, there are certain high-risk tasks which must be carried out in accordance with Genco Permit to Work procedure. Permit to Work Systems are listed below, (but not limited to):

- Hot Works
- Confined Space
- Excavation

Request F5 to complete the necessary Permit to work.

Hot Works

A Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to, welding, burning, cutting, brazing, grinding and soldering.

Such work can create heat and sparks which could ignite nearby items unless they are protected.

Requirements of the hot permit include:

- All combustibles removed from working area (at least 5 metres clearance)
- Combustible floors wet down, covered with damp sand, metal or other shield
- No flammable liquids within working area (at least 10 metre clearance)
- Is hot work equipment in good state of repair
- Correct clothing / PPE worn by operatives
- Correct firefighting extinguisher / blanket available within 2 metres of work
- Fire watchman throughout works (second operative)

Confined Space

A confined space permit is required to allow personnel to enter a confined space such as a blade, trench, tank, vessel, etc.

The permit-to-work system involves formally checking the safe system of work before anyone enters a confined space. It does NOT, by itself, make the work safe.

But it confirms that hazards and risks have been assessed, controls are in place, and the work can go ahead.

The permit will include arrangements for;

- Access and egress
- Atmospheric tests
- Lighting
- PPE
- Rescue Plan
- You should continuously monitor the air quality and fume / gas levels

- Where flammable gases may be present, only use intrinsically safe (Ex rated), electrical,
- Equipment

Excavation

An excavation permit is required for any excavation or ground disturbance activity over 450mm in depth, the permit allows you to consider and record all of the hazards connected and the necessary precautions that must be taken.

Requirements of the excavation include:

- Details of plant used for excavation
- CAT Scan
- Services noted and provision to ensure contact is not made
- Warnings and barriers
- Trench inspections
- Trench supports
- Correct clothing / PPE worn by operatives?

Further permit to works may be required by the client in addition to Genco's as listed above
Please refer to **Appendix 2** for Permit to Work document.

1.15. Storage and Housekeeping

Storage

Genco employees, contractors and all their employees shall not store any materials on Genco property without the consent of Genco management.

Under no circumstances may hazardous materials be stored on Genco sites.

All contractors must maintain an accurate inventory of all materials stored on Genco property.
The inventory should be accessible in the event of an emergency.

All materials must be stored securely and accordance with applicable guidance and COSHH assessments in place.

Any excess materials are to be removed from site at the end of the contract.

Housekeeping

Housekeeping is the number one problem on construction sites.

In fact, a large number of workplace incidents can be attributed to poor housekeeping.
Poor housekeeping contributes to incidents by creating hazards that can cause injuries.

Integrating housekeeping into jobs can help ensure this is done.

A good housekeeping program identifies and assigns responsibilities for the following:

- clean up during the shift
- day-to-day clean-up
- waste disposal
- removal of unused materials
- inspection to ensure clean-up is complete

Effective housekeeping is an ongoing operation; it is not a hit-and-miss clean-up done occasionally.

Periodic "panic" clean-ups are costly and ineffective in reducing accidents

1.16. Working at Height

All work at height or work near fragile materials must be carried out in accordance with the Work at Height Regulations 2005.

Work may only be undertaken after considerations are made to **eliminate** the need for working at height, if it cannot be eliminated, all efforts are to be made to **reduce** the risk of falls from height has been followed and a full risk assessment carried out by a competent person and a detailed safe system of work is in place

Genco employees, contractors and all their employees must ensure that prior to the works being carried out the safe system of works has been reviewed and signed onto by all parties. Suitable signage and safeguarding must be in place.

Where fall protection has been identified then this must be used in accordance with guidance and the user must be trained and competent in the use of the identified fall protection equipment.

Should the works require access via mobile or fixed scaffold towers then these may only be erected by trained and competent operatives who have undergone the appropriate formal training for the access equipment to be used.

Evidence of competent must be provided and approved prior to commencement.

NOTE:

- Operators of mobile elevated access equipment must hold a valid IPAF ticket
- Those responsible for erection or dismantling of mobile access towers must hold a valid PASMA ticket

RESCUE PLAN

If an operative falls and is suspended in a harness, it's important to rescue him/her as quickly as possible because of the following reasons;

- The operative may have suffered injuries during the fall and may need medical attention
- When operatives are suspended in their safety harnesses for long periods, they may suffer from blood pooling in the lower body. This can lead to suspension trauma
- Suspended operatives may panic if they are not rescued quickly
- The event that led to the fall may create additional risks that need to be addressed

All works from height where there is the potential to be suspended via harness or within height access equipment a detailed rescue plan must be in place and briefed to all engineers as part of the specific project.

It should detail the safest and most efficient way of rescuing someone who is suspended in thorough detail and should be available onsite and referred to by operatives if and when needed.

All equipment listed within this rescue plan must be readily available to all operatives who will form part of the rescue plan.

1.17. Working in Confined Space

Prior to entering any confined space, a suitable and sufficient assessment must be carried out in accordance with Genco procedure. CPP/Risk Assessment/Method Statement must be reviewed as part of site-specific induction and signed onto by all parties involved in the works.

The type of works, duration, equipment to be used must be included within the safe system of works.

Confined space has a wide application and can include tanks, closed and unventilated rooms, undercrofts etc.

Where access is needed into any of the above, a confined space permit must be completed prior to start. Refer to Appendix 2

Following identification and assessment of an area of confined space the following must be adhered to (aswell as controls required on permit to work):

- Only competent trained operatives are to carry out works in confined space
- Air monitoring must be carried out
- A permit to work must be completed
- A supervisor must be present and in contact with the person working in the confined space

1.18. Lone Working

Employees and contractors' employees are not permitted to carry out tasks which require lone working without having completed a Lone Working risk assessment to ensure that all necessary measures are in place to reduce the risk posed to the individual.

See below, the control measures that you will be expected to adhere to;

- Be fully aware of the control measures in place to maintain your personal safety at all times
- Ensure that you have access to a means of communication e.g. mobile phones, two-way radios
- Know how often you should make contact with a supervisor or colleague
- Ensure that your supervisor/colleague knows your whereabouts at all times
- Know what to do if you get into an emergency situation
- Know what to do if you ever feel threatened or in a dangerous situation
- Report any defective equipment to your line manager
- Wear personal protective equipment where identified in risk assessment

Please refer to HSE Guidance INDG73 for full guidance <http://www.hse.gov.uk/pubns/indg73.pdf>

NO WORKS LISTED BELOW ARE TO BE CARRIED OUT WHILST LONE WORKING

- Any work involving live electrical equipment - (i.e. installation, fault finding, testing, etc.).
- Any work involving glazing - (i.e. renewal or replacement of glazed sheeting or panels)
- Any work that is carried out at high level - (i.e. roof work, scaffolding, work using MEWPS)

- Any work in a property designated as high risk due to previous experience or advice from the customer (i.e. properties with violent or abusive tenants)
- Work with hazardous substances in quantities where a person may be overcome and rendered incapable of raising the alarm
- Manual handling of heavy objects

1.19. Construction Phase Plan (CPP) / Risk Assessment / Method Statement

Employees, contractors and their employees are required to carry out a full task specific risk assessment and this must be recorded and form part of the Construction Phase Plan/Risk Assessment/Method Statements.

A construction phase plan is a document required under the Construction (Design and Management) Regulations 2015- often referred to as CDM.

The CDM Regulations apply to every construction project, regardless of size or duration, commercial or residential.

Sometimes referred to as the construction phase health and safety plan, or the CPP, the construction phase plan is a document required by the CDM regulations on **all projects**.

The construction phase plan is a health and safety management document for the project. It will include details of the work that is being done, the project team and emergency arrangements.

The contents of the plan should all be specific to the project, and to how safety and health issues will be managed on site.

Here are the key headings that the CPP is likely to cover:

- Project Description
- Project Management
- Arrangements for controlling safety risks
- Arrangements for controlling health risks

This must include all site-based risks. All assessments must be carried out in accordance with the Management of Health & Safety at Work Regulations and HSE Guidance INDG163 <http://www.hse.gov.uk/pubns/indg163.pdf> to eliminate or reduce the risks to employees and others who may be affected by the work activities.

All risk assessments must be task and site specific and must be carried out by a competent person.

Any reactive works which fall outside works covered by the SOPs (Standard Operating Procedures), a Dynamic Risk Assessment must be completed by operatives and works should only proceed where it is safe to do so, and risks are suitably controlled.

The CPP/Risk Assessment/Method Statement must include details of all emergency and welfare facilities. This must form part of the induction and must be signed onto by all contractors and employees to confirm that they have read and understand the risks associated with the works and that they understand and will adhere to the safe system of works in place to carry out the works.

The CPP/Risk Assessment/Method Statement must be reviewed as required and all revisions must be recorded and retained.

Following commencement of works, should an unforeseeable hazard be identified, or additional risk be created then works must stop and the risk assessment / safe system of work amended, and controls put in place to reduce the risk.

All amendments or changes in scope of works must be discussed with the employee, contractors and all items' employees and adhered to when works recommence.

Operatives must read, understand and sign onto CPPs / RAMS before commencing works on-site and made amendments if necessary. All signed copies must be provided to Genco for our records.

1.20. Safety Inductions

Site induction is the process of ensuring workers on construction sites are fully informed about the organisation and operation of the site and of their responsibilities. It focuses in particular on safety aspects of the site.

Prior to employees, contractors or their employees being allowed to start work on any Genco project they are required to attend a site-specific safety induction.

The induction should contain all H&S hazards, environmental considerations, welfare arrangements and all other relevant information pertaining to the specific site.

The roles and responsibilities of key personnel will be identified to include appointed first aider and fire marshal.

The site-specific Construction Phase Plan/Method Statement/Risk Assessment will also form part of all site safety inductions.

The site manager or client representative may from time to time give a briefing into the procedures to be adopted in the event of emergency.

1.21. PPE & RPE

Please ensure that you always meet current legislative and Genco minimum PPE requirements which includes safety footwear and hi visibility vests and hard hats. Where there is a client requirement for a hi viz with their specific logo on to be worn it is the wearer's responsible to ensure that you do so. Any additional PPE requirements as identified in the RAMS document or as required by the client, will be adhered to. **Under no circumstances will shorts of any length, or vests be permitted.**

All directly employed contractors will be issued with the appropriate PPE free of charge and this must be signed off. Employees are to ensure that all PPE issued is maintained and stored in accordance with the appropriate guidance. Any PPE replacement requested directly because of misuse or abuse may be chargeable. All PPE issued must be signed out with the project support team and recorded on the tracker.

All contractors, including labor only subcontractors, are responsible for ensuring that they/their employees have all required PPE which are appropriate to the task to be undertaken.

1.22. COSHH – Working with Hazardous Substances

Our works are regulated by the COSHH Regulations (Control of Substances Hazardous to Health). Any work activity involving a hazardous substance must be undertaken in line with a specific risk assessment known as a COSHH assessment prior to the operation taking place. Contractors must consider the following control measures for hazardous substances in hierarchical order;

- Eliminate
- Substitution
- Isolation
- Ventilation
- Personal Protective Equipment (Last resort)

Where the use of hazardous substances cannot be avoided then a COSHH assessment must be undertaken and provided to operatives on-site.

Contractors are required to carry out the required COSHH assessment themselves.

Due consideration must be given not only to the operatives undertaking the task but also to others who may be within the vicinity of the hazardous operations.

The assessment itself must be based on the information contained within the safety data sheet relating to the hazardous substance to be used.

All employees involved with the use of hazardous substances must be briefed on the contents of the COSHH assessment prior to undertaking the operation.

Any contractor using a hazardous substance must include and submit to Genco the appropriate COSHH assessment as part of their task specific CPP/Risk Assessment/Method Statement.

All COSHH assessments carried out must be in accordance with the COSHH regulations and CDM Regulations.

1.23. Dust

Construction activities such as grinding, cutting, ripping out, and / or heating of materials all have the potential to create hazardous dust and fumes.

The widespread use of portable power tools has resulted in an increase in the health risks from dust in construction.

The control of dust is covered by the COSHH regulations as detailed above, and as such, contractors must follow the 'hierarchy of controls' when deciding on suitable methods of control.

Before work starts, contractors should look at ways of stopping or reducing the amount of dust that may be produced. Consider the use of different materials, less powerful tools or other work methods.

Some examples are:

- Using the right size of building materials so less cutting or preparation is needed
- Silica-free abrasives to reduce the risks when blasting
- A less powerful tool – e.g. a block splitter instead of a cut-off saw

When using tools such as circular saws, reciprocating saws and grinders, on tool extraction should be used wherever possible. This 'system' consists of several individual parts – the tool, capturing hood, extraction unit and tubing.

Use an extraction unit to the correct specification (i.e. H (High) or M (Medium) Class filter unit).

A commercial vacuum cleaner is not suitable for use as a method of dust extraction.

Where on-tool extraction is not possible, damping down can be considered, however, it needs to be used correctly.

This means enough water supplied at the right levels for the duration of the work being done. Just wetting the material beforehand does not work.

Where contractors find that water or on-tool extraction may not be appropriate, or might not reduce exposure enough, respiratory protection (RPE) must be provided as well. You will need to make sure that the RPE is:

- Adequate for the amount and type of dust
- Suitable for the work – disposable masks or half masks can become uncomfortable to wear for long periods. Powered RPE helps minimise this. Consider it when people are working for more than an hour without a break
- Compatible with other items of protective equipment
- Fits the user. Face fit testing is needed for tight-fitting masks
- Worn correctly. Anyone using tight-fitting masks also needs to be clean shaven

Remember: RPE is the last line of protection. If you are relying on RPE you need to be able to justify your reasons for this.

1.24. Noise

Contractors carrying out works must ensure that they comply with The Control of Noise at Work Regulations. They will always comply with the standard methods as issued by current HSE guidance to the regulations INDG 362 - <http://www.hse.gov.uk/pubns/indg362.pdf>

Where possible noisy work will be carried out away from other people.
If not possible, others are to be restricted from the work area.

Either way, others are to be notified of noise hazard and hearing protection made available in the Hearing protection zone

- At 80db (normal conversation will seem difficult) employees may **request** ear protection from their employer
- At 85db ORANGE OR RED (you have to raise your voice to be heard by someone 2m apart) ear protection **must** be worn

The SNR of ear protection must reduce exposure to no less than 70db. i.e if the noise hazard is 85db the ear protection selected must be between 5-15 SNR- to still allow the operative to hear safety critical announcements or alarms.

Noise monitoring is to be carried out on-site.

F38 available to Genco site managers / operatives to record all noise monitoring

Ensure provisions are in place to isolate noise source to ensure the noise limits are not exceeded to operatives and others close to works.

1.25. Manual Handling

Contractors must ensure that all manual handling tasks are assessed and carried out in accordance with the specified safe working procedure as set out in the risk assessment and as stipulated in the Manual Handling Regulations 1992.

Where possible, mechanical means of lifting must be used in the first instance.

Should mechanical means not be suitable then good manual handling techniques must be applied and the contractor or its employees carrying out the task must have undergone appropriate manual handling training either formal or information training by way of assessment.

The manual handling assessment shall consider **TILE**:

T – Task – What are you doing?

Can a lifting aid be used? For example, a pallet truck.

Can the workplace layout be improved so that carrying distances can be reduced?

I – Individual – The person carrying out the task.

Are you paying attention to the physical ability of the person carrying out the task?

Is there someone more capable of undertaking this task?

Does the task require more than one person? If so, is there a lifting plan for a two-person lift?

L – Load – Weight, size and shape of the object.

Is the load evenly stacked?

Could it possibly be made lighter, less bulky or easier to grasp?

Is the load stable?

E – Environment – What's around you?

Are there any obstructions?

Is there a sufficient amount of lighting?

Is the individual PPE equipped to protect against environmental factors such as hot or cold temperatures?

Could the terrain be improved, and steps/ramps be avoided?

All operatives should adopt the below good lifting techniques;

- Secure grip
- Proper foot position
- Bent knees & comfortably straight back (not necessarily vertical)
- Arms close to the body (elbows in)
- Chin tucked in
- Use body weight to advantage
- Lead with the head
- If more than one person, most experienced member of staff to take charge of process

1.26. Cutting tools – Stanley blades

Stanley knives (sometimes known as a utility knife or box cutter) are extremely useful tools for cutting and trimming a variety of building materials on site.

However, they can be extremely dangerous if used incorrectly and can cause severe injury.

Even minor injuries are best inconvenient and painful, and at worst can prevent a tradesmen from working or become infected and cause illness.

Cheap craft knives or plastic handled Stanley knives should not be used in the site environment. They are not strong enough. The snap off blades are also not strong enough for site use.

You should only use metal handled industrial quality knives and robust single blades at all times. Please check your blade and knife before use. If any part of it is damaged, you should not use the knife. Select the correct blade for the job.

From July 2020. **FIXED BLADES ARE PROHIBITED ON ANY GENCO SITE.**
OPERATIVES MUST USE AUTO-RETRACTABLE OR GUARDED BLADES INSTEAD.

A flat end general-purpose blade can be used for trimming and scoring, but to cut sheet material, you could consider using a hook blade.

The precautions for both blades are the same. If the blade becomes blunt or damaged, you should change it for a new one.

Do not leave your knife lying around unattended in case it is lost or stolen and fall into the wrong hands, in which case it may become an offensive weapon (with your fingerprints on it).

You should wear gloves on both hands when using a Stanley knife to improve grip and some protection. Gloves will not completely protect your hands, but if you do receive a cut, it may not be quite so bad.

You should only use a retractable knife as illustrated below;



1.27. Abrasive wheels

Contractors must ensure that they are suitably trained, competent, and experienced in the use of abrasive wheels. Only 'abrasive wheel' trained operatives are authorised to make use of any equipment which is fitted with a blade.

Contractors must ensure that the appropriate hand and face protection is worn, and the area is segregated to prevent others coming into contact with works.

Safety Glasses (EN1661.F) are to be worn when cutting.

Impact Goggles to (EN 166.IB) are to be worn when using any tool that is likely to present a high-speed projectile, e.g. cutting metal, use of a Nail gun, petrol saw, angle grinder or circular saw.

All grinding or cutting equipment used must be 110v only and hold valid PAT test certificate.

The equipment must be in good clean working order with all guards in place.

Hot Works Permit which should be obtained from the Site Manager for all cutting of metal with abrasive wheels. Request F5 to complete the necessary Permit to work.

A Dry Powder or Foam Fire Extinguisher is to be placed in the near vicinity and operatives should be trained in their use to combat any fire that may occur

1.27. Vibration - HAVS

Excessive exposure through the use of hand-held tools can result in hand arm vibration syndrome (HAVS) – a painful condition affecting blood circulation, nerves, muscles and bones in the hands and arms. It is more commonly known as vibration white finger (VWF).

To reduce the risk contractors are required to carry out a full and detailed risk assessment specifically in relation the works to be carried out.

If possible, remove the need for vibrating tools.

If this is not feasible, contractors must ensure equipment used is in good working order and suitable for the task at hand.

Ensure that a you;

- Try a different approach to your job
- Use the right tool for the job
- Keep blades and cutting edges sharp
- Rotate tasks between employees
- Check the tool has been properly maintained
- Reduce the amount of time you use the tool
- Keep handles / hands warm and dry

Anti-vibration gloves are provided and that a rotation system is implemented to limit exposure.

Exposure Limits:

There are limits on the amount of vibration an individual can be exposed to in one day. These can be calculated using the vibration magnitude level of the equipment and a vibration calculator.

The 2 main values you need to be aware of are:

Exposure Action Value (EAV): This is a vibration magnitude level of 2.5. You can use a tool until you reach the action value without additional control measures.

After this value extra controls are required

EXPOSURE LIMIT VALUE (ELV): This is a vibration magnitude level of 5.0.

Once you have reached this daily limit you must stop using vibrating tools.

1.28. Welding and Braising

Where welding or braising is required MAPP gas or similar must be used which is fuel based on a stabilised mixture of methylacetylene (propyne) and propadiene.

Where acetylene is required, which will only be permitted in exceptional circumstances and **UNDER NO CIRCUMSTANCES MAY THIS BE USED ON A PETROL FORECOURTS**, a justification report must be submitted by the contractor and approved prior to commencement of works.

Contractors using acetylene must only use regulators, flashback arrestors, hoses and blowpipes which are specifically designed for acetylene and oxygen, respectively, and marked and manufactured to the correct BS EN ISO Standard. The acetylene pressure should not exceed 0.62 bar (psi).

Prior to carrying out welding or braising works the contractor must ensure that identification is on the cylinder, that it looks safe to use and that it is clean with no obvious damage. An exclusion zone must be created and the appropriate Permit to Work (F5) completed.

The contractor, on completion of the welding or braising task, must check that there is no obvious damage, that all valves have been turned off (at cylinder, blowpipes etc.) and that excess gas is vented from the hoses.

Only suitably trained, competent and experienced contractors are permitted to carry out the above works.

A hot works permit (F5) is required for any activities creating sparks or flames

1.29. Asbestos

Genco will seek information from their client to determine the level of asbestos present, if applicable. This information will be communicated and issued to all of those who may be affected by its presence and will form part of the task specific CPP/Risk Assessment Method Statement and will form part of the site-specific induction.

Following receipt of the asbestos information, if it is suspected asbestos is present within the working area or other areas of the same construction then the services of a licensed asbestos contractor will be employed to sample and if necessary, remove prior to Genco works.

Any licensed asbestos contractors appointed by Genco must evidence their licensed / non-licensed asbestos removal training.

A handover certificate will be obtained before works can commence. Contractors may not proceed with works unless they have had sight of the handover certificate confirming that asbestos has been removed and the area is safe.

Employees, contractors and all its employees must always proceed with caution even if the asbestos records confirm NAD (No asbestos detected) and should they identify material which they suspect may contain asbestos they are to stop works immediately, secure the area, and notify their manager.

All employees and contractors are required to undergo asbestos awareness refresher training at least annually.

1.30. Monitoring of Contractor Health & Safety

Genco require that all contractors working under its control are subject to Genco 'control of contractors' procedure.

All operatives must be inducted to this document (Genco EHS Minimum standards) before being appointed to any works on behalf of Genco.

In addition to an annual review, Genco will undertake regular inspections and audits of the workplace.

Any EHSW issues identified will be brought to the attention of the site management and contractors.

Genco employees, contractors and all their employees shall work closely with and co-operate fully with Genco HS&E Manager and Site Managers requests and timelines to rectify any issues that are identified.

Any fines issued from a governing body i.e. Environment Agency / Health & Safety Executive as a result of a direct failing from a contractor will be charged to the contractor in question.

1.31. Meeting & Toolbox talks

Pre-contract start / mobilisation meetings are to be held to discuss projects/contracts in advance of works. This is also an opportunity to review and close out any EHSW issues prior to commencement.

Genco employees, contractors and its employees will be required to attend all co-ordination meeting as requested. These are held to plan, management and monitor the program of works and to ensure that there are no clashes with other trades working in the same location or other contractors employed on the same project.

Project progress meetings will be held, where applicable, to determine how the overall program of works are progressing, agenda items will be EHSW, procurement, costs, design and any other relevant business associated with the project.

Regular toolbox talks and HSQE bulletins are to be issued to update the workforce on best practice techniques to be used and to notify staff of any relevant EHSW information including changes to regulations. Contractors are required to take part in toolbox talk sessions and use this as an opportunity to ask questions, raise concerns or discuss site working practices in general.

Urgent consultation safety meetings may be held as a result of information that has been identified that may have a serious EHSW impact on the workforce.

Such meetings will allow Genco to communicate any changes to the working practices to ensure a continually safe working environment is maintained.

MEETING FREQUENCIES WILL BE AGREED IN ADVANCE HOWEVER MAY CHANGE AT THE DISCRETION OF GENCO MANAGEMENT.

1.32. Contractor Access to Site

Contractors and their employees may only be permitted on site following receipt, review and approval of the task specific CPP/Risk Assessment Method Statement.

These must be submitted to Genco project support team at least 7 working days prior to the scheduled start date for approval. Works may not commence unless approval has been received.

Only contractors authorised personnel who are employed on the contract are allowed access to the work site / location.

Contractors are responsible for ensuring that all of their employees have been verified as having the right to work within the UK. Please refer to <https://www.gov.uk/check-job-applicant-right-to-work> for your legal obligations and guidance on how to check a workers right to work.

The contractor's staff must observe all Genco site safety requirements at all times including parking and driving limit restrictions.

The contractor shall notify Genco of any visitors who they want to attend site and such visit must be agreed by Genco Management.

The contractor shall maintain records of the contractor's staff, who are working on site on a daily basis. The contractor shall submit this information to Genco as and when requested to do so.

The Contractor (unless otherwise specified) to pay for his staff training, welfare and transport.

Contractors and its employees must have evidence of required competencies when arriving on site which will be verified by the Site Manager. If these are not provided the non-compliant contractor employee will not be permitted to enter the site or carry out any works.

NOTE: As a minimum Genco require that all site operatives hold a valid CSCS Card, Asbestos Awareness and have completed Tesco online training (when working on a Tesco site). Additional evidence of competences will be required for specific task or as dictated by the client.

1.33. Site Welfare

Details of site welfare facilities will be agreed pre-start.

Whether these facilities are existing on site facilities, provided by Genco or by the Contractor all employees, contractors and contractor employees must ensure that welfare facilities are kept clean and tidy after each use. If any damage occurs, you must report this to your manager/store manager immediately.

The welfare of the contractor's employees remains the responsibility of the contractor. The contractor must ensure that their welfare facilities are suitable and sufficient and reach the standards required by legislation as an absolute minimum.

Schedule 2 of the Construction Design Management Regulations (CDM) 2015 suggests that the minimum welfare facilities required includes:

- Sanitary conveniences
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Facilities for rest

All welfare requirements and arrangements must be agreed and implemented prior to commencement of any works on site.

If operatives arrive to site and find the above minimum requirements are not met, works must not proceed. The project manager should be contacted to rectify the welfare arrangements.

1.34. Use of radios, mobile or electronic equipment

Genco employees, contractors and contractor's staff are prohibited from using **personal** radios, mobile devices and electronic equipment, including personal headphones whilst on Genco sites.

Mobile devices may be used if they are required to carry out a task or for health and safety reasons and must be recorded within the safe system of works i.e. for taking pictures for the daily safety report, carrying out safety audits and progress photos.

Use of mobile phones must be kept to a minimum and may only be used in designated safe zones.

Mobile phones are not to be used in close proximity to traffic, plant or machinery or when working on or near a petrol forecourt/ pumping station.

If unsure the user must seek clarification from the site manager as to where they may or may not use their mobile phones.

Radio transceivers may only be used if identified as being required and must be recorded on the safe system of work.

Using photography of any individual/s is not permitted without having received written permission.

1.35. Operations Interface

Genco employees, Contractors and contractor's employees will make themselves aware of any other contractors working in the same location whose activities may affect or be affected by their work. Co-ordination with other contractors must be agreed to ensure that safety is not compromised.

Genco site manager / contractor will ensure that emergency and evacuation procedures relating to their activities and work location is included within the site-specific induction CPP/RAMS.

1.36. Removal of Contractor Personnel

Genco reserves the right to refuse to accept onto site any member of the contractor staff or sub-contractor who, in the opinion of Genco site management or security, present a risk to safety or security.

The Contractor must ensure that its personnel are properly qualified, skilled and experienced. Genco may require the Contractor to remove any person employed on the Site or the Works who commits misconduct, is incompetent or negligent, fails to perform in accordance with any provision of this document or persists in any conduct prejudicial to health, safety or the environment.

The contractor will be required to take appropriate action to prevent and eliminate unacceptable behavior or conduct.

The contractor is required to notify the Genco of any accidents within 3 hours of occurrence.

1.37. Workers whose first language is not English

Workers whose first language is not English must be able to demonstrate they have a basic understanding of both written and spoken English.

If a worker cannot demonstrate this basic understanding, their employer must:

- Translate the induction, risk assessment, method statement and briefings for them
- Assign an English-speaking worker who can translate and communicate to a group of workers (maximum of four in a group).

The key is to ensure that everybody involved in the works understand and comply with all environmental, health, safety and wellbeing requirements.

Contractors must ensure that they and all their employees implement the above actions to comply with this requirement.

1.38. Medical Conditions

Employees, contractors and their employees must ensure that Genco management are made aware of any medical conditions which could affect the contractor's ability to carry out their works safely.

Genco will ensure that adequate measures are in place to ensure the safety of such employees and their colleagues. Contractors must that they implement necessary measures for their employees and steps taken must be relayed to Genco site management staff.

Should an employee or contractor be found to have withheld relevant medical information which may have affective their health & safety or the safety of others they may be required to stop the task at hand pending a full investigation.

1.39. Alcohol & Drugs

Genco have a zero tolerance with regards to alcohol and drugs being brought onto site, please refer to Genco **Drugs & Alcohol Policy**.

If an employee, contractor or one of its employees is suspected to be under the influence of drugs or alcohol they will be instructed to leave site and will be subject to Genco disciplinary procedure which, pending investigation, may result in dismissal.

In accordance with Genco Drug & Alcohol policy random drug and alcohol testing may be undertaken at any time. All employees, contractors and contractors' employees will be required to comply with this requirement and failure to comply will be deemed as gross misconduct and may result in dismissal.

Full details of Genco Disciplinary and Drug & Alcohol Policy are detailed within the relevant policies and are available upon request.

1.40. Smoking

Smoking, including the smoking of electronic cigarettes, is not permitted in any Genco building or on any Genco site both at head office and on client sites.

Smoking will only be permitted within designated smoking areas as identified on induction. Any contractor found to be smoking on site will be subject to Genco disciplinary procedures.

1.41. Site Rules Including Conduct and Disciplinary Procedures

All contractors and their employees are to comply with the requirements as set out in this EHSW Minimum Standard at all times together with any site-specific Construction Phase Plan/Method Statement/Risk Assessment.

It is expected that all contractors and their employees will carry out their works in a safe and efficient manner at all times ensuring that safety of all employees, staff and members of the public.

Should a contractor or its employees be found to be in breach of the documents referred to above or any other H&S document, act, regulation or good practice the relevant person(s) will be subject to Genco conduct and disciplinary policy and procedures. **See Appendix 3 – Genco Conduct & Disciplinary Action – Yellow Card / Red Card Procedure** which is supported by Genco full Disciplinary Policy.

Basic Contractor Rules- Contractors on all projects or works must:

- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced.
- Plan, manage and control their own work to ensure any workers under their control are safe from the start of their work on site.
- Provide workers under their control with any necessary information they need to work safely, report problems and respond appropriately in an emergency.
- Make sure that any design work they do complies with the law.
- Make sure that any work carried out complies with the law.
- Co-operate with others and co-ordinate their work with others who may be affected by it
- Provide workers with appropriate PPE at no charge and make sure they wear it

- Ensure the workforce is properly consulted on matters affecting their health and safety, and obtain specialist advice, where necessary, when planning high risk work
- Fulfil the duties given in the Approved Code of Practice: Managing Health & Safety in Construction (L153)
- Follow the guidance given in the Construction Industry Training Board Construction Site Safety - Safety Notes (GE700), where appropriate
- All persons must report to work in a fit state. It is not only your safety risk, but it is a risk to those around you who could be affected by what you do
- Any person reporting for duty under the influence (or suspected of being under the influence), or in the possession, of drugs and /or alcohol will be immediately asked to leave the site – no exceptions.
- It will be the employing sub-contractors' responsibility to care for and/or deal with the individual, while ensuring the program of work for which they are employed is unaffected.
- Any person on medication for a specific medical condition which may impair their performance is to make it known to their employing subcontractor, who is to make it known to the Site Manager as soon as possible so that appropriate measures, if necessary, will be put in place
- All sub-contractors must provide the appropriate PPE (Personal Protective Equipment) for all their employees. All tools and PPE must be in good condition, fit for purpose, and receive all the mandatory and statutory inspections, checks and calibrations, as and when required.
- All subcontractors and their employees should be aware of their responsibility to wear PPE appropriately, take good care of equipment and report any defects.
- No food or drink, with the exception of water, is to be taken and consumed anywhere throughout the site. All food and drink must be stored and consumed in the allocated canteen facilities provided, if brought inside the boundaries of the site.
- All Genco Sites are strictly NO SMOKING, unless there is a designated smoking area assigned by the Site Manager.
- All workers must practice basic hygiene, that is, - Hand washing before eating, drinking, smoking and before, as well as after, using the toilet - Proper food storage in the canteen - Careful disposal of food leftovers in the canteen bin so as not to attract vermin which may carry disease.
- Mobile Phones – the use of mobile phones should be restricted to during break times and after shifts to minimise worker's distraction and maximise concentration. This ensures quality of work, productivity and promotes teamwork. Most importantly it will reduce the amount of accidents on sites, particularly falls, and minimises damage to phones, which may be needed in an emergency situation.
- Personal Stereos are not permitted to be used on site. Radios may be used subject to permission being sought from the Site Manager
- Vehicles are not allowed to be parked on site unless permission is granted by the Site Manager.
- Horseplay on site will not be tolerated and could lead to termination of contract and the incident being reported to the local Police authority and/or the Health & Safety Executive.
- Cleanliness and Waste – All subcontractors and their employees are responsible for maintaining a clean, tidy and safe working environment, free from unnecessary waste materials and packaging. Subcontractors are responsible for cleaning their work areas and disposing of their waste appropriately at regular intervals during and on completion of their contract. Subcontractors are responsible for providing their own skips.

- GCS expects all suppliers and subcontractors to treat and regard one another respectfully, courteously and professionally at all times in order to achieve and maintain a positive working environment.

1.42. Additional Safety Requirements

From time-to-time Genco may introduce initiatives to improve safety performance on site. Any implications for the contractor in terms of time or cost will be agreed between the contractor and Genco before the initiative is implemented.

Genco requirements from the contractor will be determined by the nature of the initiative but may include:

- Gathering/supplying of information, both qualitative and quantitative, to be used to justify the design or direction or initiative;
- Implementation of initiatives involving workforce;
- Monitoring and/or auditing the initiative of Genco requirements.

Genco will liaise with the contractor to ensure that the initiatives are determined and agreed sufficiently in advance to ensure full implementation within the agreed timescales.

2. ENVIRONMENTAL REQUIREMENTS

2.1. Waste Removal

Any contractor who removes waste from site must provide a valid waste carrier licenses specific to the waste that they are removing.

The contractor is responsible for removing all builders waste created by their works from site. Waste must not be allowed to accumulate and cause obstruction or EHS hazard inducing fire risk.

Where a skip is provided on site the contractor must ensure that only approved waste materials are placed in the skip and that enough notice is given to allow skips to be changed or removed. Any fines issued to Genco because of hazardous or non-approved waste being placed in the skip will be passed onto the relevant contractor.

If works being carried out creates waste which is not classified as builders waste, then the contractors are responsible for arranging collection and disposal of the relevant waste by a licensed approved contractor.

We all have a duty to protect the environment and it is forbidden to burn waste on site.

All contractors must ensure that they do not harm or contaminate the water system or water table.

Clean up any spillages with the correct and appropriate spill kit. If you are not sure please contact Genco project support team for assistance and guidance.

Any spills that enter watercourses or drains must be reported to Genco's HS&E Manager immediately who will in turn report to the environment agency.

Any fines issued from a governing body i.e. Environment Agency / Health & Safety Executive as a result of a direct failing from a contractor will be charged to the contractor in question.

2.2. Recycling

In order to meet our environmental obligations, Genco require all contractors to act responsibly when it comes to recycling. In order to reduce waste, we undertake to re-use materials wherever possible.

Where materials / equipment is at the end of their usable life, they must be disposed of via the correct waste stream through a licensed recycling facility.

Under no circumstances should hazardous waste be placed in with general waste.

Recyclable waste should be separated from non-recyclable waste.

Hazardous waste must be disposed of separately from general waste. Contractors are required to follow all recycling processes as set out in induction.

If facilities are in place for recycling, then these must be adhered to.

3. CONTRACTOR COMPETENCE & TRAINING

3.1 Genco Minimum Requirements

Genco employees, contractors and contractors' personnel must hold, as a minimum, a valid trade specific CSCS card or equivalent to be afforded access onto any Genco site along with Tesco online training where attending a Tesco site. Other client specific training requirements will be requested and agreed prior to commencement of works.

NOTE: Contractors who have more than 3 employees on site are expected to have a team leader who has a valid SSSTS Certificate and at least 1 First Aid Trained (EFAW) engineer.

All personnel should always carry with them evidence of their competences which WILL BE verified prior to them being permitted to site. Evidence of competencies will also be required to be submitted by the contractor with their CPP/RAMS. Employees, contractors or their employees who are not able to evidence their competencies will be instructed to leave site immediately, and should the Site Manager deem it appropriate, will be subject to Genco Disciplinary Policy and procedure.

All contractors staff shall be appropriately qualified, trained, experience and competent to carry out the task for which they have been employed.

Should the site manager / supervisor, following observation, deem the contractor not to be competent in carry out their task they will be requested to stop works immediately and Genco management notified.

All contractors may from time to time be required to carry out additional training, at their own cost, should this be deemed necessary to comply with the client's or legal requirements to enable them to carry out the task for which they have been employed to do.

We expect all employees of contractors to be fully and properly trained in the skills of the trade or craft they practice. If they are still in training, we expect them to be properly supervised at all times. while on Genco sites. Contractors must supply training, and must be able to produce evidence of

employee competence on demand.

4. HEALTH & WELLBEING

4.1 Occupational Health Services

Genco employ the services of an Occupational Health Professional to carry medical surveillance / assessments as deemed necessary to ensure the wellbeing of all of its employees.

All new Genco employees will be subject to a 'New Worker Medical Assessment' and those subject to overnight works be required to complete Night Worker Assessments (online questionnaire). Additional online or physical medical assessments will be arranged as deemed necessary following a risk assessment being carried out. These would include:

- Pregnancy Risk Assessment (online)
- Full health surveillance
- HAVS Tier 3 & 4
- Referral medical assessment following completion of online assessment

Genco would expect that contractors provide their employees with occupational health support services should their job role require this. Some examples of trades/tasks which need to be risk assessed to determine whether they need health surveillance:

- Noise
- Vibration
- Manual Handling
- Repetitive works

5. ADMINISTRATION

5.1 Client System Permit to Work and Online Systems

The contractor will comply with the requirement of any client specific permit to work system whilst carrying out works on behalf of Genco on a client site. Under no circumstances should a contractor or sub-contractor deliberately ignore the control measures stipulated by Genco or the client.

Working on client sites, permits and online/app info:

- The contractor must ensure that the appropriate identified PPE is always worn and that it is in good condition and appropriate for the task. Where client sites require branded PPE specific to the client then this must be adhered to. E.g. Tesco and Waitrose require that all operatives wear hi visibility vests with their logo on.
- The contractor must ensure that they sign in and out in the client's visitor book and, as appropriate, onto the site register.

- The contractor must ensure that the correct client log-in is used. This could be by way of a hard copy permit to work system or online portal/app. It is the responsibility of the contractor to ensure that they have the necessary details to enable them to follow the client's requirements correctly, if this information has not been passed on the appropriate manager the client must request this information before attending site.
- Each operative on site must be logged in and/or recorded on the permit to work system including all relevant information required to enable job identified.
- All paperwork MUST include job number, Site name and number, date, engineers attending including start and finish times. Any other relevant information that is pertinent to the job.

PLEASE ENSURE THE ABOVE AS ACTIONED ON EVERY SITE AS GENCO OPERATE A STRICT NO PERMIT/LOG IN NO PAYMENT RULE.

If you require examples of completed permits or client system guidance notes, please contact your appointed Genco manager who will provide this information.

NOTE: Clients can change their process at any time, please check to ensure that you are following the correct process.

5.2 Engineer Guidance Documents

Should the contractor require additional written guidance notes on using of client portals these are available on request from the project support team.

5.3 Non-payment of Final Contract Sum

If a contractor fails to issue any EHS information to Genco for onward submission to the client by the end of the project / contract completion date or a date agreed by both parties (Genco and their contracting partner), then the contractor's final payment will be withheld until Genco are in receipt of this agreed documentation and it is deemed adequate.

Definition of EHS information; test certificates (both mechanical electrical) safety data sheet/COSHH/permits, permits to work, planning permissions or residual hazard information required to be issued within the Operation & Maintenance manual document which could include, but is not limited to, as-built drawings, equipment operation and specification.

Appendix 1 – Subcontractor Minimum Training Requirements

Genco requires that everybody working on their sites is able to demonstrate that they have the necessary knowledge and skills.

Each contractor is responsible for ensuring their operatives comply with the below minimum training requirements before appointing to any Genco works.

Role	Minimum	Additional Beneficial Training (Preference will be given to those with the below)
All Contractors	CSCS Card	*Tesco Online Training (working on any Tesco or One Stop site) * Asbestos Awareness (Where materials are disturbed or working on any CO-OP site) PASMA (where erecting / dismantling mobile towers) IPAF (where using MEWPs) UKPIA SPA Passport (where working on Petrol Forecourt Stations) First Aid at Work/ Emergency first aid at work CDM Awareness Environmental Awareness COSHH Fire Safety / Marshall
Plumbers (as well as the above site-based minimum)	JIB (joint industry board) or CSCS Skilled Worker Card NVQ / Diploma in Plumbing Operations	Legionella Awareness Abrasive Wheels
Electricians (as well as the above site-based minimum)	ECS (electrical certification scheme) card	NVQ 2 – specific to occupation
Roofers (as well as the above site-based minimum)	Working at Height	NVQ2 – Skilled Worker Qualification Harness Essentials Scaffolding Awareness UKPIA SPA Passport
Scaffolders (Standalone to the above site-based minimum)	CISRS card (Construction Industry Scaffolders Record Scheme) *Minimum; Scaffolder or Advanced Scaffolder on all works)	Harness Essentials UKPIA SPA Passport

Where there are 3 or more individuals working on site at any one time (with or without other contractors):

	Minimum	Desirable
Site Supervisor	SSSTS CSCS Card (Gold or Blue Card) Emergency First aid at work Tesco Online Training Asbestos Awareness	NVQ3 – Construction Site Supervisor IOSH Managing Safely First Aid at work– 3 Day UKPIA SPA Passport Temporary Works Awareness / Supervisor

Where there are 5 or more individuals working on site at any one time (with or without other contractors):

	Minimum	Desirable
Site Manager	SMSTS CSCS Card (Gold or Black Card) Fire Marshall First aid at work Tesco Online Training Asbestos Awareness	NVQ Level 6 – Site Management IOSH Managing Safely UKPIA SPA Passport Temporary Works Supervisor / Co-ordinator

Appendix 2 - Permit to Work



PERMIT TO WORK

Work Activity Details			
Job no:			
Site:			
Specified high risk works covered by this permit			The appendix of this report needs completing;
Hot Work	A hot work permit is required for work involving the use of a flame or other sources of ignition	App. 1	
Confined Space	required to allow personnel to enter a confined space such as a blade, trench, tank, vessel, etc.	App. 2	
Excavation	is required for any excavation or ground disturbance activity over 450mm in depth	App. 3	
Other	See project support		

Start of works Date		Start of works Time		End of works Date & Time	
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AUTHORISATION			
<i>This authorisation signifies that the planning component of the work activity has been completed and that the work is authorised to commence in accordance with the risk assessment and required control measures listed above</i>			
Person Authorising			
Name (Print)		Sign	
Date		Time	
Recipient / operative			
Name (Print)		Sign	
Date		Time	

HANDBACK – WORKS FINISHED			
Person Authorising			
Name (Print)		Sign	
Date		Time	
Recipient / operative			
Name (Print)		Sign	
Date		Time	

Appendix 1 - HOT WORK		
Nature / type of hot works		
Location of hot works (specific)		
Operatives completing tasks		
Fire alarm isolation required	YES	NO
If yes, controls in place to ensure operatives are alerted in the event of a fire alarm, how operative should raise the alarm, arrangement for re-instating fire alarm		
PRECAUTIONS - ALL answers below should be YES, if there is NO answer, works should not be permitted until further controls introduced		
All combustibles removed from working area? (at least 5 metres clearance)	YES	NO
Combustible floors wet down, covered with damp sand, metal or other shield?	YES	NO
No flammable liquids within working area? (at least 10 metre clearance)	YES	NO
Is hot work equipment in good state of repair?	YES	NO
Correct clothing / PPE worn by operatives?	YES	NO
List PPE required		
<ul style="list-style-type: none"> • • • • • 		
All wall and floor openings covered?	YES	NO
Works on enclosed equipment?	YES	NO
Correct firefighting extinguisher / blanket available within 2 metres of work?	YES	NO
Are there task specific RAMS in place and signed onto?	YES	NO
Fire watchman throughout works (second operative)	YES	NO
WHO?		
Fire watchman to check working area 30 mins & 60 min after works	YES	NO
WHO?		
List other precautions in place		

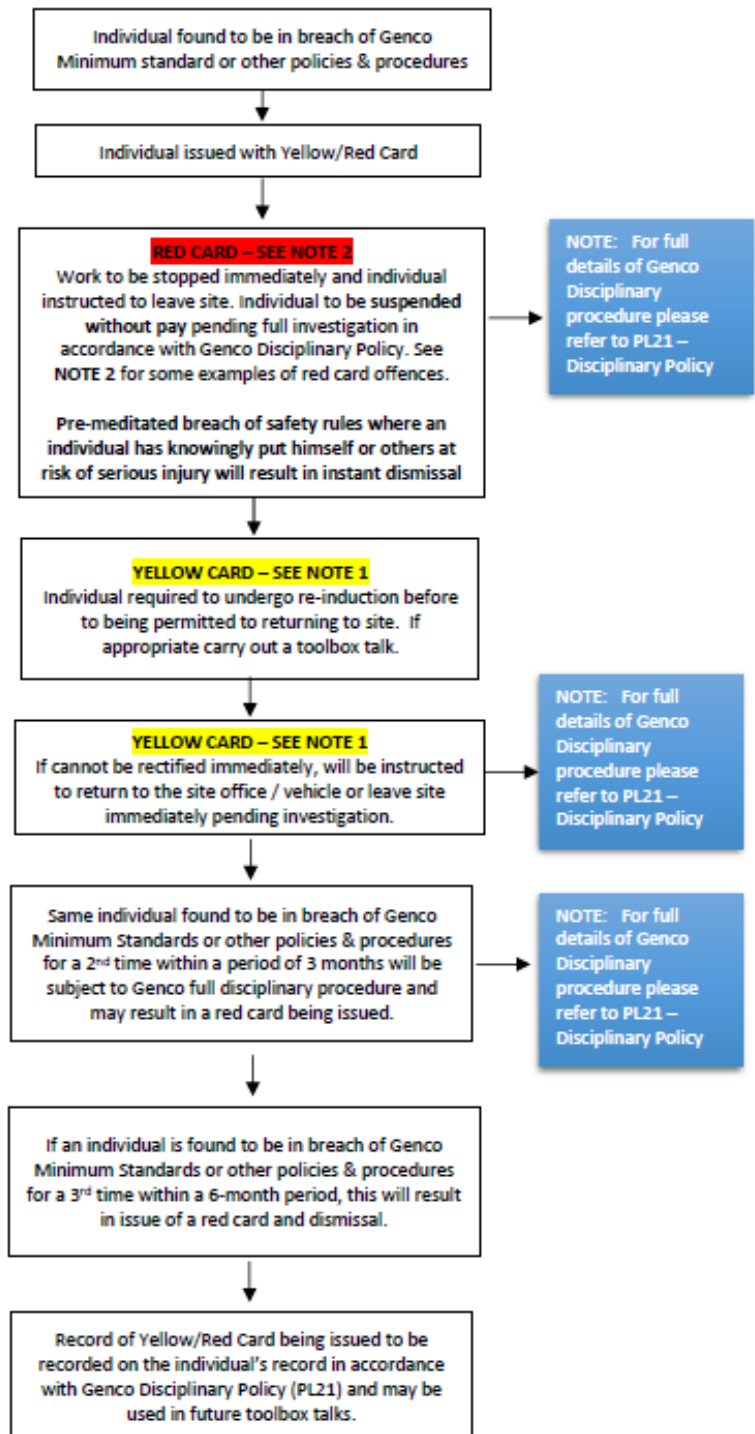
Appendix 2 - CONFINED SPACE		
Why is confined space required?		
Location of works (specific)		
Operatives completing task		
Access and egress into confined space		
Initial Atmospheric test complete	YES	NO
If yes, record oxygen concentration (19.5% minimum / 23.5% maximum)		
If yes, record combustible vapour concentration (1% LEL maximum)		
If yes, record carbon monoxide concentration (35 ppm maximum)		
If yes, record hydrogen sulphide concentration (10 ppm maximum)		
Other toxins recorded, specify		
<i>If recordings are above maximum levels, adequate ventilation should be applied, and a second atmospheric test completed after 30 mins.</i>		
PRECAUTIONS - ALL answers below should be YES, if there is NO answer, works should not be permitted until further controls introduced		
Safe access and egress into confined space?	YES	NO
More than 1 operative?	YES	NO
Adequate lighting in confined space?	YES	NO
Room to stand or kneeling down?		
Correct clothing / PPE worn by operatives?	YES	NO
List PPE required	<ul style="list-style-type: none"> • • • • 	
Communication arrangements with someone on outside?	YES	NO
Details....		
Correct firefighting equipment available within 3 metres of work?	YES	NO
Are there task specific RAMS in place and signed onto?	YES	NO
Emergency exit route		
Any other hazards within confined space	YES	NO
Details.....		
List other precautions in place		

Appendix 3 - EXCAVATION			
Why is excavation required?			
Location of works (specific)			
Operatives completing tasks			
Estimated depth of excavation			
Plant machinery being used for excavation?	YES	NO	
If yes, list plant / equipment being used			
PRECAUTIONS - ALL answers below should be YES, if there is NO answer, works should not be permitted until further controls introduced			
CAT <u>scan</u> complete of ground area to establish if any underground services will be disturbed	YES	NO	
Are all underground services marked / isolated / protected?	YES	NO	
List any services located			
<i>When live services are known to exist, then hand digging must be carried out until the service and <u>it's</u> route can be clearly seen. No excavator must be used beyond 300mm depth when location services.</i>			
Warnings and physical barriers to be erected to prevent unauthorised entry to excavation	YES	NO	
The excavation has safe means of access and egress	YES	NO	
Details....			
The trench is regularly inspected by a competent person to ensure controls are used and remain adequate including the start of each shift	YES	NO	
Suitable supporting of trench sides where required? <i>Usually based on sides higher than 1.2m? HOWEVER, dependant on ground condition</i>			
Tools & equipment are at least two feet from the edge of the excavation	YES	NO	
Correct clothing / PPE worn by operatives?	YES	NO	
PPE Required <ul style="list-style-type: none"> • Hard Hat • Respirator • Safety Boots • Ear Defenders / plugs (where applicable) 			
Are there task specific RAMS in place and signed onto?	YES	NO	
List any additional precautions in place			

Appendix – 3 Genco Disciplinary Policy

Approved by: John Roberts 	Process Title:	Process Number:	P40
	Conduct & Disciplinary Action – Yellow Card / Red Card	Revision Number: 06	Date: July 2021

Related Activities
<ul style="list-style-type: none"> • Health & Safety Arrangements • Site Works
Inputs
<ul style="list-style-type: none"> • HSE Guidance • D&A Policy • EHSW Minimum Standard • Disciplinary Procedure
Outputs
<ul style="list-style-type: none"> • Compliance with H&S legislation and safe practices • Implementation of Disciplinary Procedure
Performance Measure(s)
<ul style="list-style-type: none"> • Site Inspections • Internal / External Audits • Results of D&A testing • Disciplinary Action records • Non-conformance Reports • Accident / Incident Reporting • Monitoring of Customer Complaints
Personnel involved
<ul style="list-style-type: none"> • Operations Director • HS&E Manager • General Manager • Employees • Contractors • External Appointed Consultants
Documented Information
<ul style="list-style-type: none"> • Site Inspections • Audit Reports • Non-conformance reports • Accident / Incident Reports • Disciplinary records • D&A Results • Yellow Card • Red Card



Approved by: John Roberts 	Process Title: Conduct & Disciplinary Action – Yellow Card / Red Card	Process Number: P40	Date: July 2021
		Revision Number: 08	

Some Examples of Red and Yellow Card Offences.
 NOTE: This list is not exhaustive

- Note 1:**
 Some examples of yellow card/ misconduct offences:
- Breaching GDPR
 - Driving a Genco vehicle whilst using a mobile phone
 - Driving a Genco vehicle unsafely i.e. repeated; speeding, poor driver scorecard reports or complaints from other road users
 - Not signing onto or following your safe system of works (RAMS)
 - Not wearing correct PPE
 - Working without the correct permits
 - Abuse of social media or other online systems
 - Persistent lateness
 - Not wearing Genco uniform

- Note 2:** Some examples of red card/gross misconduct offences:
- Ignoring safety rules or instructions
 - Using equipment in an unsafe manner
 - Using equipment when not trained to do so
 - Theft or malicious damage of property
 - Falsifying records or expenses claim
 - Physical violence
 - Incapability as a result of being under the influence of alcohol or drugs
 - Discriminatory behaviour
 - Refusal to undergo drug and alcohol testing
 - Victimisation or bullying
 - Unauthorised use of company vehicle, materials, equipment, facilities or labour for private purposes