



CODE OF CONDUCT

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

For Genco Employees and Subcontractors

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

This Code of Conduct 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

November 2024

OUR COMMITMENT, YOUR COMMITMENT

All working on site are important to us. We are committed to ensuring every task is conducted with as little risk to **health and safety** as possible.

This document details our expectation for the **planning and implementation** of your tasks, and for the management of our employees or contractors on our sites.

We expect every individual to share our commitment.

The code of conduct should be read in harmony with our **other policies**, including; Health & Safety Policy, Quality Policy & Environmental policy.

We would prefer contractors to gain accreditation with any 'Safety Schemes in Procurement' (SSIP) provider (e.g. SafeContractor) to ensure any (future) review of our relationship is as smooth and easy for you as possible.

We expect the most senior Board Member (i.e. Managing Director) of your Company to read this document fully, and to commit to the principles within by **signing the declaration** at the end.

You must return the completed document in order to remain on our list of **approved contractors**.

We expect you to cascade all information from this code of conduct effectively throughout your organisation (and any sub-contractors).

All work must be undertaken in line with the Health and Safety at Work Etc. Act 1974, and with all associated Acts, Regulations, Approved Codes of Practice and HSE Guidance documents.

Under the Construction (Design and Management) Regulations 2015, **you** (that means all employees or contractors) have the following duties:

- You must not accept our order unless all individuals are competent and able to complete it fully
- You must not start until satisfied that we, and the Client are familiar with our CDM Duties
- You must plan, manage and monitor your work, so all employees undertake their tasks with no risk to health or safety
- You must comply with any direction we give as the Principal Contractor as determined in the CDM Regulations, complying with any relevant sections of our Construction Phase Plan
- All your employees or sub-contractors must be competent (with the necessary skills, knowledge and understanding) for their tasks
- You must provide every individual (employed or contracted) with sufficient information, instruction and supervision to enable them to carry out their tasks safely and healthily
- You must not begin work until you are satisfied the site prevents unauthorised access, and there is sufficient provision of welfare facilities
- You must cooperate with us as PC, with all other contractors/designers, and neighbours as required

- You must provide all required information (e.g. RAMS. O&M’s etc.) in a comprehensible manner

In addition, we expect you to meet these requirements on our site:

- Keep the site secure
- Assess and mitigate all risks (including health, safety, mental health, environmental and other)
- Protect and enhance the environment by considering ecology, wildlife, watercourses etc.
- Seek sustainable solutions wherever possible
- Respect the local community and our site neighbours. Any harassment will result in instant dismissal
- Present a professional, smart appearance at all times
- Demonstrate how you value your workforce, by ensuring they have the correct PPE, training, equipment, supervision, face fits, etc.
- Take a pride in the appearance of the site, and the workforce
- Identify and report any accident, incident, near miss, unsafe action or unsafe condition observed immediately to our Site Manager.

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

WHY COMPLY?

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
- The Building Safety 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 appointment.

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. Cooperation and Communication

Everyone with duties under **CDM 2015** must cooperate with others involved with the project or any project on an adjoining site.

This means working with each other to ensure health and safety for all concerned.

This will involve communicating with all contractors on site to understand what they are doing and in what sequence.

We will facilitate this by holding **pre-start meetings, progress meetings, daily site briefings** and **toolbox talks** as required. Your company representatives will be expected to attend and participate as necessary.

Communication must always be respectful and professional.

This includes interface with members of the public. Any harassment (e.g. wolf-whistling or any unprofessional comments) will be taken very seriously, offenders will be **removed** from site and may be reported to the police.

Any 3rd party complaint must be referred to the Genco Project / Site Manager immediately, irrespective of seriousness.

We will provide site relevant information in the following (not exhaustive) ways:

- Signage
- Provision of our CPP and RAMS
- *This* Code of Conduct
- Site Inductions
- Safety Bulletins
- Site Notice board and H&S Displays
- Site Rules
- Toolbox talks

If we can improve our provision of meaningful information, we would be happy for any individual to bring this to the attention of any members of our management team.

We expect you to ensure your employees or sub-contractors are fully conversant with all information provided in our CPP, your RAMS, the site induction (including emergency actions, and site rules), and other work instructions. If you employ non-English speakers, we will expect you to provide appropriate translation and/or on-site interpreter.

Where site behaviour falls short of our code of conduct, we reserve the right to deny an individual further access to our site, and to remove their authorisation to be on site with immediate effect.

Depending on the severity of an incident, you will be asked to write a full report in response to 'Non-Conformance' being raised as our relationship will automatically be put under review, and our continuing association will depend on our assessment of the actions you take to address any problem.

1.4. Behavioural Safety

We expect every individual on site to act in a way that expresses pride in themselves, their work, their vehicles, tools, equipment, and our client.

We will then review the effectiveness of this commitment during our site inspections.

Any operative on our site is authorised to stop any work they consider unsafe, and to report this immediately to the site / project manager.

Our site rules (including client specific, or site-specific rules) will be on display, or in the CPP.

All of your operatives must follow these rules at all times.

Horseplay, or practical joking will not be tolerated. Use of offensive or inappropriate language will not be tolerated. No harassment in any form will be tolerated.

Anyone found maliciously misusing or damaging PPE, plant, equipment, materials, welfare facilities or any structure will be dismissed and costs recuperated from their company.

Mobile phones can be used in welfare areas, but not in work areas (unless directly connected to your work tasks).

The use of any mobile device when operating plant or machinery, driving, or working at height could illicit a straight dismissal.

Smoking is only allowed in designated areas. Cigarette butts must only be disposed of in receptacles provided (not on the floor, and **never** in the skip).

Alcohol or drugs must never be brought onto site. Any operative thought to be under the influence of any substance (including prescribed medicines) in any way that has the potential to negatively impact H&S, will not be allowed access to our site.

Operatives should indicate any prescribed medication they are taking in the health declaration section of their induction form. We reserve the right to implement random drug or alcohol checks.

Food and drink can only be consumed in welfare areas (except water in a bottle with a sports cap).

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 Incidents / Accidents

First Aid

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

Genco requires that **all contractors** working on behalf of Genco **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 via hse@gencocs.co.uk to enable a full investigation to be carried out.

ALL ACCIDENTS & INCIDENTS, NO MATTER HOW MINOR, MUST BE REPORTED TO GENCO HS&E DEPT. 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 or contribute to 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 is 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.

Near Misses

At Genco, we log all near misses (in addition 'accidents') for analysis to provide evidence of proactive site management, to identify potential patterns, or to target areas for improvement.

Near-misses are incidents that don't cause any harm but could've potentially caused an injury or ill health. You might be tempted to brush off near-miss incidents as no one gets hurt, but it's vital you don't ignore them.

Just because it was a near-miss this time, doesn't mean that it will be next time.

By identifying and raising awareness of these near misses, we aim to reduce them. By doing so we hope to improve our H&S Culture, and even reduce actual loss causing accidents.

Process for reporting:

Template available on sassets - 'F128 Near Miss Reporting'

Or • Report directly to hse@gencocs.co.uk with event description, corrective action and images where possible

The form is brief and will not take up much time.

1.7. Site Setup

We must plan and arrange the set-up of the site to consider neighbours, security, welfare, storage, traffic management and deliveries, pedestrian segregation, waste collection as well as the fire plan.

We rarely have as much space available within our demise as we would like, due to the nature of our clientele, so your cooperation is necessary.

Primarily, we expect everyone to be familiar with the plans, and to communicate any potential issues, so we can review and update them as necessary.

Access to site must be kept secure, and all gates locked once used.

Generally, we will have limited storage, so unless approved with the Genco Contract Manager, deliveries should be planned (and booked with the Site Manager) on an as-needed basis.

Pedestrians should not take shortcuts through vehicle areas, and plant operators (e.g. MEWP operators) must ensure solid segregation is utilised during any plant movement, including those in internal areas.

Generally, we expect you to remove your own waste. Skips (or bins) are provided on site for our use and may only be utilised with permission from the Site Manager.

Where the skips are used, it must only be for those items expressly authorised

1.8. Segregation

Segregation of work activities from the public and colleagues remains a significant risk.

Our site set ups and planning of resources must be based on protecting people rather than what is the minimum.

Having inadequate security around a construction site may danger the public and lead to an unnecessary incident. Always make sure that boundary safety fencing is 100% secure and there are no openings for the public to access.

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 install a ladder guard to 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.

The site must remain **completely segregated** from the public, and anyone inside our demise who isn't recognised (or who isn't wearing PPE per site rules) must be challenged and reported to the SM immediately.

Where deliveries unavoidably cross a public area (like a pavement or mall concourse), we will expect you to plan them appropriately.

STEPS TO ENSURING CORRECT SEGREGATION

- **Remove temptation**

Remove keys, tools, equipment and materials which might tempt children / trespassers on to the site. When closing down immobilize all plant and equipment.

- **Secure the perimeter**

Fencing and barriers make it difficult to access the site unauthorised and prevent people from "accidentally" wandering onto your site

- **Remove ladders from scaffolds**

or install ladder guards to lower rungs to prevent access at the end of each working day

- **Display signage**

Fences alone are not enough to warn people of the dangers. Do they know why their usual route home is blocked by a barrier? If not they might just be tempted to jump over and cut through. Make sure you display danger and warning signs around the perimeter

- **Secure Entry Points**

your site entrance is also a security weakness if anyone can walk onto the site without being challenged. So make sure that unauthorised people are prevented from accessing the site by securing and monitoring entry points to make it harder for unauthorised visitors to gain access

- **Additional barriers for hazards**

Falling into trenches is a real hazard to trespassers, who are not aware of where excavations are on your site, especially in the dark. Barrier off or cover excavations, pits and edges when out of use

- **Secure Substances**

Hazardous substances can be toxic and harmful, but to children and people who don't know better, spraying foam or throwing liquids might seem like fun.

Lock away hazardous substances within secure storage units designed for that purpose. Stop them from getting into the wrong hands.

PREFERRED BARRIER SYSTEMS;

CHAPTER 8 BARRIERS-

are used as a temporary measure and should only be used where works are of short duration and the working area is continually manned.

They should not be left unattended – especially not outside, as they are light in weight and therefore, are susceptible to falling over in certain weather conditions.

These types of barriers are best suited to internal works, material segregation and small working spaces which are continually manned or away from any walkways / pedestrian routes.

If access needs to be prevented for a longer duration- an alternative option should be used instead.

HOARDING-

Hoarding can be used in this instance to completely segregate the construction from the live work environment and allows business to continue as usual.

It should be used for longer term sites which are fixed in location, and not moved each day. I.e. toilet refurbishment.

Hoarding can be used for internal and external projects – which the material suited to the conditions and surroundings. i.e quick click plastic for internal working and timber for external.

It should also include a lockable entry point (door) for access which should be kept closed at all times.

- **HERAS FENCING-**

Temporary fencing panels offer extreme versatility and allow for quick assembly to create a temporary barrier around our sites.

They should be used for longer duration external sites i.e excavations, scaffolding, general maintenance work or where there is surrounding pedestrian / traffic routes.

To ensure Heras fencing is secure, it must be double clipped as a minimum and where possible the weights (feet) should be installed on the construction side

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).

Heras fencing must contain relevant site safety signage, and reflective banding as minimum.

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).

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).

Water filled bases should be considered in high traffic routes or where poor environmental conditions are expected to offer extra durability and protection

You must use solid barriers if practicable, and banksmen to accompany larger deliveries.

Where it is impossible to use solid barriers, sufficient banksmen must be engaged to accompany the delivery and be posted at either end of the vehicle to identify and manage public interfaces.

Breaking out and other dusty works, or works producing fumes or vapours should be enclosed to avoid migration of any potentially harmful substances.



Vehicles must be segregated from pedestrians. This requires discipline from the pedestrians on site to avoid taking a shortcut through a designated vehicle area.

Where available, only pedestrian gates should be used unless driving onto the site.

Where it is impractical to completely separate plant operations from workers on site, both the pedestrian and the driver must acknowledge each other with a 'thumbs up' prior to approaching.

Within a site, all high-risk operations need to be segregated from other workers.

All work at height should be appropriately segregated. It should never be possible for something dropped while working at height to land on a pedestrian below.

It will be the responsibility of the individual working at height to ensure no one can encroach under his work area.

Dusty work can be controlled in a variety of ways. It may be best to segregate it completely, avoiding the migration of dust by erecting enclosures to contain it. This will be expected for any breaking out (e.g. removal of solid walls or areas of concrete floors) undertaken within internal areas.

1.9. Signage

Signage should be placed for direction, instruction or warning wherever more effective control measures have been unable to negate a risk completely.

Where warning signage is used, it is to indicate a hazard or provide notice of mandatory action (e.g. PPE) required by all in the vicinity.

It is expected that your employees or contractors observe and obey these signs. If you see any signage that is no longer applicable, please inform the Site Manager so it can be removed.

Where you are undertaking work for which appropriate warning signage is not yet in place (for example noisy work, work at height, work with the potential to produce dust etc.) your employees or contractors must **not** commence until the signage is in place.



1.10. 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.

CHECKS TO BE CARRIED OUT PRIOR TO OPERATING THE EQUIPMENT;

- Has the driver got the correct PPE? i.e.
 - Hi Visibility Clothing
 - Hard Hat
 - Safety Footwear
- Has the driver read and understood the operating instructions?
- Has the driver checked and understood the Safe System of Work / RAMS?
- Has the driver carried out the daily checks? *(Use F48 for a Genco template)*

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.

Stepladders /Ladders

Every time you use a ladder check it beforehand to make sure it is safe to use . Frequently used ladders only need one such check a day - except for checking the feet when moving from soft/dirty ground to a clean area.

- Only use ladders for light-duty, short duration work which has been approved by the responsible person
- Avoid strenuous work such as freeing a seized nut, installing a run of cable trays or removing a heavy object as any sudden release can cause you to lose your balance and fall.
- Do not use a ladder if you have a medical condition, or are taking medication that could affect your safety, or you are under the influence of drugs or alcohol.
- Make sure you have the right footwear, i.e. clean, in good condition and without dangling laces
- When going up or down a ladder, take each rung one at a time and don't rush. Use both hands to grip the ladder whenever possible.
- On nearing the bottom, watch where you place your feet. Make sure you do not miss the lower rungs as you step off
- When working from a ladder, maintain three points of contact with it at all times (e.g. both feet and one hand).
- Don't carry heavy or awkward shaped objects on a ladder. Never carry loads heavier than 25 kg - any over 10 kg should be avoided if possible. This includes long lengths of lightweight material such as plastic guttering, which can be passed up by a second person instead.
- If you have to carry an item up or down, you must keep one hand free to grip the ladder.
- Do not overreach. Move the ladder so that you can keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task. Do not place a foot on another surface, such as a window frame, to extend your reach.
- When working on or close to electrical equipment that is live or may become live, use ladders that will not conduct electricity, such as those with fibreglass stiles
- Do not throw things from ladders.

Mobile Towers

Mobile scaffold towers may only be erected by a PASMA trained operatives and must be tagged (using a visual scaff tag or similar) 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, all inspections must be updated on the scaff tag.

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.

1.11. Lifting Operations

Lifting operations should be avoided if possible. Where unavoidable, they must conform to the HSE guidance associated with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Before commencing, the suitability of ground conditions and other environmental factors will need to be considered in the risk assessment, as will details for full segregation of the area under and around the lift, its equipment and the landing point.

The lifting plan will be needed as part of your initial RAMS submission. All lifting operations (apart from simple HIAB lifts from lorry loaders) are subject to our Permit to Work procedures.

For crane lifts, an Appointed Person must plan each lift. The AP must be named in the RAMS.

Any necessary licenses/permissions for use on a public highway will need to be confirmed prior to arrival on site.

A current LOLER Inspection Certificate will need to be available on site for all equipment and accessories.

All operatives involved in the lift (including Drivers/Operators Banksmen, Signallers etc.) will need to be named on your RAMS, and we will need to file copies of appropriate competency records (e.g. CPCS Card).

Movement of telehandlers is not allowed with a load at height.

Where an excavator or telehandler is used (per plant instructions and with correct accessories) to lift suspended loads, the operator's certification must confirm lifting operation competence, rather than the plant competence alone. 70% of the specified SWL of any equipment or accessories must not be exceeded.

Where a Genco temporary works supervisor oversees lifting activities, a Permit to Work (F5) and the Temporary Works register will be completed with necessary controls in place before commencement of the lift.

1.12. 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.

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.

Permits to work must be obtained prior to works commencing.
All accidents must be reported following the correct process.

All scaffolding must comply with current regulations and industry guidance and only be erected by those with the skills, knowledge and experience to do so safely.

Scaffolding organisations must have a full understanding of SG4:15- Preventing Falls in Scaffolding Operations and all other NASC Guidance standards.

Principal Contractors should also understand the requirements of this NASC guidance and ensure it is followed on site.

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. Scaffolding boards to be clipped into position.

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.

All sheeting/ netting must be Netting to be flame retardant (no LPS 1215/ TS:62)

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 egress / Site Segregation

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.

Stair cases to be installed where possible be these system or tube and fitting. This is to be taken into consideration during the Pre-construction phase.

Harris fencing is to be supplied and installed with lockable gate to base of scaffolding. (Hoarding license may need to be obtained prior to scaffolding erection.

All work areas must be segregated from public prior to works commencing using either red barriers with non-trip feet or Mesh fencing.

Scaffold must be left in a secure state when not in use with authorised access only (e.g. remove ladders, add rung gates or fencing).

Further information can be found in the GENCO Environment, Health, Safety and Wellbeing (EHSW) Minimum Standards 1.12. Site Segregation

In some circumstances Genco will ask for alarms to be installed

Scaffolders Competence

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

A qualified CISRS Scaffolders or CISRS Advanced Scaffolders 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.

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.

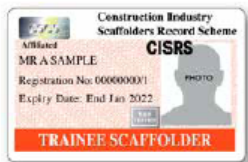
CISRS Scaffolders or Trainee operatives will be able, as a member of this gang to erect, alter or dismantle this equipment under the direct supervision of the CISRS system qualified operative.

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.



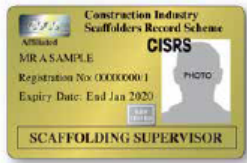
Work under the direct and immediate supervision of either a CISRS Scaffolders or Advanced Scaffolders at all times.



Have a CISRS Scaffolders 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 Scaffolders.



Have a CISRS Scaffolders 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.

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).

Protection of public and operatives

Double boarding & Monoflex to be installed when above high foot fall areas/ chance of spills and when licensing determines.

Brick guards to be installed to all leading edges.

'Nipple caps' and tube end caps to be installed to all high traffic areas.

All ladders must have rubber feet.

Boards to be in good order with bands secured,

Fittings and scaffolding not to be rusty or of poor appearance.

Gates to be functional

All equipment to be in good working order with appropriate certification where needed.

securing of the top of ladders with mechanical means

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.

Examples of scaffolding structures that require a bespoke design: -

- All shoring scaffolds (dead, raking, flying)
- Cantilevered scaffolds
- Truss-out scaffolds
- Façade retention
- Access scaffolds with more than the 2 working lifts
- Buttressed free-standing scaffolds
- Temporary roofs and temporary buildings
- Support scaffolds
- Complex loading bays
- Mobile and static towers
- Free standing scaffolds
- Temporary ramps and elevated roadways
- Staircases and fire escapes (unless covered by manufacturer's instructions)
- Spectator terraces and seating stands
- Bridge scaffolds
- Towers requiring guys or ground anchors

- Offshore scaffolds
- Pedestrian footbridges or walkways
- Slung and suspended scaffolds
- Protection fans
- Pavement gantries
- Marine scaffolds
- Boiler scaffolds
- Power line crossings
- Lifting gantries and towers
- Steeple scaffolds
- Radial / splayed scaffolds on contoured facades
- System scaffolds outside manufacturers guidance
- Sign board supports
- Sealing end structures (such as temporary screens)
- Temporary storage on site
- Masts, lighting towers and transmission towers
- Advertising hoardings/banners
- Rubbish chute
- Any scaffold structure not mentioned above that falls outside the 'compliant scaffold' criteria in TG20 or similar guidance from manufacturers of system scaffolds.

Following considerations must be taken into account prior to the design and construction of a scaffolding structure:-

- Protection of the public is vital. This must be appropriately planned and proportionate to the works being undertaken.
- Access prevention. Suitable measures should be considered to prevent unauthorised persons gaining access to the scaffolding structure.
- Traffic routes are appropriately planned and proportionate to the works being undertaken.
- Where materials are stored/stacked on scaffolding, brick guards / debris netting should be in place to prevent potential falling of materials.
- All debris netting, signage or sheeting is accounted for in the wind loadings design.
- Any relevant pavement permits or permissions are agreed in sufficient time to allow the scaffold to be built in time.

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

Designs, where complex should be signed off by a second designer in line with the requirements of BS 5975:2019 Code of practice for temporary works procedures and the permissible stress design of falsework.

Where design documents are issued, Genco are to be issued with the latest design / revision prior to scaffolding erection. The scaffolding company is to ensure that the installation team have a minimum of A3 readable, printed and latest revision laminated / adequately waterproofed.

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.

An independent scaffold inspector appointed by Genco will the inspect the scaffolding and Hand over if scaffolding meets Requirements. The independent scaffolding inspector will issue a non-conformities document which the scaffolding company will need to rectify before works can commence.

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. On site hand overs must be handed over to Genco TWS on site. Records must be kept and available on request.

Scaffolding must be inspected by a competent person as a minimum on a weekly basis and this must be recorded on the 'scafftag.' Genco will ask for an independent scaffold inspector to carry out weekly inspections.

This must be done on time failing this may resort in labor counter charges put back onto the scaffolding company.

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

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 Scaffolders or Advanced card holder is competent to inspect structures up to the grade of their card i.e. CISRS Scaffolders Basic Structures, and Advanced Scaffolders all structures.

Genco may ask for an independent scaffolding inspector to sign off and inspect scaffolding.

Harnesses

Whenever harnesses are being used, rescue plan(s) in line with NASC (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.) 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/>

1.13. Portable Appliances 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.

Subcontractors are responsible for maintaining and inspecting their **own equipment**. Records must be provided to Genco on request and carried with each tool on-site at all times.

Pre-use 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.

All electrical work must be in accord with the Electricity at Work Regulations 1989, current IET Wiring Regulations and NICEIC guidelines by trained and competent electricians. Any high voltage (HV) work must be referred first to the H&S Manager.

Electrical Contractors testing, or commissioning systems must be registered with NICEIC. No live work will be allowed on site (except controlled testing). Any isolation will need a Permit to Work from the Genco Site Manager, and the distribution board will need to be secured using a lock-off procedure. This needs to ensure it is impossible for any other party (including the key holder) to reenergize (accidentally or intentionally) while anyone is still working on the electrical system.

Where multiple personnel are working on a single system, this will necessitate your provision and use of a multi-key lock off system. Once locked off, the system will still need to be dead-tested with appropriate calibrated equipment prior to working on exposed parts to confirm the system has discharged.

Temporary electrical systems must be installed in accordance with current British Standards and tested accordingly. Wherever required by any current guidance, electrical systems or equipment must be earthed.

All fixed installations must be tested and certified on completion of works. All testing or commissioning certificates must be completed in full and left in our possession before leaving site as we need to handover the completed file at Practical Completion.

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.

1.14. 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

1.15. 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 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.

Where works will encroach on public pavements or highways, an appropriate license must be in place from the council or appropriate governing body.

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

NRSWA 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.

1.16. 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 (where possible) prior to commencement of work and any identified services clearly marked up.

Use 'Line Search Before You Dig' <https://lsbud.co.uk/> which allows users to search for know utilities in public premises.

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 300mm or more is planned a **permit to excavate** must be completed prior to start. **Refer to Genco Permit F5c.**

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

1.17. Excavation

Where unavoidable, any excavation is subject to our Permit to Work procedure. This will stipulate controls your employees or contractors must comply with.

Planning for excavations during groundwork must demonstrate consideration of the soil investigation, and other environmental factors (neighbouring structures, overhead powerlines etc.).

The permit will only be issued once you have confirmed competent personnel are on site to inspect the excavation prior to each shift (and following any event that may indicate a need to clarify its stability), that available service plans have been sought and inspected (e.g. 'dial before you dig'), and that you have supplied the proper equipment.

RAMS for any excavation must detail safe angle of repose or include appropriately designed shoring/battering detail.

Safe access and egress should also be detailed, as should any necessary crossing point, rescue plan, edge protection and lighting arrangement.

Where any external excavation is left open overnight, leading edges must be protected, and the excavation should feature an escape ramp for wildlife (e.g. badgers, rodents etc.).

Calibrated 'Cable Avoidance Tools' (CAT4+ and 'Genny' or similar sub scan technology) must be used prior to any dig (no matter how shallow) by trained operatives (certificates must be supplied at induction) and repeated at least every 300mm.

Where any service (e.g. gas or electricity) is identified within 500mm of a dig, they must be fully exposed by hand digging with insulated tools prior to using any heavy machinery. Once exposed, ensure services are clearly identified and protected. Work must stop where gas or electrical services are found to be encased in concrete and must not recommence until the service provider attends site and redirects the service (or confirms in writing works are safe to continue).

No one will be allowed to work in an excavation until vehicular movement around it is controlled, and edges protected with a system robust enough to prevent foreseeable accidents. You must not store any items closer to the edge of an excavation than the depth of that excavation (e.g. no stored items within 2m of a 2m deep trench), and to a minimum of 1m away.

When complete, excavations must be backfilled to a suitable standard before the PTW is signed off.

1.18. Permit to Work Systems

You will need permission from our SM to undertake any high-risk activity on site.

This is to enable us to stipulate control measures, and to verify equipment, competence and suitable planning of the task.

A PTW will be required prior to undertaking any of the following 10 tasks, irrespective of how short-duration the work is:

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
- Working at Height Works
- Electrical Work
- Lifting Operations

Request F5a-f 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 300mm 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

Working at Height

Any work or access required on at height by using access equipment such as ladders, MEWPs, Scaffold tower or fixed scaffolding Includes provisions for;

- Safe access
- Edge protection
- Type of access equipment
- Asbestos information
- Rescue Plan
- PPE

Electrical

A electrical permit is required for any works on any electrical systems. The permit will include arrangements for;

- Details of specific power source / distribution board
- Competence of workers
- Isolations
- Lock out procedures
- Voltage testing
- Asbestos
- Emergency Plan
- PPE

Lifting Operations

The Lifting Permit to Work allows you to consider and record all of the hazards connected with the work they are going to conduct along with the necessary precautions that must be taken..

The permit will include arrangements for;

- Details of the lift and the load
- Competence of workers
- Appointed persons
- Weather conditions
- Ground conditions
- Communication plan
- Emergency Plan
- PPE

Further permit to works may be required by the client in addition to Genco's as listed above

1.19. 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.

Unless agreed with the Site Manager, deliveries will need to be on an 'as-used' basis.

Your employees must be on site to accept any delivery. Storage areas must be kept tidy. Items should be stored on pallets so lifting aids can be easily used to move them. Combustible items must not be stored where potential ignition sources are in use

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

1.20. Working at Height

All work at height or work close to any edge (including the possibility of a fall below ground) must be avoided wherever possible. Where unavoidable, work must be in accord with the guidance associated with the Work at Height Regulations 2005.

Responsibility for associated equipment costs need to be clarified prior to accepting an order, else assumed to be yours.

Where it is not reasonably practicable to prevent a fall, the consequences of a fall must be minimised.

To minimise reliance on emergency services, rescue plans should be supplied when using access equipment. You need to ensure that only competent people (that is those with sufficient skills, knowledge and experience for the task) are authorised by you to work at height.

You must not allow any operative to work close to an unprotected leading edge or allow them to adjust or alter work at height equipment unless trained and competent to do so (fixed scaffolding can only be altered by approved holders of an appropriate CISRS Card for example).

You must also consider how to get equipment needed at height up to the work area safely. It is not acceptable for your site personnel to be carrying equipment or materials up ladders.

Note: there is no basis in law for a 2m rule when assessing edge protection or fall prevention – any risk should be controlled so far as reasonably practicable, by the provision of any equipment necessary.

Risks must be assessed so that falls (of people or equipment) can be prevented by enforcing appropriate control measures, and so that any work area can be accessed and egressed safely.

Collective measures should be given priority over individual measures (e.g. hand rails are more effective than harnesses that rely on each individual to use correctly).

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.

Work at height equipment must be inspected prior to use, and at other recommended intervals.

To help select the most appropriate access equipment, consider this hierarchy:

1. Avoid work at height
2. Use an existing safe place
3. Fixed scaffolding or edge protection
4. MEWP (note: harnesses and lanyards with current 6 month inspection certificate will be required when using a 3b boom-type MEWP)
5. PASMA tower;
6. Podium steps with guard rail
7. Secured BS EN 131 (or BS Class 1)

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.

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.

1.21. Working in Confined Space

Prior to entering any confined space, a suitable and sufficient assessment must be carried out in accordance with Genco procedure.

A 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 (F5c) must be completed prior to start.

If you are a subcontractor and do not have access to Genco permits to work, it is expected you will implement your own permit system with controls.

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 (and all controls implemented)
- A supervisor must be present and in contact with the person working in the confined space

1.22. 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

1.23. 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.

The deadline for RAMS submission on most projects will be 1 week before commencement of the project. This will allow time for our H&S Department to review the completeness of your submission and request further information where necessary.

We also need time to compile all the project RAMS into our own Construction Phase Plan.

The Contract Manager and Site Manager will then be given opportunity to review these prior to project commencement to ensure they are complete and there are no conflicts. Your complete submission is not dependent on your receipt of a written order.

If it is not possible to submit your RAMS on time, you must inform your Genco contact. Work will never be allowed to commence on site until the Site Manager has had opportunity to review your RAMS and has formally accepted them.

Every employee and sub-contractor you send to work on our site will be required to sign the same form to confirm they have read (preferably before arriving on site), understood and will comply with your RAMS.

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

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.

1.24. 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.

1.25. PPE & RPE

As a rule, our basic site requirement is 5-point PPE, though more PPE will be required for certain tasks. You must supply this if you are a subcontractor.

All directly employed contractors will be issued with the appropriate PPE free of charge and this must be signed off.

PPE must be kept clean, and the individuals must have been shown how to use, inspect and store it properly.

PPE is used as a last resort to protect all from common hazards and to present a professional image. It is also used as a management security tool – it is easy to spot anyone not conforming to the RAMS, or anyone not authorised to be on site. It may be assumed anyone without 5- point PPE has accessed the site without authority.

Your operatives must be suitably dressed for a construction site.

Long trousers and t-shirts (under high-vis) must be worn. **Shorts are not allowed.**

It is illegal for your employees or contractors to interfere or intentionally damage any item supplied for their safety. This would include cutting fingers from gloves or painting hard hats for example

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.

The specific PPE in use will depend on your own risk assessment, but will likely include the following:

- Safety Helmet (to EN397)
- Hi-Vis Vest/Jacket (to EN471) – this must display our logo only. Competitor's of Genco logo must never be displayed on site
 - 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
- Safety Boots (to EN 20345) – anti-slip, featuring toe cap, ankle support, mid-sole protection
- Eye Protection (to EN166) – and suitable to task – note: spectacle wearers are not exempt (over glasses or prescription safety glasses should be supplied)
- Gloves (to EN388) – minimum cut resistance rating 3

Any exception to the minimum requirement detailed above will need to be written into your RAMS and approved specifically in writing by our H&S Department.

You will need to supply other items of PPE as necessary for your tasks that may include:

- Hearing protection suitable for the user
- FFP3 filtered RPE (if dust exposure is possible) with evidence of individual face fit
- Flame retardant coverall (for some hot work)
- Sun cream with SPF of 30+ (for external works in hot weather)
- Thermal clothing (for work in very cold weather)
- Fall arrest or fall prevention equipment (where collective measures cannot be employed)

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.

Any operative who could be exposed to dust should also be provided with FFP3 filtered Respiratory Protective Equipment (dust masks).

Remember to factor potential exposure of others working close by.

These masks will need to be 'face-fitted' unless they feature positive pressure powered supply, or other approved method of proving the RPE's effectiveness for that individual. Your employees or contractors must be clean shaven if using close fitting dust masks.

1.26. 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 must specify in H&S submissions which substances operatives may be exposed to, then supply the COSHH assessments with RAMS.

COSHH Assessments need to incorporate information from the Manufacturers Safety Data Sheet (regarding First Aid precautions, safe transport and storage, and what PPE to wear during use) as well as demonstrating consideration of how and in what quantities operatives will be using each substance for your tasks. Your employees or contractors will not be authorised to use any substance on our site until we are supplied with (and they are familiar with) your COSHH assessment.

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.

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

You may need to supply a COSHH box with bunding if storing any hazardous substances.

Similarly, an appropriate fire-rated container may be needed to store any flammable materials.

Remember, empties need to be stored separately from full containers, and oxygen must not be stored with flammable gasses. When used on site, cannisters must be appropriately secured on a trolley.

1.27. Dust

Genco support the IOSH '**No time to lose**' campaign. The production of dust must be avoided, eliminated or reduced wherever possible.

This may be achieved by cutting off site, ordering materials to measure, procuring materials that produce less (or less dangerous) dust or utilising less powerful tools (e.g. block splitter rather than a disc cutter).

Tools and equipment (and accessories such as jigsaw blades, drill bits, cutting discs etc.) must be in good condition, and inspected prior to use.

Where dust production cannot be avoided on site it must be reduced at source using effective on-tool extraction or suppression. The minimum suitable on-tool extraction (with suitable accessories) should incorporate Industrial HEPA (High Efficiency Particle Arresting) M-Class (Medium – for timber or plasterboard) or H-Class (High – for silica) filtration. Domestic or L-Class (Low) should not be used on our site.

There should be no dry-cutting of any silica containing product (kerb stones, paving products etc.). Where possible, mains fed suppression is better than bottle fed as it doesn't rely on the operative to repeatedly re-pressurise the bottle.

Dry sweeping is not allowed in internal areas. Internal dust should be vacuum cleaned or swept after a thorough soaking.

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.

Any operative who could be exposed to dust should also be provided with FFP3 filtered Respiratory Protective Equipment (dust masks).

These masks will need to be 'face-fitted' unless they feature positive pressure powered supply, or other approved method of proving the RPE's effectiveness for that individual. Your employees or contractors must be clean shaven if using close fitting dust masks.

Remember to factor potential exposure of others working close by.

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.

1.28. Noise

Noisy work must be avoided where possible. This is especially important where that noise could affect site neighbours. Where it is unavoidable, the risks associated with noise should be considered in job specific risk assessment.

Tasks must comply with the Control of Noise at Work Regulations 2005.

Where significant noise exposure is identified (where voices need to be raised to hold a conversation with a colleague 2 metres away), workers should detail ways to reduce it as far as reasonably practicable.

Consider for example using quieter equipment or equipment that can be used remotely.

Maintenance of equipment is important. Job rotation can reduce exposure.

Hearing protection must be supplied that is suitable for each individual, and they must be trained to use it properly.

Noisy work should never commence outside acceptable times detailed at pre-start meetings and that individual's induction.

Where possible work 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.

1.29. 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.

Whether pushing, pulling, lifting or carrying, it is important to reduce risks as far as possible. All operatives should be trained (and regularly refreshed) in safe manual handling techniques.

Mechanical lifting aids must be utilised wherever reasonably practicable (e.g. board-lifters and trollies to move plasterboard). Where mechanical aids are used to push or pull, the individual should be taught to push rather than pull as long as they can see clearly over the load and control the steering and stopping. Banksmen must be used to guide loads particularly through public areas, and always where the load is large enough to restrict visibility.

Loads should be split or shared (by a maximum 4 people) to reduce loads.

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

1.30. 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 **F5a** 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

1.31. Vibration - HAVS

Tasks must comply with the Control of Vibration at Work Regulations 2005.

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.

Work involving vibrating equipment must be avoided where possible. We expect continual monitoring to record each individual's exposure (trigger time) using our HAVS monitoring form F144.

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.

1.32. 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 (F5a) 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 (F5a) is required for any activities creating sparks or flames

1.33. 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.

1.34. Monitoring of Contractor Health & Safety

Genco require that all contractors working under its control are subject to Genco 'control of contractors' procedure, in addition each contractor must follow and implement this document

All operatives must be inducted to this document 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 and its contractors.

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 passed onto the contractor in question.

1.35. 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 meetings as requested. These are held to plan, manage 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.

1.36. 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.

1.37. Site Welfare

Details of site welfare facilities should 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.

1.38. Biological Hazards

In the interests of hygiene, all operatives must only smoke, eat or drink in designated welfare areas after thoroughly washing their hands. Waste must be disposed of appropriately, and good housekeeping will be strictly enforced by the site manager.

On site, biological hazards may include needlestick injuries (blood-borne virus), guano (bird or bat droppings for example that could pass on respirable disease like psittacosis), or the presence of animals (e.g. rats who can pass on bacterial

infections like leptospirosis in the urine, blood or tissue of infected animals), or current endemic or pandemic viruses.

Ordinarily, excessive guano will be identified during pre-start visits, and arrangements made to decontaminate.

The Site Manager should be contacted if new significant contamination is found.

All work must commence with appropriate caution. Where discarded or hidden needles are identified, work should stop in that area and the Site Manager should use the risk assessment in the CPP as a toolbox talk to inform everyone on site of necessary control measures.

Where there is any previously unidentified evidence of significant infestation (e.g. dead rats, droppings etc.), work will be stopped, and a pest control contractor will be called.

Work will only continue in that area when the pest control contractor confirms it is safe to do so.

1.39. 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 consent from the individual/s.

1.40. 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.

1.41. 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.

1.42. 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.

1.43. 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.

1.44. 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.

1.45. 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.

1.46. 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.

1.47. 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

Please estimate and plan your work thoroughly to minimise procurement (including intentional overorder) of unnecessary materials. Arrange for work to be done off site where possible (e.g. partial construction in your workshop). If excess materials have been delivered, they should be returned to the manufacturer, or be removed by you for use on other sites. Unavoidable waste should be repurposed or reused on site.

Waste produced by your work should be removed by your employees or contractors (unless by prior arrangement with our Site Manager or Contract Manager). To do this, you must have an upper-tier waste carriers license (we will need a copy) and a covered vehicle of appropriate size. All waste must be removed securely and disposed of responsibly, and in accord with your Statutory Duty of Care.

Transfer notes must be fully completed (with the full address of the destination) and issued to our SM. Where you are authorised to share our skips/bins and segregating facilities exist (i.e. where space permits), waste should be placed only in the correct receptacle.

Containers must not be overloaded, and all waste must be deposited safely considering its movement and the proximity of any passers-by (not protruding out of the sides or balanced on top for example).

Mixed skips should not be used for any hazardous waste or plasterboard. Where covered skips are provided (on most sites to prevent waste being blown out, where skip is located close to a building when it could be vulnerable to arson, or for plasterboard skips to prevent run-off following the boards getting soaked by rain) your operatives must replace these covers after use.

-approved waste being placed in the skip will be passed onto the relevant 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 and targets, 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 (*Tesco sites*) – arranged by HSE Department
- Asbestos Awareness (UKATA / ITAP)

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 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

4.2 Mental Health

In construction, more workers die from suicide than any of the other risks discussed in this section.

Risks increase when operatives are asked to work away from home for long periods, are involved in shift work, or work long hours.

We are keen to raise awareness of risks associated with poor mental health and want to reduce the stigma some individuals feel when discussing them.

We expect your support!

Key Points to Consider:

- We all have mental health
- Mental health problems are common, even more in construction than in other industries and they can affect anyone at any time
- Stigma stops us talking so let's get the conversation going
- It takes courage to talk about how you really feel
- Look after you own mental health and look out for others

The <https://workright.campaign.gov.uk/campaigns/working-minds/> has all the resources you need to make a change. You can start in your own workplace, and you can share the resources to help others to thrive.

Subcontractors: You should provide appropriate training to raise awareness of mental health issues. Having a trained 'Mental Health First Aider' within your company will be advantageous.

Anyone struggling with any mental health issue on site should feel free to talk to our Site Manager.

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.

NOTE: Subcontractors and Sole Traders are required to hold as a minimum CSCS and *Tesco online training (*where working on Tesco sites only).
Those who hold the below competencies will however be given preference

Role	Minimum	Additional Training (as identified per individual)
All Contractors	CSCS Card Tesco Online Training <i>* Tesco sites only</i> Asbestos Awareness (UKATA / ITAP) <i>*Where risk of disturbing any material or CO-OP sites only</i>	PASMA (where erecting / dismantling mobile towers) IPAF (where using MEWPs) UKPIA SPA Passport (where working on Petrol Forecourt Stations)
Plumbers	JIB (joint industry board) or CSCS Skilled Worker Card NVQ / Diploma in Plumbing Operations	
Electricians	ECS (electrical certification scheme)	NVQ 2 – specific to occupation
Roofers <i>(as well as the above site-based minimum)</i>	Working at Height	NVQ2 – Skilled Worker Qualification Harness Essentials Scaffolding Awareness PASMA IPAF UKPIA SPA Passport Emergency first aid
Scaffolders <i>(Standalone to the above site-based minimum)</i>	CISRS card (Construction Industry Scaffolders Record Scheme) *Minimum 1 Scaffolders or Advanced Scaffolders on all works	Harness Essentials UKPIA SPA Passport Emergency first aid <i>*Asbestos Awareness- Where risk of disturbing</i>
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 <i>(Gold or Blue Card)</i> 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 Managers / Project Managers	SMSTS CSCS Card <i>(Gold or Black Card)</i> 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 HOT WORKS

Specified high risk works covered by this permit:	
Hot Works	A hot work permit is required for work involving the use of a flame or other sources of ignition
Work Activity Details	
Job no:	
Site:	

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	

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
Any flammable liquids removed from working area? (at least 10 metre clearance)	YES	NO
Is hot work equipment in good state of repair?	YES	NO
PPE Required		
<ul style="list-style-type: none"> • Safety Glasses • Dust Mask / Respirator • Safety Boots • Flameproof gloves / gauntlets • Flameproof overalls / clothing. Full sleeve / leg • Welding mask (welding only) 		
Correct clothing / PPE worn by operatives?	YES	NO
All wall and floor openings covered?	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 any additional precautions in place		



PERMIT TO WORK CONFINED SPACE

Specified high risk works covered by this permit:	
Confined Space	required to allow personnel to enter a confined space such as a blade, trench, tank, vessel, etc.
Work Activity Details	
Job no:	
Site:	

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	

CONFINED SPACE		
Why is confined space working 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)		
Any 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?	YES	NO
PPE Required		
<ul style="list-style-type: none"> • Hard Hat • Respirator • Safety Boots • Ear Defenders / plugs (where applicable) • Waterproof Overalls (where applicable) • Safety Glasses (where applicable) • Harness / Lanyard (where applicable) 		
Correct clothing / PPE worn by operatives?	YES	NO
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	YES	NO
Any other hazards within confined space	YES	NO
Details.....		
List any additional precautions in place		

PERMIT TO WORK
EXCAVATION

Specified high risk works covered by this permit:	
Excavation	is required for any excavation or ground disturbance activity over 300mm in depth
Work Activity Details	
Job no:	
Site:	

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

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 scan 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 it's 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	

PERMIT TO WORK
WORKING AT HEIGHT

Specified high risk works covered by this permit:	
Working at Height	Any work or access required on at height by using access equipment such as ladders, MEWPs, Scaffold tower or fixed scaffolding
Work Activity Details	
Job no:	
Site:	

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



WORKING AT HEIGHT	
Why is working at height required?	
Access equipment i.e. ladder / fixed scaffold / MEWP / scaffold tower	
What is the estimated height of the works being undertaken?	
Operatives completing task	
PRECAUTIONS - ALL answers below should be YES or N/A, if there is NO answer, works should not be permitted until further controls introduced	
ROOF WORKS;	
Weather conditions considered, no high winds, ice etc. Winds must be 23mph or less	YES NO N/A
Overhead power cables not in vicinity of works (within 9 metres of working level)	YES NO N/A
Edge protection in place by means of parapet walls or guardrails at height of 1m or more	YES NO N/A
Fragile roof / skylights are covered or signed as hazardous or have physical barriers around them	YES NO N/A
Asbestos register obtained and no ACMs found / suspected within area of works	YES NO N/A
Tools & equipment are at least 2 feet from the edge of the roof edge (or anchored to avoid falling)	YES NO N/A
Rescue plan in place with required equipment if operatives making use of Harness / Lanyard	YES NO N/A
WORKS FROM LADDER;	
A-FRAME LADDER	
Ladder set on a firm level base	YES NO N/A
Works are of short duration only	YES NO N/A
Users to maintain three points of contact at all times	YES NO N/A
If Genco owned equipment, 6 monthly inspection is in date and displayed on 'ladder tag'	YES NO N/A
Ladder is in good condition and is sufficiently maintained / inspected accordingly	YES NO N/A
COMBI LADDER	
Ladder set on a firm level base	YES NO N/A
Ladder must be footed or lashed at the bottom to prevent sagging or swaying	YES NO N/A
Works are of short duration only	YES NO N/A
Users to maintain three points of contact at all times	YES NO N/A
Ladder is in good condition and is sufficiently maintained / inspected accordingly	YES NO N/A
If Genco owned equipment, 6 monthly inspection is in date and displayed on 'ladder tag'	YES NO N/A
EXTENSION LADDER	
Ladder set on a firm level base	YES NO N/A
Ladder must be footed or lashed at the bottom to prevent sagging or swaying	YES NO N/A
Works are of short duration only	YES NO N/A
Users to maintain three points of contact at all times	YES NO N/A
Ladder is in good condition and is sufficiently maintained / inspected accordingly	YES NO N/A
If Genco owned equipment, 6 monthly inspection is in date and displayed on 'ladder tag'	YES NO N/A
SCAFFOLDERS (BUILDING SCAFFOLDS);	
Suitable measures in place to prevent unauthorised persons gaining access to the scaffold materials / structure	YES NO N/A
Scaffold team competent, MUST have at least one operative 'Scaffolder' (Blue CISRS) or 'Advanced Scaffolder' (Gold CISRS)	YES NO N/A
Overhead power cables not in vicinity of works (within 9 metres of working level)	YES NO N/A
All scaffold operatives making use of harnesses connected to a suitable anchor point when working without a fully boarded platform or guardrail protection	YES NO N/A
WORKS FROM FIXED SCAFFOLDING;	
Scaffolding has been handed over by competent inspector	YES NO N/A
Last date of inspection by competent person- within 7 days & displayed on 'scaff tag'	YES NO N/A
Scaffold is provided with guard rails and toe boards	YES NO N/A
Entry point to scaffold is sufficiently cordoned off & exclusion zones are sufficient	YES NO N/A

PERMIT TO WORK
ELECTRICAL WORKS

Specified high risk works covered by this permit:

Electrical Work	Any works on any electrical systems
Work Activity Details	
Job no:	
Site:	

Start of works Date	Start of works Time	End of works Date & Time
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AUTHORISATION

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

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

ELECTRICAL WORKS

Electrical works required	
NOTE: LIVE Electrical works are not permitted on any Genco works. If this is required, work must be stopped and specifically addressed with the HS&E manager	
Specific Location of Works	
Details of specific power source / distribution board	
Operatives completing task	
PRECAUTIONS - ALL answers below should be YES, if there is NO answer, works should not be permitted until further controls introduced	
PRIMARY HAZARDS - Electric Shock / Arcing / Arc Flash / Fire / Explosion	
Are you competent and trained to undertake this work?	YES NO
Have the relevant parties been informed of the electrical works / isolations required?	YES NO
Has the electrical supply been switched off / isolated?	YES NO
Has the electrical supply been proven 'dead' using voltage detection instrument?	YES NO
Does the voltage detection equipment meet the requirements of the HSE Guidance Note GS38 (4 th Edition)	YES NO
Have flammables / combustible items been removed?	YES NO
Asbestos register obtained and no ACMs found / suspected within area of works	YES NO
Is the fire procedure been understood?	YES NO
Is the isolator locked off and fitted with lockout tag?	YES NO
Isolation tags should detail the reason for isolation, the date of isolation and the name and contact details of the person responsible for the isolation	
Have stored energy sources been considered? Capacitors / Uninterruptible Power Supplies (UPS) / Solar Voltaic Feed in Systems?	YES NO
Are 1000V VDE Insulated Tools in Use? Must meet DIN EN 60900:2004	YES NO
Correct clothing / PPE worn by operatives?	YES NO
PPE Required	
<input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety Boots <input type="checkbox"/> Hi Visibility Vest / Jacket <input type="checkbox"/> Electrical Insulating Gloves - Must Meet EN60903 Class 0 (1000V) <input type="checkbox"/> Respirator / Dust Mask (where applicable) <input type="checkbox"/> Ear Defenders / plugs (where applicable)	
Are there task specific RAMS in place and signed onto?	YES NO
List any additional precautions in place	

PERMIT TO WORK
LIFTING OPERATIONS

Specified high risk works covered by this permit:

Lifting Operations	Any lift of materials required i.e. crane lift
Work Activity Details	
Job no:	
Site:	

Start of works Date	Start of works Time	End of works Date & Time
-------------------------------	-------------------------------	------------------------------------

AUTHORISATION

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

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



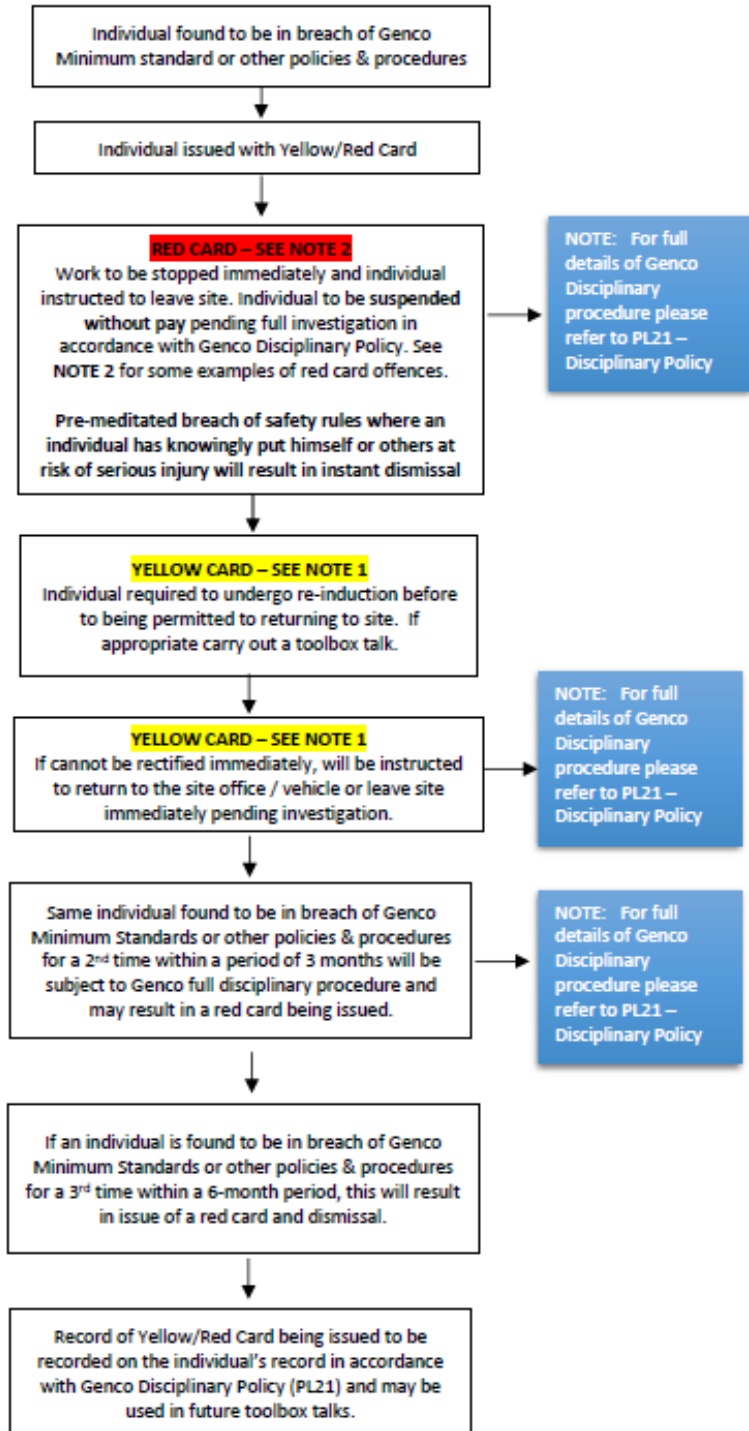
LIFTING OPERATIONS


Description of lift required	
No. of lifts required	
NOTE: the management of lifts and securing loads must be completed and managed by competent personnel only	
Specific Location of Works	
Contractor/s involved	
Details of appointed lift personnel	
PRIMARY HAZARDS - Overturning, Load Falling, Serious or fatal injury from trapping crushing and falling objects.	
PRECAUTIONS - ALL answers below should be YES, if there is NO answer, works should not be permitted until further controls introduced	
Are weather / environment conditions suitable?	YES NO
Are ground conditions suitable to site the crane?	YES NO
Are appointed personnel trained and qualified to undertake this work?	YES NO
Is the LOLER certificate present for the lifting equipment? (1 year)	YES NO
Is the LOLER certificate present for the lifting accessories? (6 months)	YES NO
Is the lifting equipment capable of lifting the planned load?	YES NO
Is planned lift zone clear of all proximity hazards? (Overhead cables)	YES NO
Are ground conditions suitable for lifting equipment to be sited i.e clear of manhole covers and drainage channels?	YES NO
Is the lifting zone & lifting equipment inc. outriggers suitably segregated from others?	YES NO
Is the lift plan present, agreed to and signed onto by all appointed personnel?	YES NO
Has the temporary work register been updated?	YES NO
Correct clothing / PPE worn by operatives?	YES NO
The below questions are only applicable for NON contracted lifts...	
Have you fully assessed the type of load being lifted, it's weight, it's shape and what it consists of?	YES NO
Have you assessed the risk of the load falling or striking a person or object and its consequences?	YES NO
Have you assessed the risk of the lifting equipment falling over while in use and the consequences?	YES NO
PPE Required	
<input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety Boots <input type="checkbox"/> Hi Visibility Vest / Jacket <input type="checkbox"/> Electrical Insulating Gloves - Must Meet EN60903 Class 0 (1000V) <input type="checkbox"/> Respirator / Dust Mask (where applicable) <input type="checkbox"/> 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 Action Procedure

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

Declaration

This declaration is to be signed by the most senior officer (*i.e, Managing Director or equivalent*) of each Contractor approved to work on behalf of Genco Construction Services Limited.
 On completion, this page must be returned for our records.

I confirm that I have read and understood this **CODE OF CONDUCT -Environment, Health, Safety and Wellbeing (EHSW) Minimum Standards Rev 20** and will support the enforcement of all its' requirements on every Genco Site.

I will communicate the requirements contained within to my management team, and all employees and contractors under our control. We will supply prompt evidence of resolution where any non-conformance is identified on site.

I understand that any delays caused by any lack of compliance by our employees or contractors could result in formal notice of non-completion.

Print Name:			
Position:			
Company:			
Sign:		Date:	
Email:			